

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## AGENDA ITEM SUMMARY

Meeting Date: June 03, 2025      ☒ Consent      ☐ Regular  
☐ Ordinance      ☐ Public Hearing

**Department:** Department of Public Safety  
**Submitted By:** Department of Public Safety  
**Submitted For:** Division of Justice Services

## I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to:**

- A) **ratify** the Mayor's signature on the Florida Department of Juvenile Justice (DJJ)'s Solicitation #10769 – Aftercare Resource Navigator Program (ARNP) application, in the amount of \$1,551,250 for an award period of January 1, 2025 through December 31, 2028; and
- B) **delegate authority** to the County Administrator or designee to sign future applications and execute contracts and contract amendments with DJJ for youth reentry on behalf of the Board of County Commissioners (BCC), after approval of legal sufficiency by the County Attorney's Office (CAO), and within budget allocations, that do not substantially change the scope of work, terms or conditions of the original contract.

**Summary:** The purpose of the DJJ Solicitation #10769- ARNP funding is to increase positive outcomes for youth who are reentering the community from a residential commitment facility by identifying and establishing relationships with resources that address the service needs of youth and their families. This funding aligns seamlessly with services currently being offered by Public Safety Department, Justice Services, Youth Reentry Program. Outcomes of the program are intended to reduce recidivism among reentry youth who are transitioning back to Palm Beach County (PBC), as well as reduce future victimization, enhance public safety, and improve the quality of life of all residents. With the additional funds requested from DJJ, the PBC Youth Reentry Program will be able to sustain and expand current reentry services. The contract provides funds to support three (3) existing positions, a Senior Program Specialist, paygrade 38; Case Manager II, paygrade 27; and a Community Outreach Specialist I, paygrade 20; as well as two (2) new Aftercare Navigator positions paygrade 27. The two (2) new Aftercare Navigator positions will be approved for the length of the contract funding and will be deleted from Public Safety Department, Division of Justice Services complement if funding ceases. The County's emergency signature process was utilized for this application because we were notified of the opportunity on October 30, 2024 and there was not sufficient time to submit these forms through the regular agenda process to meet the November 6, 2024 deadline for electronic submission. **No County matching funds are required for this contract. Countywide (RS)**

(continued on page 3)

**Attachments:**

- 1) Mayor Approval Packet for Solicitation submission
- 2) Application for Solicitation # 10769

Recommended By: Heinrich 4/23/25  
Department Director Date

Approved By: W. J. B. 5/12/25  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Personal Services					
Operating Expenses					
Capital Outlay					
Contracts & Aids					
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	*				

# ADDITIONAL FTE

<b>POSITIONS (Cumulative)</b>	0	0	0	0	0
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Is Item Included In Current Budget?	Yes	<u>          </u>	No	<u>  X  </u>
Is this item using Federal Funds?	Yes	<u>          </u>	No	<u>  X  </u>
Is this item using State Funds?	Yes	<u>  X  </u>	No	<u>          </u>

**Budget Account** Exp No: Fund \_\_\_ Dept. \_\_\_ Unit \_\_\_ Obj. \_\_\_ Prog. \_\_\_  
Rev No: Fund \_\_\_ Dept. \_\_\_ Unit \_\_\_ Rev. \_\_\_ Prog. \_\_\_

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

\*A budget amendment will be submitted if this contract is awarded.

**C. Departmental Fiscal Review:**

### III. REVIEW COMMENTS

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

Lux Mart 4/30/2025  
 MD 4/30 OFMB 4/30 JFA 4/30

*Brenda Zuck* 9/1/25  
Contract Dev. And Control/

**B. Legal Sufficiency:**

 5/5/2025  
Assistant County Attorney

**C. Other Department Review:**

**Department Director**

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

**Background and Justification:** In 2012, the Criminal Justice Commission (CJC) received funding to develop a juvenile reentry strategic plan. In 2013, the CJC received a Second Chance Act contract from the Office of Juvenile Justice and Delinquency Prevention. Through this effort, an enhanced reentry process for juveniles transitioning from residential settings back to their respective communities was developed and services were outsourced through contracts with a community provider. The Reentry Task Force's Youth Reentry Subcommittee participated in analyzing outcomes and systemic barriers for youth reentry services and were instrumental in identifying potential solutions. On July 12, 2022, the BCC approved to insource the Youth Reentry Program under the Public Safety Department's Division of Justice Services. PBC developed a Strategic Plan for providing effective and coordinated reentry services to youth returning from the residential programming within the Department of Juvenile Justice. Programming is intended to reduce recidivism among reentry youth who are transitioning back to PBC, as well as reduce future victimization, enhance public safety, and improve the quality of life of all residents.

RECEIVED NOV 04 2024

Interoffice Correspondence



Department of Public Safety  
Division of Justice Services  
Reentry Services

205 N. Dixie Highway, Suite 5.1130  
West Palm Beach, FL 33401  
(561) 355-2370  
psd-reentry@pbc.gov  
www.pbcgov.com



Palm Beach County  
Board of County  
Commissioners

Maria Sachs, Mayor  
Maria G. Marino, Vice Mayor  
Gregg K. Weiss  
Michael A. Barnett  
Marci Woodward  
Sara Baxter  
Mack Bernard

County Administrator  
Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

To: The Honorable Maria Sachs, Mayor  
Palm Beach County Board of County Commissioners

Through: Verdenia C. Baker, County Administrator  
Todd J. Bonlarron, Assistant County Administrator

From: Stephanie Sejnoha, Director, Public Safety Department

Date: October 31, 2024

Subject: Emergency request to electronically submit application for State funding requiring Board approval – Department of Juvenile Justice, Solicitation #10769 – Aftercare Resource Navigator Program

Digitally signed by  
Stephanie Sejnoha  
Date: 2024.11.01  
16:27:28 -04'00'

Pursuant to PPM# CW-F-003, your approval is requested to submit an application for State funding to the Department of Juvenile Justice, Solicitation #10769 – Aftercare Resource Navigator Program, for a 48-month contract period beginning January 1, 2025 through December 31, 2029 in the amount of \$387,812 per year, totaling \$1,551,248. **This funding does not require a County match.**

Pursuant to Palm Beach County Administrative Code 309.00, the emergency signature process is being utilized because we were notified of the opportunity on October 30, 2024 and the soliciting agency is only accepting applications electronically and the application deadline is November 6, 2024.

Additionally, your signature is required on several forms that are part of the application submission. Attached are the forms required to accompany this application. Below is a description of each form:

- **Transmittal Letter** – Outlines declarations necessary for application submission.
- **Attachment J – Price Sheet** – Outlines the proposed unit rate for each tier of proposed service.
- **Attachment K – Drug Free Workplace Certification** – Preference shall be given to businesses with drug-free workplace programs.
- **Attachment L – Foreign Country of Concern Attestation (PUR 1355)** – Mandatory for demonstrating compliance with national security requirements.
- **Attachment Q – Proposal Verification Form** – Required form ensuring proposal is in accordance with mandatory requirements outlined in the funding solicitation.
- **Attachment R – Certification of Experience** – Required to demonstrate experience working with target population.
- **Attachment S – Tie Breaking Certifications** – Included to supplement application for utilization in the event of a tie in competitive scoring.

**Summary:** The purpose of this funding is to increase positive outcomes for youth who are reentering the community from a residential commitment facility by identifying and establishing relationships with resources that address the service needs of youth and their families.



This funding aligns seamlessly with the services currently being offered by the Public Safety Department, Justice Services, Youth Reentry Program. These funds will allow us to support our current efforts as well as expand in areas of innovation and best practices.

Reviewed by: **Richard Sena**  
County Attorney Date

**Andres Figueroa**  
OFMB Date

Staff will submit funding application to ratify the Mayor's signature at the next available Board of County Commissioner's meeting.

Should you have any questions regarding the attached document or funding application, please contact me at 561-712-6473.

**Attachments:**

1. Transmittal Letter
2. Attachment J – Price Sheet
3. Attachment K – Drug Free Workplace Certification
4. Attachment L – Foreign Country of Concern Form (PUR 1355)
5. Attachment Q – Proposal Verification Form
6. Attachment R – Certification of Experience
7. Attachment S – Tie Breaking Certifications
8. DJJ Request for Proposals Solicitation #10769



**Department of Public Safety  
Division of Justice Services  
Reentry Services**

205 N. Dixie Highway, Suite 5.1130  
West Palm Beach, FL 33401  
(561) 355-2370  
psd-reentry@pbc.gov  
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**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

October 31, 2024

Brian Thompson  
Procurement Manager  
Bureau of Procurement and Contract Administration  
Florida Department of Juvenile Justice  
The Knight Building, Suite 1100  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100

Re: Solicitation #10769 – Aftercare Resource Navigator Program

Dear Mr. Brian Thompson,

As Chief Executive Officer of the Palm Beach County Board of County Commissioners (BCC), I submit this letter to certify the following:

1. Palm Beach County Respondent's Federal Employee Identification Number is 59-6000785, and our State of Florida Vendor Sequence number is FS960000785244.
2. Palm Beach County BCC's DUNs number is 0784704810000.
3. On behalf of Palm Beach County BCC, this letter certifies that Palm Beach County BCC agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted.
4. On behalf of Palm Beach County BCC, this letter certifies that Palm Beach County BCC has met all conditions and requirements of Attachment C, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency.
5. On behalf of Palm Beach County BCC, this letter certifies that neither Palm Beach County BCC nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and the end of the 72-hour period following the agency posting the Notice of Intended Award, excluding Saturday, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents.
6. On behalf of Palm Beach County BCC, this letter certifies that Palm Beach County BCC is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List; or has been engaged



October 31, 2024

in business operations in Cuba or Syria; or pursuant to paragraph 215.472(3)(a), F.S., has been engaged in business operations in or with the government of Venezuela or in any company doing business in or with the government of Venezuela; or pursuant to paragraph 215.473(1), F.S.

7. On behalf of Palm Beach County BCC, this letter certifies that the Attachment H – Budget submitted is complete, reflects reasonable costs for the service being proposed, and all costs are necessary to provide the proposed services. I understand that the Attachment H – Budget, which has been submitted by the date and time required in the RFP, will be evaluated on a pass/fail basis in accordance with Attachment F.

Sincerely,

A handwritten signature in black ink, appearing to read "Maria Sachs", is written over a horizontal line.

Maria Sachs, Mayor  
Palm Beach County  
Board of County Commissioners  
301 North Olive, Ave. Suite 1201  
West Palm Beach, FL 33401  
561-355-2205  
MSachs@pbc.gov

ATTACHMENT J - PRICE SHEET (MANDATORY)  
A PRICE SHEET (ATTACHMENT J) SHALL BE SUBMITTED FOR EACH CIRCUIT PROPOSED  
CIRCUIT 15

THIS IS A MANDATORY FORM. IT MUST BE COMPLETED AND RETURNED WITH THE PROPOSAL.

Service Tiers		Proposed Rate	Maximum Allowable Daily Rate
Tier 1	Standard	(1) \$ 40.00	\$40.00
Tier 2	Standard + Educational/Vocational	(2) \$ 42.00	\$42.00
Tier 3	Standard + Mental Health/Substance Abuse/Sex Offender	(3) \$ 43.00	\$43.00
Tier 4	Standard + Educational/Vocational + Mental Health/Substance Abuse/Sex Offender	(4) \$ 45.00	\$45.00

It is **MANDATORY** that the Respondent shall provide a rate for all Service Tiers listed in Attachment A, Section III., B., Service Tiers, by returning a completed copy of the Department's Attachment J - Price Sheet. The proposed rates must include all services, materials, and labor necessary to complete the services outlined in Attachment A and the Respondent's proposal. The rates should be expressed as two-decimal amounts (\$##.##); rates provided without decimals shall be interpreted at whole amounts (\$##.00). Any proposal without a completed Attachment J for the Circuit proposed shall be rejected.

By submission of and signature on this form, the prospective Respondent agrees to all terms and conditions of this RFP and commits the proposer to the prices stated.

NAME: Maria Sachs  
TITLE: Mayor, Palm Beach County  
COMPANY: Palm Beach County Board of County Commissioners  
ADDRESS: 301 North Olive Ave Suite 1201  
West Palm Beach, FL 33401  
E-MAIL ADDRESS: MSachs@pdc.gov  
TELEPHONE NUMBER: 561.355.2265  
SIGNATURE: [Signature] DATE: 11/4/2024



**ATTACHMENT K**  
**DRUG-FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Palm Beach County Board of  
County Commissioners  
BUSINESS NAME


  
\_\_\_\_\_  
PROVIDER'S SIGNATURE

**FOREIGN COUNTRY OF CONCERN ATTESTATION  
(PUR 1355)**

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in Rule 60A-1.020, F.A.C.

Name of entity is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Marla Sachs  
Title: Mayor Palm Beach County  
Signature: 

Date: 11/4/2024

ATTACHMENT Q  
PROPOSAL VERIFICATION FORM

By completing and submitting this form with your Proposal, the Respondent is ensuring the proposal submission is in accordance with the mandatory and requirements outlined in RFP #10769. Also, please check the Vendor Information Portal (VIP) for any addendums posted that indicate any *revised* document(s) for which the Respondent is responsible for completing and submitting by the date and time noted in the Calendar of Events (Attachment B, Section IV., A.) of this RFP.

**Instructions:** Place a check mark (✓) in the box next to the *Requirement* indicating it has been completed and is ready to submit by the date and time specified in the Calendar of Events (Attachment B, Section IV., A.) of this RFP. **This form shall be submitted as the first document under Volume 1.**

ELECTRONIC UPLOAD PROPOSAL	
<input checked="" type="checkbox"/>	Register for a DJJ Bid Library Account through the Procurement Manager. Respondents must register their email address for access to the DJJ Bid Library using a Microsoft account. For specific instructions, reference Attachment B, Section VI., C., 1., Electronic Upload of the Proposal(s) and/or contact your Procurement Manager listed in the RFP.
<input checked="" type="checkbox"/>	If your organization does not use a Microsoft account, a free account can be created through Microsoft at <a href="https://www.office.com">https://www.office.com</a> . This step must be completed first, prior to submitting the DJJ Bid Library registration request. The email address used to create the Microsoft account should be utilized in the registration request to the Procurement Manager.
<input checked="" type="checkbox"/>	Notice of Intent to Submit a Proposal, Attachment N, shall be uploaded to the DJJ Bid Library, no later than the deadline specified in the Calendar of Events for this RFP.
<input checked="" type="checkbox"/>	Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the Calendar of Events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
<input checked="" type="checkbox"/>	The complete proposal which contains Volumes 1, 2, and 3 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment R (Volume 3, Tab 1), the Financial Viability documentation (Volume 2, Tab 3), are the only documents which can be saved in a PDF format. The signed Attachment H – Budget (Volume 2, Tab 1) must be submitted in Excel, at a minimum.
MANDATORY CRITERIA (Attachment B, V.)	
<input checked="" type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit its complete proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.). A proposal is considered complete if it contains all of the required documents listed in Attachment B, section XX.
<input checked="" type="checkbox"/>	It is <b>MANDATORY</b> the Total Maximum Amount in the Attachment H – Budget document is at or under the maximum amount listed in Section XIV., Total Maximum Per Diem Amount for Year One, to be deemed responsive. Failure to meet this mandatory shall result in the Respondent's response being deemed as non-responsive and will not move forward for evaluation and scoring.
<input checked="" type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit a completed and signed Attachment L – Foreign Country of Concern Attestation (PUR 1355) form, and place under the Attachment Q – Reply Verification Form in Volume 1, Tab1.
<input checked="" type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit a completed Price Sheet (Attachment J) for all Service Tiers listed in Attachment A, Section III., B., Service Tiers, for each circuit, by returning a completed copy of the Department's Attachment J - Price Sheet.
TECHNICAL PROPOSAL – VOLUME 1 (Attachment B, XX.)	
<input checked="" type="checkbox"/>	Prior to submitting the Proposal, the Respondent shall complete, sign, and submit this form, Attachment Q – "Proposal Verification Form", to ensure that the reply is in compliance with the instructions listed below. This form shall be placed in Volume 1, Tab 1, before the Transmittal Letter.
<input checked="" type="checkbox"/>	Transmittal letter is on Respondent's letterhead.
<input checked="" type="checkbox"/>	Transmittal letter is signed by an individual authorized to bind the Respondent.
<input checked="" type="checkbox"/>	Transmittal letter has the following: <input checked="" type="checkbox"/> official company name;

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> company address; <input checked="" type="checkbox"/> telephone number; <input checked="" type="checkbox"/> email address; <input checked="" type="checkbox"/> name and title of the Respondent official who will sign any contract; <input checked="" type="checkbox"/> Federal Employee Identification #, including the Florida Vendor Sequence #, if available, and if not available, a statement saying so; <input checked="" type="checkbox"/> DUNS #, if applicable, and if not applicable, a statement saying so; and <input type="checkbox"/> If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it.
<input checked="" type="checkbox"/>	The Transmittal Letter must contain the following <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted".
<input checked="" type="checkbox"/>	The Transmittal Letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment C, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency." <b>If the Respondent is unable to certify to any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.</b>
<input checked="" type="checkbox"/>	The Transmittal Letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and the end of the 72-hour period following the agency posting the Notice of Intended Award, excluding Saturday, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents".
<input checked="" type="checkbox"/>	The Transmittal Letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List; or has been engaged in business operations in Cuba or Syria; or pursuant to paragraph 215.472(3)(a), F.S., has been engaged in business operations in or with the government of Venezuela or in any company doing business in or with the government of Venezuela; or pursuant to paragraph 215.473(1), F.S."
<input checked="" type="checkbox"/>	The Transmittal Letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that the Attachment H – Budget submitted is complete, reflects reasonable costs for the service being proposed, and all costs are necessary to provide the proposed services. I understand that the Attachment H – Budget, which has been submitted by the date and time required in the RFP, will be evaluated on a pass/fail basis in accordance with Attachment F.
<input checked="" type="checkbox"/>	The Respondent shall insert the Transmittal Letter in Volume 1, Tab 1, <b>after</b> the Proposal Verification Form.
<input checked="" type="checkbox"/>	<b>Attachment O – Cross Reference Table – Volume 1, Tab 1</b> In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, it is required that the Respondent provide a table that cross-references the contents of its proposal with the contents of the RFP. The Respondent shall insert the Attachment O in Volume 1, Tab 1, after the Transmittal Letter. Remember to complete Attachment O in its entirety. Respondents are advised that the Department's ability to conduct a thorough review of proposals is dependent on the Respondent's ability and willingness to submit proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the responsibility of the Respondent. The Respondent shall ensure the proposal's sections are properly and completely identified by citing all the applicable page numbers correlating to the requested documentation in Attachment O.
<input checked="" type="checkbox"/>	<b>Attachment K – Drug-Free Workplace Certification &amp; Attachment S –Tie Breaking Certifications – Volume 1, Tab 2</b>

	<p>The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The form is labeled as Attachment K. The Respondent may also submit the Attachment S (Tie Breaking Certifications), which is not mandatory.</p>
✓	<p><b>Technical Proposal Narrative – Volume 1, Tab 3</b></p> <p>The Technical Proposal shall be prepared in the format listed below:</p> <ul style="list-style-type: none"><li>• Letter size (8<sup>1</sup>/<sub>2</sub>" X 11)</li><li>• 12 Point Type – Times New Roman</li><li>• Single Space</li><li>• 1" margins (top, bottom and sides)</li><li>• Pages consecutively numbered (limit of sixty (60) pages)</li></ul> <p>Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. Pages must be numbered in a logical, consistent fashion and must not exceed sixty (60) pages including attachments and exhibits (excluding Department-required Attachments, e.g. Organizational Chart, Activity Schedule, etc.) <b>Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated.</b> Any floorplans, exhibits, attachments, charts, tables, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall <b>not</b> be counted in the sixty (60) page limitation established for the Technical Proposal. <u>Illegible proposals will not be evaluated, and pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated.</u></p> <p>The Technical Proposal package shall contain the following sections in the following sequence: <b>(PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT):</b></p> <ul style="list-style-type: none"><li>• Management Capability</li><li>• General Description of Adtercare Resource Navigator Program</li><li>• Understanding of Population and Past Experience</li><li>• Youth Assignment/Determination and Admisson/Acceptance for Services</li><li>• Discharge/Release Form Services</li><li>• Referral Resources</li><li>• Evidence-Based Promising Practice, or Practice with Demonstrated Effectiveness</li><li>• Service Provision, Referral to Resources, Services Directly Provided</li><li>• Service Tiers</li><li>• Transition Planning Services</li><li>• Post-Release Services</li><li>• Community Resource Guide</li><li>• Informed Consent/Records Release</li><li>• Reporting and Documentation and Record Management</li><li>• Staffing/Personnel</li><li>• Understanding of Service Implementation/Completion Timeframes</li><li>• Service Location and Times</li></ul>
	<b>CATEGORY #1: Management Capability</b>
✓	To what extent does the proposal describe the Respondent's management capability that ensures oversight and manage/control of service delivery?
✓	How well does the Respondent's proposed organizational structure (as indicated in the organizational chart) indicate sufficient management capability to perform or provide oversight of the services required by the RFP?
✓	How well does the proposal describe the Respondent's internal quality improvement process? The quality improvement process is necessary to identify problems and improve processes.
	<b>CATEGORY #2: General Description of Aftercare Resource Navigator Program</b>

<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an overall understanding of the juvenile justice system and the Department's service needs for transitional planning and post-release services?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the specific goal of services, as required in the RFP? For example, how well does the Respondent demonstrate that services offered address the service needs of youth and families and will increase positive outcomes for youth who are re-entering the community from a residential commitment facility?
<input checked="" type="checkbox"/>	To what extent are the Respondent's services designed to address transitional planning, connecting youth and family with appropriate resources to address their specific needs and ensure services identified in transitional planning is completed or substantially underway prior to the youth's release from the program?
	<b>CATEGORY #3: Understanding of population and past experience</b>
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate past experience providing transitional planning and post-release services to youth?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of specific issues that juvenile youth face, with particular emphasis on transitional planning and post-release services?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the function of the Aftercare Resource Navigator to initiate services for resources identified for the youth and family?
	<b>CATEGORY #4: Youth Assignment/Determination and Admission/Acceptance for Services</b>
<input checked="" type="checkbox"/>	To what extent does the Respondent understand the population that will be eligible for services and the limits on youth to be served?
<input checked="" type="checkbox"/>	To what extent does the Respondent's intake/acceptance process meet the requirements of the RFP, including, but not limited to timeframes, youth assignment/determination, transitional planning, identifying referral resources, initiating services and obtaining informed consent?
<input checked="" type="checkbox"/>	To what extent does the Respondent meet the RFP requirements for JJIS admittance and placement from the program?
	<b>CATEGORY #5: Discharge/Release from Services</b>
<input checked="" type="checkbox"/>	To what extent does the Respondent's process meet the requirements for discharge/release of services as required by the RFP, including meeting the requirements for successful completion or substantial completion and appropriate documentation, and notification to the Department?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the requirements, timeframes, and supporting documentation needed for discharge?
	<b>CATEGORY #6: Referral Resources</b>
<input checked="" type="checkbox"/>	To what extent does the Respondent detail the referral resources available in each proposed circuit?
	<b>CATEGORY #7: Evidence-Based, Promising Practice, or Practice with Demonstrated Effectiveness</b>
<input checked="" type="checkbox"/>	To what extent does the Respondent detail an evidence based, promising practice, or practice with demonstrated effectiveness service to be provided by the Respondent to youth and documented in the Evidence Based Services (EBS) module?
	<b>CATEGORY #8: Service Provision, Referral to Resources, Services Directly Provided</b>
<input checked="" type="checkbox"/>	To what extent does the Respondent detail how services will be provided to youth and their families?
<input checked="" type="checkbox"/>	To what extent does the Respondent detail who may provide services
<input checked="" type="checkbox"/>	To what extent does the Respondent detail timeframes for services and follow-up?
	<b>CATEGORY #9 Service Tiers</b>

<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of Service Tiers, billing and its relationship to providing transitional planning and post-release services to youth as required in the RFP?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the service tier and its relationship to service needs of youth and family as required in the RFP?
<b>CATEGORY #10: Transitional Planning Services</b>	
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of its role in transition planning including but not limited to communication with JPO, youth, parent/guardian, residential case manager and/or transition services manager meet the requirements of the RFP?
<input checked="" type="checkbox"/>	To what extent does the Respondent detail transition planning timeframes as required in the RFP?
<input checked="" type="checkbox"/>	To what extent does the Respondent provide a detailed description of Aftercare Resource Navigator's tasks in the transitional planning process as required by the RFP?
<input checked="" type="checkbox"/>	To what extent does the Respondent provide a detailed description on the determination process for the Service Tier designation based on the needs of the youth and family and the role of the Aftercare Resource Navigator?
<input checked="" type="checkbox"/>	To what extent does the Respondent detail the maintenance of documentation of transitional services provided to each youth demonstrating the completion of each task required in the RFP?
<b>CATEGORY #11: Post-Release Services</b>	
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of providing services for CR, PCP, and Direct Discharge youth?
<input checked="" type="checkbox"/>	To what extent does the Respondent describe in detail post-release services?
<input checked="" type="checkbox"/>	To what extent does the Respondent describe in detail the Aftercare Resource Navigator's tasks once the youth is released from a residential program?
<input checked="" type="checkbox"/>	To what extent does the Respondent provide a detailed description of the timeframes and process for program completion?
<input checked="" type="checkbox"/>	To what extent does the Respondent detail the maintenance of documentation of post-release services provided to each youth demonstrating the completion of each task required in the RFP?
<b>CATEGORY #12: Community Resource Guide</b>	
<input checked="" type="checkbox"/>	To what extent does the Respondent describe in detail the process for maintaining and updating the contents of the Department's Community Resource guide for all the counties located within each circuit?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the resources that are to be included in the Community Resource Guide?
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the contact information required on the resource in order to be included in the Community Resource Guide?
<b>CATEGORY #13 Informed Consent/Records Release</b>	
<input checked="" type="checkbox"/>	To what extent does the Respondent demonstrate an understanding of the requirements of informed consent?
<input checked="" type="checkbox"/>	To what extent has the Respondent described how youth are informed and orientated to their rights and documentation is properly maintained in the youth's case file?
<b>CATEGORY #14 Reporting and Documentation and Record Management</b>	
<input checked="" type="checkbox"/>	To what extent does the Respondent's approach to files, record keeping, and documentation demonstrate an understanding of the record management requirements as well as the confidentiality requirements?
<b>CATEGORY #15 Staffing/Personnel</b>	
<input checked="" type="checkbox"/>	To what extent does the Respondent describe in detail the staff requirements for Aftercare Resource Navigators and other staff for this Program?
<input checked="" type="checkbox"/>	To what extent does the Respondent's back up plan, (plan for covering planned or unplanned absences, staff vacations, and filling vacancies) demonstrate there will be qualified staffing available to provide services as needed and ensure little or no interruption of services.

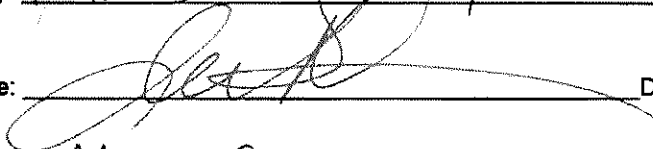
	<b>CATEGORY #16 Understanding of Service Implementation/ Completion Timeframes</b>
✓	To what extent does the Respondent's processes for accepting referrals, scheduling appointments, participating in the transitional process, meeting the timeframes associated with initiating and completing services for referred youth and submitting required reports meet or exceed the requirements for the RFP?
	<b>CATEGORY #17 Service Location and Times</b>
✓	To what extent are the proposed locations for delivery of services appropriate to ensure services are accessible to youth and families throughout the Circuit?
	<b>FINANCIAL PROPOSAL – VOLUME 2</b>
✓	<b>Attachment H – Budget – Volume 2, Tab 1</b> It is <b>REQUIRED</b> that the Respondent complete and submit in Tab 1 of Volume 2 a <b>signed</b> Attachment H – Budget - MHOS SAOS JSO BIF DD Department Owned or Attachment H-1 Budget - MHOS SAOS JSO BIF DD No MMF Respondent Owned. The Department will review a fixed price unit rate contract with the successful Respondent, ensuring that all budgeted costs are reasonable, allowable and necessary for program operations. The price proposed in the initial proposal, shall be reviewed by the Department's team based on proposed costs being reasonable, allowable, and necessary for program operation. Please ensure that all costs are covered, all titles/positions (including # or how many) match as outlined in the proposal and specific line item detail is included. Please include a predicate for expenses and/or copies of any contracts for outside services (i.e. food service). It is <b>MANDATORY</b> that the Total Annual Amount in the Attachment H or Attachment H – Budget document is at or under the maximum amount listed in Section XIV., Total Maximum Contract Dollar Amount for Year One, to be deemed responsive. <b>Failure to meet this mandatory shall result in the Respondent's proposal being deemed as nonresponsive and will not move forward for evaluation and scoring.</b>
✓	It is <b>MANDATORY</b> that the Respondent submit a completed Price Sheet (Attachment J) for all Service Tiers listed in Attachment A, Section III., B., Service Tiers, for each circuit, by returning a completed copy of the Department's Attachment J - Price Sheet.
<input type="checkbox"/>	<b>Attachment U – Certified Minority Business (CMBE) Subcontracting Utilization Plan – Volume 2, Tab 2</b> The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Subcontracting Utilization Plan of the RFP. The Respondent shall also include documentation supporting the CMBE Subcontracting Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Subcontracting Utilization Plan.
✓	<b>Financial Viability Documentation – Volume 2, Tab 3</b> It is required that the Respondent provide in Volume 2, under Tab 3, financial documentation, for either <b>Option #1</b> or <b>Option #2</b> below sufficient to demonstrate its financial viability to perform the Contract resulting from this RFP (see Attachment F, A., 5., Financial Viability Evaluation Criteria and Attachment B, XX., E., 4). Documentation is reviewed on a pass/fail basis. If the Respondent fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further. Failure to provide either option will result in disqualification of the proposal.  <input type="checkbox"/> <b>Option #1: D &amp; B Business Information Report</b> or <input checked="" type="checkbox"/> <b>Option #2: Financial Audits</b>
	<b>PROVIDER PERFORMANCE – VOLUME 3</b>



✓	<b>Attachment R – Certificate of Experience – Volume 3, Tab 1</b> It is required that any Respondent sign and submit under Volume 3, Tab 1, the Attachment R, Certificate of Experience. The Respondent must demonstrate two years of experience, within the last five years, of providing drug screen testing services that include sample collection, laboratory analysis, and reports.
✓	<b>Attachment T – Client Contact List – Volume 3, Tab 2</b> Attachment T – Client Contact List – Volume 3, Tab 2 It is required that the Respondent submit Attachment T (Client Contact List) with a minimum of three references. This list is a part of the technical proposal and is required in order for the proposal to be complete. Attachment T must be completed and submitted with a minimum of three previous or current clients for whom the Respondent has provided drug screen testing services that include sample collection, laboratory analysis, and reports, as described in Attachment A. The Department shall not provide a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment T.

By my signature below, I am verifying the Proposal being submitted is in accordance with the instructions in this Solicitation.

Company: Palm Beach County Board of County Commissioners

Signature:  Date: 11/4/2024

Print Name: Mana Sachs

ATTACHMENT R  
CERTIFICATION OF EXPERIENCE  
RFP #10769

THIS FORM SHALL BE COMPLETED BY THE RESPONDENT AND SIGNED BY A PERSON LEGALLY  
AUTHORIZED TO MAKE BINDING STATEMENTS ON BEHALF OF THE RESPONDENT. THE  
COMPLETED AND SIGNED FORM SHALL BE SUBMITTED WITH THE PROPOSAL.

COMPANY NAME: Palm Beach County Board of County Commissioners  
DATE ESTABLISHED: 1909  
PRIMARY BUSINESS: County Government  
TOTAL NUMBER OF EMPLOYEES: 5,686  
NUMBER OF EMPLOYEES ENGAGED IN ACTIVITIES RELEVANT TO THIS RFP: 10  
NUMBER OF YEARS PROVIDING ASSESSMENT CENTER SCREENING SERVICES: 0

LIST ENTITIES FOR WHOM THE COMPANY HAS PROVIDED SCREENING SERVICES WITHIN THE  
LAST FIVE YEARS AND THE DATES OF PERFORMANCE (RESPONDENT MUST DEMONSTRATE  
TWO YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS):  
N/A

IF SERVICES PROVIDED TO THE DEPARTMENT:

A. THIS SECTION IS TO BE COMPLETED BY RESPONDENTS CURRENTLY PROVIDING  
SERVICES TO JUVENILE DELINQUENT POPULATIONS SIMILAR TO SERVICES AS  
SPECIFIED IN THIS RFP FOR THE DEPARTMENT FOR AT LEAST THE LAST SIX  
CONSECUTIVE MONTHS:

CURRENT DEPARTMENT CONTRACT / RATE AGREEMENT NUMBER UNDER WHICH  
RESPONDENT IS PROVIDING SERVICES:  
N/A

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT / RATE AGREEMENT:  
N/A

B. THIS SECTION IS TO BE COMPLETED BY RESPONDENTS WHO HAVE PROVIDED  
SERVICES TO JUVENILE DELINQUENT POPULATIONS SIMILAR TO SERVICES AS  
SPECIFIED IN THIS RFP FOR THE DEPARTMENT WITHIN THE LAST TWO YEARS FROM THE  
DATE OF RFP ISSUANCE:

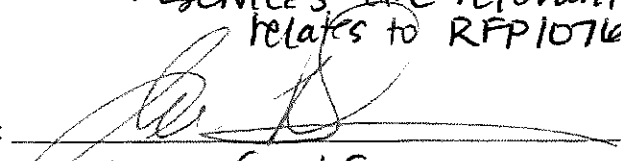
PREVIOUS DEPARTMENT CONTRACT / RATE AGREEMENT NUMBER UNDER WHICH THE  
RESPONDENT PROVIDED SERVICES:  
N/A

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT / RATE AGREEMENT N/A

I, Mana Sachs  
Palm Beach County Board of County Commissioners  
CERTIFY THAT THE RESPONDENT KNOWN AS  
HAS AT LEAST 5 YEARS EXPERIENCE WITHIN

THE LAST FIVE (5) YEARS RELEVANT TO THE PROVISION OF SERVICES TO DELINQUENT YOUTH.

\* services are relevant to aftercare as it  
relates to RFP10769 at County Government.

SIGNATURE: 

PRINTED NAME: Mana Sachs

TITLE: Mayor, Palm Beach County

DATE: 11/4/2024

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# ATTACHMENT S – TIE BREAKING CERTIFICATIONS

RFP #10769

All proposals are subject to the terms of the following section of this solicitation, which, in case of a tie, shall have the order of precedence listed below.

Respondents are encouraged to check the appropriate "True" box(es) next to the designation that applies to its organization. More than one designation may apply, and therefore more than one box may be checked.

TRUE	DESIGNATION
<input checked="" type="checkbox"/>	<p>(a) <b>Drug Free Workplace</b>            Per F.S. 287.087: Preference to businesses with drug-free workplace programs.—Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with all requirements as dictated by Statute.            Completion of "Attachment K – Drug-Free Workplace Certification" is required if this box is checked "True."</p>
<input type="checkbox"/>	<p>(b) <b>Certified Minority Business Enterprise (CMBE)*</b>            Per F.S. 287.057(11): If two equal responses to a solicitation or a request for quote are received and one response is from a certified minority business enterprise, the agency shall enter into a contract with the certified minority business enterprise.            By checking the "True" box in the Tie-Breaking Certification and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with s. 287.0943, F.S.</p>
<input type="checkbox"/>	<p>(c) <b>Service Disabled Veteran's Business Enterprise*</b>            Per F.S. 295.187(4):            (a) A state agency, when considering two or more bids, proposals, or replies for the procurement of commodities or contractual services, at least one of which is from a certified veteran business enterprise, which are equal with respect to all relevant considerations, including price, quality, and service, shall award such procurement or contract to the certified veteran business enterprise.            (b) Notwithstanding s. 287.057(11), if a veteran business enterprise entitled to the vendor preference under this section and one or more businesses entitled to this preference or another vendor preference provided by law submit bids, proposals, or replies for procurement of commodities or contractual services which are equal with respect to all relevant considerations, including price, quality, and service, the state agency shall award the procurement or contract to the business having the smallest net worth.            By checking the "True" box in the Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Service Disabled Veterans Business Enterprise in accordance with s. 295.187, F.S.</p>
<input checked="" type="checkbox"/>	<p>(d) <b>Florida Business</b>            By checking the "True" box in the Tie-Breaking Certifications and signing the same, I hereby certify that my organization's principal place of business is located within Florida in accordance with s. 287.084, F.S.</p>

ATTACHMENT S – TIE BREAKING CERTIFICATIONS

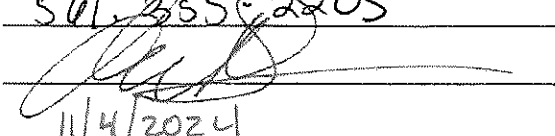
RFP #10769

<input type="checkbox"/>	<p>(e) <b>Foreign Manufacturer with a Factory in Florida</b> Per F.S. 287.092: Any foreign manufacturing company with a factory in the state and employing over 200 employees working in the state shall have preference over any other foreign company when price, quality, and service are the same, regardless of where the product is manufactured. By checking the "True" box in the Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization is located within Florida in accordance with s. 287.084, F.S.</p>
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\*If the "True" box is checked for designations (b) or (c), the Respondent must provide their net worth amount here:

Net Worth: \_\_\_\_\_

In the event of tie, the Respondents shall be required to provide documentation supporting the certifications for which it has marked "True."

Name: Maria Sachs  
Title: Mayor, Palm Beach County  
Company Name: Palm Beach County Board of County Commissioners  
E-mail Address: MSachs@PBC.gov  
Telephone Number: 561.355.2205  
Signature:   
Date: 11/4/2024

### **CATEGORY #1: Management Capability**

Palm Beach County Youth Reentry is housed within the Division of Justice Services under the Department of Public Safety. The Director of Public Safety reports to the county's Assistant County Administrator and oversees 6 divisions including Justice Services. PBC Justice Services has a remarkable track record in the County on creating and sustaining criminal justice programs and initiatives through federal, state, and local funding.

The internal management structure and staffing of the Program are based in County Government. (See Exhibit 1 – Organization Chart attached)

The overall Program oversight will be performed by the Director of Justice Services, Nicole Bishop, a professional who has vast experience developing, implementing and providing quality improvement oversight of broad scale justice related projects. Over the last 30 years, Ms. Bishop has developed several large scale projects and has administered a variety of State and Federal Grants. She developed the 15<sup>th</sup> Judicial Circuit's Unified Family Court, Delinquency Drug Court and Family Drug Court to name a few. In 2012, as part of National Crime Victims' Rights Week, Ms. Bishop received a special tribute award from Florida Attorney General Pam Bondi, acknowledging her dedicated service to victims of crime in Florida for her role in transforming the way PBC responds to victims of sexual assault. In 2014, Ms. Bishop accepted the Florida Council of Sexual Violence award for "SART of the Year."

The Manager of Criminal Justice Programs will provide program oversight and work closely with the Senior Program Specialist on the daily administration of the Program, contract compliance, addressing barriers, and other high level items. The Manager of Criminal Justice Programs has over 15 years of experience overseeing and providing services to justice-involved youth, including the management and implementation of a DJJ prevention contract funding focusing services for at-risk youth, as well as other Federal-, State-, and County- funded programs.

All daily administration of the program, contracts, and staffing will be managed by the Senior Program Specialist, who has over 10 years of experience working with juvenile justice youth and families. The Senior Program Specialist previously worked for the Department as Juvenile Probation Officer, promoting to an Operations Specialist II focusing on data analysis and policy development to support effective utilization of juvenile detention and detention alternatives. For the last 5.5 years, the Senior Program Specialist has been overseeing County funding and services for youth returning from juvenile residential commitment programs and the local jail. The Senior Program Specialist will also be tasked with hiring, ensuring level II background screenings are completed, training staff, and ensuring all staff are in compliance with the Department's contractual requirements.

PBC Justice Services' ensures quality improvement through the Program Manager, Specialist, and also a dedicated Program Evaluator who will review, track, and analyze all program data, deliverables, and outcomes related to the Program. The Program Evaluator has over 20 years of

experience managing non-profit organizations, and has overseen funding from a variety of funding sources, including the from the Department, for prevention services delivered to youth in the community.

To support the administrative functions of the Program, PBC will utilize existing and new proposed support staff. If selected for the contract, the Program will hire a Financial Specialist who will be responsible for managing all required billing documents, invoicing, reports management, and procurement activities in order to ensure compliance. In addition, the Program will utilize their current Administrative Assistant to manage logistical support for staff, triage any calls or contact from the community, maintain the annual training calendar, and coordinate and track direct care staff training identified by the Department.

PBC's capability and capacity to implement the aftercare programming is derived from its mission, experience, and staff. PBC offers decades of experience and partnerships in employment, healthcare, social services, counseling, vocational and educational rehabilitation, transportation, housing, prosocial engagement, community service, and substance abuse treatment yielding effective and efficient services and outcomes to the target population.

PBC's staff has extensive experience in research, statistics and evaluation. PBC's Reentry Network (RENEW) information database, is the centralized in-house data management software utilized by all Justice Services programs receiving funding through Palm Beach County. RENEW tracks various assessments, delivery of services, service dosages and outputs, and Program outcomes. RENEW has the capacity to track and report on important case details and functions, including, but not limited to: risk/needs assessments, demographic information, service referrals, services implemented and dosages provided by service category type, program completion outcomes, youth employment history, employment and educational attainment and sustainment, , homelessness and housing support, transition activities, contacts, and many other transitional and post-release service activities. Data will be used to support the Program's commitment to carry out the effective delivery and evaluation of program deliverables, build partnerships within the community, emphasize interagency efforts, market achievements, and increase awareness of strengths and barriers of the Program.

To assess program effectiveness, Program staff document program development, service implementation, and outcomes through the automated RENEW system on a daily basis. Youth demographics, risk/needs assessment results, and program information are collected at the time of entry into the system (baseline) and tracked. Pre-release services and post-release services, such as mental health and substance use treatment, job placement, housing, pro-social activities, community services, and other services are reported on monthly by PBC. Data collection, analysis, and reporting ensure that Program information is available to all partners, stakeholders, and the public, so that the project can be continuously reviewed for quality assurance and improved upon, as needed. RENEW is a secure database, and will store all recorded data for the program. Program Staff will input program participant information to document all services delivered. The information placed into this system will include: Program participant's name, date of birth, education level, race, gender, home address, assigned DJJ residential facility, probation officer (if applicable), summary of court-ordered payments, work history, documentation of

attendance at all program services, documentation of all incidents and counseling, documentation of all referrals made to for services, and follow-up documentation and case notes providing information on program activities, including dates and duration of service delivery.

Data collected and analyzed is currently presented in the form of County set key performance indicators (KPIs), performance metrics, and comprehensive quarterly and annual reports. These various reports are provided to the PBC Board of County Commissioners and community partners. Palm Beach County has a Reentry Task Force, with subcommittees of key stakeholders dedicated to youth. The Reentry Task Force is the venue that will be utilized for community oversight, feedback, and strategic planning of the aftercare Program, ensuring community involvement and buy-in.

In addition to the various reports and extensive data collected in RENEW, the Senior Program Specialist holds a weekly internal case review with internal staff, as well as a monthly case review with key stakeholders and community partners involved in each youths' intensive wraparound case management. During these reviews, every youth enrolled pre- and post-release are discussed to identify and overcome barriers, report on progress towards goal completion, and coordinate with systemic partners for effective, unified service delivery.

All community partners who have Memoranda or contracts with the Program will be audited on at least an annual basis to ensure compliance with all contractual and programmatic requirements included in the partnership agreement. Justice Services has a position dedicated to grant compliance and monitoring who will work with Program staff to accomplish this task.

PBC prioritizes participant feedback in the management, oversight, and evaluation of programming. Youth and parents/guardians are informed of the Program's grievance process at intake, and are provided with the appropriate documents and processing for submission of a grievance, complaint, or comment. Program staff will implement biannual focus groups, and utilize tablets to conduct regular program surveys in order to obtain feedback from youth and families to assist in evaluating the Program.

Not only does the County Government organizational structure provide quality and expertise in the oversight of funding and program operations at the direct service level, but, as previously mentioned, PBC also boasts a robust community oversight model through its Reentry Task Force. The Reentry Task Force is collaborative conglomerate of community stakeholders representing a wide range of fields and capacities that support efforts to improve reentry for youth and adults in PBC. The Reentry Task Force is highly committed to improving reentry outcomes in the County for juvenile justice-involved youth and reducing recidivism, as evidenced in its 5-year *Reentry Strategic Plan*. Currently The Reentry Task Force is currently comprised of 13 voting members, and over 50 advisory members from across the local justice systems. Voting members are comprised of representatives of

1. Public Defender's Office, Circuit 15
2. State Attorney's Office, Circuit 15
3. Judiciary, 15<sup>th</sup> Circuit
4. Florida Department of Corrections



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5. Palm Beach Sheriff's Office
6. Department of Juvenile Justice, Circuit 15
7. National Alliance Mental Illness, PBC Chapter
8. Rebel Recovery
9. Palm Beach County School District
10. Member of the Palm Beach County's Criminal Justice Commission
11. CareerSource PBC
12. League of Cities
13. Returned Resident (reentry alumni)

There are seven subcommittees within the Reentry Task Force. Each subcommittee is tasked with addressing and breaking specific barriers and systemic policies relating to their specific focus:

1. Employment, Training, and Education
2. Sustainability and Data
3. Sexual Offenses
4. Youth Reentry
5. Faith
6. Behavioral Health
7. Housing

The Reentry Task Force has been a significant driver in PBC's efforts to garner funding and implement services to youth and adults returning to our community. A Juvenile Reentry Task Force (now absorbed into the Youth Reentry Subcommittee) with individual outcomes was formed in December 2011, after PBC was awarded a **2012 Second Chance Act Juvenile Reentry Program for Planning Project federal grant**. Through the utilization of this funding, PBC was able to implement reentry and aftercare services for youth and young adults returning to the community from incarceration in residential facilities and the local jail, filling gaps in care that existed for the target populations at the time. Due to the effectiveness of Program implementation on reducing recidivism and improving outcomes for youth, the PBC Board of County Commissioners committed to sustainability this funding through County Ad Valorem dollars. The Task Force continues to meet to evaluate the committee work, apply for grants, draft MOUs, and address system-wide policy issues that pertain to youth reentry services in PBC.

## **CATEGORY #2: General Description of Aftercare Resource Navigator Program**

The juvenile justice system is unique in its procedural components and its mission. Typically, the primary goals for juvenile justice are rooted in maintaining public safety by providing opportunities for interventions to youth, mitigating risk factors and meeting the needs of youth and families, so that youth may continue to develop into prosperous and healthy young adults. Unlike the criminal justice system, the juvenile justice system acknowledges the evidence that supports diverting youth from the system, intervening with treatment and services to reduce risk factors to reduce deeper system involvement, and also immersing youth in comprehensive,

wraparound service case planning and supporting youth returning from residential commitment to prevent continued juvenile recidivism and eventual adult system involvement.

For youth involved in the deep-end of the juvenile system, residential commitment, there is a clear and recognized need for the youth to be removed from society. Youth will either have exhausted the majority of community-based interventions, been consistently non-compliant with court-ordered and/or progressive sanctions, and/or display a higher risk-to-reoffend in which inpatient, residential treatment is necessary.

Youth assessed during the adjudicatory phase are recommended for treatments that meet a variety of criminogenic needs, risk factors, and general domains of needs. Upon disposition, youth sentenced to residential commitment will be placed in programs that ideally meet their highest behavioral health needs, such as mental health, substance abuse, or severe behavioral disorders. In addition to behavioral health treatment, residential programs are tasked with trying to habilitate and rehabilitate youth through the development of prosocial behaviors, skill development, positive youth development strategies, career exploration/job readiness, community service, and other activities that broaden the youth's capacity for empathy, understanding, coping, healthy behaviors, emotional regulation, risk mitigation, and more.

Youth in residential facilities are provided structure, individualized case planning, and direct, supportive attention to assist them in reaching their goals for treatment. Youth typically make significant progress towards reducing antisocial behavior, reducing risk factors, and increasing protective factors and strengths. Transition services and aftercare reentry planning are critical components of successful reintegration, as they are intended to bridge the gap between residential treatment and post-release community treatment. The majority of the time, youth are returning to live in, and/or with family units, that they were in prior to commitment. Historically, during the youth's commitment, while youth were working on improving themselves, their home environments and immediate relationships remained generally unchanged. Many of the youth's risk factors are steeped in the impact of their relationships with peers and family members, their use of free time, their exposure and use of alcohol and drugs, their attitudes and behaviors, their perspective on crime, violence, and victimization, their education and employment connections, and exposure to trauma and adverse childhood experiences. Successful reintegration of youth must center upon addressing these factors.

PBC bases its approach to aftercare on best practices identified for reentry programming. In the realm of the Department, the transition phase has typically started at the Transition Conference, or about *60 days prior to release*. PBC sets a standard that staff must reach out to have face-to-face (virtual if out-of-county and in-person within PBC) contact with youth and parent/guardian within 45 days of a referral for a youth. The goal is to start building rapport with the youth during the duration of commitment, along with building a trusting connection with the parent/guardian to assess the needs of the home environment and determine how the Program may initiate services to support the family. The goal of PBC Youth Reentry is to simultaneously build connections that will then converge throughout commitment and into transition. This allows for youth and parents/guardians to address their own needs, while supporting any changes in the home to best prepare the family for the youth's return. The benefit of having quality

contact with the youth, family, and stakeholders during the pre-release phase equates to a better unified approach to transition planning, as the youth and family are familiarized with the process and expectations, the family is being supported by case management, and the needs have already started to be identified, so that as transition planning officially begins, all the parties are invested in the process, stakeholders have established their roles and responsibilities, and case planning can focus on the most important needs that require service delivery from aftercare navigators.

Aftercare navigation must begin at least *90 days prior to release*, allowing for effective transition planning. As the Program staff interact with the youth and parent/guardian, they will also coordinate with the residential program case management staff to ensure all details on treatment goals and progress are assessed, recommendations for ongoing treatment are identified, and any other service needs and required sanctions are acknowledged and included in transition planning. The Transition Conference meeting should be utilized to delve into these components, so that youth, family, residential staff, probation staff, and aftercare navigators can outline a comprehensive transition plan, which includes areas necessitating post-release service delivery. After the Transition Conference, aftercare navigators will follow up on all identified needs to start initiating plans for services needed, whether through direct care service or referrals for service with reentry partners. Through the transition phase, needs and preliminary service plans will be identified through the transition staffing meeting. The goal is to ensure all the needs of youth and families are met through localized community programming and service delivery.

Transition planning should focus on identifying needs as they relate to recommendations for behavioral health treatments and medication management, employment and education services, prosocial activities and community involvement, mentoring support, fee/restitution assistance, family support services, housing stabilization, dual system coordination for youth involved in the child welfare and delinquency systems, basic needs, transportation assistance, technology assistance, community service requirements, cognitive behavioral interventions, and any other court-ordered or otherwise identified needs.

At the Community Reentry Team (CRT) meeting, the majority of transition planning should be well-underway, if not mostly complete. By the CRT, all needs, services, and responsible parties should have been identified, and any referrals for services will have been completed by aftercare navigators. By the Exit Conference meeting, all transition plans are in effect and underway, with services being initiated, with dates/times scheduled for post-release implementation of care. All dates/times for any important meetings/intakes/appointments will be established prior to the youth's release, and details will be shared with the youth, parent/guardian, residential and probation staff, and any other pertinent stakeholders to ensure a seamless transition into the community. The main goal of effective transition is to eliminate any procedural gaps in, or barriers to, the full implementation of the continuum of reentry care. Aftercare navigators will perpetuate the progress and momentum made by the youth in residential care to ensure the youth and family stay on their pathway to successful reintegration through effective and seamless service delivery and case management.

When the youth is released from residential care, there should be minimal steps for the youth and families to overcome to continue in services that are meeting the needs identified during

transition planning. Aftercare navigators ensure that all documentation and referral processes are managed prior to release, expectations for engagement are set for youth, families, and service providers, services are scheduled to accommodate families, and all information is tracked and communicated to responsible parties. Program staff will track the youth's progress on a regularly basis, providing updates to Department staff as required, and further detailed in other sections.

Program staff will hold weekly internal case reviews to discuss all youth case files, their identified goals, action items, barriers to engagement or goal completion, and updates to stakeholders. In addition, PBC will hold monthly community case review meetings with Department staff and reentry providers to discuss any pertinent updates, plan for youth with impending releases, progress reports on any post-release youth, and to address any other matters pertaining to reentry youth. This process is in place to institutionalize collaboration among entities, and it is a productive method of convening the many stakeholders, resources, and providers engaging with reentry youth.

Upon release, youth should quickly admit to the Program and seamlessly integrate into post-release services prepared for them. Aftercare navigators will have completed all preliminary connections to service providers prior to release, and youth will have immediate intakes and introductory appointments, sessions, activities scheduled immediately upon release, with the ultimate goal of minimizing any delay in service implementation. Best practices for serving juvenile justice-involved youth include minimizing disconnection to educational and vocational activities, increasing prosocial engagement and community supports, and building positive adult relationships for youth through behavioral health treatment, mentorship, and coaching.

Aftercare navigators will utilize transition plans, residential treatment summaries, disposition orders, and other collateral documents and contacts to ensure that the youth and family clearly understand how services will continue to meet their needs, and what expectations for ongoing engagement and goal completion are. As the youth progresses through their individualized aftercare plans over time, progress and attainment will be tracked, communicated through progress reporting, positively reinforced, and utilized to drive youth to become fully immersed within their supportive environment.

Services implemented to meet identified needs will all be provided directly by the Program or through local community resources. PBC has extensively researched and outreached to community agencies and organizations to continually expand the capacity of resources available for juvenile justice-involved youth, specifically reentry youth. The breadth of these services and partnerships are detailed in other sections, but when it comes to understanding the intention, purpose, and efficacy of these services, it is paramount to leverage resources within the communities the youth reside and spend time in, that are representative of the community, and well-established within the community to ensure that youth remain supported, even when probation supervision and aftercare navigation end.

### **CATEGORY #3: Understanding of Population and Past Experience**

Each year, approximately 100,000 youth under the age of 18 leave secure residential facilities across the Country, including juvenile facilities, jails and prisons, following adjudication. Many youth in the juvenile justice system struggle with educational deficiencies, mental illnesses, and substance abuse, and return to communities with high rates of crime and poverty and poorly performing schools. Florida, specifically Palm Beach County (PBC) youth, mirror those national struggles. Over 65% of the youth in care of the Florida Department of Juvenile Justice (DJJ) have a mental illness or substance abuse issue. The above mentioned challenges have a direct impact on family reunification and recidivism.

Research shows that a person's likelihood to commit a crime or violate the rules and conditions of their supervision can change when you attend to their criminogenic needs. This research indicates that there are (8) criminogenic needs which contribute to an individual's risk of recidivating: (1) anti-social attitudes; (2) anti-social beliefs; (3) anti-social friends and peers; (4) anti-social personality patterns; (5) high-conflict family and intimate relationships; (6) substance abuse; (7) low levels of achievement in school and/or work; and (8) unstructured and anti-social leisure time. Evidence shows that programs that address the above criminogenic needs during incarceration, combined with aftercare, have proven effective in reducing recidivism.

Many of these returning youth were "disconnected" (neither working nor in school) at the time of residential placement and need access to an array of supports to help them obtain the training, education, independent living skills, housing and other services addressing a youth's individualized criminogenic needs in order to reenter successfully.

As previously discussed in this Technical Proposal's Category #1, a juvenile reentry task force (Youth Reentry Subcommittee) with individual outcomes was formed as a result of PBC being awarded the **2011 Second Chance Act Juvenile Reentry Program for Planning Project grant**. By 2013, PBC was able to apply for the Department of Justice, Office of Justice Programs FY 13 Second Chance Act Juvenile Offender Reentry Program and was awarded on September 30, 2013 \$750,000 over the course of three years. Through this effort, an enhanced reentry process for juveniles transitioning from residential settings back to their respective communities was developed. The program included a variety of evidence-based, cognitive, behavioral and social learning services in pre- and post-release settings. Programming was centered upon targeted case management to support transitional planning services for youth prior to release and post-release support services relating to mental health services, medication management, mentoring, community service assistance, restitution sponsorship, aggression replacement training (ART), and other services to meet the criminogenic needs of youth.

As a result of the program's success, PBC Board of County Commissioners elected to sustain the program through county ad valorem funds. The program was outsourced through a contracted non-profit provider through September 2022.

On February 23, 2022 the Department of Public Safety's Division of Justice Services posted a Notification of Funding Opportunity (NoFO) to solicit proposals for post release youth reentry services for the period of October 1, 2022 through September 30, 2025. Neither of the proposals were selected by the committee for funding as they did not address the critical components of the

solicitation. These components were developed over the last two years through the Youth Subcommittee of the Reentry Taskforce by workgroups of juvenile justice stakeholders who identified service gaps and systemic barriers in youth reentry. Due to the absence of a selected provider, County staff used their intimate knowledge and workgroup analyses as the foundation to develop the framework for the proposed in-house solution. The Public Safety Department planned to leverage existing resources across county departments (Youth Services, Community Services, etc.) and within the community. County staff was able to identify funding, resources and vacant positions to support insourcing youth reentry programming within the Division of Justice Services as of October 1, 2022.

The current scope of PBC's services align directly with the Department request for proposals to provide aftercare navigation. PBC's current youth reentry case managers and proposed additional direct care staff outlined in this proposal (if awarded) will serve as Aftercare Navigators who will be tasked with providing transitional planning services starting at the time of placement in the facility to eliminate any gaps occurring in service connections as the youth return to the community. Navigators unify communication among youth, parents/guardians, residential case management, probation officers, and community resources/service providers to ensure that youth are able to continue services in a seamless manner.

#### **CATEGORY #4: Youth Assignment/Determination and Admission/Acceptance for Services**

The Program understands that DJJ will refer all eligible youth for services through the utilization of the Juvenile Justice Information System (JJIS), which will generate an email to the Program for review. Program staff will review all documentation provided and reach out to the Juvenile Probation Officer (JPO) for any additional information. Within *three working days of referral*, staff will contact the Juvenile Probation Officer to confirm receipt of the referral, discuss assignment and placement into the program, ensuring that JJIS accurately reflects Program status.

Upon acceptance of referral from DJJ, Program staff will enter youth information into our internal Reentry Network (RENEW) information database, and assign to designated Youth Reentry Aftercare Navigator (PBC Youth Reentry Case Manager) *within 2 business days*. Currently, when a referral is received from the Department, Program staff must reach out to complete a debriefing with the committing JPO and the assigned JPO managing their commitment file. Our staff reviews collateral documents, staffs the case with the JPOs to learn more about the nuances of prior statuses with the Department, family dynamics, supportive networks, and any other information pertinent to engaging and building rapport with the youth. Program staff update electronic case files to reflect program referral status, track engagement, document case actions, and update relevant information.

All youth sentenced to commitment in the juvenile system, placed in residential facilities, and planning to return to PBC (whether to be on PCP, CR, or Direct Discharge) are eligible for aftercare navigation and reentry services with the Program. The Program acknowledges there are

distinctions for youth that may be on post-release supervision status with the Department upon release, or youth referred post-release via the ICJ process, but all eligible youth will be accepted, served by the Program in the intended manner and duration, and experience no differences in quality of programming based on any factors. If for some reason a referral is received for a youth identified as ineligible for services, Program staff will coordinate with the Department to address this referral within the specified timeframe.

Program staff are required to make face-to-face contact (virtual if out-of-county or in-person within PBC) with the youth and parent/guardian within 45 days of referral, and then monthly after the initial contact during the pre-release and transition phases. In addition, Program staff will meet with the youth, parent/guardian, residential case management staff, and JPO within required timeframes (referenced in other sections), as necessitated by the onset of the transition planning phase.

Upon release from facility, Program staff will confirm release information with the youth, parent/guardian, residential staff, and JPO within required timeframes (referenced in other sections), and will set up an appointment to meet with youth and parent/guardian within three working days of release. This intake meeting will be utilized to orient the youth and family to the Program, reiterate Program expectations and staff responsibilities, complete necessary Program documents, fully discuss informed consent and the rights of youth and parents/guardians in this process, and fully detail the developed transition plan and post-release services. Program staff will utilize this time to go over any court-ordered sanctions and ensure that youth and parents/guardians understand that the JPO will be developing the YES Plan, which will necessitate action from the youth and all parties supporting the youth. The Program staff will also continue to gather information and discuss plans to complete their community risk/needs assessment, which will help highlight high-risk domains needing attention, and measuring the impact of service delivery over time.

Youth's admittance and release from the Program will be documented in the Department's Juvenile Justice Information System (JJIS). The Department shall refer youth in JJIS to the Program. The Program will be responsible for admitting the youth to Program, and releasing the youth from the Program, in accordance with Department requirements. (See Technical Proposal's Category #5 for more information on Discharges/Release from Services).

#### **CATEGORY #5: Discharge/Release from Services**

As referenced prior, Aftercare Navigators will participate in all transition planning meetings (Transition Conference, Community Reentry Team meeting, and Exit Conference), along with having intentional and meaningful contact with the youth, parent/guardian, residential case manager, and juvenile probation officer(s) (assigned and supervising) to identify and discuss the needs of youth and families, initiate referrals for services, and to manage and share information on the developing aftercare plan.

Upon release from the facility, the Aftercare Navigator will meet with the youth and parent/guardian within three working days to review the youth's Transition plan for Success, Exit Portfolio, and discuss their general court-ordered sanctions to ensure that the youth's individualized case plan is fully developed and implementation is underway. All referrals for services will have been executed at this time, and the youth and parent/guardian will receive all necessary contact and appointment information for services being facilitated. The case plan will focus on the provision of services to meet the highest needs of youth and families identified during transition planning, along with incorporating plans for the completion of court-ordered sanctions. The Aftercare Navigator will meet and work closely with the supervising JPO to assist in the development of YES Plan, and ensure this plan fully incorporates the youth's individualized case plan and related resources for post-release services. The Aftercare Navigator will be responsible for addressing and demonstrating weekly action towards the identified resources in the YES Plan, which will be documented in real-time and progress will be shared with the JPO at least biweekly. The Aftercare Navigator will coordinate with the JPO at least biweekly to report on the youth and family's progress towards goal completion, and collaborate to dismantle barriers to engagement and/or to coordinate to address any issues with non-compliance.

Throughout the provision of post-release services, the Aftercare Navigator will work directly with youth, parents/guardians, their supportive networks, and partner service providers to ensure that services are fully implemented and youth is engaging appropriately and making progress towards their goals and court-ordered sanctions (if applicable). As the initial 90-day supervision period approaches its end (or 60-day period for Direct Discharge youth), the Aftercare Navigator will meet with the JPO (or DDDC for Direct Discharge youth) to assess the youth's progress towards goals and the extent of service implementation. If services are completed or substantially underway, the Navigator and the JPO will discuss the recommendation to successfully release the youth from the Program. If not, a 90-day extension, with justification, will be requested for CR or PCP youth (30-day extension for Direct Discharge youth).

If a youth is approved for release from the Program, the Program shall complete a Discharge Summary (SEE EXHIBIT #2 – Discharge Summary Template attached). The Discharge Summary will include a full outline of services completed with the Program, identified needs, program duration, release details, youth demographics, and any other pertinent or required information. This Summary will be provided to the JPO, youth, and parent/guardian. Attached exhibit exemplifies a template for summary, but the Program will utilize any required documentation the Department prefers.

If a youth has absconded from supervision for more than 10 calendar days, if the youth is in adult jail pending disposition of a new law charge and not released within 10 calendar days, if the youth is sentenced to an adult correctional institution, or if the youth is sentenced to be placed in a residential commitment facility during the duration of involvement with the Program, the Program staff will end the placement in JJIS immediately and communicate with the assigned JPO to update on the change in program status. A Discharge Summary will be completed to document any progress made in the Program and provided to the JPO.



The Aftercare Navigator will document all completed and/or attempted contacts (in-person, telephone, email, virtual contacts, mail, etc.) with all involved parties, including all tasks completed in relation to the youth and their individualized case plan. Program staff will utilize PBC's internal Reentry Network (RENEW) information system, which allows for full case note documentation, service tracking, electronic post-release case plans, youth demographic information, program duration and outcomes, collateral documents, days of service, rearrests, and more. This database allows for immediate reporting and information exportation to utilize for reports and deliverables required by the Department for contracting purposes, but also allows Program staff to quickly and easily access information to utilize in staffing cases with the JPO, assessing program progress with youth and families, and producing documentation to justify program extensions, releases, and discharges.

#### **CATEGORY #6: Referral Resources**

The Palm Beach County Public Safety Department has developed partnerships within the community to meet the variety of needs identified for reentry youth, young adults, and adults returning to the community from correctional facilities, along with the needs of parents/guardians, caregivers, siblings, and others supporting those reentry individuals. Over the last five years, the Palm Beach County Reentry Task Force, its Youth Reentry-focused workgroups, and PBC Public Safety Department staff has delved deep into the community to map out existing community resources, analyze and identify gaps existing in the accessibility or availability of resources, and develop collaborative strategies with community partners to streamline processes that provide a continuum of care for our target population of youth and young adults returning from facilities.

In 2021, Palm Beach County's Reentry Task Force and its workgroups completed a comprehensive gap analysis and systemic assessment of reentry services available to youth. Through this community-led assessment process, stakeholders identified significant barriers in the accessibility, availability, and effectiveness of service providers in the youth reentry/aftercare realm, and outlined proposed solutions. Some of the identified barriers included: lack of familial support and engagement, lack of youth participation and engagement, lack of localized community supports, lack of streamlined and unified processes across systemic partners, gaps in service delivery after release, and a lack of innovative approaches to supporting reentry youth and families, to name a few.

Committed to serving reentering youth and their families, PBC prioritized the feedback from the local community, its stakeholders, and the feedback from youth and families to seek solutions. PBC proposed insourcing County funding to hire its own direct care staff to serve reentry youth and families, and evolving policies and procedures to expand the capabilities of funding to support innovative approaches to reentry services for youth and families. PBC implemented insourcing services on October 1, 2022, where the Youth Reentry Program was implemented on the foundation of bridging gaps across systems and resources, meeting the needs of family units, and leveraging the breadth of local community resources.

Through this process, PBC partnered directly with the Department to support youth returning from juvenile facilities, utilizing best and promising practices, to support the gaps existing in transition services at that time, which included behavioral health services, prosocial activities, family support services, community service and restitution assistance, career exploration, housing and utility support, technology assistance, and more.

PBC is committed to meet the needs of youth returning from facilities, and their families, for the duration of the contract period. PBC currently leverages resources and provides services in three ways: directly through County employees, through agreements and partnerships, and through contracts or memoranda.

The following table outlines the partnerships that PBC has developed, with primary providers having established agreement and/or letters of support/commitment to collaborate for service delivery. Other community resources are identified as available to provide services to youth, as needed, to ensure there are a variety of resources, allowing service delivery to be responsive to the needs of youth and families. Other community resources identified below, and expanded over time, will have developed agreements memorializing the partnerships with the Program prior to service delivery. (See EXHIBIT 3 – Letters of Support and Letters of Intent/Commit to Partner attached)

Service Category	Primary Provider	Other Community Resources
Mental Health	Families First Integrated Health Care System	Community Partners Henderson Multilingual Health Care District Chrysalis Southwest Key Boys Town AVDA
Substance Abuse	Families First Integrated Health Care System	Rebel Recovery Drug Abuse Foundation DATA
Sex Offender	Integrated Health Care Systems	Helping Hand B&K Counseling
Education Services	Direct CareerSource Palm Beach School District PBSD Adult Education	Palm Beach State College FAU
Vocational Services	Direct CareerSource Palm Beach School District Adult Education	Florida Training Services Xcel

Mentoring Services	Xcel	Inner City Innovators EJ Mentoring Palm Beach Sheriff's Office Community Policing Units COMPASS
Temporary Housing Services	Direct	Vita Nova The Lewis Center FLITE Center
Family Support Services	Direct Integrated Health Care Systems (Health Care)	Palm Tran County Food Banks Boynton Beach Soup Kitchen St. Ann Place Sweet Dream Makers AVDA COMPASS Velocity Community Credit Union Planned Parenthood Health Care District
Employment Services	Direct CareerSource	Urban League
Community Service Assistance	Direct Choice to Change, Inc.	Faith Institutions St. Ann Place Elks Lodges Big Dog Ranch Rescue Peggy Adams Rescue Soup Kitchens
Dually Served Coordination	ChildNet	Department of Children & Families Vita Nova Legal Aid Society (Juvenile Advocacy Project)
Technology Assistance	Direct	
Prosocial and Wellness Activities	Direct	

**CATEGORY #7: Evidence-Based, Promising Practice, or Practice with Demonstrated Effectiveness**

The Program staff are trained to implement best and promising practices in the provision of case management, support services, navigating service connections and implementation, and individualized case planning. Staff are trained to in trauma-informed care, trauma-informed practices specifically for the criminal justice setting, mental health first aid, suicide prevention,

cultural sensitivity, adverse childhood experiences (ACEs), along with other youth-oriented trainings.

Program staff utilize Motivational Interviewing (MI), an evidence-based approach that is a collaborative and goal-oriented style of communication with specific attention to the language of change. It is designed to strengthen personal motivation for, and commitment to, a specific goal by eliciting and exploring the client's own reasons for change. It is rooted in acceptance and compassion towards the target audience. MI is utilized in all interactions with youth to gather information, complete risk/needs assessment, coordinate services, develop individualized case plans, enhance intrinsic motivation within the client, and encourage progress through the Stages of Change. The Transtheoretical Model (Stages of Change) focuses on the decision-making of individuals and represents a model approach to intentional change. The Stages of Change operate by acknowledging that behavior changes over time, occurring through a cyclical process of progress impacted by the desire and action to change.

Program staff trained to interact effectively with youth and families are able to gather critical information about their history, criminogenic needs, and other pertinent information. Information gathered by Program Staff through interactions with youth, parents/guardian, and stakeholders is utilized to develop case plans throughout transition planning and post-release service delivery. Program Staff utilize the model of risk-need-responsivity (RNR) to optimally manage treatment interventions for youth and families. The RNR model is an evidence-based model that is considered one of the most influential and effective models for the assessment and treatment of offenders. The Risk principle of RNR focuses on matching the intensity of interventions to the risk of reoffending, which is exemplified through the utilization of actuarial assessments, such as the YLS/CMI 2.0 and the LS/CMI utilized by PBC, as well as the Department's risk assessment tools (CAT/RAY). The Risk Principle highlights the best practice of focusing resource allocation to meet the needs of the highest risk youth, minimizing involvement for lower risk individuals. The Need Principle focuses on targeting the factors most linked to the likelihood of reoffending. By prioritizing criminogenic needs, services can directly address areas of high needs that will mitigate the risk to reoffend, improve positive outcomes, and increase strengths for youth. The Responsivity Principle outlines the best approach to targeting treatment approaches for individuals. This Principle highlights leveraging the strengths, abilities, learning styles, motivators, history, and other considerations when designing individualized treatment goals and service delivery. This holistic approach to responsive treatment planning is dynamic, flexible, and effective in evolving to meet the needs and increase positive outcomes for youthful offenders, and offender in general.

The Program will utilize DJJ's assessments, screening tools, and other collateral documents, along with ongoing client and family contacts, to gather information and start development of their individualized service plans. Program staff will complete a risk/needs assessment, as well, and use the aforementioned approaches to define the individualized approach for each referred youth. All referred youth will have a variety of needs and strengths identified throughout the transition and post-release phases, and their case plans will need to be structured to accommodate these adequately. Higher risk youth with less protective factors and strengths will need more intensive service interventions and support, whereas lower risk youth with higher

strengths and lower needs will need less intensive service delivery and support. The intensity of services will be commensurate with effective methods of risk/needs assessment and treatment planning. Program staff will identify important service providers, supportive adults, and other stakeholders as critical members individualized to each youth.

Program staff will be responsible for providing and/or facilitating service delivery to meet the array of identified needs across service categories:

Service Category	Type of Service	Specific Evidence-Based, Promising, or Effective Practices
Mental Health	Individual, family, group counseling, medication management, psychological assessments, psychiatric services	Trauma-focused cognitive behavioral therapy, Seeking Safety, FFT, MST, CBT, CBI, MRT, EMDR, DBT, Harm Reduction
Substance Abuse	Individual therapy, group therapy, outpatient, inpatient, relapse prevention, drug testing, medication management	CBT, psychotherapy, EMDR, DBT, Harm Reduction
Sex Offender	Individual therapy, group therapy, outpatient, inpatient, relapse prevention,	CBT, MST, CBI, Self-Regulation, Harm Reduction
Education Services	High school equivalency diploma (GED) programs, tutoring, college preparatory courses, assistance enrolling in post-secondary programs, applying for financial aid	Skilled aftercare tutoring, supportive case management, absenteeism reduction
Vocational Services	Vocational assessments, certification training, job shadowing, apprenticeships, career and technical education programs, and applying for financial aid	Skill-building, specialized certifications, on-the-job training, professional licensing, trades programming, vocational mentoring
Mentoring Services	Individual, group, and family mentoring	Sex-specific mentoring, faith-based mentoring, secular mentoring, vocational mentoring
Temporary Housing Services	Transitional housing and crisis/emergency shelters	Housing First model, semi-permanent housing, affordable housing, targeted case management for youth aging out of child welfare and preparing for independent living

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Family Support Services	Housing assistance, utilities, food, clothing, transportation, hygiene items, water, baby items, household goods, and other basic needs	Leveraging federal, state, and local social services, food banks, thrift stores, churches, non-profit organizations, County and Municipal government programs and resources
Employment Services	Workplace readiness training, vocational assessments, assistance locating job opportunities, creating resumes, applying for jobs, preparing for interviews, transitional jobs, supportive employment, on-the-job training	Transitional jobs, supportive employment, on-the-job training
Community Service Assistance	Locating community service opportunities, scheduling community service hours for youth	Supervised community service events, restitution/fee sponsorship, positive peer and community relations
Dually Served Coordination	Coordinating services provided with Department of Children and Families (DCF) and their contracted provider(s)	Creation of a specialized staffing and coordination processes for serving dually involved youth during residential commitment and aftercare phases

The Program utilizes an incentives-based approach to case management, aftercare navigation, and service delivery. Program Staff work with youth and families to identify their interests and motivators for change, offering opportunities to develop incentives to positively reinforce completion of goals and program milestones. Incentives are identified with the youth and family to ensure their input is prioritized and their incentive is curated specifically to encourage completion of their individualized goals. Research supports that adolescents are best influenced to change behavior through a balance of incentives and sanctions, on a 4:1 ratio, and positive reinforcement demonstrates a higher correlation to more improved outcomes and behaviors.

**CATEGORY #8: Service Provision, Referral to Resources, Services Directly Provided**

The Program has identified, and will continue to develop, resources available in Palm Beach County (PBC) (Circuit 15) that provide services to address the needs of youth and families served by the Program. As youth progress through transitional planning services, the majority of needs for the youth and families will be identified and prioritized as goals for the Transitional Plan for Success. The Program will provide post-release services to youth directly by Program employees, Program subcontractors, and/or partner resource providers in the community (memorialized by MOU/MOA, Letter of Support, or other committing document). As Aftercare Navigators identify service needs through transitional planning services, they will make the appropriate plans and referrals for post-release services (or services to begin immediately to meet the needs of families, as necessary). Transitional planning, document and assessment review, collateral contact, youth/family input, and ongoing risk/needs assessment will inform Aftercare Navigators of what services will be recommended for delivery upon release. If services are to be

provided by direct care staff, those services will be documented and scheduled for initiation upon release by the Aftercare Navigator. If services are identified that required a more intensive or diverse level of care, the Aftercare Navigator will initiate and document a referral to the identified partner agency. All partner agencies will have a documented contractual agreement or letter of support delineating a streamlined and specific referral process for aftercare/reentry youth that allows for prioritization of referral, information-sharing, expedited intake processes, and service that is individualized to meet the needs of the target population. Referrals will be made (and documented) as needs are identified at the Transition Conference, and in accordance with transitional planning services and timeframes, and referrals should be completed by the date of the CRT meeting.

The Program employees will directly provide:

- Family Support Services
- Mentoring Services
- Education/Employment/Vocational Services
- Temporary Housing Services
- Community Service Assistance (CSWH)
- Dually Served Coordination

The Program will have direct contractual agreements with community partners to provide:

- Mental Health and Substance Abuse Services
- Sexual Offender Services
- Education/Employment/Vocational Services
- Community Service Assistance (CSWH and higher fees)
- Mentoring Services (higher needs)

***(See Technical Proposal's Category #6 for more information on Referral Resources and preliminarily identified partnerships. See Technical Proposal's Category #7 for more information on how the Program will utilize Evidence-Based, Promising Practice, or Practice with Demonstrated Effectiveness directly and with partnering resources)***

The Program will only utilize Direct Care Staff and partnering agencies that the Program has developed a memorialized partnership with to ensure that all service needs are met at the highest standard of service specifically for aftercare youth. Unless otherwise contracted directly, the Program will develop an MOU/MOA or Letter of Support with providers identified to meet the needs of youth and families as details in Categories #6, #7, and #8.

All referrals to partner agencies will require a confirmation of receipt and require an appointment for intake as close to the youth's release date as possible. Aftercare Navigators will coordinate with partners to schedule all necessary appointments and share this information with the youth, parent/guardian, and stakeholders prior to the youth's release. As youth and families engage in services post-release, Aftercare Navigators will maintain contact with youth, parents/guardians, and service providers on a weekly basis to ensure services are appropriately implemented and effective. The Program will have an established process and method of communication regarding service delivery, goal completion, and progress reporting, so that the Program may document

service delivery and dosage and ensure compliance with service goals. Service deliverables will be clearly defined during the referral process and progress goals will be documented in the youth's documented post-release service and YES plans.

#### **CATEGORY #9: Service Tiers**

For the purposes of billing, all youth served by the Program will be placed into a Service Tier based on their status with the Department and the needs that have been identified for the youth and family. All youth served by the Program while in a residential facility will be classified as Service Tier 1, unless the service needs of youth and families are determined to be a higher tier, which may be escalated during the Community Reentry Team Meeting. Billing for a new tier will begin the next working day.

Service Tier 1 is the standard tier, involving services to meet the needs of youth and families relating to mentoring, temporary housing, family support, employment, community service, and dually served coordination. Aftercare Navigators will acknowledge that all pre-release services and transitional planning activities will lie within the Service Tier 1, unless otherwise defined.

If additional service needs outside the scope of the standard Service Tier 1 are identified at any time during the youth's placement in the Program, a higher service tier may be selected by the JPO and JPOS, or DDDC (if applicable), in conjunction and coordination with the Aftercare Navigator. If youth and family complete services at any time during placement in the Program, and remaining services lie within the scope of a Service Tier lower than the current tier, a lower Service Tier may be selected by the same process just mentioned.

Upon release from facility, the Transition Planning for youth and family will have been finalized, with the Aftercare Navigator having made the necessary connections for services to begin immediately. The Aftercare Navigator and Senior Program Specialist will have discussed what the appropriate Service Tier will be upon release to accommodate the variety of services being met upon release. This information will be discussed at the CRT meeting, throughout transition, and finalized with the probation staff upon release.

Post-release services provided will fall into the Service Tier identified during transition planning, and can be escalated to meet the breadth of services implemented upon release. As post-release services progress and youth and family meet program goals, the Aftercare Navigator will routinely check on the status of service delivery and progress towards aftercare plan completion. Senior Program Specialist will consistently analyze the Program Tiers of all referred youth during all oversight meetings, staffings, case reviews, quality improvement, performance reports, and billing submissions to ensure tiers accurately reflect service provisions.

Each of the 4 Service Tiers are each represented by a daily rate, respectively. The Program is responsible for ensuring that the Tiers are adequately representative of the services being provided in relation to the needs of the youth and families. The Program will bill at the proposed allowable daily rate for the assigned Tier for each youth in which services are being provided.



#### **CATEGORY #10: Transitional Planning Services**

Aftercare Navigators will be the direct care staff working with youth, parents/guardians, residential case management, and juvenile probation officers and they will be an active contributor to transitional planning for youth referred from the Department.

The Aftercare Navigator's role in transition planning includes having robust communication with the JPO, the youth, the parent/guardian, the residential case manager or transitional staff, and aftercare service providers.

The Aftercare Navigator will commence services once placement is confirmed or 30 days prior to the Transition Conference, whichever is later. All Aftercare Navigators will be assigned to the youth within 2 working of the beginning of services (placement in program or 30 days prior to the Transition Conference, whichever is later). Navigators will review all collateral documents and information in JJIS to prepare for transitional planning and contact with youth and families. Aftercare Navigator will contact the assigned JPO within 3 working days of assignment of case, as well as supervising JPO, if applicable.

During transitional planning, the Aftercare Navigator connect with residential case management and transitional staff to assess the youth's progress towards residential treatment goals and recommendations for post-release services (within 3 working days of the assigned JPO contact). Contact with the youth begins at least 90 days prior to release, with direct contact with youth occurring prior to the Transition Conference (no later than 10 working days prior to the Transition Conference) to outline the transitional process and discuss their goals for phasing back to the community. Aftercare Navigators connect with the parent/guardian (no later than 10 working days prior to the Transition Conference) to ensure they are aware of the transitional planning process, garner their input on needs and supports, and encourage their participation in transition planning meetings. Aftercare Navigators will contact the residential case management staff no later than 3 working days prior to the Transition Conference, as well as no later than 3 working days prior to the Exit Conference). Aftercare Navigators will actively contribute to and participate in the Transition Conference, Community Reentry Team (CRT) Meeting, and Exit Conferences. These meetings will be used to discuss the recommendations for post-release services and what needs and sanctions are identified as needing support from the Aftercare Navigator. The Aftercare Navigator will identify what services will be provided, by whom, and make any necessary referrals for post-release services. The service needs will be identified across all major categories of service types, and will need to meet all major identified needs, to include services addressing, but not limited to, behavioral health, employment, education, vocation, housing, family support, community service, health care/insurance, mentoring, sexual offenders, systems coordination, and more. Prior to the CRT, the Aftercare Navigator will complete coordination of care and all transition activities assigned to them and identified during the Transition Conference, and all plans for post-release service delivery will be clearly communicated to the youth, parent/guardian, and stakeholder prior to release. The Aftercare Navigator will track the transitional planning phase, plan for the youth's release, and corroborate release plans with residential and probation staff. Aftercare Navigator will contact the assigned JPO biweekly to provide updates on the progress made towards transitional planning activities.

Prior the Exit Conference, Aftercare Navigator will follow-up to ensure that all referrals and plans for service have been completed. Aftercare Navigator will continue biweekly updates to the assigned JPO to relay ongoing progress on transitional planning activities and service facilitation. Navigator will participate in at least one in-person meeting with the primary DJJ contact for the youth prior to the Exit Conference. Navigator will contact the parent/guardian no later than 7 days prior to the Exit Conference, and they will schedule meeting to occur with youth and parent/guardian within 3 working days of the youth's release. Aftercare Navigator will make contact with the residential case manager no later than 3 working days prior to the Exit Conference to provide status of referral process for all identified resources and exchange all relevant information. Navigator will participate in the Exit Conference, and contact the youth no later than 3 working days prior to the youth's release. Navigator will contact the residential case manager on the first working day after the youth's scheduled release to confirm the youth's release from facility. (See Technical Proposal's Category #8 for more information on Service Provisions, Referral to Resources, Services Directly Provided and Category #16 Understanding of Service Implementation/Service Timeframes for more information pertaining to required timeframes).

All referred and accepted youth will be designated into a Service Tier, defaulting to Tier 1 for youth in facilities and unless otherwise escalated through the appropriate approval process based on services provided to meet the needs of youth and families. Aftercare Navigators will continually progress through the pre-release and transitional phases, providing required transitional planning services to youth that fall into Tier 1 in facilities. Unless otherwise determined at the CRT, the youth will remain in Tier 1 until release. Upon release, if the breadth of services being delivered exceeds the scope of Tier 1, the Aftercare Navigator will initiate a discussion with the JPO and JPOS to determine if escalation to a higher tier is justified based on the needs and services identified during transition, post-release, or during post-release services in the Program over time. As the youth and family progress through their goals and sanctions with the Program, the Aftercare Navigator will continue to routinely manage the aftercare case plan and service connections, identifying if any services are completed or discontinued. Program Manager will consistently analyze the Program Tiers of all referred youth during all oversight meetings, staffings, case reviews, quality improvement, performance reports, and billing submissions to ensure tiers accurately reflect service provisions. All services being completed will fall into the appropriate category to ensure that services are meeting needs and that the Program may appropriately bill for services provided. *(See Technical Proposal's Category #9 for more information on the Program's understanding of Service Tiers).*

The Aftercare Navigator will document all transitional planning services provided to each youth served by the Program. This documentation will include participation and transition planning services during the Transition Conference, the Community Reentry Team meeting, and the Exit Conference. These contacts will be documented via case notes, service dosage tracking, and delineated on the youth's transitional plan. All contacts attempted and/or completed with the youth, parent/guardian, residential case manager and transitional staff, JPO, and relevant service providers will all be documented via case notes, service dosage tracking, and delineated on the youth's transitional plan. The Aftercare Navigator will clearly document completion of required

tasks as it pertains to review of collateral documents or other information relevant to the youth, as it relates to transitional planning services. All services documented will be clear, descriptive, specific, and sufficiently demonstrate completion of all tasks required by the Contract.

#### **CATEGORY #11: Post-Release Services**

Post-release services will begin upon the youth's release from the facility. Post-release services are intended to ensure that service needs identified during transitional planning are implemented immediately upon the youth's release from the facility, and that services are completed or substantially underway before the youth is released from the Program. Post-release services will be provided for all youth referred by the Department, and the Aftercare Navigator will coordinate directly with the JPO (for CR or PCP youth) or DDDC (for direct discharge youth) assigned to the youth to ensure that services are being provided in accordance with the Transition Plan for Success (all youth) and YES Plan (for CR or PCP youth).

Post-release services include a variety of tasks to support the youth and family upon their release from the facility. Aftercare Navigators will directly contact the supervising JPO or DDDC in-person or by telephone on the first working day after the youth's release from a facility to share their scheduled appointment with the youth and family, and to schedule an in-person meeting with the JPO to assist with the development of the YES plan. The Aftercare Navigator will conduct an in-person meeting with the youth and parent/guardian within three working days of the youth's release from the facility to review their Transition Plan for Success and Exit Portfolio and share any details regarding critical appointments for identified services and resources.

For youth on CR or PCP, the JPO and Aftercare Navigator will meet in-person to develop the YES Plan (which must be completed by JPO within 30 days of youth's release from facility), review any pertinent risk assessments, and ensure that post-release services address at least one of the highest identified criminogenic needs. The Aftercare Navigator will work with JPO to ensure that post-release service needs are included in the YES Plan, and the Aftercare Navigator will have a designated weekly action step for each YES Plan requirement that entails an identified resource, and action steps will include contacts with the youth, parent/guardian, and identified resources.

Aftercare Navigation will include the required action steps identified in the YES Plan, along with regular contact with youth and parent/guardians as needed to ensure successful completion of the Program. The Aftercare Navigator will provide updates to the JPO on at least a biweekly basis to report on youth and family's progress with services, strategize to overcome any roadblocks for success, troubleshoot graduated responses to noncompliance, and any other important issues. Aftercare Navigators will meet in-person with the JPO prior to each 90-day supervisory review to assess service progress and completion, and decided continued status with the Program. If the services are completed or substantially underway and no additional needs were identified, the JPO shall remove the Navigator's responsibilities and end the youth's placement in JJIS. If not, the two will make any necessary changes to the action steps in the YES Plan or adjust

requirements and request a 90-day extension to be approved by the CPO (subsequent extension approved by Regional Director).

For direct discharge youth, the Aftercare Navigator and Program staff will always share that the Program is optional, and will keep the DDDC updated with the youth's status with the Program. Aftercare Navigators will provide updates to the DDDC at least every 30 days to report on participation, progress, and identify any solutions to overcome barriers to success. The Navigator will meet with the DDDC in-person prior to end of the initial 60-day period to determine if services for youth are completed or substantially underway or other needs were identified. If so, the youth will be released from the Program on day 61. If not, a 30-day extension will be requested for approval by the CPO.

The Aftercare Navigator, and other Program staff, will document all post-release services provided to each youth served by the Program. This documentation will include, but not limited to, all contacts attempted and/or completed with the youth, parent/guardian, JPO, and relevant resource/service providers will all be documented via case notes, service dosage tracking, and delineated on the youth's post-release service plan. The Aftercare Navigator will clearly document completion of required tasks as it pertains to review of collateral documents or other information relevant to the facilitate or provision of services/resources for youth, as it relates to post-release. All services documented will be clear, descriptive, specific, and sufficiently demonstrate completion of all tasks required by the Contract.

#### **CATEGORY #12: Community Resource Guide**

The Program understands that it will be responsible for maintaining and updating the Department's Community Resource Guide for the 15<sup>th</sup> Circuit, Palm Beach County, which will be posted on the Department's website. The Community Resource Guide will include a detailed list of resources available to youth in the Circuit, which includes youth involved in the Program, but will also be a valuable resource for all youth and their families, regardless of their status with the Department. The Community Resource Guide will be a great tool to utilize for any youth in need of services, at-risk of or involved in delinquency, or deeply system-involved and returning to the community.

Program staff will ensure that resources on the Community Resource Guide are comprehensive and representative of a variety of resources to meet the gamut of needs of youth and families. Service categories will include, but are not limited to, resources that address mental health services, substance use services, sex offender services, educational services, vocational services, mentoring services, temporary housing or utility services, family support services, employment services, community service assistance, dually served coordination, targeted case management, basic needs assistance (food banks, hygiene items, baby items), childcare assistance, social services, transportation assistance, prosocial and wellness activities, and any other categories of helpful services that are identified by the Department over time. All available resources documented on the Guide will include contact information, to include, but not limited to: contact name, phone number, email address, website, resource categories, service descriptions,

associated costs and insurance options, eligibility criteria, as well as defining what needs may be addressed and pathways to access or make referrals to specific resources, if applicable.

PBC has a dedicated Community Outreach Specialist that works to support the functions of PBC's specialized case management, aftercare navigation, and family support services, and this Specialist is, and will continue to be, tasked with outreaching to existing resources in the community to confirm, verify, update, and/or remove their information from the Resource Guide, along with continually identifying new resources to expand the breadth of the Guide. Program will provide these updates to the Department staff at least on a quarterly basis to ensure timely updates to the online Community Resource Guide.

In addition to the duties of the Community Outreach Specialist, the Senior Program Specialist is the Chair of Safety and Justice Action Team's Prosocial Resources Committee, which identifies and delineates resources that provide opportunities for positive activities, prosocial leisure time, skill development, healthy peer and adult interactions, and health and wellness activities for delinquency-involved youth in the community. This group is tasked with maintaining an online Resource Guide on behalf of this Action Team, which is part of the Palm Beach County's Birth-to-22 Initiative. This existing process will assist in contributing to addition and maintenance of the Department's Community Resource Guide.

#### **CATEGORY #13: Informed Consent/Records Release**

PBC prioritizes the needs, rights, and understanding of youth and families as they engage in services with the Program. In addition to having a full Memorandum of Understanding with the Department to receive referrals and information for youth returning to the community from juvenile residential facilities, PBC has specific consents, guidelines, and timeframes to ensure that youth and families are made fully aware of the services available to them, the processes that are involved, the roles/responsibilities of Program staff, expectations for case management and aftercare navigation, and full disclosure of programmatic actions to ensure they are fully informed of what Program involvement entails. All programmatic documents that impact youth and families, and requiring their expressed consent, are fully reviewed and approved by the PBC County Attorney and Risk Management leaders.

Program staff are required to complete an intake consent packet with the youth and the parent/guardian of the youth, which includes a full description of programming and expectations from all parties. The packet includes an agreement to participate, consent to release of information to share and receive information to and from approved entities on behalf the client to facilitate services, and acknowledgment of PBC's objective process to submit a grievance. Program staff provide these documents in the youth and parent/guardian's preferred language, and provide a copy of the entire packet to ensure youth and families may refer back to the document for accountability purposes. Ensuring that youth and parents/guardians are fully informed of expectations, responsibilities of all parties, and methods of grievance allow for the Program to prioritize garnering express consent for facilitation of services. This process fully

supports ensuring that the youth and parent/guardian can make fully informed decisions on providing consent for services and information-sharing.

Program staff meet face-to-face with youth and parents/guardians to fully complete the intake consent packet and process to ensure all parties fully comprehend the consents being offered. All completed consent forms are signed by the youth, parent/guardian (if applicable), and a Program Staff, which are uploaded to the youth's electronic case file, and the original is placed in the hard file.

Throughout the duration of the Program, the youth and parent/guardian are always informed of actions taking place on behalf of the youth or family as agreed upon in transition planning and post-release service delivery, requesting feedback and participation in the process, and ensuring that case plans are responsive to the evolving needs of youth and families. Youth and families may request to alter, pause, or fully stop service delivery with the Program. Program staff will follow the designated process to inform and collaborate with the JPO or DDC, when applicable, to best remediate a situation to continue transition planning or post-release services for a youth.

#### **CATEGORY #14: Reporting and Documentation and Record Management**

PBC has been serving Department of Juvenile Justice involved youth for over ten years, allowing for a significant period of time to create, refine, and continually improve processes for protecting the sensitive and confidential information of juveniles and their families. PBC utilizes a secure, private information database (RENEW) that was specifically created and maintained by PBC's Information Systems Services Department. RENEW is password-protected and managed by PBC Staff to ensure that only approved individuals are able to access the database, and further protected by restricting access to any files involving DJJ-involved youth, allowing only Department-approved individuals to access files. PBC has the ability to immediately revoke access to any individual, if necessary, and PBC ISS can audit database actions at any time to manage and protect security of youth files.

All PBC staff are Level II background screened. Only Program Staff that pass Level II Background Screenings are approved to access electronic files in RENEW, and work directly with the youth population.

PBC's Youth Reentry Program Office is located at the Main County Courthouse, which limits access to Program Staff offices and allows for files to be managed in a locked area. All program staff are trained to protect confidential and sensitive information, and any documents are discarded via professional shredding services. PBC prioritizes utilizing electronic files and minimizing paper documents with private information. Documents are uploaded to RENEW and discarded appropriately, and if they must be saved, they are saved to our secure internal server, managed by PBC ISS. PBC ISS has implemented significant malware and phishing protections, encryption, and other technological interventions to ensure information is secure. Any other hard copies of documents necessary to keep are kept in locked locations only accessible by Department-approved staff.

Program staff minimizes the utilization of protected client information when possible, utilizing protected and locked documents, secure ID numbers, and other safe monikers when communicating electronically. Program staff utilize County-issued cell phones and laptops, which are password-protected and managed by PBC ISS Department.

Program staff have developed processes with referral resources and community partners to ensure that all stakeholders are clearly vetted and appropriate representatives capable of receiving any confidential information for youth.

**CATEGORY #15: Staffing/Personnel**

All current staff under PBC Youth Reentry as well as any additional staff hired under this contract will meet all of DJJ’s minimum criteria as it relates to staffing and personnel regardless of direct or administrative responsibilities.

Position	Department Requirements	PBC Requirements	Current Qualifications	Role
Senior Program Specialist, Randi Taylor	<ul style="list-style-type: none"><li>• At least 21 years of age</li><li>• Valid Driver’s License</li><li>• Bachelor’s Degree or 4 years of experience working directly with adolescents in one or more of the specified fields or an associate’s degree and two years of experience</li><li>• Level II Background Screening</li><li>• Senior Staff: min \$21/hr</li><li>• Direct Care Staff: min \$20/hr</li></ul>	<ul style="list-style-type: none"><li>• Valid Driver’s License</li><li>• Bachelor’s Degree experience in Social Work, Sociology, Psychology with four (4) years of experience in Social Work or related field and two (2) years of which includes leadership and/or administrative experience; or equivalent combination</li><li>• Level II</li><li>• Min \$33.50/hr</li></ul>	Bachelor’s and Master’s Degrees 10 years of experience with juvenile justice youth and families	Direct Program Manager
Aftercare Navigator, Bridget Hodge		<ul style="list-style-type: none"><li>• Valid Driver’s License</li><li>• Bachelor’s Degree</li></ul>	Bachelor’s Degree and 12 years of experience	Aftercare Navigator

		with three (3) years of experience in social work or a related field, one (1) year of which include a leadership position and/or administrative experience; or equivalent combination	with juvenile justice and social services	
Aftercare Navigators (2 Positions)		<ul style="list-style-type: none"><li>• Level II</li><li>• Min \$25.259/hr</li></ul>	VACANT	Aftercare Navigator
Community Outreach Specialist, Marvin Blaise		<ul style="list-style-type: none"><li>• Valid Driver's License</li><li>• Graduation from high school or an equivalent and two (2) years of experience in social services/social work or any equivalent combination</li><li>• Level II</li><li>• Min \$21.106/hr</li></ul>	Bachelor's Degree 6 years of experience working with juvenile justice and child welfare youth	Community Outreach Specialist

All staff outlined in Attachment H (Budget) will be cross trained to allow for coverage of planned or unplanned absences, staff vacations, and filling vacancies. The nature of PBC's employee hierarchy allows for seamless support for direct care staff and to eliminate any interruption of services during duration of Program contract.

*(See Category #1 for more information on Administrative Oversight of Annual Training Calendar/Plan)*

**CATEGORY #16: Understanding of Service Implementation/Completion Timeframes**  
Outlined below, the Program's scope of work and related processes will allow Program staff to meet and/or exceed all requirements for accepting referrals, scheduling appointments,



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participating in transitional meetings, completing services for all referred youth, meeting timeframes of reporting. The below outlines all timelines associated with proposed Contract requirements.

Service	Staff Responsible	Frequency/Timeframe
<b>Transitional Planning Services (Pre-Release)</b>		
Contact w/ JPO to Accept or Deny New Referral	Senior Program Specialist	3 working days from referral date
Admit to Program in JJIS	Senior Program Specialist	3 working days from referral date
Assigned Aftercare Navigator	Senior Program Specialist	Within 2 working days of the beginning of services
Transitional planning services begin & Navigator conducts throughout review of information in JJIS	Aftercare Navigator	30 days prior to Transition Conference (or once placement is confirmed by Program if later)
Contact assigned JPO in person or by phone	Aftercare Navigator	3 working days of assignment of Navigator
Contact supervising JPO (for CR or PCP ) or DDDC in person or by phone <i>[if applicable]</i>	Aftercare Navigator	Within 3 working days of assigned JPO contact
Contact Residential Case Manager or Transition Services Manager	Aftercare Navigator	Within 3 working days of assigned JPO contact
Contact youth by telephone	Aftercare Navigator	No later than 10 working days prior to Transition Conference
Contact parent/guardian in person or by phone	Aftercare Navigator	No later than 10 working days prior to Transition Conference
Contact Residential Case Manager or Transition Services Manager (request copy of Performance Plan & Treatment Discharge Plan)	Aftercare Navigator	No later than 3 working days prior to Transition Conference
Participate in Transition Conference	Aftercare Navigator	As scheduled by facility
Complete transition activities assigned during Transition Conference	Aftercare Navigator	Prior to CRT Meeting
Contact primary DJJ contact	Aftercare Navigator	At least biweekly to exchange information prior to CRT
Participate in CRT Meeting	Aftercare Navigator	As scheduled

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Review Service Tier	Aftercare Navigator	During CRT
Complete referral process for each resource identified at CRT	Aftercare Navigator	Prior to Exit Conference
Contact primary DJJ contact	Aftercare Navigator	At least biweekly to exchange information prior to Exit
In-person meeting with DJJ contact to develop the Transition Plan for Success	Aftercare Navigator	Prior to Exit Conference
Contact parent/guardian in person (provide status of referral process for resources, discuss parent responsibilities, schedule meeting with youth and parent/guardian within 3 working days after youth's release from facility)	Aftercare Navigator	No later than 7 days prior to Exit Conference
Contact Residential Case Manager or Transition Services Manager (request copy of Exit Portfolio)	Aftercare Navigator	No later than 3 working days prior to Exit Conference
Participate in Exit Conference	Aftercare Navigator	As scheduled
Contact youth via telephone (review Transition Plan for Success)	Aftercare Navigator	No later than 3 working days prior to youth's scheduled release
Contact residential case manager by phone to confirm youth's release from facility	Aftercare Navigator	First working day after youth's scheduled release
<b>Post-Release Services</b>		
Contact supervising JPO or DDDC in person or by phone to inform of scheduled meeting with youth/parent	Aftercare Navigator	First working day after youth's release
In person meeting with youth and parent/guardian to review youth's Transition Plan for Success and Exit Portfolio; share appointment dates/times	Aftercare Navigator	Within 3 working days of youth's release from facility
In person meeting with the JPO to assist with development of YES plan and review assessment results	Aftercare Navigator	Within 30 days of youth's release from facility

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Contact with JPO to report youth and family's participation and progress with services	Aftercare Navigator	Biweekly
Contact DDDC (if applicable)	Aftercare Navigator	At least once every 30 days
Participate in in-person meeting with JPO prior to each 90-day supervision review	Aftercare Navigator	Quarterly (every 90 days)
In person meeting with DDDC (if applicable) prior to end of initial 60-day period	Aftercare Navigator	Prior to end of initial 60-day period
Contact with youth, parent/guardian and identified service partners to address YES Plan action items	Aftercare Navigator	Weekly
<b>Reports</b>		
Submit Invoice	Senior Program Specialist & Fiscal Specialist	Within 30 calendar days following the end of the month for which services were rendered
Submit Youth Census Report	Senior Program Specialist & Fiscal Specialist	Within 30 calendar days following the end of the month for which services were rendered
Submit Monthly Pay Rate Report	Senior Program Specialist & Fiscal Specialist	Within 30 calendar days following the end of the month for which services were rendered
Submit Staff Vacancy Report	Senior Program Specialist	Within 30 calendar days following the end of the month for which services were rendered
Submit Staff Hire Report	Senior Program Specialist	Within 30 calendar days following the end of the month for which services were rendered
Annual Training Calendar	Senior Program Specialist & Administrative Assistant	Within 30 calendar days of Contract execution and no later than December 31 of each year
Certification of Insurance	Senior Program Specialist	Prior to delivery of service and prior to expiration of Certificate

Subcontracts	Senior Program Specialist	Prior to delivery of service
MOU/MOA/Letters of Support and Similar Documents	Senior Program Specialist	Upon execution of contract, as relationships with additional resource are established throughout the term of the contracts, and as amended or replaced throughout the term of the Contract
Organization Chart	Senior Program Specialist	Execution of Contract, annually, and as changes occur
Florida Minority Business Enterprise (MBE) Utilization Report	Senior Program Specialist	Within 30 calendar days following the end of the month for which services were rendered
Ad Hoc Reports	Senior Program Specialist	Upon request
State of Florida, Executive Order 20-44 Annual Report	Senior Program Specialist	Annually upon request

**CATEGORY #17: Service Location and Times**

PBC’s Youth Reentry Program Office is located at the Main County Courthouse at 205 North Dixie Highway, Suite 5.1130, in West Palm Beach, FL 33401. This office is centrally located in the geographic expanse of Palm Beach County. Although the main site of program staff offices, Program Staff are expected to engage with youth and families in the community, as it best meets their needs. Since PBC staff are County employees and our Program is based in the realm of County Government, Program Staff have a variety of County locations they may leverage and utilize across the entire Circuit. PBC Public Safety Department partners with other County Departments, which include PBC Parks & Recreation, PBC Youth Services Department, PBC Library System, and PBC Community Services Department. These Departments have office and center locations in all quadrants of the County, including the Western Glades Community. Program staff will utilize the various courthouses, community centers, youth empowerment centers, parks, education institutions, libraries, recreation centers, meeting areas/centers, community resource centers, provider offices, health care centers, and any other innovative locations that can be used as safe spaces for service delivery and contacts.

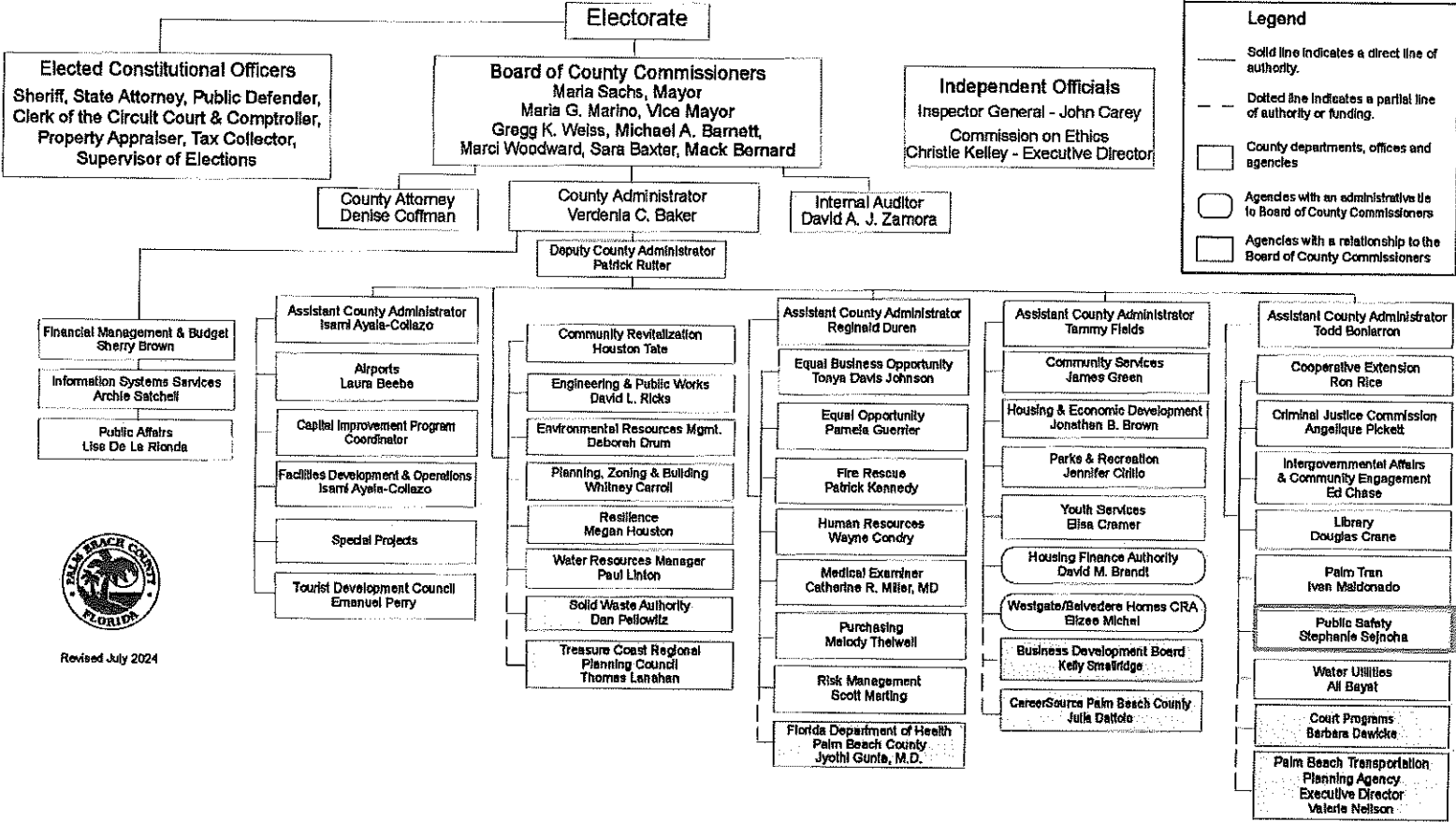
All Program services will be designed to meet the needs of youth and families to accommodate their schedules and minimize unnecessary disruptions. Program staff will accommodate contact and service delivery at community locations at any time during normal business or afterhours. Program staff are expected to spend the majority of their time in the community, including afterhours and weekends, to ensure that youth and families receive services effectively and to reduce any barriers they experience.

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There are no limitations to scope and accessibility of services for youth and families, as PBC can leverage services provided throughout the county and case management/aftercare navigation is provided in an equitable manner, ensuring they are meeting youth and families where they are at, literally and figuratively. Program staff will assist in facilitating locations for services with youth, families, and resource providers, along with assisting with transportation to services whenever necessary. PBC Staff are able to access the breadth of County fleet vehicles to transport youth and families for services directly, utilize contracted ride-sharing services by ordering rides to transport youth and families, or providing transportation tools to youth/families as needed, such as bus passes, bicycles, scooters, or gas cards.

For delivery of services, PBC described its community resource partners across the various service categories within the Circuit. All contracted providers are expected to provide services that accommodate the needs of youth and families, which includes providing services in the home or community and having the capacity to utilize non-traditional hours as best practices in service delivery.

Palm Beach County Board of County Commissioners  
Organizational Chart



**Palm Beach County Public Safety Department  
Organizational Chart**

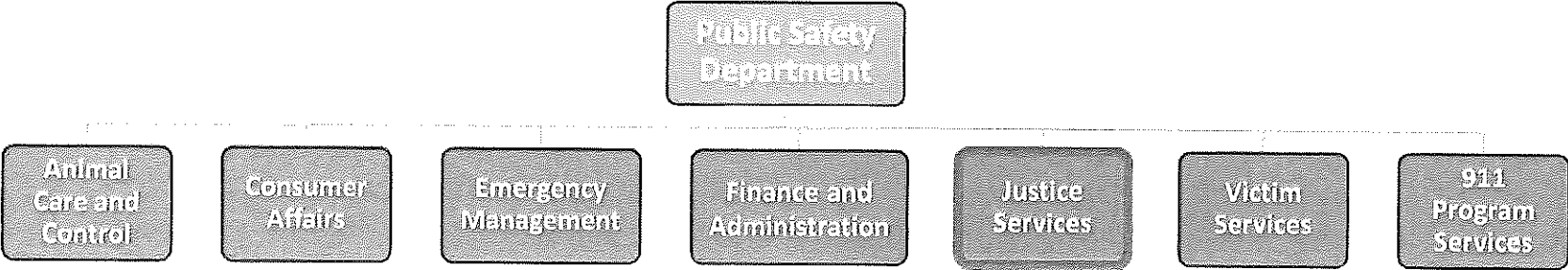






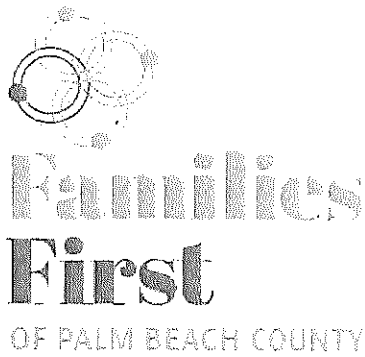
EXHIBIT #2 Discharge Summary Report (EXAMPLE)

Youth Name:	DJJID #:	Circuit:
Referral Type:		
Facility Release Date:	Program Admit/Start Date:	Program End Date:
Release Reason:	Aftercare Navigator:	Supervising JPO or DDDC:

During transition planning and/or post-release services delivery, the following services were identified and incorporated into the youth’s individualized service plan. The following documents progress on:

Service	Identified Goal	Service Start Date	Service Status	Service End Date	Notes
Transitional Employment	Increase job readiness and career exploration	8/10/2024	In Progress	N/A	Youth has participated in paid transitional job since 8/10/2024 and will continue working until 1/1/2025. No issues reported with employment.
Community Service Assistance	Complete 100 CSWH	8/10/2024	Completed	10/31/2024	100 hours completed with contracted partner and submitted to JPO
Behavioral Health	Participate in individual counseling with provider	9/1/2024	Completed	11/1/2024	Participated in 10 individual therapy sessions and agrees to continue services on their own.

Additional Summary Notes:



November 5, 2024

Ms. Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

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Legal Counsel

Philip M Sprinkle, II

Chief Executive Officer

Julie A. Swindler, LCSW

RE: Department of Juvenile Justice Solicitation #10769-  
Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

Families First of PBC is pleased to write this letter of commitment for the Palm Beach County Board of County Commissioners (BCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program. Families First PBC staff will work closely with the BCC Youth Reentry Program for youth, and their families, referred to Families First for therapeutic services.

The BCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years under the partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

3333 Forest Hill Boulevard, Second Floor • West Palm Beach, FL 33406 • 561.721.2087

[FamiliesFirstPBC.org](http://FamiliesFirstPBC.org)

Families First of Palm Beach County is a 501(c)(3) organization and registered with the state of Florida #CH4252. "A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES AT WWW.FLORIDAConsumerHELPER.COM OR BY CALLING TOLL FREE (800) 435-7352 WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE."



Strong  
In Every  
Way.

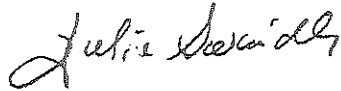
Families First of Palm Beach County agrees and commits to the following:

- Receiving referrals for service for youthful offenders returning from incarceration from a FDJJ residential placement or the local county jail.
- Provide referred participants with therapeutic services, including but not limited to: individual therapy, family therapy, and relapse prevention.

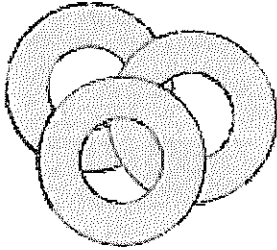
PBC Youth Reentry Program and Families First PBC have been collaborating for referrals for behavioral health services for the last two years and are working to finalize a Memorandum of Understanding that will support the facets of the proposed funding requirements.

This collaborative is crucial for fostering positive change and reducing recidivism among youth who have faced the challenges of the justice system. Families First PBC is pleased to collaborate with the BCC Youth Reentry Program.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Julie Swindler".

Julie Swindler, LCSW  
Chief Executive Officer



Barbara Cox Gerlock, LLC  
7716 Spring Creek Drive  
West Palm Beach, FL 33411-5791  
October 31, 2024

Consulting in:  
Education  
Justice Services  
Behavioral Health

Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

It is with great pleasure that I, Dr. Barbara Gerlock provide this letter of support for the Palm Beach County Board of County Commissioners (BOCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program.

The BOCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years in partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

I have been involved in the Justice involved arena for the past twenty plus years, as an advocate for youth, I chaired the 15<sup>th</sup> Judicial Circuit Juvenile Justice Advisory Board, contracted by the School District of Palm Beach County, Safe Schools Department, and member of various community boards. I am currently the President of the Palm Beach County Juvenile Detention Center Advisory Board, the Chair of the Citizens Advisory Committee on Health and Human Services, the Chair of the Behavioral Health and Vice Chair of the Youth Reentry Subcommittees of the Palm Beach County Reentry Taskforce.

I will continue support youth reentry programs by providing advocacy and participation in for justice involved youth.

Respectfully,

Barbara Cox Gerlock, Ph.D.



## CHOICE *to* CHANGE

October 31, 2024

Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

It is with great please that Choice to Change provide this letter of support for the Palm Beach County Board of County Commissioners (BOCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program. Choice to Change, Inc. is dedicated to providing a wide range of programs and services aimed at empowering individuals in their growth and development in order to make positive changes in their lives. Choice to Change has been partnering with the Youth Reentry Program for the past ten years and has provided restitution, court fee assistance, and community service opportunities to justice involved youth returning to the community.

The BOCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years in partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

This partnership is essential for providing returning youth the ability to meet their financial obligations in the area of restitution, court fees, and community service hours. Choice to Change, Inc. is pleased to support and continue to provide resources and opportunities in collaboration with the BOCC Youth Reentry Program.

Respectfully

Lynn Trimble

Choice to Change Inc.

Choice to Change Inc. • 1897 Palm Beach Lakes Blvd, Ste 209, WPB, FL 33409  
(P) 561-745-1779 • admin@choicetochange.org • www.choicetochange.org

# INTEGRATED HEALTHCARE SYSTEMS

*"To be the VOICE of Primary and Behavioral Healthcare Services"*

October 31, 2024

Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

Integrated Healthcare Systems Riviera, Inc. (IHCR) is pleased to write this letter of commitment for the Palm Beach County Board of County Commissioners (BOCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program. Integrated Healthcare Systems is a not-for-profit community Behavioral Health clinic, that provides adolescents, children and adults with out-patient mental health, substance abuse treatment, peer support, homeless assistance and primary healthcare with a focus on underserved, marginalized and at-risk populations. IHCR staff will work closely with the BOCC Youth Reentry Program for youth and families referred to IHCR for therapeutic and medical healthcare services.

The BOCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years under the partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

RIVIERA BEACH INTEGRATED CARE, Inc

In partnership with

THE COUNSELING CENTER, Inc



31 W 20<sup>th</sup> Street  
Riviera Beach, FL  
33404  
United States

PHONE: 561•899•9140 (Behavioral Health)  
561•510•0471 (Primary Care)  
FAX: 561•331•2715 (Behavioral Health)  
561•370•6001 (Primary Care)  
WEBSITE: [www.integratedhcs.org](http://www.integratedhcs.org)

# INTEGRATED HEALTHCARE SYSTEMS

*"To be the VOICE of Primary and Behavioral Healthcare Services"*

Integrated Healthcare Systems Riviera, Inc. agrees and commits to the following:

- Receiving referrals for service for families and youthful offenders returning from incarceration from a FDJJ residential placement or the local county jail.
- Provide referred participants with therapeutic medical healthcare services, including but not limited to: individual therapy, group therapy, relapse prevention, medication management, primary medical care and care coordination.
- Participating in pre-release meetings with the program staff for transitional planning for the youth returning to the community.
- Reporting to program staff on youth and family progress with therapy and healthcare goals.

This collaborative is crucial for fostering positive change and reducing recidivism among youth who have faced the challenges of the justice system.

Respectfully,

*Monique D Brown Faust*

Monique D Brown Faust, Ph.D. LMHC MCAP  
Chief Executive Officer

RIVIERA BEACH INTEGRATED CARE, Inc

In partnership with

THE COUNSELING CENTER, Inc



31 W 20<sup>th</sup> Street  
Riviera Beach, FL  
33404  
United States

PHONE: 561•899•9140 (Behavioral Health)  
561•510•0471 (Primary Care)  
FAX: 561•331•2715 (Behavioral Health)  
561•370•6001 (Primary Care)  
WEBSITE: [www.integratedhcs.org](http://www.integratedhcs.org)



October 31, 2024

Ms. Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, Florida 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

It is with great pleasure that Florida Mentoring Network, DBA Xcel Mentoring Network provide this letter of support for the Palm Beach County Board of County Commissioners (BOCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program. Xcel Mentoring serves as a bridge to education, hands-on career training, and a career for youth in Palm Beach County. Xcel combines the power of transformative mentoring with the accessibility of mobile training units, to facilitate hands-on learning and hard and soft skill development. Xcel will work closely with the BOCC Youth Reentry Program for the youth who are referred for mentoring and vocational training services.

The BOCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years in partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills, and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

This partnership is essential for the development of life skills and job training and placement that will lead to positive change and reduce recidivism among youth who have faced the challenges of the justice system. Xcel Strategies Inc. is pleased to support and collaborate with the BOCC Youth Reentry Program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Rivera'.

Thomas Rivera  
Executive Director  
Xcelflorida.com





State of Florida  
Office of the Public Defender  
Fifteenth Judicial Circuit of Florida

Carey Haughwout  
Public Defender

421 3rd Street  
West Palm Beach, Florida  
33401-4297

(561) 355-7500  
Direct (561) 355-7651  
Fax (561) 355-7737

November 5, 2024

Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

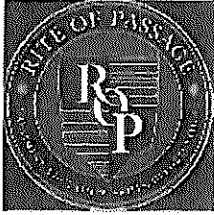
As Public Defender in Florida's 15<sup>th</sup> Judicial Circuit and as Chair of Palm Beach County's Reentry Task Force, I am pleased to provide this letter of support to the Palm Beach County Board of County Commissioners (BOCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program.

The BOCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years in partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

The Public Defender's Office will continue to support youth reentry programs, dismantle barriers, provide education on consequences of crime, and advocate for reentry youth by participating in the Palm Beach County Reentry Taskforce and Youth Reentry Subcommittee for justice involved youth.

Respectfully,

Carey Haughwout, Public Defender  
15<sup>th</sup> Judicial Circuit



October 31, 2024

Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

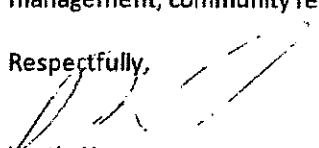
Dear Ms. Sejnoha,

It is with great pleasure that the Rite of Passage provide this letter of support the Palm Beach County Board of County Commissioners (BCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program. Rite of Passage Program, as the contracted provider that operates Palm Beach Youth Academy, a Residential Commitment Moderate Risk Program for the Department of Juvenile Justice in Palm Beach County, has partnered with the BCC Youth Reentry to enhance transition coordination, support, and service delivery for locally committed youth. Our mission is dedicated to providing normalized environments, safety and caring relationships, as well as positive opportunities for learning and personal growth, reflecting our commitment to tomorrow's generation.

The BCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years in partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

For this reason, Rite of Passage will continue to support and work in close partnership with the PBC Youth Reentry Program staff to provide quality transition planning services, pre-release case management, community resource connections, and weekly workshops to PBC youth.

Respectfully,

  
Kirstie Naoom  
Director of Operations  
Rite of Passage



October 31, 2024

Stephanie Sejnoha  
Director of Public Safety Department  
Palm Beach County Board of County Commissioners  
205 N. Dixie Highway, Ste. 5.1130  
West Palm Beach, FL 33401

RE: Department of Juvenile Justice Solicitation #10769- Aftercare Resource Navigator Program

Dear Ms. Sejnoha,

CareerSource Palm Beach County (PBC) is pleased to write this letter of commitment for the Palm Beach County Board of County Commissioners (BCC) Youth Reentry Program for the solicitation for funding from the Florida Department of Juvenile Justice (FDJJ) - Aftercare Resource Navigator Program. CareerSource PBC prepares individuals to enter the workforce through training and educational courses that build competencies and assist with developing qualifying skill sets to enter and maintain employment. The Palm Beach County BOCC Youth Reentry Program has collaborated with CareerSource PBC in assisting youth and young adults with training and career development.

The Palm Beach County BCC has been providing critical reentry services for youth returning from incarceration in juvenile residential facilities and the local county jail for over ten (10) years in partnership with the Circuit 15 Department of Juvenile Justice Probation and Intervention Services Department. The Youth Reentry Program provides essential aftercare resources and support to help youthful offenders to reintegrate successfully into their communities by offering supervised case management, mentorship, educational opportunities, job training, life skills and mental health support. The program not only empowers participants but also promotes public safety and community well-being.

CareerSource Palm Beach County is committed to continue working with the Youth Reentry Program and further commits to the following:

- Receiving referrals for service for families and youthful offenders returning from incarceration from a FDJJ residential placement or the local county jail.
- Providing referred participants with technical skills training, employability soft skills, industry-specific knowledge, apprenticeship opportunities, career pathway mentoring, transitional jobs, and assistance with degrees and certifications.
- Participating in pre-release meetings with the program staff for transitional planning for the youth returning to the community.
- Reporting to program staff on youth and family progress towards employability tasks and goals.

This collaborative is crucial for fostering positive change and reducing recidivism among youth who have faced the challenges of the justice system.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Scott Turner", is written over a faint, larger signature.

J. Scott Turner, Director of Public Safety Department, has been authorized to sign this letter on behalf of the Palm Beach County Board of County Commissioners. This letter is not valid unless signed by the Director of Public Safety Department.

NOTE: A SEPARATE BUDGET MUST BE SUBMITTED FOR EACH CIRCUIT PROPOSED.

Direct Service Personnel

INCLUDE ALL POSITIONS THAT WILL PROVIDE DIRECT SERVICES TO YOUTH. ADMINISTRATION PERSONNEL SHOULD BE INCLUDED ON THE NEXT TAB.

Line Item #	Position Title	Total Number of FTEs	Number of FTEs w/ Benefits	Full-Time Equivalent Monthly Salary	Monthly Fringe Benefits							Contract Total Salary and Benefits	Total Matching Funds	Total Annual Salaries and Benefits
					Retirement	FICA	Health Insurance	Life Insurance	Workers Comp Insurance	Un/Re-employment Insurance	Total Fringe Benefits			
1	Program Navigator	1.00	1.00	\$4,915.21	\$685.67	\$376.01	\$1,441.80	\$160.20			\$2,663.69	\$90,946.79		\$90,946.79
2	Program Navigators	2.00	2.00	\$4,378.23	\$610.76	\$334.93	\$1,080.00	\$120.00			\$2,145.70	\$156,574.17		\$156,574.17
3	Youth Reentry Community Outreach Specialist I	1.00	1.00	\$3,990.65	\$556.70	\$305.28	\$1,080.00	\$120.00			\$2,061.98	\$72,631.61		\$72,631.61
4											\$0.00	\$0.00		\$0.00
5											\$0.00	\$0.00		\$0.00
6											\$0.00	\$0.00		\$0.00
7											\$0.00	\$0.00		\$0.00
8											\$0.00	\$0.00		\$0.00
9											\$0.00	\$0.00		\$0.00
10											\$0.00	\$0.00		\$0.00
11											\$0.00	\$0.00		\$0.00
12											\$0.00	\$0.00		\$0.00
13											\$0.00	\$0.00		\$0.00
14											\$0.00	\$0.00		\$0.00
15											\$0.00	\$0.00		\$0.00
16											\$0.00	\$0.00		\$0.00
17											\$0.00	\$0.00		\$0.00
18											\$0.00	\$0.00		\$0.00
19											\$0.00	\$0.00		\$0.00
20											\$0.00	\$0.00		\$0.00
21											\$0.00	\$0.00		\$0.00
22											\$0.00	\$0.00		\$0.00
23											\$0.00	\$0.00		\$0.00
24											\$0.00	\$0.00		\$0.00
25											\$0.00	\$0.00		\$0.00
Totals		4.00	4.00	\$13,284.09	\$1,853.13	\$1,016.23	\$3,601.80	\$400.20	\$0.00	\$0.00	\$6,871.36	\$320,152.57	\$0.00	\$320,152.57

Administration Personnel

INCLUDE ALL POSITIONS THAT WILL PROVIDE ADMINISTRATIVE SUPPORT SERVICES AND MANAGEMENT. DIRECT SERVICE PERSONNEL SHOULD BE INCLUDED ON THE PREVIOUS TAB.

Line Item #	Position Title	Total Number of FTEs	Number of FTEs w/ Benefits	Full-Time Equivalent Monthly Salary	Monthly Fringe Benefits							Contract Total Salary and Benefits	Total Matching Funds	Total Annual Salaries and Benefits
					Retirement	FICA	Health Insurance	Life Insurance	Workers Comp Insurance	Un/Re-employment Insurance	Total Fringe Benefits			
1	Fiscal Specialist I	1.00	1.00	\$3,475.17	\$484.79	\$265.85	\$1,080.00	\$120.00			\$1,950.64	\$65,109.63		\$65,109.63
2	Senior Program Specialist	1.00	1.00	\$6,917.17	\$964.94	\$529.16	\$763.43	\$84.83			\$2,342.36	\$0.00	\$111,114.30	\$111,114.30
3											\$0.00	\$0.00		\$0.00
4											\$0.00	\$0.00		\$0.00
5											\$0.00	\$0.00		\$0.00
6											\$0.00	\$0.00		\$0.00
7											\$0.00	\$0.00		\$0.00
8											\$0.00	\$0.00		\$0.00
9											\$0.00	\$0.00		\$0.00
10											\$0.00	\$0.00		\$0.00
11											\$0.00	\$0.00		\$0.00
12											\$0.00	\$0.00		\$0.00
13											\$0.00	\$0.00		\$0.00
14											\$0.00	\$0.00		\$0.00
15											\$0.00	\$0.00		\$0.00
16											\$0.00	\$0.00		\$0.00
17											\$0.00	\$0.00		\$0.00
18											\$0.00	\$0.00		\$0.00
19											\$0.00	\$0.00		\$0.00
20											\$0.00	\$0.00		\$0.00
21											\$0.00	\$0.00		\$0.00
22											\$0.00	\$0.00		\$0.00
23											\$0.00	\$0.00		\$0.00
24											\$0.00	\$0.00		\$0.00
25											\$0.00	\$0.00		\$0.00
	Totals	2.00	2.00	\$10,392.33	\$1,449.73	\$795.01	\$1,843.43	\$204.83	\$0.00	\$0.00	\$4,292.99	\$65,109.63	\$111,114.30	\$176,223.93

DJJ Solicitation #: 10769  
Respondent: Palm Beach County Board of County Commissioners  
Circuit #: 15  
NOTE: A SEPARATE BUDGET MUST BE SUBMITTED FOR EACH CIRCUIT PROPOSED.

Expenses

Line Item #	Description	Annual Expenditure Detail					
		Unit Cost		Number of Units	Contract Total	Matching Funds	Total
		Amount	Unit of Measure				
Contracted Staff/Services/Consultants							
1	CareerSource PBC - Career Consultant	\$80,000.00	1 Position & Services	1	\$0.00	\$80,000.00	\$80,000.00
2	Other Partnering Agencies As Identified for Contract	\$50,000.00		1	\$0.00	\$50,000.00	\$50,000.00
3					\$0.00		\$0.00
4					\$0.00		\$0.00
5					\$0.00		\$0.00
6					\$0.00		\$0.00
	Contracted Staff/Services/Consultants Subtotal				\$0.00	\$130,000.00	\$130,000.00
Operational Expenses							
7	Staff Training/Seminars	\$1,500.00		1	\$0.00	\$1,500.00	\$1,500.00
8	Office Supplies: pens, pencils, paper, markers, ink, planners, notebooks, etc.	\$1,000.00		1	\$1,000.00	\$1,000.00	\$1,000.00
9	Communications: county cell phone, mobile wifi hot spots, etc.	\$3,000.00		1	\$0.00	\$3,000.00	\$3,000.00
10	Staff Travel/Vehicle Lease/Fuel	\$41,500.00		1	\$0.00	\$41,500.00	\$41,500.00
11	Program Activities: pro-social events, college tours, career exploration, transitional jobs	\$20,000.00		1	\$0.00	\$20,000.00	\$20,000.00
12	Program Support Services: school supplies, clothing, shoes, transportation, house hold items, utilities, housing, technology, etc.	\$30,000.00		1	\$1,550.30	\$28,449.70	\$30,000.00
13					\$0.00		\$0.00
14					\$0.00		\$0.00
15					\$0.00		\$0.00
16					\$0.00		\$0.00
17					\$0.00		\$0.00
18					\$0.00		\$0.00
19					\$0.00		\$0.00
20					\$0.00		\$0.00
21					\$0.00		\$0.00
22					\$0.00		\$0.00
23					\$0.00		\$0.00
24					\$0.00		\$0.00
25					\$0.00		\$0.00
	Program Expenses Subtotal				\$2,550.30	\$95,449.70	\$97,000.00
	Totals				\$2,550.30	\$225,449.70	\$227,000.00

DJJ Solicitation #: 10769  
Respondent: Palm Beach County Board of County Commissioners  
Circuit #: 15  
NOTE: A SEPARATE BUDGET MUST BE SUBMITTED FOR EACH CIRCUIT PROPOSED.

Non-Expendable Property

Line Item #	Description	Annual Expenditure Detail					
		Unit Cost		Number of Units	Contract Total	Matching Funds	Total
		Amount	Unit of Measure				
1					\$0.00		\$0.00
2					\$0.00		\$0.00
3					\$0.00		\$0.00
4					\$0.00		\$0.00
5					\$0.00		\$0.00
6					\$0.00		\$0.00
7					\$0.00		\$0.00
8					\$0.00		\$0.00
9					\$0.00		\$0.00
10					\$0.00		\$0.00
11					\$0.00		\$0.00
12					\$0.00		\$0.00
13					\$0.00		\$0.00
14					\$0.00		\$0.00
15					\$0.00		\$0.00
	Totals				\$0.00	\$0.00	\$0.00

DJJ Solicitation #: 10769  
Respondent: Palm Beach County Board of County Commissioners  
Circuit #: 15  
NOTE: A SEPARATE BUDGET MUST BE SUBMITTED FOR EACH CIRCUIT PROPOSED.

Summary

Budget Categories	Contract Total	Matching Funds	Percent of Total for Matching Funds	Total (Contract + Matching Funds)
Direct Service Personnel	\$320,152.57	\$0.00	0.00%	\$320,152.57
Administration Personnel	\$65,109.63	\$111,114.30	63.05%	\$176,223.93
Expenses	\$2,550.30	\$225,449.70	98.88%	\$228,000.00
Non-Expendable Property	\$0.00	\$0.00	0.00%	\$0.00
Totals	\$387,812.50	\$336,564.00	46.46%	\$724,376.50

Document prepared by
Nicole Bishop

Document approved by
Maria Sachs, PBC Mayor

Date
October 31, 2024

↓  
↓  
↓  
→ → →

Contract Total must be equal to or less than the Total Annual Amount Not to Exceed for the circuit proposed, as shown in Attachment B, Section XIV, of the RFP.