

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: June 10, 2025	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

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

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I. EXECUTIVE BRIEF

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

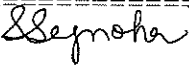
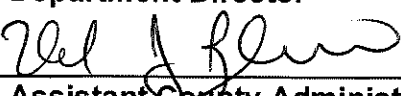
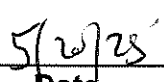
- A)** First Amendment to Contract #R2024-1132 with The Lord's Place, Inc. (TLP) decreasing the overall contract by \$10,256, for the period of June 10, 2025 through September 30, 2025 in the amount of \$197,531;
- B)** First Amendment to Contract #R2024-1130 with TLP increasing the overall contract by \$20,000, for the period retroactive to March 1, 2025 through June 30, 2025 in the amount of \$262,844; and
- C)** First Amendment to Contract #R2024-1340 with Integrated Healthcare System Riviera, Inc. (IHSR) decreasing the overall contract by \$20,000 for the period retroactive to March 1, 2025 through June 30, 2025 in the amount of \$13,500.

**Summary:** Palm Beach County Public Safety Department's Division of Justice Services, entered into contracts with TLP on September 10, 2024 and IHSR on October 8, 2024 to coordinate adult reentry services to those returning to Palm Beach County from incarceration. On December 6, 2024 the County was notified that the awarded amount from Department of Justice was \$10,256 less than anticipated based on prior year allocations for a total of \$121,292. The Board of County Commissioners (BCC) approved the contracts with TLP understanding that the funds allocated from various funding sources were not yet awarded and may differ in amounts. The First Amendment to the TLP contract (R2024-1132) decreases the budget by \$10,256 from \$207,787 to \$197,531. In addition, based on funding needs and to ensure utilization of grant funding, it is necessary to amend the agency contracts to reallocate \$20,000 of the Florida Department of Corrections funds from IHSR to TLP for Transitional Housing. **(Continued on page 3)**

**Summary, Background and Justification:** Continued on page 3.

- Attachments:**
- 1) First Amendment to Contract for Adult Reentry with TLP (w/ Exhibit "B-2") (2)
  - 2) First Amendment to Contract for Adult Reentry with TLP (w/ Exhibit "B-2") (2)
  - 3) First Amendment to Contract for Adult Reentry Mental Health Services with IHSR (w/ Exhibit "B-2") (2)

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Recommended By:		Digitally signed by Stephanie Sejnoha Date: 2025.05.08 17:35:16 -04'00'
	Department Director	Date
Approved By:		
	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	_____	_____	_____	_____	_____
Grants & Aids	(\$10,256)	_____	_____	_____	_____
External Revenue	\$10,256	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	=====	=====	=====	=====	=====

### # ADDITIONAL FTE

POSITIONS (Cumulative) \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 0 \_\_\_\_\_ 0

Is Item Included In Current Budget? Yes X No \_\_\_\_\_  
Is this item using Federal Funds? Yes X No \_\_\_\_\_  
Is this item using State Funds? Yes X No \_\_\_\_\_

Budget Account Exp No: Fund 1436 Dept. 662 Unit 5706/7738 Obj. 8201  
Rev No: Fund 1436 Dept. 662 Unit 5706/7738 Rev. 6999/8249

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

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

## III. REVIEW COMMENTS

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

Lisa Martin 5/17/2025  
OFMB CA 5/17 CB 5/17

Heather Mack 5/9/25  
Contract Dev. And Control

### B. Legal Sufficiency:

[Signature] 5/13/25  
Assistant County Attorney

### C. Other Department Review:

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

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

**Summary: Continued from page 1.**

**Summary:** This First amendment to the TLP contract R2024-1130 increased the budget by \$20,000 from \$242,844 to \$262,844. This First Amendment to IHSR contract R2024-1340 decreases the budget by \$20,000 from \$33,500 to \$13,500. Additionally, IHSR and TLP executed Non-governmental Human Trafficking Affidavits pursuant to section 787.06, Florida Statutes. Countywide (RS)

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

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

**THIS FIRST AMENDMENT TO CONTRACT FOR ADULT REENTRY SERVICES THE LORD’S PLACE, INC.** (“First Amendment”) is made as of this 10<sup>th</sup> day of June 2025, by and between **PALM BEACH COUNTY**, a political subdivision of the State of Florida, hereinafter referred to as the (“County”) and **THE LORD’S PLACE, INC.**, a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the (“Entity”), whose Federal I.D. is 59-2240502.

**WITNESSETH:**

**WHEREAS**, the parties, entered into that certain Contract on September 10, 2024 (R2024-1132) (“Contract”) for an amount not to exceed \$207,787; and

**WHEREAS**, the project budget needs to be decreased by \$10,256 to a total amount not to exceed \$197,531; and

**WHEREAS**, the parties agree to amend the Agreement in order to carry out the provision set forth in this First Amendment.

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

The above cited WHEREAS clauses are incorporated herein by reference.

1. “Exhibit B-2” which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to “Exhibit B” in the Contract, as amended.
2. Article 3, “Payments to Entity”, paragraph “A” of the Contract designating expenses is hereby amended to replace the not to exceed amount of TWO HUNDRED SEVEN THOUSAND SEVEN HUNDRED EIGHTY-SEVEN Dollars (\$207,787) with ONE HUNDRED NINETY-SEVEN THOUSAND FIVE HUNDRED THIRTY-ONE Dollars (\$197,531).
3. In all other respects accepts as specifically modified herein, the original Contract shall remain in force and effect.

**Remainder of page intentionally left blank**

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

ATTEST:

JOSEPH ABRUZZO, Clerk and Comptroller

PALM BEACH COUNTY, A  
POLITICAL SUBDIVISION OF THE  
STATE OF FLORIDA, BOARD OF  
COUNTY COMMISSIONERS

BY: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Maria G. Marino, Mayor

APPROVED AS TO TERMS AND  
AND CONDITIONS

APPROVED AS TO  
LEGAL SUFFICIENCY

By:                     S. Sepmohr                      
Department Director

By:                     [Signature]                      
Assistant County Attorney

ENTITY:

WITNESS:

                    Amelia Franzone                      
Signature

                    [Signature]                      
Signature

                    Amelia Franzone                      
Name (type or print)

                    Verity A. Diaz                      
Name (type or print)

                    Interim CEO                      
Title

## FY 25 SCHEDULE OF PAYMENTS

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

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

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

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

### INVOICE SUPPORTING DOCUMENTATION REQUIRED

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

#### Post-Release Case Management & General Client Support Services

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

#### Transitional Housing Program

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

FY 25 BUDGET WORKSHEET

<b>A. POST-RELEASE CASE MANAGEMENT &amp; SUPPORT SERVICES</b>	
Case Management Unit Cost, U.S. Department of Justice (DOJ) Justice Assistance Grant (JAG), CFDA# 16.738*	\$121,292.00
Support Services, Administrative Fees, Ad Valorem	\$22,000.00
SUBTOTAL POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$143,292.00
<b>B. TRANSITIONAL HOUSING PROGRAM</b>	
Transitional Housing Program Services, Ad Valorem	\$54,239.00
SUBTOTAL TRANSITIONAL HOUSING PROGRAM	\$54,239.00
<b>TOTALS</b>	
A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$143,292.00
B. TRANSITIONAL HOUSING PROGRAM	\$54,239.00
TOTAL PROJECT BUDGET	\$197,531.00

\*U.S. DOJ funding is for enrolled reentry participants incarcerated or released from FDC or jail. Timeframe is 10/1/24 to 9/30/25.

\*\*Ad Valorem funding is for enrolled reentry participants incarcerated or released from FDC, jail, or federal prison. Timeframe is 10/1/24 to 9/30/25.

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

COMPENSATION CHART- Services must be delivered in accordance with the chart below			
Case Management Services			
Category	Service	Rate	Requirements
Case Management Unit Cost	These services will include the provision of individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs.	\$15.52 per each 15 minutes of service delivery, may be multiple 15 minute increments billed	Client must be within three (3) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified case manager, the service provided and the offender or inmate name and DC number for whom the service was provided.
Peer Specialist Unit Cost	The Peer Specialiss uses ther own unique experience in order to guide and support others who are transitioning back to the community through one on one sessions or group meetings.	\$15.52 per each 15 minutes of service delivery, may be multiple 15 minute increments billed	Client must be within three (3) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified peer specialist, the service provided and the offender or inmate name and DC number for whom the service was provided.
Client Support Services: Items not listed on the compensation chart may be considered as an allowable expense upon approval by PBC Public Safety Department staff and with Ad Valorem funds only			
Category	Service	Rate (Maximum thresholds apply to FDC funding ONLY)	Requirements
Post-Release Program Incentives	Incentives for successful performance outcomes relating to education, employment and/or completion of program goals.	\$25.00 per participant per month	Monthly incentives are based on the Case Manager's discretion. <i>(Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)</i>
Post-Release Pro-Social Events/Activities	Events or activities organized by the program administration	\$75.00 maximum per participant per event/activity	Program administration must submit Pre-Approval Authorization Form prior to event and submit sign-in sheet. Maximum amount can be increased with approval by Reentry Program Coordinator. <i>(Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)</i>
Post-Release Transportation	Daily Bus (up to \$5 per day), Monthly Bus (up to \$75 per month), Tri-Rail Passes (up to \$100 per month), and/or bicycle/scooter and bicycle/scooter equipment (up to \$500 as one-time cost) Ride-Sharing (up to \$50 per ride)	\$75.00 maximum per participant per month for bus passes, \$100.00 maximum per participant per month for Tri-Rail passes, \$500 maximum per participant for bicycle and bicycle equipment \$300 maximum p;er participant for Ride-Sharing	Palm Tran Connection Receipt of bus pass or Tri-Rail pass, proof of payment for bus pass, and Agency Bus Pass Distribution Log showing issued date, participant name, DC number, and signature, bus pass type and cost, bus pass serial number, and case manager signature. For bicycle, scooter, bicycle/scooter equipment and ride-sharing, receipt along with program client acknowledgement form. <i>(Cannot be reimbursed by FDLE funds)</i>
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$500.00 maximum per participant	Receipt for product along with program client acknowledgement form <i>(Cannot be reimbursed by FDLE funds)</i>
Transitional Job (TJ)	Hands on employment training through a designated TJ coupled with CBI	\$550 maximum per participant per week	Receipt of stipend along with client acknowledgement form and client "time" sheet <i>(Cannot be reimbursed by FDLE funds)</i>
Cognitive Behavioral Intervention	CBI classes (MRT or CBI-EMP)	\$25 per participant per class	Receipt for stipend along with client acknowledgement form <i>(Cannot be reimbursed by FDLE funds)</i>
Post-Release Medical Financial Assistance	Medication or medical assistance	\$500.00 maximum per participant	Receipt from medical facility and/or receipt for medication along with client acknowledgement form.
Pre- or Post-Release Financial Identification Assistance	Birth certificate, driver license, Florida identification card, driver improvement classes (for reinstatement and maintenance of license).	\$350.00 maximum per participant	Receipt from identification provider along with client acknowledgement form
Post-Release Basic Needs	Water, clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, pans, toiletries, etc.	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt. <i>(Cannot be reimbursed by FDLE funds)</i>
Post-Release Basic Technology Needs and Financial Assistance	Technology items (purchase of phone/tablet/laptop), and paying for minutes or phone bill	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt. <i>(Cannot be reimbursed by FDLE funds)</i>
Post-Release Education Preparation Class	Academic Instruction to Improve Basic Literacy (GED Instruction)	\$128.00 full battery of GED tests; \$32.00 each GED section/content area; \$12.00 retest per GED section/content area; \$30.00 tuition fee GED Prep	\$195.00 maximum per participant. Client acknowledgement form
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems	\$100.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol	\$300.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Assessment	Mental health assessment	\$300.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling)	\$2,000.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Transitional Housing	Direct service or referral based	\$10,000.00 maximum per participant	Maximum of \$10,000 per participant;need for housing must be in transition plan. Funds may be used for applications, deposit, rent and/or transitional housing.
Post-Release Emergency Housing	Direct service or referral based	\$1,500 maximum per participant	Maximum of \$1,500 per participant -need for emergency housing must be in transition plan. Funds may be used for hotel, motel, and/or any other viable emergency housing options. Receipt from provider along with client acknowledgment form.
Pre- or Post-Release Vocational Training	Vocational job training	\$3,500.00 maximum per participant	Receipt for course registration and client acknowledgement form



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

**THIS FIRST AMENDMENT TO CONTRACT FOR ADULT REENTRY SERVICES THE LORD'S PLACE, INC.** ("First Amendment") is made as of this 10<sup>th</sup> day of June 2025, by and between **PALM BEACH COUNTY**, a political subdivision of the State of Florida, hereinafter referred to as the ("County") and **THE LORD'S PLACE, INC.**, a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the ("Entity"), whose Federal I.D. is 59-2240502.

**WITNESSETH:**

**WHEREAS**, the parties, entered into that certain Contract on September 10, 2024 (R2024-1130) ("Contract") for an amount not to exceed \$242,844; and

**WHEREAS**, the project budget needs to be increased by \$20,000 to a total amount not to exceed \$262,844; and

**WHEREAS**, the parties agree to retroactively amend the Agreement in order to carry out the provision set forth in this First Amendment.

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

The above cited WHEREAS clauses are incorporated herein by reference.

1. This First Amendment is effective retroactively to March 1, 2025.
2. "Exhibit B-2" which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to "Exhibit B" in the Contract, as amended.
3. Article 3, "Payments to Entity", paragraph "A" of the Contract designating expenses is hereby amended to replace the not to exceed amount of TWO HUNDRED FORTY TWO THOUSAND EIGHT HUNDRED FORTY-FOUR Dollars (\$242,844) with TWO HUNDRED SIXTY-TWO THOUSAND EIGHT HUNDRED FORTY-FOUR Dollars (\$262,844).
4. Article 3, "Payments to Entity", paragraph "C" of the Contract designating "Out-of-pocket" expenses is hereby amended to replace the not to exceed amount of ONE HUNDRED EIGHT THOUSAND THREE HUNDRED FIFTY FIVE Dollars (\$108,355) with ONE HUNDRED TWENTY EIGHT THOUSAND THREE HUNDRED FIFTY FIVE Dollars (\$128,355).
5. In all other respects accepts as specifically modified herein, the original Contract shall remain in force and effect.



### **FY 25 SCHEDULE OF PAYMENTS**

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

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

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

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

### **FY 25 INVOICE SUPPORTING DOCUMENTATION REQUIREMENTS**

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

Post-Release Case Management & General Client Support Services

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

Required FDC Trainings

TLP must provide documentation that shows staff attended mandatory trainings, such as dated and signed sign in sheets, mileage, and department e-mails. Staff may be reimbursed for travel time and training. Per FDC purchase order this will be categorized as an administrative expense and must be pre-approved by PBC staff.

Transitional Housing Program

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

FY 25 BUDGET WORKSHEET

A. POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	
Case Management Unit Cost and/or Admin Fees, Florida Department of Corrections (FDC), CSFA# 70.011*	\$134,509.00
Support Services, Florida Department of Corrections (FDC), CSFA# 70.011*	\$27,835.00
SUBTOTAL POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$162,344.00
B. TRANSITIONAL HOUSING PROGRAM	
Transitional Housing Program Services	\$94,000.00
SUBTOTAL TRANSITIONAL HOUSING PROGRAM	\$94,000.00
C. ADMINISTRATIVE FEES	
Trainings required by the Florida Department of Corrections	\$6,500.00
SUBTOTAL ADMINISTRATIVE FEES	\$6,500.00
TOTALS	
A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$162,344.00
B. TRANSITIONAL HOUSING PROGRAM	\$94,000.00
C. ADMINISTRATIVE FEES	\$6,500.00
TOTAL PROJECT BUDGET	\$262,844.00

\*FDC funding is for enrolled reentry participants incarcerated or released from FDC.  
Timeframe is 7/1/24 to 6/30/25

COMPENSATION CHART- Services must be delivered in accordance with the chart below			
Case Management Services			
Category	Service	Rate	Requirements
Case Management Unit Cost	These services will include the provision of individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs.	\$15.00 per each 15 minutes of service delivery, may be multiple 15 minute increments billed As of 8/1/24, \$15.52 per each 15 minutes of service delivery	Client must be within three (3) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified case manager, the service provided and the offender or inmate name and DC number for whom the service was provided.
Peer Specialist Unit Cost	The Peer Specialiss uses ther own unique experience in order to guide and support others who are transitioning back to the community through one on one sessions or group meetings.	\$15.00 per each 15 minutes of service delivery, may be multiple 15 minute increments billed As of 8/1/24, \$15.52 per each 15 minutes of service delivery	Client must be within three (3) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified peer specialist, the service provided and the offender or inmate name and DC number for whom the service was provided.
Client Support Services: Items not listed on the compensation chart may be considered as an allowable expense upon approval by PBC Public Safety Department staff and with Ad Valorem funds only			
Category	Service	Rate (Maximum thresholds apply to FDC funding ONLY)	Requirements
Post-Release Program Incentives	Incentives for successful performance outcomes relating to education, employment and/or completion of program goals.	\$25.00 per participant per month	Monthly incentives are based on the Case Manager's discretion. <b>(Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)</b>
Post-Release Pro-Social Events/Activities	Events or activities organized by the program administration	\$75.00 maximum per participant per event/activity	Program administration must submit Pre-Approval Authorization Form prior to event and submit sign-in sheet. Maximum amount can be increased with approval by Reentry Program Coordinator. <b>(Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)</b>
Post-Release Transportation	Daily Bus (up to \$5 per day), Monthly Bus (up to \$75 per month), Tri-Rail Passes (up to \$100 per month), and/or bicycle/scooter and bicycle/scooter equipment (up to \$500 as one-time cost) Ride-Sharing (up to \$50 per ride)	\$75.00 maximum per participant per month for bus passes, \$100.00 maximum per participant per month for Tri-Rail passes, \$500 maximum per participant for bicycle and bicycle equipment \$300 maximum p;er participant for Ride-Sharing	Palm Tran Connection Receipt of bus pass or Tri-Rail pass, proof of payment for bus pass, and Agency Bus Pass Distribution Log showing issued date, participant name, DC number, and signature, bus pass type and cost, bus pass serial number, and case manager signature. For bicycle, scooter, bicycle/scooter equipment and ride-sharing, receipt along with program client acknowledgement form. <b>(Cannot be reimbursed by FDLE funds)</b>
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$500.00 maximum per participant	Receipt for product along with program client acknowledgement form <b>(Cannot be reimbursed by FDLE funds)</b>
Transitional Job (TJ)	Hands on employment training through a designated TJ coupled with CBI	\$550 maximum per participant per week	Receipt of stipend along with client acknowledgement form and client "time" sheet <b>(Cannot be reimbursed by FDLE funds)</b>
Cognitive Behavioral Intervention	CBI classes (MRT or CBI-EMP)	\$25 per participant per class	Receipt for stipend along with client acknowledgement form <b>(Cannot be reimbursed by FDLE funds)</b>
Post-Release Medical Financial Assistance	Medication or medical assistance	\$500.00 maximum per participant	Receipt from medical facility and/or receipt for medication along with client acknowledgement form.
Pre- or Post-Release Financial Identification Assistance	Birth certificate, driver license, Florida identification card, driver improvement classes (for reinstatement and maintenance of license).	\$350.00 maximum per participant	Receipt from identification provider along with client acknowledgement form
Post-Release Basic Needs	Water, clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, pans, toiletries, etc.	\$500.00 maximum per participant As of 8/1/24, \$750 maximum per participant	Client acknowledgement form and purchase receipt. <b>(Cannot be reimbursed by FDLE funds)</b>
Post-Release Basic Technology Needs and Financial Assistance	Technology items (purchase of phone/tablet/laptop), and paying for minutes or phone bill	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt. <b>(Cannot be reimbursed by FDLE funds)</b>
Post-Release Education Preparation Class	Academic Instruction to Improve Basic Literacy (GED Instruction)	\$128.00 full battery of GED tests; \$32.00 each GED section/content area; \$12.00 retest per GED section/content area; \$30.00 tuition fee GED Prep	\$195.00 maximum per participant. Client acknowledgement form
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems	\$100.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol	\$300.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Assessment	Mental health assessment	\$300.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling)	\$2,000.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Transitional Housing	Direct service or referral based	\$10,000.00 maximum per participant	Maximum of \$10,000 per participant;need for housing must be in transition plan. Funds may be used for applications, deposit, rent and/or transitional housing.
Post-Release Emergency Housing	Direct service or referral based	\$1,500 maximum per participant	Maximum of \$1,500 per participant -need for emergency housing must be in transition plan. Funds may be used for hotel, motel, and/or any other viable emergency housing options. Receipt from provider along with client acknowledgment form.
Pre- or Post-Release Vocational Training	Vocational job training	\$3,500.00 maximum per participant	Receipt for course registration and client acknowledgement form

**FIRST AMENDMENT TO CONTRACT FOR  
ADULT REENTRY MENTAL HEALTH SERVICES  
INTEGRATED HEALTHCARE SYSTEM RIVIERA, INC.**

**THIS FIRST AMENDMENT TO CONTRACT FOR ADULT REENTRY MENTAL HEALTH SERVICES INTEGRATED HEALTHCARE SYSTEM RIVIERA, INC.** (“First Amendment”) is made as of this 16<sup>th</sup> day of June, 2025, by and between **PALM BEACH COUNTY**, a political subdivision of the State of Florida, hereinafter referred to as the (“County”) and **INTEGRATED HEALTHCARE SYSTEM RIVIERA, INC.**, a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the (“Entity”), whose Federal I.D. is 85-1003540.

**WITNESSETH:**

**WHEREAS**, the parties, entered into that certain Contract on October 8, 2024 (R2024-1340) (“Contract”) for an amount not to exceed \$33,500; and

**WHEREAS**, the project budget needs to be decreased by \$20,000 to a total amount not to exceed \$13,500; and

**WHEREAS**, the parties agree to retroactively amend the Agreement in order to carry out the provision set forth in this First Amendment.

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

The above cited WHEREAS clauses are incorporated herein by reference.

1. This First Amendment is effective retroactively to March 1, 2025.
2. “Exhibit B-2” which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to “Exhibit B” in the Contract, as amended.
3. Article 3, “Payments to Entity”, paragraph “A” of the Contract designating expenses is hereby amended to replace the not to exceed amount of THIRTY THREE THOUSAND FIVE HUNDRED Dollars (\$33,500) with THIRTEEN THOUSAND FIVE HUNDRED Dollars (\$13,500)
4. In all other respects accepts as specifically modified herein, the original Contract shall remain in force and effect.

**Remainder of page intentionally left blank**

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

ATTEST:

JOSEPH ABRUZZO  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Maria G. Marino, Mayor

WITNESS:

Signature

Name (type or print)

Signature

Name (type or print)

ENTITY:

Company Name

Signature

Typed Name

Title

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By: \_\_\_\_\_  
County Attorney

(corp. seal)

APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
Department Director



FY 25 Schedule of Payments

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

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

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

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

FY 25 Budget Worksheet

<b>A. MENTAL HEALTH TREATMENT/SERVICES</b>	
Mental Health Treatment/Services, FDC*	\$13,500.00
SUBTOTAL MENTAL HEALTH TREATMENT/SERVICES	\$13,500.00
<b>TOTALS</b>	
A. MENTAL HEALTH TREATMENT/SERVICES	\$13,500.00
TOTAL PROJECT BUDGET	\$13,500.00

\*FDC funding is for enrolled reentry participants incarcerated or released from FDC.  
Timeframe is 7/1/24 to 6/30/25

COMPENSATION CHART- Services must be delivered in accordance with the chart below			
Client Support Services: Items not listed on the compensation chart may be considered as an allowable expense upon approval by PBC Public Safety Department staff and with Ad Valorem funds only			
Category	Service	Rate <i>(Maximum thresholds apply to FDC funding ONLY)</i>	Requirements
Mental Health Services	Mental Health Assessment	\$300.00 maximum per participant	Client acknowledgement form.
	Individual Session	\$100 maximum per hour	Client acknowledgement form.
	Individual Session (Telehealth)	\$100 maximum per hour	Client acknowledgement form.
	Group Counseling Session	\$50 maximum per hour per participant	Client acknowledgement form and group sign-in sheets.