

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

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Meeting Date: August 25, 2026	☒	Consent	☐	Regular
	☐	Ordinance	☐	Public Hearing

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

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I. EXECUTIVE BRIEF

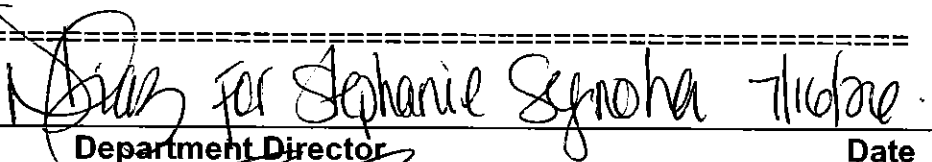
Staff recommends motion to receive and file: a First Amendment to Contract R2025-1709 with The Lord’s Place (TLP) to provide adult reentry case management and support services increasing the overall Contract by \$77,500 from \$257,500 for a new total amount of \$335,000 and extending the period from July 1, 2026, through September 30, 2026.

Summary: Palm Beach County’s (PBC) Department of Public Safety, Division of Justice Services, entered into a Contract with TLP on November 18, 2025, to coordinate adult reentry services for individuals returning to PBC following incarceration. This Contract is funded by the Florida Department of Corrections (FDC) through a Contractual Purchase Order (CPO). The State of Florida’s and FDC’s obligations are contingent upon annual appropriations by the Florida Legislature which become available July 1st. FDC retains final authority regarding both the availability of funds and the determination of what constitutes an annual appropriation or allocation for these services. This Amendment extends the current contract for three (3) months and increases the Contract amount by \$77,500 from \$257,500 to \$335,000 to maintain continuity of services while a new contract is being drafted. The new contract will consolidate the existing contracts for TLP and align with the County’s fiscal year. R2025-1709 authorized the County Administrator or designee to execute amendments and administrative documents associated with the contract on behalf of the Board of County Commissioners (BCC). **Countywide** (RS)

Background and Justification: PBC has developed a strategic plan to provide effective and coordinated adult reentry services for individuals returning from incarceration. These programs are intended to reduce recidivism, decrease future victimization, enhance public safety, and improve outcomes for communities, victims, and returning residents. This is also a named priority for the department and PBC.

Attachment:
1) First Amendment to Contract for Adult Reentry with TLP (w/ Exhibit B-1 and Exhibit C-1)

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Recommended By:		
	Department Director	Date
Approved By:		7/29/26
	Deputy County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Personal Services					
Operating Costs					
Capital Expenditures					
Grants & Aids	\$77,500				
External Revenues	(77,500)				
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	\$0				

ADDITIONAL FTE

POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Proposed Budget? Yes X No
Is this item using Federal Funds? Yes X No
Is this item using State Funds? Yes X No

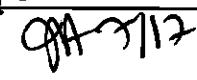
Budget Account Exp No: Fund 1436 Dept. 662 Unit 5708 Obj. 8101
Rev No: Fund 1436 Dept. 662 Unit 5708 Obj. 6999

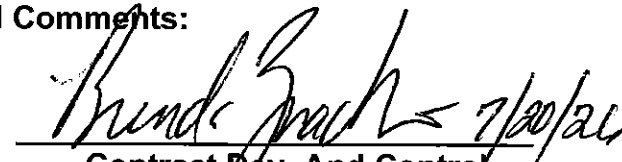
B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:  7/9/26

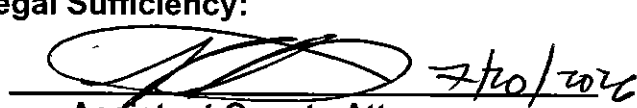
III. REVIEW COMMENTS

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

 7/17/26
OFMB
MD 1/17  7/17

 7/20/26
Contract Dev. And Control
29 7.20.26

B. Legal Sufficiency:

 7/20/26
Assistant County Attorney

C. Other Department Review:

Department Director

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

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

THIS FIRST AMENDMENT TO CONTRACT FOR ADULT REENTRY SERVICES THE LORD'S PLACE, INC. ("First Amendment") is made as of this 30th day of June, 2026 by and between **PALM BEACH COUNTY**, a Political Subdivision of the State of Florida, hereinafter referred to as ("COUNTY") and **THE LORD'S PLACE, INC.** a non-profit corporation authorized to do business in the State of Florida, hereinafter referred to as ("ENTITY"), whose Federal I.D. is 59-2240502.

WITNESSETH:

WHEREAS, on November 18, 2025 the parties entered into that certain contract for adult reentry services (R2025-1709) (the "Contract"), to provide adult reentry services with an expiration date of June 30, 2026; and

WHEREAS, the Contract provided that Entity shall commence services for the period starting July 1, 2025 and complete all services by June 30, 2026; and

WHEREAS, the Parties agree to extend the Contract term from July 1, 2026 through September 30, 2026; and

WHEREAS, the extended contract term increases the overall contract by \$77,500 to a total not to exceed amount of \$335,000; and

WHEREAS, the parties agree that the increase in funding described in this First Amendment is expressly contingent upon the issuance of funding from the Florida Department of Corrections (FDC) through the FDC Contractual Purchase Order for Fiscal Year 2027 to the COUNTY for the services provided pursuant to the Contract. In the event that such funding is reduced, delayed, or not received, the COUNTY may reduce, suspend, or terminate the additional compensation described above without penalty.

NOW THEREFORE, the above-named parties hereby mutually agree to amend the Contract and enter this First Amendment as follows:

- I. This First Amendment shall become effective July 1, 2026.
- II. Exhibit B-1 which is attached hereto and incorporated herein shall hereby replace and supersede Exhibit B in the Contract, as amended.
- III. Article 3, Payments to Entity, paragraph A of the Contract designating expenses is hereby amended to the not to exceed amount of THREE HUNDRED THIRTY-FIVE THOUSAND Dollars (\$335,000).

- IV. The increase in funding is contingent upon issuance of funding from the FDC through the FDC Contractual Purchase Order for Fiscal Year 2027 and may be reduced, suspended or terminated without penalty if such funding is reduced, delayed, or not received.
- V. Exhibit C, Non-Governmental Human Trafficking Affidavit is hereby replaced with Exhibit C-1.
- VI. All other provisions not in conflict with this First Amendment remain in effect and are to be performed at the same level as specified in the Contract.
- VII. The Contract is hereby amended to add the following:

SECTION 36: DIGITAL ACCESSIBILITY COMPLIANCE

ENTITY acknowledges that the COUNTY is a public entity subject to Title II of the Americans with Disabilities Act (ADA) and applicable federal accessibility regulations. ENTITY represents and warrants that all websites, web-based applications, digital services, electronic documents, multimedia, and other electronic content created, developed, provided, submitted, maintained, or delivered under this Agreement that may be electronically displayed, accessed, distributed, or made available to the public by the COUNTY shall conform to the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, or any successor standard adopted by the U.S. Department of Justice.

All electronic documents submitted to the COUNTY, including but not limited to PDFs, reports, forms, presentations, and public-facing materials, shall be provided in an accessible format compliant with the applicable accessibility standard at the time of delivery.

Failure to comply with this subsection shall constitute a material breach of this Agreement.

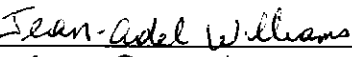
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IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and ENTITY has hereunto set its hand the day and year above written.

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

By: 
County Administrator or Designee

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

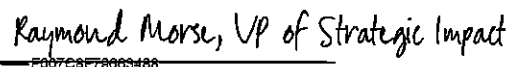
By: 
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: 
Department Director

Digitally signed by Stephanie Sejroha
Date: 2025.06.26 17:23:28 -04'00'

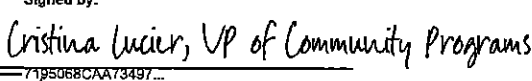
THE LORD’S PLACE, INC.

Signed by:

Signature

Raymond Morse, VP, obo
Christine Frederick

CEO
Title

WITNESS:

Signed by:

Signature

Cristina Lucier, VP of Community Programs
Printed Name

FY 26 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. All cleared checks and missing documents are due by 30th day of the subsequent month. 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. Any items that the County has not received adequate back up documents or cleared checks for by the 30th of the subsequent month will be required to be submitted with all documents as a supplemental the following month on the 15th incurring the 10% penalty.

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 26 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 26 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* (July 1, 2025 - June 30, 2026)	\$169,500.00
Case Management Unit Cost and/or Admin Fees, Florida Department of Corrections (FDC), CSFA# 70.011* (July 1, 2026 - September 30, 2026)	\$55,500.00
Support Services, Florida Department of Corrections (FDC), CSFA# 70.011* (July 1, 2025 - June 30, 2026)	\$88,000.00
Support Services, Florida Department of Corrections (FDC), CSFA# 70.011* (July 1, 2026 -September 30, 2026)	\$22,000.00
SUBTOTAL POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$335,000.00
TOTALS	
A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$335,000.00
TOTAL PROJECT BUDGET	\$335,000.00

*FDC funding is for enrolled reentry participants incarcerated or released from FDC.
Timeframe is 7/1/25 to 9/30/26

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 servicer delivery, may be multiple 15 minute increments billed <i>Pending FDC approval as of July 1,2026, \$16.00 per each 15 minutes of servicer delivery, may be multiple 15 minute increments billed</i>	Client must be within five (5) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified case manager, the service provided and the offender or inmate name and DC number for whom the service was provided.
Peer Specialist Unit Cost	The Peer Specialist uses their own unique experience in order to guide and support others who are transitioning back to the community through one on one sessions or group meetings.	\$15.52 per each 15 minutes of servicer delivery, may be multiple 15 minute increments billed <i>Pending FDC approval as of July 1,2026, \$16.00 per each 15 minutes of servicer delivery, may be multiple 15 minute increments billed</i>	Client must be within five (5) 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) <i>Pending FDC approval as of July 1,2026, bicycle/scooter and/or equipment will be moved to the Post Release technology needs</i>	\$75.00 maximum per participant per month for bus passes, \$175.00 maximum per participant per month for Tri-Rail passes, \$500 maximum per participant for bicycle and bicycle equipment \$300 maximum per participant for Ride-Sharing <i>Pending FDC approval as of July 1,2026, there will only be total maximum of \$350 per participant</i>	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 <i>Pending FDC approval as of July 1,2026, \$30 per participant per class</i>	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.	\$750.00 maximum per participant <i>Pending FDC approval as of July 1,2026, \$850 maximum per participant</i>	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 <i>Pending FDC approval as of July 1,2026, bicycle, scooter and/or equipment will be added to this category</i>	\$500.00 maximum per participant <i>Pending FDC approval as of July 1,2026, \$600 maximum per participant</i>	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	\$300.00 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 Substance Abuse Treatment	Substance Abuse Treatment (Individual or Group counseling)	\$2,000.00 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 <i>Pending FDC approval as of July 1,2026, this category will include emergency housing</i>	\$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 <i>Pending FDC approval as of July 1,2026, this category will be removed and emergency housing will be included under Transitional Housing</i>	\$1,500.00 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 acknowledgement form.
Pre- or Post-Release Vocational Training	Vocational job training	\$3,500.00 maximum per participant	Receipt for course registration and client acknowledgement form

CONTRACT EXHIBIT C-1

NONGOVERNMENTAL ENTITY HUMAN TRAFFICKING AFFIDAVIT
Section 787.06(13), Florida Statutes

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of the Lord's Place
(ENTITY) and attest that ENTITY does not use coercion for labor or services as defined in
section 787.06, Florida Statutes.

**Under penalty of perjury, I hereby declare and affirm that the above stated facts are true
and correct.**

Christine M. Frederick

(signature of officer or representative)

Christine M. Frederick, CEO

(printed name and title of officer or representative)

State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization
this, 2nd day of June, 2026, by Christine Frederick.

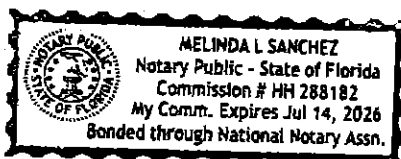
Personally known ☒ OR produced identification ☐.

Type of identification produced _____.

M Sanchez

NOTARY PUBLIC

My Commission Expires:
State of Florida at large



(Notary Seal)