

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

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Meeting Date: September 1, 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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EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to approve:** a First Amendment to Contract for Adult Reentry Services with The Lord’s Place, Inc. (TLP) (R2025-1710) increasing the overall contract amount by \$21,564 for the period October 1, 2025 through September 30, 2026 for a new Contract amount of \$211,856.

Summary: Palm Beach County's (PBC) Public Safety Department Division of Justice Services, entered into a Contract with TLP on November 18, 2025, to provide case management and other support services for individuals returning to PBC following incarceration. These services are funded by ad valorem revenues and the federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program (CFDA #16.738). Following a review of JAG funded expenditures and in order to spend down the grant funding, \$21,564 needs to be reallocated to TLP for case management services for a new total Contract amount of \$211,856. This reallocates existing budgeted grant funds to TLP and does not require any additional funding. All other terms and conditions of the original Contract remain unchanged. Approximately 586 adults have been served by the County’s Reentry Program in Fiscal Year (FY) 2026. This includes 21 pre-release new enrollments at Sago Palm and 185 post-release new enrollments. Countywide (RS)

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

Attachment:
1) First Amendment to Contract with TLP (w/Exhibit B-1)

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Recommended by:		<u>8/4/26</u>
	Department Director	Date

Approved by:		<u>8/14/26</u>
	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 Expenses	(\$13,645)				
Capital Outlay					
Grants & Aids	\$13,645				
Program Income (County)					
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 No X

Budget Account Exp No: Fund 1436/1507 Dept. 662/820 Unit 7733 Obj. 8201/9375
Rev No: Fund 1436/1507 Dept. 662 Unit 7733 Rev. 8249/3129

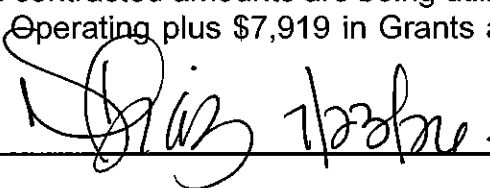
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Grant: US Dept. of Justice FY24 15PBJA-23-GG-03303-JAGX

Fund: 1507 Criminal Justice Grant Fund, 1436 Justice Services Grant Fund

Unit: 7733 JAG USDOJ 2024 15PBJA23GG03303

*There is no additional fiscal impact, as contracted amounts are being utilized from remaining FY24 grant funds (\$13,645 reallocated from Operating plus \$7,919 in Grants and Aids) to increase the reentry contract \$21,564.

C. Departmental Fiscal Review:  1/23/26.

III. REVIEW COMMENTS

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

 8/5/2026
OFMB 8/4 MD 8/5

 8/5/2026
Contract Dev. And Control
ZG 8.5.26

B. Legal Sufficiency:

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.**

THE FIRST AMENDMENT TO CONTRACT FOR ADULT REENTRY SERVICES (hereinafter "**First Amendment**") is made as of this 1st day of September 2026, 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, ("Entity"), whose Federal I.D. is 59-2240502, collectively the ("Parties").

WITNESSETH:

WHEREAS, County and Entity entered into that certain Contract for consulting/professional services on November 18, 2025 (R2025-1710) to adult reentry services for an amount not to exceed one hundred ninety thousand two hundred ninety-two dollars (\$190,292); and

WHEREAS, the Parties agree to amend Exhibit B, Reimbursable Expenses, for the period October 1, 2025 – September 30, 2026 as follows:

- Increase the reimbursement by twenty-one thousand five hundred sixty-four dollars (\$21,564); and

WHEREAS, the Parties agree to amend the contract to increase the contract amount by twenty-one thousand five hundred sixty-four dollars (\$21,564) for fiscal year ending September 30, 2026; thereby increasing the contract not-to-exceed amount from one hundred ninety thousand two hundred ninety-two dollars (\$190,292) to two hundred eleven thousand eight hundred fifty-six dollars (\$211,856).

NOW THEREFORE, in consideration of the covenants and agreements hereinafter reserved and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

- I. The foregoing recitals are true and correct and incorporated herein by reference. All defined terms as used in this First Amendment shall have the same meaning and effect ascribed to them in the Contract.
- II. The Reimbursable Expenses for Project Period October 1, 2025 – September 30, 2026 attached to the Contract as Exhibit B is hereby replaced with Reimbursable Expenses for Project Period October 1, 2025 – September 30, 2026 as amended, attached hereto as Exhibit B-1.
- III. Article 3, "Payments to Entity", paragraph "A" of the Contract designating expenses is hereby amended to increase the total amount to be paid from one hundred ninety thousand

two hundred ninety-two dollars (\$190,292) with two hundred eleven thousand eight hundred fifty-six dollars (\$211,856).

- IV. 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.

- V. Except as modified herein, all other terms and conditions remain in full force and effect.

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ATTEST:
SHANNON RAMSEY-CHESSMAN
CLERK of the CIRCUIT COURT
& COMPTROLLER AD INTERIM

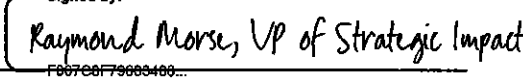
PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

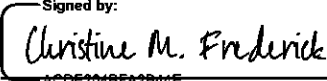
By: _____
Deputy Clerk

By: _____
Sara Baxter, Mayor

WITNESS:

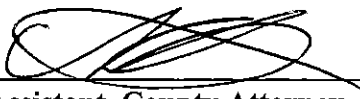
ENTITY:

Signed by:

F007C8F79003400...
Signature
Raymond Morse, VP of Strategic Impact
Typed Name

The Lord's Place, Inc.
Signed by:

ACDE204BFA2B44E...
Signature

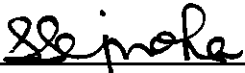
APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

Christine Frederick
Typed Name

By: 
Assistant County Attorney

Chief Executive Officer
Title

APPROVED AS TO TERMS AND
CONDITIONS

By: 
Department Director

(corp. seal)

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. 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.

Administrative Costs:

Administrative costs will not exceed 10% of the monthly case management/peer support costs..

FY 26 BUDGET WORKSHEET

A. POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	
Case Management Unit Cost, U.S. Department of Justice (DOJ) Justice Assistance Grant (JAG), CFDA# 16.738*	\$121,292.00
Case Management Unit Cost, U.S. Department of Justice (DOJ) Justice Assistance Grant (JAG), CFDA# 16.738* (DOJ FY24 15PBJA-23-GG-03303-JAGX)	\$21,564.00
Support Services, Administrative Fees, Ad Valorem	\$69,000.00
SUBTOTAL POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$211,856.00
TOTALS	
A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$211,856.00
TOTAL PROJECT BUDGET	\$211,856.00

*U.S. DOJ funding is for enrolled reentry participants incarcerated or released from FDC or jail. Timeframe is 10/1/25 to 9/30/26.

**Ad Valorem funding is for enrolled reentry participants incarcerated or released from FDC, jail, or federal prison. Timeframe is 10/1/25 to 9/30/26.

***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 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 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 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>(Reimburseable 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>(Reimburseable 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, \$175.00 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.	\$750.00 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	\$300.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Substance Abuse Education	Educational classes designed to addres 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	\$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	\$1,500.00 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 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