Revised 5/01/19

INTERLOCAL AGREEMENT FOR
ADULT REENTRY SERVICES
CITY OF RIVIERIA BEACH

This Contract is made as of the _____ day of _____, 20 19, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and CITY OF RIVIERIA BEACH, a municipality located in the COUNTY authorized to do business in the State of Florida, hereinafter referred to as the ENTITY (including but not limited to, Municipality, City, Town, University, College), whose Federal I.D. is 59-6000417.

In consideration of the mutual promises contained herein, the COUNTY and the ENTITY agree as follows:

ARTICLE 1 - SERVICES

The ENTITY'S responsibility under this Contract is to provide ADULT REENTRY SERVICES, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be NICOLE BISHOP, telephone no. (561) 355-1723.

The ENTITY'S representative/liaison during the performance of this Contract shall be ORIE BULLARD, telephone no. (561) 386-3513.

ARTICLE 2 - SCHEDULE

The ENTITY shall commence services on OCTOBER 1, 2019 and complete all services by SEPTEMBER 30, 2020. The Parties agree that the ENTITY will be entitled to payment for services rendered beginning on OCTOBER 1, 2019, notwithstanding the date the contract is executed by the Board of County Commissioners

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO ENTITY

A. The total amount to be paid by the COUNTY under this Contract for all services and materials including, if applicable, "out of pocket" expenses (specified in paragraph C below) shall not exceed a total contract amount of TWO HUNDRED THIRTY FIVE THOUSAND FOUR HUNDRED ONE Dollars ($ 235,401.00). The ENTITY shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The ENTITY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

B. Invoices received from the ENTITY pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.

C. "Out-of-pocket" expenses will be reimbursed up to an amount not to exceed ZERO Dollars ($ 0), and in accordance with the list of the types and amounts of expenditures eligible for reimbursement as set forth in Exhibit "B". All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the Palm Beach County Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Contract. Any travel, per diem, mileage, meals, or lodging expenses which may be reimbursable under the terms of this Contract will be paid in accordance with the rates and conditions set forth in Section 112.061, Florida Statutes.

D. Final Invoice: In order for both parties herein to close their books and records, the ENTITY will clearly state "final invoice" on the ENTITY'S final/last billing to the COUNTY. This shall constitute ENTITY'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the ENTITY.

E. In order to do business with Palm Beach County, ENTITY'S are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService. If ENTITY intends to use sub-contractors, ENTITY must also ensure that all sub-contractors are registered as subcontractors in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-contractor register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the ENTITY and all of its sub-contractors are registered in VSS.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the ENTITY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the ENTITY'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside ENTITY'S. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the ENTITY upon sixty (60) days' prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the ENTITY. It may also be terminated, in whole or in part, by the COUNTY, with cause upon five (5) business days written notice to the ENTITY or without cause upon ten (10) business days written notice to the ENTITY. Unless the ENTITY is in breach of this Contract, the ENTITY shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the ENTITY shall:

A. Stop work on the date and to the extent specified.

B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The ENTITY represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein under shall be performed by the ENTITY or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the ENTITY'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY's representative before said change or substitution can become effective.

The ENTITY warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the ENTITY'S personnel (and all Subcontractors), while on County premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The ENTITY is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the ENTITY uses any subcontractors on this project the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the ENTITY shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the ENTITY. The ENTITY shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the ENTITY authorized to use the COUNTY'S Tax Exemption Number in securing such materials.
The ENTITY shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

Without waiving the right to sovereign immunity as provided by section 768.28, Florida Statutes, (Statute), the ENTITY represents that it is self-insured with coverage subject to the limitations of the Statute, as may be amended.

If ENTITY is not self-insured, ENTITY shall, at its sole expense, purchase and maintain in full force and effect at all times during the life of this contract, insurance coverage at limits not less than those contained in the Statute.

Should ENTITY purchase excess liability coverage, ENTITY agrees to include COUNTY as an Additional Insured.

The ENTITY agrees to maintain or to be self-insured for Workers' Compensation insurance in accordance with Chapter 440, Florida Statutes.

Should ENTITY contract with a third-party (sub-contractor) to perform any service related to the AGREEMENT, ENTITY shall require the Contractor to provide the following minimum insurance:

- Commercial General Liability insurance with minimum limits of $1,000,000 combined single limit for property damage and bodily injury per occurrence and $2,000,000 per aggregate. Such policy shall be endorsed to include ENTITY and COUNTY as Additional Insureds. ENTITY shall also require that the Contractor include a Waiver of Subrogation against COUNTY.
- Business Automobile Liability insurance with minimum limits of $1,000,000 combined single limits for property damage and bodily injury per occurrence.
- Workers' Compensation insurance in compliance with Chapter 440, Florida Statutes, and which shall include coverage for Employer's Liability with minimum limits of $1,000,000 each accident.

When requested, the ENTITY shall provide an affidavit or Certificate of Insurance evidencing insurance or self-insurance.

Compliance with the foregoing requirement shall not relieve the ENTITY of its liability and obligations under this Agreement.

ARTICLE 11 - INDEMNIFICATION

ENTITY shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of ENTITY.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The COUNTY and the ENTITY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the ENTITY shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 13 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or ENTITY.

ARTICLE 14 - CONFLICT OF INTEREST

The ENTITY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The ENTITY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The ENTITY shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the ENTITY'S judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association,

interest or circumstance, the nature of work that the ENTITY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the ENTITY. The COUNTY agrees to notify the ENTITY of its opinion by certified mail within thirty (30) days of receipt of notification by the ENTITY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the ENTITY, the COUNTY shall so state in the notification and the ENTITY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the ENTITY under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The ENTITY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the ENTITY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the ENTITY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the ENTITY'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS

The ENTITY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The ENTITY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The ENTITY shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the ENTITY and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to

disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.
Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The ENTITY is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the ENTITY'S sole direction, supervision, and control. The ENTITY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the ENTITY'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.
The ENTITY does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

The ENTITY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the ENTITY to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the ENTITY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 20 - ACCESS AND AUDITS

The ENTITY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least four (4) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the ENTITY'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the ENTITY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 21 - NONDISCRIMINATION

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the ENTITY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Contract, the ENTITY represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the ENTITY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the ENTITY retaliate against any person for reporting instances of such discrimination. The ENTITY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The ENTITY understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. ENTITY shall include this language in its subcontracts.

ARTICLE 22 - AUTHORITY TO PRACTICE

The ENTITY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 23 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the ENTITY certifies that it, its affiliates, suppliers, subcontractors and ENTITY'S who will perform hereunder, have not been placed on the convicted vendor list

maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 25 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the ENTITY of the COUNTY'S notification of a contemplated change, the ENTITY shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the ENTITY'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the ENTITY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the ENTITY shall not commence work on any such change until such written amendment is signed by the ENTITY and approved and executed on behalf of Palm Beach County.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

STEPHANIE SEJNOHA, DIRECTOR
20 SOUTH MILITARY TRAIL
WEST PALM BEACH, FL 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the ENTITY, notices shall be addressed to:

JONATHAN EVANS, CITY MANAGER
CITY OF RIVIERA BEACH
600 WEST BLUE HERON BLVD
RIVIERA BEACH, FL 33404

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the ENTITY agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25- Modifications of Work.

ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK

The ENTITY, ENTITY'S employees, subcontractors of ENTITY and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), for unescorted access to critical facilities ("Critical Facilities") or criminal justice information facilities ("CJI Facilities") as identified in Resolution R-2003-1274, as amended. The ENTITY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the ENTITY acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either "critical facilities" or "criminal justice information facilities" pursuant to the Ordinance and Resolution R2003-1274, as amended. COUNTY staff representing the COUNTY department will contact the ENTITY(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The ENTITY shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the contract and return them to the COUNTY. If the ENTITY or its subcontractor(s) terminates an employee who has been issued a badge, the ENTITY must notify the COUNTY within two (2) hours. At the time of termination, the ENTITY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the ENTITY if the ENTITY 1) does not comply with the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated ENTITY employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS

The ENTITY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. ENTITY is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

ARTICLE 30 - SCRUTINIZED COMPANIES

A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the ENTITY certifies that it, its affiliates, suppliers, subcontractors and ENTITY'S who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

B. **When contract value is greater than $1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the ENTITY certifies that it, its affiliates, suppliers, subcontractors and ENTITY'S who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran

Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by ENTITY, this Contract may be terminated and a civil penalty equal to the greater of $2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 31 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the ENTITY: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the ENTITY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time The ENTITY is specifically required to:

A. Keep and maintain public records required by the County to perform services as provided under this Contract.

B. Upon request from the County's Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The ENTITY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the ENTITY does not transfer the records to the public agency.

D. Upon completion of the Contract the ENTITY shall transfer, at no cost to the County, all public records in possession of the ENTITY unless notified by County's representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If the ENTITY transfers all public records to the County upon completion of the Contract, the ENTITY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the ENTITY keeps and maintains public records upon completion of the Contract, the ENTITY shall meet all applicable requirements for retaining public records. All records stored electronically by the ENTITY must be provided to County, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of the ENTITY to comply with the requirements of this article shall be a material breach of this Contract. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. ENTITY acknowledges that it has familiarized

itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF THE ENTITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENTITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

Remainder of this 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:
SHARON R. BOCK
CLERK AND COMPTROLLER

By: _____
Deputy Clerk

WITNESS:

_____
Signature

_____
Name (type or print)

_____
Signature

_____
Name (type or print)

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: _____
Mayor

ENTITY:

The City of Riviera Beach
Company Name

_____
Signature

Ronnie Felder
Typed Name

Mayor
Title

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
County Attorney

(corp. seal)

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
Department Director

SCOPE OF WORK
Contract between Palm Beach County and The City of Riviera Beach Reentry Center

Effective Date: October 1, 2019 – September 30, 2020

Overview: Palm Beach County (PBC) is the recipient of funding from the local, state, and federal levels to provide data-driven, evidence-based reentry programs and other services that help people transition back to PBC after a period of incarceration from jail or prison. The two reentry service categories are 1) case management, and 2) client support services. By entering into this Contract, the City of Riviera Beach Reentry Center (or Subrecipient) agrees that it is a subrecipient of the funds provided to PBC from an appropriation from the State of Florida and a Justice Assistance Grant and The City of Riviera Beach Reentry Center is subject to the terms and conditions for receipt of funds imposed by those entities.

Eligible reentry participants must be moderate-to-high risk of recidivating, based on a validated risk and needs assessment, convicted in PBC, released from a Florida Department of Corrections (FDC) facility or PBC jail within three years, and returning to PBC. Reentry participants may include walk-ins, referrals by PBC, referrals by the Palm Beach Sheriff's Office (PBSO), or referrals by other contracted reentry service providers.

Objectives: Reduce recidivism, increase the number of people who successfully transition back to PBC after a period of incarceration from jail or prison, and increase public safety.

Target Population: People who are moderate-to-high risk of recidivating, based on a validated risk and needs assessment, and transitioning back to PBC after a period of incarceration from jail or prison.

Geographic Areas to Serve: County-wide

Staff Meetings: The City of Riviera Beach Reentry Center administrators and reentry staff are required to meet with PBC reentry staff on a monthly basis, or at the PBC Criminal Justice Program Manager's discretion, to provide program updates and strategize on how to improve PBC's reentry system. The City of Riviera Beach Reentry Center administrators and reentry staff should also be available for other reentry trainings and events, as determined by PBC.

Evidence-Based Programs and Practices: According to the latest available evidence, in order to reduce recidivism, The City of Riviera Beach Reentry Center will conduct a risk and needs assessment on each reentry participant using the Level of Service Inventory-Revised (LSI-r), and then follow the Risk-Need-Responsivity (RNR) model:

- Risk Principle: Match the intensity of individual's intervention to their risk of recidivating, based on a validated risk and needs assessment. Target individuals who have the highest risk of recidivating.
- Need Principle: Target dynamic criminogenic needs.
- Responsivity Principle: Tailor the intervention to the learning style, motivation, culture, demographics, and abilities of the individual. Address the issues that affect responsivity.

The City of Riviera Beach Reentry Center must use evidence-based programs and practices, when applicable, to address the following dynamic criminogenic risk factors:

1. Antisocial behavior
2. Antisocial personality pattern
3. Antisocial cognition
4. Antisocial associates and peers
5. Family and/or marital
6. School and/or work
7. Leisure and/or recreation
8. Substance use

The City of Riviera Beach Reentry Center must use evidence-based programs and practices, when applicable, to address the following stabilizing factors:

1. Housing
2. Mental Health

Based on the results of the validated risk and needs assessments, as well as the reentry participant's Transition Plan and other assessments (such as a substance use assessment and mental health assessment by a licensed mental health professional), The City of Riviera Beach Reentry Center will provide the following recommended program hours with reentry participants and will document dosage hours in RENEW:

	Moderate Risk	**Moderate/High Risk**	**High Risk**
Hours	100	200	300

Case Manager Qualifications: All reentry staff providing services must meet the below qualifications within 90 business days of hire, or until the next available certified course to be trained in the requirements of case management. Case manager qualifications include, but are not limited to —

- Having a valid Florida Driver's License, must submit copy;
- Training in Motivational Interviewing, must submit certificate of completion;
- LSI-r certification, must submit certificate of completion;
- Ability to learn and use the RENEW database to document case notes, services referred, transitional plans, LSI-r results, outcomes, etc.;
- Possessing the competencies required to provide culturally and linguistically appropriate services;

- Responding to the needs of people returning to PBC after a period of incarceration;
- Understanding and speaking English to allow for effective communication;
- Maintaining professional demeanor at all times;
- Excellent verbal and written communication skills; and
- Excellent time management, problem solving and organizational skills.

Case Management Services: The essential case management services that may be performed by a qualified case manager include, but are not limited to —

- Perform outreach & recruitment activities for targeted reentry participants;
- For individuals released from FDC facilities (other than Sago Palm Reentry), upon referral through the RENEW system, contracted service providers will have 15 business days to contact the individual's FDC classification officer and/or family contact listed in RENEW in order to set up an intake appointment and discuss reentry services. The contracted service provider must make at least three attempts at contact prior to the individual's release date and document these attempts and contacts in RENEW;
- For individuals released from jail, upon referral through the RENEW system, contracted service providers will have 5 business days to meet with the individual to set up an intake appointment and discuss reentry services. The contracted service provider must make at least three attempts at contact prior to the individual's release date and document these attempts and contacts in RENEW;
- Complete enrollment process for eligible reentry participants in RENEW;
- Engagement with reentry participants pre-release (recommended at least once every three months or based on need);
- Conduct and review the LSI-r assessment for each reentry participant within 15 business days after enrollment. The minimum time utilized for conducting a LSI-r assessment of the program participant's needs shall be 45 minutes;
- Conduct and review the Transition plan for each reentry participant within 15 business days after enrollment;
- Conduct the Pre-Employment Readiness assessment within 15 business days after enrollment;
- Conduct the Post-Employment Readiness assessment upon program exit;
- Develop an individualized Post-Release Plan, based on the LSI-r results, Job Readiness assessment, and in coordination with the reentry participant within 15 business days after enrollment and updated accordingly. The Post-Release Plan should include short and long-term goals, as well as a focus of moving toward self-sufficiency and defining the process for achieving goals;
- Case manager may re-assess criminogenic risk and needs about every six months after release from incarceration, or after a major event, to determine if dosage and intensity of services should be readjusted in accordance with fidelity;
- Document reentry participants' progress toward achieving goals in the Post-Release Plan, and provide support and changes where necessary;

- Meet with reentry participants one-on-one or in group settings and use motivational interviewing skills to check-in on progress, referrals for service coordination, provide support, ensure accountability, etc.;
- Correspond with reentry participants (via phone, email, etc.) and use motivational interviewing skills to check-in on progress, referrals for service coordination, provide support, ensure accountability, etc.;
- Facilitate cognitive behavioral programs;
- Organize family reunification events;
- Assist with obtaining and/or maintaining housing;
- Monitor treatment plan progress and evaluate multiple reports from service providers;
- Collaborate and communicate with employment consultant, job coach and/or community partners, if appropriate;
- Assist in the job search when relevant;
- Provide individualized job coaching services;
- Teach resume building skills and cover letter writing;
- Complete mock interviews/role playing;
- Form relationships with other employers and service providers;
- Refer and coordinate services for reentry participants to behavioral health counseling, substance use treatment, mental health treatment, when relevant;
- Provide services utilizing Harm Reduction and Trauma-Informed Care principles;
- Facilitate peer support groups;
- Facilitate the Job Readiness Class;
- Facilitate peer support groups and other group sessions (i.e.-personal development groups like addressing anger, improving supportive relationships, etc.);
- Host pro-social activities, which must be pre-approved by PBC;
- Identify and coordinate vocational, GED/literacy and job training skills for successful client transition;
- Document all case progress notes in RENEW;
- Assist with criminal registration;
- Complete Client Acknowledgement Forms;
- Identify the assets and barriers of participants through observation, interviews, case notes, collateral contacts, and other means;
- Assist with obtaining licenses/identifications;
- Transport and assist clients with vital appointments for transition (i.e. attending court hearings, medical appointments, obtaining ID/driver license, Social Security appointments, applying for food stamps, etc.);
- Obtain bus passes and assist clients with coordinating transportation needs;
- Coordinate service needs with other community agencies;
- Provide prescription assistance;
- Request and provide vouchers when applicable for various services, such as clothing, toiletries, tools, and gift card as incentives;
- Assist client with food stamps application;
- Coordinate services with probation officers;

- Prepare court reports, present evidence and testify at court hearings;
- Engage in advocacy on behalf of reentry participant;
- Research and recommend resources based on participants' needs and desires;
- Provide crisis intervention as necessary;
- Provide individual support to reentry participants via home and job/site visits;
- Provide and coordinate services for crisis intervention and de-escalation;
- Facilitate industry recognized certification trainings;
- Receive and review referrals for new reentry participants;
- Complete case note documentation to ensure notes are detailed, comprehensive, address reentry participant's involvement with their plan and documents reentry participants' progress or lack thereof towards goal/objective attainment. Ensure a case note is completed for every contact made with the reentry participant as well as for every contact made on behalf of a reentry participant;
- Complete file reviews. Ensure that the case files and participant records are comprehensive, accurate and complete. Ensure required forms are updated according to regulation and/or policy and procedure. Ensure file is in compliance with regulations and requirements. Enter participant updates and information into databases in accordance with policy and procedures. Collect and calculate statistics by participant and submit to referring agencies as directed;
- Attend and actively participating in team meetings providing clinical input/insight/feedback utilizing a solution-oriented approach;
- Advocate on behalf of reentry participants for other services within the community. This includes coordinating with substance use providers, providing life skill classes, job skill assessment and training, off-site counseling services, and any other services deemed necessary to resolve reentry participants homelessness;
- Provide transition materials, as well as, plan workshops, special events, and engage speakers;
- Serve as a liaison between program and other support agencies;
- Enter reentry participant updates and information into monthly reports which are submitted to program manager; and
- Provide regular, internal reviews of case files and participant records for quality assurance and completion in accordance with agency and program standards.

Pre-Release Case Management: Including but not limited to —

- Frequent engagement with reentry participants (recommended at least once every three months or based on need)

Post-Release Client Support Services: Including but not limited to —

- Cognitive Behavioral Programming;
- Transportation Assistance;
- Employment Assistance;
- Toiletries;
- Medical Financial Assistance;

- Financial Identification Assistance;
- Assistance with Obtaining Identification;
- Education Preparation Class;
- Substance Use Assessments;
- Substance Use Treatment;
- Mental Health Assessments;
- Mental Health Treatment;
- Transitional Housing;
- Vocational Training; and
- Pro-Social Activities.

Evaluations: To ensure programs are achieving desired outcomes and implemented with fidelity, The City of Riviera Beach Reentry Center must monitor and evaluate whether or not the program adheres to the program model as intended by the developers of the intervention. This includes evaluating adherence, exposure/duration, quality of delivery, participant responsiveness, and program differentiation.

Outcomes: The City of Riviera Beach Reentry Center must use evidence-based programs and services, when applicable, to track the following performance metrics in RENEW, including but not limited to:

- Number of adults enrolled in reentry services
- Number and percent of adults enrolled in post-release reentry services who complete programming
- Number and percent of rearrests in PBC for adults enrolled in post-release reentry services
- Number and percent of adults enrolled in post-release reentry services and receiving
    - Cognitive behavioral intervention, based on identified need
    - Substance use treatment, based on identified need
    - Mental health treatment, based on identified need
    - Employment training and job placement, based on identified need
    - Transitional housing, based on identified need.
    - Transportation assistance, based on identified need.

Reports Submission: Collect and input all required data in PBC's RENEW database within three business days of service delivery.

The City of Riviera Beach Reentry Center shall complete Section II and III of the Community Supervision Program Referral form (DC5-404) by the 22nd of each month as follows:

- Complete Section II upon receipt from PBC reentry staff for each new participant enrolled in reentry program;
- Complete Section III for each participant that is closed out of reentry program; and
- Submit forms as part of billing each month.

Report on monthly activities by the 22nd of each month for the previous month's activities. PBC will provide a template of this report.

Report on how dynamic criminogenic risk factors are addressed on a quarterly basis, using the following Logic Model:

PALM BEACH COUNTY DEPARTMENT OF PUBLIC SAFETY							
Division: Justice Services				**Program: Reentry**			
PROBLEM (Identify Criminogenic Needs)	**SERVICE OR ACTIVITY** (Identify service or activity type and dosage)	**OUTCOME** (General statement of results expected)	**INDICATATOR** (# of clients being served divided by # of total clients with the identified criminogenic need)	**ACTUAL RESULTS** (Actual # of clients achieving the outcome, divided by # served; the % of clients who achieved the outcome)	**ASSESSMENT TOOL & SCORE**	**DATA SOURCE** (Collection procedure & personnel responsible)	**FREQUENCY OF DATA COLLECTION & REPORTING**
Planning	Intervention	Benefit	Performance	Performance	Accountability	Accountability	Accountability

Terms and Conditions by Other Funding Sources: The City of Riviera Beach Reentry Center must adhere to the terms and conditions from all funding sources for reentry services. Including but not limited to:

- **FDC Funds:** PBC has been granted a legislative appropriation that is managed by the FDC and such appropriation is subject to compliance with the terms of the FDC Contractual Purchase Order. The Subrecipient agrees to be bound by and to comply with the requirements of the FDC Contractual Purchase Order, by and between PBC and the FDC, as may be amended. The FDC Contractual Purchased Order, as may be amended, is incorporated herein by reference.

SUBCONTRACTS MINIMUM REQUIREMENTS

A. The Subrecipient shall comply with the following and shall include such language in all subcontracts entered into in accordance with this Contract:

Cooperation with Inspector General: Where applicable, Department contracts should incorporate the following language: "In accordance with section 20.055(5), F.S., the contractor, and any subcontractor, understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing."
E-Verify System: As required by the State of Florida Executive Order Number 11-116, all Department contractors are required to utilize the U.S. Department of Homeland Security's E-verify System to verify employment eligibility of all persons employed during the contract term by the contractor to perform employment duties pursuant to the contract, within Florida, and all persons, including subcontractors, assigned to the contractor to perform work pursuant to the contract with the Department.

Staff Background/Criminal Records Checks: The applicable contract language requiring backgrounds, staff conduct and safety requirement for

the type contract should be included (the language required to be included is based on whether Level I or Level II backgrounds are applicable).

All subcontractor agreements must include a statement from the proposed subcontractor acknowledging acceptance of and intent to be bound by the contract terms included in the contract between the Department and the contractor.

Information about required clinical supervision based on your contract with the Department and Florida Administrative Code 65D-30 and required staffing qualifications.

Retention of records should be seven (7) fiscal years after completion or termination of the contract.

Additionally, the following items need to be provided for subcontract reviews:
Please provide the following items to the Contract Manager, or designee:

- Qualifications of the subcontractor;
- Insurance coverage;
- License(s) and certification(s) provided by the subcontractor, required to perform the subcontracted services; and
- Verification that the subcontractor agreement includes the required language, as previously indicated above.

- **Justice Assistance Grant Funds:** The Subrecipient agrees to be bound by and to comply with the requirements of the Justice Assistance Grant (JAG), by and between PBC and the U.S. Department of Justice, as may be amended. The JAG, as may be amended, is incorporated herein by reference.

  The JAG program replaced the Byrne Formula Grant and Local Law Enforcement Grant as the primary block grant funding stream for state and local criminal justice agencies. For more information, please visit http://www.fdle.state.fl.us/Grants/Programs/JAG.aspx.
- **Title 2, Part 200 Code of Federal Regulations (2 CFR § 200):** The Subrecipient shall comply with 2 CFR § 200, and the provisions of 2 CFR § 200, as amended, are incorporated herein by reference.

  2 CFR § 200 strengthens oversight to minimize risk of waste, fraud, and abuse. Office of Management and Budget (OMB) collaborated over three years with public and agency partners to develop 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", issued December 26, 2013. For more information, please refer to https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Subaward Data: U.S. Department of Justice, Florida Department of Law Enforcement, FY18 Carryover[1]

(i)	Subrecipient Name	City of Riviera Beach
(ii)	Subrecipient Unique Entity Identifier:	59-6000417
(iii)	Federal Award Identification Number (FAIN):	2017-MU-BX-0187 Grant Number: 2019-JAGC-PALM-1-N2-143
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	6/14/2019
(v)	Subaward Period of Performance Start Date:	10/1/2019
	Subaward Period of Performance End Date:	03/31/2020
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	$25,864
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	$25,864
(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	$25,864
(ix)	Federal Award Project Description:	PBC Ex-Offender Reentry
(x)	Name of Federal Awarding Agency:	U.S. Dept. of Justice
	Name of Pass-Through Entity:	Florida Dept. of Law Enforcement - Palm Beach County Board of County Commissioners
	Contact Information for Federal Awarding Official:	
	Contact Information for Palm Beach County Authorizing Official:	Kristina Henson
	Contact Information for Palm Beach County Project Director:	Jonathan Hackley

[1] This information is required by the Uniform Guidance, 2 C.F.R. § 200.331(a)(1). The Uniform Guidance also requires that if any of these data elements change, the pass-through entity must include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal prime award and subaward.

(xi)	CFDA Number and Name:	16.738
(xii)	Identification of Whether Subaward is R&D:	This award is not R&D
(xiii)	Indirect Cost Rate for [CAA] Federal Award:	0

Subaward Data: U.S. Department of Justice, Florida Department of Law Enforcement, FY20[2]

(i)	Subrecipient Name	City of Riviera Beach
(ii)	Subrecipient Unique Entity Identifier:	59-6000417
(iii)	Federal Award Identification Number (FAIN):	Pending Program Announcement Grant Number: Pending Award 2020-JAGC-PALM-X-XX-XXX (funds were held nationwide due to federal lawsuit)
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	Pending
(v)	Subaward Period of Performance Start Date:	10/1/2019
	Subaward Period of Performance End Date:	09/30/2020
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	$164,533
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	$164,533
(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	$164,533
(ix)	Federal Award Project Description:	PBC Ex-Offender Reentry
(x)	Name of Federal Awarding Agency:	U.S. Dept. of Justice
	Name of Pass-Through Entity:	Florida Dept. of Law Enforcement -

[2] This information is required by the Uniform Guidance, 2 C.F.R. § 200.331(a)(1). The Uniform Guidance also requires that if any of these data elements change, the pass-through entity must include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal prime award and subaward.

		Palm Beach County Board of County Commissioners
	Contact Information for Federal Awarding Official:	
	Contact Information for Palm Beach County Authorizing Official:	Kristina Henson
	Contact Information for Palm Beach County Project Director:	Jonathan Hackley
(xi)	CFDA Number and Name:	16.738
(xii)	Identification of Whether Subaward is R&D:	This award is not R&D
(xiii)	Indirect Cost Rate for [CAA] Federal Award:	0

Non-Compliance: The City of Riviera Beach Reentry Center will not be compensated for client support services or case management that fails to comply with this Scope of Work.

Exhibit B

Schedule of Payments

The Subrecipient will prepare and submit monthly invoices to the Palm Beach County Public Safety Department by the 22nd day of each month. Invoices must include the Acknowledgement of Services Forms for Client Support Services. Invoices will be reviewed and approved by the County's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the Finance Department for payment.

Budget Worksheet	
A. PERSONNEL- Salaries and Benefits	
SUB-TOTAL PERSONNEL	
B. OPERATIONAL EXPENSES- Allowable expenses found in Compensation Chart	
FDC Support Services, State of Florida (10/1/19 - 6/30/20)	$30,904.00
*Operating Costs, County Ad Valorem (10/1/19 - 9/30/20)	$0.00
FDC Case Management, State Justice Assistance Grant (JAG) Formula-Carryforward from Florida Department of Law Enforcement (FDLE) FY18 (10/1/19 - 3/31/20)	$25,864.00
FDC Case Management, State JAG Formula (10/1/19 - 9/30/20)	$164,533.00
FDC or Jail Case Management, County Ad Valorem (10/1/19 - 9/30/20)	$7,021.00
FDC or Jail Support Services, County Ad Valorem (10/1/19 - 9/30/20)	$7,079.00
SUB-TOTAL OPERATIONAL	$235,401.00
C. CAPITAL EXPENDITURES	
SUB-TOTAL CAPITAL EXPENDITURES	
TOTALS	
A. PERSONNEL	
B. OPERATIONAL EXPENSES	$235,401.00
C. CAPITAL EXPENSITURES	
TOTAL PROJECT BUDGET	$235,401.00

* = 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.	$36.80 per hour (prorated for partial hours)	For Pre-release Case Management: Must be within three (3) years of release. For Pre-release and Post-release Case Management: Timesheets/paystubs will be submitted for reimbursement that document the number of hours worked/paid by each qualified case manager.
Client Support Services			
Category	**Service**	**Rate**	**Requirements**
Post-Release Pro-Social Events/Activities	Monthly 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. Participant must sign acknowledgement form of receipt of event/activity in addition to a sign in sheet. Maximum amount can be increased with approval by Program Coordinator. ***(Reimburseable by Ad Valorem Funds ONLY)***
Post-Release Transportation	Daily Bus (up to $5 per day), Monthly Bus (up to $55 per month) or Tri-Rail Passes (up to $110) as a one-time cost	$55.00 per participant per month $150.00 maximum per participant	Client acknowledgement form showing receipt of bus pass or Tri-Rail pass
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	$300.00 maximum per participant	Receipt for product along with program client acknowledgement form
Post-Release Toiletries	Basic hygiene products for Department participants	$100.00 maximum per participant	Receipt for product along with program client acknowledgement form
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	$250.00 maximum per participant/ Additional fees upon approval	Receipt from identification provider along with client acknowledgement form
Post-Release Basic Needs	Clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, and pans	$300.00 maximum per participant	Client acknowledgement form showing receipt
Post-Release Education Preparation Class	Academic Instruction to Improve Basic Literacy (GED Instruction)	$128.00 full battery of GED tests; $32.00 each GED section/content area; $12.00 retest per GED section/content area; $30.00 tuition fee GED Prep	$195.00 maximum per participant. Client acknowledgement form
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems	$100.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol	$300.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Assessment	Mental health assessment	$300.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling)	$1,000.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Transitional Housing	Direct service or referral based	$6,510.00 maximum per participant	Provided at a cost of $35.00 per day, maximum of $6,510.00 per participant; need for housing must be in transition plan
Pre- or Post-Release Vocational Training	Vocational job training	$2,000.00 maximum per participant	Receipt for course registration and client acknowledgement form
Operating Expenses			
Category	**Service**	**Rate**	**Requirements**
Operating Costs	Communications, travel, training, office and program supplies, and copier expenses	$0	Receipts, proof of payment to vendors or individuals

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 8333 NW 53rd Street Suite 600 Miami FL 33166	CONTACT NAME: PHONE (A/C, No, Ext): 305-592-6080 FAX (A/C, No): 305-592-4049 E-MAIL ADDRESS:
INSURED RIVIBEA-02 City of Riviera Beach 2051 Martin Luther King Jr Blvd-Suite 302 Riviera Beach FL 33404	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Lloyd's Syndicate 2987 INSURER B : Safety National Casualty Corporation — 15105 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1659937917 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			PK1004718	12/15/2018	12/15/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ $ $ $ 1,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [X] HIRED AUTOS ONLY [ ] SCHEDULED AUTOS [X] NON-OWNED AUTOS ONLY			PK1004718	12/15/2018	12/15/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED RETENTION $			PK1004718	12/15/2018	12/15/2019	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 6,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			SP4057970	12/15/2018	12/15/2019	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GL Limits: $1,000,000 per Occurrence inclusive of $100,000 SIR
AL Limits: $1,000,000 per Occurrence inclusive of $100,000 SIR
Insurer B WC Limit: Statutory Excess of $650,000 SIR
Insurer B EL Limit: $1,000,000 Excess of $650,000 SIR
Palm Beach County is named as additional insured with respects to General Liability policy as required by written contract.

CERTIFICATE HOLDER

Palm Beach County
Public Safety
301 North Olive Avenue
West Palm Beach FL 33401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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