

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: December 2, 2025 [X] Consent [ ] Regular  
[ ] Ordinance [ ] Public Hearing  
Department  
Submitted By: Community Services  
Submitted For: Division of Human Services and Community Action Program

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Retroactive sole source Interlocal Agreement (Agreement) with Florida Atlantic University Board of Trustees (FAU), for the Fiscal Year (FY) 2026 period of July 1, 2025 through September 30, 2026, in an amount of \$163,000 under the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Program, CoC Planning Grant, for consultation and evaluation services for the Palm Beach County (County) Community Services Department (CSD) Housing Leadership Academy (Academy) serving County residents.

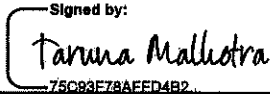
**Summary:** The Academy is a new nine (9)-month professional development program designed to strengthen housing development leadership capacity within the County's housing and homelessness response systems. Under this Agreement, FAU's Sandler School of Social Work will provide consultation and evaluation services for the Academy, including curriculum consultation, participant outcome tracking, and analysis and evaluation of program impact. Retroactive approval effective July 1, 2025, is requested due to extended contract development and negotiations. This evaluation will support data-informed planning and strategic decision-making in alignment with HUD's CoC performance objectives. This is a HUD CoC Planning Grant FL1096L4D052400-funded project. Countywide (JBR)

**Background and Justification:** The Human Services and Community Action Program (HSCAP) serves as the lead agency for the local CoC. The CoC is the planning and evaluation body for the homeless service delivery system in the County, which is known as the Homeless and Housing Alliance (HHA). The Academy seeks to partner with FAU to provide consultation and evaluation services to ensure the program is grounded in evidence-based practices and aligned with regional housing needs. FAU is uniquely qualified to provide these services due to its strong community presence and investment, active engagement in the CoC, and established partnership with the County. FAU's expertise will support continuous improvement and help measure the Academy's impact on building leadership capacity and advancing housing solutions within the County.

**Attachments:**

1. Interlocal Agreement with Florida Atlantic University Board of Trustees

Recommended By: 

Signed by:  
  
75C93E78AFFD4B2...

11/14/2025

  
Department Director Date  
Approved By: 



11/21/25

  
Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years                              | 2026      | 2027 | 2028 | 2029 | 2030 |
|-------------------------------------------|-----------|------|------|------|------|
| Capital Expenditures                      |           |      |      |      |      |
| Operating Costs                           | 163,000   |      |      |      |      |
| External Revenue                          | (163,000) |      |      |      |      |
| Program Income (County)                   |           |      |      |      |      |
| In-Kind Match (County)                    |           |      |      |      |      |
| NET FISCAL IMPACT                         | -0-       |      |      |      |      |
| No. ADDITIONAL FTE POSITIONS (Cumulative) |           |      |      |      |      |

Is Item Included In Current Budget? Yes \_\_\_\_\_ No X  
Does this item include the use of federal funds? Yes X No \_\_\_\_\_  
Does this item include the use of state funds? Yes \_\_\_\_\_ No X

Budget Account No.:  
Fund 1001 Dept. 142 Unit 1435 Object 3401 Program Code CP20 Program Period GY25

B. Recommended Sources of Funds/Summary of Fiscal Impact:  
Funding Source is U.S. Department of Housing and Urban Development

DocuSigned by:  
Julie Dowe  
05AC9C7CC5BC4A4...

C. Departmental Fiscal Review: Julie Dowe, Director of Finance and Support Services

III. REVIEW COMMENTS

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

Julie Dowe 11/17/25  
OFMB  
11/17/25  
Contract Development and Control 11/19/25  
11-19-25 TW

B. Legal Sufficiency:

Assistant County Attorney 11/20/25  
Assistant County Attorney

C. Other Department Review:

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

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

## INTERLOCAL AGREEMENT

This Agreement is made as of 2nd day of December, 2025 by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY, and Florida Atlantic University Board of Trustees, hereinafter referred to as the UNIVERSITY, a public institution of higher education authorized to do business in the State of Florida, whose Federal Tax I.D. is 65-0385507.

**WHEREAS**, the COUNTY, has entered into an agreement with the United States Department of Housing and Urban Development (HUD) and is designated RECIPIENT of the Continuum of Care (CoC) Program Planning Grant funding in Palm Beach County (HUD Agreement); and

**WHEREAS**, the UNIVERSITY has proposed providing certain services using HUD Agreement funds; and

**WHEREAS**, the COUNTY and the UNIVERSITY desire to provide the activities specified in this Interlocal Agreement in accordance with the HUD Agreement; and

**WHEREAS**, the UNIVERSITY has proposed providing certain services under Housing/Homelessness; and

**WHEREAS**, the UNIVERSITY has agreed to ensure access to funded services for COUNTY departments, divisions and/or programs; and to ensure that individuals referred from COUNTY departments, divisions and/or programs will receive services on a timely basis.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the COUNTY and the UNIVERSITY agree as follows:

### ARTICLE 1 – INCORPORATION OF RECITALS

The foregoing recitals are true and correct and incorporated herein by reference.

### ARTICLE 2 – SERVICES

The UNIVERSITY agrees to provide Consultation and Evaluation services to residents of Palm Beach County as set forth in **EXHIBIT A - SCOPE OF WORK AND SERVICES**. The UNIVERSITY also agrees to provide deliverables, including reports, as specified in **EXHIBIT A**. No changes in the Scope of Work or services are to be conducted without the written approval of the COUNTY. The UNIVERSITY'S services, with these contracted funds, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of all recipients of the services provided by the programs being funded herein.

### ARTICLE 3 - ORDER OF PRECEDENCE

Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (1) Laws passed by Congress, which are codified in provisions of the United States Code (U.S.C.) applicable to the

funding source for this Agreement; (2) Rules or regulations adopted by a federal agency, which are codified in the Code of Federal Regulations (C.F.R) and applicable to the funding source for this Agreement; (3) the federal award or funding document for this Agreement; (4) the provisions of the Agreement, including **EXHIBIT A, EXHIBIT B** and **EXHIBIT I – HUD Agreement;** and (5) all other documents, if any, cited herein or incorporated herein by reference.

**ARTICLE 4 – SCHEDULE**

The term of this Agreement shall be for fifteen (15) months, starting July 1, 2025, through September 30, 2026, unless either party notifies the other prior to the expiration of the initial term or any renewal term of its intent not to renew in accordance with the time parameters stated herein.

The parties shall amend this Agreement if there is a change to the Scope of Work/Implementation Plan, funding, and/or federal, state, and local laws or policies affecting this Agreement.

Period invoices, reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in **EXHIBIT A, EXHIBIT B,** and **EXHIBIT H-UNIVERSITY'S PROGRAMMATIC REQUIREMENTS.**

**ARTICLE 5 – PAYMENTS TO UNIVERSITY**

The total amount to be paid by the COUNTY under this Agreement for all services and materials shall not exceed a total amount of **ONE HUNDRED AND SIXTY-THREE THOUSAND DOLLARS AND ZERO CENTS (\$163,000.00) FOR THE TERM OF THIS AGREEMENT.**

The UNIVERSITY will bill the COUNTY for services performed at actual cost of services as provided in **EXHIBIT A,** 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. Any travel authorized for reimbursement must meet the conditions set forth in Section 112.061, Florida Statutes and Palm Beach County PPM #CW-F-009. All Requests for Payment under the terms of this Agreement shall include documents acceptable to the Community Services Department (DEPARTMENT). The final invoice under this Agreement must be labeled "Final Invoice" and must be received by the COUNTY not later than sixty (60) days after the project period end date.

Invoices received from the UNIVERSITY pursuant to this Agreement will be reviewed for authenticity and accuracy and approved by the DEPARTMENT, to verify that services have been rendered in conformity with this Agreement and then will be sent to the Finance Department for payment. Funding changes between service categories within the designated Agreement can be approved, in writing, by the DEPARTMENT Director or Assistant Director at their discretion for up to ten percent (10%) of the total Agreement amount during the Agreement period. Changes in excess of ten percent (10%) of the annual Agreement amount during the Agreement period must be approved by the Palm Beach County Board of County Commissioners (BCC).

**Final Invoice:** In order for both parties herein to close their books and records, the UNIVERSITY will clearly state "final invoice" on the UNIVERSITY'S final/last billing to the COUNTY. This shall constitute

UNIVERSITY’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 UNIVERSITY.

In order to do business with Palm Beach County, agencies 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 UNIVERSITY intends to use sub-agencies, UNIVERSITY must also ensure that all sub-agencies are registered as agencies in VSS. All sub-contractor agreements must include a contractual provision requiring that the sub-agency register in VSS. COUNTY will not finalize an award until the COUNTY has verified that the UNIVERSITY and all of its sub-agencies are registered in VSS.

**ARTICLE 6 - AVAILABILITY OF FUNDS**

The obligations of the COUNTY under this Agreement for the current or any subsequent grant year are subject to the availability of funds lawfully appropriated for its purpose by the BCC, and received from the United States Government under United States Department of Housing and Urban Development (HUD).

**ARTICLE 7 - TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Agreement by the UNIVERSITY 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 Agreement are accurate, complete and current as of the date of the Agreement and no higher than those charged the UNIVERSITY’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 consultants. The COUNTY shall exercise its rights under this Article within three (3) years following final payment.

**ARTICLE 8 - AMENDMENTS TO UNIVERSITY FUNDING LEVELS**

This Agreement may be amended in writing with signatures from both parties to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds. UNIVERSITY shall be subject to decrease of funds if funds are not utilized at the anticipated rate of expenditures. The formula for the increase or decrease of funds shall be as follows:

Any increase or decrease of funding for any of the UNIVERSITY’S contracted programs of up to 10% may be approved by the Director of Community Services or Designee. Any increase or decrease in funding of over 10% must be approved by the BCC.

The anticipated rate of expenditures is determined by dividing the Agreement service amount by the months in the Agreement unless otherwise provided. An increase of over 10% of the monthly expenditure rate must be pre-approved with an authorized signature from the DEPARTMENT. The anticipated rate of expenditure will be figured on a per service basis.

At any time during the term of this Agreement, if the UNIVERSITY indicates in a written notice that it will not be able to spend a portion of the contracted amount in any or all of the service categories (after making any allowable budget transfers), the DEPARTMENT Director or Assistant Director is authorized to decrease the funding amount without the need for an amendment to this Agreement. The DEPARTMENT Director or Assistant Director shall provide written notice to the UNIVERSITY of the amount of the decrease in funding. Such notice shall not be deemed a cancellation of this Agreement. All remaining terms and conditions of this Agreement shall remain in full effect throughout the term of the Agreement.

**ARTICLE 9 - INSURANCE**

Without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, UNIVERSITY acknowledges and represents that UNIVERSITY is self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$200,000 Per Person and \$300,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature.

UNIVERSITY agrees to maintain or to be self-insured for Worker’s Compensation & Employer’s Liability insurance in accordance with Florida Statutes Chapter 440. When requested, UNIVERSITY shall provide a statement or Certificate of Insurance evidencing insurance, self-insurance and/or sovereign immunity status. Compliance with the foregoing requirements shall not relieve UNIVERSITY of its liability and obligations under this Agreement. UNIVERSITY agrees its self-insurance, general liability and automobile liability insurance shall, as permitted by the State of Florida Risk Management Trust Fund policies, be primary as respect to any coverage afforded to or maintained by COUNTY.

**ARTICLE 10 - INDEMNIFICATION**

To the extent provided under section 768.28 of the Florida Statutes, UNIVERSITY assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of the UNIVERSITY and its officers, employees, and agents while acting within the scope of their employment or agency by UNIVERSITY. Nothing contained, referenced or incorporated herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; or (2) the consent of the Florida Atlantic University Board of Trustees, the State of Florida or their respective officers, employees or agents to be sued.

**ARTICLE 11 - SUCCESSORS AND ASSIGNS**

The COUNTY and the UNIVERSITY 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 Agreement. Except as above, neither the COUNTY

nor the UNIVERSITY shall assign, sublet, convey or transfer its interest in this Agreement without the prior written consent of the other.

**ARTICLE 12 – WARRANTIES AND LICENSING REQUIREMENTS**

The UNIVERSITY represents that it has and will continue to maintain all licenses and approvals required to conduct research under this Agreement, and that it will at all times conduct research activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY’S representative upon request.

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

The UNIVERSITY further represents that it has, or will secure at its own expenses, all necessary personnel required to perform the services under this Agreement, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

The UNIVERSITY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest in this Interlocal Agreement. Further, the members must also serve the UNIVERSITY without compensation.

The UNIVERSITY shall comply with all legal criminal history record check regulations required for the population they serve. UNIVERSITY will have and comply with policy that requires them to conduct a Level 1 or Level 2 Criminal Background Check as appropriate on applicants and volunteers being considered for positions that will provide services or will be around children, the elderly and other vulnerable adult populations, prior to start date. UNIVERSITY may hire employees prior to obtaining the Level 2 background check results, the employees are only permitted to attend training and orientation during this period while they are waiting for their background check results. They are not allowed to have any contact with the clients during this period. Live Scan Screening proof must be provided that shows the scan was completed prior to an employee’s start date. All criminal background checks shall be done at the expense of the UNIVERSITY.

**ARTICLE 13 - PERSONNEL**

The UNIVERSITY agrees that all research shall be performed by skilled and competent personnel to the highest professional standards in the field. Any changes or substitutions in the UNIVERSITY’S key personnel, or any personnel turnover which could adversely impact the UNIVERSITY’S ability to provide services as may be listed herein must be made known to the COUNTY’S representative within five (5) working days of the change. UNIVERSITY shall establish and consistently utilize an allocation methodology for personnel costs for program activities supported by multiple sources.

All of the services required herein under shall be performed by the UNIVERSITY 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.

The UNIVERSITY further represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the UNIVERSITY'S personnel (and all Sub-contractors), while on COUNTY premises, will comply with all COUNTY requirements governing conduct, safety and security.

#### **ARTICLE 14 – SUB-CONTRACTING**

The COUNTY reserves the right to accept the use of a sub-contractor, or to reject the selection of a particular sub-contractor, and to inspect all facilities of any sub-contractors in order to make a determination as to the capability of the sub-contractor to perform properly under this Agreement.

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

#### **ARTICLE 15 - 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 R2025-0748, as may be amended, the UNIVERSITY represents that throughout the term of the Agreement, including any renewals thereof, if applicable, it complies with all applicable laws requiring that it treat all of its employees equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, , or genetic information. Failure to meet this requirement shall be considered default of the Agreement.

As a condition of entering into this Agreement, the UNIVERSITY represents that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution R2025-0748, as amended. As part of such compliance, the UNIVERSITY shall not discriminate in violation of applicable laws, on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of sub-contractors, vendors, suppliers, or commercial customers, nor shall the UNIVERSITY retaliate against any person in violation of applicable laws, for reporting instances of such discrimination. The UNIVERSITY shall provide equal opportunity for sub-contractors, vendors and suppliers to participate in all of its public sector and private sector sub-contracting 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.

UNIVERSITY shall comply with all applicable Federal statutes relating to nondiscrimination. These include but are not limited to: (a) 42 U.S.C. § 2000d et seq., Title VI, Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) 20 U.S.C. § 1681 et seq., Title IX of the Education Amendments of 1972, as amended , which prohibits discrimination on the basis of sex; (c) 29 U.S.C. § 701 et seq., Section 504 of the Rehabilitation Act of 1973, as amended , which prohibits



discrimination on the basis of disability; (d) 42 U.S.C. § 6101 et seq., the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; (e) Public Law 92-255, the Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse; (f) Public Law 91-616, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 42 U.S.C. § 201 et seq., the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) 42 U.S.C. § 3601 et seq., Title VIII of the Civil Rights Act of 1968, as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the statute(s) under which this Agreement that uses Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement. Vendor shall comply with the Drug Free Workforce Act of 1988.

The UNIVERSITY understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, 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. UNIVERSITY shall include this language in its sub-contracts.

#### **ARTICLE 16 – REMEDIES**

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement 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 Agreement 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 Agreement, including but not limited to any citizen or employees of the COUNTY and/or UNIVERSITY.

#### **ARTICLE 17 - HIRING OF MECHANICS OR LABORERS**

For those solicitations and contracts including the employment of mechanics or laborers, the contract must provide for compliance with 40 U.S.C § 3702, as supplemented by Department of Labor regulations (29 C.F.R. 5). Specifically, UNIVERSITY shall be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half (1½) times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

#### **ARTICLE 18 –UNIVERSITY'S PROGRAMMATIC REQUIREMENTS**

AGENCY agrees to fully comply with all of the Agency's Programmatic Requirements contained in **EXHIBIT H – UNIVERSITY'S PROGRAMMATIC REQUIREMENTS** and **EXHIBIT G--CERTIFICATION REGARDING LOBBYING BYRD ANTI-LOBBYING AMENDMENT** attached hereto and incorporated herein by reference.

**ARTICLE 20 - ACCESS AND AUDITS**

The UNIVERSITY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least seven (7) years after completion of this Agreement, or until resolution of any audit findings and/or recommendations related to audits or reviews commenced prior to the expiration of the seven (7) year retention period. 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 UNIVERSITY'S place of business.

The UNIVERSITY will provide a final close out report and Financial Reconciliation Statement as set forth in **EXHIBIT C** on accounting for all funds expended hereunder no later than sixty (60) days from the Agreement end date.

The UNIVERSITY shall provide the COUNTY with an annual financial audit report, which meets the requirements of sections 11.45 and 216.349, Florida Statutes, and Chapter 10.550 and 10.650, Rules of the Auditor General, and, to the extent applicable, the Single Audit Act of 1984, 31 U.S.C. § 7501- 7507, OMB Circular A-128 for the purposes of auditing and monitoring the funds awarded under this Agreement.

- a. The annual financial audit report shall include all management letters and the UNIVERSITY'S response to all findings, including corrective actions to be taken.
- b. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and agreement/grant number.
- c. Links to the complete financial audit reports are available at:  
**[fau.edu/research/research-accounting/audit-reports.php](http://fau.edu/research/research-accounting/audit-reports.php)**
- d. The audit is due within (12) months after the end of the UNIVERSITY'S fiscal year.
- e. Upon COUNTY's request the UNIVERSITY will provide a final close out report and Financial Reconciliation Statement as set forth in **EXHIBIT C** on accounting for all funds expended hereunder no later than sixty (60) days from the Grant Year end date.
- f. UNIVERSITY shall establish policies and procedures and provide a statement upon request, noting that the accounting system or systems established by the UNIVERSITY has appropriate internal controls, checking the accuracy and reliability of accounting data, and promoting operating efficiency.

**ARTICLE 21 - CONFLICT OF INTEREST**

The UNIVERSITY 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 Palm Beach County Code of Ethics. The UNIVERSITY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The UNIVERSITY shall promptly notify the COUNTY'S representative, in writing, of all potential conflicts of interest of any prospective business association, interest or other circumstances that may influence or appear to influence the UNIVERSITY'S judgment 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 UNIVERSITY 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 UNIVERSITY. The COUNTY agrees to notify the UNIVERSITY of its opinion by certified mail within thirty (30) days of receipt of notification by the UNIVERSITY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the UNIVERSITY, the COUNTY shall so state in the notification and the UNIVERSITY 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 UNIVERSITY under the terms of this Agreement.

**ARTICLE 22 - DRUG-FREE WORKPLACE**

The UNIVERSITY shall implement and maintain a drug-free workplace program of at least the following items:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the UNIVERSITY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the services that are under Agreement a copy of the statement specified in Item Number 1 above.
4. In the statement specified in Item Number 1 above, notify the employees that, as a condition of working on the Agreement services, the employee will abide by the terms of the statement and will notify the UNIVERSITY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

**ARTICLE 23 - AMERICANS WITH DISABILITIES (ADA)**

The UNIVERSITY shall meet all applicable requirements of the Americans With Disabilities Act (ADA), which shall include, but not be limited to, posting a notice informing service recipients and employees

that they can file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), One Northeast First Street, Sixth Floor, Miami, Florida 33132.

#### **ARTICLE 24 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The UNIVERSITY is, and shall be, in the performance of all work services and activities under this Agreement, 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 Agreement shall at all times, and in all places, be subject to the UNIVERSITY'S sole direction, supervision, and control. The UNIVERSITY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the UNIVERSITY'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 UNIVERSITY does not have the power or authority to bind the COUNTY in any promise, contract or representation other than specifically provided for in this Agreement.

#### **ARTICLE 25 - CONTINGENT FEES**

The UNIVERSITY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the UNIVERSITY to solicit or secure this Agreement 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 UNIVERSITY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

#### **ARTICLE 26 - PUBLIC ENTITY CRIMES**

As provided in section 287.132-133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, the UNIVERSITY certifies that it, its affiliates, suppliers, sub-contractors and consultants 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 section 287.133(3)(a), Florida Statutes.

#### **ARTICLE 27 - EXCUSABLE DELAYS**

The UNIVERSITY 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 UNIVERSITY or its sub-contractors and without their fault or negligence. Such causes include, but are not limited to: acts of God; natural or public health emergencies; labor disputes; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the UNIVERSITY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the UNIVERSITY'S failure to perform was without it or its sub-contractors fault or negligence, the Agreement Schedule and/or any other affected provision of this Agreement 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 28 - ARREARS**

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

## **ARTICLE 29 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The UNIVERSITY 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 Agreement.

UNIVERSITY agrees that copies of any and all property, work product, documentation, reports, computer systems and software, schedules, graphs, outlines, books, manuals, logs, files, deliverables, photographs, videos, tape recordings or data relating to the Agreement which have been created as a part of the UNIVERSITY'S services or authorized by the COUNTY as a reimbursable expense, whether generated directly by the UNIVERSITY, or by or in conjunction or consultation with any other party whether or not a party to the Agreement, whether or not in privity of Agreement with the COUNTY or the UNIVERSITY, and wherever located shall be provided to the COUNTY but that UNIVERSITY may retain a copy and use such materials for its internal research purposes.

UNIVERSITY reserves to itself and its employees the right to publish the results of the Project in whole or in part as they deem appropriate. In order that the premature public disclosure of such information does not adversely affect the interest of the parties, UNIVERSITY shall provide the COUNTY'S representative/liaison with a copy of each manuscript using data and information obtained as a result of this Agreement that is intended for publication. The COUNTY may request delay in publication for a period of time determined necessary by the COUNTY. If the COUNTY does not make written request for delay in publication within sixty (60) days, UNIVERSITY shall be free to publish the manuscript at any time at the end of the sixty (60) days. UNIVERSITY reserves the right to use the results of this work for educational or research purposes.

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 UNIVERSITY 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 Agreement 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 Agreement and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Agreement, 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 2-421 through 2-440, as may be amended.

#### **ARTICLE 30 - TERMINATION**

This Agreement may be terminated by the UNIVERSITY upon sixty (60) days' prior written notice to the COUNTY without cause or in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Agreement through no fault of the UNIVERSITY. It may also be terminated, in whole or in part, by the COUNTY, with cause upon the occurrence of a material default upon five (5) business days' written notice to the UNIVERSITY or without cause upon ten (10) business days' written notice to the UNIVERSITY. Unless the UNIVERSITY is in breach of this Agreement, the UNIVERSITY shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination, and for non-cancelable obligations for the term of the Agreement incurred prior to the effective date of termination to the maximum amount authorized under **EXHIBIT I - HUD Agreement** supporting this Agreement. After receipt of a Termination Notice, except as otherwise directed by the COUNTY, in writing, the UNIVERSITY shall:

- Stop work on the date and to the extent specified.
- Terminate and settle all orders and sub-contracts relating to the performance of the terminated work.
- Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- Continue and complete all parts of the work that have not been terminated.

The obligations of the COUNTY under this Agreement for the current or any subsequent grant year are subject to the availability of funds lawfully appropriated for its purpose by the BCC, and received from the United States Government under **EXHIBIT I**.

In the event the grant to the COUNTY under **EXHIBIT I** is suspended or terminated, this Agreement shall be immediately terminated effective on the date the Federal Government notifies the COUNTY of the suspension or termination.

#### **ARTICLE 31 – SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, 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 Agreement shall be deemed valid and enforceable to the extent permitted by law.

#### **ARTICLE 32 - MODIFICATIONS OF WORK**

The COUNTY reserves the right to make changes in the Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the UNIVERSITY of the COUNTY'S notification of a contemplated change, the UNIVERSITY 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

UNIVERSITY'S ability to meet the completion dates or schedules of this Agreement.

If the COUNTY so instructs in writing, the UNIVERSITY 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 an Agreement Amendment and the UNIVERSITY shall not commence work on any such change until such written amendment is signed by the UNIVERSITY and approved and executed on behalf of Palm Beach County.

#### **ARTICLE 33- NOTICES**

All notices required in this Agreement shall be sent by Certified Mail, Return Receipt Requested, hand delivery or other delivery service requiring signed acceptance, and if sent to the COUNTY shall be mailed to:

Taruna Malhotra, Assistant Department Director  
Palm Beach County Community Services Department  
810 Datura Street  
West Palm Beach, FL 33401

and if sent to the UNIVERSITY, shall be mailed to:

ATTN: Miriam Campo, Associate VP for Research  
Office of Sponsored Programs  
Florida Atlantic University  
777 Glades Road  
Boca Raton, FL 33431

#### **ARTICLE 34 - STANDARDS OF CONDUCT FOR EMPLOYEES**

The UNIVERSITY must establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Therefore, UNIVERSITY must have written policy guidelines on conflict of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships, or financial interest are proper or improper, and provide for notification of these kinds of activities, relationships, or financial interests to a responsible and objective institution official.

The rules of conduct must contain a provision for prompt notification of violations to a responsible and objective UNIVERSITY official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty(ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension, or separation. Suspension or separation of a key official must be reported promptly to the COUNTY.

The UNIVERSITY shall provide a copy of the rules of conduct to each officer, employee, board member,

and sub-agency who are working on the grant supported project or activity and the rules must be enforced to the extent permissible under State and local law or to the extent to which the COUNTY determines it has legal and practical enforcement capacity.

The rules need not be formally submitted to and approved by the COUNTY; however, they must be made available for a review upon request, for example, during a site visit.

**ARTICLE 35 - SCRUTINIZED COMPANIES**

- A. As provided in section 287.135, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, the UNIVERSITY certifies that it, its affiliates, suppliers, sub-contractors and consultants 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 section 215.4725, Florida Statutes. Pursuant to section 287.135(3)(b), Florida Statutes, if UNIVERSITY is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Agreement may be terminated at the option of the COUNTY.
  
- B. **When contract value is greater than \$1 million:** As provided in section 287.135, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, the UNIVERSITY certifies that it, its affiliates, suppliers, sub-agencies 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 section 215.473 Florida Statutes, 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 UNIVERSITY, this Agreement may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement may be imposed, pursuant to section 287.135, Florida Statutes. Said certification must also be submitted at the time of Agreement renewal, if applicable.

**ARTICLE 36 - PUBLIC RECORDS**

Notwithstanding anything contained herein, as provided under section 119.0701, Florida Statutes, if the UNIVERSITY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under section 119.011(2), Florida Statutes, the UNIVERSITY shall comply with the requirements of section 119.0701, Florida Statutes, as it may be amended from time to time, The UNIVERSITY is specifically required to: Keep and maintain public records required by the COUNTY to perform services as provided under this Agreement.

- A. 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 UNIVERSITY 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.



- B. 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 Agreement term and following completion of the Agreement, if the UNIVERSITY does not transfer the records to the public agency.
- C. Upon completion of the Agreement the UNIVERSITY shall transfer, at no cost to the COUNTY, all public records in possession of the UNIVERSITY 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 UNIVERSITY transfers all public records to the COUNTY upon completion of the Agreement, the UNIVERSITY may retain one (1) copy of the public records in order for it to comply with its obligations under the Florida Public Records Laws and shall destroy any other remaining duplicates. If the UNIVERSITY keeps and maintains public records upon completion of the Agreement, the UNIVERSITY shall meet all applicable requirements for retaining public records. All records stored electronically by the UNIVERSITY 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 UNIVERSITY to comply with the requirements of this article shall be a material breach of this Agreement. 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. UNIVERSITY acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

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

#### **ARTICLE 37 - CRIMINAL HISTORY RECORDS CHECK**

The UNIVERSITY, UNIVERSITY's employees, sub-contractors of UNIVERSITY and employees of sub-contractors 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 UNIVERSITY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the UNIVERSITY acknowledges that its Agreement 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 Agreement may include sites and/or buildings that 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 DEPARTMENT will contact the UNIVERSITY and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The UNIVERSITY shall make every effort to collect the badges of its employees and its sub-contractors' employees upon conclusion of the Agreement and return them to the COUNTY.

If the UNIVERSITY or its sub-contractor(s) terminates an employee who has been issued a badge, the UNIVERSITY must notify the COUNTY within twenty-four (24) hours. At the time of termination, the UNIVERSITY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the UNIVERSITY if the UNIVERSITY 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 UNIVERSITY employee or sub-contractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

**ARTICLE 38 - PALM BEACH COUNTY OFFICE OF THE INSPECTOR GENERAL**

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed COUNTY contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the UNIVERSITY, its officers, agents, employees, and lobbyists in order to ensure compliance with Agreement requirements and detect corruption and fraud.

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

**ARTICLE 39 - AUTHORITY TO PRACTICE**

The UNIVERSITY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct the researched covered under this Agreement, and that it will at all times conduct its research activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY'S representative upon request

**ARTICLE 40 – DISCRIMINATORY VENDOR LIST**

An entity or affiliate who has been placed on the discriminatory vendor list may not: contract to provide goods or services to a public entity; contract with a public entity for the construction or repair of a public building or public work; lease real property to a public entity; award or perform work as a vendor, supplier, sub-contractor, or agency under contract with any public entity; nor transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the Discriminatory Vendor List and intends to post the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity at (850) 487-0915.

**ARTICLE 41 - 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 UNIVERSITY. The UNIVERSITY shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the UNIVERSITY authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The UNIVERSITY shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes and benefits with respect to this Agreement.

#### **ARTICLE 42 – FACILITIES/OFFICE SPACE**

The COUNTY shall grant the UNIVERSITY the right, revocable license and privilege of accessing and using room(s) (the Premises), contingent on availability, at the following COUNTY locations:

810 Datura Street  
West Palm Beach, FL 33401

6415 Indiantown Road  
Jupiter, FL 33450

1440 Martin Luther King Boulevard Riviera Beach, FL 33404

1699 Wingfield Street Lake Worth, FL 33460

38754 State Road #80, Room #216 Belle Glade, FL 33430

The room shall be used solely and exclusively for general office purposes and meeting their obligations under the terms of this Agreement. Additional provisions on the license, use and restrictions regarding the Premises are detailed in **EXHIBIT E**, which is attached hereto and incorporated herein.

#### **ARTICLE 43 - DEBARMENT AND SUSPENSION**

A completed "Certification Regarding Debarment and Suspension," **EXHIBIT G**, is required at time of Agreement execution. Upon request, the UNIVERSITY agrees to provide the COUNTY with subsequent certification(s) for it and/or its suppliers, sub-recipients and sub-agencies after Agreement award.

This Agreement is a covered transaction for purposes of 2 C.F.R. 180 and 2 C.F.R. 3000. As such the UNIVERSITY is required to verify that none of the UNIVERSITY, its principals (defined at 2 C.F.R. 180.995), or its affiliates (defined at 2 C.F.R. 180.905) are excluded (defined at 2 C.F.R. 180.935).

The UNIVERSITY must comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the COUNTY. If it is later determined that the UNIVERSITY did not comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C, in addition to remedies available to the Federal Government serving as Grantor and COUNTY as Recipient, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The UNIVERSITY must comply with the requirements of 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The UNIVERSITY further agrees to include a provision requiring such compliance in its lower tier covered

transactions.

**ARTICLE 44 - FEDERAL SYSTEM FOR AWARD MANAGEMENT**

A contract award shall not be made to parties listed on the government-wide exclusions set forth in the System for Award Management ("SAM") (found at [www.sam.gov](http://www.sam.gov)), which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

**ARTICLE 45 - CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT**

UNIVERSITY agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended (42 U.S.C. § 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. § 1251 et seq.).

The UNIVERSITY agrees to report each violation to the COUNTY, and understands and agrees that the COUNTY will, in turn, report each violation as required by the federal awarding agency and the appropriate Environmental Protection Agency Regional Office.

The UNIVERSITY agrees to include these requirements in each sub-contract exceeding \$100,000 financed in whole or in part with Federal assistance money.

**ARTICLE 46 - SCIENTIFIC RESEARCH AND DEVELOPMENT AND COPYRIGHT AND PATENT RIGHTS**

Notwithstanding any provision in this Agreement to the contrary, the following terms and conditions shall apply.

Those solicitations or contracts providing federal funds in support of scientific research and development must comply with the requirements of 37 C.F.R. 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- 46.1 COUNTY INTELLECTUAL PROPERTY. Title to any invention conceived or first reduced to practice in performance of the Research solely by the COUNTY'S personnel without significant use of UNIVERSITY administered funds or facilities ("COUNTY Invention") shall remain with the COUNTY. Title to, and the copyright in, any copyrightable material first produced or composed in the performance of the Research solely by the COUNTY'S personnel without significant use of UNIVERSITY administered funds or facilities ("COUNTY Copyright") shall remain with the COUNTY. Neither COUNTY Inventions nor COUNTY Copyrights shall be subject to the terms and conditions of this Agreement.
- 46.2 JOINT INTELLECTUAL PROPERTY
- a. JOINT INVENTIONS. The Parties shall have joint title to: (i) any invention conceived or first reduced to practice jointly by employees and/or students of UNIVERSITY and the COUNTY'S personnel in the performance of the Research; and (ii) any invention conceived or first reduced to practice by the COUNTY'S personnel in the performance of the

Research with significant use of funds or facilities administered by UNIVERSITY (each, a "Joint Invention"). The COUNTY shall be notified of any Joint Invention promptly after an invention disclosure is received by UNIVERSITY'S Office of Technology Development ("OTD"). UNIVERSITY shall have the first right to file a patent application on a Joint Invention in the names of both Parties. All expenses incurred in obtaining and maintaining any patent on such Joint Invention shall be equally shared. If one Party declines to share in such expenses, the other Party may take over the prosecution and maintenance of the patent, at its own expense, and the Party that declines to pay such expenses shall assign its ownership rights to the Party that pays the expenses.

- b. LICENSES. If neither Party has declined to equally share the payment of expenses incurred in obtaining and maintaining any patent on such Joint Invention, then each Party shall have the independent, unrestricted right to license to third parties any such Joint Invention without accounting to the other Party, except that the COUNTY shall be entitled to request, within three (3) months after UNIVERSITY'S notification to the COUNTY that a patent application has been filed, an exclusive license to UNIVERSITY'S interest in a Joint Invention as provided under paragraph 46.3.b(i) below.
- c. JOINTLY DEVELOPED COPYRIGHTABLE MATERIALS. Copyrightable materials, including computer software, developed in the performance of the Research: (i) jointly by employees and/or students of UNIVERSITY and the COUNTY'S personnel; or (ii) by the COUNTY'S personnel with significant use of funds or facilities administered by UNIVERSITY, shall be jointly owned by both Parties, who shall each have the independent, unrestricted right to dispose of such copyrightable materials and their share of the copyrights therein as they deem appropriate, without any obligation of accounting to the other Party.

#### 46.3 UNIVERSITY INTELLECTUAL PROPERTY

- a. UNIVERSITY INVENTIONS. UNIVERSITY shall have sole title to: (i) any invention conceived or first reduced to practice solely by employees and/or students of UNIVERSITY in the performance of the Research (each an "UNIVERSITY Invention"); and (ii) any invention conceived or first reduced to practice by the COUNTY'S personnel with significant use of funds or facilities administered by UNIVERSITY, if the invention is conceived or reduced to practice other than in the performance of the Research. The COUNTY shall be notified of any UNIVERSITY Invention promptly after a disclosure is received by UNIVERSITY'S OTD. UNIVERSITY may (i) file a patent application at its own discretion, or (ii) shall do so at the request of the COUNTY and at the COUNTY'S expense, provided COUNTY notifies UNIVERSITY within thirty (30) days of its receipt of the invention notice from UNIVERSITY.
- b. LICENSING OPTIONS. For each UNIVERSITY Invention on which a patent application is filed by UNIVERSITY, UNIVERSITY hereby grants the COUNTY a non-exclusive, non-transferable, royalty-free license for non-commercial internal research purposes. The COUNTY shall further be entitled to elect an option to the following commercial license by notice in writing to UNIVERSITY within three (3) months after UNIVERSITY'S notification to the COUNTY that a patent application has been filed:

- (i) a royalty-bearing, limited-term, exclusive license (subject to third party rights, if any, and in a designated field of use, where appropriate) to the COUNTY, including the right to sublicense, in the United States and/or any foreign country elected by the COUNTY pursuant to Section 46.3.c. below, to make, have made, use, lease, sell and import products embodying or produced through the use of such invention. This option to elect an exclusive license is subject to UNIVERSITY'S concurrence, and the negotiation of commercially reasonable license terms and conditions, and is conditioned upon COUNTY'S payment to UNIVERSITY for the costs of patent prosecution and maintenance in the United States, and any elected foreign country, and to cause any products produced pursuant to this license that will be used or sold in the United States to be substantially manufactured in the United States.

If the COUNTY and UNIVERSITY do not enter into a license agreement within three (3) months after the COUNTY'S election to proceed under paragraph 46.3.b.(i) above, the COUNTY's rights under paragraph 46.3.b.(i) will expire.

- c. **FOREIGN FILING ELECTION.** If the COUNTY elects a license under 46.3.b.(i), the COUNTY shall notify UNIVERSITY of those foreign countries in which it desires a license in sufficient time for UNIVERSITY to satisfy the patent law requirements of those countries. The UNIVERSITY shall provide COUNTY with an invoice in the amount of a good faith estimate for the anticipated out-of-pocket costs, including patent filing, prosecution and maintenance fees, related to those foreign filings. COUNTY shall pay the invoice amount as soon as possible to avoid the UNIVERSITY having to pay those costs prior to receiving COUNTY'S payment. To the extent that the estimated amount is greater or smaller than the actual incurred costs, the parties shall settle the differential amount as soon as possible after the actual amount is known.
- d. **CONFIDENTIALITY OF INVENTION DISCLOSURES.** The COUNTY shall retain all invention disclosures submitted to the COUNTY by UNIVERSITY in confidence and use its best efforts to prevent their disclosure to third parties. The COUNTY shall be relieved of this obligation only when this information becomes publicly available through no fault of the COUNTY.
- e. **COPYRIGHT OWNERSHIP AND LICENSES.** Title to, and the copyright in, any copyrightable material first produced or composed in the performance of the Research solely by employees and/or students of UNIVERSITY shall remain with UNIVERSITY.
  - (i) For computer software and its documentation, and/or informational databases, which are required to be delivered to the COUNTY in accordance with APPENDIX A, COUNTY shall have a royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works based upon, and display, such computer software and its documentation, and/or databases, for internal, non-commercial purposes.
  - (ii) For computer software and its documentation, and/or informational databases, which are required to be delivered to the COUNTY in accordance with APPENDIX

A, the COUNTY shall be entitled to elect, by notice to UNIVERSITY within three (3) months following UNIVERSITY’S notification or delivery to the COUNTY of such software, documentation, or databases, a commercially reasonable royalty-bearing, non-transferable, exclusive right and license to use, reproduce, make derivative works based upon, display, and distribute to end users for commercial purposes, such software, documentation, or databases.

- (iii) If the use of the software described in 46.3.e. (i) and (ii) and would infringe claims of a patent application filed pursuant to paragraph 46.3.a. (“UNIVERSITY Inventions”), then the COUNTY will need to elect license rights in such patent as set forth in 46.3.b. above in order to receive any license described in this paragraph 46.3.e. If such computer software is a derivative of UNIVERSITY software existing prior to the start of the Research, then COUNTY will need to obtain a license to such pre-existing software, which license may be royalty-bearing if COUNTY elects the exclusive commercial license described in 46.3.e. (ii) above.
- f. RIGHTS IN TANGIBLE RESEARCH PROPERTY. In the event that UNIVERSITY elects to establish property rights, other than patents, to any tangible research property (TRP), including but not limited to biological materials, developed during the course of the Research, UNIVERSITY and the COUNTY will determine the disposition of rights to such property by separate agreement. UNIVERSITY will, at a minimum, reserve the right to use and distribute TRP for non-commercial research purposes.
- g. LICENSE EFFECTIVE DATE. All licenses elected by the COUNTY pursuant to Sections b., e., and f. of this Article 46.3 become effective as of the date the Parties sign a separate license agreement

46.4 PATENT AND TRADEMARK ACT AMENDMENTS OF 1980 (BAYH-DOLE ACT)

COUNTY acknowledges that it understands the provisions of the Patent and Trademark Act Amendments of 1980 (the “Bayh–Dole Act”), and that the Act applies to all UNIVERSITY Inventions and Joint Inventions which arise from UNIVERSITY research which in whole, or in part, is, or has been, funded by the federal government. Among other provisions, the Act provides that if the UNIVERSITY elects to retain title to an invention, it shall grant to the government a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

ARTICLE 47 - MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY

UNIVERSITY is required to comply with applicable mandatory standards and policies related to energy efficiency that are contained in the State energy conservation plan issued in accordance with the Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871) (42 U.S.C. § 6201).

**ARTICLE 48 - PROCUREMENT OF RECOVERED MATERIALS**

UNIVERSITY is to provide COUNTY with those goods designated by the Environmental Protection Agency "(EPA)", at 40 C.F.R. 247.1 et seq., that contain the highest percentage of recovered materials practicable while maintaining a satisfactory level of competition for goods valued above \$10,000 or where the value of the goods procured during the preceding fiscal year exceeded \$10,000. Categories of goods with the highest percentage of recovered materials include construction products; landscaping products; miscellaneous products; non-paper office products; paper and paper products; park and recreation products; transportation products; and, vehicular products.

**ARTICLE 49 - PROGRAM FRAUD AND FALSE OR FRAUDULENT OR RELATED ACTS**

UNIVERSITY acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to pertaining to this Agreement.

**ARTICLE 50 – CONFIDENTIALITY**

- 50.1 “Confidential Information” is non-public information which is marked or identified in accordance with this section and owned or controlled by one party (“Disclosing Party”) and disclosed to the other (“Receiving Party”) in connection with this Agreement. The parties may share Confidential Information with each other pursuant to this Agreement and/or in connection with the Research. Confidential Information shall be clearly marked by the Disclosing Party as “Confidential Information” and furnished in writing or, if orally disclosed, reduced to writing within thirty (30) days of disclosure by the Disclosing Party. Confidential Information shall remain the property of the Disclosing Party for a period of three (3) years from the termination or expiration of the Agreement. Confidential Information shall not be used or disclosed to others by the Receiving Party except in furtherance of this Agreement. The foregoing obligations of non-use and non-disclosure shall not apply to:
- a. information which after disclosure is published or otherwise becomes part of the public domain through no fault of the Receiving Party;
  - b. information which was in the possession of the Receiving Party at the time of disclosure, and was not acquired from COUNTY under an obligation of confidentiality;
  - c. information for which COUNTY provides written permission to disclose; or
  - d. information the Receiving Party must disclose by court order or by law, including in the case of UNIVERSITY or COUNTY, the Florida public records law.
- 50.2 The Receiving Party shall endeavor to provide the Disclosing Party with notice prior to disclosure pursuant to Section 50.1.d. when possible, so that Disclosing Party may intervene to protect the confidentiality of the information.



**ARTICLE 51 - FEDERAL CRIMINAL LAW/FALSE STATEMENTS ACT**

UNIVERSITY acknowledges that it must comply with The False Statement Act, which sets forth liability for, among other things, any person who knowingly submits a false claim to the Federal Government or causes another to submit a false claim to the government or knowingly makes a false record or statement to get a false claim paid by the government. For example, a false claim could include false billing documentation submitted by the COUNTY received from an agency or sub-contractor under the Agreement. (31 U.S.C. § 3729).

**ARTICLE 52 – REGULATIONS**

The UNIVERSITY shall comply with all federal, state and local laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The UNIVERSITY 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, and any other applicable federal requirements now in effect or imposed in the future.

**ARTICLE 53 - E-VERIFY - EMPLOYMENT ELIGIBILITY**

UNIVERSITY warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all new employees; and (2) that, as a public agency, UNIVERSITY requires contractors working for it to register with the E-Verify System and use the E-Verify System to electronically verify the employment eligibility of all new employees, and to verify that all of their subcontractors and subconsultants performing the duties and obligations of this AGREEMENT are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all new employees. UNIVERSITY shall require that its contractors obtain from each of its subconsultants and subcontractors, an affidavit stating that the each contractor, subcontractor and subconsultant does not employ, contract with, or subcontract with an Unlawful Alien contractor has knowingly violated section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify UNIVERSITY to terminate its contract with the contractor and UNIVERSITY shall immediately terminate its contract with the subcontractor.

If COUNTY terminates this AGREEMENT pursuant to the above, UNIVERSITY shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this AGREEMENT was terminated. In the event of such contract termination, UNIVERSITY shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

**ARTICLE 54 DISCLOSURE OF FOREIGN GIFTS AND CONTRACTS WITH FOREIGN COUNTRIES OF CONCERN**

UNIVERSITY certifies that it complies with F.S. 1010.25, as provided in F.S. 286.101, as both may be amended from time to time.

**ARTICLE 55 - COUNTERPARTS**

This Agreement, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same Agreement. The COUNTY may execute the Agreement through electronic or manual means.

#### **ARTICLE 56 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The UNIVERSITY agrees that the Scope of Work has been developed from the UNIVERSITY'S funding negotiations and that the COUNTY expects performance by the UNIVERSITY in accordance with such negotiations. In the event of a conflict between the negotiations and this Agreement, this Agreement shall control.

The COUNTY and the UNIVERSITY both further agree that this Agreement 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 Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

*REMAINDER OF PAGE LEFT BLANK INTENTIONALLY*

**IN WITNESS WHEREOF**, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the COUNTY and UNIVERSITY has hereunto set his/her hand the day and year above written.

**ATTEST:**

MICHAEL A. CARUSO  
CLERK OF THE CIRCUIT COURT &  
COMPTROLLER

PALM BEACH COUNTY, FLORIDA Political  
Subdivision of the State of Florida  
BOARD OF COUNTY COMMISSIONERS

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

BY \_\_\_\_\_  
**Sara Baxter, Mayor**

FLORIDA ATLANTIC UNIVERSITY BOARD OF TRUSTEES

DocuSigned by:  
*Miriam Campo*  
BY: \_\_\_\_\_  
F82DD0445D8444D...  
Authorized Signature

UNIVERSITY’S Signatory Title Typed  
Miriam Campo, Associate VP for Research, Office of  
Sponsored Programs

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: *Mosathel* Initial  
JBR  
Assistant County Attorney

APPROVED AS TO TERMS  
AND CONDITIONS

DocuSigned by:  
*Taruna Malhotra*  
BY: \_\_\_\_\_  
1459E4101E1049C  
Taruna Malhotra, Deputy Director  
Community Services Department

EXHIBIT A

FY 2025 - 2026 Housing Leadership Academy  
Program Consultation & Evaluation  
Scope of Work

**Agency Name:** Florida Atlantic University Board of Trustees (UNIVERSITY)  
**Program Name:** Housing Leadership Academy Consultation and Evaluation  
**Location:** Palm Beach County  
**Funding Priority:** Continuum of Care, Planning Grant

**Overview:**

The Florida Atlantic University clinical research team at the Sandler School of Social Work will conduct an evaluation of Palm Beach County’s inaugural Housing Leadership Academy. The Housing Leadership Academy is a comprehensive, 9-month professional development program designed to build the capacity of current and emerging leaders working across the housing and homeless systems in Palm Beach County. The Academy equips participants with the knowledge, skills, and cross-sector partnerships necessary to address the region’s housing crisis through sustainable and evidence-based strategies.

This project is funded under the Continuum of Care (CoC) Planning Grant and aligns with the eligible planning activities as defined in 24 CFR § 578.39, including:

- Community-wide planning and needs assessments
- System development and coordination
- Evaluation of CoC outcomes
- Partnership implementation strategies

The UNIVERSITY certifies that the eligible activities carried out under this Contract will benefit the local Continuum of Care by strengthening leadership capacity, informing data-driven decision-making, and enhancing the overall effectiveness of the homelessness response system.

The services to be provided by the UNIVERSITY shall be carried out in accordance with the eligible planning, urban environmental design, and policy-planning-management-capacity building activities, as applicable. All activities must support the goals and strategies outlined in the CoC’s governance charter, annual planning priorities, and HUD’s system performance objectives.

**THE COUNTY AGREES TO:**

- A. Provide technical assistance to ensure compliance with DEPARTMENT, HUD, and applicable State, Federal, County and Local regulations and this contract.
- B. Provide overall administration and coordination activities to ensure that planned activities are completed in a timely manner.
- C. Monitor the UNIVERSITY at any time during the term of this Agreement. Visits may be scheduled or unscheduled as determined by DEPARTMENT. Visits may be conducted by DEPARTMENT staff, or its contractor, to ensure compliance with HUD regulations and this contract, to ensure that

planned activities are conducted in a timely manner, and to verify the accuracy of UNIVERSITY’S reporting to DEPARTMENT on program activities.

**Specific Research Deliverables:**

**A. Phase 1 – Consultation, Evaluation Planning, & Facilitation**

The FAU research team will consult with the Academy’s development team to define impact goals, evaluation tools, participant recruitment, and curriculum consultation. The team may also serve as facilitators or subject matter experts when appropriate.

To consult and plan, the FAU research team will:

- 1. Attend meetings related to the Academy
- 2. Create pre and post tests for each module of the Academy
- 3. Develop interview guide(s)
- 4. Assist in identifying speakers and Academy facilitators
- 5. Participate as a subject matter expert in Academy
- 6. Review relevant documents

**B. Phase 2 –Process and Outcome Evaluation**

The evaluation will assess the Academy’s implementation, knowledge gains, leadership confidence, and resulting initiatives or impacts by participants. Key deliverables include pre/post surveys, follow-up interviews, and a final report with data visualizations.

To carry out the process evaluation, the FAU research team will:

- 1. Conduct satisfaction surveys with Academy participants
- 2. Conduct interviews and/or focus groups with Academy participants about their satisfaction with the Academy and any changes or initiatives they have begun as a result of Academy participation
- 3. Survey facilitators and subject matter experts on their experience and recommendations for future iterations of the Academy
- 4. Observe all Academy sessions to distribute pre and posttests and document participants attending, any observed opportunities for future development, or feedback raised by participants

**C. Beneficiaries**

The primary beneficiaries of this project are the participants (cohort) of the Housing Leadership Academy, including professionals from government, non-profit, healthcare, housing, and behavioral health sectors. The Academy aims to enhance participants’ leadership skills and systems-level knowledge.

Secondary beneficiaries include the broader Palm Beach County community, as participants implement community impact projects, policy advocacy, and agency-level improvements during and after the Academy. These initiatives are expected to lead to long-term benefits such as increased housing stability, expanded access to services, and improved interagency coordination.

**D. Performance Benchmarks:**

Performance will be evaluated using the following benchmarks:

- 1. Engagement:
  - At least 85% attendance rate for Academy sessions by participants

- Timely delivery of surveys, interview guides, and reports
- 2. Evaluation Milestones:
  - Completion of pre/post surveys for each Academy module
  - Completion of 2- and 4-month follow-up assessments for at least 75% of participants
- 3. Process Integrity:
  - Active participation in at least 90% of Academy planning meetings, as evidenced by attendance logs and meeting minutes
  - Documentation of participant feedback and suggested improvements
- 4. Outcomes:
  - Evidence of at least 50% of participants engaging in new or enhanced activities (policy, training, advocacy, or program implementation) within 6 months of Academy completion; data, recommendations, and outcomes will be documented in the final report.

E. Written Documentation:

The UNIVERSITY will provide the following written materials over the course of the contract:

1. Pre- and post-test instruments for all Academy modules
2. Interview and focus group guides
3. Satisfaction and follow-up surveys
4. Quarterly written progress updates
5. Final evaluation report with narrative findings, recommendations, and visual infographics
6. Summary materials for use in presentations, virtual galleries, or public education

All documentation shall be submitted in an accessible digital format and reviewed with the COUNTY prior to public use.

Invoices and Project Deliverables

The UNIVERSITY will invoice the COUNTY each in accordance with the Project Deliverables and Report Submission Dates table. The UNIVERSITY team will provide ongoing updates and semi-annual reports summarizing key findings and activities.

**Contract Term - July 1, 2025 - September 30<sup>th</sup>, 2026**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <i>Period 1 - July 1<sup>st</sup> - September 30, 2025</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>\$2,330</b>  |
| <ul style="list-style-type: none"><li>• Attend meetings related to the Academy</li><li>• Develop satisfaction survey and knowledge/self-efficacy pre and posttests for overall Academy</li><li>• Assist in identifying speakers and Academy facilitators</li><li>• Create knowledge and self-efficacy pre and posttests for each module of the Academy</li><li>• Prepare content for participation as a subject matter expert/speaker at the Academy</li><li>• Consult on marketing and recruitment for Academy</li><li>• Assist in preparing Academy documents</li><li>• Submit First Period activity report</li></ul> |                 |
| <i>Period 2- October1<sup>st</sup> - December 31, 2025</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>\$42,050</b> |
| <ul style="list-style-type: none"><li>• Attend all Academy sessions</li><li>• Distribute pre and posttests for modules 1-3</li><li>• Participate as a subject matter expert in Academy</li><li>• Analyze pre and post test data from modules 1-3</li><li>• Review relevant documents</li></ul>                                                                                                                                                                                                                                                                                                                          |                 |

EXHIBIT A

- Submit Second Period update

*Period 3 - January 1<sup>st</sup>- March 31<sup>st</sup> 2026* **\$26,205**

- Distribute and analyze results from pre and posttests for modules 4,5, and 6
- Observe Academy sessions and document participants attending, any challenges, or concerns raised by participants
- Create focus group guides to be used for follow-up
- Review relevant documents
- Submit Third Period update

*April 1<sup>st</sup>- June 30<sup>th</sup>, 2026* **\$26,205**

- Distribute and analyze results from pre and posttests for modules 7, 8, and 9
- Observe Academy sessions and document participants attending, any challenges, or concerns raised by participants
- Review relevant documents
- Distribute overall pre and posttest and analyze the results
- Distribute overall satisfaction survey
- Submit Fourth Period update

*July 1<sup>st</sup>, - September 30<sup>st</sup>, 2026* **\$66,210**

- Analyze data from overall pre- and post-tests and satisfaction survey
- Identify key themes related to participant knowledge gained and satisfaction and any opportunities for refinement
- Conduct 2-and 4-month post-Academy interviews and/or focus groups on related activities completed following the Academy
- Analyze and write up results of pre and post-tests
- Complete thematic analysis of interviews and/or focus groups
- Present on behalf of/with Academy at state conferences
- Track and compile policy, program, and capacity building endeavors by Academy participants
- Develop content (e.g., refining existing outlines for future cycles) for the Academy
- Develop final report with recommendations for promotion, refinement, and applications for the Academy

**Project Total: \$163,000**

**Project Deliverables and Report Submission Due Dates**

Reports:  
Reports will be submitted quarterly and aligned with invoicing periods. The final report will include all evaluation findings, visual data summaries, recommendations, and suggested revisions for future Academy cycles.

| Deliverable/Report                             | Timeframe            | Completion/Submission due date |
|------------------------------------------------|----------------------|--------------------------------|
| First Period report                            | 07/01/25 to 09/30/25 | 10/31/2025                     |
| Second Period Update                           | 10/01/25 to 12/31/25 | 01/30/26                       |
| Third Period Update                            | 01/01/2026-03/31/26  | 4/30/26                        |
| Fourth Period Update                           | 04/01/26-6/30/2026   | 7/31/26                        |
| Conduct 2- and 4-month post-Academy evaluation | 07/01/26 to 09/30/26 | 11/30/26                       |
| Final report                                   |                      |                                |

**THE COUNTY AGREES TO:**

- A. Provide technical assistance to ensure compliance with DEPARTMENT, HUD, and applicable State, Federal, County and Local regulations and this contract.
- B. Provide overall administration and coordination activities to ensure that planned activities are completed in a timely manner.
- C. Monitor the UNIVERSITY at any time during the term of this contract. Visits may be scheduled or unscheduled as determined by DEPARTMENT. Visits may be conducted by DEPARTMENT staff, or its contractor, to ensure compliance with HUD regulations and this contract, to ensure that planned activities are conducted in a timely manner, and to verify the accuracy of UNIVERSITY’S reporting to DEPARTMENT on program activities.



EXHIBIT B

Housing Leadership Academy Program  
Consultation & Evaluation Services

Agency Name: Florida Atlantic University Board of Trustees  
Program Name: Housing Leadership Academy Consultation and Evaluation

COUNTY will provide up to **\$163,000.00** in funding as follows:

| Budget Line Item Description                                             | Amount           |
|--------------------------------------------------------------------------|------------------|
| Consultation and Evaluation Services – July 1, 2025 – September 30, 2026 | <b>\$163,000</b> |
| TOTAL:                                                                   | <b>\$163,000</b> |

A Period Report or Update, and Final report, as identified in Exhibit A, Scope of Work, must be submitted along with the reimbursement request and signed cover letter.

For all service categories listed above, expenses will be reimbursed at the actual cost of services listed in the quarterly submission. The backup documentation – copies of paid receipts, copies of checks, invoices, or any other applicable documents acceptable to the Palm Beach County Department of Community Services will be requested as part of the invoice submission, and via desk and/or on-site monitoring on a periodic basis.

EXHIBIT C

**FINANCIAL RECONCILIATION STATEMENT**

As required by the provisions of the Agreement between Palm Beach County ("the County") and Florida Atlantic University Board of Trustees ("University") **[Contract Number]** effective \_\_\_\_\_, 20\_\_, for \_\_\_\_\_[describe subject of Agreement], attached is a final financial reconciliation of the funds provided by County. As

shown in the attached (mark applicable box):

☐ All funds provided by Palm Beach County were spent in accordance with the provisions of the Agreement.

OR

☐ There were under expenditures in the amount of \$\_\_\_\_\_, which pursuant to the Agreement, will be returned to Palm Beach County by \_\_\_\_\_**[date]**; all other funds were spent in accordance with the provisions of the Agreement.

The undersigned states that he/she is the CFO or other individual dually authorized as stipulated in the Agreement to sign this type of document. The information attached is a true and accurate representation of the expenditure of Palm Beach County funds under the Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



EXHIBIT D  
DEPARTMENT OF COMMUNITY SERVICES  
Incident - Notification Form

Agency/Program: \_\_\_\_\_ Date Incident Occurred: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Email (Optional): \_\_\_\_\_ Phone #: \_\_\_\_\_

Method of Communication: (Please check the appropriate box)

- ☐ Drop Off
- ☐ Standard Mail
- ☐ Secured Line
- ☐ Certified Mail

Incidents Reported: (Please check the appropriate box)

- > Timeline to notify Funder - Incidents related to Children should be notified between 2-4 hours.
  - ☐ Client injury/accident requiring medical attention or hospitalization that could pose an UNIVERSITY liability
  - ☐ Allegation of neglect, physical, mental and sexual abuse of a client by an UNIVERSITY staff
  - ☐ Incidents that may portray the UNIVERSITY in a negative manner (service delivery, safety and/or fiscal)
- > Timeline to notify Funder - Incidents related to Adults should be notified between 4-8 hours.
  - ☐ Client injury/ accident requiring medical attention or hospitalization that could pose an UNIVERSITY liability
  - ☐ Allegation of neglect, physical, mental and sexual abuse of a client by an UNIVERSITY staff
  - ☐ Incidents that may portray the UNIVERSITY in a negative manner (service delivery, safety and/or fiscal)
- > Timeline to notify Funder (within 14 business days
  - ☐ Resignation/Termination of CEO, President, or CFO
  - ☐ Resignation/Termination of key funded staff
  - ☐ Program funded staff vacancy over 90 days
  - ☐ Loss of funding from another Funder that could impact services
  - ☐ Temporary interruption of service delivery (i.e. natural and unnatural disasters)
  - ☐ Other (Issues that impact funded service delivery) Specify ( \_\_\_\_\_ )

Summary of incident: (Do not include the name of client or staff involved in incident)

\_\_\_\_\_

\_\_\_\_\_

Will there be an investigation?

- ☐ Yes
- ☐ No
- ☐ NA

Individual Completing Report: Print Name \_\_\_\_\_ Position /Title \_\_\_\_\_

Individual Completing Report: Signature \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT E****USE OF AND RESTRICTIONS REGARDING  
THE PREMISES**

1. **License for Premises:** In addition to the availability of the room in the buildings mentioned in **Article 42** of this Agreement and once requested and approved by the DEPARTMENT, the UNIVERSITY shall have the non-exclusive license over, upon and across the Premises, together with the common areas to allow UNIVERSITY access and use of the Premises. The UNIVERSITY shall be entitled to use the Premises without charge. The COUNTY will provide the UNIVERSITY with office furniture and equipment, including a desk, chairs, a file cabinet and a telephone. The UNIVERSITY accepts the Premises in "as is" condition. The UNIVERSITY shall establish procedures with regard to space utilization and permitted uses. Said procedures shall include, but not be limited to, coordination between the COUNTY and the UNIVERSITY of said use. The UNIVERSITY shall, at UNIVERSITY'S sole cost and expense, comply with all regulations of federal, state, county, municipal and other applicable governmental authorities, now in force or which may hereafter be in force, pertaining to the UNIVERSITY or its use of the Premises, and shall faithfully observe in the use of the Premises all municipal and county ordinances and state and federal statutes now in force or which may hereafter be in force.

2. **Additional Uses:** The UNIVERSITY shall not use, permit or suffer the use of the Premises or any other part of the premises for any other business or purpose whatsoever, except as specifically set forth in this Agreement and this **Exhibit F** without the prior written approval of the Director of the COUNTY'S Department of Facilities Development & Operations. Notwithstanding the foregoing, the COUNTY will be responsible for the rooms and Premises compliance with ADA requirements.

3. **Improvements, Maintenance, Repairs and Utilities:** The COUNTY shall maintain, repair and keep the Premises in good condition and repair at COUNTY'S sole cost and expense; provided however, in the event the UNIVERSITY damages the Premises, COUNTY shall complete the necessary repairs and the UNIVERSITY shall reimburse COUNTY for all expenses incurred by COUNTY in doing so. Furthermore, COUNTY shall provide utilities and janitorial services to the Premises that are necessary for the Premises to be used for general office purposes. In no event shall COUNTY be liable for an interruption or failure in the supply of any utilities to the Premises. No improvements, alterations or additions to the Premises shall be performed by the UNIVERSITY.

4. **Waste and Nuisance:** The UNIVERSITY shall not commit or suffer to be committed any waste or nuisance or other act or thing which may result in damage or depreciation of value of the Premises or which may affect COUNTY'S fee interest in the Premises. The UNIVERSITY shall not store or dispose of any contaminants including, but not limited to, hazardous or toxic substances, chemicals or other agents on the Premises.

5. **COUNTY'S Right to Enter:** COUNTY shall have the right to enter the Premises at any time necessary, without notice, to implement its responsibilities pursuant to this Agreement and for purposes of inspection of the Premises generally.

6. **Revocation of License:** Notwithstanding anything to the contrary contained in this Agreement, the rights to use COUNTY property granted to the UNIVERSITY in this Agreement and this **Exhibit F** amount only to a license to use the Premises, which license is expressly revocable by COUNTY for any reason whatsoever upon notice to the UNIVERSITY. Upon UNIVERSITY'S receipt of notice from COUNTY of the revocation of the license granted hereby, the UNIVERSITY shall vacate the Premises within thirty

(30) days, whereupon the UNIVERSITY'S rights of use pursuant to this Agreement and this **Exhibit F** shall

terminate and COUNTY shall be relieved of all further obligations hereunder accruing subsequent to the date of such termination.

7. **Surrender of Premises:** Upon expiration or earlier termination of the UNIVERSITY'S license to use the Premises, the UNIVERSITY, at its sole cost and expense, shall remove all of its personal property from the Premises and shall surrender the Premises to the COUNTY in at least the same condition the Premises were in as of the date of this Agreement, reasonable wear and tear excepted.

8. **Liability:** To the extent provided under Section 768.28 of the Florida Statutes, UNIVERSITY assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of UNIVERSITY and its officers, employees, and agents while acting within the scope of their employment or agency by UNIVERSITY. Nothing contained, referenced or incorporated herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; or (2) the consent of the Florida Atlantic University Board of Trustees, the State of Florida or their respective officers, employees or agents to be sued.

EXHIBIT F

**CERTIFICATION REGARDING LOBBYING BYRD**  
**ANTI-LOBBYING AMENDMENT**

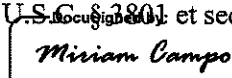
**This Required Certification MUST be Submitted**

The undersigned Vendor certifies, to the best of his or her knowledge, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Vendor, Florida Atlantic University Board of Trustees, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 1352 et seq., apply to this certification and disclosure, if any.

  
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Signature of Vendor’s Authorized Official

Miriam Campo, Associate VP for Research,  
Office of Sponsored Programs

Name and Title of Vendor’s Authorized Official

11/7/2025

\_\_\_\_\_  
Date

EXHIBIT G

CERTIFICATION DEBARMENT AND SUSPENSION

The Vendor certifies that:

- a. This contract is a covered transaction for purposes of 2 C.F.R. 180 and 2 C.F.R. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. 80.995), or its affiliates (defined at 2 C.F.R. 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. 180.935).
- b. The contractor must comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by County (subgrantee). If it is later determined that the contractor did not comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The Vendor agrees to comply with the requirements of 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The vendor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

COMPANY: Florida Atlantic University Board of Trustees

ADDRESS: 777 Glades Road, Boca Raton, FL 33431

COMPANY'S AUTHORIZED OFFICIAL:

Miriam Campo, Associate VP for Research, Office of  
Sponsored Programs

Name and Title

DocuSigned by:

*Miriam Campo*

F82DD04430D6444D...

Signature

11/7/2025

Date

## EXHIBIT H

### UNIVERSITY'S PROGRAMMATIC REQUIREMENTS

Failure to provide the information required by this Article in a timely fashion and in the format required, and to comply with the requirements of this Article will constitute a material breach of this Interlocal Agreement and may result in termination of this Interlocal Agreement.

The UNIVERSITY agrees to specific programmatic requirements, including, but not limited to the following:

1. UNIVERSITY shall maintain separate financial records for Housing and Urban Development Continuum of Care Planning (HUD COCP) Interlocal Agreement funds and account for all receipts and expenditures, including direct and indirect cost allocations in accordance with Generally Accepted Accounting Principles (GAAP), by individual service categories, and by administrative and program costs. HUD COCP cost allocations are to be completed and posted by service category, delineating program and administrative costs, to the general ledger on a monthly basis. The backup documentation, including copies of paid receipts, copies of checks, invoices, or any other applicable documents acceptable to the DEPARTMENT, shall be included in monthly invoices. Allowable administrative expenses shall not exceed zero percent (0%) of expended Interlocal Agreement funds and shall be inclusive with the unit cost of service. The administrative cost shall be maintained at individual service category, shall be available in the detailed general ledger, and shall support the unit rate and number of units billed.
2. UNIVERSITY shall promptly reimburse the COUNTY for any funds that are misused, misspent, unspent, or are for any reason deemed to have been spent on ineligible expenses.
3. UNIVERSITY shall maintain records in accordance with the Public Records Law, Chapter 119, Florida Statutes.
4. UNIVERSITY shall ensure that no private or confidential data collected, maintained or used during the course of the Interlocal Agreement period or thereafter shall be disseminated, except as authorized by statute.
5. UNIVERSITY shall allow COUNTY, through the DEPARTMENT, to both fiscally and programmatically monitor the UNIVERSITY's performance under this Interlocal Agreement to assure that its fiscal and programmatic goals and conduct, as outlined in **EXHIBIT A**, **EXHIBIT B**, and in this Article are adhered to. All contracted programs/services will be monitored at least yearly and possibly twice-yearly. Additionally, the DEPARTMENT staff will utilize and review other funder's licensing or accreditation monitoring results. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The UNIVERSITY shall maintain business and accounting records detailing the performance of the Interlocal Agreement. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice and during normal business hours for purposes of review, analysis, inspection and audit.



6. UNIVERSITY shall be monitored by the information within the Interlocal Agreement, **EXHIBIT A, EXHIBIT B, EXHIBIT H** and current monitoring tool.
7. UNIVERSITIES with findings during the monitoring phase shall complete a Partnership Contract within 30 days outlining how and when findings will be resolved.
8. UNIVERSITY agrees to not use or disclose protected health information, defined as individually identifiable health information (IIHI), other than permitted or required by this Interlocal Agreement or as required by law.
9. UNIVERSITY shall submit quarterly programmatic outcomes and fiscal reports using the templates provided by the DEPARTMENT. Quarterly programmatic outcome and fiscal reports shall be submitted to the Office of Behavioral Health Substance Use Disorder Grant Compliance Specialist staff designee on the following dates: January 15, April 15, July 15, October 15.
10. If UNIVERSITY provides care coordination services, UNIVERSITY shall provide documentation of executed Memorandum of Understanding (MOU) with other behavioral health providers that is required to meet the needs of families within multiple regions across the COUNTY.
11. UNIVERSITY shall comply with applicable state and federal licensure and guidelines relevant to services delivered within this service category.
12. Disclosure of Incidents:  
UNIVERSITY shall inform COUNTY, by telephone and email to the Office of Behavioral Health Substance Use Disorder Grant Compliance Specialist staff designee, of all unusual incidents that involved any Clients within four to eight (4 – 8) hours of the occurrence of the incidents, and follow up with **EXHIBIT D – COMMUNITY SERVICES DEPARTMENT INCIDENT NOTIFICATION FORM** within twenty-four (24) hours of the occurrence of said incident. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of any client served through the program funded in whole or part through funds. All of the incidents require that immediate action is taken to protect Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.
13. UNIVERSITY shall notify COUNTY Office of Behavioral Health Substance Use Disorder Grant Compliance Specialist staff designee through the DEPARTMENT’S Incident Notification Process and follow up with **EXHIBIT D** within five (5) business days of the following:
  - a. Resignation/Termination of Key funded staff.
  - b. Funded Staff vacancy position for 90 days or more.
  - c. Loss of funding from another Funder that could impact service delivery.
  - d. Temporary interruption of services delivery due to emergency, natural or unnatural disaster.
  - e. Other incidents that may occur unexpectedly and are not covered above.
14. UNIVERSITY shall provide its revised budget if there are programmatic changes. This revised budget shall be reviewed, discussed and approved by the DEPARTMENT Program and Fiscal Staff.
15. UNIVERSITY Engagement

The DEPARTMENT and COUNTY relies on all agencies to help ensure that our community

recognizes the importance of the work we do together. Palm Beach County residents should know about the specific work covered in this Agreement, and also know about the DEPARTMENT: who it is, its role in funding, how it works, and what they – the taxpayers – are funding.

The names and logos of the UNIVERSITY or program funded under this Agreement and the DEPARTMENT and COUNTY are to be displayed in all communications, education and outreach materials. The DEPARTMENT is to be identified as the funder, or one of the funders if there are more than one. The two (2) logos approved are below:



#### Specific Activities – Mandatory:

- When UNIVERSITY describes the DEPARTMENT in written material (including new releases), use the language provided below and available on the UNIVERSITY'S website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>

To promote independence and enhance the quality of life in Palm Beach County by providing effective and essential services to residents in need.

- Display the DEPARTMENT and COUNTY logo according to the guidelines at <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on any printed promotional material paid for using the DEPARTMENT and COUNTY funds including stationery, brochures, flyers, posters, etc., describing or referring to a program or service funded by the DEPARTMENT and COUNTY.

#### Specific Activities – Recommended:

- Identify the DEPARTMENT and COUNTY as a funder in media interviews when possible, and
- Notify the DEPARTMENT staff of any news release or media interview relating to this Interlocal Agreement or the program funded under this Agreement so the coverage can be promoted using appropriate media channels, and
- Place signage/LOGO in UNIVERSITY'S main office/lobby and all additional work/service sites visible to the public, identifying the DEPARTMENT and COUNTY as a funder, and
- Display the DEPARTMENT and COUNTY logo according to this posted guideline <http://discover.pbcgov.org/communityservices/Pages/Publications.aspx> on UNIVERSITY'S website with a hyperlink to the DEPARTMENT and COUNTY website <http://discover.pbcgov.org/communityservices/Pages/default.aspx>, and
- Display the DEPARTMENT logo on signs and banners at events open to the public (excluding fund-raising events) promoting funded programs that UNIVERSITY sponsors or participates in.

16. In accordance with section 119.0721(2), Florida Statutes, Social Security Numbers (SSN) may be disclosed to another governmental entity or its agents, employees, or contractors, if disclosure is necessary for the receiving entity to perform its duties and responsibilities. The receiving governmental entity, and its agents, employees, and contractors shall maintain the confidential and exempt status of such numbers.
17. UNIVERSITY maintains a policy concerning cyber security training for its employees. Upon request, UNIVERSITY will provide County with information verifying that the training has been completed.

EXHIBIT I



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
909 SE First Avenue  
Miami, FL 33131

Grant Number: FL1096L4D052400  
Recipient's Name: Palm Beach County Board of County Commissioners  
Tax ID Number: 59-6000785  
Unique Entity Identifier [SAM]: XL2DNFMPCR44  
Federal Award Date: 9/9/2025

CONTINUUM OF CARE PROGRAM (Assistance Listing# 14.267)  
GRANT AGREEMENT

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and Palm Beach County Board of County Commissioners (the "Recipient").

This Agreement, the Recipient's use of funds provided under this Agreement (the "Grant" or "Grant Funds"), and the Recipient's operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024);
2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act");
3. the Continuum of Care Program rule at 24 CFR part 578 (the "Rule"), as amended from time to time;
4. the Notice of Funding Opportunity for FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program (NOFO) except for references in the NOFO to Executive Orders that have since been repealed;
5. all current Executive Orders; and
6. the Recipient's application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application").

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD's total funding obligation authorized by this grant agreement is \$521,853, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

| Grant No. (FAIN)                                | Grant Term | Performance Period    | Budget Period         | Total Amount |
|-------------------------------------------------|------------|-----------------------|-----------------------|--------------|
| FL1096LAD052400                                 | 12 months  | 10/01/2025-09/30/2026 | 10/01/2025-09/30/2026 | \$521,853    |
| allocated between budget line items as follows: |            |                       |                       |              |
| a. Continuum of Care Planning Activities        |            |                       |                       | \$521,853    |
| b. Acquisition                                  |            |                       |                       | \$0          |
| c. Rehabilitation                               |            |                       |                       | \$0          |
| d. New construction                             |            |                       |                       | \$0          |
| e. Leasing                                      |            |                       |                       | \$0          |
| f. Rental assistance                            |            |                       |                       | \$0          |
| g. Supportive services                          |            |                       |                       | \$0          |
| h. Operating costs                              |            |                       |                       | \$0          |
| i. Homeless Management Information System       |            |                       |                       | \$0          |
| j. Administrative costs                         |            |                       |                       | \$0          |
| k. Relocation costs                             |            |                       |                       | \$0          |
| l. VAWA Costs                                   |            |                       |                       | \$0          |
| m. Rural Costs                                  |            |                       |                       | \$0          |
| n. HPC homelessness prevention activities:      |            |                       |                       |              |
| Housing relocation and stabilization services   |            |                       |                       | \$0          |
| Short-term and medium-term rental assistance    |            |                       |                       | \$0          |

#### Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

#### The Recipient:

(1) shall not use grant funds to promote "gender ideology," as defined in E.O. 14168, *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government*;

(2) agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;

(3) certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;

(4) shall not use any Grant Funds to fund or promote elective abortions, as required by E.O. 14182, *Enforcing the Hyde Amendment*; and

(5) Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.

The recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Center for Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation.

Subject to the exceptions provided by PRWORA, the recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model.

As stated in Section III.A.2 of the NOFO, Faith-based organizations may be recipients or subrecipients for funds under this agreement on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule, incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices), as may be amended from time to time. The Recipient's indirect cost rate information is as provided in Addendum #1 to this Agreement. The Recipient must immediately notify HUD upon any change in the Recipient's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Recipient must comply with the applicable requirements in 2 CFR part 200, as may be amended from time to time.

**Build America, Buy America Act.** The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

**Waste, Fraud, Abuse, and Whistleblower Protections.** Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

HUD may terminate all or a portion of the Grant in accordance with the Act, the Rule and 2 CFR 200.340. The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).



This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,  
Secretary of Housing and Urban Development**

By:

*Lori A. Serino*  
(Signature)

Lori A. Serino, Acting Director  
(Typed Name and Title)

September 9, 2025  
(Date)

**RECIPIENT**  
**Palm Beach County Board of County Commissioners**  
(Name of Organization)

By:

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Typed Name and Title of Authorized Official)

\_\_\_\_\_  
(Date)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |                                     |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------|---------------------|
| <b>Indirect Cost Information for Award Applicant/Recipient</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                                     |                     |
| <b>1. Federal Program/Assistance Listing Program Title:</b><br>CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                           |                                     |                     |
| <b>2. Legal Name of Applicant/Recipient:</b> Palm Beach County Board of County Commissioners                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |                                     |                     |
| <b>3. Indirect Cost Rate Information for the Applicant/Recipient:</b><br>Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.<br><input type="checkbox"/> The Applicant/Recipient will not charge indirect costs using an indirect cost rate.<br><input type="checkbox"/> The Applicant/Recipient will calculate and charge indirect costs under the award by applying a de minimis rate as provided by 2 CFR 200.414(f), as may be amended from time to time.<br><input type="checkbox"/> The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, if required, has been approved by the cognizant agency for indirect costs. |                           |                                     |                     |
| <b>Agency/department/<br/>major function</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Indirect cost rate</b> | <b>Type of Direct Cost<br/>Base</b> | <b>Type of Rate</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |                                     |                     |
| <b>4. Submission Type (check only one):</b><br><input checked="" type="checkbox"/> Initial submission <input type="checkbox"/> Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           | <b>5. Effective date(s):</b>        |                     |
| <b>6. Certification of Authorized Representative for the Applicant/Recipient:</b><br>**Under penalty of perjury, I certify on behalf of the Applicant/Recipient that<br>(1) all information provided on this form is true, complete, and accurate, and<br>(2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and<br>(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form.<br><br>Signature: _____<br><br>Date: _____<br><br>Name: _____<br><br>Title: _____                                                                                                                                                                                                                                                                                                                                      |                           |                                     |                     |

**\*\*Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

**Public Reporting Burden Statement:** This collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

| Number | Item                                                                    | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Federal Program/ Assistance Listing Program Title                       | Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2      | Legal Name of Applicant/ Recipient                                      | Enter the legal name of the entity that will serve as the recipient of the award from HUD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3      | Indirect Cost Rate Information for the Applicant/ Recipient             | <p>Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients.</p> <p>The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, "15%"), the type of direct cost base to be used (for example, "MTDC"), and the type of rate ("predetermined," "final," "fixed," or "provisional").</p> <p>If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.</p> <p>If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.</p> <p>If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.</p> |
| 4      | Submission Type                                                         | Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5      | Effective date(s)                                                       | Enter the date(s) for which the information on this form applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6      | Certification of Authorized Representative for the Applicant/ Recipient | An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Risk Management*

**STATE RISK MANAGEMENT TRUST FUND  
GENERAL LIABILITY  
CERTIFICATE OF COVERAGE**

Policy Number: GL-0201      General Liability  
Certificate of Coverage

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Name Insured: Florida Atlantic University

General Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$200,000.00 each person  
\$300,000.00 each occurrence

Inception Date: July 1, 2025

Expiration Date: July 1, 2026

CHIEF FINANCIAL OFFICER

**DFS-D0-863**  
**Effective 07/23**  
**Rule 69H-2.004, F.A.C.**



**DEPARTMENT OF FINANCIAL SERVICES**  
**Division of Risk Management**

**STATE RISK MANAGEMENT TRUST FUND**  
**GENERAL LIABILITY**  
**CERTIFICATE OF COVERAGE**

In consideration of the provisions and stipulations contained herein or added hereto and for the premium charged, the State Risk Management Trust Fund, hereinafter referred to as the "Fund", certifies that the State department or agency named in this certificate is hereby provided general liability coverage. Coverage shall be effective on the inception date at 12:01 a.m. standard time.

This certificate is comprised of the foregoing provisions and stipulations, together with such other provisions and stipulations as may be added hereto by the Fund in the future:

**I. COVERAGES**

**General Liability Coverage--Bodily and Property Damage**

To pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any officer, employee, agent or volunteer of the named insured, as such terms may be further defined herein or by administrative rule, while acting within the scope of his office or employment, pursuant to the provisions and limitations of Chapter 284, Part II and Section 768.28, Florida Statutes.

**II. DEFENSE, SETTLEMENT, SUPPLEMENTARY PAYMENTS**

With respect to such coverage as is afforded by this certificate, the Fund shall:

- (a) defend any proceeding against the insured seeking such benefits and any suit against the insured alleging such injury and seeking damages on account thereof, even if such proceeding or suit is groundless, false, or fraudulent.-The Fund will investigate all claims filed against the insured in order to determine the legal liability of the insured and to determine damages sustained by the claimant. The Fund will negotiate, settle, or deny the claim based on these findings and appropriate Florida law.
- (b) pay all premiums on bonds to release attachments and on appeal bonds required in any such defended suit for an amount not in excess of the applicable limit of liability established in this certificate;
- (c) pay all expenses incurred by the Fund, all costs taxed against the insured in any such suit, and all interest accruing after entry of judgment until the Fund has paid, tendered, or deposited in court that part of such judgment as does not exceed the limit of the Fund's liability thereon;
- (d) pay expenses incurred by the insured for such immediate medical relief to others as shall be imperative at the time of the accident.

**III. DEFINITIONS**

- (a) Named Insured - The department or agency named herein.
- (b) Insured - State department or agency named herein, their officers, employees, agents or volunteers.
- (c) Volunteer - Any person who of his own free will, provides goods or services to the named insured, with no monetary or material compensation as defined in Chapter 110, Part IV, Florida Statutes.
- (d) Agent - Any person not an employee, acting under the direct control and supervision of a state agency or department, for the benefit of a state agency or department.
- (e) Automobile - A land motor vehicle, trailer, or semi-trailer designed and licensed for use on public roads (including machinery or apparatus attached thereto), but does not include mobile equipment.
- (f) Mobile Equipment - A land vehicle (including machinery or apparatus attached thereto), whether or not self-propelled;
  - (1) not subject to motor vehicle registration, or

- (2) maintained for use exclusively on premises owned by or rented to the named insured, including the ways immediately adjoining, or
- (3) designed for use principally off public roads, or
- (4) designed or maintained for the sole purpose of affording mobility to equipment of the following types forming an integral part of or permanently attached to such vehicle; power cranes, shovels, loaders, diggers and drills; concrete mixers (other than the mix-in-transit type); graders, scrapers, rollers and other road construction or repair equipment; air-compressors, pumps and generators, including spraying, welding, and building cleaning equipment; and geophysical exploration and well-servicing equipment.

**IV. EXCLUSIONS**

This certificate does not apply:

- (a) to bodily injury or property damage arising out of the ownership, maintenance, operation, use, loading or unloading of:
  - (1) any automobile owned or operated by or rented or loaned to any insured, or
  - (2) any other automobile operated by any person in the course of his employment by any insured, but this exclusion does not apply to the parking of an automobile on premises owned by, rented to, or controlled by the named insured or the ways immediately adjoining, if such automobile is not owned by, rented, or loaned to any insured;
- (b) to any action which may be brought against the named insured by anyone who unlawfully participates in riot, unlawful assembly, public demonstration, mob violence, or civil disobedience if the claim arises out of such riot, unlawful assembly, public demonstration, mob violence, or civil disobedience;
- (c) to any obligation for which the insured or the Fund may be held liable under any employer's liability or workers' compensation law;
- (d) to property damage to property owned or occupied by the insured;
- (e) to property damage to premises alienated by the insured arising out of such premises or any part thereof;
- (f) to loss of use of tangible property which has not been physically injured or destroyed, resulting from:
  - (1) a delay in or lack of performance by or on behalf of the named insured of any contract or agreement;
  - (2) the failure of the named insured's products, or work performed by or on behalf of the named insured to meet the level of performance, quality fitness, or durability warranted or represented by the named insured;
- (g) to property damage to the named insured's products arising out of such products or any part of such products;
- (h) to property damage to work performed by or on behalf of the named insured arising out of the work or any portion thereof, or out of materials, parts, or equipment furnished in connection therewith;

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- (i) eminent domain proceedings or damage to persons or property of others arising therefrom;
- (j) to punitive damages;
- (k) to actions of insureds committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property;
- (l) to professional medical liability of the Board of Regents, the physicians, officers, employees, or agents of the Board;
- (m) to liability related in any way with nuclear energy;
- (n) to liability assumed by the insured under any contract or agreement;
- (o) to final judgments in which the insured has been determined to have caused the harm intentionally;
- (p) to awards for injunctive, declaratory, or prospective relief rendered against an insured by any federal or state court, agency or commission.

## V. CONDITIONS

### A. Premium

Premium charges shall be assessed in accordance with the provisions of Chapter 284, Part II, Florida Statutes, and any rules promulgated thereunder utilizing a retrospective rating arrangement premium calculation method whereby 80% of the premium is based on losses actually incurred by the insured and 20% is based on the changes in risk exposures (employees, etc.) of an insured. The premium must be paid promptly by an insured agency from its operating budget upon receiving the premium bill or invoice.

### B. Audit

The Fund shall be permitted to examine and audit the insured's books and records at any time during the term of this coverage and any extension thereof, and within three years after the final termination of this coverage, as far as they relate to the premium bases or the subject matter of this coverage.

### C. Insured's Duties in the Event of Occurrence, Claim or Suit

- (1) **Event of Occurrence**  
Written notice containing particulars sufficient to identify the insured, along with reasonably obtainable information with respect to the time, place and circumstances thereof, the names and addresses of the injured and all known witnesses, shall immediately be given by or for the insured to the Fund.
- (2) **Notice of Claim or Suit**  
If claim is made by suit brought against the insured, the insured shall immediately forward to the Fund every demand, notice, summons, or other process received by him or his representative. Failure by the insured to advise the Fund of a claim or suit prior to a settlement agreement or the insured otherwise obligating itself, shall void coverage by the Fund, for that claim.
- (3) **Assistance and Cooperation of the Insured**  
The insured shall cooperate with the Fund and, upon the Fund's request, assist in making settlements, in the conduct of suits and in enforcing any right of contribution or indemnity against any person or organization who may be liable to the insured because of injury or damage with respect to which coverage is afforded under this certificate, and the insured shall upon request, make available all agency records pertaining to a specific claim, shall attend hearings and trials and assist in securing and giving evidence and obtaining the attendance of witnesses. The insured shall not, except at his own cost, voluntarily make any payment, assume any obligation or incur any expenses other than for first aid to others at the time of accident.

### (4) Action Against the Fund

No action shall lie against the Fund unless, as a condition precedent thereto, the insured shall have been in full compliance with all of the terms of this certificate and the provisions of applicable Florida Statutes.

### (5) Severability of Interest

The term "the insured" is used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limits of the Fund's liability.

### (6) Limits of Liability

The limit of liability expressed as applicable to "each person" is the limit of the Fund's liability for all damages, including damages for care and loss of services, arising out of personal injury and property damage sustained by one person as a result of any one occurrence; but the total liability of the Fund for all damages sustained by two or more persons as a result of any one occurrence shall not exceed the limit of liability as applicable "each occurrence".

### (7) Other Insurance

If there is insurance applicable to any claim, the coverage extended by this certificate shall apply only as excess insurance over any and all other applicable insurance.

### (8) Terms of Coverage

This certificate is issued for the purpose of confirming coverage as contemplated by Chapter 284, Part II, Florida Statutes. In the event of any conflict between provisions or coverages in this certificate and the provisions of any Florida Statutes or laws including, but not limited to the aforesaid, said statutes and laws shall control.

### (9) Cancellation

Failure of the Fund to receive the amount of premiums billed to the insured agency within the time frames allowed by law may result in cancellation of the certificate of coverage. Payments must be made promptly from the insured's operating budget upon receipt of the premium bill as specified in Section 284.36, Florida Statutes, and lack of prompt payment will result in a request from the Fund to the Comptroller to transfer premiums from any available funds of the delinquent agency under the provisions of Section 284.44(7), Florida Statutes.

## D. Self-Insurance Coverage

Coverage for defending and paying claims under this certificate is provided under the authority of Chapter 284, Florida Statutes, wherein the state is authorized to administer a self-insurance program. Provision of this certificate does not constitute the issuance of insurance other than on a self-insurance basis, and payment of any covered claim obligations is contingent upon availability of legislative funding.

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**Effective 07/23**

**Rule 69H-2.004, F.A.C.**



**DEPARTMENT OF FINANCIAL SERVICES**  
***Division of Risk Management***

**STATE RISK MANAGEMENT**  
**TRUST FUND**

Policy Number: WC-0201                      State Employee Workers' Compensation  
and Employer's Liability Certificate of  
Coverage

Name Insured: Florida Atlantic University

**Coverage Limits:**

Coverage A - Compensation coverage is provided to comply with the applicable State Workers' Compensation, Occupational Disease Laws and any rule promulgated thereunder.

Coverage B        \$200,000.00 each person  
                         \$300,000.00 each occurrence

Inception Date:        July 1, 2025

Expiration Date:       July 1, 2026

**CHIEF FINANCIAL OFFICER**





**DEPARTMENT OF FINANCIAL SERVICES**  
**Division of Risk Management**

**STATE RISK MANAGEMENT TRUST FUND**  
**STATE EMPLOYEE WORKERS' COMPENSATION AND**  
**EMPLOYER'S LIABILITY**  
**CERTIFICATE OF COVERAGE**

In consideration of the provisions and stipulations contained herein or added hereto and for the premium charged, the State Risk Management Trust Fund, hereinafter referred to as the "Fund", certifies that the State department or agency named in this certificate is hereby entitled to workers' compensation coverage as set forth in the Workers' Compensation Laws and to employer's legal liability coverage as established herein. Coverage shall be effective on the inception date at 12:01 a.m., standard time.

This certificate is comprised of the foregoing provisions and stipulations, together with such other provisions and stipulations as may be added hereto by the Fund in the future:

**I. Coverages**

**A. Coverage A - Workers' Compensation**

To pay promptly when due all compensation and other benefits required of the insured by the Workers' Compensation Laws.

**B. Coverage B - Employer's Liability**

To pay on behalf of the insured all sums which the insured shall become liable to pay as damages because of bodily injury by accident or disease, including death, at any time resulting therefrom, which are sustained by an employee of the insured and which arise out of and in the course of his employment with the insured in the United States of America, its territories or possessions, or while temporarily employed outside the United States of America, its territories or possessions.

**II. Defense, Settlement, Supplementary Payments**

As respects the insurance afforded by the other terms of this certificate, the Fund shall:

- (a) defend any proceeding against the insured seeking such benefits and any suit against the insured alleging such injury and seeking damages on account thereof, even if such proceeding or suit is groundless, false, or fraudulent. The Fund will investigate all claims filed against the insured in order to determine the legal liability of the insured and to determine damages sustained by the claimant. The Fund will negotiate, settle, or deny the claim based on these findings and appropriate Florida law.
- (b) pay all expenses incurred by the Fund, all costs taxed against the insured in any such proceeding or suit, and all interest accruing after entry of judgment until the Fund has paid, tendered, or deposited in court such part of such judgment as does not exceed the limit of the Fund's liability thereon;
- (c) pay amounts incurred under this insuring certificate, except settlements of claims and suits, in addition to the amounts payable under Coverage A, or the applicable limit of liability under Coverage B.

**III. Definitions**

- (a) Workers' Compensation Law - The workers' compensation law and any occupational disease law of a state designated in this certificate, but does not include those provisions of any such law which provide non-occupational disability benefits.
- (b) State - Any state or territory of the United States of America and the District of Columbia.

- (c) Bodily Injury by Accident - Bodily Injury by Disease - The contraction of disease is not an accident within the meaning of the word "accident", as used in the term "bodily injury by accident", and only such disease as results directly from a bodily injury by accident is included within the term "bodily injury by accident". The term "bodily injury by disease" includes only such disease as is not included within the term "bodily injury by accident".
- (d) Assault and Battery - Under Coverage B, Assault and Battery shall be deemed an accident unless committed by or at the direction of the insured.

**IV. Applications of Coverage**

This certificate applies only to (1) injury by accident occurring during the coverage period, or (2) occupational injury by disease as such is defined by law which occurs during the coverage period.

**V. Exclusions**

This certificate does not apply under Coverage B:

- (a) to any claim or judgment for punitive damages;
- (b) to any claim for interest for the period prior to judgment;
- (c) to that portion of a claim or judgment which is in excess of the statutory limits of liability;
- (d) to liability assumed by the insured or any third party pursuant to any contract or agreement in writing;
- (e) to any obligation for which the named insured or any carrier as his insurer may be held liable under any workers' compensation, unemployment compensation or disability benefits laws, or under any similar law;
- (f) to any action by officers, employees, agents, or volunteers as defined in Chapter 110, Part V, Florida Statutes, committed in bad faith, or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

**VI. Conditions:**

**A. Premium**

Premium charges shall be assessed in accordance with the provisions of Chapter 284, Part II, Florida Statutes, and any rules promulgated thereunder utilizing a retrospective rating arrangement premium calculation method whereby 80% of the premium is based on losses actually incurred by the insured and 20% is based on the changes in risk exposures (employees, volunteers, etc.) of an insured. The premium must be paid promptly by an insured agency from its operating budget upon receiving the premium bill or invoice.

**B. Inspection**

The Fund shall be permitted, but not obligated, to inspect at any reasonable time, the workplaces, operations, machinery, and equipment covered by this certificate. Neither the right to make inspections, nor the making thereof, nor any report thereon shall constitute an undertaking on behalf of or for the benefit of the insured or others, to determine or warrant that such workplaces, operations, machinery, or equipment are safe.

**C. Insured's Duties in the Event of Injury, Claim or Suit**

**(1) Notice of Injury**

When an injury occurs, notice shall be given immediately, in accordance with current reporting procedures by the insured to the Fund. Such notice shall contain particulars sufficient to identify the insured along with reasonably obtainable information respecting the time, place, circumstances of the injury, the names and addresses of the injured and all known witnesses. Such notice is to be directed to the Division of Risk Management, Bureau of State Employees' Workers' Compensation Claims, P. O. Box 8020, Tallahassee, Florida 32314-8020, or to contract service vendor in accordance with current reporting procedures.

**(2) Notice of Claim or Suit**

If claim is made or suit or other proceedings is brought against the insured, the insured shall immediately forward to the Fund every demand, notice, summons, or other process received by it or its representative.

**(3) Assistance and Cooperation of the Insured**

The insured shall cooperate with the Fund, and at its request, shall attend hearings and trials, assist in effecting settlements, secure and give evidence, obtaining the attendance of witnesses. The insured shall not except at its own cost, voluntarily make any payment, assume any obligation, or incur any expense other than for such immediate medical and other services at the time of injury as are required by the Workers' Compensation Law.

**(4) Statutory Provisions - Coverage A**

The Fund shall be directly and primarily liable to any person entitled to the benefits of the Workers' Compensation Law under this certificate. The obligations of the Fund may be enforced by such person, or for his benefit, by any agency authorized by law, whether against the Fund alone or jointly with the insured. As between the employee and the Fund, notice or knowledge of the injury on the part of the insured shall be notice or knowledge, as the case may be, on the part of the Fund. The Fund shall, in all things, be bound by and subject to the findings, judgments, awards, decrees, orders or decisions rendered against the insured in the form and manner provided by law and within the terms, limitations, and provisions of this certificate not inconsistent with existing law.

All of the provisions of the Workers' Compensation Law shall be and remain a part of this coverage as fully and completely as if written herein insofar as coverage applies to compensation and other benefits provided by this certificate and in respect to special taxes, payments into security or other special funds, and assessments required of or levied against compensation insurance carriers under the Workers' Compensation Law.

The insured shall reimburse the Fund for any payments required of the Fund under the Workers' Compensation Law, which are made in excess of the benefits regularly provided by such law, solely

because of injury to (a) any employee by reason of the serious and willful misconduct of the insured, or (b) any employee employed by the insured in violation of law with the knowledge or acquiescence of the insured or any executive officer thereof.

**(5) Limits of Liability - Coverage B**

The words "damages because of bodily injury by accident or disease, including death at any time resulting therefrom" in Coverage B include damages for care and loss of services and damages for which the insured is liable by reason of suits or claims brought against the insured by others because of such bodily injury sustained by employees of the insured arising out of and in the course of their employment. The limits of liability for Coverage B are those established by Section 768.28, Florida Statutes.

**(6) Other Insurance**

**Coverage A** - If the insured has other insurance against a loss covered by this certificate, the Fund shall not be liable to the insured hereunder for (1) a greater proportion of such loss than the amount which would have been payable under this certificate had no such other insurance existed, and (2) the amount which would have been payable under each other policy applicable to such loss had each such policy been the only policy so applicable.

**Coverage B** - If there is a valid and collectible policy of insurance applicable to any otherwise valid claim hereunder, the coverage extended by this certificate shall not apply.

**(7) Subrogation**

In the event of any payment under this certificate, the Fund shall be subrogated to all rights of recovery therefor of the insured and any person entitled to the benefits of this coverage against any person or organization, and the insured shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The insured shall do nothing after loss to prejudice such rights.

**(8) Cancellation**

Failure of the Fund to receive the amount of premiums billed to the insured agency within the time frames allowed by law may result in cancellation of the certificate of coverage. Payments must be made promptly from the insured's operating budget upon receipt of the premium bill as specified in Section 284.36, Florida Statutes, and lack of prompt payment will result in a request from the Fund to the Comptroller to transfer premiums from any available funds of the delinquent agency under the provisions of Section 284.44(7), Florida Statutes.

**(9) Terms of Coverage Conformed to Statute**

Terms of this certificate which are in conflict with the provisions of the Workers' Compensation Law, or Section 768.28, Florida Statutes, are hereby amended to conform to such laws.

**(10) Self-Insurance Coverage**

Coverage for defending and paying claims under this certificate is provided under the authority of Chapter 284, Florida Statutes, wherein the state is authorized to administer a self-insurance program. Provision of this certificate does not constitute the issuance of insurance other than on a self-insurance basis, and payment of any covered claim obligations is contingent upon availability of legislative funding.