Agenda Item No.: 3BB-2

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	**October 20, 2026**	**[X] Consent**	**[ ] Regular**
		[ ] Ordinance	**[ ] Public Hearing**

Department Submitted By: **Youth Services Department**
Submitted For: **Outreach and Community Programming Division**

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a Community Based Agency Contract (Contract) with Prime Time Palm Beach County, Inc. (Prime Time) for the period October 20, 2026 through September 30, 2028, in an amount not to exceed $280,675 annually, for a total contract amount of $561,350 over the contract term, to provide Middle and High School Expanded Learning Opportunities (ELO) for youth in Palm Beach County.

Summary: This Contract will enable Prime Time to provide Middle and High School ELOs that offer high-quality enrichment experiences in arts and culture, STEM and technology, health and wellness, skills for learning and life, and career exploration through community-based and School District of Palm Beach County out-of-school time sites. The program is designed to help adolescents and teens develop new skills, explore interests, build confidence, and strengthen connections within their communities.

During the Contract period, the program is projected to serve 1,828 unduplicated youth. Performance will be measured through provider satisfaction, staff satisfaction, and youth outcome measures focused on increasing participants' sense of social support. In Fiscal Year (FY) 2025, Prime Time met four out of five performance outcomes and exceeded its projected service level by providing 3,483 youth experiences, surpassing the projected 2,500 youth experiences. The program will continue reporting outcomes through established performance measures and verified monthly and quarterly reporting. Countywide (RS)

Background and Justification: Since 2015, Palm Beach County has partnered with Prime Time to strengthen the quality of out-of-school time programming through evidence-based quality improvement, professional development, and expanded learning opportunities. Prime Time's nationally recognized Quality Improvement System (QIS) and Palm Beach County Program Quality Assessment (PBC-PQA) continue to support providers in delivering high-quality programming. Prime Time's recently released "Celebrating 25 Years of Impact and Long-Term Returns on Investment" report highlights the lasting benefits of these investments for youth, families, and the community. During 2003-2025, Palm Beach County's Quality Improvement System supported approximately 275,882 annual child enrollments, which translates to 110,353 unique children served when accounting for the average child's 2.5 years of participation. On a per-child basis, program investments of roughly $6,738 (2.5 years × $2,695) yield an estimated $20,212 in long-term social benefits for each unique child enrolled. These social benefits include higher lifetime earnings, reduced public expenditures and improved health and well-being. This Contract supports the Youth Services Department's Skills for Learning and Life Action Area by expanding access to high-quality learning opportunities for middle and high school youth.

Attachment:
1. Community Based Agency Contract

Recommended by: _____ 9/30/26
Department Director **Date**

Approved by: _____ 10/8/26
Deputy County Administrator **Date**

10/8/25

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Capital Expenditures					
Operating Costs	$280,675	$280,675			
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	$280,675	$280,675			
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No ____

Does this item include the use of federal funds? Yes ____ No X

Does this item include the use of state funds? ____ X

Budget Account **Exp No:**
Fund 0001 **Dept** 154 **Unit** 2529 **Obj** 3401
Rev No:
Fund ____ **Dept** ____ **Unit** ____ **Obj** ____

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

The fiscal impact associated with this Contract shall be funded by BCC approved FY 2027 ad valorem funding.

Departmental Fiscal Review: MC

III. REVIEW COMMENTS

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

10/1/2026
OFMB VS 9/30

10/5/26
Contract Development & Control
ZG 10.5.26

B. Legal Sufficiency:

10/7/26
Assistant County Attorney

C. Other Department Review:

Department Director

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

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COMMUNITY BASED AGENCY CONTRACT

This Contract is made as of the October 20, 2026, 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 Prime Time Palm Beach County, Inc., a not-for-profit corporation authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 65-1071628.

WHEREAS, the AGENCY is a not-for-profit agency providing services to residents of Palm Beach County; and

WHEREAS, the AGENCY has agreed to assure access to funded services for the COUNTY departments, divisions and/or programs; and to assure that individuals referred from the 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 AGENCY agree as follows:

ARTICLE 1 - SERVICES

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the attached **Exhibit A** (Scope of Work). The AGENCY also agrees to provide deliverables, including reports, as specified in **Article 13**. No changes in the Scope of Work or services are to be conducted without the written approval of the Palm Beach County Youth Services Department (DEPARTMENT). The AGENCY receiving funds must be an agency with offices in Palm Beach County and the AGENCY'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.

The COUNTY'S representative/liaison during the performance of this Contract shall be Ike Powell, Director of Outreach & Community Programming (telephone no. 561-242-5704).

The AGENCY'S representative/liaison during the performance of this Contract shall be Suzette Harvey, President & Chief Executive Officer, (telephone no. 561-732-8066, Ext. 104).

ARTICLE 2 - SCHEDULE

A. The term of this Contract shall be for one (1) year, starting October 20, 2026 (initial term), and will automatically renew for one (1) additional one (1) year term (renewal term), unless either party notifies the other no less than sixty (60) days prior to the expiration of the initial term. Notwithstanding the foregoing, the COUNTY may terminate this Contract pursuant to ARTICLE 25.

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B. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in **Article 13**.

ARTICLE 3 - PAYMENTS TO THE AGENCY

A. The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of FIVE HUNDRED SIXTY-ONE THOUSAND THREE HUNDRED FIFTY DOLLARS ($561,350) over a two (2) year period of which TWO HUNDRED EIGHTY THOUSAND SIX HUNDRED AND SEVENTY-FIVE DOLLARS ($280,675) is budgeted in Fiscal Year 2027, and anticipated to be budgeted in each subsequent fiscal year for the term of this Contract. The AGENCY will bill the COUNTY on a monthly basis, no later than the 20th of the following month or as otherwise provided, at the amounts set forth in the attached **Exhibit B** (Unit Cost of Service Rate and Definition) for services rendered toward the completion of the attached 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. Should this Contract have approved subconsultant(s), the AGENCY shall pay the subconsultant(s) within ten (10) business days of receipt of payment from the COUNTY.

B. The program and unit cost of service rate and definition for this Contract year are set forth in the attached **Exhibit B**. All requests for payments of this Contract shall include an original cover memo on the AGENCY'S letterhead signed by the Chief Executive Officer, or Designee, which cover memo, in a format acceptable to COUNTY, shall include, but not be limited to, the following language, marked appropriately and if applicable, justification provided.

> "The AGENCY certifies all expenses included in this claim [ ] were [ ] were not [check one] incurred in accordance with the units and unit cost provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%). [If you checked "were not", please provide justification]."

C. The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than October 5th of each fiscal year. Any annual amounts not requested by October 15th of each fiscal year, shall remain the COUNTY'S and the COUNTY shall have no further obligation with respect to such amounts.

D. Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be submitted through the Services and Activities Management Information System (SAMIS) website, no later than the 20th of each month, separately for each corresponding program, as well as being shown as a separate expense for any evidence-based/promising programming expenditure, reviewed and approved by the COUNTY'S representative, to verify that services have been rendered in conformity with this Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within forty-five (45) days following the COUNTY representative's approval. Any payment due by the COUNTY under the terms of this Contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been

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approved by the COUNTY. In the event that the AGENCY has drawn down all possible funds prior to the end of each fiscal year and does not comply with all reporting requirements, the COUNTY will take this into consideration during the next funding year.

E. COUNTY funding can be used to match grants from non-COUNTY sources; however, the AGENCY cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

F. Contract Closeout Period. AGENCY shall submit any pending invoice(s) and/or report(s), along with any required documents, to the COUNTY within forty-five (45) business days after the termination or expiration of the Contract in order to close-out the Contract ("Closeout Period"). These invoice(s) and/or report(s), including but not limited to vendor performance report(s), shall reflect work required and completed during the Contract term. The COUNTY shall deem invoices received during and prior to the expiration of the Closeout Period as final billing for goods and services provided under the Contract. AGENCY'S failure to submit pending invoices during the Closeout Period shall serve as an admission that no pending invoices remain. Nothing herein shall limit the COUNTY'S discretion to make the final determination whether payment may be made to Consultant after the expiration or termination of the Contract.

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

H. In order to do business with Palm Beach County, the AGENCY is 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 AGENCY intends to use sub-consultants, the AGENCY must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. The COUNTY will not finalize a contract award until the COUNTY has verified that the AGENCY and all of its sub-consultants are registered in VSS.

ARTICLE 4 - AVAILABILITY OF FUNDS

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

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

ARTICLE 5 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the AGENCY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the AGENCY'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 6 – FUNDING LEVELS

The annual contract funding for the delivery of services may be reduced depending upon the anticipated rate of Unit of Service completion. The AGENCY may be subject to a decrease of funds if units are not being claimed at the anticipated rate. The anticipated rate of units claimed should be consistent over the term of this Contract, unless otherwise provided. The formula for reduction of funds/Units of Service shall be as follows:

- At one quarter of the annual service period the AGENCY shall have claimed a minimum twenty percent (20%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by ten percent (10%) of the Units of Service allocated for that service period.

- At one half of the annual service period the AGENCY shall have claimed a minimum forty percent (40%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by fifty percent (50%) of the Units of Service allocated for that service period.

- At three quarters of the annual service period the AGENCY shall have claimed a minimum seventy-five percent (75%) of their anticipated rate of Unit of Service. If the minimum has not been reached, funding may be reduced by one hundred percent (100%) of the unspent units allocated for that service period.

In the event that funds become available due to other agencies' budgets being decreased, a currently funded AGENCY may apply for those funds. AGENCY may become eligible for an increase in funding if they have spent their funds at the anticipated rate and can present a proposal for the utilization of additional funds by delivering additional units of service.

Any increase or decrease of funding for any of the AGENCY'S contracted programs of up to ten percent (10%) may be approved by the DEPARTMENT'S Director or Designee. Any increase or decrease of funding over ten percent (10%) must be approved by the BCC.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

ARTICLE 7 - INSURANCE

The AGENCY shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. The requirements contained herein, as well as AGENCY'S review or acceptance of insurance maintained by the AGENCY, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under the Contract. The AGENCY agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

A. **Commercial General Liability**: The AGENCY shall maintain Commercial General Liability at a limit of liability not less than $500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

   Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.

B. **Sexual Abuse and Molestation**: The AGENCY shall maintain coverage for Sexual Abuse and Molestation at a limit of not less than $250,000 each occurrence. Coverage may be provided by endorsement to the Commercial General Liability policy.

C. **Business Automobile Liability**: The AGENCY shall maintain Business Automobile Liability at a limit of liability not less than $500,000 each accident for all owned, non-owned and hired automobiles. In the event the AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.

D. **Workers' Compensation Insurance & Employer's Liability**: The AGENCY shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.

E. **Waiver of Subrogation**: Except where prohibited by law, the AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then the AGENCY shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy that includes a condition to the policy specifically

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

prohibiting such an endorsement or voids coverage should the AGENCY enter into such an agreement on a pre-loss basis.

F. **Certificates of Insurance**: On execution of this Contract, renewal, within forty-eight (48) hours of a request by the COUNTY, and upon expiration of any of the required coverage throughout the term of this Contract, the AGENCY shall deliver to the COUNTY or COUNTY'S designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County Commissioners
c/o Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

G. **Right to Revise or Reject**: the COUNTY, by and through its Risk Management Department in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements.

ARTICLE 8 - INDEMNIFICATION

The AGENCY shall protect, defend, reimburse, indemnify and hold the COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of the AGENCY. The AGENCY also shall not use funds made available pursuant to this Contract for the purpose of initiating or pursuing litigation against the COUNTY. This article shall survive termination or expiration of this Contract.

ARTICLE 9 - SUCCESSORS AND ASSIGNS

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

ARTICLE 10 – WARRANTIES AND LICENSING REQUIREMENTS

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

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

The AGENCY 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 AGENCY 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.

The AGENCY further represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract, 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 AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or clients' demographics.

The AGENCY shall comply with all legal criminal history record check regulations required for the population they serve. The AGENCY 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 within their control and within their Contract responsibilities that will provide services or will be around children, the elderly and other vulnerable adult populations, prior to start date. The AGENCY may hire employees prior to obtaining the Level 2 Background check results; however, 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 AGENCY.

ARTICLE 11 – NON-DISCRIMINATION

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 AGENCY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Contract, the AGENCY represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2025-0748, as amended. As part of such compliance, the AGENCY shall not discriminate 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 subcontractors, vendors, suppliers, or commercial customers, nor shall the AGENCY retaliate against any person for reporting instances of such discrimination. The AGENCY shall provide equal opportunity for subcontractors, vendors and suppliers to participate

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of discrimination. The AGENCY understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. The AGENCY shall include this language in its subcontracts.

ARTICLE 12 - REMEDIES

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

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

ARTICLE 13 – AGENCY'S PROGRAMMATIC REQUIREMENTS

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

A. The AGENCY shall maintain separate financial records for Community Based Agency (CBA) Contract funds and account for all receipts and expenditures including direct and indirect cost allocations in accordance with Generally Accepted Accounting Principles (GAAP), by individual action areas, by administration and program costs. CBA's cost allocations are to be completed and posted by action area, delineating program and administrative costs, to the general ledger on a monthly basis. The backup documentation, copies of paid receipts, copies of checks, invoices, or any other applicable documents acceptable to the DEPARTMENT may be requested as desk and/or on-site monitoring on a periodic basis. The administrative cost is to be maintained separately for each individual action area and be available as in the detailed general ledger. These costs must support the unit cost of service rate and number of units billed.

B. The AGENCY shall promptly reimburse the COUNTY for any funds that are misused, misspent, or are for any reason deemed to have been spent on ineligible expenses.

C. The AGENCY shall maintain records in accordance with Public Records Law, Chapter 119, Florida Statutes.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

D. The AGENCY shall not disseminate any private or confidential data collected, maintained, or used during the course of the Contract period except as authorized by statute, during the Contract period or thereafter.

E. The AGENCY shall allow the COUNTY through the DEPARTMENT to both fiscally and programmatically monitor the AGENCY to assure that its fiscal and programmatic goals and conduct as outlined in the attached **Exhibit A**, and the attached **Exhibit B** are adhered to. All contracted programs/services will be reviewed at least yearly. Outcome reports will be reviewed on a quarterly basis. The DEPARTMENT staff may utilize and review other funder's licensing or accreditation monitoring results. A copy of all grant audits and monitoring reports by other funding entities are required to be provided to the COUNTY. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the Contract. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.

F. Reporting requirements.

1. The AGENCY shall submit reports to identify outcomes and demographic information so that the DEPARTMENT staff is able to determine performance of services being provided.
2. Reports shall be provided at the following intervals and in the report formats identified in **Exhibit A**, by entering program specific data into the CBA Portal.
    i. Monthly reports shall be due no later than the 15th of the month and shall include the applicable data for the preceding month.
        1. The first monthly compliance report will be due no later than November 15, 2026.
    ii. Quarterly reports shall be due no later than the 15th of the month and shall include the applicable data for the preceding quarter.
        1. Quarterly reports shall be due in January, April, July and October.
        2. The first reports are due no later than January 15, 2027.
    iii. Annual reports shall be due no later than October 15th and shall include the applicable data for the preceding year.
        1. The first Annual report will be due no later than October 15, 2027.
        2. The final Annual report will be due no later than October 15, 2028.
        3. The AGENCY agrees to submit final outcomes by the stated time-frame in order to be in contract compliance so that the DEPARTMENT staff is able to determine the AGENCY'S progress in attaining its goals as outlined in the attached Scope of Work.
    iv. Logic Model reports shall be due no later than October 15th of each year, and shall include annual actual outcome results data for the preceding year in column 5. These results shall be as evidenced by the outcomes measurement tools specified in column 6 of the Logic Model.
    v. Failure to provide any of the above report information in a timely fashion in a format acceptable to the COUNTY, may be grounds for financial

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reimbursements to be held by the COUNTY staff, or may be considered in future funding decisions.

G. Mandatory meetings.

The AGENCY shall have a representative attend mandatory meetings as may be set by the COUNTY.

H. Birth to 22 and Community Outreach Events

The AGENCY is strongly encouraged to actively participate in Birth to 22 Action Teams and Birth to 22 and DEPARTMENT Community Outreach Events.

I. The AGENCY shall participate in further evaluation, conducted by the DEPARTMENT, or on behalf of the DEPARTMENT. In addition to monitoring, this may include assessment to investigate program effectiveness. Accordingly, the AGENCY shall:
    1. Collect individual participant pre and post-implementation data, if applicable.
    2. Submit enrollment, attendance, and any necessary data and reports to the DEPARTMENT program monitor and/or evaluator, or to other data collector working on behalf of the DEPARTMENT.
    3. Administer client satisfaction surveys provided by the COUNTY.

ARTICLE 15 - ACCESS AND AUDITS; OFFICE OF INSPECTOR GENERAL

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Sections 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with Contract requirements and detect corruption and fraud.
Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Sections 2-421 - 2-440, and punished pursuant to section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

The AGENCY shall have all audits completed by an Independent Certified Public Accountant (IPA) who shall either be a Certified Public Accountant or a Public Accountant licensed under Chapter 473, Florida Statutes. The IPA shall state that the audit complied with the applicable account principles:

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

A. The annual financial audit report shall include all management letters and the AGENCY'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 contract/agreement/grant number.

C. Signed originals of the audit are due forty-five (45) days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Florida Statutes, or nine (9) months after the close of the fiscal year. The complete financial audit report, including all items specified herein, shall be sent directly to YSD-CBA@pbcgov.org, or via U.S. Mail:

Palm Beach County Youth Services Department
Attn: Ike Powell, Director of Outreach & Community Programming
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

The AGENCY shall establish policies and procedures and provide a statement, stating that the accounting system or systems established by the AGENCY, has appropriate internal controls, checking the accuracy and reliability of accounting data, and promoting operating efficiency.

ARTICLE 15 - CONFLICT OF INTEREST

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

The AGENCY shall promptly notify the COUNTY'S representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY'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 AGENCY 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 AGENCY. The COUNTY agrees to notify the AGENCY of its opinion by certified mail within forty-five (45) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY 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 AGENCY under the terms of this Contract.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

ARTICLE 16 – DRUG-FREE WORKPLACE

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

A. 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.

B. Inform employees about the dangers of drug abuse in the workplace, the AGENCY'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.

C. Give each employee engaged in providing the services that are under Contract a copy of the statement specified in this Article, Paragraph A.

D. In the statement specified in this Article, Paragraph A, notify the employees that, as a condition of working on the Contract services, the employee will abide by the terms of the statement and will notify the AGENCY 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.

E. 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.

F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of section 287.087, Florida Statutes.

ARTICLE 17 - AMERICANS WITH DISABILITIES ACT (ADA)

The AGENCY shall meet all the 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), Miami Tower, 100 SE 2nd Street, Suite 1500, Miami, FL 33131.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The AGENCY is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the AGENCY'S sole direction, supervision, and control. The

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

AGENCY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the AGENCY'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 AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

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

ARTICLE 20 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract.

Notwithstanding anything contained herein, the AGENCY shall be required to submit each subcontractor's information to the COUNTY, and the COUNTY will provide written acceptance/non-approval to the AGENCY.

ARTICLE 21 - PUBLIC ENTITY CRIMES

As provided in sections 287.132-133, Florida Statutes, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors 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 thirty-six (36) months immediately preceding the date hereof. This notice is required by section 287.133(3)(a), Florida Statutes.

ARTICLE 22 - EXCUSABLE DELAYS

The AGENCY 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 AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the AGENCY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the AGENCY'S failure to perform was without it or its subcontractors fault or negligence, the contract schedule and/or any other affected provision of this Contract shall

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 23 - ARREARS

The AGENCY 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 AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 24 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The AGENCY shall deliver to the COUNTY'S representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract. These documents shall include data for monitoring and evaluation as applicable. Client files and records will remain the property of the AGENCY.

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 AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

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

ARTICLE 25 - TERMINATION

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

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

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

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

C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY. Transfer pertinent client records and refer clients receiving services to another agency funded by the COUNTY, as approved by the COUNTY, in order to ensure continuity of care.

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

E. Submit an invoice for final payment on the terminated portion of the Contract within forty-five (45) days of the termination date.

ARTICLE 26 - SEVERABILITY

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

ARTICLE 27 - 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 AGENCY of the COUNTY'S notification of a contemplated change, the AGENCY 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 AGENCY'S ability to meet the completion dates or schedules of this Contract.

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

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

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

ARTICLE 28 - NOTICE

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

Palm Beach County Youth Services Department
Attn: Director
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave., Sixth Floor
West Palm Beach, FL 33401

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

Prime Time Palm Beach County, Inc.
Attn: Suzette Harvey, President & Chief Executive Officer
2300 High Ridge Road, Suite 330
Boynton Beach, FL 33426

ARTICLE 29 - STANDARDS OF CONDUCT FOR EMPLOYEES

The AGENCY 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, each institution receiving financial support 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 grantee 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.

A copy of the rules of conduct must be given to each officer, employee, board member, and consultant of the recipient organization who is working on the grant supported project or activity

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

and the rules must be enforced to the extent permissible under State and local law or to the extent to which the grantee 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 30 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The AGENCY shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the AGENCY authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

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

ARTICLE 31 - ENTIRETY OF CONTRACTUAL AGREEMENT

The AGENCY agrees that the Scope of Work has been developed from the AGENCY'S service proposal and that the COUNTY expects performance by the AGENCY in accordance with such application. In the event of a conflict between the proposal and this Contract, this Contract shall control.

The COUNTY and the AGENCY agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 27 - Modifications of Work.

ARTICLE 32 - PUBLIC RECORDS

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

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

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

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

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

D. Upon completion of this Contract, the AGENCY shall transfer, at no cost to the COUNTY, all public records in possession of the AGENCY 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 AGENCY transfers all public records to the COUNTY upon completion of this Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of this Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to the COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the COUNTY, at no cost to the COUNTY.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. The 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. The AGENCY 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 AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

ARTICLE 33 - SCRUTINIZED COMPANIES

A. As provided in section 287.135, Florida Statute, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors 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 Statue, if AGENCY is found to have been placed on the Scrutinized Companies

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

The COUNTY shall terminate this Contract if it has a good faith belief that the AGENCY has knowingly violated section 448.09(1), Florida Statutes, as may be amended. If the COUNTY has a good faith belief that the AGENCY'S subconsultant has knowingly violated section 448.09(1), Florida Statutes, as may be amended, the COUNTY shall notify the AGENCY to terminate its contract with the subconsultant and the AGENCY shall immediately terminate its contract with the subconsultant. If the COUNTY terminates this Contract pursuant to the above, the AGENCY shall be barred from being awarded a future contract by the COUNTY for a period of one (1) year from the date on which this Contract was terminated. In the event of such contract termination, the AGENCY shall also be liable for any additional costs incurred by the COUNTY as a result of the termination.

ARTICLE 36 - DISCLOSURE OF FOREIGN GIFTS AND CONTRACTS WITH FOREIGN COUNTRIES OF CONCERN.

Pursuant to section 286.101, Florida Statutes, as may be amended, by entering into this Contract or performing any work in furtherance thereof, the AGENCY certifies that it has disclosed any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern where such interest, contract, or grant or gift has a value of $50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years.

ARTICLE 37 – HUMAN TRAFFICKING AFFIDAVIT

AGENCY warrants and represents that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes. AGENCY has executed **Exhibit C**, Nongovernmental Entity Human Trafficking Affidavit, which is attached hereto and incorporated herein by reference.

ARTICLE 38 - DIGITAL ACCESSIBILITY COMPLIANCE

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

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

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

that Boycott Israel List or is engaged in a boycott of Israel, this Contract 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 Statute, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants 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 Terrorism Sectors List created pursuant to section 215.473, Florida Statute, or is engaged in business operations in Cuba or Syria. Pursuant to section 287.135(3)(a), Florida Statutes, as my be amended, if Consultant is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or been engaged in business operations in Cuba or Syria, or has been placed on a list created pursuant to section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran, this Contract may be terminated at the option of the County.

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

ARTICLE 34 - COUNTERPARTS

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

ARTICLE 35 - E-VERIFY – EMPLOYMENT ELIGIBILITY

The AGENCY 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 newly hired workers; and (2) has verified that all of the AGENCY'S subconsultants performing the duties and obligations of this Contract are registered with the E- Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

The AGENCY shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(f), Florida Statutes, as may be amended. The AGENCY shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Contract which requires a longer retention period.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

AGENCY shall ensure that any updates, revisions, or modifications to such digital content remain compliant throughout the term of this Contract. Upon request, AGENCY shall provide documentation reasonably demonstrating accessibility compliance. If any deliverable is determined by the COUNTY to be noncompliant, AGENCY shall promptly remediate the noncompliance at no additional cost to the COUNTY and within a timeframe specified by the COUNTY. AGENCY shall ensure that any third-party digital content or platforms used in performance of this Contract either comply with the requirements herein or that an accessible alternative acceptable to the COUNTY is provided. Failure to comply with this subsection shall constitute a material breach of this Contract.

ARTICLE 39 – PROHIBITION AGAINST USING DIVERSITY, EQUITY AND INCLUSION MATERIAL – F.S. 287.139

AGENCY hereby certifies to the COUNTY that AGENCY does not and will not use COUNTY funds in requiring its employees, contractors, volunteers, vendors, or agents to ascribe to, study, or be instructed using materials relating to diversity, equity, and inclusion as defined in section 125.595, Florida Statutes, as amended.

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Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

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

AGENCY:

Prime Time Palm Beach County, Inc.
Company Name

DocuSigned by:
Suzette L. Harvey
115C0B07A095413...
Signature

Suzette Harvey
Typed Name

President & Chief Executive Officer
Title

ATTEST:

SHANNON RAMSEY-CHESSMAN, CLERK OF THE CIRCUIT COURT & COMPTROLLER AD INTERIM

By:_____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: Signed by:
Richard Sena
E642F7FAFA734C8...
Assistant County Attorney

COUNTY:

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____
Sara Baxter, Mayor

APPROVED AS TO TERMS
AND CONDITIONS

By: Signed by:
Ike Powell
A40B0A435355425...
Youth Services Department

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

EXHIBIT A

SCOPE OF WORK
Middle and Highschool ELOs Program

Contract Period (including renewal term): October 20, 2026 - September 30, 2028

Agency Name: Prime Time Palm Beach County, Inc.

Program Name: Expanded Learning Opportunities (ELOs)

Target Population: Middle and High School Youth in Out-of-School Time

Geographic area(s) served: Countywide

Commission District(s):

Overview:
The Middle and High School Expanded Learning Opportunities Program provides middle and high school students in Palm Beach County with access to high-quality enrichment experiences through Expanded Learning Opportunities (ELOs) in areas such as arts and culture, STEM and technology, health and wellness, social-emotional learning and career exploration at community-based and school district out-of-school time sites. These programs provide meaningful opportunities for adolescents to develop new skills, explore interests, build confidence and strengthen connections within their communities.

Evidence-based model or promising practice:
Prime Time's Expanded Learning Opportunities (ELOs) model combines *evidence-based* positive youth development practices with the *promising practice* of providing equitable access to expert-led enrichment. Instruction is delivered within Prime Time's Palm Beach County Quality Standards for Afterschool and the Forum for Youth Investment's Palm Beach County Program Quality Assessment (PBC-PQA). The ELOs provide access to expert instructors, specialized equipment, authentic learning experience and career exploration opportunities, which have been demonstrated to reduce opportunity gaps and increase academic success and longer-term youth development outcomes.

Observed Need/Risk Factor(s) that will be addressed:
Youth from low-income circumstances often have limited access to expert-led enrichment experiences that build academic background knowledge, workforce skills and career awareness. By providing equitable access to these opportunities, ELOs help reduce opportunity gaps and support school success.

Services:
The coordination services will include:

- ELO providers will deliver hands-on learning experiences within targeted out-of-school time (OST) programs, beginning on October 20, 2026, and concluding by September 30, 2028.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

Outcomes:

The following outcomes will be tracked:

- At least 80% of ELO providers will receive an average rating of at least 7 out of 10 (0 = not at all valuable, 10 = very valuable) on the Adult Perceptions of Youth survey (completed by program staff observing the ELO staff) indicating that youth are engaged socially and cognitively in provider content.
- At least 80% of ELO providers will receive an average rating of at least 7 out of 10 (where 1= not satisfied, 10= very satisfied) by middle school and high school staff on Prime Time's annual Customer Impact Survey.
- 877 of 1,096 youth will demonstrate an increase in feeling socially supported within their environment. (At least 60% of 1,828 total youth participating in the ELO program will complete mid-program surveys, and 80% of those 1,096 respondents will demonstrate an increase in feeling socially supported within their environment.)

Reports Submission:

The Agency shall provide quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit A, Form 1
- Quarterly Report format, Exhibit A, Form 2
- Logic Model format, Exhibit A, Form 3
- Annual Report format, Exhibit A, Form 4

Projected number of Clients Served:

1,828 (unduplicated)

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

EXHIBIT A, FORM 1

Monthly Reports Format

The AGENCY will submit monthly reports by entering program specific data into the CBA Portal.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

MONTHLY COMPLIANCE REPORT

COMMUNITY BASED AGENCY CONTRACT

Contract Period: 10/20/2026 - 09/30/2027

Prime Time Palm Beach County, Inc. **Quarter:** Choose an item.

Services	Current Status	Explanation
ELO providers will provide hands-on learning to the targeted OST programs beginning on October 20, 2026, and concluded by September 30, 2027.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.

Please list any program specific challenges your agency experienced during this reporting period:

Click here to list any program specific challenges your agency experienced during this reporting period.

Please list any program specific accomplishments your agency experienced during this reporting period:

Click here to list any program specific accomplishments your agency experienced during this reporting period.

Please report your outcomes achieved for the specific contract period.

Target: 80% of ELO providers, out-of-school Time (OST) staff will report (on the Adult Perceptions of Youth Engagement Survey) perceptions of high overall value to youth, with an average rating of at least 7 out of 10. These results will indicate that at least 70% of youth experienced cognitive, social and emotional value (0 = not at all valuable, 10 = very valuable).

Actual for the year: _____ of ____ (____%) **Total number served this year: NA**

Target: 80% of ELO providers, OST staff will report high satisfaction with the provider, giving an average rating of at least 7 out of 10 on the Prime Time Customer Impact Survey (1 = not at all true, 10 = very true).

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

Actual for the year: _____ of ___ (___%) **Total number served this year: NA**

- 877 of 1,096 youth will demonstrate an increase in feeling socially supported within their environment. (At least 60% of 1,828 total youth participating in the ELO program will complete mid-program surveys, and 80% of those 1,096 respondents will demonstrate an increase in feeling socially supported within their environment.)

Actual for the year: _____ of ___ (___%) **Total number served this year: NA**

Please report your outcomes achieved for the quarter.

Session Cost of -Service Rate Definition
The Brain Workout Academy

Brain Workout Academy – Brain Builders
Brain Workout Academy provides engaging, hands-on STEAM enrichment experiences that inspire curiosity and build problem-solving skills. Through interactive, project-based activities, students strengthen critical thinking and collaboration while exploring real-world STEM concepts. The program encourages inquiry, builds confidence and introduces participants to STEM career pathways.
This program will deliver a total of 25 sessions, with up to 9 sessions per learning module.

Session Cost of Service Rate is $612.64
Total Cost of Service $15,316.00
Click here to report on number of sessions being claimed for this reporting period.

Session Cost of -Service Rate Definition
Green Mouse Academy

Green Mouse Academy – HADO Technology Sports Launch Program
Green Mouse Academy provides an interactive technology-based enrichment program that combines teamwork, problem-solving and digital innovation through immersive learning experiences. Students build leadership, communication and career-ready skills while participating in collaborative challenges that connect technology with real-world applications. The program promotes active engagement, introduces emerging career pathways and leaves participating sites with resources to continue learning beyond the program. This program will deliver a total of 144 sessions, with up to 8 sessions per learning module.

Session Cost of Service Rate is $500.00
Total Cost of Service $72,000
Click here to report on number of sessions being claimed for this reporting period.

Session Cost of -Service Rate Definition
Ser-Kallai Inc.

Ser-Kallai – Ignite
Ser-Kallai provides social-emotional learning experiences for middle and high school students that build self-awareness, healthy relationships and personal growth. Through interactive lessons and guided activities, participants strengthen essential life skills that support well-being, resilience and positive decision-making. The program creates a supportive environment where students develop confidence and skills they can apply in

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school and everyday life.
This program will deliver a total of 42 sessions, with up to 7 sessions per learning module.

Session Cost of Service Rate is $595.38
Total Cost of Service $25,006
Click here to report on number of sessions being claimed for this reporting period.

Session Cost of -Service Rate Definition
Soccer Shots

Soccer Shots – Youth Soccer Enrichment Program
Soccer Shots provides engaging soccer enrichment that promotes physical activity, character development and social-emotional growth through age-appropriate instruction. Students build fundamental movement skills, teamwork and confidence while participating in a fun and supportive environment. The program encourages healthy habits, positive relationships and lifelong participation in active lifestyles.
This program will deliver a total of 253 sessions, with up to 6 sessions per learning module.

Session Cost of Service Rate is $160.04
Total Cost of Service $40,490
Click here to report on number of sessions being claimed for this reporting period.

Session Cost of -Service Rate Definition
Surf, Skate, Create

Surf Skate Create – Skate Program
Surf Skate Create provides hands-on skateboarding enrichment that promotes physical activity, confidence and personal growth through skill-based instruction. Students develop coordination, balance and resilience while learning in a safe and supportive environment that encourages perseverance and self-expression. The program fosters healthy habits, independence and a positive mindset through active learning experiences.
This program will deliver a total of 42 sessions, with up to 6 sessions per learning module.

Session Cost of Service Rate is $425.00
Total Cost of Service $17,850
Click here to report on number of sessions being claimed for this reporting period.

Session Cost of -Service Rate Definition
Yoga 4 Change

Yoga 4 Change – Youth Yoga and Mindfulness Program
Yoga 4 Change provides trauma-informed yoga and mindfulness experiences that support students' mental, emotional and physical well-being. Through movement, breathing and mindfulness practices, participants build self-awareness, emotional regulation and resilience in a safe and supportive environment. The program also equips out-of-school time staff with practical strategies to reinforce healthy coping skills beyond program sessions. This program will deliver a total of 49 sessions, with up to 7 sessions per learning module.

Session Cost of Service Rate is $455.02
Total Cost of Service $22,296
Click here to report on number of sessions being claimed for this reporting period.

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Session Cost of -Service Rate Definition
Young Singers of the Palm Beaches

Young Singers of the Palm Beaches – Prime Time Choirs
Young Singers of the Palm Beaches provides choral music enrichment that develops vocal skills, musicianship and creative expression through collaborative singing experiences. Students build confidence, teamwork and communication while exploring music from diverse cultures and traditions. The program promotes social, emotional and personal growth through meaningful participation in the performing arts. This program will deliver a total of 226 sessions, with up to 6 sessions per learning module.

Session Cost of Service Rate is $388.13
Total Cost of Service $87,717
Click here to report on number of sessions being claimed for this reporting period.

Report approved and submitted by: *Click or tap here to enter text.*

Title of signatory: *Click or tap here to enter text.*

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EXHIBIT A, FORM 2

Quarterly Reports Format

The AGENCY will submit quarterly reports by entering program specific data into the CBA Portal.

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Sample Data

CBA [illegible]terly [illegible]utcomes Report

Outcome	Validator	Projec... Outcome Rate	Actual Outcome Rate	Projected # to be Served	Actual # Served	Projected # to Attain Outcome	For GCS Review	Comments
Mentors are su... matched w...	M...tor/Mentee ...king Log	80%	101%	100	156	80	Y	
Mentors c... lete train... effective ...tor/... interactions, ...d trauma.	Attendance logs and training records for ...tors	90%	76%	0		90	N	
Youth achieve and/or mai... academic achievements.	Stu... ...gress ...d repo... cards	95%	75%	100		95	Y	

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EXHIBIT A, FORM 3

Logic Model

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Prime Time Palm Beach County, Inc.

LOGIC MODEL

☐ Family ☑ Agency ☐ Community

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/Situation	**Service/Activity**	**Outcome**	**Indicator**	**Results**	**Measurement Tool**	**Data Source**	**Frequency**
Instruction: **Need/ Problem/ Situation**	Instruction: **What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Serviced, Timeframe & # of Sessions**	Instruction: **Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions**	Instruction: **Number (#) and Percent (%) of Clients Expected to Achieve Outcome** (# of Clients ÷ by # Served)	Instruction: **Actual Number (#) and Percent (%) of Clients who Achieve the Outcome** (# of Clients who achieved the outcome ÷ # Served)	Instruction: **Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports**	Instruction: **Collection Procedure & Personnel Responsible**	Instruction: **Time & Frequency of Evaluation/Outcome Measurement**
Middle and high school youth in low-income circumstances often experience "opportunity gaps," i.e., specialized learning opportunities in Arts and Culture, STEM and Technology, Health, Wellness and Sports, Social-Emotional Learning and Leadership, and Career Exploration and Life Skills that provide background learning for academic success and positive youth development skills.	Prime Time will coordinate seven ELO providers to deliver expert-led curricula to middle and high school youth in middle and high school OST programs. We anticipate serving 1,828 youth, during 781 ELO sessions, between 10/20/26 and 9/30/28.	Youth will be engaged cognitively and socially with expert-led curriculum content and will practice emotional and behavioral self-regulation skills in response to instructional practices rooted in positive youth development.	At least 80% of ELO providers will receive an average rating of at least 7 out of 10 (0 = not at all valuable, 10 = very valuable) on the Adult Perceptions of Youth survey (completed by program staff observing the ELO staff) indicating that youth are engaged socially and cognitively in provider content.		Adult Perceptions of Youth Survey	OST staff will complete the Adult Perceptions of Youth Survey following each observed ELO offering.	Following each ELO offering.
Middle and high school youth in low-income circumstances often experience "opportunity gaps", i.e., specialized learning opportunities in Arts and Culture, STEM and Technology, Health, Wellness and Sports, Social-Emotional Learning and Leadership, and Career Exploration and Life Skills. that provide background learning for academic success and positive youth development skills.	Prime Time will coordinate seven ELO providers to deliver expert-led curricula to middle and high school youth in middle and high school OST programs. We anticipate serving 1,828 youth, during 781 ELO sessions, between 10/20/26 and 9/30/28.	Middle and high school OST program managers and front-line staff will report high satisfaction with services provided by the seven ELO providers.	At least 80% of ELO providers will receive an average rating of at least 7 out of 10 (where 1= not satisfied, 10= very satisfied) by middle school and high school staff on Prime Time's annual Customer Impact Survey.		Prime Time Customer Impact Survey	Middle and high school OST program managers and front-line staff will report level of satisfaction with each ELO provider annually on the Prime Time Customer Impact Survey.	Administered annually in May-June.

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

Prime Time Palm Beach County, Inc.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/Situation	**Service/Activity**	**Outcome**	**Indicator**	**Results**	**Measurement Tool**	**Data Source**	**Frequency**
Instruction: **Need/ Problem/ Situation**	Instruction: **What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Serviced, Timeframe & # of Units**	Instruction: **Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions**	Instruction: **Number (#) and Percent (%) of Clients Expected to Achieve Outcome** (# of Clients ÷ by # Served)	Instruction: **Actual Number (#) and Percent (%) of Clients who Achieve the Outcome** (# of Clients who achieved the outcome ÷ # Served)	Instruction: **Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports**	Instruction: **Collection Procedure & Personnel Responsible**	Instruction: **Time & Frequency of Evaluation/Outcome Measurement**
Middle and high school youth in low-income circumstances often experience "opportunity gaps", i.e., specialized learning opportunities in Arts and Culture, STEM and Technology, Health, Wellness and Sports, Social-Emotional Learning and Leadership, and Career Exploration and Life Skills that provide background learning for academic success and positive youth development skills.	Prime Time will coordinate seven ELO providers to deliver expert-led curricula to middle and high school youth in middle and high school OST programs. We anticipate serving 1,828 youth, during 781 ELO sessions, between 10/20/26 and 9/30/28.	Youth will be engaged cognitively and socially with expert-led curriculum content and will practice emotional and behavioral self-regulation skills in response to instructional practices rooted in positive youth development.	877 of 1,096 youth will demonstrate an increase in feeling socially supported within their environment. (At least 60% of 1,828 total youth participating in the ELO program will complete mid-program surveys, and 80% of those 1,096 respondents will demonstrate an increase in feeling socially supported within their environment.)		Mid-program survey	OST staff and ELO instructors will administer mid-program survey	Mid-Program for each session
Mission Statement		To help children and youth succeed by strengthening and expanding quality in the out of school time field.					

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EXHIBIT A, FORM 4

Annual Report Format

The AGENCY will submit an annual report by entering program specific data into the CBA Portal.

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ANNUAL REPORT

COMMUNITY BASED AGENCY CONTRACT

Contract Period: 10/20/2026 - 09/30/2027

Executive Summary

Agency Name:	Prime Time Palm Beach County, Inc.
Program Name:	Expanded Larning Opportunities (ELOs)
Reporting Period:	*10/20/2026 - 09/30/2027*
Prepared By:	*Click here to enter name and contact information of the person preparing this report.*
Methods:	*Click here to enter a short statement of the evaluation methodology.*
Outcomes:	*Click here to enter a short statement about the program's outcomes.*
Conclusion:	*Click here to enter a short statement that indicates if the program achieved its stated outcomes.*
Recommendations:	*Click here to enter a short statement that includes recommendations to address challenges and improve this program.*
Report approved and submitted by:	*Click or tap here to enter text.*
Title of signatory:	*Click or tap here to enter text.*
Date:	*Click or tap here to enter date.*

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Annual Report

Introduction:

Provide a brief description about your agency and the funded program.

Click here to enter text.

Scope of Work:

Describe the program's scope of work.

Click here to enter text.

Services:

- ELO providers will provide hands-on learning to the targeted OST programs beginning on October 20, 2026, and concluding by September 30, 2027.

Demographics:

Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

Click here to enter text.

Gender	**(#)**	**(%)**
Female		
Male		
FTM		
MTF		
Other		
Non-binary		
Not Applicable		
Unknown		
Age	**(#)**	**(%)**
0-4		
5-10		
11-13		
14-18		
19-22		
>22		

Unknown	
Not Applicable	
Race	**(#) (%)**
Asian/Pacific Islander	
Black or African American	
Hispanic or Latino/a	
Native American or American Indian	
White	
Other	
Multiracial	
Not Applicable	
Unknown	
Family Type	**(#) (%)**
Two Parent Household	
Single Parent Female Head of Household	
Single Parent Male Head of Household	
Grandparents	
Other	
Unknown	
Not Applicable	
Household Income	**(#) (%)**
$0.00	
<$19,999	
$20-29,999	
$30-39,999	
$40-49,999	
$50-59,999	
>$60,000	
Unknown	
Not Applicable	

Methodology:

Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed and explain the rationale for your process.

Click here to enter text.

Outcomes:

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

Provide a narrative of your findings as supported by your data analysis. List and summarize outcome results as indicated below:

Target: 80% of ELO providers, out-of-school Time (OST) staff will report (on the Adult Perceptions of Youth Engagement Survey) perceptions of high overall value to youth, with an average rating of at least 7 out of 10. These results will indicate that at least 70% of youth experienced cognitive, social and emotional value (0 = not at all valuable, 10 = very valuable).

Actual for the grant year: ___ of ___(__%) achieved outcome, as evidenced by *click here to enter Data Validator.*

Target: 80% of ELO providers, OST staff will report high satisfaction with the provider, giving an average rating of at least 7 out of 10 on the Prime Time Customer Impact Survey (1 = not at all true, 10 = very true).

Actual for the grant year: ___ of ___(__%) achieved outcome, as evidenced by *click here to enter Data Validator.*

- 877 of 1,096 youth will demonstrate an increase in feeling socially supported within their environment. (At least 60% of 1,828 total youth participating in the ELO program will complete mid-program surveys, and 80% of those 1,096 respondents will demonstrate an increase in feeling socially supported within their environment.)

Actual for the grant year: ___ of ___(__%) achieved outcome, as evidenced by *click here to enter Data Validator.*

Charts:

Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

Click here to enter text, charts, or graphs.

Conclusions:

Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.

Click here to enter text.

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EXHIBIT B
UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A, consists of submission to the COUNTY of certain "deliverables" as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

Program Name:	**Community Based Agency:**
Expanded Learning Opportunities (ELOs)	Prime Time Palm Beach County, Inc.

Contract Period: October 20, 2026 - September 30, 2028

Session Cost of Service Rate Definition	**Session Cost of Service Rate**	**Total Cost of Service**
The Brain Workout Academy Brain Workout Academy – Brain Builders Brain Workout Academy provides engaging, hands-on STEAM enrichment experiences that inspire curiosity and build problem-solving skills. Through interactive, project-based activities, students strengthen critical thinking and collaboration while exploring real-world STEM concepts. The program encourages inquiry, builds confidence and introduces participants to STEM career pathways. This program will deliver a total of 25 sessions, with up to 9 sessions per learning module.	$612.64	up to $15,316 annually
Green Mouse Academy Green Mouse Academy – HADO Technology Sports Launch Program Green Mouse Academy provides an interactive technology-based enrichment program that combines teamwork, problem-solving and digital innovation through immersive learning experiences. Students build leadership, communication and career-ready skills while participating in collaborative challenges that connect technology with real-world applications. The program promotes active engagement, introduces emerging career pathways and leaves participating sites with resources to continue learning beyond the program. This program will deliver a total of 144 sessions, with up to 8 sessions per learning module.	$500.00	up to $72,000 annually

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Ser-Kallai Inc. Ser-Kallai – Ignite Ser-Kallai provides social-emotional learning experiences for middle and high school students that build self-awareness, healthy relationships and personal growth. Through interactive lessons and guided activities, participants strengthen essential life skills that support well-being, resilience and positive decision-making. The program creates a supportive environment where students develop confidence and skills they can apply in school and everyday life. This program will deliver a total of 42 sessions, with up to 7 sessions per learning module.	$595.38	up to $25,006 annually
Soccer Shots Soccer Shots – Youth Soccer Enrichment Program Soccer Shots provides engaging soccer enrichment that promotes physical activity, character development and social-emotional growth through age-appropriate instruction. Students build fundamental movement skills, teamwork and confidence while participating in a fun and supportive environment. The program encourages healthy habits, positive relationships and lifelong participation in active lifestyles. This program will deliver a total of 253 sessions, with up to 6 sessions per learning module.	$160.04	up to $40,490 annually
Surf, Skate, Create Surf Skate Create – Skate Program Surf Skate Create provides hands-on skateboarding enrichment that promotes physical activity, confidence and personal growth through skill-based instruction. Students develop coordination, balance and resilience while learning in a safe and supportive environment that encourages perseverance and self-expression. The program fosters healthy habits, independence and a positive mindset through active learning experiences. This program will deliver a total of 42 sessions, with up to 6 sessions per learning module.	$425.00	up to $17,850 annually

Docusign Envelope ID: DE946F4F-C2E9-8D54-81AF-C8849E758C12

Yoga 4 Change Yoga 4 Change – Youth Yoga and Mindfulness Program Yoga 4 Change provides trauma-informed yoga and mindfulness experiences that support students' mental, emotional and physical well-being. Through movement, breathing and mindfulness practices, participants build self-awareness, emotional regulation and resilience in a safe and supportive environment. The program also equips out-of-school time staff with practical strategies to reinforce healthy coping skills beyond program sessions. This program will deliver a total of 49 sessions, with up to 7 sessions per learning module.	$455.02	up to $22,296 annually
Young Singers of the Palm Beaches Young Singers of the Palm Beaches – Prime Time Choirs Young Singers of the Palm Beaches provides choral music enrichment that develops vocal skills, musicianship and creative expression through collaborative singing experiences. Students build confidence, teamwork and communication while exploring music from diverse cultures and traditions. The program promotes social, emotional and personal growth through meaningful participation in the performing arts. This program will deliver a total of 226 sessions, with up to 6 sessions per learning module.	$388.13	up to $87,717 annually

TOTAL CONTRACT	$280,675 annually
TOTAL SERVICES COST	$280,675 annually
Deliverables Description:	

- Proof of Service (includes list of session dates, locations, and number of participating youth).
- Cover Memo on AGENCY Letterhead & Copy of ELO Provider Invoice.
- Proof of Payment by AGENCY to ELO Provider.
- Reports verifying outcomes stated in the Scope of Work; the Annual Report is due no later than October 15, 2027.

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CONTRACT EXHIBIT C

NONGOVERNMENTAL ENTITY HUMAN TRAFFICKING AFFIDAVIT

Section 787.06(13), Florida Statutes

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of Prime Time Palm Beach County Inc. (Consultant) and attest that Consultant does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

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

(signature of officer or representative)

Suzette L. Harvey
(printed name and title of officer or representative)

State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of ☑ physical presence or ☐ online notarization this, 24th day of March 2026, by Suzette L. Harvey.

Personally known ☑ OR produced identification ☐.

Type of identification produced _____.

Paola Cedeno
NOTARY PUBLIC
My Commission Expires: 11/27/2026
State of Florida at large

PAOLA CEDENO
NOTARY PUBLIC
MY COMMISSION EXPIRES 11-27-2026
STATE OF FLORIDA
COMMISSION NUMBER HH 284153
(Notary Seal)

Youth Services Department
50 South Military Trail, Suite 203
West Palm Beach, FL 33415
(561) 242-5700
www.pbc.gov/youthservices

Palm Beach County Board of County Commissioners

Sara Baxter, Mayor
Marci Woodward, Vice Mayor
Maria G. Marino
Gregg K. Weiss
Joel G. Flores
Maria Sachs
Bobby Powell Jr

County Administrator

Joseph Abruzzo

"An Equal Opportunity Employer"

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September 22, 2026

The Children's Home Society of Florida
Attn: Lauren Fuentes, Vice President of Child and Family Well Being
10401 Post Office Blvd. W Fl 3 #1147
Orlando, FL 32862

Dear Ms. Fuentes,

As a result of our meeting held on September 22, 2026, the County is acknowledging The Children's Home Society of Florida (Agency) can no longer sustainably continue providing the services and meet the outcomes provided in the current Community Based Agency Contract (R2024-1257) through the Building Resilient Youth Program beyond September 30, 2026.

Pursuant to Article 25 of the Community Based Agency Contract (R2024-1257), the County is exercising its right to terminate the contract, in whole effective October 1, 2026.

In order for both parties to close their books and meet payment deadlines, please ensure the following are submitted by October 15, 2026:

- final invoice/claim for services through September 30, 2026, by the contract deadline of October 15, 2026. This last claim must be marked "FINAL INVOICE." Any other charges not properly included on this final invoice are waived by your Agency.

- final Annual Report and completed Logic Model.

If you have any questions or concerns, please contact my office at (561) 242-5715, or by email at ecramer@pbc.gov.

Sincerely,

Elisa Cramer, Director
Palm Beach County Youth Services Department

cc: Richard Sena, Assistant County Attorney
Ike Powell, Director of Outreach & Community Programming
Michelle Liska, Director of Finance, Contracting & Admin Services
Ty Hall, Financial Analyst III
Margarett Charles, Financial Analyst III
Tamia Williams, Senior Program Specialist
Catherine Jackson, Contract Manager