



AGENDA REPORT
August 21, 2018

**APPROVAL OF AGREEMENTS, RE: THE DORI SLOSBERG DRIVER
EDUCATION SAFETY ACT/DRIVER EDUCATION SAFETY TRUST FUND**

SUBJECT:

APPROVAL OF AGREEMENTS, RE: THE DORI SLOSBERG DRIVER EDUCATION SAFETY ACT/DRIVER EDUCATION SAFETY TRUST FUND

FISCAL IMPACT:

FY 2018-2019: There is no impact on the General Fund. There is a \$141,137.70 impact to the Driver's Education Safety Trust Fund budget. Funds are available in 1370-201951.

FY 2019-2020: There is no impact on the General Fund. There will be an impact to the Driver Education Safety Trust Fund, which cannot be determined at this time.

DEPT/OFFICE:

Public Safety Office

REQUESTED ACTION:

Consistent with past years processes, it is requested that the Board of County Commissioners authorize the Chair to sign and execute Agreements with the School entities that have submitted applications for funding from the Driver's Education Safety Trust Fund in the amount of \$141,137.70. It is also requested that the Board authorize the Chair to sign any changes or amendments to the budget or contracts with previous approval of the County Attorney and Risk Management.

SUMMARY EXPLANATION and BACKGROUND:

On November 12, 2002, the Board adopted Ordinance No. 02-56, amending Chapter 38, creating Section 38-5, Code of Ordinances, creating a Driver Education Trust Fund to fund public and non-public, non-elementary driver education programs in Brevard County. The ordinance added a \$3 surcharge to each civil traffic violation, excluding parking tickets.

On July 24, 2007, the Board adopted Ordinance No. 07-37, amending Section 38-5, increasing the \$3 surcharge to \$5 for the Driver Education Safety Trust Fund to fund public and non-public, non-elementary driver education programs in Brevard County.

The Brevard County School Board and non-public, non-elementary schools were notified of the funding available from the Driver's Education Trust Fund. Four (4) applications

were received and considered by the Driver Education Trust Fund Selection Committee on April 27, 2018. The Selection Committee is comprised of the following representatives: Alecia Blattler (United Way of Brevard), Stanley Brizz (Eckerd Connects), Chrissy Lake (Brevard County Central Services), Karen Petters (Brevard County Transit Services), Terrence Stoms (Brevard County Parks and Recreation Department), Lt. Channing Taylor (Florida Highway Patrol), and Jennifer Wyman (Brevard County Fire/Rescue Department).

Criteria for school selection process:

- Schools must be non-elementary.
- Funds must be used for driver's education only.
- Funding cannot be used for administration; and
- For recipients receiving past funding, a history regarding compliance.

After review, presentations, and discussions with School officials, the Driver's Education Trust Fund Selection Committee is recommending the following:

***Ambassador Christian Academy:** Approval of \$31,875.00 to be used for driver's training for 75 students through the Florida Safety Council.

Brevard Public Schools: Approval of \$81,137.70. Of that amount, 37,580.00 to be used for the Brevard County Public School's driver's education program and \$43,557.70 to be used for the Teen Challenge Program offered by the Brevard County Sheriff's Office.

***Community Christian School:** Approval of \$5,625.00 to be used for driver's training for 15 students through the Florida Safety Council.

***Holy Trinity Episcopal Academy:** Approval of \$22,500.00 to be used for driver's training for 60 students through the Florida Safety Council.

*Schools utilizing the Florida Safety Council curriculum are charged differing rates dependent upon the length of their partnerships.

CLERK TO THE BOARD INSTRUCTIONS:

Have Board Chair sign and Clerk Attest each Agreement. Return to Public Safety Office.

ATTACHMENTS:

Description

- **Dori Slosberg Agenda Request Aug 2018**
- **Florida Statute 318.1215 Dori Slosberg Driver Ed. Safety Act**
- **County Ordinance: Dori Slosberg Education Safety Act**
- **Initial Cont Review/Approval Form Dori Slosberg**
- **AGREEMENT w/ Ambassador Christian Academy**
- **AGREEMENT w/Brevard Public Schools**
- **AGREEMENT w/Community Christian School**
- **AGREEMENT w/Holy Trinity Episcopal Academy**



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

August 22, 2018

MEMORANDUM

TO: Matthew Wallace, Public Safety Office Director

RE: Item F.11., Approval of Agreements for the Dori Slosberg Driver Education Safety Act/Dirver Education Safety Trust Fund

The Board of County Commissioners, in regular session on August 21, 2018, authorized the Chair to sign and execute Agreements with the school entities that have submitted applications for funding from the Driver's Education Safety Trust Fund in the amount of \$141,137.10; and authorized the Chair to sign any changes or amendments to the budget or contracts with previous approval of the County Attorney and Risk Management. Enclosed are two fully-executed Agreements with each entity.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/kp

Encls. (8)

cc: Contract Administration
Finance
Budget

Meeting Date
August 21, 2018



AGENDA	
Section	CONSENT
Item No.	

**AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**

SUBJECT:	APPROVAL OF AGREEMENTS, RE: THE DORI SLOSBERG DRIVER EDUCATION SAFETY ACT/DRIVER EDUCATION SAFETY TRUST FUND
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DEPT/OFFICE:	PUBLIC SAFETY SERVICES
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It is requested that the Board of County Commissioners authorize the Chair to sign and execute Agreements with the School entities that have submitted applications for funding from the Driver's Education Safety Trust Fund in the amount of \$141,137.70. It is also requested that the Board authorize the Chair to sign any changes or amendments to the budget or contracts with previous approval of the County Attorney and Risk Management.

Summary Explanation & Background:

On November 12, 2002, the Board adopted Ordinance No. 02-56, amending Chapter 38, creating Section 38-5, Code of Ordinances, creating a Driver Education Trust Fund to fund public and non-public, non-elementary driver education programs in Brevard County. The ordinance added a \$3 surcharge to each civil traffic violation, excluding parking tickets.

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The Brevard County School Board and non-public, non-elementary schools were notified of the funding available from the Driver's Education Trust Fund. Four (4) applications were received and considered by the Driver Education Trust Fund Selection Committee on April 27, 2018. The Selection Committee is comprised of the following representatives: Alecia Blattler (United Way of Brevard), Stanley Brizz (Eckerd Connects), Chrissy Lake (Brevard County Central Services), Karen Petters (Brevard County Transit Services), Terrence Stoms (Brevard County Parks and Recreation Department), Lt. Channing Taylor (Florida Highway Patrol), and Jennifer Wyman (Brevard County Fire/Rescue Department).

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 - Funds must be used for driver's education only.
 - Funding cannot be used for administration; and
 - For recipients receiving past funding, a history regarding compliance.

(Continued on page 2)

Clerk to the Board Instructions: Have Board Chair sign and Clerk Attest each Agreement. Return to Public Safety Services.

Exhibits Attached: Four (4) Agreements, two (2) Initial Contract Forms

Contract /Agreement (If attached): Reviewed by County Attorney	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	PR <input type="checkbox"/>
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County Manager	Assistant County Manager	Department Director / Extension
Frank Abbate	Matthew Wallace	Matthew Wallace, Director (X: 55390)

After review, presentations, and discussions with School officials, the Driver's Education Trust Fund Selection Committee is recommending the following:

***Ambassador Christian Academy:** Approval of \$31,875.00 to be used for driver's training for 75 students through the Florida Safety Council.

Brevard Public Schools: Approval of \$81,137.70. Of that amount, 37,580.00 to be used for the Brevard County Public School's driver's education program and \$43,557.70 to be used for the Teen Challenge Program offered by the Brevard County Sheriff's Office.

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*Schools utilizing the Florida Safety Council curriculum are charged differing rates dependent upon the length of their partnerships.

Fiscal Impact: FY 2018-2019: There is no impact on the General Fund. There is a \$141,137.70 impact to the Driver's Education Safety Trust Fund budget. Funds are available in 1370-201951.

FY 2019-2020: There is no impact on the General Fund. There will be an impact to the Driver Education Safety Trust Fund, which cannot be determined at this time.

Contact Person: Isabel Kennedy, Jail Population Management Coordinator, 321-637-5390
Ext. 56829

Dori Slosberg Driver Education Safety Act Legislation

The 2018 Florida Statutes

<u>Title XXIII</u>	<u>Chapter 318</u>	<u>View Entire</u>
MOTOR	DISPOSITION OF TRAFFIC	<u>Chapter</u>
VEHICLES	INFRACTIONS	

318.1215 Dori Slosberg Driver Education Safety Act.—
Notwithstanding the provisions of s.318.121, a board of county commissioners may require, by ordinance, that the clerk of the court collect an additional \$5 with each civil traffic penalty, which shall be used to fund driver education programs in public and nonpublic schools. The ordinance shall provide for the board of county commissioners to administer the funds, which shall be used for enhancement, and not replacement, of driver education program funds. The funds shall be used for direct educational expenses and shall not be used for administration. Each driver education program receiving funds pursuant to this section shall require that a minimum of 30 percent of a student's time in the program be behind-the-wheel training. This section may be cited as the "Dori Slosberg Driver Education Safety Act."

History.—s. 98, ch. 2002-20; s. 10, ch. 2005-164; s. 49, ch. 2006-290.

http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=dori&URL=0300-0399/0318/Sections/0318.1215.html

COUNTY ORDINANCE: Dori Slosberg Driver Education Safety Act

- **Sec. 38-5. - Driver education safety trust fund.**

(a)

Authority and intent. This section is adopted pursuant to the authority vested in the board of county commissioners by virtue of Section 98 of Chapter 2002-20, Laws of Florida, known as the "Dori Slosberg Driver Education Safety Act." The board of county commissioners intends to create of a driver education safety trust fund for the purpose of funding public and nonpublic driver education programs which the board of county commissioners finds will serve the best interest of the public health, safety, and welfare of the citizens of the county by improving the driving habits of students enrolled in those programs.

(b)

Definitions. The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Board of county commissioners means the board of county commissioners of Brevard County, Florida.

Clerk means the clerk of the circuit court of Brevard County.

County means the incorporated and unincorporated areas of Brevard County.

Fund means the driver education safety trust fund.

(c)

Creation of funding and accounting. Upon the effective date of the ordinance implementing this section, the clerk shall collect an additional \$5.00 with each civil traffic penalty levied in the county. The additional \$5.00 court cost shall be mandatorily imposed with all civil traffic penalties levied in the county, excluding parking violations, and may not be waived by any magistrate or judge deciding such cases. The clerk shall keep a record of such collections. The clerk shall then forward all monies collected to the board of county commissioners of the county by way of deposit into a special, separate account entitled, "Driver's Education Safety Trust Fund." Once each quarter, the clerk shall furnish a full report to the board of county commissioners as to the amount of funds collected and deposited into the driver education safety trust fund and the amount of expenditures from the fund.

(d)

Expenditures. Monies deposited into the fund shall be used to financially assist driver education safety programs in public and nonpublic non-elementary schools in the county. All monies dispersed from the fund shall be supplemental to, and shall not take the place of, any existing funding provided for any such program. Dispersed funds shall be used for direct educational expenses and shall not be used for administration. In order to receive assistance grants from the fund, programs shall be selected on the basis of selection procedures which shall be developed by the county manager or designee.

(Ord. No. 2002-56, § 1, 11-12-02; Ord. No. 07-37, § 2, 8-7-07)

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Schools receiving Dori Slosberg Driver Education Safety funds	
2. Fund/Account #: 1370/534000/201951	3. Department Name: Public Safety Services
4. Contract Description: Dori Slosberg Driver Education Safety Trust Fund Agreements w/Schools	
5. Contract Monitor: Isabel Kennedy	7. Contract Type: USE AGREEMENT
6. Dept/Office Director: Matthew Wallace	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

SECTION III - REVIEW AND APPROVAL TO EXECUTE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Matt Lairsey <small>Digitally signed by Powers, Melissa Date: 2018.08.10 09:22:33 -0400</small>	8/10/2018
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>		08/06/2018
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>		08/10/2018

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status	<input type="checkbox"/>
Contract Title	<input type="checkbox"/>
Contract Type	<input type="checkbox"/>
Contract Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date	<input type="checkbox"/>
Contract Effective Date	<input type="checkbox"/>
Contract Expiration Date	<input type="checkbox"/>
Contract Absolute End Data (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>

**BREVARD COUNTY
HOUSING AND HUMAN SERVICES
AGREEMENT**

This Agreement by and between the Board of County Commissioners of Brevard County, Florida, a political subdivision of the State of Florida (hereinafter the "County"), and Ambassador Christian Academy business address of 175 Cone Road, Merritt Island, FL 32952.

WITNESSETH:

- I. **WHEREAS**, Brevard County has collected an additional \$5.00 for each civil traffic penalty excluding parking violations, which has been deposited into the Driver Education Safety Trust Fund pursuant to Sec. 318.1215, Florida Statutes and Sec. 38-5, Code of Ordinances of Brevard County, Florida; and
- II. **WHEREAS**, funds deposited into the Trust Fund shall be used to financially assist driver education safety programs in public and non-public non-elementary schools in the County; and
- III. **WHEREAS**, Ambassador Christian Academy has identified a need for the funds collected; and
- IV. **WHEREAS**, a selection committee has determined that \$31,875.00 should be allocated to Ambassador Christian Academy for purposes as so stated in the Approved Budget found in Attachment "A"; and
- V. **WHEREAS**, the County has determined that the allocation of the above referenced amount to Ambassador Christian Academy will benefit the applicable students and citizens of Brevard County.

NOW THEREFORE, the parties agree as follows:

1. **FUNDS ALLOCATED:** The County agrees to allocate \$31,875.00 of Dori Slosberg Driver Education Safety funds to Ambassador Christian Academy and disburse these funds when requested through quarterly Progress Reports and an accompanying invoice.
2. **SCOPE OF SERVICES/REQUIREMENTS:** Ambassador Christian Academy agrees that funding will be utilized solely for the provision of Driver Education purposes and be supplemental to, and shall not take the place of, any existing funding provided for Driver Education purposes.

Ambassador Christian Academy agrees that disbursed funds shall be used for direct educational expenses and shall not be used for administration.

Ambassador Christian Academy agrees that a minimum of 30 percent of a student's time in the program will be behind-the-wheel training as required by FS 318.1215. Ambassador Christian Academy agrees to develop and maintain records that substantiate this minimum "behind-the-wheel" training criteria.

Ambassador Christian Academy agrees to utilize funding, solely for the proposed purposes of their Driver Education Program as detailed in their Approved Budget (Attachment "A").

3. **TERM:** This Agreement shall become effective October 1, 2018, upon execution by the County and Ambassador Christian Academy, and will expire on September 30, 2019 or if/when all funds are depleted by Ambassador Christian Academy between these dates.
4. **REPORT AND INVOICE BY SCHOOLS:** Ambassador Christian Academy shall submit a quarterly report referred to as a "Progress Report" by the date specified in Attachment "B", along with an invoice for reimbursement (Attachment "C") for the portion of allocated funds that was spent during the reported quarter. Progress Reports and Invoices are to be submitted within 30 days of the last day of the quarter to the Housing and Human Services Department, Attn: Isabel Kennedy, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 or Isabel.Kennedy@BrevardFL.gov until the full amount of allocated funds referenced in paragraph one (1) is fully utilized and accounted for.
5. **MODIFICATION:** This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.
6. **REFUND OF FUNDS:** If Ambassador Christian Academy uses the awarded funds for any purpose other than as specifically authorized herein, the County shall be entitled to a refund of those funds, or portion of funds, improperly utilized by Ambassador Christian Academy. Allocated funds not used within the agreed upon dates will be forfeited by Ambassador Christian Academy and remain in the Dori Slosberg Trust Fund.
7. **RECORDS:** In performance of this Agreement, Ambassador Christian Academy shall keep books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting procedures. All documents, papers, books, records, and accounts made or received by Ambassador Christian Academy in conjunction with the Agreement and the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by Ambassador Christian Academy for a period of three (3) years after termination of this Agreement. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. No reports, data, programs or other materials produced, in

whole or in part for the benefit and use of the County, under this Agreement shall be subject to copyright in the United States or any other country.

8. **CONTRACTED RELATIONSHIP:** This Agreement shall operate solely as a funding mechanism and Ambassador Christian Academy shall perform any Driver Education program services as an independent entity. Nothing contained in this Agreement shall be interpreted or construed to constitute that Ambassador Christian Academy or any of its agents or employees are agents, employees, or representatives of Brevard County.
9. **COMPLIANCE WITH LAWS:** It shall be Ambassador Christian Academy's responsibility to be aware of and comply with all state and local laws. Should Florida Statute 318.1215 (known as the Dori Slosberg Driver Education Safety Act) change, it is Ambassador Christian Academy's responsibility to remain in compliance. In accordance with the requirements of title III of the Americans with Disabilities Act of 1990 (ADA), Ambassador Christian Academy will not discriminate against qualified individuals with disabilities on the basis of disability in the provision of its driver education safety program and will provide all reasonable modifications and accommodations for persons with disabilities that participate in the driver education program. In addition, it is understood that the public funding provided herein may result in a determination that the driver education program is either directly or indirectly also subject to title II of the ADA and that Ambassador Christian Academy agrees to ensure compliance with all applicable ADA requirements.
10. **INDEMNIFICATIONS:** Each party shall be solely responsible for the negligent or wrongful acts of its employees or agents. Nothing contained in this agreement shall be construed as a waiver of the County's rights to sovereign immunity under section 768.28, Florida Statutes, or any of the limitations/caps on payment of claims/judgments set forth in sec. 768.28(5). Nor shall any of the terms or conditions set forth herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement.
11. **VENUES, TRIALS:** This Agreement shall be governed, interpreted, and construed according to the laws of the State of Florida. Venue for any legal action by any party to interpret, construe, or enforce this Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.
12. **ATTORNEY'S FEES:** In the event of any legal action to enforce the terms of this contract each party shall bear its own attorney's fees and costs.
13. **NOTICE:** Any and all notices required under this agreement shall be via e-mail or in writing and sent to the following addresses, by U.S. Postal Service to Housing and Human Services Department, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 and Ambassador Christian Academy, 2700 Judge Fran Jamieson Way, Viera, Florida 32940.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first below written.

BREVARD COUNTY, FLORIDA

ATTEST:

By: 
Rita Pritchett, Chairperson
As approved by the Board on Aug. 21, 2018

By: 
Scott Ellis, Clerk


Shannon Wilson
Deputy County Attorney

AMBASSADOR CHRISTIAN ACADEMY

By: 
Joyce Willoughby-Wichmann, Administrator

Date: 6/27/18

Mailing Address: 175 Cone Road, Merritt Island, FL 32952

Area Code/Telephone Number: 321-305-6931

Attachment "A"
APPROVED BUDGET

Ambassador Christian Academy

Description	Units	Cost Per Unit	Subtotals
Florida Safety Council 36 Hour Training Course	75 Students	\$425.00	\$31,875.00
Total:			\$31,875.00

Attachment "B"

**QUARTERLY PROGRESS REPORT
DRIVER EDUCATION SAFETY TRUST FUND**

School Name: AMBASSADOR CHRISTIAN ACADEMY

Reporting period (check one): 12/2018, 03/2019, 06/2019, 09/2019
(report is due within 30 days of the end of each reporting period)

Total amount of funds expended this quarter: \$ _____

Breakdown of expenditures this quarter (attach additional sheet/s as needed)

Please attach backup documents for expenditures listed below (receipts, invoices, etc.)

	Invoice Number	Amount	Vender Name	Description	Purpose(s)
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5.		\$			

Total amount of funds expended to-date: _____

Summary of progress/completion of projects (attach additional pages as needed):

Please attach roster of students (DO NOT include personally identifying information such as SS# or DOB)

Total number of students served to-date: _____

Name of person preparing report: _____

Title of person preparing report: _____

Phone number of person preparing report: _____

Date: _____

Signature: _____

**BREVARD COUNTY
HOUSING AND HUMAN SERVICES
AGREEMENT**

This Agreement by and between the Board of County Commissioners of Brevard County, Florida, a political subdivision of the State of Florida (hereinafter the "County"), and Brevard Public Schools, business address of 2700 Judge Fran Jamieson Way, Viera, Florida 32940.

WITNESSETH:

- I. **WHEREAS**, Brevard County has collected an additional \$5.00 for each civil traffic penalty excluding parking violations, which has been deposited into the Driver Education Safety Trust Fund pursuant to Sec. 318.1215, Florida Statutes and Sec. 38-5, Code of Ordinances of Brevard County, Florida; and
- II. **WHEREAS**, funds deposited into the Trust Fund shall be used to financially assist driver education safety programs in public and non-public non-elementary schools in the County; and
- III. **WHEREAS**, Brevard Public Schools has identified a need for the funds collected; and
- IV. **WHEREAS**, a selection committee has determined that \$81,137.70 should be allocated to Brevard Public Schools for purposes as so stated in the Approved Budget found in Attachment "A"; and
- V. **WHEREAS**, the County has determined that the allocation of the above referenced amount to Brevard Public Schools will benefit the applicable students and citizens of Brevard County.

NOW THEREFORE, the parties agree as follows:

1. **FUNDS ALLOCATED:** The County agrees to allocate \$81,137.70 of Dori Slosberg Driver Education Safety funds to Brevard Public Schools and disburse these funds when requested through quarterly Progress Reports and an accompanying invoice.
2. **SCOPE OF SERVICES/REQUIREMENTS:** Brevard Public Schools agrees that funding will be utilized solely for the provision of Driver Education purposes and be supplemental to, and shall not take the place of, any existing funding provided for Driver Education purposes.

Brevard Public Schools agrees that disbursed funds shall be used for direct educational expenses and shall not be used for administration.

Brevard Public Schools agrees that a minimum of 30 percent of a student's time in the program will be behind-the-wheel training as required by FS 318.1215. Brevard Public Schools agrees to develop and maintain records that substantiate this minimum "behind-the-wheel" training criteria.

Brevard Public Schools agrees to utilize funding solely for the proposed purposes of their Driver Education Program as detailed in their Approved Budget (Attachment "A").

3. **TERM:** This Agreement shall become effective October 1, 2018, upon execution by the County and Brevard Public Schools, and will expire on September 30, 2019 or if/when all funds are depleted by Brevard Public Schools between these dates.
4. **REPORT AND INVOICE BY SCHOOLS:** Brevard Public Schools shall submit a quarterly report referred to as a "Progress Report" by the date specified in Attachment "B", along with an invoice for reimbursement (Attachment "C") for the portion of allocated funds that was spent during the reported quarter. Progress Reports and Invoices are to be submitted within 30 days of the last day of the quarter to the Housing and Human Services Department, Attn: Isabel Kennedy, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 or Isabel.Kennedy@BrevardFL.gov until the full amount of allocated funds referenced in paragraph one (1) is fully utilized and accounted for.
5. **MODIFICATION:** This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.
6. **REFUND OF FUNDS:** If Brevard Public Schools uses the awarded funds for any purpose other than as specifically authorized herein, the County shall be entitled to a refund of those funds, or portion of funds, improperly utilized by Brevard Public Schools. Allocated funds not used within the agreed upon dates will be forfeited by Brevard Public Schools and remain in the Dori Slosberg Trust Fund.
7. **RECORDS:** In performance of this Agreement, Brevard Public Schools shall keep books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting procedures. All documents, papers, books, records, and accounts made or received by Brevard Public Schools in conjunction with the Agreement and the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by Brevard Public Schools for a period of three (3) years after termination of this Agreement. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. No reports, data, programs or other materials produced, in whole or in part for the benefit and use of the County, under this Agreement shall be subject to copyright in the United States or any other country.

8. **CONTRACTED RELATIONSHIP:** This Agreement shall operate solely as a funding mechanism and Brevard Public Schools shall perform any Driver Education program services as an independent entity. Nothing contained in this Agreement shall be interpreted or construed to constitute that Brevard Public Schools or any of its agents or employees are agents, employees, or representatives of Brevard County.
9. **COMPLIANCE WITH LAWS:** It shall be Brevard Public Schools' responsibility to be aware of and comply with all state and local laws. Should Florida Statute 318.1215 (known as the Dori Slosberg Driver Education Safety Act) change, it is Brevard Public Schools' responsibility to remain in compliance. In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (ADA), Brevard Public Schools will not discriminate against qualified individuals with disabilities on the basis of disability in the provision of its driver education safety program and will provide all reasonable modifications and accommodations for persons with disabilities that participate in the driver education program. In addition, it is understood that the public funding provided herein may be used to pay for vendors that provide driver education services and who are subject to title III of the ADA. Brevard Public Schools will ensure that any vendor paid for by this public funding agrees to ensure compliance with all applicable ADA requirements.
10. **INDEMNIFICATIONS:** Each party shall be solely responsible for the negligent or wrongful acts of its employees or agents. Nothing contained in this agreement shall be construed as a waiver of either party's rights to sovereign immunity under section 768.28, Florida Statutes, or any of the limitations/caps on payment of claims/judgments set forth in sec. 768.28(5). Nor shall any of the terms or conditions set forth herein be construed as consent by the County or the Board to be sued by third parties in any matter arising out of this Agreement.
11. **VENUES, TRIALS:** This Agreement shall be governed, interpreted, and construed according to the laws of the State of Florida. Venue for any legal action by any party to interpret, construe, or enforce this Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.
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IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first below written.

BREVARD COUNTY, FLORIDA

ATTEST:

By: 
Rita Pritchett, Chairperson
As approved by the Board on Aug. 21, 2018

By: 
Scott Ellis, Clerk


Shannon Wilson
Deputy County Attorney

BREVARD PUBLIC SCHOOLS

By: 
John Craig, Chairperson

By: 
Mark W. Mullins, Ed.D., Superintendent

Date: _____

Mailing Address: 2700 Judge Fran Jamieson Way, Viera, Florida 32940

Area Code/Telephone Number: 321-633-1000 Ext. 387

Attachment "A"
APPROVED BUDGET

Brevard Public Schools

Description	Units	Cost Per Unit	Subtotals
Instructional Materials - student editions	150	90.00	13,500.00
Instructional Materials - teacher editions	6	155.00	930.00
Maintenance and fuel (45 vehicles)	45	50.00	2,250.00
Student Scholarships	120	120.00	14,400.00
Teacher Pay – Resource teacher to develop Driver Ed Endorsement Course for BPS			2,500.00
Teaching Supplies: Cones, Traffic signs, car magnets, videos, etc.	8	500.00	4,000.00
Sub Total			\$37,580.00

Brevard County Sheriff's Office

Description	Units	Cost Per Unit	Subtotals
Teen Driving Challenge Instruction Classes	24	1,508.10	36,194.40
Drive Simulation Trailer Events	10	636.33	6,363.30
SimuRide Professional Edition simulator software upgrade	6		1,000.00
Sub Total			\$43,557.70

Grand Total	\$81,137.70
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Attachment "B"

**QUARTERLY PROGRESS REPORT
DRIVER EDUCATION SAFETY TRUST FUND**

School Name: BREVARD PUBLIC SCHOOLS

Reporting period (check one): 12/2018, 03/2019, 06/2019, 09/2019
(report is due within 30 days of the end of each reporting period)

Total amount of funds expended this quarter: \$ _____

Breakdown of expenditures this quarter (attach additional sheet/s as needed)

Please attach backup documents for expenditures listed below (receipts, invoices, etc.)

	Invoice Number	Amount	Vender Name	Description	Purpose(s)
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5.		\$			

Total amount of funds expended to-date: _____

Summary of progress/completion of projects (attach additional pages as needed):

Please attach roster of students (DO NOT include personally identifying information such as SS# or DOB)

Total number of students served to-date: _____

Name of person preparing report: _____

Title of person preparing report: _____

Phone number of person preparing report: _____

Date: _____

Signature: _____

**BREVARD COUNTY
HOUSING AND HUMAN SERVICES
AGREEMENT**

This Agreement by and between the Board of County Commissioners of Brevard County, Florida, a political subdivision of the State of Florida (hereinafter the "County"), and Community Christian School business address of 3550 W. Eau Gallie Blvd., Melbourne, FL 32934.

WITNESSETH:

- I. **WHEREAS**, Brevard County has collected an additional \$5.00 for each civil traffic penalty excluding parking violations, which has been deposited into the Driver Education Safety Trust Fund pursuant to Sec. 318.1215, Florida Statutes and Sec. 38-5, Code of Ordinances of Brevard County, Florida; and
- II. **WHEREAS**, funds deposited into the Trust Fund shall be used to financially assist driver education safety programs in public and non-public non-elementary schools in the County; and
- III. **WHEREAS**, Community Christian School has identified a need for the funds collected; and
- IV. **WHEREAS**, a selection committee has determined that \$5,625.00 should be allocated to Community Christian School for purposes as so stated in the Approved Budget found in Attachment "A"; and
- V. **WHEREAS**, the County has determined that the allocation of the above referenced amount to Community Christian School will benefit the applicable students and citizens of Brevard County.

NOW THEREFORE, the parties agree as follows:

1. **FUNDS ALLOCATED:** The County agrees to allocate \$5,625.00 of Dori Slosberg Driver Education Safety funds to Community Christian School and disburse these funds when requested through quarterly Progress Reports and an accompanying invoice.
2. **SCOPE OF SERVICES/REQUIREMENTS:** Community Christian School agrees that funding will be utilized solely for the provision of Driver Education purposes and be supplemental to, and shall not take the place of, any existing funding provided for Driver Education purposes.

Community Christian School agrees that disbursed funds shall be used for direct educational expenses and shall not be used for administration.

Community Christian School agrees that a minimum of 30 percent of a student's time in the program will be behind-the-wheel training as required by FS 318.1215. Community Christian School agrees to develop and maintain records that substantiate this minimum "behind-the-wheel" training criteria.

Community Christian School agrees to utilize funding, solely for the proposed purposes of their Driver Education Program as detailed in their Approved Budget (Attachment "A").

3. **TERM:** This Agreement shall become effective October 1, 2018, upon execution by the County and Community Christian School, and will expire on September 30, 2019 or if/when all funds are depleted by Community Christian School between these dates.
4. **REPORT AND INVOICE BY SCHOOLS:** Community Christian School shall submit a quarterly report referred to as a "Progress Report" by the date specified in Attachment "B", along with an invoice for reimbursement (Attachment "C") for the portion of allocated funds that was spent during the reported quarter. Progress Reports and Invoices are to be submitted within 30 days of the last day of the quarter to the Housing and Human Services Department, Attn: Isabel Kennedy, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 or Isabel.Kennedy@BrevardFL.gov until the full amount of allocated funds referenced in paragraph one (1) is fully utilized and accounted for.
5. **MODIFICATION:** This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.
6. **REFUND OF FUNDS:** If Community Christian School uses the awarded funds for any purpose other than as specifically authorized herein, the County shall be entitled to a refund of those funds, or portion of funds, improperly utilized by Community Christian School. Allocated funds not used within the agreed upon dates will be forfeited by Community Christian School and remain in the Dori Slosberg Trust Fund.
7. **RECORDS:** In performance of this Agreement, Community Christian School shall keep books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting procedures. All documents, papers, books, records, and accounts made or received by Community Christian School in conjunction with the Agreement and the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by Community Christian School for a period of three (3) years after termination of this Agreement. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. No reports, data, programs or other materials produced, in

whole or in part for the benefit and use of the County, under this Agreement shall be subject to copyright in the United States or any other country.

8. **CONTRACTED RELATIONSHIP:** This Agreement shall operate solely as a funding mechanism and Community Christian School shall perform any Driver Education program services as an independent entity. Nothing contained in this Agreement shall be interpreted or construed to constitute that Community Christian School or any of its agents or employees are agents, employees, or representatives of Brevard County.
9. **COMPLIANCE WITH LAWS:** It shall be Community Christian School's responsibility to be aware of and comply with all state and local laws. Should Florida Statute 318.1215 (known as the Dori Slosberg Driver Education Safety Act) change, it is Community Christian School's responsibility to remain in compliance. In accordance with the requirements of title III of the Americans with Disabilities Act of 1990 (ADA), Community Christian School will not discriminate against qualified individuals with disabilities on the basis of disability in the provision of its driver education safety program and will provide all reasonable modifications and accommodations for persons with disabilities that participate in the driver education program. In addition, it is understood that the public funding provided herein may result in a determination that the driver education program is either directly or indirectly also subject to title II of the ADA and that Community Christian School agrees to ensure compliance with all applicable ADA requirements.
10. **INDEMNIFICATIONS:** Each party shall be solely responsible for the negligent or wrongful acts of its employees or agents. Nothing contained in this agreement shall be construed as a waiver of the County's rights to sovereign immunity under section 768.28, Florida Statutes, or any of the limitations/caps on payment of claims/judgments set forth in sec. 768.28(5). Nor shall any of the terms or conditions set forth herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement.
11. **VENUES, TRIALS:** This Agreement shall be governed, interpreted, and construed according to the laws of the State of Florida. Venue for any legal action by any party to interpret, construe, or enforce this Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.
12. **ATTORNEY'S FEES:** In the event of any legal action to enforce the terms of this contract each party shall bear its own attorney's fees and costs.
13. **NOTICE:** Any and all notices required under this agreement shall be via e-mail or in writing and sent to the following addresses, by U.S. Postal Service to Housing and Human Services Department, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 and Community Christian School, 2700 Judge Fran Jamieson Way, Viera, Florida 32940.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first below written.

BREVARD COUNTY, FLORIDA

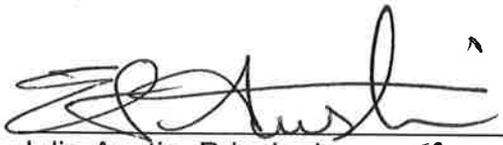
ATTEST:

By: 
Rita Pritchett, Chairperson
As approved by the Board on Aug. 21, 2018

By: 
Scott Ellis, Clerk


Shannon Wilson
Deputy County Attorney

COMMUNITY CHRISTIAN SCHOOL

By: 
~~Julie Austin, Principal~~ ERIC AUSTIN, PRESIDENT

Date: 7/3/2018

Mailing Address: 1616 Ferndale Avenue, Melbourne, FL 32935

Area Code/Telephone Number: 321-259-1590

Attachment "A"
APPROVED BUDGET

Community Christian School

Description	Units	Cost Per Unit	Subtotals
Florida Safety Council Driver Education	15 Students	\$375	\$5,625.00
Total:			\$5,625.00

Attachment "B"
QUARTERLY PROGRESS REPORT
DRIVER EDUCATION SAFETY TRUST FUND

School Name: COMMUNITY CHRISTIAN SCHOOL

Reporting period (check one): 12/2018, 03/2019, 06/2019, 09/2019
(report is due within 30 days of the end of each reporting period)

Total amount of funds expended this quarter: \$ _____

Breakdown of expenditures this quarter *(attach additional sheet/s as needed)*

Please attach backup documents for expenditures listed below (receipts, invoices, etc.)

	Invoice Number	Amount	Vender Name	Description	Purpose(s)
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5.		\$			

Total amount of funds expended to-date: _____

Summary of progress/completion of projects *(attach additional pages as needed):*

Please attach roster of students *(DO NOT include personally identifying information such as SS# or DOB)*

Total number of students served to-date: _____

Name of person preparing report: _____

Title of person preparing report: _____

Phone number of person preparing report: _____

Date: _____

Signature: _____

**BREVARD COUNTY
HOUSING AND HUMAN SERVICES
AGREEMENT**

This Agreement by and between the Board of County Commissioners of Brevard County, Florida, a political subdivision of the State of Florida (hereinafter the "County"), and Holy Trinity Episcopal Academy business address of 5625 Holy Trinity Drive, Melbourne, FL 32940.

WITNESSETH:

- I. **WHEREAS**, Brevard County has collected an additional \$5.00 for each civil traffic penalty excluding parking violations, which has been deposited into the Driver Education Safety Trust Fund pursuant to Sec. 318.1215, Florida Statutes and Sec. 38-5, Code of Ordinances of Brevard County, Florida; and
- II. **WHEREAS**, funds deposited into the Trust Fund shall be used to financially assist driver education safety programs in public and non-public non-elementary schools in the County; and
- III. **WHEREAS**, Holy Trinity Episcopal Academy has identified a need for the funds collected; and
- IV. **WHEREAS**, a selection committee has determined that \$22,500.00 should be allocated to Holy Trinity Episcopal Academy for purposes as so stated in the Approved Budget found in Attachment "A"; and
- V. **WHEREAS**, the County has determined that the allocation of the above referenced amount to Holy Trinity Episcopal Academy will benefit the applicable students and citizens of Brevard County.

NOW THEREFORE, the parties agree as follows:

1. **FUNDS ALLOCATED:** The County agrees to allocate \$22,500.00 of Dori Slosberg Driver Education Safety funds to Holy Trinity Episcopal Academy and disburse these funds when requested through quarterly Progress Reports and an accompanying invoice.
2. **SCOPE OF SERVICES/REQUIREMENTS:** Holy Trinity Episcopal Academy agrees that funding will be utilized solely for the provision of Driver Education purposes and be supplemental to, and shall not take the place of, any existing funding provided for Driver Education purposes.

Holy Trinity Episcopal Academy agrees that disbursed funds shall be used for direct educational expenses and shall not be used for administration.

Holy Trinity Episcopal Academy agrees that a minimum of 30 percent of a student's time in the program will be behind-the-wheel training as required by FS 318.1215. Holy Trinity Episcopal Academy agrees to develop and maintain records that substantiate this minimum "behind-the-wheel" training criteria.

Holy Trinity Episcopal Academy agrees to utilize funding, solely for the proposed purposes of their Driver Education Program as detailed in their Approved Budget (Attachment "A").

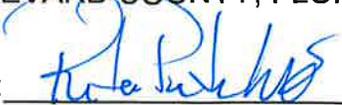
3. **TERM:** This Agreement shall become effective October 1, 2018, upon execution by the County and Holy Trinity Episcopal Academy, and will expire on September 30, 2019 or if/when all funds are depleted by Holy Trinity Episcopal Academy between these dates.
4. **REPORT AND INVOICE BY SCHOOLS:** Holy Trinity Episcopal Academy shall submit a quarterly report referred to as a "Progress Report" by the date specified in Attachment "B", along with an invoice for reimbursement (Attachment "C") for the portion of allocated funds that was spent during the reported quarter. Progress Reports and Invoices are to be submitted within 30 days of the last day of the quarter to the Housing and Human Services Department, Attn: Isabel Kennedy, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 or Isabel.Kennedy@BrevardFL.gov until the full amount of allocated funds referenced in paragraph one (1) is fully utilized and accounted for.
5. **MODIFICATION:** This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.
6. **REFUND OF FUNDS:** If Holy Trinity Episcopal Academy uses the awarded funds for any purpose other than as specifically authorized herein, the County shall be entitled to a refund of those funds, or portion of funds, improperly utilized by Holy Trinity Episcopal Academy. Allocated funds not used within the agreed upon dates will be forfeited by Holy Trinity Episcopal Academy and remain in the Dori Slosberg Trust Fund.
7. **RECORDS:** In performance of this Agreement, Holy Trinity Episcopal Academy shall keep books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting procedures. All documents, papers, books, records, and accounts made or received by Holy Trinity Episcopal Academy in conjunction with the Agreement and the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by Holy Trinity Episcopal Academy for a period of three (3) years after termination of this Agreement. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. No reports, data, programs or other materials produced, in

whole or in part for the benefit and use of the County, under this Agreement shall be subject to copyright in the United States or any other country.

8. **CONTRACTED RELATIONSHIP:** This Agreement shall operate solely as a funding mechanism and Holy Trinity Episcopal Academy shall perform any Driver Education program services as an independent entity. Nothing contained in this Agreement shall be interpreted or construed to constitute that Holy Trinity Episcopal Academy or any of its agents or employees are agents, employees, or representatives of Brevard County.
9. **COMPLIANCE WITH LAWS:** It shall be Holy Trinity Episcopal Academy's responsibility to be aware of and comply with all state and local laws. Should Florida Statute 318.1215 (known as the Dori Slosberg Driver Education Safety Act) change, it is Holy Trinity Episcopal Academy's responsibility to remain in compliance. In accordance with the requirements of title III of the Americans with Disabilities Act of 1990 (ADA), Holy Trinity Episcopal Academy will not discriminate against qualified individuals with disabilities on the basis of disability in the provision of its driver education safety program and will provide all reasonable modifications and accommodations for persons with disabilities that participate in the driver education program. In addition, it is understood that the public funding provided herein may result in a determination that the driver education program is either directly or indirectly also subject to title II of the ADA and that Holy Trinity Episcopal Academy agrees to ensure compliance with all applicable ADA requirements.
10. **INDEMNIFICATIONS:** Each party shall be solely responsible for the negligent or wrongful acts of its employees or agents. Nothing contained in this agreement shall be construed as a waiver of the County's rights to sovereign immunity under section 768.28, Florida Statutes, or any of the limitations/caps on payment of claims/judgments set forth in sec. 768.28(5). Nor shall any of the terms or conditions set forth herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement.
11. **VENUES, TRIALS:** This Agreement shall be governed, interpreted, and construed according to the laws of the State of Florida. Venue for any legal action by any party to interpret, construe, or enforce this Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.
12. **ATTORNEY'S FEES:** In the event of any legal action to enforce the terms of this contract each party shall bear its own attorney's fees and costs.
13. **NOTICE:** Any and all notices required under this agreement shall be via e-mail or in writing and sent to the following addresses, by U.S. Postal Service to Housing and Human Services Department, 2725 Judge Fran Jamieson Way, Building B, Suite 103, Viera, Florida 32940 and Holy Trinity Episcopal Academy, 2700 Judge Fran Jamieson Way, Viera, Florida 32940.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first below written.

BREVARD COUNTY, FLORIDA

By: 

Rita Pritchett, Chairperson

As approved by the Board on Aug. 21, 2018

ATTEST:

By: 

Scott Ellis, Clerk



Shannon Wilson

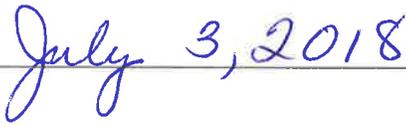
Deputy County Attorney

HOLY TRINITY EPISCOPAL ACADEMY

By: 

Katherine Cobb,

President

Date: 

Mailing Address: 5625 Holy Trinity Drive, Melbourne. FL 32940

Area Code/Telephone Number: 321-723-8323

Attachment "A"
APPROVED BUDGET

Holy Trinity Episcopal Academy

Description	Units	Cost Per Unit	Subtotals
Classroom and on-the-road driver training classes.	60	\$375	\$22,500.00
Total:			\$22,500.00

Attachment "B"

**QUARTERLY PROGRESS REPORT
DRIVER EDUCATION SAFETY TRUST FUND**

School Name: HOLY TRINITY EPISCOPAL ACADEMY

Reporting period (check one): 12/2018, 03/2019, 06/2019, 09/2019
(report is due within 30 days of the end of each reporting period)

Total amount of funds expended this quarter: \$ _____

Breakdown of expenditures this quarter *(attach additional sheet/s as needed)*

Please attach backup documents for expenditures listed below (receipts, invoices, etc.)

	Invoice Number	Amount	Vender Name	Description	Purpose(s)
1.		\$			
2.		\$			
3.		\$			
4.		\$			
5.		\$			

Total amount of funds expended to-date: _____

Summary of progress/completion of projects *(attach additional pages as needed):*

Please attach roster of students *(DO NOT include personally identifying information such as SS# or DOB)*

Total number of students served to-date: _____

Name of person preparing report: _____

Title of person preparing report: _____

Phone number of person preparing report: _____

Date: _____

Signature: _____

