



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
TRANSPORTATION REIMBURSEMENT PILOT PROGRAM
Agreement # 17-209

This agreement is entered into this 3rd day of Aug, 2016 between ARC Broward (hereinafter referred to as the "Organization") and the Florida Endowment Foundation for Vocational Rehabilitation (hereinafter referred to as the "Foundation") to set forth the terms and conditions upon which the Foundation shall award to the Organization Grant # 17-209.

1. The Foundation agrees to provide \$24,000 (hereinafter the "Funds") to the Organization as Agreement # 17-209 subject to the terms and conditions set forth herein. The Foundation shall disburse the Funds to the Organization as follows: The Funds shall be delivered to the Organization in **one payment** within thirty days of the submitted signed contract and any required attachments.
2. Foundation shall not be required to deliver any of the Funds to Organization until Organization has returned a signed contract **within one month** of the date of the Agreement Award Letter attached hereto as Attachment 1 shall terminate any and all obligation of the Foundation to provide the Funds to Organization, or to perform any other duty or obligation of this Contract.
3. Organization acknowledges and agrees that the Funds are being awarded to provide for The Able Trust Pilot Transportation Program, designed to respond to the specific challenges of individuals with disabilities as related to the obstacles of suitable and affordable transportation to maintain and advance their employment goals.
4. Organization hereby represents, warrants or agrees to administer the transportation program which provides 50% of allowable transportation costs up to a maximum of \$500.00 per month for selected individuals under the following guidelines:
 - a. Must be an individual with a disability who requires transportation assistance such as a hired driver, public transportation or taxi service to accept a job offer, maintain an employment schedule and other job related transportation needs such as attendance at professional meetings and other basic needs.
 - b. Disability determination proof shall be a signed medical diagnosis dated within the last twelve months by a licensed physician or optometrist.
 - c. Must be at least 18 years of age.
 - d. Must be a U.S. citizen or Legal Permanent Resident of the U.S. Proof of U.S. citizenship or legal residency may be:

- i. Original or certified U.S. birth certificate
 - ii. Valid U.S. passport
 - iii. Permanent Resident: I-551 "Green card"
 - iv. Certificate of Naturalization
- e. Must be a Florida resident who has resided at least twelve consecutive months in Florida prior to the receipt date of the application for this program. The applicant must currently reside in Florida and have the present intent to remain in Florida. The following proof of residency documents will be required (At least two documents must be presented from the following list):
 - i. Florida Driver's License
 - ii. Florida I.D. Card
 - iii. Florida Voter Registration
 - iv. Income tax return
 - v. Proof of 12 month of consecutive utility bills, cable bills, or a land line telephone bill
- f. Must be employed in Florida or in a county contiguous with the Florida border. Proof of employment shall include
 - i. Copies of pay stubs for the past three months of employment
 - ii. A copy of the most recent tax return

Participants are required to participate in an annual face-to-face meeting with a representative of this program to confirm employment. Temporary job assignments outside of Florida exceeding three months must be approved for continued participation in the program. The employment must result in an earned annual gross income of at least the Individual Federal Poverty Level and not more than \$99,999 (The updated poverty thresholds are published annually, call the Demographic Call Center of the US Census at 1-866-758-1060.)
- g. Must not receive Social Security Income (SSI) or Social Security Disability Income (SSDI).
- h. Individuals who go on medical leave from their employment can continue participation in the program during the period of their medical leave. If they do not return to work at the expiration of their medical leave, they will no longer be eligible to participate in the program.
- i. Individuals must arrange and pay for transportation costs while awaiting reimbursement.
- j. Individuals must maintain receipts and records of transportations costs for submission for reimbursement.

5. The organization will design a selection process for individuals that will participate in the Pilot Transportation program that will satisfy all of the qualifications listed in Item 4 above. The organization will not maintain a waitlist. For selected individuals the organization will maintain documentation on eligibility and expenditures that have been submitted for reimbursement.

6. The organization will reimburse individuals on a regular schedule outlined in the program plan however it may not be longer than three months at a time.

7. The organization will set minimum requirements for the selected individuals who participate in the program that will include the following items:

- a. Agree to maintain communication with the organization regarding their disability status and employment status. A selected participant who becomes unemployed may receive the Transportation Pilot Program benefits for a maximum of 26 weeks following the first day of unemployment. Participants will retain "active status" in the program during this period, but must maintain contact with the organization regarding the job search activities. If Participant becomes re-employed within those 26 weeks, no change will be made in his or her status. During the term of unemployment, the organization must receive a bi-weekly memo from the Participant showing targeted job searches (with a minimum of two contacts, including phone number, addresses, and contact), verifying that a new job is being sought. If documentation of job search evidence is not submitted, reimbursement will STOP. After 180 days if participant remains unemployed the selected participant will be removed from the Transportation Pilot program.
- b. Each month participants must complete a Payment Request Form along with cancelled checks, credit card receipts or receipts with date, time and amount to document transportation expenditures for the month. The Payment Request Form will be submitted by the individual to the organization.
- c. If a Participant does not submit a reimbursement request and has no contact with the organization for more than three months, they will receive a 10 day Warning of No Contact Notice. At the end of 10 days if the organization cannot establish contact with the Participant, a Notice of Termination Letter will be sent to the Participant.

8. The organization will conduct an annual on-site interview during the calendar year at each selected participant's place of employment. These reviews are conducted to ensure that the Transportation Pilot program is meeting the needs of the participant. The time of the on-site review is to be scheduled by the Participant at a time that is convenient for the Participant, the organization reviewer, and employer.

9. The organization will remove participants from the program if any of the following statuses have changed and the Participant no longer meets Program requirements:

- a. Of maintaining U.S. residency in Florida
- b. Have a gross income not within the Program parameters as described in section 4(f)
- c. Begin to receive SSI or SSDI
- d. Participant has been unemployed for more than 180 days
- e. Participant has not responded to the NO Contact Notice within the date time frame given.

10. The Foundation may perform on-site inspections of the project anytime during regular

business hours. The on site visit may be completed by a board or staff member of the Foundation or any representative designated by the Foundation.

11. The Foundation may conduct an audit of the project at any time during or after the completion of the project described in Organization's Grant Application. Such audit shall include, but is not limited to financial records relating to the project funded.

12. All Organization public relations materials will recognize or reference the Foundation such as public announcements, newspaper articles, magazine articles, Organization newsletters or other printed materials. Such materials, announcements or articles must be pre-approved, in writing, by an authorized representative of the Foundation and said approval must be prior to any publication by Organization. **Organization must recognize the Foundation in any materials or publications that are the direct result of funding through this grant. Included are instructions regarding how the Organization must recognize the Foundation in the proper format of recognition. Further questions about how to reference The Able Trust should be addressed to The Able Trust at 850-224-4493.**

13. The Foundation shall be notified immediately of any changes in Organization name, address, telephone number, corporate affiliation or Chief Executive Officer, in writing, should such changes take place.

14. Organization is authorized to enter into this Contract through its designated representative signing this Contract. Any and all required approvals, consents, and corporate actions have been taken or obtained by Organization to allow it to enter into and perform this Contract.

15. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract or in Organization's Grant Application, or in the event that Foundation believes that Organization has not attempted to or cannot or will not complete the project described in its Grant Application, Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to Organization. Upon any such occurrence, Foundation shall be entitled to the immediate delivery of any unused Funds by Organization, as well as to the delivery of any personal property purchased with the Funds by Organization, and shall be entitled to pursue any other legal remedy available to it resulting from Organization's breach of this Contract.

16. Organization acknowledges that there is no agreement between the Organization and the Foundation, its Board members or employees to share in any of the profits, proceeds or benefits of the proposed project. Organization also acknowledges that the Organization is not an agent, employee or independent contractor of the Foundation. Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorneys fees) which may occur by virtue of Organization's implementation of the proposed project to the extent authorized by law and without waving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.

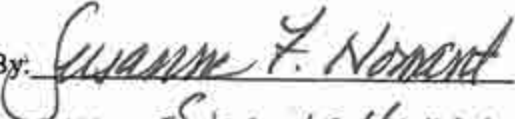
ORGANIZATION

By: 

Printed Name: Dennis Haas

Title: President / CEO

FOUNDATION

By: 

Printed Name: SUZANNE F. NORMENT

Title: PRESIDENT / CEO

Achievement and Rehabilitation Centers, Inc.
By Dennis Haas, President/CEO

Cover Sheet

Organization Name: ARC Broward
State of Florida Charitable Registration #: CH514
IRS Employer Identification #: 590809623

Mailing Address	Physical Location where Services Provided
Street: <u>10250 NW 53rd Street</u>	<u>same, as well as community based</u>
City: <u>Sunrise</u>	<u>same, and throughout Broward County</u>
State: <u>Florida</u>	<u>Florida</u>
Zip Code: <u>33351</u>	<u>33351</u>

Executive Director's Name: Dennis Haas
Phone Number: 954-746-9400 ext. 2204 Cell Phone: 954-732-1114
Email: dhaas@arcbroward.com

Primary Project Contact: Jody Ellis
Phone Number: 954-746-9400 ext 2207 Cell Phone: 954-579-8168
Email: jellis@arcbroward.com

Organization Website: www.arcbroward.com

Project Name: *Transportation Reimbursement Assistance*

Disability Population Served in proposed project: The project will serve low income adults with disabilities. The majority of individuals served are diagnosed with a developmental disability, including Autism Spectrum Disorder. Other disabilities include, but are not limited to learning disabilities and mental health diagnoses. ARC Broward is committed to the ongoing development and retention of a diverse membership and does not exclude participation in the program based on demographic variables such as race, sex, religion, gender identity, national origin, sexual orientation, age, political affiliation, and citizenship status.

County/Countries to Benefit Most from the proposed project: Broward County

Provide the number to the following items for the three year grant
Total # of Persons proposed to be served during the project: 16
Total # of Persons proposed to become employed during the project: 16
Total Amount of Funds Requested of The Able Trust: \$24,000
Total Amount of Funds Projected to support the proposed project: \$48,000
Cost Per Person to become Employed: \$3,000
(\$1,500/person supported by Able Trust Funds)(\$1,500/person private pay)


Signature & Date Executive Director

Dennis Haas
Printed Name



ARC Broward *Center for Financial Stability*

Program Plan

The overall strategic goal of ARC Broward's Workforce Services Division is to assist individuals with disabilities and other life challenges to obtain community-based employment. Individuals repeatedly report that they are unable to accept a job offer because they cannot afford transportation to get to and from that job site. We are most interested in this grant opportunity because the transportation reimbursement assistance will help to remove or reduce a significant identified barrier for individuals to obtain and maintain employment. Additionally, this reimbursement assistance program will help ARC Broward to sustain outcomes related to our Strategic Employment Placement grant activities.

Due to participant eligibility requirements of working 20 hours or more per week, and participants not receiving SSI or SDDI, it is anticipated that less than 10 % of participants currently served are eligible to benefit from this opportunity. We will market to young adults served in our two transition programs; however, the same eligibility requirements will be a challenge in these programs as well. Based upon our current review of program participants, we project that 16 individuals will be served during the 3-year grant period. Upon eligibility determination, individuals will immediately begin to participate in the reimbursement assistance program as ARC Broward will not maintain a waitlist.

- Reimbursement will occur in the following circumstances:
- For expenses associated with using a personal vehicle to get to and from work including mileage reimbursement at the IRS approved rate (.54 cents per mile in 2016) and associated vehicle insurance expenses.
- For paid transportation expenses through available public transportation options including but not limited to the public bus, paratransit co-pays, taxi, Uber, tri-rail, and paid agency personnel.
- By natural supports such as family members and neighbors who may provide transportation services to and from work. All reimbursements are matched at 50% of cost.

ARC Broward expects to offer an option for reimbursement to individuals for personal attendant services to assist the individual to get ready and prepare for the work day including personal grooming and laundering services.

Lastly, ARC Broward requests the option to include \$500 per year of flex funds to cover miscellaneous expenses related to emergent needs. These may include expenses associated with providing proof of eligibility (ex. paying for doctor appointment for disability documentation if the individual does not have medical insurance) and uniform/business attire expenses. All flex fund expenses will be directly associated with maintaining paid employment.

If ARC Broward is fortunate to receive this funding, the following activities will be implemented in the timeline proposed below.

Initial 2 months (July-August 2016)

- Select a committee of staff to identify potential program participants.
- Provide staff training regarding eligibility requirements and allowable transportation costs.
- Set up client project files to include tabs for necessary program documentation.
- Set up required documentation systems and forms, including but not limited to creating templates for application for services, service agreement form, authorization to release information form, memo for targeted job search activity, payment request form, 10-day warning of No Contact notice, and notice of termination letter.
- Identify administrative assistant who can assist with record organization and maintenance.
- Identify position who will be primary point of contact for participants.
- Begin marketing activities.

Months 3-6 (September 2016 – January 2017)

- Conduct initial client interviews.
- Accept initial applications for service, and collect all eligibility documentation for each participant prior to start of service.
- Maintain participant records with all required documentation.
- Provide training to ARC Broward's accounting personnel.
- Begin initial participant reimbursement participants.
- Submit initial summary of expenses to the Able Trust.

It is anticipated that 4 individuals will be served in this time period (initial 6 months).

Months 7-12 (February 2017-June 2017)

- Continue interviews, intake process, and accepting applications for service.
- Maintain participant records with all required documentation.
- Conduct initial on-site reviews at each participant's place of employment.
- Conduct first annual review of participant participation and records.
- Implement a monthly reimbursement schedule for each participant. Quarterly schedules will only be utilized upon request from the participant.
- Initiate No Contact proceedings with participants as necessary.
- Submit second summary of expenses to the Able Trust.

It is anticipated that an additional 4 individuals will be served in the latter 6 months of year #1 for 8 total participants in year #1.

Years #2 and #3

- Continue interviews, intake process, and accepting applications for service.
- Maintain participant records with all required documentation.
- Conduct annual on-site reviews at each participant's place of employment.
- Conduct annual reviews of participant participation and records.
- Continue monthly reimbursements.
- Initiate No Contact proceedings with participants as necessary.
- Submit summary of expenses to the Able Trust bi-annually.

It is anticipated that an additional 8 individuals will be served in years two and three of the grant period.

Draft Budget

ARC Broward Center for Financial Stability Transportation Assistance Reimbursement Pilot Program

Description	
Revenue	
Contributions: Able Trust Grant	\$ 24,000
Total Revenue	\$ 24,000

Expenses	
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Year One Budget

Participant Reimbursements	\$ 4,700
Flex Funds	\$ 500
Administrative Allocations (1/3 of 10% of \$24,000)	\$ 800
Sub-total TOTAL Year 1 EXPENSE	\$ 6,000

Year Two Budget

Participant Reimbursements	\$ 7,700
Flex Funds	\$ 500
Administrative Allocations (1/3 of 10% of \$24,000)	\$ 800
Sub-total TOTAL Year 2 EXPENSE	\$ 9,000

Year Three Budget

Participant Reimbursements	\$ 7,700
Flex Funds	\$ 500
Administrative Allocations (1/3 of 10% of \$24,000)	\$ 800
Sub-total TOTAL Year 3 EXPENSE	\$ 9,000
TOTAL EXPENSES (all 3 years)	\$ 24,000.00