



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
TRANSPORTATION REIMBURSEMENT PILOT PROGRAM
Agreement # 17-210

This agreement is entered into this 31st day of July, 2016 between The Dan Marino Foundation (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 # 17-210.

1. The Foundation agrees to provide \$24,000 (hereinafter the "Funds") to the Organization as Agreement # 17-210 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: Mary Partin
Printed Name: MARY PARTIN
Title: CHIEF EXECUTIVE OFFICER

FOUNDATION

By: Suzanne F. Normant
Printed Name: Suzanne Normant
Title: President/CEO

The Dan Marino Foundation (DMF)
Transportation Reimbursement Pilot Program Plan

The purpose of the DMF Transportation Reimbursement Pilot Program (the project) is to address the specific challenges of individuals with disabilities as related to the obstacles of suitable and affordable transportation to maintain and enhance their employment goals. The ultimate goal is to enable individuals to maintain competitive employment and their independence lessen reliance on government benefits, and optimize their lives in the least-restrictive environment which align effectively with The Able Trust's objectives.

The program will provide up to 50% of Allowable Transportation Costs with a maximum reimbursement up to \$500 per month as defined in Agreement with The Able Trust.

Budget

Amount Requested from The Able Trust: \$24,000

Items	The Able Trust	Agency Purchase	Narrative
1. Transportation Reimbursements	\$16,840		
2. Travel/ Mobility Seminars- provided by previous students that have been hired as DMF staff-they use different modes of transportation and are the peer to peer experts	\$	\$94.14	\$15.69/hr.@ 4 seminars@ 1.5 hrs.
3. Case Manager Salary	\$4,760.		\$28 @ 8.5 hrs. (intake, reimbursement process and worksite visit) /min 20 clients
Total	\$24,000	\$94.14	
Admin Cost (limited to 10%)	\$2,400		
Total Amount Requested of The Able Trust	\$24,000		

- 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):
 - Florida Driver's License
 - Florida I.D. Card
 - Florida Voter Registration
 - Income tax return
 - Proof of 12 month of consecutive utility bills, cable bills, or a land line telephone bill
- Must be employed in Florida or in a county contiguous with the Florida border. Proof of employment shall include
 - Copies of pay stubs for the past three months of employment
- Must accept the terms and conditions outlined in the DMF Transportation Reimbursement Pilot Program Participant agreement.

Allowable Transportation Costs:

The Dan Marino Foundation will reimburse individuals monthly for transportation costs including expense of a hired driver, public transportation or taxi service. Noncommercial providers such as a family member or acquaintance may be used as long as the rate for services provided do not exceed the rate that would be charged by a taxi service. Reimbursement may also be made for personal attendant services to assist the individual with preparing to get ready for the work day.

- Individuals must arrange and pay for transportation costs while awaiting reimbursement.
- Individuals must maintain receipts and records of transportations costs for submission for reimbursement.
- Transportation provided by noncommercial providers will be detailed on monthly travel logs.
- 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 grantee.
- If a Participant does not submit a reimbursement request and has no contact with the Grantee for more than three months, they will receive a 10 day Warning of No Contact Notice. At the end of 10 days if the Foundation cannot establish contact with the Participant, a Notice of Termination Letter will be sent to the Participant.

Program Files and Forms:

The DMF Transportation Reimbursement Pilot Program will maintain but are not limited to the following forms and documents;

- Program Application & Participant Agreement

- Intake / Evaluation Form
- Travel Cost Analysis Form
- Client File
- Noncommercial Providers Travel Log
- Payment Request Form
- Participant Usage Database (DMF internal document)