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ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 29th day of July, 2016 between Quest, Inc. ("Organization") and the Florida Endowment Foundation for Vocational Rehabilitation (dba The Able Trust) ("Foundation") to set forth the terms and conditions upon which the Foundation shall award Grant # 17-60 to the Organization.

Foundation states that its mission is to be a key leader in providing Floridians with disabilities with opportunities for successful employment, and one of the primary means of addressing that mission is to fund programs and projects that provide successful employment outcomes to people with disabilities. Foundation has selected Organization for funding because of the projected employment outcomes.

I. Deliverables:

- A. Organization acknowledges and agrees that the funds being awarded are intended to be applied to the project described in Attachment One, which may be a copy of the grant application and proposal.
- B. Organization shall use its best efforts to implement and complete the project described in Attachment One within one year of issuance of the first disbursement of funds from Foundation.
- C. Organization agrees to collect data on individuals served and provide that information to Foundation upon request, and at reporting intervals. Data will include accurate information on an individual's contact sources (address, email, texting numbers, etc.), employment status, name and place of employment, job title, wages paid, and other job-related data unless prohibited by law.
- D. Progress reports shall be submitted by Organization to Foundation on the project as described in Attachment One. Reports will be delivered to Foundation at three, six and twelve month intervals after the date of the first disbursement of funds. Foundation may supply report forms for such purpose.
- E. Organization must sign and return contract within 90 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn. Prior to disbursement of funds, this contract must be signed by both parties, and Organization must provide proof of existence of any additional funding which Organization identified as necessary for the success of the project.
- F. Organization shall begin the project described in Attachment One upon receipt of the first payment.
- G. Organization must recognize or reference Foundation in any marketing materials or public relations activities that are the direct result of this grant. Instructions regarding such recognition or reference are included in Attachment Two.
- H. Organization will work with Foundation to assure individuals served by the grant

award are aware of the Foundation's involvement and mission.

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II. Reporting requirements

- A. Organization is required to report outcomes at regular intervals during the term of the contract, as specified in I.D. above. Failure to provide progress reports as requested will result in a delay of future payments, and may result in a reduction of the grant award.
- B. Organization shall provide a full listing of individuals served by the grant project, and employed as a result of the project, per I.C. above. The listing shall be due 12 months after the first grant payment is made, or earlier upon request of the Foundation.
- C. Organization shall verify, in the regular reports, that grant funds are being applied in the specific manner and for the specific items and expenses as identified in Attachment One. Failure to use funds as specified in the project may result in a cancellation of this contract. At minimum, failure to timely apply funds to the project will result in a delay of any subsequent payments.
- D. Organization shall formally report the start-up of the project in the form of a letter to the Foundation. Failure to begin the project when the first payment is received shall result in a cancellation of the grant award and a return of any grant funds paid.
- E. Organization shall report the names and provide resume' information on all individuals hired or assigned to implement the project within 15 days of hire. If such individual(s) shall leave the project for any reason, Organization shall inform Foundation within five business days, and use due diligence in replacing the staff member with a qualified replacement in the shortest time possible. Foundation must be notified of replacement staff within thirty days of hire date. Failure to maintain adequate active staff for the project will result in payment delays and possibly cancellation of the grant award.
- F. Foundation shall be notified immediately by phone and in writing of any changes in Organization name, address, phone, fax, website URL, corporate affiliation or name of chief executive.
- G. Organization shall include in its progress reports verification of the distribution of communication materials to individuals served by this grant award. Organization shall use materials as provided by Foundation.

III. Payment and Terms

- A. Foundation agrees to provide **\$65,000.00** to Organization as Grant # **17-60** subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: The funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of **\$31,500.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$31,500.00** and will be paid by Foundation to Organization not less than 180 days after the initial disbursement, provided all reporting requirements are satisfied. The third disbursement shall be in the amount of **\$2,000.00** and will be paid by Foundation to Organization not more than 30 days after the project completion and when Foundation receives the full report on persons served and employed, as defined in I.C. above. Provided, however, that Foundation shall not be required to make any disbursement of funds under this Contract unless

and until Organization has complied with of the requirements or conditions of this Contract and unless all representations made by Organization herein are continuing, true and correct as of the date of any disbursements called for hereunder.

- B. Funds not verified as used at the conclusion of the grant period shall be returned to Foundation, unless an extension has been granted by Foundation. Any extension shall be at the sole discretion of Foundation, and may, at Foundation's sole discretion require an amendment to this Contract. No amendment or revision of the terms of this Contract will be valid unless in writing and signed by authorized representatives of both parties or such other written means agreed to by the parties under the circumstances (such as exchange of letters or e-mails documenting mutual acceptance). No temporary, occasional, or partial relief from strict compliance with this Contract agreed to by Foundation shall be construed or relied upon the Organization as grounds for any subsequent or further relief from strict compliance with the terms of this contract.
- C. If the project as described in Attachment One should cease to be operational, Organization shall inform Foundation immediately by telephone and letter from Organization leadership. Unused funds must be returned to Foundation, along with any tangible property with a value exceeding \$500. Property shall be returned at Organization's expense within 60 days of project cessation.
- D. Organization shall not use any funds for expenses incurred before the date of the initial disbursement of funds nor shall it encumber any liability related directly to the project being funded prior to the initial disbursement of funds.
- E. Foundation may conduct an audit of the project described in Attachment One at any time during or up to five (5) years after the completion of the project, which may include all records related to the project. The audit may also include Foundation directly contacting individuals and employers served by the project.
- F. Foundation may perform on-site inspections of the project during regular business hours, and will generally provide reasonable notice prior to such inspections, unless circumstances shall dictate otherwise.

IV. Insurance and Indemnification: During the Agreement, including any renewals and extensions, Organization shall maintain at its expense, insurance coverage under the State of Florida Risk Management Trust Fund, established pursuant to Chapter 284, Florida Statutes, and administered by the State of Florida, Department of Insurance and Worker' Compensation Insurance as required by law. Evidence of such insurance that names the Foundation to be a named insured on the liability policies shall be provided to Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement. The following types of insurance are required.

- A. Commercial General Liability Insurance
- B. Workers' Compensation
- C. Employer's Liability (100,000/100,000/500,000 as minimum limits)

Organization acknowledges and agrees that the project for which Granted Funds will be used has been developed and will be implemented solely by the Organization and solely for the Organization's benefit. Organization further acknowledges that there is no agreement between Organization and Foundation, its Board members or employees to share in any of the profits, proceeds or benefits of the proposed project. Organization also acknowledges that Organization

is not an agent or employee of 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 attorney's 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.

V. Non-transferable clause: This Agreement is non-transferable by Organization unless agreed in writing by Foundation.

VI. Termination

A. 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, including enforcing section III.C resulting from Organization's breach of this Contract.

Organization and Foundation accept the terms of this contract by signing below. Organization states it is authorized to enter into this contract by the signature below. 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.

Organization is not otherwise affiliated with any person, partnership or other entity or organization which has received a grant from Foundation and which has not been disclosed in writing to Foundation by Organization.

ORGANIZATION

By: [Signature]
Printed Name: John R. Gill
Title: President + CEO
Date: July 15, 2016

FOUNDATION

By: [Signature]
Printed Name: Susanne F. Homant
Title: President / CEO
Date: 7/26/16

QUEST, INC. PROPOSAL NARRATIVE

ORIGINAL

Brief History/Organization:

Is your Organization a primary corporate entity, a subsidiary of or otherwise associated with any other Organization, corporation, service provider, etc? Quest, Inc. is a primary corporate entity and 501c3. The roots of Quest can be traced to Life Concepts (founded in 1980 with a small grant from the State of Florida's Department of Health and Rehabilitative Services) and the Central Florida Sheltered Workshop (founded in 1962 by a group of parents to ensure vocational opportunities for their disabled children). In 1994, these organizations merged to combine resources to serve a greater number of Central Floridians. The name Quest, Inc. was adopted February 1, 1995.

Today, Quest has supported Central Floridians with developmental and intellectual disabilities by offering choices and opportunities to live, learn, work and play. Serving more than 1,000 children and adults each day, Quest offers adult residential homes, adult vocational and behavioral services, children's educational and behavioral programs and recreational opportunities at Quest's Camp Thunderbird.

Agency Mission and Vision/Alignment with Proposed Project:

Mission: The Quest Team, through quality and innovation, builds communities where people with disabilities achieve their goals. Quest's vision is to be the number one provider of services that empowers people with disabilities to shape their future. This proposal for Quest's employment program, Project SEARCH, aligns with the agency's mission as it assists young adults with developmental disabilities transitioning out of high school to achieve their goals of gaining employment, earning income, experiencing the satisfaction that comes from a job well done, increasing social opportunities, and being a responsible citizen and productive part of the community.

Project Name:

Project SEARCH at Florida Hospital Kissimmee

Population Served:

Project SEARCH serves students with significant disabilities who are in the last year of their educational program or who have recently graduated. Specifically, these are students with developmental or intellectual disabilities who are on an Individual Education Program (IEP). The most important eligibility criterion is a desire to achieve competitive employment. In the past, the Quest Project SEARCH program has served students with developmental disabilities, learning disabilities, and physical impairments including but not limited to cerebral palsy, epilepsy, spina bifida, deafness, vision impairment, autism and mental health disorders.

Statement of Need:

Nationally, fewer than 30% of individuals with disabilities are participating in the workforce mostly due to a lack of awareness and understanding. Employment information from the U.S. Department of Labor as of May 2014 indicates the unemployment rate for youth with disabilities age 16-19 is 85% and those 20-24 is 70%. Project SEARCH breaks this disconcerting trend by identifying students for program participation and providing an in-depth educational and vocational training opportunity.

Quest currently has Project SEARCH partnerships with three distinguished employers in Central Florida: Florida Hospital (with three worksites), Rosen Shingle Creek (with one worksite), and Hilton Hotel Altamonte Springs (with one worksite). The program has seen a number of successes amongst all of its sites including: Last year, our program saw the following successes:

- 100% placement rate for all individuals at Florida Hospital Celebration who completed the program.
- 100% placement rate of 11 individuals at Rosen Shingle Creek Hotel in 2015 over the fall and spring.
- Florida Hospital East was recognized for having 100% placement at the 2014 National Project SEARCH conference.
- A very positive fidelity review and report from the national SEARCH team.

Project SEARCH at Florida Hospital Kissimmee involves interns in jobs related to a hospital setting. One of the standout aspects at this site is the amount of training that takes place related to hospital code that all interns must learn. The interns continue to function in job rotations related to different areas at the hospital including (but not limited to): transport, meal preparation, environmental services and gift shop services. At the Florida Hospital Kissimmee site, our partnership with Osceola County Public Schools provides in-kind one on-site teacher who provides daily employment skills training in a classroom setting. This site is being moved from Florida Hospital Celebration to Kissimmee as the site will be able to foster additional work placements and a larger setting that is also centralized in Osceola County for optimal transportation. Osceola County Public School (OCPS) and Quest staff members are all transitioning to Kissimmee from the Celebration site.

Florida Hospital donates physical space and sets a company-wide tone of supporting the program via training opportunities, positive messaging and interaction with program participants, and placement of participants. Florida Hospital Kissimmee is committed to providing the interns with a values laden structure which encourages interns with concern and care for every person they come across—from patient to family to administrator. The interns are regularly included in staff Town Hall meetings, volunteer events and appreciation events. The site is staffed by a Quest lead job coach to provide on the job training prepare Florida Hospital employees to become trainers and mentors, assist with recruitment/job placement, and evaluate participants and the overall impact of the program.

Vocational Rehabilitation (VR) provides approximately \$7,300 in payment when a student completes the training benchmarks and is appropriately placed in a new position. But this is not enough to cover costs. While their funding was contingent upon completion and placement, the following situations have been and could be common:

- VR pays on benchmarks and some students are successfully placed before all benchmarks are completed. If the placement is the right fit for both the employee and the employer, Quest would certainly not prevent the placement, but each occurrence results in losing several thousand dollars per student, even though there was a successful placement.
- Not all students who start finish or are able to be placed, resulting in significant effort up front with reduced or no reimbursement from VR. Sometimes students drop out for reasons beyond Quest's control, such as the family moves away or transportation issues prevent further continuation in the program. Despite stringent screening at the beginning, some participants simply cannot be placed due to behavioral issues or other concerns. This can also result in thousands in lost reimbursement dollars per participant because the student does not finish.
- VR reimburses for one placement per participant, but Quest desires long term satisfaction for those we serve. Sometimes, after months or even a year of successful placement and for a variety of reasons, the intern desires a different job. The Quest job coach will provide re-training and placement services, receiving no funds from VR because they do not pay beyond the original placement.

While these potential situations are primarily out of Quest’s control, we find it imperative that we find resources to bridge the costs of what VR provides to the program as we continue to provide such a valuable employment program to people with disabilities.

Please see the full budget detail for an explanation of site costs. The chart below shows the gap for which Quest respectfully requests \$55,000 in funding. For the reasons stated above, it is unlikely that Quest would receive \$73,000 from VR, meaning the gap is towards the higher end of the range shown.

Average Site Costs to place ten students	In-kind from Osceola County Public Schools	Minimum/Maximum VR reimbursement amount	Funding Gap (Estimation)
\$283,000	\$65,000	\$55,000-\$73,000	\$145,000 - \$163,000

Project Plan and Description/ Detail the following:

1. Start-up the project, including how individuals will become a part of the project.

Recruitment begins with transitional forums at local high schools in late October to November, followed up with open houses at each of the Project SEARCH sites in January. Tours of sites are offered throughout the year to students who are currently in community based education classes and post-secondary training classes. These are arranged via the public school teacher at the site and the teacher for the classroom. Agency for Persons with Disabilities (APD) is another community agency that has been involved with recruit, as has VR. VR counselors are well versed in the program and will often connect with Quest for those individuals that they feel would benefit.

2. How the needs of individuals to gain employment will be assessed and addressed.

An initial application is reviewed by an interagency committee including staff from OCPS, VR, Quest and a business liaison. Scoring is done via a rubric developed by Project SEARCH. A detailed records pursuit is also done by the OCPS representative to make sure that the individual meets all of the criteria. If so, an interview is set up with the candidate and his/her support system. The program is further discussed at that meeting and a 30-day trial is initiated.

3. What training will be provided, what curriculum/ software/ testing will be used in the training. How will individuals move through the program offered?

Software used by the students include: Job Smart, Do To Learn, Unique Learning Systems, Skills to Pay the Bills, and Dare to Dream. However, the core of the program is the hands-on training. An overview of the program includes:

- The first few weeks of the program are focused on new employee orientation, student assessment and familiarization within the business environment. Students undergo a hands-on assessment and develop a career plan.
- Throughout the school year, the students work on employability and functional skills for a minimum of one hour of their day.
- Through a series of three or four targeted internships, the students acquire competitive, marketable and transferable skills to enable them to apply for a related position. Students spend approximately five hours each day at the internships including a 30-minute lunch.
- Once the students master the core skills, additional skills can be layered to improve their marketability. Support is faded as competency is shown. Evaluations are completed every 4 to 5 weeks with the intern and their supervisor on the job.

4. Outline all measurement / evaluative measures that will be used during the project.

The success of this program is measured by:

1. Obtaining job skills by participants – evaluated through observation by Job Coach and performance evaluations by area supervisor every 4 to 5 weeks
2. Placement rates for participants – number of persons hired at competitive jobs, including rate of pay, full time or part time and benefits available.

5. Describe how job developing, employer connections will be accomplished.

Quest on-site job coach and Manager of Project SEARCH actively cultivate the relationship with Florida Hospital Kissimmee Human Resources and department representatives where our students are placed. The company liaison is invited to participate in our Project SEARCH Advisory Committee quarterly. Quest's previous Project SEARCH successes have enabled us to meet one of our major goals of expanding the Project SEARCH program to other sites in Central Florida. Now, we will have a full class at sites in Orange, Seminole, and now Osceola counties and hope to open additional sites in the future.

6. Describe the follow-up methods used to find out if individuals are satisfied with their employment, need additional placement, or if the employer has additional questions.

Even though there is no funding mechanism in place for follow-along beyond the initial placement, our coaches continue to provide mentoring to students who have become employees at the site. We continue to monitor the progress of the intern as well as areas well they feel like they may need extra help or improvement. We have aided our interns in finding and transitioning employment through another opportunity that better suits their strengths and skill sets as well as finding transportation for an intern's daily commute.

Expected Project Outcome:

The success of this program will be defined and measured based on participants' acquisition of job skills and employment placement.

For the Project SEARCH at Florida Hospital Kissimmee program outcomes are:

- 90% of 10-12 participants (students) will obtain new job skills for employment
- 90% of 10-12 will achieve community employment by end of school year

Success will be measured through supervisor evaluations and job rotation exit interviews held every nine weeks. The rate at which students are hired will also determine the success of this program. Job offers are expected to be made and accepted throughout the internship program period and after the completion of the program.

Amount Requested/Total Project Cost:

Amount Requested: \$55,000 **Total Project Cost:** \$283,608

Depending on the amount of reimbursement from Vocational Rehabilitation per client, the funding gap is \$60,000 - \$73,000, a high cost for a non-profit such as Quest to absorb. We are so grateful to the Able Trust for being a partner in Project SEARCH and we hope to continue this partnership through funding to assist in Project SEARCH at Florida Hospital Kissimmee.

Quest Inc. Revised Budget 6/20/2016

Budget Page:

Items	The Able Trust	Orange County Public Schools	Quest's Agency Purchase	Community Funder
Teacher – salary and benefits	\$0	\$55,000 (in-kind)	\$0	\$0
1) Project SEARCH Lead (100% salary and benefits)	\$45,000	\$0	\$0	\$0
2) Project SEARCH Manager (30% salary and benefits)				
3.) Project SEARCH Manager (70% salary and benefits)	\$6,893	\$0	\$130,592	\$2,500
4.) Director of Employment Services (50% salary and benefits)				
Worker's Comp	\$0	\$0	\$4,247	\$0
Local mileage for job coaches (includes local and in-state conference travel)	\$3,000	\$0	\$7,000	\$2,500
Other Travel (includes national conference)	\$0	\$0	\$8,564	\$0
Training/Reinforcement Supplies	\$2,785	\$0	\$0	\$5,000
Cellular Phones	\$0	\$0	\$3,100	\$0
Management Costs	\$7,322	\$0	\$0	\$0
Admin Screening	\$0	\$0	\$105	\$0
TOTAL	\$65,000	\$55,000 (in-kind)	\$153,608	\$10,000
Admin Cost (limited to 10%)	\$0			
Total Amount Request of The Able Trust	\$65,000	Grand Total Amount of the Project	\$283,608	

Please note that Vocational Rehabilitation may provide additional offsetting funds, based on benchmarks and placement of each participant. This amount can vary due to many factors and availability, but is generally \$55,000 - \$73,000 per Project SEARCH location.



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The Able Trust™ Name, Logos and Taglines Requirements

Name, Logo and Tagline Usage Guidelines

- The Able Trust name and logo is a registered trademark with the United States Patent and Trademark Office
- The name, logo and tagline may not be used without express written permission from The Able Trust
- The name, logo and tagline may not be used in a manner that would disparage The Able Trust
- The logo and tagline may not be distorted in perspective or appearance
- The logo and tagline must be used as provided by The Able Trust with no changes in color, design or removal or addition of any words or artwork
- To request an electronic version of The Able Trust logo or have draft materials approved by The Able Trust, contact Guenevere Crum, at 888.838.2253 or guenevere@abletrust.org

The Able Trust Written Words Specifications & Requirements

The Able Trust should always be written in the following format:

- "The Able Trust"
- Capitalize the "T" in The and the letters in lowercase following the A in Able.

The following is incorrect:

- the Able Trust
- the ABLE Trust

The Able Trust Logo Specifications & Requirements

Pantone Color Specs
For Press Printing
PMS280 = Pantone 661

CMYK Color Specs
For Desktop Printer or Digital Press
C = 100
M = 100
Y = 27
K = 14

RGB Color Specs
For Computer Screen Presentation
R = 38
G = 38
B = 113
(hex #: 262671)

*Grayscale - The entire logo wording should be black with a white background, as shown below.

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Grant Logo

The Grant Award logo is shown as follows. It may be increased or decreased in size. However, its proportions should never be altered.



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FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

Choice of Receiving Method for Progress Reports

Please indicate your choice for receiving Progress reports. No matter which method selected reports must be returned to The Able Trust by their indicated due date via postal mail to accommodate the volume of receipts and invoices that are required to be attached to support Budget line item expenses.

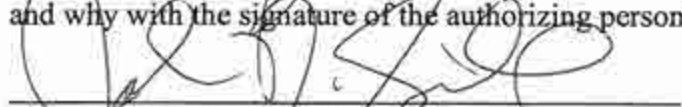
Organization would like to receive Progress reports by Postal Mail. Indicate any changes to the organization mailing address that are different than the proposal to route the envelope to the correct responsible person: _____

Organization would like to receive Progress Reports by Email. Indicate one or more addresses the report should be sent to:
Print Name of Person: Angela White - Jones
Print carefully Email: awhite-jones@questinc.org
Print Name of Person: _____
Print carefully Email: _____

Phone Number & Address to contact if the email is returned undeliverable:
500 E. Colonial Drive, Orlando, FL 32803
407-218-4300 x 4325

Choose ONE answer: Do you need a PLAIN TEXT FILE?
YES _____ Not Necessary X

By signing below, Recipient agrees to the choice made above. Changes can be made at any time during the grant year by requesting the change on Organizational letterhead the change(s) needed and why with the signature of the authorizing personnel.



Signature of Executive Director

7/15/15
Date