



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
TRANSPORTATION REIMBURSEMENT PILOT PROGRAM
Agreement # 17-618

This agreement is entered into this 13 day of JUNE, 2017 between Lighthouse Central Florida (hereinafter referred to as the "Grantee") 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 Grantee Grant # 17-618.

1. The Foundation agrees to provide \$24,000 (hereinafter the "Funds") to the Grantee as Agreement # 17-618 subject to the terms and conditions set forth herein. The Foundation shall disburse the Funds to the Grantee as follows: The Funds shall be delivered to the Grantee in **one payment** within thirty days of receipt by the Foundation of the submitted signed contract and any required attachments, and the Plan referenced in Paragraph 2, below.

2. Foundation shall not be required to deliver any of the Funds to Grantee until Grantee has complied with each of the following requirements or conditions:

A Plan for operations that includes program policies and procedures for collecting and maintaining documents and processing reimbursement payments.

Failure of the Grantee to comply with the requirements or conditions set forth above **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 Grantee, or to perform any other duty or obligation of this Contract.

3. Grantee 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. Grantee may retain up to fifteen percent (15%) of monies reimbursed for transportation services for administrative expenses, including overhead. All funds not expended by Grantee within 18 months of receipt of the grant award shall be refunded to the foundation. Documentation of funds expended and program progress by Grantee shall occur in scheduled progress reports at six months, twelve months and eighteen months and the required report forms will be sent by the Foundation to the Grantee ahead of the date due.

4. Grantee hereby represents, warrants or agrees to administer a transportation program which provides 50% of Allowable Transportation Costs as defined herein up to a maximum of \$500.00 per month for selected individuals, each of whom shall meet all of the following guidelines:

- a. Must be an individual with a disability who requires transportation assistance to accept a job offer, maintain an employment schedule and other job related transportation needs such as attendance at professional meetings.
- 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).

5. The Grantee 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 Grantee will not maintain a waitlist. For selected individuals the Grantee will maintain documentation on eligibility, requests that have been submitted for reimbursement, and records of transportation costs reimbursed under the program.

6. The Grantee will reimburse individuals monthly for Allowable transportation Costs, as outlined in the grantee program plan. "Allowable Transportation Costs" shall include expenses 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.

7. The Grantee 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 Grantee 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 Grantee 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 Grantee 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 end.
- b. 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.
- c. Individuals must arrange and pay for transportation costs while awaiting reimbursement.
- d. Individuals must maintain receipts and records of transportations costs for submission for reimbursement.
- e. 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.
- f. 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 Grantee cannot establish contact with the Participant, a Notice of Termination Letter will be sent to the Participant.

8. Grantee will conduct an annual on-site interview during the calendar year at each selected participant's place of employment, to ensure that the Transportation Pilot Program is meeting the needs of the participant. The on-site review is to be scheduled at a mutually convenient time.

9. Grantee will remove participants from the program if any of the following conditions have changed and the Participant no longer meets Program requirements.

- a. Maintaining U.S. residency in Florida
- b. 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 Grantee's Grant Application. Such audit shall include, but is not limited to financial records relating to the project funded.

12. All Grantee public relations materials will recognize or reference the Foundation such as public announcements, newspaper articles, magazine articles, Grantee 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 Grantee. **Grantee 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 Grantee 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 Grantee name, address, telephone number, corporate affiliation or Chief Executive Officer, in writing, should such changes take place.

14. Grantee 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 Grantee 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 Grantee under this Contract or in Grantee's Grant Application, or in the event that Foundation believes that Grantee 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 Grantee. Upon any such occurrence, Foundation shall be entitled to the immediate delivery of any unused Funds by Grantee, as well as to the delivery of any personal property purchased with the Funds by Grantee, and shall be entitled to pursue any other legal remedy available to it resulting from Grantee's breach of this Contract.

16. Grantee acknowledges that there is no agreement between the Grantee and the Foundation, its Board members or employees to share in any of the profits, proceeds or benefits of the proposed project. Grantee also acknowledges that the Grantee is not an agent, employee or independent contractor of the Foundation.

17. Grantee 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 Grantee'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.

GRANTEE

FOUNDATION

By: Lee Naschi

By: Susanne F. Homant

Printed Name: Lee Naschi

Printed Name: Susanne F. Homant

Title: President / CEO

Title: President & CEO