



ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 4th day of June, 2017 between Van Gogh's Palette, Inc. dba Vincent Academy ("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 # 17-64 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sign and return contract within 90 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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.

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 **\$54,000.00** to Organization as Grant # **17-73** 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 **\$27,000.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$25,000.00** 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

FOUNDATION

By: William McKeever

By: JENNIFER F. NIMANT

Printed Name: William McKeever

Printed Name: SF HOMAST

Title: Executive Director

Title: President/CEO

Date: 12/12/2016

Date: 1/5/17

ORIGINAL

General Support of Employment Programs Grant ApplicationOrganization Name: Van Gogh's Palette, Inc., DBA Vincent AcademyState of Florida Charitable Registration #: 85-8012696522C-6IRS Employer Identification #: 59-3720139

17-054

Mailing Address	Physical Location where Services Provided
Street: <u>1819 Glengary Street</u>	<u>1819 and 1910 Glengary Street</u>
City: <u>Sarasota</u>	<u>Sarasota</u>
State: <u>Florida</u>	<u>Florida</u>
Zip Code: <u>34231</u>	<u>34231</u>

Executive Director's Name: William McKeeverPhone Number: 727-541-0359 (direct)Fax: 727-541-0355Email: william@vincenthouse.orgPrimary Project Contact: same as above

Phone Number: _____ ext _____

Fax: _____

Email: _____

Organization Website: vincenthouse.org (Vincent Academy link in development)Project Name: Founding of Vincent Academy

Disability Population Served in proposed project: CIRCLE/HIGHLIGHT APPLICABLE

Developmental Disability

Epilepsy

Spinal Cord/Head Injury

Mental Health

Hearing Impairment

Learning Disability

Drug/Alcohol Dependency

Visual Impairment

Disability Neutral

Other: LIST _____

County/Countries to Benefit Most from the proposed project:

Sarasota and Manatee CountiesIs Organization currently involved in ANY Litigation: YES (attach explanation) NO

Indicate how you learned of The Able Trust: Our umbrella organization, Van Gogh's Palette, Inc., previously received grants for Vincent House in Pinellas Park.

Time Frame for Grant Results: One YearTotal # of Persons proposed to be served during the project: 75 member in Vocational Training and 15 member in Transitional Employment.

Total # of Persons proposed to become employed

Approximately 20 hours per week: 15

Approximately 30+ hours per week: _____

Total Amount of Funds Requested of The Able Trust: \$54,000Total Amount of Funds Projected to support the proposed project: \$822,000William McKeever 6/29/16

Signature & Date Executive Director

Print Name: William McKeeverDorene Thomas 6/29/16

Signature & Date Board Officer

Print Name: Dorene ThomasRepresenting Company: Board President
Pinellas Park Chief of Police (retired)

PROPOSAL NARRATIVE PAGES: FOUNDING OF VINCENT ACADEMY

BRIEF HISTORY – *Provide a summary history of the organization and its services, including all names used in the past and any current corporate affiliations.*

In response to requests for an expansion our services into Sarasota, Vincent Academy broke ground in April 2016 and will open its doors this fall to Sarasota and Manatee County residents living with severe mental illness. Vincent Academy is being created through a unique **public-private partnership** between the Sunset Automotive Group and Van Gogh's Palette, Inc., to **address an unmet need in the Sarasota community - vocational training and career placement for adults living with serious mental illnesses.** Construction on the state-of-the-art complex, including a 1,400 sq. ft. Career Center and an 8,500 sq. ft. Training Center is underway, and opening is expected in late 2016. Bob and Joan Geyer of the Sunset Automotive Group purchased the land and have contributed the capital investment for the new facility, which will be the second operated by Van Gogh's Palette, Inc.

Elliott and Dianne Steele, parents of a daughter with schizophrenia, founded Van Gogh's Palette, Inc., in 2003 as a grassroots response to the shortage of psychiatric rehabilitation services in Pinellas County. Our first facility, Vincent House, has helped hundreds of adults living with schizophrenia, bipolar disorder, post-traumatic stress disorder (PTSD), and major depression reintegrate into society and become productive citizens. Vincent Academy will be based on the same innovative "Recovery through Work" philosophy that has made Vincent House successful: **skill training, community integration, education, and job placement are the keys to a productive life.** Accredited since 2005 by Clubhouse International, Vincent House is considered a "Best Practice" by the Substance Abuse and Mental Health Services Administration (SAMHSA).

ORGANIZATION MISSION – *List your official Mission Statement and explain how the proposal fits within the Mission.*

The mission of Van Gogh Palette's, Inc., (DBA Vincent Academy), is to assist, promote, and celebrate individuals recovering from mental illnesses, or other disabilities, in their effort to improve social and vocational skills and become employed in the community.

PROJECT NAME Founding of Vincent Academy

POPULATION SERVED – *List the disabilities proposed to be served in the Project.*

Vincent Academy will serve individuals, ages 18 and older (no upper age limit), with a major psychiatric diagnosis and who experience **major barriers to employment** due to mental illness. Diagnoses will include: schizophrenia, bipolar disorder, post-traumatic stress disorder (PTSD), or major depression. In addition, these individuals:

- May possess dual diagnosis (substance abuse), or other disabilities.
- May be an armed forces veteran
- May have a history of legal involvement, crisis care, and/or homeless

STATEMENT OF NEED - *State the problem being addressed and share any statistical or research data you may have on why the service need exists in the county(ies) proposed.*

During 2015, Vincent House was overwhelmed with visits from Sarasota County residents interested in an expansion of our services. This included visits from Tom Knight, Sarasota Sheriff; Larry Eger, Public Defender of Sarasota County; representatives from the Sarasota

Mental Health Court; dozens of future members and families of adults living with mental illnesses; business owners; administrators of mental health treatment centers; and *Herald-Tribune* newspaper reporters. Their collective message is summed up in the words of Sarasota Public Defender Larry Eger:

"The needs of those suffering from mental illness have rarely been met in our community. As a society we must come together and develop multiple solutions. The Vincent Academy is one of those solutions. It offers treatment through employment, allowing participants job training and placement. With that comes a sense of purpose, place, and recovery."

The lack of adequate services for adults living with serious mental illnesses is well documented:

- Florida currently ranks 49th (state comparison) in per capita funding mental health
- Individuals living with untreated mental illnesses often become perpetual patients and chronically unemployed
- 85–90% of persons with a severe mental illness are unemployed (SAMHSA, 2005; U.S. Department of Labor, 2005)
- 75% of those with mental illness are diagnosed by 24 years old, often resulting in a lifetime of dependency (Kessler, Berglund, et al, 2005)

The need for a Sarasota-area facility is also reflected in membership at Vincent House. Right now, more than 15 individuals travel *an hour or more* to attend the Vincent House in Pinellas Park. Many other interested Sarasota residents, however, are *unable to travel this distance* for a variety of reasons, often related to symptoms of their mental illnesses.

PROJECT PLAN AND DESCRIPTION - *Step by step guide of proposed project.*

WE INVITE THE ABLE TRUST to be a founding supporter in the creation of the state-of-the-art Vincent Academy, an exciting opportunity allowing us to expand our vocational services into a new and underserved area. The Vincent Academy Training Center (8,500 sq. ft.) and Career and Learning Center (1,400 sq ft.) are slated to open in the fall of 2016. Vincent Academy will begin hiring and training professional staff August-September 2016, including vocational instructors, an employment director, and career counselors. *Several current Vincent House staff will transfer to Vincent Academy*, contributing their experience and expertise. Currently projected at over \$3 million, the capital investment for these state-of-the-art facilities is the contribution of Bob and Joan Geyer of the Sunset Automotive Group.

With the assistance of The ABLE Trust, Vincent Academy will hire an Employment Director and create a Transitional Employment Program through our new Career Center. Executive Director William McKeever will lead this expansion. Mentored by cofounders Dianne and Elliott Steele, he has held a leadership role our "Recovery through Work" program for the past 10 years and is dedicated to expanding the program into Sarasota.

Vincent Academy will work with local mental health service providers, social service agencies, faith-based communities, cultural centers, and law enforcement officials to help enroll new members. *Because of the active interest of Sarasota-area agencies and mental health professionals*, referral sources are ready to promote Vincent Academy services.

HOW THE PROGRAM WILL WORK

Vincent Academy will expand the holistic "Recovery through Work" approach to treating severe mental illness into Sarasota and Manatee Counties.

1) **Vocational Training.** New Vincent Academy members will first participate in an *eight-hour, work-structured day*, offered five days a week. *On-site, hands-on training* will be available in a wide range of vocational areas, including telephone reception, data entry, culinary arts, hospitality, landscaping, banking, retail sales, customer service, maintenance, transportation, graphic design, video production, and creative writing. Members receive *customized skill development* that typically lasts 3 to 12 months. Individuals will choose the area(s) of their vocational training, and Vincent Academy will encourage all members to develop a range of skills, given the demands for versatility of the modern workplace. We are pleased to also offer the option of obtaining certificates in Microsoft Office, Adobe Create Suite, Customer Service, and ServSafe.

Success in the Clubhouse Model lies with providing employment opportunities to individuals with little or no work experience, without the need to jump through any hoops. *A member's willingness to enter the workforce is the sole determining factor for participation in Transitional Employment.* Vincent Academy staff, working side by side with members, will provide valuable coaching and feedback prior to job placement.

2) **Transitional Employment.** When members are willing and ready, the next step will be applying new skills from the Vocational Training stage to Transitional Employment. *This is an essential precursor to permanent, career-based employment* that provides a work history, self-confidence, and future references. And importantly, members will receive a paycheck, perhaps for the first time in their lives. The jobs in Transitional Employment are time-limited, competitive paid positions in integrated settings, typically 15-20 hours/week that last an average of six months. Vincent Academy will provide each member with the permanent support of an Employment Specialist. **During our first year, Vincent Academy will place 15 individuals in Transitional Employment.** No formal assessment is required for this initial employment experience.

3) **Supported Employment.** Beginning in year two, Vincent Academy will offer Supported Employment placements to members who successfully complete Transitional Employment. These individualized services will include: resume creation, interview preparation, job development and acquisition, job retention, on-site coaching and supports (as requested by member), liaison with employer and direct managers, and benefits consultation.

TRACKING PROGRESS

Part of the daily vocational training activities at Vincent Academy will be to track member progress in employment settings. During each of the stages outlined above, Vincent Academy members and staff will use the "Appilistic" database to monitor achievement of goals in individualized plans. Members who are working in Transitional Employment will be tracked for hours worked/week, earnings, and tenure. Members who are employed in supported, career-focused jobs will continue to be tracked, with Vincent Academy recording the success of the "Recovery through Work" program via members' career placements, annual member employment earnings, and the number of area business partners that offer employment opportunities.

PARTNERSHIPS AND GROWTH

Developing partnerships with area businesses is vital to helping our members enter the workforce. With the help of the Sunset Automotive Group, we have already begun networking with local businesses and the Chamber of Commerce for job placements. We will also be requesting networking assistance from our current employers in Pinellas County. During 2015, Vincent

Supported Employment and On the Job Training, and is a funding model currently used at Vincent House with great success.

DESCRIBE THE FUTURE FUNDING SITUATION – *Provide the plan for the future of the project. This should be a thoughtful and comprehensive plan of action as outlined in the Sustainability section described in the above Specific Assessment Indicators.*

Vincent Academy will replicate the sustainable, diversified funding model developed at Vincent House over the past five years. As reference, Vincent House's current \$1.1 million budget consists of the following:

- 30% Central Florida Behavioral Health Network (DCF funds)
- 18% Division of Vocational Rehabilitation
- 17% Member/family financial contributions, including Tuition and "Sponsor a Life" (scholarship/financial aid) programs
- 17% Grants
- 15% Charitable contributions
- 3% Food sales

It is expected that the Vincent Academy budget will reach \$1 million during the second year of operations. As mentioned above, our diversified and sustainable funding model is based on family/member contributions (sliding fee scale for tuition), scholarship program ("Sponsor a Life"), state mental health funding (DCF), the Division of Vocational Rehabilitation, foundation grants, charitable contributions from individuals, and the sale of meals/food.

It is important to note that the expansion of services into Sarasota will greatly benefit from the resources, expertise, and infrastructure already in place at Vincent House. All of our phone systems will be interconnected through our VOIP system (Voice-over Internet Protocol), our upgraded server will be used by Vincent Academy through our new VPN (Virtual Private Network), and Vincent House will serve as a training center for new Vincent Academy staff.

STATEMENT OF RELATIONSHIPS – *In the interest of transparency, a grant applicant should disclose any known relationship, donation of funds and/or volunteer hours with (a) a Director of The Able Trust and the staff/co-worker of that Director at their place of business and (b) staff of The Able Trust and/or their immediate family.*

There are no known relationships with The ABLE Trust in any of the aspects listed.

ORIGINAL

**PROJECT NAME: CREATION OF VINCENT ACADEMY
YEAR-ONE BUDGET**

BUDGET PAGE - Provide a line item budget for the total project, including items to be provided by other funding sources or in-kind items. The budget must account for all funds requested of The Able Trust by each of the proposed years of funding. It is required that the applicant organization have at least 50% of the program's budget from revenue sources other than The Able Trust.

Items	The Able Trust	Members/families	"Sponsor A Life"	CFBHN (DCF)	Charitable Donations	Steinwachs Family Foundation
Salaries	\$44,000	\$ 0	\$ 0	\$308,000	\$ 88,000	\$ 0
Benefits	\$10,000	\$ 0	\$ 0	\$ 70,000	\$ 20,000	\$ 0
Utilities	\$0	\$ 0	\$ 0	\$ 0	\$ 17,000	\$ 24,000
Facilities	\$0	\$ 0	\$ 0	\$ 0	\$ 0	\$100,000
Program Expenses	\$0	\$ 25,000	\$ 25,000	\$ 0	\$ 0	\$ 76,000
Food	\$0	\$15,000	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$54,000	\$40,000	\$25,000	\$378,000	125,000	\$200,000
Admin Cost (limited to 15%)	\$ 0					
Total Amount Requested of The Able Trust	\$54,000	Grand Total Amount of the Project	\$822,000			

AMOUNTS HAVE BEEN SELECTED AT RANDOM FOR ILLUSTRATION PURPOSES ONLY. If awarded the grant, the budget outline must be strictly followed unless adjustments are approved in writing by The Able Trust prior to incurring the expense. Documentation such as receipts and invoices will be required of all grant expenditures at regularly scheduled progress reports.

ORIGINAL



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.

ORIGINAL

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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ORIGINAL

THE ABLE TRUST™

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

GRANT AWARD ADJUSTMENT FORM for #17-64

After careful consideration of your original Grant Application by the Foundation's Grant Committee, your original request has been modified as follows:

No Changes

William Hokeem

Signature of Chief Executive

12/12/2016

Date

William McKeever

Printed Name

ORIGINAL



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: William McKeever

Print carefully Email: William@vincenthouse.org

Print Name of Person: Jeffrey Jean

Print carefully Email: jeffrey@vincenthouse.org

Phone Number & Address to contact if the email is returned undeliverable:

William McKeever, Vincent House, 4801-78th Ave N.

Pinellas Park FL 33781. Tel: 727-580-0525

Choose ONE answer: Do you need a PLAIN TEXT FILE?

YES _____ Not Necessary ✓

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.

William McKeever

Signature of Executive Director

12/12/2016

Date