



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION  
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 31<sup>st</sup> day of October 2016 between North Florida School for Special Education ("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 # 17-67 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sign and return contract within 90 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 \$50,000.00 to Organization as Grant # 17-67 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 \$25,000.00 and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of \$23,000.00 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 waiving 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: Sally H. Hazler  
Printed Name: Sally H. Hazler  
Title: Head of School  
Date: Oct 12 2016

#### FOUNDATION

By: Suzanne F. Hornum  
Printed Name: SUZANNE F. HORNUM  
Title: PRESIDENT/CEO  
Date: 11/2/16

## General Support of Employment Programs Grant Application

Organization Name: North Florida School of Special Education  
State of Florida Charitable Registration #:  
IRS Employer Identification #: 59-3126545

| <u>Mailing Address</u>             | <u>Physical Location where Services Provided</u> |
|------------------------------------|--|
| Street: <u>223 Mill Creek Road</u> | <u>223 Mill Creek Road</u>                       |
| City: <u>Jacksonville</u>          | <u>Jacksonville</u>                              |
| State: <u>Florida</u>              | <u>Florida</u>                                   |
| Zip Code: <u>32211</u>             | <u>32211</u>                                     |

Executive Director's Name: Sally Hazelip  
Phone Number: 904-724-8323 ext Fax: 904-724-8325  
Email: shazelip@northfloridaschool.org  
Primary Project Contact: Melanie Jensen, Director of Development  
Phone Number: 904-724-8323 ext 222 Fax: 904-724-8323  
Email: mjensen@northfloridaschool.org  
Organization Website: www.northfloridaschool.org

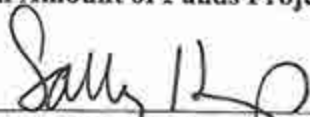
Project Name: Barkin' Biscuits


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/Counties to Benefit Most from the proposed project: Duval, St. Johns, Flagler, Nassau

Is Organization currently involved in ANY Litigation: YES (attach explanation) NO  
Indicate how you learned of The Able Trust: Past Recipient of Grant Funding

Time Frame for Grant Results: One Year  
Total # of Persons proposed to be served during the project: 60  
Total # of Persons proposed to become employed 5  
Approximately 20 hours per week: 5  
Approximately 30+ hours per week: 0  
Total Amount of Funds Requested of The Able Trust: \$50,000.00  
Total Amount of Funds Projected to support the proposed project: \$207,500.00

  
\_\_\_\_\_  
Signature & Date Executive Director  
Print Name: Sally Hazelip

  
\_\_\_\_\_  
Signature & Date Board Officer  
Print Name: John McKenzie, M.D.  
Representing Company: Board President

## The Able Trust 2016

### **Barkin' Biscuits** **Vocational Training to Compensated Employment**

**The mission** of North Florida School of Special Education is to improve the lives of students with mild to moderate intellectual disabilities through the achievement of academic, vocational and social skills.

**North Florida School of Special Education (NFSSE)** is a 501(c) 3 non-profit organization and is accredited through the Florida Council of Independent Schools. NFSSE is not a primary corporate entity, a subsidiary of or otherwise associated with any other organization, corporation, or service provider. North Florida School of Special Education (NFSSE) began in 1992 when three parents of children with intellectual disabilities envisioned a school where their children could grow to their maximum potential in a challenging yet nurturing environment. North Florida School of Special Education offers students, ranging in age from 6-22 years, an individualized, comprehensive curriculum that prepares students to maximize their potential. The school also offers a Post-graduate program for young adults, age 22 years+. The five-year 2013 Strategic Plan includes a campus expansion on the adjacent 5 acre property for an additional building which will house onsite therapies, additional classrooms, a full gymnasium, commercial kitchen for the culinary arts and food truck program, and addition administrative offices. The property was gifted to the school in October 2014 from the Ida Mae Stevens Foundation. A Capital Campaign will kick-off in October for the expansion project. The silent phase of the \$6 million dollar campaign is taking place currently. The school's strategic plan includes a vision to expand vocational training business partners, continue to expand the post-graduate program, increase funding sources, both private and public support, and offer an equestrian center for therapeutic horseback riding as a part of the onsite therapies for students.

**The vision** for the North Florida School of Special Education is to continue to enhance the lives of children and young adults using targeted educational tools, community volunteerism, and meaningful programs; empower children and young adults with applicable skills and relevant knowledge for greater independence and preparedness for the workplace; and enlighten students, families and the community through a wide variety of outreach programs and partnerships.

**Barkin' Biscuits** is a vocational training program for young adults with intellectual disabilities. The dog treat production program focuses on vocational training for Transition and Post-graduate students, 18 – 40 years of age. Participants have a variety of intellectual disabilities including Down Syndrome, Autism Spectrum Disorder, Fetal Alcohol Syndrome, and Traumatic Brain Injury. Students enrolled in the program receive focused job skills training, overseen by two instructors and a job coach. The vocational training is currently offered 3 days per week with community and school volunteer groups working alongside the instructors and job coach offering students optimum mentoring and coaching. Students learn to follow recipes, mix ingredients, roll and cut the dough, bake, dehydrate, weigh and finally, package in preparation for wholesale and retail markets.

**The need** for NFSSE's micro-enterprise program is to combat the lack of jobs available in the community for people with disabilities by creating our own training programs leading to compensated jobs. The need for employment for people with disabilities is glaringly evident by both statistics and our 25 years of experience in providing vocational training. The most recent Community Health Needs Assessment Report (2012) states that adults with disabilities living in poverty in Duval County is 25.9% compared to a statewide level of 21.3%. The same report states that only 37.1% of residents between the ages of 21-64 years with a disability are employed.

Although our vocational training easily translates into paying jobs, the opportunities for people with disabilities just do not exist. Young adults with intellectual disabilities rarely receive more than part-time employment in community settings. Therefore, five years ago, we set forth to create numerous micro-enterprises, the first of which was our urban farm, Berry Good Farms. The farm program led to our culinary arts program, which led to our food truck, Berry Good Farms On The Go. The food truck recently celebrated its one year anniversary (April 2016) and is highly sought after in the community, operating 4-5 days per week at off-site locations. It currently employs 2 part-time graduates from our culinary arts program. The culinary arts students have numerous private events throughout the school year, including a weekly job site creating dinner at a church, which is overseen by one of NFSSE's on-staff chefs. Both programs work hand-in-hand with Berry Good Farms, utilizing the fresh organic produce grown by our farming students. We continue to look for ways to take charge of employment opportunities through these and other micro-enterprises operated by the school. Because our staff has an in depth understanding of working with our population, we are better prepared to continue to guide them and keep them on a successful employment path. In a business setting within the community, on the job coaching is limited if offered at all. The number of meaningful job positions available which suit a person with intellectual disabilities are extremely limited. Our programs are specifically designed for and accommodating to our population of young adults.

**The gap** for financial support exists due to the school's need to receive funding dedicated specifically to vocational training and employment programming, as well as allowing funding for salaries of qualified staff and expansion. The program's success has led to the need for additional funding to expand in the 2016-2017 school year. In order to facilitate the expansion, we must either find a location that is both close in proximity to the school and affordable or add a second shift for production. We have identified two possible locations who are willing to work with the school on leasing of space. Barkin' Biscuits has been so well received and has grown to a point where a second site to house the entire operation would be the optimum scenario. With an additional off-site location, we will be able to increase from 3 days per week of instruction and production to 5-6 days per week - which would triple current production and increase student enrollment. The expansion, whether at a new location or with the addition of another shift each day, mean increased staff hours, another substantial expense for salaries. Without funding, lack of space ties our hands for additional instructional days, simply because of limited access to our school's kitchen, which shares with the culinary arts program; food preparation for Berry Good Farms On The Go; independent skills training program; and ULS cooking curriculum for the younger students (age 6 - 17). We have the community support and interest in the dog treats, but need to keep up with production to make those partnerships viable. The funding would also allow us to offer compensated employment to 5 students beginning October 2016.

**Training.** Over the last two years, we have fine-tuned the production process, which currently offers two flavors of dog biscuits. Both flavors incorporate herbs from the school's farm, which adds to the uniqueness of our program, as well as includes another of the school's micro-enterprises. Two instructors and one job coach oversee the students each day. Most days also include community volunteers. Students receive training in creating the dog treats from start to finish. A laminated recipe card allows students to follow step-by-step instruction, beginning with measuring ingredients. Students then blend the ingredients using electric mixers. They then roll out the dough using special rolling pins that ensure that each biscuit is the same size. After cutting the biscuits with cookie cutters, students place trays of biscuits in the ovens and set the timers. Once baked, students weigh the biscuits and place in boxes for resale, whether to wholesale or retail customers. Students are able to successfully perform tasks as a result of the program's focused training steps. The training program also includes students in the sales process, allowing them to help set-up and service accounts in the community with the assistance of their job coach. Each student participates in each step of the process. As the program continues to grow, instructors will look for areas of expertise and assign those components of production to specific students, which replicates a person being hired for a job position due to qualifications and abilities to perform the tasks.

**Partnerships.** Currently, Barkin' Biscuits are sold in 26 locations in Jacksonville, Ponte Vedra, Orange Park, and the beaches. Those customers include upscale boutiques, garden centers, pet stores, pet salons, and animal clinics. Our lead wholesale customer is Pet Paradise, a high-end boarding facility with 26 resort locations across the United States, including Florida, Georgia, Louisiana, Texas, New Mexico and North Carolina. Students create 15,000 biscuits every 6 weeks for Pet Paradise, as treats for the dogs boarding in their facilities. Pet Paradise will now carry boxes of Barkin' Biscuits for retail sale in five of their top producing locations. The product placement is especially meaningful because this is the only item offered for retail sale in any of their 26 locations. Another wholesale customer, who purchases 1,500 biscuits every 2-3 months, is Chick-Fil-A of Ponte Vedra Beach. The owner of the franchise offers our biscuits to customers with dogs in his drive through line. He became a partner with the school in 2013, donating sandwiches for special events, and has remained connected to our programs and involved with our students since that time.

The dedication to our school and students is a common thread among our business partners. In addition to partnering with the dog biscuit program, Pet Paradise is a volunteer worksite for our Transition students. The principals and their managers have come to the school to volunteer and work alongside students in our garden and making dog biscuits. Trad's Garden Center, who has acted as a volunteer job site for our Transition students over the last three years, also now sells our dog biscuits. At Trad's, 100% of the proceeds is given back to the school. They are owned locally and participate in numerous ticketed fundraising events throughout the year adding to their partnership with NFSSE. Another new business partner is Peninsular Pest Control. They are one of the largest pest control companies in Jacksonville and are also locally owned since 1954. They have placed their first order of 1,500 to give to valued customers. The company's customer base is substantial, so this will be an excellent ongoing partnership for the program. This relationship was the result of the owners connecting to the school through a NFSSE Board member.

We have recently developed a business relationship with Woof Gang Bakery who is doing a test market in their Jacksonville location. They have reordered our product 2 times and the intent is to be carried in all of their 28 Florida outlets with continued positive sales results. Woof Gang Bakery offers a myriad of pet services and has 64 stores nationwide, so the relationship has huge potential for our product and would add to our ability to employ more students.

**Sustainability.** With the mentioned partnerships, the sustainability of the program is extremely solid. The strength of our relationships in the community is strong and our reputation is excellent. The program has been very well received and partnerships are steadily building. Two of our Board of Director members are involved in the program, as well. One Board member has developed a business plan and is working with the team for marketing and sales in the community. He is actively helping to build relationships with businesses in the community by visiting with potential customers. Another is helping to develop retail customers, cultivating relationships in and around the Jacksonville area. Our Executive Director and Director of Berry Good Farms are collaborating to partner with two major grocery retailers in our area under the advisement of the owner of a pet product company. Both Barkin' Biscuits instructors have strong community ties, as well, and are helping to promote the program and the product through those connections. All of this input is leading to a well-managed program with incredible potential to result in a number of compensated positions for our students.

**Follow-up Methods.** Students who successfully complete the training program for Barkin' Biscuits will have the opportunity to apply for five compensated positions. The top five candidates will be chosen as the initial employees of the program. The employees will receive \$8.50 per hour and hours will range from 10 hours per week to 30 hours per week. As orders from customers increase, hours and additional compensated employees will be hired.

The advantage for our young adults is that they will continue to have a supportive staff surrounding and assisting them where needed. The program will promote success for the employees with a better understanding



of working with people with disabilities. With their employment, students will be assigned to tasks where they have excelled during training. As the demand for product increases, additional production days will be added, resulting in more students being hired by the school as employees of the program. Being able to control the employment process will enable NFSSE to provide rewarding jobs to young adults with intellectual disabilities that do not exist in the general community.

**Expected Projected Outcome.** Experiencing the rapid growth of the program clearly signals to us how successful the micro-enterprise will continue to be. The volume of orders being placed and the solid companies from which these orders are originating is an indicator of the potential that this can be a true business employing people with disabilities. Expanding into a larger space will allow us to add large convection ovens, additional hours of operation, so to accommodate anticipated orders from current and future customers. Because we are seeing how readily businesses are willing to offer Barkin' Biscuits in their retail establishments, we are confident that sales will continue to grow and that we have found a niche that does not currently exist in Florida. With oversight by Board Members, the Executive Director, Director of Berry Good Farms, two professional instructors, a job coach, and strong partnerships in the community, the program is strategically monitored and carefully planned to ensure its success. We anticipate that sales will double during the 2016-2017 program year which will result in more jobs for our young adults. Initially, five students will transition from trainees to employees. The program will retain detailed records on employees so to provide the required follow-up data, including start dates, wages, job positions, disability of the employee, and any other requested information for tracking of the employment.

**THE ABLE TRUST 2016  
BARKIN' BISCUITS BUDGET**

|  |                    |
|--|--------------------|
| <b>PROGRAM EXPENSES</b>  |                    |
| Program Instructor   | 30,000.00          |
| Program Assistant  | 25,000.00          |
| Job Coach  | 20,000.00          |
| Student Employment 5 students, 40 weeks  | 30,600.00          |
| Program Supplies, Printing, Advertising, Utilities, Packaging,<br>Shipping & Equipment | 101,900.00         |
| <b>Total Expenses</b>  | <b>207,500.00</b>  |
| <b>PROGRAM REVENUES</b>  |                    |
| Dog Biscuit Sales  | 70,000.00          |
| Post-Graduate program fees   | 25,000.00          |
| Transition Tuition   | 32,500.00          |
| Kirbo Foundation Grant   | 10,000.00          |
| Rotary of Deerwood Grant   | 5,000.00           |
| Boeing Florida Grant   | 15,000.00          |
| <b>Total Revenues</b>  | <b>157,500.00</b>  |
| <b>Deficit</b>   | <b>(50,000.00)</b> |
| <b>Requested of The Able Trust</b>   | <b>50,000.00</b>   |



## 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](mailto: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.

**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.



###



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

GRANT AWARD ADJUSTMENT FORM for #17-67

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

**No Changes**

  
\_\_\_\_\_  
Signature of Chief Executive

10/12/16  
Date

Sally Hazelip  
Printed Name



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: Sally Hazelip  
Print carefully Email: shazelip@northfloridaschool.org  
Print Name of Person: Melanie Jensen  
Print carefully Email: mjensen@northfloridaschool.org

Phone Number & Address to contact if the email is returned undeliverable:  
(904) 724-8323  
223 Mill Creek Road, Jacksonville, FL 32211

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.

Sally Hazelip  
Signature of Executive Director

10/12/16  
Date