

ORIGINAL



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 31st day of Nov, 2016 between Ark Nassau, 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 # 17-73 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sign and return contract within 90 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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.

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- 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 **\$58,140.00** 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 **\$29,140.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$27,000.00** 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: Candy Holloway

By: Jessamine F. Noman

Printed Name: CANDY HOLLOWAY

Printed Name: JESSAMINE F. NOMAN

Title: EXECUTIVE DIRECTOR

Title: President/CEO

Date: 11/18/16

Date: 12/1/14

General Support of Employment Programs Grant Application

ORIGINAL

Organization Name: Ark of Nassau, Inc.State of Florida Charitable Registration #: CH35945IRS Employer Identification #: 59-1404429**Mailing Address**Street: 86051 Hamilton StreetCity: YuleeState: FloridaZip Code: 32097**Physical Location where Services Provided**86051 Hamilton StreetYuleeFlorida32097**Executive Director's Name: Candy Holloway**Phone Number: 904-225-9355 Fax: 904-225-9262Email: cholloway@arkofnassau.org**Primary Project Contact: Candy Holloway**Phone Number: 904-225-9355 Fax: 904-225-9262Email: cholloway@arkofnassau.orgOrganization Website: www.arkofnassau.orgProject Name: Ark of Nassau Employment Placement Services**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: Autistic Spectrum

County/Countries to Benefit Most from the proposed project: Nassau CountyIs Organization currently involved in ANY Litigation: NOIndicate how you learned of The Able Trust: InternetTime Frame for Grant Results: One YearTotal # of Persons proposed to be served during the project: 10

Total # of Persons proposed to become employed

Approximately 20 hours per week: 5Approximately 30+ hours per week: 3Total Amount of Funds Requested of The Able Trust: \$58,140Total Amount of Funds Projected to support the proposed project: \$164,206Candy Holloway 8/4/16
Signature & Date Executive DirectorPrint Name: Candy HollowayVivian Sankey Aug. 4, 2016
Signature & Date Board OfficerPrint Name: Vivian Sankey
Chairman of the BoardRepresenting Company: Ark of Nassau, Inc.

Brief History: Founded in 1972, the Ark of Nassau (ARK) is a nonprofit agency that serves adults with disabilities by providing adult day training, employment opportunities, personal care services, and community inclusion for individuals with developmental disabilities. ARK is the only local non-profit agency addressing the independent living, vocational, and social needs of our developmentally disabled population. Currently, ARK serves 29 individuals in these programs.

Organization Mission: Ark of Nassau's mission is to educate, motivate and encourage individuals with varying disabilities to achieve independence and enjoy successful and fulfilling lives. This proposal for funding for Ark of Nassau Employment Placement Services correlates with our mission by providing opportunities to further independence, personal growth and community inclusion through career development and job placement. The Ark of Nassau's fundamental focus is that individuals with special needs will be independent, productive members of their community.

Project Name – Ark of Nassau Employment Placement Services

Project Time Length – One year

Population Served –The Ark of Nassau Employment Placement Services would be available for individuals living in and near Nassau County. Program participants to be served include individuals in the Autism Spectrum, Down Syndrome, Cerebral Palsy, intellectual disabilities and other types of developmental disabilities.

Statement of Need – In a recent analysis of our current programs and the future needs of our community, it was determined by the Board of Directors that our most pressing need is to establish and grow a work placement program. As a small rural county, Nassau County urgently needs a program to transition clients from the school system into part-time or full-time competitive employment. Granted, our number of participants is small, but, the need is great.

Nassau County's current employment placement service utilized by vendor status through Vocational Rehabilitation has only one vendor serving the county; they are located in Duval County. The vendor has designated one job coach to serve the needs of all individuals being served by Vocational Rehabilitation in Nassau County. Individuals requiring more significant job coaching services such as supported employment are unserved or underserved in our county due to the lack of manpower and the logistics of the employment placement service outside of our county.

ARK's primary objective in the implementation of employment placement services will be to provide pre-employment training, career exploration, and workforce supports necessary for people with disabilities to obtain and maintain competitive employment. Although ARK would recruit individuals residing in the county who are currently not involved in any program (sitting at home), the primary source of clients will be individuals reaching the age of 22 and aging-out of the Nassau County School System (NCSS). There already exists a close relationship between ARK and NCSS and both envision ARK continuing pre-employment services when students exit the school system.

This proposal is to request startup funding for the Ark of Nassau Employment Placement Services. Funds requested will be used to establish and initially support the program to include one full-time job coach position. In the initial year funds will be generated by the department's work to further support the program.

Project Plan and Description - The primary objective of ARK is to provide the workforce training and supports necessary for people with disabilities to secure and maintain competitive employment. The program design would include pre-employment training, career exploration, on the job training opportunities, job placement and job stabilization.

Individuals targeted for this employment placement project will be identified through various sources. Ark of Nassau will seek to secure a partnership with Vocational Rehabilitation as a vendor. Individuals interested in receiving services would be referred to Vocational Rehabilitation to determine eligibility and feasibility to participate in competitive employment through a psychological and/or a vocational evaluation. Eligible individuals would be referred to Ark of Nassau Employment Placement Services for job placement. Correspondence with APD's Northeast Employment Liaison would identify additional persons interested in job placements. Following an APD referral, an interview will be conducted to determine an individual's need for employment services.

During the first phase of services, an individual would be referred to ARK by Vocational Rehabilitation for pre-employment training to strengthen job readiness skills. Depending on the needs of the individual, training would take place for a minimum of 20 hours. Additional services would be offered should an individual need further job readiness assistance. An initial interview would be conducted to review the Individualized Plan for Employment (IPE) developed by Vocational Rehabilitation.

This pre-employment instruction would follow a curriculum to include self-awareness, self-exploration and self-determination. Soft skills training and conflict resolution would be included. Career exploration and career development would be addressed. The individual would complete a series of assessments used to gain an initial determination of strengths, interests, skill sets, career goals, and challenges to obtaining and maintaining employment. Assessments would also be used to measure and document work readiness factors. This information would be used to create an individual plan to assist participants with achieving their career goals. The individual would be assisted in developing a resume or portfolio that reflects strengths, interests, and career goals. Transportation education and training would also be provided.

Following this pre-employment training, individuals would be assisted in the second phase of the employment placement process. The second phase of this process would provide services to individuals who complete pre-employment training or individuals requiring less intervention referred directly to the Ark of Nassau Employment Placement Services. Clients will meet with the employment specialist to review the Individualized Plan for Employment developed by the individual in conjunction with Vocational Rehabilitation. A meeting will be conducted to determine the level of services required to

successfully obtain employment. The meeting will review the person's career goal and the action steps that will need to be taken to achieve the goal.

Ark of Nassau Employment Placement Services will market to and utilize local business partners seeking employment services and establish new relationships with a diverse group of local employers to secure paid employment placements that match the participants' skills and interests. Job seekers will be assisted in registering with Employment Florida Marketplace for updates and leads on local businesses seeking to hire qualified individuals with disabilities.

At the time the placement is made, the employment specialist will assist the employee with learning and accurately performing job duties to industry standards. The employment specialist will provide one-on-one training tailored to the needs of the employee. The job coach will work with the employer to determine business needs so that the job can be developed or customized. Additional support may consist of advocacy, disability awareness, job adaptations, social support, problem-solving, and the development of natural supports to allow the job coach to phase out of direct involvement. The job coach will maintain regular contact with the client to insure they continue to be successful in the workplace.

Participant and employer satisfaction surveys will be completed and reviewed by the program manager and executive director to track the success of the program and determine if modifications are needed to provide quality employment placement services benefiting both the employer and employee.

Ark of Nassau Employment Placement Services benefits local employers by increasing workforce diversity and by reducing recruitment and training costs. Many employers experience improved job retention, enhanced community image, and increased customer satisfaction.

As one of four Employment First Florida pilot sites, Nassau County is being targeted as a state model for collaborating with its local agencies and support services to break down barriers for individuals with disabilities, educate employers on the benefits of hiring qualified individuals with disabilities, and improving the outcomes rates for successful employment for individuals with disabilities.

Expected Project Outcome –

One Year Goals - During Year One of the Ark of Nassau Employment Placement Services program, ARK expects to achieve the following outcomes:

- Hire and train an employment placement specialist
- Obtain vendor status to provide employment placement services for reimbursement from Vocational Rehabilitation (Application has been submitted)

- Utilize training as an employment placement service provider for APD med-waiver waiting list through the Employment Enhancement Program
- Market services to Vocational Rehabilitation counselors and APD support coordinators
- Market services to the Nassau County School district for post-graduation services
- Develop a caseload of 10 clients
- Job develop for these 10 individuals
- Successfully place at least 80% of the total caseload within the first year

During the first year, a committee of qualified ARK Board members and the executive director will interview and hire an employment placement specialist.

- The employment placement specialist will seek out and attend employment placement training for professional development.
- The employment placement specialist will market services to the Vocational Rehabilitation counselors and APD support coordinators by providing presentations of services during VR and APD staff meetings, send e-mails, attend local transition/career fair, and provide printed marketing materials to school personnel. When invited, the job coach will attend ESE IEP meetings to inform teachers, students and caregivers within the school system about post-high school employment placement options.
- The employment placement specialist will prepare a placement report to include the client's name, contact information, disability type, name of employer, date of hire, name of supervisor, contact information, client's job position, position description, wage, benefits, hours worked per week and promotions received. This information will be sent to the program director and the data will be entered into an Excel spread sheet.
- The employment placement specialist will follow up with the employed client and his/her employer to update the client's placement data regarding job position, wage, benefits, satisfaction with the position, and promotions received.
- The data will be collected and submitted to the executive director at month 3, 6, and 12 during the first year of employment. The assigned staff member will update and report the data to the program director every six months for a minimum of three years. At each interval, the Board will review the data report.

Amount Requested/Total Project Cost – The Ark of Nassau is requesting \$58,140 to fund the salary and associated start up and operating costs for the implementation of an employment placement service in Nassau County. The total cost of the program is \$164,206.

Describe the Future Funding situation – The self-sustaining plan for supporting this employment placement program will include Vocational Rehabilitation and APD revenue generated through placements and benchmarks to support an individual with a disability in a paid employment position. ARK receives ongoing funding from MedWaiver and United Way and will dedicate portions of proceeds received from fundraising to support the employment placement program as needed. A portion of the Nassau County grant

United Way and will dedicate portions of proceeds received from fundraising to support the employment placement program as needed. A portion of the Nassau County grant funds can also be designated to cover costs incurred with the development of this program.

Our ultimate goal is to create a financially stable and viable future for Ark of Nassau and further expand the programs to assist even more people with disabilities in achieving their independent living and employment goals. ARK's Board of Directors is committed to the success of this program and can provide in-kind support for additional overhead and administrative expenses.

BUDGET – ARK OF NASSAU EMPLOYMENT PLACEMENT SERVICE

Items – Year 1	The Able Trust	Unrestricted Donations	Nassau County Grant	MedWaiver & Private Pay
Salary	\$32,000	\$7,830	\$8,792	\$40,511
Benefits	\$3,000	\$405	\$972	\$2,613
Travel/Mileage Reimbursement	\$8,000	\$1,350	\$3,240	\$8,709
Computer & Mobile Communication	\$2,500	\$135	\$324	\$871
Office & Program Supplies	\$1,500	\$540	\$1,296	\$3,483
Training	\$4,000	\$1,215	\$2,916	\$7,838
Total	\$51,000	\$11,475	\$17,540	\$64,025
Admin Cost (14%)	\$7,140	\$1,607	\$2,456	\$8,963
Total Amount Requested of The Able Trust	\$58,140	Grand Total Amount of the Project	\$164,206	

Statement of Relationships – To our knowledge, no staff member, Board member, or volunteer of Ark of Nassau has a direct or indirect relationship with the Able Trust staff or directors.

ARK OF NASSAU ATTACHMENTS:

- **COPY OF IRS 501(C)(3) DESIGNATION**
- **COPY OF JUNE 30, 2015 AND JUNE 30, 2014 FINANCIAL STATEMENTS**
- **COPY OF ANNUAL REPORT 2014-2015**
- **COPY OF JUNE 30, 2014 AND JUNE 30, 2015 990 FILINGS**
- **COPY OF FEB. 29, 2016 FLORIDA CHARITABLE SOLICITATION REGISTRATION**
- **CONTACT LIST OF 2015-2016 BOARD MEMBERS**

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 <i>For Press Printing</i>	CMYK Color Specs <i>For Desktop Printer or Digital Press</i>	RGB Color Specs <i>For Computer Screen Presentation</i>
PMS280 = Pantone 661	C = 100 M = 100 Y = 27 K = 14	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.



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FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

GRANT AWARD ADJUSTMENT FORM for #17-73

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

Date

Printed Name



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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: JANET CUNNINGHAM
Print carefully Email: YEPSPECIALIST@GMAIL.COM
Print Name of Person: DAWN RHODEN
Print carefully Email: DRHODEN@ARKOFNASSAU.ORG

Phone Number & Address to contact if the email is returned undeliverable:
ARKOFNASSAU-86051 HAMILTON ST. - YULEE, FL 32097
(904) 225-9355

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.

Candy Holloway
Signature of Executive Director

11/18/16
Date