



ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 14th day of July, 2017 between Community Haven for Adults and Children with Disabilities, Inc. dba The Haven ("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 # 18-500 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. This contract and all deliverable reporting may be open for public viewing and distribution in accordance with Florida's public records laws.

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 the project timely and complete the project described in Attachment One within three years 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. Project reports shall be submitted by Organization to Foundation on a quarterly basis. August 10, November 10, February 10 and May 10 of the applicable calendar year. Organization will be reviewed on each anniversary of this contract for compliance and goal setting for the next contract year.
- E. Organization must sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 at each of the quarterly reports.
- 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 **\$230,931.00** to Organization as Grant # **18-500** subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: Year One funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of **\$35,989.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$35,988.00** 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 **\$5,000.00** and will be paid by Foundation to Organization not more than 30 days after Year One Final Report on persons served and employed, as defined in I.C. above is received and accepted. The 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. Subsequent payment schedules for year two and three of the grant shall be attached to this document at the time of annual review.

- 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: 
Printed Name: Brad Jones
Title: President + CEO
Date: 6/26/17

FOUNDATION

By: 
Printed Name: Susanne F. Homant
Title: President & CEO
Date: 7/18/17

Strategic Employment Placement Grant Application

18-500
~~17-500~~

Organization Name: Community Haven for Adults and Children with Disabilities, Inc.
dba The Haven

State of Florida Charitable Registration #: CH243
IRS Employer Identification #: 59-1305522 Year Org was established: 1954

ORIGINAL

Mailing Address

Street: 4405 DeSoto Road
City: Sarasota
State: Florida
Zip Code: 34235

Physical Location where Services Provided

State College of Florida - Bradenton, Lakewood Ranch, Venice
University of South Florida - Manatee-Sarasota
Florida

Executive Director's Name: Brad Jones
Phone Number: 941-355-8808 ext 221 Cell: 941-234-5664
Email: bjones@communityhaven.org

Primary Project Contact: Pamela Alexander
Phone Number: 941-355-8808 ext 267 Cell: 941-315-1496
Email: palexander@communityhaven.org
Organization Website: www.communityhaven.org

Project Name: Careers Without Limits


Disability Population Served in proposed project (list categories):
Disability Neutral

County/Countries to Benefit Most from the proposed project: Manatee, Sarasota

Is Organization currently involved in ANY Litigation: NO
If YES, describe the litigation

Provide the number to the following items for the three-year grant

Total # of Persons proposed to be served during the project: 110
Total # of Persons proposed to become employed during the project: 45
Total Amount of Funds Requested of The Able Trust: \$230,931
Total Amount of Funds Projected to support the proposed project: \$461,864
Total Cost Per Person to become Employed: \$10,263

 10-17-16
Signature & Date President/Executive Director

 10-17-16
Signature & Date Board Officer

Brad Jones
Printed Name
Name

Emily Mruczek, Board Chair, The Haven
Printed Name & Representing Company

Attachment One

Proposal Narrative

Project Name – Careers Without Limits is a program to assist individuals with disabilities in their transition from post-secondary education to long-term career paths by providing counseling, guidance and business expertise to facilitate and support the path to their chosen vocation.

Population Served – This disability-neutral project will serve individuals residing in Sarasota and Manatee counties with varying types and degrees of physical, sensory, developmental, learning, mental health and/or multiple disabilities.

Executive Summary– Careers Without Limits (CWL) will serve working age persons with disabilities who are actively pursuing a college, technical school or an associate degree (or have some college education) who are currently unemployed or under-employed. CWL will provide one-on-one counseling, guidance, skills-building and placement for those entering the workplace for the first time, or returning to work following an illness or injury. Referrals will come primarily from area schools and secondarily from other agencies as well as self-referrals.

The need for CWL is supported by data demonstrating the exceptionally high rate of unemployment and high levels of poverty among disabled individuals, the lack of placement resources and the reluctance of employers to hire individuals with disabilities. CWL will fill the current void of employment services by providing counseling, internships and fulltime job placement services. The two largest educational institutions in the region have verified the need for their special needs students. Area employers have also expressed enthusiasm.

The goals include 1) determine and then meet the individual needs of each participant based on his or her career direction, work readiness, current skill set, career goals and support needs, 2) assist 110 participants with disabilities over the three-year project with 45 individuals achieving competitive jobs and maintaining consecutive employment for a period of one year, 3) assist students to obtain paid internships to gain practical work experience, potentially leading to permanent employment, and 4) engage area employers to overcome any hesitations about hiring qualified candidates with disabilities and to place participants in careers with those employers.

Leadership of Organization - Brad Jones was appointed President/CEO in May of 2016, after serving as Interim Director. Brad began his career at Community Haven in the Community Living program in 2010. In May of 2012, he was promoted to Director of Adult Services and in July of 2014 he was promoted to Vice President of Operations.

Pam Alexander will serve as Project Coordinator for Careers Without Limits. She joined Community Haven in 2010 as an Employment Specialist in the Community Employment Services program, and subsequently moved into the role of Program Coordinator.

In keeping with our mission to empower independence and inclusion in all aspects of society for individuals with disabilities, The Haven has created this innovative and much-needed program to provide assistance to individuals transitioning from school to work. Our Strategic Plan and Vision call for The Haven to create solutions that change the lives of disabled individuals. What better way to impact a person's life than to provide them with the skills and opportunities to get a good job – one that is appropriate to their education and that leads to them to become a valued part of their community. Brad Jones, President/CEO

Project Plan and Description – Careers Without Limits (CWL) will partner with the two largest

Proposal Narrative

educational organizations in the region: The State College of Florida (SCF), with three campuses in Manatee and Sarasota Counties and the University of Florida Sarasota-Manatee County (USF) to identify and recruit students and alumni to participate in the paid internship or employment placement services. SCF currently has 500 students and alumni, and USF 60, registered with the school's Disability Resource Center. Among these students, it is likely that those who face the most difficult challenges, and have the greatest need for support and assistance, will be the participants in the CWL program. The schools will provide an on-campus office for the program. Employment specialists from The Haven will provide participants with individual counseling, guidance, skills-building and placement services. Additionally, the employment specialists will engage area employers to enhance their knowledge of the skills of disabled employees and to provide encouragement in overcoming any hesitations about hiring qualified candidates with disabilities.

Intake/Assessment – The one-on-one interviews will determine each individual's needs based on career direction, work readiness, current skill sets, career goals and support needs and inform a customized plan. The assessment will include a review of educational achievements, past jobs, job successes and those that were not successful, as well as strengths and interests. Non-employment support needs will also be examined, such as transportation or childcare requirements. Each plan will outline feasible job matches, strategies to build upon during the job development phase and the steps required to achieve career advancement. Individuals will be referred by schools, other agencies or be self-referred.

Job Skills Training - Each participant will receive comprehensive Employability Skills Training to learn workplace "soft skills" competencies such as: problem-solving and other cognitive skills, business communication, business and telephone etiquette, personal qualities, work ethic, interpersonal and teamwork skills. The training will include resume writing and interviewing preparation assistance. Practice interviews sessions will help the participants improve articulation and lessen anxiety about the interviewing process. Participants will also learn the proper way to follow-up after an interview.

Job development – CWL employment specialists will distribute informational materials to targeted business and professional sites in Sarasota and Manatee counties to inform the area's business community of this program. The Haven will build upon established relationships with area employers who have supported its employment services through the years and introduce them the range of skills and competence of these educated individuals with disabilities. The region enjoys a strong and diverse pool of employers in both the private and government sectors. Employment growth projections in manufacturing, healthcare, high tech and other fields is strong and initial feedback from potential employers to CWL is positive. The Haven will also work with the Sarasota Manatee Human Resource Association to further encourage opportunities for networking and education.

Job development focuses on matching the participant's interests and abilities with community employers' needs for staffing. The participant and employment specialist will develop a task list that identifies the responsibilities of each and identifies potential employers to be contacted. The placement process (internship or employment) commences from this point by marketing the participant's abilities and discussing with employers any job creation possibilities and potential successful job matches.

Job Placement – CWL staff will research a variety of industries that have viable career possibilities and that are experiencing growth. Current employer relationships will be utilized and employers new to The Haven will be contacted through outreach and marketing activities. Job placements will focus on full-time employment and part-time internship placement. Employment specialists will be available to participants for coaching prior to interviews, whether in person, via the internet or telephone. Participants will de-brief with the employment specialists following their interviews and plans will be made for next steps in the process.

Proposal Narrative

When an offer of hire is extended to the candidate, the employment specialists will be available for continued coaching to assist successful participants in getting off to a good start in their new positions. If access accommodations or special equipment is needed, the employment specialist will work with the participant and the employer to determine the appropriate hardware, software, ergonomic, communication or any other device or workplace modification that is needed.

Job Retention/Evaluation - CWL will provide job retention services to all participants upon first day of employment and up to one year after hiring and for the length of the internship. If requested by the new hire, an employment specialist would be available to assist and train individuals in becoming acclimated to their job, co-workers, social climate and place of employment. During an initial 90-day period, the employment specialist will offer weekly phone and/or in-person support, depending upon the expressed needs of the employee. These contacts will gradually taper off as the independence levels and self-confidence of the participant strengthens.

At the 90-day benchmark, the employer will provide an employee evaluation, and the employee will complete a satisfaction survey pertaining to the program. The employee and the employer will be contacted at the six-month mark and again at one year to document the job and career advancement moves of the participant. CWL staff will always be available to provide any assistance to help further career goals for the participant.

Career Planning and Advancement - Participants will have the opportunity to participate in a series of informal seminars focusing on subjects such as "How to Approach Your Annual Review," "How to Request a Raise," and "Handling Conflict in the Workplace." Participants will be surveyed to determine other specific topics for discussion. Informal seminars will be facilitated by local human resource and management professionals and will occur three times per year available to all participants.

Expected Project Outcome – CWL will provide employment support services to 110 individuals with disabilities who possess diplomas, degrees or advanced certifications from colleges, universities, technical institutes or post-secondary academies. Forty-five participants will obtain and maintain consecutive employment for one year, and other students will be placed in internships, potentially leading to permanent employment.

Year One - A start-up phase will include the creation of marketing materials and introductory presentations to describe the program and its benefits to potential employers and to the Placement Offices and Career Centers of State College of Florida and University of South Florida Sarasota-Manatee Campus.

Partnering Institutions: Outreach efforts will include printed materials, online information, news releases and meetings with local business to outline the program and its potential benefit to participants in attaining their employment goals. Employment services staff will present the program to career and guidance staff, provide referral paperwork to ensure that criteria such as degree, diploma or certifications are in place and are an appropriate match for the participants desired outcome. Referral networks and educational supports will be in place.

Potential Employers: Outreach efforts will include printed materials outlining the program and its potential benefits to employers. Staff will present the program to human resource professionals and front line hiring management, outlining the availability of disability awareness education for staff members, as well as no cost placement services and the availability of on-the-job training assistance for the employer and the participant to ensure success and job stability.

Proposal Narrative

Participants: Students and alumni will be recruited from the programs of the two participating colleges. Referrals from other agencies and self-referrals will be welcome. Marketing materials will encourage individuals to “self-refer” by contacting either school or The Haven. Materials will be distributed through community partners such as Women’s Resource Center, Lighthouse of Manasota, Goodwill, First Step and SPARCC. Applicants will provide appropriate medical documentation to determine their eligibility for the program. Eligible applicants will be assessed on their abilities, limitations and desired employment outcomes. An Individual Employment Plan will be created in collaboration with the employment specialist ensuring realistic goals are set. Career Path Planning will be developed with their employment specialist. Employment Skills Training will take place. In the first year, five individuals will be placed in competitive employment and have a clear career path and goals in place.

Year Two - Outreach and collaboration efforts will continue. Business partnerships will be expanded and enhanced. Pre-employment services, job development, training, placement and follow along services will continue. Twenty individuals will be placed in competitive employment and have a clear career path and goals in place. As employment benchmarks are achieved at three months, six months, nine months and one year, participant goals will be reviewed and evaluated.

Year Three - Twenty individuals will complete a minimum one-year of consecutive employment, bringing a total of 45 individuals who have established a three-year plan for success including specific goals and planned action steps to achieve goals on their career path.

Plan for Data Collection - The Haven currently uses Therap Services, a web-based service organization that provides an integrated documentation, reporting and communication for data collection in its programs. This system has been designed for agencies providing support to people with disabilities and will be tailored to collect and report data on each participant. Fields within the program will be established for all pertinent data, including individual, disability type served, training classes completed, resume developed, job leads and interviews, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received. Program staff will input data for each participant and will do so as long as contact with the participant continues.

Employer Connections - The Haven, through its Community Employment Services program, has been conducting community placements in Sarasota and Manatee counties for over 15 years, working with nearly 100 employers. Staff members meet with local businesses and organizations such as County Economic Development agencies, Chambers of Commerce, Sarasota-Manatee Human Resources Associations and SunCoast Workforce, to present information about the services The Haven provides. The staff also makes one-on-one presentations to business owners and human resource personnel of current and potential employers.

Careers Without Limits will be a new program for The Haven to present to potential and current business partners, with the special emphasis on placing employees with high levels of education achievement. Professional, technical, design, architectural, media and engineering businesses will be approached and offered disability awareness education for staff members, no cost placement services and the availability of on-the-job training assistance. Initial feedback from employers has been positive.

Amount Requested/Total Project Cost – \$230,931/\$461,864

Describe the Future Funding situation - The Haven will use the Able Trust grant application as the foundation for a case for support document to secure funds to support and sustain the program. The application outlines a compelling story of how this project is needed. The fact that The Haven has received a

Proposal Narrative

three-year commitment from The Able Trust will give great credibility to applications to other funding sources: success follows success in raising financial support.

The Haven will first approach funding sources with a record of supporting its programs and focused on those that support employment opportunities, and then turn to approaching individual contributors in Year 2 and Year 3.

Statement of Relationships - The Haven is unaware of any donation of funds and/or volunteer hours with (a) a Director of the Able Trust and the staff/co-worker of that Director within the The Haven organization or (b) staff of the Able Trust and/or their immediate family.

Brief History – In 1954 a dedicated group of parents and community supporters established *Sunshine Corner*, a school for children with disabilities who, at that time, were not served by the public school system. It was the first such school in the region. Soon after an adjacent building became the area's first vocational training center for disabled adults. In the 1980's The Haven expanded to include comprehensive programs and services to clients from age six-months through senior years. The Haven is located on a 32-acre campus with capacity to continue to expand and evolve to meet the ever-changing needs of clients and their families.

The agency's legal name is Community Haven for Children and Adults with Disabilities, Inc. Up until recently the agency conducted its business under the name Community Haven. In July 2016, the board of directors announced a new name and logo, accompanied by an updated mission and vision to take the 62-year-old organization into the future. The agency retains its legal name but does business under the name of The Haven.

The Haven is a primary corporate entity and not associated with any other organization, corporation or service provider.

Mission The Haven exists as a resource for independence and a champion for inclusion, in all aspects of life, for people with disabilities. **Vision:** We envision a world where people with disabilities are included and valued members of society. The creation of CWL is in response to the lack of employment resources for post-secondary students and is intended to assist individuals with disabilities in their transition from post-secondary education to long-term career paths. By doing so, The Haven furthers both its mission and vision for an under-served segment of its market.

Statement of Need – The need for this program is supported by data focusing on the exceptionally high rate of unemployment and poverty in the region for people with disabilities, the lack of placement resources and the reluctance of employers to hire individuals with disabilities. In 2014 the overall unemployment rate for Sarasota County was 5.8 percent, where the unemployment rate among individuals with disabilities was 11.7 percent (US Census Bureau). The Employment and Disability Institute at Cornell University reports that in Florida, 31 percent of non-institutionalized adults with disabilities have some college or associate degree vs. 33 percent for non-disabled. Yet, those with disabilities are more than twice as likely to be unemployed and twice as likely to be poor than non-disabled. A 2015 study conducted by the Gulfcoast CEO Forum reported that among 400 area employers with 7,558 full time employees, only 6 percent were persons with disabilities.

The 2011 withdrawal of funding for the U.S. Department of Education's *Project With Industry* program ended education and employment assistance opportunities for many of The Haven's skilled adult clients. CWL will fill a void in providing these employment assistance services for un-served or underserved persons with disabilities.

Community Haven - Careers Without Limits - Projected Budget

REVENUE	YEAR 1	YEAR 2	YEAR 3	TOTAL REVENUE
Able Trust	76,977	76,977	76,977	230,931
Individual gifts	16,000	20,000	20,000	56,000
Corporate Foundation	15,000	10,000	10,000	35,000
Private Foundations	15,000	20,000	20,000	55,000
The Haven	20,833	20,833	20,834	62,500
Sarasota and Manatee County Human Services	10,000	15,000	15,000	40,000
TOTAL REVENUE	\$153,810	\$162,810	\$162,811	\$479,431
EXPENSES	YEAR 1	YEAR 2	YEAR 3	TOTAL EXPENSES
Direct				
Wages	93,600	97,200	99,200	
Benefits	16,200	16,632	17,064	
Conference & Training	3,000	3,000	4,000	
Supplies	365	180	180	
Telephone	1,800	1,800	1,800	
Computer Equipment	4,500			
Transportation	9,600	10,200	10,800	
Marketing/Printing	4,500	3,000	3,000	
Total Direct	\$133,565	\$132,012	\$136,044	\$401,621
Indirect				
Facility, utilities, insurance, accounting, etc.	\$20,035	\$19,802	\$20,407	\$60,243
TOTAL EXPENSES	\$153,600	\$151,814	\$156,451	\$461,864



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.

Logo Size

The logo may be increased or decreased in size. However, its proportions should never be altered. Here are some recommended sizing options.



50% Aspect Ratio
Size: .68 X .99



75% Aspect Ratio
Size: 1.02 X 1.49



100% Aspect Ratio
Size: 1.36 X 2

The Able Trust Grant Award Logo Specifications & Requirements

- The Able Trust Grant Award contract states that “The Agency must recognize the Foundation in any materials that are the direct result of funding through this Contract.”
- All materials that include the promotional logo or written recognition statement must be approved by The Able Trust.
- Materials can be emailed, faxed or mailed to:
 - Guenevere Crum
 - The Able Trust
 - 3320 Thomasville Rd, Suite 200
 - Tallahassee, FL 32308
 - 850.224.4496 Fax
 - guenevere@abletrust.org
- The Able Trust logo should be used for promotions related to projects funded by The Able Trust grant awards, which may include for example:
 - Project brochures
 - Project informational flyers
 - Event invitations/flyers/program books related to projects funded by The Able Trust grant award
- The Agency Grant Award contact should request an electronic format of The Able Trust logo to include in promotional materials or use the logo slick provided with The Able Trust Grant award contract.
- *Logos should not be scanned from this document or copied/saved from The Able Trust website.
- For press releases, please use the following written recognition statement in lieu of the logo:
 - This Project Funded by The Able Trust

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

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: Brad Jones

Print carefully Email: bjones@communityhaven.org

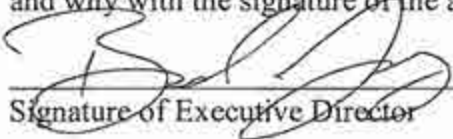
Print Name of Person: Pam Alexander

Print carefully Email: palexander@communityhaven.org

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

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.



Signature of Executive Director

6/26/17
Date