



ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION  
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 31<sup>st</sup> day of Aug, 2017 between MacDonald Training Center ("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 # 18-605 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 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. 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.
- 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 the quarterly 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 quarterly and final list with follow-up on employment status on all participants is due with the final report 13 months after the first grant payment is made.
- 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 \$65,000.00 to Organization as Grant # 18-605 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 \$31,500.00 and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of \$31,500.00 and will be paid by Foundation to Organization on utilization of 75% of first payment as provided in the second or third quarterly reports and significant progress in the program's goals. The final 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. Organization recognizes and acknowledges that funding is subject to continuing support of Foundation by the Florida legislature.
  - C. 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 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.
  - D. 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.
  - E. 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.
  - F. 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.
  - G. 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**

By: Mac Donald Training Center

Printed Name: Karenne Levy

Title: President/CEO

Date: 7/31/17

**FOUNDATION**

By: Susanne F. Homant

Printed Name: Susanne F. Homant

Title: President/CEO

Date: 9/15/17

# THE ABLE TRUST

3320 THOMASVILLE ROAD, SUITE 200 • TALLAHASSEE, FLORIDA 32308 • (850) 224-4493 VOICE OR TDD • (850) 224-4496 FAX • WWW.ABLETRUST.ORG

## BOARD OF DIRECTORS

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*Moore Communications Group*

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*WellCare Health Plans, Inc.*

### PRESIDENT/CEO

Susanne F. Homant, MBA, DPA

June 16, 2017

Ms. Karenne Levy  
MacDonald Training Center, Inc.  
5420 W. Cypress St.  
Tampa, FL 33607

Dear Mrs. Levy:

Congratulations! I am pleased to inform you that during the recent Board Meeting, the Trust's Board of Directors approved a grant in the amount of 65,000.00 to MacDonald Training Center, Inc. for "HEAR, Hearing Education Advancement and Recruitment", 18-605, as outlined in the original grant proposal.

We know you are ready to begin so here are the next steps:

- Review carefully the enclosed contract for guidelines, reporting and insurance requirements
- Pull together the additional materials
- Sign the Contract and the Grant Award Adjustment Form
- Complete Attachment 4 providing The Able Trust information on how you want to receive your Progress Report Forms

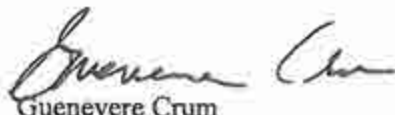
When all the materials are ready please send in to The Able Trust with a cover letter notifying us the project is ready to begin. It is important that this is done within sixty days from the date on this letter; failure to do so will result in the rescinding of the grant.

Please be aware that the awarded funds can only be used for approved program outlined in Attachment 1. If changes to the program are necessary during the grant year please contact staff at The Able Trust to inquire about adjustment procedures before the changes occur.

If you have any questions regarding the Grant Award Contract or requirements therein, please do not hesitate to contact the trust office at 850-224-4493. However, the Trust staff cannot answer any legal questions related to the contract. If you have a legal questions related to the contract, please contact a reputable attorney.

On behalf of The Able Trust Board of Directors and staff you have our best wishes to your organization for the successful start of this important program in your community.

Sincerely,



Guenevere Crum  
Senior Vice President

Attachment One

RECEIVED APR 04 2017

18-605

17-605

General Support of Employment Programs Grant Application

Organization Name: MacDonald Training Center

State of Florida Charitable Registration #: CH461

IRS Employer Identification #: 59-0777827

<b>Mailing Address</b>	<b>Physical Location where Services Provided</b>
Street: <u>5420 W. Cypress St.</u>	<u>and 2902 N. Cork Road</u>
City: <u>Tampa</u>	Plant City: _____
State: <u>Florida</u>	Florida: _____
Zip Code: <u>33607</u>	<u>33565</u>

Executive Director's Name: Karenne P. Levy  
 Phone Number: 813 870-1300 ext. 272 Fax: 813 872-6010  
 Email: Klevy@Macdonaldcenter.org

Primary Project Contact: Judith DeStasio  
 Phone Number: 813 870-1300 ext. 228 Fax: 813 872-60-10  
 Email: JDestasio@MacDonaldcenter.org  
 Organization Website: www.macdonadcenter.org

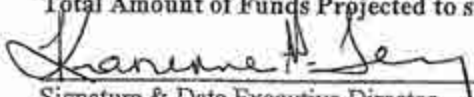
Project Name: HEAR, Hearing Education Advancement and Recruitment Disability  
 Population to be Served in proposed project:  
 LIST: Adults with hearing impairments

County/Countries to Benefit Most from the proposed project:  
Hillsborough and Pinellas

Is Organization currently involved in ANY Litigation: YES (attach explanation) or NO

Time Frame for Grant Results: One Year  
 Total # of Persons proposed to be served during the project: 90  
 Total # of Persons proposed to become employed  
 Approximately 20 hours per week: 0  
 Approximately 30+ hours per week: 30

Total Amount of Funds Requested of The Able Trust: \$65,000.00  
 Total Amount of Funds Projected to support the proposed project: \$173,000.00

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

  
 Signature & Date Board Officer  
 Print Name: THOMAS M. WOOD  
 Representing Company: MacDonald Training & Center, Inc.

PROPOSAL NARRATIVE PAGES - No longer than 5 pages and including the following:

Project Name - Please state the name of the proposed project.



**MacDonald**  
**Training Center, Inc.**  
*Empowering People With Disabilities*

**Project Name: HEAR (Hearing Education Awareness & Recruitment)**

**Population Served:** The population of Floridians with hearing impairments served through this grant funding includes young people seeking first time employment and adults seeking a new job or advancement on their chosen career path.

**Statement of Need:** MTC seeks financial support from the Able Trust to expand employment services for Floridians with hearing impairments who seek a community based job. With 206,652 individuals identified with hearing loss in Hillsborough County and 148,647 in Pinellas, there is a corresponding need for employment placement resources lest these citizens become further marginalized.

Although there are 56 employment placement providers for people with disabilities in our community, (Vocational Rehabilitation's Area 4), few (if any) have job coaches who are proficient in American Sign Language (ASL). MTC's Employment Specialist who has served those with hearing impairments for more than 25 years, knows of no other local agency offering this critical accommodation ---the ability to truly communicate with the individual receiving services in the language of his/her choice. Her anecdotal information says that people with hearing impairments are waiting as long as 3 years to receive service. Local Vocational Rehabilitation professionals are unable to provide information on how many other providers offer this service.\* They are encouraging MTC to expand delivery of services as our one Employment Specialist always has a full case load. National and State resources such as Employ Florida, JAN, SOAR, EARN provide comprehensive educational resources, and primarily direct job seekers with hearing impairments to Career Source for assistance. Even there, however, services are limited as our local Career Source indicates a three day waiting period for job seekers requiring American Sign Language interpreting services on its website.

**Program Plan**

MacDonald Training Center's decades of serving those with hearing impairments may be tracked to the beginning of our Community Employment Services in 1971, giving MTC a long history of successfully placing individuals with severe disabilities into competitive employment. To the best of our knowledge the immediate and ongoing provision of interpreting services in American Sign Language for the deaf and hearing impaired is unique to our organization.

Grant funding would be used to hire an additional Employment Specialist, with American Sign Language credentials. Grant funding would also be used to hire a Business Development Specialist to expand connections with local employers. Both full time positions would enable a greater systematic outreach and provide more opportunities for Floridians with hearing impairments to get a job in the community.

The responsibilities for the Employment Specialist, credentialed in American Sign Language include:

- Receiving referrals from Vocational Rehabilitation, following up contacts made by the Business Development Specialist, placing the person into competitive employment and meeting all benchmarks.

\*See attachment

Responsibilities for the Business Development Specialist include:

- Introducing our services to the business community, educating them and training their staff.
- Finding jobs in the local business community for adults with disabilities, particularly those with hearing impairments.

### **Local Connections to Employment**

MTC's connections to the local business community run deep and will assist both the Business Development Specialist and the Employment Specialist to find and place adults with hearing impairments into jobs. The team is ably assisted in finding community based employment by an exceptionally well-developed Business Advisory Council (BAC). This core group of private business sector professionals guides us in providing progressive, innovative, and effective services to both the persons served and the business community. Most of the members of this Council are Human Resource specialists who are responsible for many referrals as well as placements into community based jobs for the people we serve. The BAC is currently chaired by human resource specialists from Time Warner Communications. Over the decades it has been lead by professionals from Tampa International Airport, Walmart, the Grand Hyatt Hotel, and many other local employers of significance.

MTC is an active member of the Tampa Chamber of Commerce, Tampa Downtown Partnership and the Westshore Alliance as a means of soliciting job placements. Our call center connections with Coca Cola, USAA and Time Warner are strong opportunities for those with hearing impairments. We are working with technology employers from Tech Data to Iqor among others to find IT placements. Our roster of 60+ active employers ranges from Bank of America to the Seminole Hard Rock Café. We are encouraged that the US Bureau of Labor Statics released information on November 9, 2016 indicating that each day; another 12.76 jobs are created in the Tampa-St. Petersburg area. That's the pace of private-sector job creation in the Tampa metro area during the past 10 years, based on their new analysis of official data.

We are particularly aware of and sensitive to the need for these employment placement supports to assist hearing impaired young adults transitioning from school or college into the community. Our long standing relationships with the Florida Department of Education through Hillsborough County Schools (including on-site teachers for our Adult Day Training) and collaboration with the Division of Vocational Rehabilitation, is an ongoing source of referrals for placements. We've received partnership status with Florida's new Unique Abilities Partner Program and look forward to utilization of this new resource.

### **Person Centered Employment Services: The Individual Comes First**

MTC's success comes from our commitment to an in-depth knowledge of each person we serve. When an individual comes to MTC for employment placement support he or she is empowered to play an active role in all decisions made as they occur throughout the entire process. We want to know not only what kind of job they want or have had, but what are their hobbies, interests? Short term and long term career goals are addressed in an individualized Plan and reviewed every three months.



**Skills and Analysis:** HEAR is expressly designed to provide individuals with severe hearing impairments who have traditionally been underserved, the opportunity to gain employability skills, vocational counseling, resume preparation, job development, job placement assistance, interpreting services in ASL, job maintenance (follow-along), career advancement, benefits planning, and service coordination.

Vocational analysis is of particular importance for young people entering the workforce for the first time. Leah Herring, MTC's Transitions Facilitator, a former teacher, is a Vocational Evaluator, credentialed by the State Division of Vocational Rehabilitation. Each person served by HEAR will have a vocational analysis completed through a series of tests and recommendations which are made based on a person's skills, strengths and abilities. Through screenings we may identify assistive technologies that can increase an individual's performance in everyday tasks and activities.

If needed, all clients may improve and expand their workplace skills under the guidance of their Employment Specialist by utilizing the supports of our Adult Day Training resources. Personalized job coaching to refine existing skills is available after ADT hours. Individuals have access to all of our classrooms, technology labs and production areas to increase their marketable technical skills as they prepare for employment. Training areas include a fulfillment area designed by one of only five individuals working in Florida who is both deaf and blind.

#### **Organizational Assessment**

**ASL Staffing:** Individuals with hearing deficits are an underserved population presenting unique challenges relative to finding appropriate employment and ensuring support with communication deficits as it relates to job performance. Cindy Tutko, MTC's ASL Employment Specialist, has an over 25 year long track record in serving those with hearing deficits and well documented ability to meet the needs of the individuals and employers. She, herself, is the daughter of parents who are deaf and did not speak until she was four years old. Cindy will mentor and support the new Employment Specialist and may make the difference between employers who feel confident in their ability to manage and train employees with hearing impairments and those who do not.

The goal is to find and place individuals with hearing impairments into full time jobs. MTC's typical time frame for adults with hearing impairments goes from referral for service from the Division of Vocational Rehabilitation to job placement in the community in ninety days.

**Diversity Training:** The new Business Development Specialist will be empowered to conduct diversity training for local businesses and will report directly to Karenne Levy, MTC President/CEO. They will work together with the shared goal to change stereotypic employer attitudes, unconscious bias and outright employment discrimination, which often denies people with disabilities the chance for employment. Through exposure to our many resources, those situations in which an employer is willing to provide an employment opportunity to an individual, but may lack the confidence or awareness of the supports available, may instead have successful outcomes of meaningful, full time employment.

### **How We Measure Success**

**Outcomes:** Expansion of Services to those with hearing impairments in Hillsborough and Pinellas County (Vocational Rehabilitation Area 4).

**Target:** Thirty individuals with hearing impairments will acquire new jobs and 60 individuals will be maintained in community-based employment.

Success will be measured by the number of individuals placed in jobs in the community. It will be measured by the number of new employers and trainings conducted. The effectiveness of our service delivery is measured via monthly and quarterly reports compiled through the program outcomes measurement system. This system ensures that the organization's services meet the needs of persons served and the goals and objectives of contracting agencies.

In an effort to increase productivity, MTC purchased and implemented the Vertex system, software specific to the needs of human service organizations. It has increased efficiencies in case management, service documentation, service billing; lowered operating costs, assisted in compliance with Department of Labor, assured accuracy, and has maximized our billing and reimbursement effectiveness. But most importantly it has provided MTC a highly effective means to measure the success of our programs.

### **Follow Up:**

Should the individual cease receiving services from MTC, the relationships we establish with all employers ensures a continuum of access to information including job status. Documentation is kept which covers the name of individual, disability type served, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received. Continuous interaction with employers allows us to collect follow up and track data on an annual basis for at least three years after the grant has closed. MTC's communications department effectively provides data to all requests including insightful success stories complete with photography and photo releases. Our strong social media regularly features employment based success stories which we are pleased to share.

### **Future funding**

Karenne Levy, MTC's new President/CEO (effective 8/01/17) and Judith DeStasio, MTC's Chief Financial officer and Tampa Bay Business Journal's 2015 Business Woman of the Year, are committed to the expansion of vitally needed services to people with disabilities.

MTC's strategic plan is to expand mission based enterprises which provide financial support for needed services, such as HEAR. Today mission based enterprises generate over 32% of the organization's total operating revenue. But even more importantly these contracts elevate the skill sets of the individuals who train on them, leading to a 300% increase in job placements in the community. Our success with contract work is expanding our network of employers and employment opportunities.

HEAR is a mission based program, which mirrors MTC's strategic goal to become increasingly self reliant and self sustainable. Expansion of the employment placement services which we provide will generate an additional revenue stream for the organization, with our cooperative contract with the State's Division of Vocational Rehabilitation. After the initial start up expenses, both positions funded by this grant should be self sustainable as we place more and more individuals into competitive employment.

MTC's strategic plan includes a concerted effort to find and obtain grant funding to support new initiatives such as the HEAR program. On going funding will be designated through the United Way Suncoast which has supported our employment training and placement programs for years. While uncertain about other outstanding submissions to private foundations and corporations, it must be noted that In FY 16, MTC made a successful effort to find and obtain grant funding, which brought over \$100,000 above anticipated budgeted goals including Federal, City and County funding

### **Brief History**

MTC was founded by J. Clifford MacDonald in 1953 as one of the first pre-schools in our nation for children with special needs. Today, as a private non profit, MTC serves over 500 individuals with a wide variety of disabilities through the provision of many critically needed supports including vocational skills training for adults with intellectual disabilities. While best known for our Adult Day Training for adults with intellectual disabilities, MacDonald Training Center has been providing disability neutral employment placement services since 1971. We have placed thousands of people into community based jobs.

MTC is undergoing a period of functional analysis under the new management of Karenne Levy, President/CEO. Ms. Levy joined MTC in August 2016, bringing a wealth of experience in the field of service to those with disabilities. She had most recently served as Director of Patient Experience at Moffitt Cancer Center after 14 years as Chief Operating Officer at Quest, Inc. in Central Florida. Her emphasis on customer service improvements is already permeating MacDonald Training Center and is the impetus for this request for grant funding. In only a few months at MTC, Ms. Levy has identified not only an urgent need for services by those with hearing impairments, but a strength of the organization and a proven track record in meeting those needs.

### **Our Mission:**

The mission of MacDonald Training Center is: "to empower people with disabilities to lead the lives *they* choose." HEAR is consistent with our mission as it will empower and employ individuals with hearing impairments.

### **Our Vision:**

People with disabilities leading the lives *they* choose.

In the goal of total transparency, it should be noted that MTC has no relationship with the Able Trust directors or staff.

MacDonald Training Center HEAR Budget

Items	The Able Trust	United Way	MTC	Community Funder/Donor
Wages & Benefits	\$42,143.91	\$29,921.60	\$38,470.63	\$0
Technology	\$10,356.09	\$0	\$3,173.91	\$0
Mileage	\$7,500.00	\$0	\$4,000.00	\$0
Marketing	\$5,000.00	\$0	\$1,000.00	\$10,000.00
Admin		\$5,078.40	\$17,355.46	
<b>Total</b>	<b>\$65,000.00</b>	<b>35,000.00</b>	<b>\$63,000.00</b>	<b>\$10,000.00</b>
<b>Admin Cost (limited to 15%)</b>				
<b>\$ Total Amount Requested of The Able Trust</b>	<b>\$65,000.00</b>	<b>Grand Total Amount of the Project</b>	<b>\$ 173,000.00</b>	



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: Karenne P. Levy, President/CEO

Print carefully Email: KLevy@Macdonaldcenter.org

Print Name of Person: Rita Hattab, Director of Development

Print carefully Email: RHattab@Macdonaldcenter.org

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

813-870-1300 MacDonald Training Center, 5420 W. Cypress Street, Tampa FL 33607

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.

Karenne P. Levy  
Signature of Executive Director

8/2/2017  
Date