



**FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION  
ORGANIZATION GRANT AWARD CONTRACT**

This agreement is entered into this 31<sup>st</sup> day of Oct, 2018 between **Workforce Development Board of Flagler & Volusia Counties dba CareerSource Flagler Volusia** ("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 # 19-614 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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

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- 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 \$64,772.00 to Organization as Grant # 19-614 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 \$31,386.00 and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of \$31,386.00 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

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- 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.

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**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: [Signature]  
Printed Name: Robin N. King  
Title: President & CEO  
Date: 10/17/2018

**FOUNDATION**

By: [Signature]  
Printed Name: Susanne F. Homant  
Title: President & CEO  
Date: 10/31/18

**General Support of Employment Programs Grant Application**

19.614  
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**Organization Name:** Workforce Development Board of Flagler & Volusia Counties dba CareerSource  
Flagler Volusia

**State of Florida Charitable Registration #:** 17053258708011  
**IRS Employer Identification #:** 59-3391587

**Mailing Address**  
329 Bill France Blvd.  
Daytona Beach, Florida 32114

**Physical Location where Services Provided - We have three (3) locations**

**CareerSource Daytona Beach**  
Speedway Business Center  
359 Bill France Blvd. Daytona Beach, Florida 32114

**CareerSource Orange City**  
Market Plaza  
846 Saxon Blvd. Orange City, Florida 32763

**CareerSource Flagler**  
20 Airport Road Suite E, Palm Coast, Florida 32164

**Training Sites:**  
Walgreens  
100 S. Ridgewood Ave.  
Daytona Beach, FL 32114  
\* Future training sites to be identified

**President & CEO's Name:** Ms. Robin King  
Phone Number: 386-323-7077 ext \_\_\_\_\_ Fax: 386-323-2095  
Email: robinking@careersourcefv.com

**Primary Project Contact:** Ms. Robin King  
Phone Number: 386-323-7077 ext \_\_\_\_\_ Fax: 386-323-2095  
Email: robinking@careersourcefv.com

**Organization Website:** <http://www.careersourcefv.com/>

**Project Name:** STARS (Succeeding Through Achieving Retail Sales)  
**Disability Population to be Served in proposed project:** LIST: ONE OR MORE OR ANY OF THE  
DISABILITIES THAT FALL INTO THE FOLLOWING CATEGORIES:

- A. **Hearing**
- B. **Ambulatory**
- C. **Self-Care**
- D. **Independent Living**

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County/Countries to Benefit Most from the proposed project:

Flagler and Volusia Counties

Is Organization currently involved in ANY Litigation: No

Time Frame for Grant Results: One Year

Total # of Persons proposed to be served during the project: 60

Total # of Persons proposed to become employed

Approximately 20 hours per week: 20

Approximately 30+ hours per week: 40

Total Amount of Funds Requested of The Able Trust: \$64,772.00

Total Amount of Funds Projected to support the proposed project: \$69,921.00

Robin King 6/6/2018  
Signature & Date President & CEO

Carlos Valdez 6/7/18  
Signature & Date Board Officer

Print Name: Robin King

Print Name: Carlos Valdez

Representing Company: Career Source Flagler Volusia



## Population Served

The STARS (Succeeding Through Achieving Retail Skills) Program, in partnership with Walgreens' REDI program, is designed to train persons with disabilities (PWD) who desire a career in retail. Due to the nature of the work, participants must be sighted and possess hearing and mental capacity at a minimum level with which they are able to interact with customers and operate a register. Participants are assessed to identify strengths and aptitude. The expectation is that the STARS program will grow to encompass other businesses whose needs and occupational requirements are varied, carrying the future potential of expanding the population served.

## Identification and Engagement of Population

CareerSource Flagler Volusia (CareerSourceFV) currently serves PWDs through the Social Security Administration's (SSA) Ticket to Work (TTW) program and is a vendor for of the Vocational Rehabilitation's Partnership Plus Employment Network. Various outreach initiatives will be used, including potential candidates being identified when they bring their ticket to one of our local Career Centers to receive employment and training services. Under the Workforce Innovation and Opportunity Act, CareerSourceFV is a mandatory partner of Vocational Rehabilitation and the Division of Blind Services. Potential candidates may be identified and referred to the STARS program from community partners. All candidates will be assessed for interest and aptitude. While we anticipate many participants will be associated with the TTW program, the STARS program is not exclusive to ticket holders and services other than STARS are available to ticket holders.

## Statement of Need

The numbers are staggering. A 2016 report from Chief Economist and Director of Research for the Florida Chamber Foundation, Dr. Jerry Parrish, *Quantifying the Unemployment Rate for Workers with Disabilities in Florida* illuminated employment disparities that were innately known, yet remained immeasurable until now. Dr. Parrish discovered the 2014 calculated unemployment rate for workers with disabilities was 18.1% in Florida, compared to the annual average overall rate of 6.3%. Dr. Parrish's report provided these numbers for our local area:

### **Volusia County – Total Population: 34,998**

29.4% Employed      5.5% Unemployed      65.1% Not in Labor Force

### **Flagler County – Total Population: 8,290**

25.2% Employed      6.8% Unemployed      68.0% Not in Labor Force

We had the pleasure of listening to Dr. Susanne Homant speak at the Florida Business Leaders' Summit on Prosperity and Economic Opportunity in November. She presented some of the information from Dr. Parrish's report and discussed the high unemployment rate and joblessness among PWDs. This proposal is in response to that need. One reason for high unemployment is the lack of marketable job skills. Some individuals we serve were employed prior to having a disability and can no longer return to their previous field. Others may have never worked or their experience is limited.

This program year, 783 workers with disabilities travelled through our doors, whether physically or electronically. Of those individuals, 13.03% (102) obtained employment through self-service activities. During 2016-2017 PY, we served a total of 1,474 PWDs with 21.64% (319) obtaining

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employment. Additionally, we served 26 individuals through the TTW program in 2016-2017 and 30 individuals this year that were not considered part of the labor force until seeking employment services.

Businesses are in desperate need of talent. With our local unemployment rate at 3.50%, finding quality talent has grown increasingly more difficult. It is critical that businesses expand their talent pool by adopting more inclusive hiring practices. The STARS program will create a steady pipeline of new talent, and while it will initially serve Walgreens and similar businesses, it will also demonstrate to local businesses what inclusive hiring practices can do for talent acquisition.

## Project Plan and Description

### Program Assessments:

#### Qualifications

In order to implement the STARS program in partnership with Walgreens, we dedicated the following staff for the STARS program which includes one (1) full time Disability Navigator, one (1) part-time Disability Navigator and one (1) trainer. If awarded, The Able Trust grant will offset the cost of two additional trainers. The Disability Navigator is responsible for intake, assessments, and follow up for Volusia and Flagler Counties. Our supporters and collaborators include Walgreens, Florida Vocational Rehabilitation, and the local Disability Coalition of which CareerSourceFV have been an active member for more than two years.

#### Program Plan:

After initial discussion and with approval of the BOD's Career Pathways Committee, a meeting was held on May 3 2018 with Mr. Ralph Yourie, who is a store manager and also the founder of Walgreens' REDI program from which the STARS program was modeled. The staff involved in the STARS program were included in the meeting to establish our plan to implement. The training for the interns is for three (3) weeks, 20-25 hours per week. The plan consists of the following:

**Week of May 7:** The staff reviewed prospective candidates to participate in the STARS internship program. A total of 11 participants were selected, creating a pool of trainees ready to go for the Second Training Session.

**Week of May 14:** Candidates were scheduled for assessments which include Career Scope, Customer Service and basic math skills.

**Week of May 21:** Mr. Yourie and the Disability Navigator interviewed the candidates and selected the individual to start the first Training Session.

**Week of May 29:** The trainer was onsite at Walgreens and trained by Mr. Yourie and his Management staff for a total of 40 hours. This began the week of May 29 through June 1, 2018.

The interns selected will have the following training schedule:

**Week 1:** Scheduled to start on June 4, 2018. This will include sales floor training and interacting with customers.

**Week 2:** Cash register training



**Week 3:** Next level, possibly the Photo Lab or a review for those that may need additional time on the floor or cash register.

The interns will be provided with transportation assistance in the form of gas cards or bus passes. Additionally, they will be provided with a clothing voucher, if needed, when starting the internship. Individuals participating in the internship program will be requested to sign a form for media release and pictures in order to share success with the community and our partners.

At the end of the internship, the candidates will complete an assessment. If they score 3.0 or above, they will have the opportunity to apply for positions at the various Walgreens. Since they have successfully finished the STARS program, it will not be necessary for them to complete the assessment part again for employment.

### Participants

For individuals who decide not to apply for positions with Walgreens, the Disability Navigator and trainers will assist them with job search, which includes being referred to the Job Club at CareerSourceFV to enhance their interviewing skills, as well as learning how to apply for positions through different methods, such as networking.

Within the first year, we expect to have trained 60 externs with 70% exiting the program successfully. Of those who complete the training program, we expect an 80% placement rate and a 90% retention rate of those employed. Additionally, we anticipate the program to be fully self-sufficient and funded primarily through TTW revenue by year end.

### Site Visits

Pre and post-award site visits are encouraged and welcomed at any time.

### Identification and Cultivation of Employment Opportunities

Upon successful completion of the program, participants may receive an offer of employment at Walgreens. For participants not hired immediately after successful completion, or who have declined an offer of employment from Walgreens, CareerSourceFV will assist with their continued job search. During the 2016-2017 program year, CareerSourceFV provided employment and training solutions to 1,700 local area businesses with 6,906 total job openings. Through our Business Services Unit, local businesses will be made aware of this program and the established pipeline of talent available.

### Expected Project Outcome

The trainers and Disability Navigator will case manage and track participants for three years after exit with comprehensive data collected at the three, six, and twelve-month markers and annually or more frequently, as needed, for two years thereafter. The process for collecting follow up data may be obtained through email, phone, social media, or other means of communication with the participant and dependent upon the preference and needs of the individual. A tracking system will be designed specifically for the STARS program that will store all required comprehensive data including name of individual, disability type served, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received.

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## Amount Requested/Total Project Cost

We are requesting \$64,772 from The Able Trust. The funds requested will provide us with two additional trainers and will help in training more than double the participants that we would be able to train unassisted. CareerSourceFV will provide \$69,921 in-kind. The total program cost is \$134,692.69. Our goal is to make STARS a fully self-sustaining program using the Ticket to Work revenue we receive in placing individuals with disabilities into employment. The additional participants we are able to serve with The Able Trust grant will help us to leverage that source of revenue and reach our self-sufficiency goal within a year.

## Description of the Future Funding Situation

CareerSourceFV is an active Employment Network (EN) for the SSA's Ticket to Work program. TTW allows individuals receiving Social Security Income (SSI) and Social Security Disability Insurance (SSDI) to obtain employment without the immediate revocation of all benefits. The intent of the TTW program is to provide support while an individual works, decreasing or eliminating their dependence on SSI and SSDI cash benefits, while growing their own financial independence.

When a TTW participant obtains employment, the EN that assisted with their placement receives milestone and outcome payments of up to \$15,000 per participant. The goal is to make the STARS program a completely self-sustaining program that is funded solely on the incentives earned. Last year, CareerSourceFV earned over \$90,000 in TTW revenue. This year, TTW revenue paid for one Disability Navigator staff position and provided additional services to TTW customers.

The STARS program is a new, self-sustaining program that will provide a variety of employment and training services not available through restricted allocations. If awarded, the grant will provide us with the ability to hire two additional part-time trainers and more than double the number of participants we are able to serve concurrently. The intent is to use the TTW revenue to create additional funding that will pay to train more individuals that may not be receiving SSI or SSDI.

As an established organization currently operating in the local area and through the use unrestricted TTW earnings as well as restricted allocations, where appropriate, we have the sufficient resources, intellectually and financially, available to the STARS program at the onset and maintain the ability to add additional resources during the course of the grant award.

## Statement of Relationships

CareerSourceFV affirms and discloses that there are no known relationships, donation of funds and/or volunteer hours with a Director of The Able Trust, staff/co-worker of that Director at their place of business, or any staff of The Able Trust and/or their immediate family.

## Brief History

The Workforce Development Board of Flagler and Volusia Counties, Inc. d/b/a CareerSource Flagler Volusia is the primary corporate entity and a registered 501(c)3 providing employment and training solutions to local businesses and job seekers. We operated under the previous d/b/a of Center for Business Excellence until the network underwent a statewide rebranding in 2013. Since 1996, CareerSourceFV has been the local workforce development board for Flagler

and Volusia Counties and operates three Career Centers within the two-county area. Prior to 1996, we were known as the Private Industry Council. We are one of twenty-four local workforce boards in the State of Florida working under the guidance of CareerSource Florida and the Florida Department of Economic Opportunity. Our services include, but are not limited to, training, job coaching, assessments, job placement, retention, and the provision of labor market information.

## Leadership, Mission, Vision and Goal

### Leadership

The dedicated leadership team of CareerSourceFV brings expertise in employment and training solutions to our community. From the CEO to the phone operator, our core beliefs are in being business-driven, to participate in continuous improvement, to act with integrity, to be talent-focused and to be purpose-driven by inspiring hope, achievement and economic prosperity in the lives of all we serve.

The two specific leads of our leadership team dedicated to the STARS program are Robin King, President and CEO, who started with the company in 1990, and Kathy Spencer, Director of Business and Career Services, who has worked with employment and training solutions since 2008, after working with the Department of Children and Families for 14 years.

We have the full support of our business-led Board of Directors (BOD) who are excited at this opportunity to serve those who need our intensive focus and our businesses who are seeking qualified talent. Specifically, the STARS program will report progress and outcomes to the Career Pathways Committee of the BOD.

### Mission

The mission of CareerSource Flagler Volusia is to provide innovative, customized, employment and training solutions to support economic prosperity in collaboration with economic development, education, chambers of commerce, community-based organizations, local governments, and active business partners.

### Vision

To be the premier organization for employment and training solutions to the businesses and workforce of Volusia and Flagler Counties.

### Goal

CareerSourceFV's overarching goal is to increase the prosperity of workers and employers; reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance productivity and competitiveness.

The STARS program is aligned with CareerSourceFV's mission, vision, and goal by providing an innovative, customized training program for persons with disabilities. STARS will expand the local talent pool while increasing the economic prosperity of the local area and the self-sufficiency of the local workforce. The success of this program will demonstrate to employers that may be hesitant to hire workers with disabilities, that by adopting inclusive hiring practices, they can enhance their productivity and competitiveness.

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# STARS Program

## Budget Sheet

| line item                      | monthly cost                 | annual cost                         | requested                 | match/in-kind                    | description  |
|--------------------------------|------------------------------|-------------------------------------|---------------------------|----------------------------------|--|
| <b>Personnel</b>               |                              |                                     |                           |                                  |  |
| trainer salary                 | \$4,000                      | \$48,000                            | \$48,000                  |                                  | 2 p-t trainers at 30 hrs a week @ hr wage of 16.83/there is an additional trainer as well as trained substitute teachers provided through CareerSourceFV |
| trainer fringe supervision     | \$1,120                      | \$13,440                            | \$13,440                  |                                  | fringe rate of 28%   |
| <b>total personnel:</b>        | <b>\$5,120</b>               | <b>\$76,800</b>                     | <b>\$61,440</b>           | <b>\$15,360</b>                  | <b>25% of trainer salary</b>   |
| <b>Operations</b>              |                              |                                     |                           |                                  |  |
| travel                         | \$463                        | \$5,554                             | \$3,332                   | \$2,221                          | travel is reimbursed at .445 a mile; est. 20 miles a week  |
| operational overhead           |                              | \$13,291                            |                           | \$13,291                         | 17-18 cost per FTE in Career Center @ 62.5% of FTE   |
| equipment                      |                              | \$5,200                             |                           | \$5,200                          | cost of 2 laptops with peripherals   |
| development of tracking system |                              | \$6,480                             |                           | \$6,480                          | 144 hours of development at internal cost (value is \$14,400)  |
| <b>total operations</b>        | <b>\$463</b>                 | <b>\$30,525</b>                     | <b>\$3,332</b>            | <b>\$27,193</b>                  |  |
| <b>sub-totals:</b>             | <b>\$5,583</b>               | <b>\$107,325</b>                    | <b>\$64,772</b>           | <b>\$42,553</b>                  |  |
| indirect cost @ 15.5%          | \$865                        | \$16,635                            |                           | \$16,635                         |  |
| administration @ 10%           | \$558                        | \$10,732                            |                           | \$10,732                         |  |
| <b>totals</b>                  | <b>monthly costs \$7,006</b> | <b>total program cost \$134,693</b> | <b>requested \$64,772</b> | <b>provided in-kind \$69,921</b> |  |



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Keep These Instructions for future use in preparing brochures and other items about the funded project.

## The Able Trust™ Name, Logos and Taglines Requirements

### Name, Logo and Tagline Usage Guidelines

- The Able Trust name and logo is a registered trademark with the United States Patent and Trademark Office
- The name, logo and tagline may not be used without express written permission from The Able Trust
- The name, logo and tagline may not be used in a manner that would disparage The Able Trust
- The logo and tagline may not be distorted in perspective or appearance
- The logo and tagline must be used as provided by The Able Trust with no changes in color, design or removal or addition of any words or artwork
- To request an electronic version of The Able Trust logo or have draft materials approved by The Able Trust, contact Guenevere Crum, at 888.838.2253 or [guenevere@abletrust.org](mailto:guenevere@abletrust.org)

### The Able Trust Written Words Specifications & Requirements

The Able Trust should always be written in the following format:

- "The Able Trust"
- Capitalize the "T" in The and the letters in lowercase following the A in Able.

The following is incorrect:

- the Able Trust
- the ABLE Trust

### The Able Trust Logo Specifications & Requirements

Pantone Color Specs  
*For Press Printing*  
PMS280 = Pantone 661

CMYK Color Specs  
*For Desktop Printer or Digital Press*  
C = 100  
M = 100  
Y = 27  
K = 14

RGB Color Specs  
*For Computer Screen Presentation*  
R = 38  
G = 38  
B = 113  
(hex #: 262671)

\*Grayscale - The entire logo wording should be black with a white background, as shown below.

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### 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](mailto: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

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**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.

**This Project  
Funded by**



**This Project  
Funded by**



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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: \_\_\_\_\_

[x] Organization would like to receive Progress Reports by Email. Indicate one or more addresses the report should be sent to:
Print Name of Person: Robin King
Print carefully Email: robinking@careersourcefl.com
Print Name of Person: Kathy Spencer
Print carefully Email: Kathyspencer@careersourcefl.com

Phone Number & Address to contact if the email is returned undeliverable:
(386) 323-7077 (Robin King)
329 Bill France Blvd., Daytona Beach, FL 32114

Choose ONE answer: Do you need a PLAIN TEXT FILE?
YES \_\_\_\_\_ Not Necessary [x]

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]
Signature of Executive Director

10/17/2018
Date