FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 15th day of Aug, 2018 between Life Concepts dba Quest Inc. ("Organization") and the Florida Endowment Foundation for Vocational Rehabilitation (dba The Able Trust) ("Foundation") to set forth the terms and conditions upon which the Foundation shall award Grant # 19-785 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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.C. 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 $853,000.00 to Organization as Grant #19-785 subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: The funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of $25,500.00 and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of $25,500.00 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 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’s 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 Grante€ 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: [Signature]

Printed Name: John R. Gill

Title: President & Chief Executive Officer

Date: 7/31/12

**FOUNDATION**

By: [Signature]

Printed Name: [Signature]

Title: President/CEO

Date: 8/20/15
General Support of Employment Programs Grant Application

Organization Name: Life Concepts dba Quest, Inc.          19-785
State of Florida Charitable Registration #: CH544          18-785
IRS Employer Identification #: 59-2013160

Mailing Address: P.O. Box 531125
City: Orlando
State: Florida
Zip Code: 32853

Physical Location where Services Provided:
500 E. Colonial Drive
Orlando
Florida
32803

Executive Director’s Name: John R. Gill
Phone Number: 407-218-4300 ext
Fax: 407-218-4301
Email:

Primary Project Contact: Jessi Jackson Smith
Phone Number: 407-218-4325 ext
Fax: 407-218-4306
Email: Jessi.Smith@QuestInc.org
Organization Website: www.QuestInc.org

Project Name: Quest’s Project SEARCH

Disability Population to be Served in proposed project:
List Developmental disabilities, Learning disabilities, Mental health, Spinal cord/Head/Brain injury, Epilepsy, Visual impaired, Hearing impaired

County/Counties to Benefit Most from the proposed project:
Orange and Osceola Counties

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: 60
Total # of Persons proposed to become employed
Approximately 20 hours per week: 45
Approximately 30+ hours per week: 15

Total Amount of Funds Requested of The Able Trust: $53,000
Total Amount of Funds Projected to support the proposed project: $745,045

Signature & Date Executive Director
Print Name: John R. Gill
Quest, Inc. President and CEO

Signature & Date Board Officer
Print Name: Suzanne Bennett
Representing Company: Chair, Quest, Inc.
Board of Directors
Owner/Red Gate Solutions

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Updated December 2016
Attachment One
Quest, Inc. Proposal Narrative

**Project Name:** Quest’s Project SEARCH

**Quest’s Mission and Vision:**
Mission: *The Quest Team, through quality and innovation, builds communities where people with disabilities achieve their goals. Quest’s vision is to be the number one provider of services that empowers people with disabilities to shape their future.* This proposal for Quest’s employment program, Project SEARCH, aligns with the agency’s mission as it assists young adults with developmental disabilities transitioning out of high school to achieve their goals of gaining employment, earning income, experiencing the satisfaction that comes from a job well done, increasing social opportunities, and being a responsible citizen and productive part of the community.

**Brief History of Quest:**
Quest, Inc. is a primary corporate entity and 501c3. The roots of Quest can be traced to Life Concepts (founded in 1980 with a small grant from the State of Florida’s Department of Health and Rehabilitative Services) and the Central Florida Sheltered Workshop (founded in 1962 by a group of parents to ensure vocational opportunities for their children with disabilities). In 1994, these organizations merged to combine resources to serve a greater number of Central Floridians. The name Quest, Inc. was adopted February 1, 1995.

Today, Quest has supported Central Floridians with developmental and intellectual disabilities by offering choices and opportunities to live, learn, work and play. Serving more than 1,000 children and adults each day, Quest offers adult residential homes, adult vocational and behavioral services, children’s educational and behavioral programs and recreational opportunities at Quest’s Camp Thunderbird.

**Population Served:**
Project SEARCH serves students with significant disabilities who are in the last year of their educational program or who have recently graduated. Specifically, these are students with developmental or intellectual disabilities who are on an Individual Education Program (IEP). The most important eligibility criterion is a desire to achieve competitive employment. In the past, the Quest’s Project SEARCH program has served students with developmental disabilities, learning disabilities, and physical impairments including but not limited to cerebral palsy, epilepsy, spina bifida, deafness, vision impairment, autism and mental health disorders.

**Statement of Need:**
Nationally, fewer than 30% of individuals with disabilities are participating in the workforce. Employment information from the U.S. Department of Labor as of May 2016 indicates the unemployment rate for youth with disabilities age 16-19 is 82% and those 20-24 is 68%.

In Central Florida, a 2013 report on poverty conducted by the University of Central Florida concluded that low-income people with disabilities tend not to have savings.

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accounts, live paycheck to paycheck, and believe things in their lives are getting worse for them. It is the aim of Quest’s Project SEARCH program to help more of Central Florida’s developmentally disabled young adults obtain the necessary skills, confidence and experience necessary for competitive employment, becoming more independent, improving their personal and household income, and adding to a thriving and diverse community economy.

Quest’s Project SEARCH involves interns in jobs related to hospital and hospitality settings. One of the standout aspects of the hospital setting is the amount of training that takes place related to hospital code that all interns must learn. The interns continue to function in job rotations related to different areas at the hospital including (but not limited to): transport, meal preparation, environmental services and gift shop services. Our partnerships with two county school systems provide in-kind on-site teachers who provide daily employment skills training in a classroom setting.

All five internship host sites donate physical space and set the tone of supporting the program via training opportunities, positive messaging and interaction with program participants, and placement of participants. They are each committed to providing the interns with a values laden structure, which encourages interns to act with concern and care for every person they interact with — from patient to family to administrator. The interns are regularly included in staff meetings, volunteer events and appreciation events. The sites are each staffed by a Quest lead job coach who provides on the job training as well as prepares the host site employees to become trainers and mentors, assist with recruitment/job placement, and evaluate participants and the overall impact of the program.

Vocational Rehabilitation (VR) provides payment when a student completes the training benchmarks and is appropriately placed in a new employment position. However, this is not enough to cover all costs. While their funding was contingent upon completion and placement, the following situations have been and could be common:

- VR pays on benchmarks and some students are successfully placed before all benchmarks are completed. If the placement is the right fit for both the employee and the employer, Quest would certainly not prevent the placement, but each occurrence results in losing several thousand dollars per student, even though there was a successful placement.

- Not all students who start are able to finish or be placed, resulting in significant effort up front with reduced or no reimbursement from VR. Sometimes students drop out for reasons beyond Quest’s control, such as the family moves away or transportation issues prevent further continuation in the program. Despite stringent screening at the beginning, some participants simply cannot be placed due to behavioral issues or other concerns. This can also result in thousands in lost reimbursement dollars per participant because the student does not finish.

- VR reimburses for one placement per participant, but Quest desires long-term satisfaction for those we serve. Sometimes, after months or even a year of successful placement and for a variety of reasons, the intern desires a different

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job. The Quest job coach will provide re-training and placement services, receiving no funds from VR because they do not pay beyond the original placement.

VR has recently limited its funding focus to Supported Employment programs, which are those serving individuals with the most significant disabilities. This change has created a funding gap for Quest’s Project SEARCH Program, which seeks to support individuals with varied levels of developmental disabilities that desire employment training and support.

Additionally, students are referred by the school districts, which can choose from other regional transition programs. These are either hosted exclusively by the school districts, or by other institutions.

While these potential situations are primarily out of Quest’s control, we believe it is imperative to find resources to bridge the funding gap in what VR provides to the program as we continue to provide such a valuable employment program to people with developmental disabilities.

**Project Plan and Description:**
1. **Start-up the project, including how individuals will become a part of the project.**
   Recruitment begins with transitional forums at local high schools in late October to November, followed up with open houses at each of the Project SEARCH sites in January. Tours of sites are offered throughout the year to students who are currently in community based education classes and post-secondary training classes. These are arranged via the public school teacher at the site and the teacher for the classroom.
   Agency for Persons with Disabilities (APD) is another community agency that has been involved with recruitment, as has VR. VR counselors are well-versed in the program and will often connect with Quest for those individuals that they feel would benefit.

2. **How the needs of individuals to gain employment will be assessed and addressed.**
   An initial application is reviewed by an interagency committee including staff from the school systems, VR, Quest and a business liaison. Scoring is done via a rubric developed by Project SEARCH. A detailed records pursuit is also done by school representatives to make sure that the individual meets all of the criteria. If so, an interview is set up with the candidate and his/her support system. The program is further discussed at that meeting and a 30-day trial is initiated.

3. **What training will be provided, what curriculum/software/testing will be used in the training. How will individuals move through the program offered?**
   Software used by the students include: Job Smart, Do To Learn, Unique Learning Systems, Skills to Pay the Bills, and Dare to Dream. However, the core of the program is the hands-on training. An overview of the program includes:
   - The first few weeks of the program are focused on new employee orientation, student assessment and familiarization within the business environment. Students undergo a hands-on assessment and develop a career plan.

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• Throughout the school year, the students work on employability and functional skills for a minimum of one hour of their day.
• Through a series of targeted internships within different skill sets, the students acquire competitive, marketable and transferable skills to enable them to apply for a related position. Students spend approximately five hours each day at the internships including a 30-minute lunch.
• Once the students master the core skills, additional skills can be layered to improve their marketability. Support is faded as competency is shown. Evaluations are completed every 4 to 5 weeks with the intern and their supervisor on the job.

4. Outline all measurement/evaluative measures that will be used during the project.
The success of this program is measured by:
  1. Obtaining job skills by participants – evaluated through observation by job coach and performance evaluations by area supervisor every 4 to 5 weeks.
  2. Placement rates for participants – number of persons hired at competitive jobs, including rate of pay, full time or part time and benefits available.

5. Describe how job developing, employer connections will be accomplished.
Quest on-site job coach and Manager of Project SEARCH actively cultivate the relationship with internship host site human resources department representatives where our students are placed. The company liaison is invited to participate in our Project SEARCH Advisory Committee meeting quarterly. Quest’s previous Project SEARCH successes have enabled us to meet one of our major goals of expanding the Project SEARCH program to other sites in Central Florida. We now have a full class at five locations and hope to open additional sites in the near future.

6. Describe the follow-up methods used to find out if individuals are satisfied with their employment, need additional placement, or if the employer has additional questions.
Even though there is no funding mechanism in place for follow-along beyond the initial placement, our coaches continue to provide mentoring to students who have become employees at the host sites. We continue to monitor the progress of the intern as well as areas where they feel they may need extra help or improvement. We have aided our interns in finding and transitioning employment through another opportunity that better suits their strengths and skill sets as well as finding transportation for an intern’s daily commute.

Expected Project Outcome:
The success of this program will be defined and measured based on participants’ acquisition of job skills and employment placement.

Quest’s Project SEARCH projected program outcomes are:
• 100% of 60 participants (students) will obtain new job skills for employment
• 75% of 60 participants will achieve community employment by end of school year

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Success will be measured through supervisor evaluations and job rotation exit interviews held every nine weeks. The rate at which students are hired will also determine the success of this program. Job offers are expected to be made and accepted throughout the internship program period and after the completion of the program.

**Amount Requested/Total Project Cost:**
*Amount Requested: $53,000  Total Project Cost: $763,547*

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<th>Community Fundraising Proposals</th>
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*Please note that Vocational Rehabilitation may provide additional offsetting funds to those included within Quest’s budget here. Variations are based on benchmarks and placement of each participant. This amount can vary due to many factors, but is generally budgeted in a range of $54,000 - $74,000 per Project SEARCH location.*

**Describe the Future Funding situation:**
Future funding will come from a combination of sources including government reimbursements, private contributions, special event revenue, and foundation grants. Quest is continuously working to forge new relationships in the community that will aid in the sustainability of this program.

**Statement of Relationships:**
Quest’s Executive Director and its staff do not have any known relationships with the Director and/or staff of The Able Trust. Scot LaFerte serves on both Quest’s and the Able Trust’s boards.

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