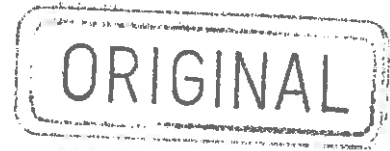


RECEIVED NOV 19 2018



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

This agreement is entered into this 30<sup>th</sup> day of Nov, 2018 between **Autism Pensacola, 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 # 19-612 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 **\$42,000.00** to Organization as Grant # **19-612** 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 **\$20,000.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$20,000.00** 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.

- ORIGINAL
- 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

ORIGINAL

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: Cate Merrill  
Printed Name: Cate Merrill  
Title: President / CEO  
Date: 10/16/18

FOUNDATION

By: Suzanne F. Nomant  
Printed Name: SUZANNE NOMANT  
Title: President / CEO  
Date: 12/2/18

**BUDGET PAGE**

Items	The Able Trust	Autism Pensacola Purchase	Community Funder (In-Kind)
Job Development Specialist	\$30,500	\$2,500	\$0
1 Laptop w/accessories	\$400	\$0	\$0
Visual Task Cards	\$0	\$0	\$5,000
Printing and Supplies	\$2,000	\$0	\$3,000
Storage Containers	\$100	\$0	\$0
KI Job Growth Database	\$0	\$0	\$30,000
Career Aptitude Assessments	\$3,000	\$0	\$0
Marketing including Promotional Items	\$3,400	\$0	\$1,000
Professional Development/ Networking	\$1,000	\$0	\$0
Office Space	\$1,200	\$3,600	\$0
Seminars for Employers	\$400	\$0	\$450
Recruitment Event Venues	\$0	\$0	\$1,050
<b>Total</b>	<b>\$42,000</b>	<b>\$6,100</b>	<b>\$40,500</b>
<b>Admin Cost (limited to 15%)</b>	\$3,700		
<b>Total Amount Requested of The Able Trust</b>	<b>\$42,000</b>		

19-612

**General Support of Employment Programs Grant Application**

**Organization Name:** Autism Pensacola, Inc.

**State of Florida Charitable Registration #:** CH32006  
**IRS Employer Identification #:** 11-3643957

<b>Mailing Address</b>	<b>Physical Location where Services Provided</b>
Street: P.O. Box 30213	3916 N 10th Avenue, Pensacola, FL 32503
City: Pensacola	
State: <u>Florida</u>	
Zip Code: 32503	

**Executive Director's Name:** Cate Merrill  
**Phone Number:** (850) 434-7171      ext: N/A      **Fax:** N/A  
**Email:** cate@autismpensacola.org

**Primary Project Contact:** Michelle Bussell  
**Phone Number:** (850) 434-7171      ext: N/A      **Fax:** N/A  
**Email:** michelle@autismpensacola.org

**Organization Website:** <https://autismpensacola.org/>

**Project Name:** Autism Works for the Community

**Disability Population to be Served in proposed project:** Residents in Santa Rosa and Escambia Counties diagnosed with autism spectrum disorders (ASDs)

**County/Countries to Benefit Most from the proposed project:** Escambia County, FL and Santa Rosa County, FL

**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:** 22  
**Total # of Persons proposed to become employed:** 2 (employed by Autism Pensacola who will find positions for 20 employees)  
**Approximately 20 hours per week:** 10  
**Approximately 30+ hours per week:** 12  
**Total Amount of Funds Requested of The Able Trust:** \$65,000  
**Total Amount of Funds Projected to support the proposed project:** \$108,000

*Cate Merrill 7/5/18*  
**Signature & Date Executive Director**  
**Print Name:** Cate Merrill  
*Cate Merrill*

*Lauren B Parra 7/5/18*  
**Signature & Date Board Officer**  
**Print Name:** Lauren B Parra  
**Representing Company:**

**Project Name**

*Autism Works for the Community*

**Population Served**

Residents in Santa Rosa and Escambia Counties diagnosed with autism spectrum disorders (ASDs)

**Statement of Need -**

Escambia County, FL is home to 313,512 residents as of the 2017 United States Census Bureau. Santa Rosa County, FL is home to 174, 272 residents as of the 2017 United States Census Bureau. Approximately 2% of the U.S. population is medically diagnosed with autism spectrum disorder, giving us an estimated 9,700 Escambia and Santa Rosa County residents on the spectrum of autism. An estimated 80% of adults on the spectrum of autism are currently unemployed. There are 16 statewide organizations that fund or provide services to improve access into the local workforce for individuals with developmental disabilities. Thirteen of these organizations focus specifically on employability skills, while three train employers on workplace practices for successful transition for new employees with autism spectrum disorder (ASD). There are two programs within Pensacola that are under the umbrella of Lakeview that help employ individuals with mental health concerns and other disabilities. Autism Pensacola is aware of two local businesses, the Blue Wahoos minor league baseball organization and the YMCA, that employ our special needs population.

The challenges associated with the transition from school services to adulthood for individuals with autism are well documented. Although the Lakeview organization offers transitional support for those with disabilities, it is not their only focus. At Autism Pensacola, we hope to create a well-networked and successful program specifically for those with ASD, that can give leverage to the alarmingly low numbers of ASD employment. The process can often be very overwhelming and challenging for families with loved ones on the spectrum. Every individual with autism is different. As a result, there is no "one size fits all" plan for the path to adulthood. A transition plan involving job training and skill development that is fitting for one person with autism may be ineffective for another. The most important contributing factor for positive, successful transition is person-centered planning. This requires a thorough assessment of the individual's strengths, challenges, and preferences. Each quality will play a critical role in ensuring a successful transition process.

**Project Plan and Description****Employee Development**

The Job Development Specialist (JDS) will identify and create job opportunities for qualified participants by matching them with appropriate employment placements. The

JDS will be responsible for developing relationships with employers, and will use evidence-based strategies to successfully place participants into jobs. Additionally, the JDS will provide ongoing retention services by supporting the employer and participant.

Within few months of hiring our first Job Development Specialist (JDS), we will accept three individuals with ASD into the Autism Works for the Community (AWC) program. At intake, participants will go through a multi-week career readiness course. The curriculum is designed to teach job skills, as well as effective workplace communication. Other skills taught may also include resume writing, interviewing tips, and completing job-related forms. Participants will learn about their personal career aptitudes, aspirations (self-determination), and identify barriers for successful transition into the workplace.

As part of the Autism Works for the Community program, participants will develop a job search profile. The profile will consist of career exploration at partner sites, task analysis for job roles, and investigation of workplace communication/leadership styles. By the time the participant is placed in a job, a career plan will be finalized and shared with the employer. Before the employee's first day, the JDS will have ensured that any modifications and/or accommodations needed in the workplace are ready.

In addition to the hiring of the JDS, Autism Pensacola will also serve as a partner site representing the nonprofit industry. An individual with ASD will be hired as a Career Advocate (CA) to assist the JDS in identifying workforce barriers and organizational accommodation needs for the Autism Works for the Community program. The Career Advocate will start as a part-time position consisting of a 20-hour work week paying minimum wage. The CA will attend all business development meetings with the JDS, observe work environments, and collaborate with the JDS on necessary workplace supports for the program participants. The CA will assist in building a six-week course curriculum with the JDS. He or she will help facilitate the classes to expand his/her communication skills. The JDS will assist the CA in making his/her development plan to master new workplace skills. After six months of employment, it is anticipated for the CA to move into a 30+ hour schedule with Autism Pensacola.

The mission of the Job Development Specialist and Career Advocate will be to support Autism Works for the Community participants and their employers with appropriate tools and strategies. Site visits will be scheduled after each placement. These visits will provide an opportunity to collect meaningful data to address any retention issues. Within the first 30 days, if placement is not the best fit for participant or employer, a new position or job site will be discussed. After 30 days, job placement issues will be on a case-by-case basis. Florida is an "at will" employment state. Participants are employees in the State of Florida and therefore retention is ultimately at the will of the employer. Autism Pensacola is committed to supporting all parties in the AWC program with conflict resolution. Autism Pensacola will not mediate legal matters.



## **Business Development**

The initial Job Development Specialist will partner with five businesses during the first year of the program. The five sites will be Pilot Sites. By using the continuous improvement method PDSA (Plan-Do-Study-ACT), Autism Pensacola will use evidence-based interventions to develop the participants from part-time employees to 30+ hour employees. The JDS will schedule meetings with the participant with autism, their employer, as well as two other employees of the business. The meetings will be to collect both anecdotal and qualitative data to uncover barriers, challenges, and opportunities for participant development. Each meeting is considered a cycle in the PDSA model. Autism Pensacola will determine the need for additional resources, supplies, and financial support based on the meeting outcomes.

Prior to accepting placement for a Autism Works for the Community participant, employers will attend two professional development trainings on individuals with ASD in the workforce. The first training will provide an overview of Autism Spectrum Disorder, highlight current trends in the national economy for hiring individuals with disabilities, and instruct on effective communication styles for employees with ASD. The second training will be tailored to the employer's workplace environment. The Job Development Specialist and direct supervisor of the participant's position will conduct an in-depth site inspection. The JDS and Career Advocate will use this as an opportunity to address any concerns prior to placement.

## **Community Development**

Companies that become a part of the network will be able to fill needed positions with qualified individuals with autism. These employees offer a huge array of workforce skills, ranging from part-time assistance positions to full-time specialized positions. To inspire other local businesses in the future to join the Autism Works for the Community program, the Pilot Sites will become certified partner sites after completion of the study. Employers will reap the benefits of hiring individuals with autism both organizationally and fiscally. Autism Pensacola will assist the Employers in qualifying for the Disabled Access Credit and Work Opportunity Tax Credit, if needed. The cost for accommodations is minimal or much lower than many employers believe. (Office of Disability Employment Policy's Job Accommodation Network)

## **Capturing Success**

Autism Pensacola will use the KI Job Growth technology and database to analyze program progress. Participant profiles are stored electronically through the online portal. The database is capable of tracking the progress of a participant through the recruitment and placement phases. We will use this portal to also electronically store any pertinent information related to the employee, company, and position.

Autism Pensacola will analyze program results every three months to take data-driven action to increase effectiveness. A successful placement is measured by the following indicators of participant and employer satisfaction: absenteeism, workplace disciplinary action\*, participant quality of work environment surveys, and feedback gleaned at the regularly scheduled site visits.

\*Disciplinary action will not be measured if related to the disability. The Job Development Specialist will instruct the partner sites about disorder related behavior prior to placement and during regularly scheduled visits.

### **Expected Project Outcome**

Starting in 2019, Autism Pensacola will hire the Job Development Specialist and the Career Advocate within six months of implementing the program. The API program staff will design and implement the Autism Works for the Community and will place 20 Escambia or Santa Rosa County residents with autism in its program-certified partner sites by the end of 2019.

Each site will sign a partner Data Sharing Agreement prior to participant placement. All data obtained will be held in strict confidence and used only for research purposes by Autism Pensacola, Inc. to improve the Autism Works for the Community program. The Job Development Specialist(s) will ensure each partner site can access the AWC data collection tool. Information collected will include the number of hours worked, approximate number of customers served (dependent on position), review general employability skills, and recommendations for additional training for the participant.

We will build a cross-sector network of businesses representing the growing Northwest Florida industries. Partners of the Autism Works for the Community must commit to providing quarterly progress reports to Autism Pensacola. We aspire to build a network of more than 10 different industries employing individuals with ASD by 2020.

### **Amount Requested/Total Project Cost**

Autism Pensacola will secure a \$65,000 grant from The Able Trust to fund the Job Development Specialist position (\$30,500), the Career Advocate position (\$10,000), and an additional \$24,500 for office space, computer, software, marketing, etc. Autism Pensacola also has commitments from several local donors to provide us with the tools, training, and meeting space to make this program successful. Total project budget is \$108,000. Funds provided by The Able Trust will lay the foundation for the Autism Works for the Community program and ensure access for those individuals with ASD to career opportunities.

## **Describe the Future Funding situation**

At this time, Autism Pensacola is a Vocational Rehabilitation sub-contractor for its Community Life Skills (CLS) and Job Transition Program (JTP) which take place during the organization's Kids for Camp Summer Learning Lab. Autism Pensacola is currently in the process of becoming an approved Vocational Rehab vendor. As a vendor, we will generate the additional income needed to develop other employment training programs throughout the year and to supplement the compensation needed to retain the Job Development Specialist(s).

Autism Pensacola plans to expand their services to the business sector by creating a local online employment portal. Businesses seeking candidates with autism outside the Autism Works for the Community program can purchase advertisement slots for open jobs. These contracts will not be held to the same accountability level as partner sites. It is expected that all advertising employers agree to support Autism Pensacola's mission. The contracts will generate revenue to support the Autism Works for the Community program.

### **Statement of Relationships –**

Autism Pensacola, Inc. has no known relationship, donation of funds and/or volunteer hours with (1) a Director of The Able Trust and the staff/co-worker of that Director at their place of business and (2) staff of The Able Trust and/or their immediate family.

### **History**

Autism Pensacola, Inc. was established in 2002 by a group of dedicated parents in response to the significant needs of their children with autism. In the past 15 years, this non-profit organization has grown from 200 members to more than 800 families in the Greater Pensacola area. We are the leading connector and resource for autism support, advocacy, education and networking opportunities.

### **Mission**

We are hope, love, compassion, and a voice of empowerment for individuals with autism and their families. We demystify the autism diagnosis and connect those impacted by autism to a full circle of resources - from early diagnosis and education to support for adults and their quality of life. We serve as a beacon of hope for the autism community and promote acceptance, hope and answers to the unique challenges and needs of every family.



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 <i>For Press Printing</i>	CMYK Color Specs <i>For Desktop Printer or Digital Press</i>	RGB Color Specs <i>For Computer Screen Presentation</i>
PMS280 = Pantone 661	C = 100 M = 100 Y = 27 K = 14	R = 38 G = 38 B = 113 (hex #: 262671)

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

## **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

**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.



###



ORIGINAL

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: Michelle Bussell  
Print carefully Email: michelle@autismpensacola.org  
Print Name of Person: Cate Merrill  
Print carefully Email: cate@autismpensacola.org

Phone Number & Address to contact if the email is returned undeliverable:  
850-434-7171  
PO Box 30213 Pensacola, FL 32503

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.

Cate Merrill  
Signature of Executive Director

\_\_\_\_\_  
Date



ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

GRANT AWARD ADJUSTMENT FORM for #19-612

After careful consideration of your original Grant Application by the Foundation's Grant Committee, your original request has been modified as follows:

**The Organization has been awarded \$42,000. As this amount is less than the amount requested an updated budget that reflected the grant award of \$42,000 is required to be submitted with the signed contract.**

Cato Merrill

Signature of Executive Director

11/15/18

Date