



MEMORANDUM OF AGREEMENT

HSHT 19-31

BETWEEN

THE ABLE TRUST AND

COMMUNITY INITIATIVES, INC.

This MEMORANDUM OF AGREEMENT (“Agreement”), by and between **The Able Trust** (“Foundation”) and **Community Initiatives, Inc.** (“Organization”) takes effect on **July 1st, 2018**.

IT IS THEREFORE agreed between The Able Trust and Community Initiatives, Inc.:

I. **Purpose:** To fund the foster care High School High Tech program in Orange, Seminole, and Osceola Counties, in the amount of Twenty-Two Thousand Dollars (\$22,000.00.) Funds disbursed are contingent upon the continuing availability of legislative funding.

II. **Scope of Work**

- A. Florida HSHT is designed to encourage students to pursue careers in the technical fields of science, technology, engineering and mathematics (STEM), but does not exclude other professional careers or artistic experience. The overall goals of Florida HSHT include:
1. Improving participation in education and vocational-related activities leading to increased employment opportunities for students with disabilities;
 2. Increasing enrollment in postsecondary education/training,
 3. Increasing the graduation rate of students with disabilities, and
 4. Providing meaningful career preparation and work-based experiences for students with disabilities.

Youth with disabilities in foster care require a departure from traditional models which includes additional focus and support for success in education, work, and personal life. They require a foundation of independence, enhanced social and financial asset management, and a sense of self-confidence. It is the goal of the foster care HSHT program to pre-dispose youth with disabilities to a life of meaning and purpose by promoting the following and other similar experiences as addressed in the Guideposts.

- A stable education and learning environment that leads to high school graduation and post-secondary education and training;
- Focused career exploration, employability skills building, and work-based learning opportunities;

- Development of an understanding of the value of work, a work ethic, and how to obtain, retain, and advance in a job, as well as transition from one job to another;
- Participation in community, volunteer, and leadership roles;
- Connection to a lifetime support network and activities; and
- Transition to a safe, affordable, and stable place to live.

B. The Guideposts for Success:

The Guideposts for Success were developed in 2000 by the National Collaborative on Workforce and Disability for Youth and adapted and expanded by The Able Trust as the program structure for Florida HSHT. It is required that the foster care HSHT program incorporates activities that address all 6 Guideposts. Beginning at age 14, youth in foster care are able to access Youth Services programming much of which complements HSHT and the 5 Guideposts. This wide array of services and supports are in place to help youth move on to healthy, independent lives.

Guidepost 1: School- Based Preparatory Experiences: This includes the activities and services undertaken by the youth while at the program site or collaborating education site such as a postsecondary education facility. The term “preparatory” is used to indicate the “getting ready” nature of the activities for the world of work experiences. Activities may include career assessments, interest inventories, independent living goals etc. It is presumed the preparatory experiences are conducted in a friendly and safe environment where youth feel accepted and nurtured by staff.

Guidepost 2: Career Preparation and Work-Based Learning Experiences: This includes activities that sequentially build work skills through on-the-job experiences including a structured internship (age and stage appropriate for student). Activities may include site visits and skill development workshops. In all cases the lessons learned during the work-based experiences should be reviewed back “home” in-program to ensure that youth are connecting what they are learning in school and in the program to what they are learning from the on-the-job experience.

Guidepost 3: Youth Development and Leadership: Every student should be exposed to personal leadership skills such as self-advocacy and self-determination as well as activities that build self-esteem, interpersonal skills, and teaming. Peer-centered activities promoting responsibility and other positive social behaviors are encouraged. Each student should have the opportunity to participate in a structured relationship with an adult such as informal/formal and individual/group mentoring. Based on a students’ interest, students should also be encouraged to take advantage of elite leadership opportunities such as the Youth Leadership Forum and student representation on Workforce Innovation and Opportunity Act (WIOA) Youth Councils and other advisory groups. Activities may occur during school or non-school hours as appropriate.

Guidepost 4: Connecting Activities: HSHT programs cannot be stand-alone efforts. It is necessary to connect with other institutions (e.g., sponsoring schools, postsecondary institutions, local workforce development organization, the services of the sponsoring organization and others) in order to provide the necessary support services for the student and to enrich the content of the program. The services listed are a mix of direct support

and information about future needs such as independent living options. The arrangements will vary depending upon the needs of the student in the program.

Guidepost 5: Family Involvement & Other Caregiver Supports: Family reunification is a difficult challenge that cannot be separated from a young person's desires to go to work, pursue additional education, and live an independent life. Because of the diversity of family experiences and living situations, youth in foster care require services and systems that recognize an expanded definition of "family", which includes grandparents, relative caregivers, other relatives, non-relatives, and caring adults all of which takes into consideration unique cultural issues and practices. These systems need to promote permanency, and to identify and help build a support network of family members, peers, mentors, and/or significant adults to be included in all aspects of life planning for the young person.

Guidepost 6: Communication Skills

The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly and succinctly, demonstrate a varied vocabulary, and tailor language according to the audience are all essential skills that employers seek out. Good verbal and written communication means getting the message across with less chance of misunderstanding. The desired outcome or goal of any communication process is to understand or to be understood. The development of communication skills should be incorporated into all Guidepost/HSHT activities.

C. Florida HSHT Annual Training

The Program Coordinator must participate in the Florida HSHT Annual Training which will be held in September, 2018. During the training, programmatic and financial reporting requirements will be distributed and basic standards for program activities will be reviewed. In addition, Program Coordinators will learn about innovative statewide and national transition resources, The Able Trust youth programs and will share best practices, achievements and lessons learned. It is the responsibility of the Organization to designate travel funds for the Annual Training in its local budget.

III. Deliverables

A. Program Operations

1. A minimum of 15 unduplicated youth in foster care, age 14-22, will enroll and be served in the HSHT program for a minimum of 4 months (consecutive or nonconsecutive) within the contract year.
2. Distribution of Able Trust Welcome Packet to all enrolled students.
3. An annual student recognition event. This event may be a Kickoff Event, End of the Year Celebration, Summer Internship Recognition or a combination event (i.e. Disability Employment Awareness Month Activities). The local Program Coordinator will provide written notification of the event to Foundation executive management at least **30 days** prior to the event.
4. Reports of any changes in HSHT staff and executive of the organization to Foundation executive management **within two business days** of occurrence.

5. An active Business Advisory Council (BAC). The BAC will meet at least two times within the contract year. The meetings, memberships and activities must be described in the required quarterly progress report.
6. Career experiences which meet the HSHT Foster Care Career Experience Guidelines.
7. The opportunity for each active, enrolled student to participate in HSHT activities (i.e. workshops, group activities, site visits) or other events an **average** of two times per month for the contract year.
8. Assistance, as requested by the Foundation, with exit interviews of HSHT graduating seniors.
9. Program sustainability through the pursuit of additional resources. Sustainability efforts will be reported in each quarterly report.
10. Appropriate use of logos (The Able Trust, Vocational Rehabilitation, and Florida HSHT) on all promotional and educational materials, updated as needed and consistent with guidelines provided by the Foundation.
11. Actively assisting Foundation in the distribution of communication materials from Foundation to students during the program year.

A. Reporting

The Organization must submit to the Foundation:

1. HSHT Enrollment forms for every student and alumni enrolled in the HSHT program submitted quarterly by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019.
2. Quarterly program reports to document comprehensive program services each quarter and quarterly finance reports, both due by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019.
3. Annual data at the end of the contract year including, but not limited to, outcome data of graduated seniors, number of students in the program, number of students obtaining an internship, number of students graduating from high school and/or advancing to the next grade level, number of students offered acceptance into college /vocational technical centers, number of students referred for Vocational Rehabilitation Services. End-of year updated contact list of all HSHT participants which includes name, address, email address, cell phone, and family contacts.
4. Supplemental materials with all quarterly, fiscal, and programmatic reports such as copies of receipts, invoices, salary paid, photographs and other listed materials.

B. Budget

1. The Organization must submit a budget for program expenses that totals at least \$22,000.
2. Florida DVR funds must be expended by June 30, 2019. All funds from the Foundation portion must be expended by July 31, 2019.
3. Include the **total cost** of the HSHT Program associated with any additional Organization funds.
4. Name and contact information for person responsible for submitting the **fiscal report**:

Name: Amanda Funk
Job title: Finance Manager
Telephone #: 321-441-2076 extension: _____
Email: Amanda.fundk@cbccfl.org

Supervisor Name: Catherine Macina
Supervisor Telephone#: 321-441-2060 extension: _____
Supervisor Email: Catherine.macina@cbccfl.org

Financial Consequences: Non-performance of the above deliverables will result in the following financial consequences:

1. \$250 for each report not filed timely;
2. \$500 for non-attendance at the required annual program coordinators training;
3. Possible ineligibility for renewal consideration.

IV. Terms:

- A. This Agreement shall become effective upon budget approval and signing by both parties. The agreement will continue to be in effect for the FY unless terminated by either party upon thirty (30) days written notice to the other party at the stated address below. Further modifications, changes or amendments to this Agreement may be made by the Foundation and presented in writing and signed by the parties hereto.
- B. Compliance - The Foundation may perform on-site inspections of the project anytime during regular business hours or scheduled functions. The on-site visit may be completed by a board or staff member of the Foundation or any representative designated by the Foundation. The Foundation may conduct an audit of the project at any time during or after the completion of the project described in this Contract. Such audit shall include, but is not limited to financial records relating to the project funded and time/work completed on the project. Audits may include interviews with recipients of services.
- C. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract, or in the event that the Foundation believes that the Organization has not attempted to or cannot or will not complete the project described in its Grant Application, the Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to the Organization. Upon any such occurrence, the Foundation shall be entitled to the immediate delivery of any unused funds by the Organization, as well as to the delivery of any personal property purchased with the funds by the Organization, and shall be entitled to pursue any other legal remedy available to it, resulting from the Organization's breach of this Contract.
- D. If any provision of this Agreement is amended by the parties, or held to be void or unenforceable in a court of competent jurisdiction, all other provisions shall remain in full force and effect.

V. Other Contract Conditions

- A. The Organization acknowledges that the Organization is not an agent or employee of the Foundation. The 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 the 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.
- B. The Organization will acknowledge existing Foundation grants and/or those that will operate concurrently to this grant prior to the execution of this Contract.

VI. **Contract Service Dates:** The awarded contract will be from **July 1, 2018 thru June 30, 2019**

VII. **Payments**

Three payments will be made. The first payment is scheduled for August 15, 2018 in the amount of \$11,000 and is dependent on a returned signed MOA by August 1, 2018 with completed items A thru H below.

The second payment is scheduled for February, 2019 in the amount of \$10,000 and is contingent upon utilization of the first payment, demonstrated with complete and timely fiscal reports, sufficient enrollment of students and completion of program activities for the first half of the program year.

The third payment in the amount of \$1,000 will be paid within 30 days of receipt of the final reports due on July 10, 2019.

All payments are made subject to continuation of State of Florida funding.

The Foundation shall not be required to deliver any of the funds to the Organization until the Organization has complied with each of the following requirement or conditions:

- A. Submission of a signed contract.
- B. Provision of a budget reflecting the use of awarded funds for the travel, food, lodging and other needs for implementing the HSHT Program according to the Guideposts of Success of the program. The submitted budget is subject to review and approval by the Foundation.
- C. Provision of the **total cost** of the HSHT Program associated with additional Organization funds for the Foundation's internal purposes.
- D. Provision of the resumes of the individuals delivering the HSHT Program to youth with disabilities and verification of employment eligibility of those individuals (USCIS Form I-9).
- E. Provision of a copy of the most recently filed audit or completed Internal Revenue Service form 990.
- F. Provision of an outline of proposed activities for the program year which includes two or more activities for each of the Five Guideposts and expected results.
- G. Provision of a list of the Business Advisory Council membership, tentative meeting dates, and projected goals of the BAC for the program year.
- H. Provision of a description for how additional funds and resources will be developed and/or maintained to ensure program sustainability.

VIII. **Insurance**

During the Agreement, including any renewals and extension, the Organization shall maintain at its expense, insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Evidence of such insurance shall be provided to the 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)

IX. **Project Management:**

The Foundation and the Organization designate their respective representatives, identified below for coordination, communication, and management of the Project.

Foundation:

	Program Support and Reporting including but not limited to: Enrollment Forms, Monthly Narratives, Quarterly Reports and Annual Data	
Allison Chase	The Able Trust 3320 Thomasville Rd, Suite 200, Tallahassee, FL 32308	
VP, Youth Programs	Phone: 850-224-4493	allison@abletrust.org

	Fiscal Reporting	
Guenevere Crum	The Able Trust 3320 Thomasville Rd, Suite 200, Tallahassee, FL 32308	
Senior VP	Phone: 850-224-4493	guenevere@abletrust.org

CONTACT INFORMATION FOR ORGANIZATION:

Name: Prita Chhabra Position: Project Coordinator
 Address: 4001 Pelee St., Orlando, FL 32817
 Telephone: 321-441-1652 extension: _____
 Email: prita.chhabra@cbccfl.org

Name: Glen Casel Position: Chief Executive
 Address: 4001 Pelee St., Orlando, FL 32817
 Telephone: 321-441-2060 extension: _____
 Email: glen.casel@cbccfl.org

X. This Agreement is non-transferable by Organization unless agreed in writing by Foundation.

IN WITNESS WHEREOF, the parties have signed this Memorandum of Agreement on the dates set forth below.

The Able Trust

By: 
 Susanne F. Homant, President & CEO

Date: 7/19/18

Organization

By: 
 Title: COO

Date: 6/27/19

B. HSHT FY1819 Grant Program Budget

Budget Item	The Able Trust	Vocational Rehab	Total
Client Activities	\$171.00	\$0.00	\$171.00
Program Coordinator (Salary and Benefits)	\$4,675.00	\$12,786.00	\$17,461.00
Equipment/Communication	\$180.00	\$0.00	\$180.00
Local Travel	\$1,488.00	\$0.00	\$1,488.00
Travel, Lodging and Conference	\$500.00	\$0.00	\$500.00
Maker Faire	\$0.00	\$0.00	\$0.00
Special Events (Kick-off, Year-end, etc.)	\$0.00	\$0.00	\$0.00
Grant Management	\$2,200.00	\$0.00	\$2,200
Total:	\$9,214.00	\$12,786.00	\$22,000
Fund Balance Expires:	7/31/2019	6/30/2019	

C. Total Cost of Community Initiatives' HSHT Program

In addition to the above-referenced funding from The Able Trust/Vocational Rehab, Community Initiatives seeks additional support for its High School High Tech site.

Budget Item	The Able Trust	Vocational Rehab	Sponsors
Client Activities	\$171.00	\$0.00	\$61.00
Program Coordinator (Salary and Benefits)	\$4,675.00	\$12,786.00	\$0.00
Equipment/Communication	\$180.00	\$0.00	\$0.00
Local Travel	\$1,488.00	\$0.00	\$0.00
Travel, Lodging and Conference	\$500.00	\$0.00	\$0.00
Maker Faire	\$0.00	\$0.00	\$0.00
Special Events (Kick-off, Year-end, etc.)	\$0.00	\$0.00	\$0.00
Grant Management	\$2,200.00	\$0.00	\$0.00
Total:	\$9,214.00	\$12,786.00	\$61.00
Fund Balance Expires:	7/31/2019	6/30/2019	6/30/2019