



ORIGINAL

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

This agreement is entered into this 30th day of Aug, 2019 between **MacDonald Training Center** ("Organization") and the **Florida Endowment Foundation for Vocational Rehabilitation (dba The Able Trust)** ("Foundation") to set forth the terms and conditions upon which the Foundation shall award Grant # **20-810** 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 the project timely and complete the project described in Attachment One within three years 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. Organization will be reviewed on each anniversary of this contract for compliance and goal setting for the next contract 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 regular 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 at each of the quarterly reports.
- 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 **\$250,000.00** to Organization as Grant # **20-810** subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: Year One funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of **\$39,000.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$39,000.00** and will be paid by Foundation to Organization not less than 180 days after the initial disbursement, provided all reporting requirements are satisfied. The third disbursement shall be in the amount of **\$5,000.00** and will be paid by Foundation to Organization not more than 30 days after Year One Final Report on persons served and employed, as defined in I.C. above is received and accepted. The 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. Subsequent payment schedules for year two and three of the grant shall be attached to this document at the time of annual review.

- B. 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 sole 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 Granted Funds will be used has been developed and will be implemented solely by the Organization and solely for the Organization's benefit. Organization further acknowledges that there is no agreement between Organization and Foundation, its Board members or employees to share in any of the profits,

proceeds or benefits of the proposed project. Organization also acknowledges that Organization is not an agent or employee of Foundation. Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorney's fees) which may occur by virtue of Organization's implementation of the proposed project to the extent authorized by law and without waving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.

V. Non-transferable clause: This Agreement is non-transferable by Organization unless agreed in writing by Foundation.

VI. Termination

A. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract or in Organization's Grant Application, or in the event that Foundation believes that Organization has not attempted to or cannot or will not complete the project described in its Grant Application, Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to Organization. Upon any such occurrence, Foundation shall be entitled to the immediate delivery of any unused Funds by Organization, as well as to the delivery of any personal property purchased with the Funds by Organization, and shall be entitled to pursue any other legal remedy available to it, including enforcing section III.C resulting from Organization's breach of this Contract.

Organization and Foundation accept the terms of this contract by signing below. Organization states it is authorized to enter into this contract by the signature below. Any and all required approvals, consents, and corporate actions have been taken or obtained by Organization to allow it to enter into and perform this contract.

Organization is not otherwise affiliated with any person, partnership or other entity or organization which has received a grant from Foundation and which has not been disclosed in writing to Foundation by Organization.

ORGANIZATION

By: Karenne P. Leary

Printed Name: Karenne P. Leary

Title: President/CEO

Date: 7/14/2019

FOUNDATION

By: Guenerene Crum

Printed Name: Guenerene Crum

Title: Interim President & CEO

Date: August 30, 2019

Strategic Employment Placement Grant Application

Organization Name: MacDonald Training Center

State of Florida Charitable Registration #: CH468

IRS Employer Identification #: 59-0777827 **Year Org was established:** 1953

19-810

Mailing Address

Street: 5420 W. Cypress St.

City: Tampa

State: Florida

Zip Code: 33607

Physical Location where Services Provided

same

Florida

President or Executive Director's Name: Karenne P. Levy

Phone Number: 813 870-1300 ext.272 **Cell Phone:** 813 417-6473

Email: Klevy@macdonaldcenter.org

Primary Project Contact: Karenne Levy

Phone Number: 813 870-1300 ext.272 **Cell Phone:** 813 417-6473

Email: Klevy@macdonaldcenter.org

Organization Website: www.macdonaldcenter.org

Project Name: Career SUCCESS

Disability Population Served in proposed project (list categories):

Floridians with *all* disabilities, including sensory, intellectual, physical and mental disabilities. Candidates range from young people seeking first time employment to adults seeking professional advancement on their chosen career path.

County/Countries to Benefit Most from the proposed project:

Greatest impact Hillsborough, Secondary impact: Pinellas, Pasco and Polk

Is Organization currently involved in ANY Litigation: No

Provide the number to the following items for the three year grant

Total # of Persons proposed to be served during the project: 400

Total # of Persons proposed to become employed during the project: 200

Total Amount of Funds Requested of The Able Trust: \$250,000

Total Amount of Funds Projected to support the proposed project: \$689,000.

Total Cost Per Person to become Employed: \$1,722.



Signature & Date President/Executive Director



Signature & Date Board Officer

Karenne P. Levy President/Executive Director

Lenore Horton, Board Chair

Brief History: MacDonald Training Center's distinguished history spans over 60 years of leadership and advocacy in the movements to educate and employ individuals with disabilities. MTC has proudly placed thousands of people into the workforce and assisted hundreds of employers to diversify their workplaces.

Mission: Our mission is: "to empower people with disabilities to lead the lives *they* choose."

Our Vision: People with disabilities leading the lives *they* choose.

Project Name: CAREER SUCCESS, *Employment Solutions for a Diversified, Inclusive Workforce*

Population Served: Floridians with *all* disabilities, including sensory, intellectual, physical and mental disabilities. Geographic area encompasses four counties. Candidates range from young people seeking first time employment to adults seeking professional advancement on their chosen career path.

Statement of Need: Data from the Florida Chamber of Commerce shows that there are more than 1.13 million Floridians with disabilities in the age range of 16 to 65 – the typical age range for a potential workforce. The data also found that 62.9 percent of Floridians with disabilities, or more than 700,000, are not in the workforce. There are 1,408,566 individuals with disabilities in Hillsborough County, with over 55% identifying as unemployed. In our immediate area of Tampa Bay, 83,521 individuals identify as unable to work due to illness or disabilities.

MTC's goal is to surmount barriers that may discourage these individuals from seeking employment and bridge the gap between job seekers with disabilities and available jobs in the community. According to Vocational Rehabilitation's 2016 State Plan, the greatest barriers to employment for job seekers with disabilities are:

- Job seekers need transportation (personal or public) (76.16%)
- Employers underestimate the talent and skills of people with disabilities (70.67%)
- Employers need training on working with people with disabilities (66.9%)

The CAREER SUCCESS program addresses those barriers simply and effectively:

- Transportation Voucher Program to assist newly hired job seekers to get to their places of employment
- Innovative employment training focused on Certificate based technical skills with elevated life skills development to assure employers that the candidates have the talents and skills needed for employment and the emotional intelligence to navigate an inclusive workplace
- Expansion of positive relationships with employers through a central location to increase employment opportunities.

Executive Summary : The 2015 Kessler Foundation National Employment and Disability Survey identifies many of the most significant barriers facing people with disabilities who want to work. In the study, 41% responded that they did not have enough education to get the job they desired, 25.6 cited lack of transportation.

The CAREER SUCCESS initiative overcomes barriers by providing high quality technical and personal skills development and needed supplemental supports, such as Transportation Vouchers. It prepares job seekers for contemporary work experiences including job interviews, networking, developing a Linked- In presence and social media etiquette.

A recent study from the American Institutes for Research found that the top occupations for people with disabilities are low-wage jobs: positions like janitors, cashiers, laborers and house cleaners. MTC is committed to providing the technical education and the life skills instruction so that people with disabilities may rise above low-end jobs to

career building positions that earn a living wage. MTC offers innovative educational programs taught to industry accepted certifications. Our vocational training programs—including those geared to environmental services—provide industry accepted certifications so that job seekers may advance on their chosen career path.

MTC's life skills curriculum focuses on professional and personal growth emphasizing critical thinking, communication styles and leadership development. This collective effort to prepare job seekers for employment by elevating their interpersonal skills and equipping them with nationally recognized certifications may assuage any conscious or unconscious reservations an employer may have about hiring a person with a disability.

Organizational Leadership:

Karenne Levy joined MacDonald Training Center as President/CEO in August 2016, and promptly began to expand and elevate our service delivery model while introducing a new emphasis on education. Her mandate to meet the evolving needs of the community is the impetus for this request for grant funding.

In 2018, The Able Trust recognized Ms. Levy's outstanding leadership, awarding her the Dr. George Spelios Leadership Award for bringing new educational programs for individuals on the Autism Spectrum, and those who are deaf and hard of hearing. Her leadership has brought new partnerships with major employers in the greater Hillsborough County area including Moffitt Cancer Center, Tampa General Hospital, Bay Care and Tech Data, leading to an increase in employment opportunities for people with disabilities in our community.

Ms. Levy is now developing a collaboration with Feeding Tampa Bay, the largest food rescue and distribution organization in our community, serving more than 700,000 hungry people in a 10-county region. Feeding Tampa Bay invited MTC to provide their food insecure clients, distribution, inventory control and receiving training. In 2019 there will be a "MacDonald Training Center" inventory management training area in their Tampa distribution center providing vocational skills training to people with and without disabilities seeking career advancement assistance.

MTC's Employment Services Team is composed of Job Developers, Employment Placement Specialists, and Success Coaches. Success Coach is a newly created position to provide a continuum of service that takes an individual from intake assessment to successful long-term employment. All are seasoned professionals, most are at least bi-lingual, some tri-lingual including expertise in American Sign Language for the deaf and hearing impaired. Professional development is highly encouraged, particularly EOP II (Employment Outcomes Professional Training) and Discovery certifications. Benefits training and Vocational evaluations are proficiencies which we are expanding as they are of great assistance to people entering the workforce and Floridians making decisions on full or part time employment while navigating the many disincentives in the public system that prevent or stagnate career growth.

Statement of Support from Karenne Levy, President/CEO : Our obligation and moral responsibility as a provider of services to people with disabilities is to develop educational, vocational and employment programs that are forward thinking, placing emphasis on career building, not just placements or out of date formularies. It is our responsibility to prepare our clients for jobs that provide a living wage, and a path towards long lasting, sustainable independence.

Employers consistently report that new hires don't work out for reasons such as coach-ability and adaptability as well as technical skills. We're responding by elevating our vocational skills training services to assist individuals with disabilities grow in personal and professional skills development while earning nationally recognized technical certifications. Each curriculum leads to industry standard certifications, indicating core competencies and proficiencies. All certificate-based training is available to individuals with intellectual disabilities in our Adult Day Training. Our intention is to make this training available to other job seekers with *all* disabilities.

Transportation is a major issue in our region and comes as no surprise as a limiting factor for people with disabilities. We envision a transportation voucher program, which will help to get newly hired employees off to a good start in their new places of employment. Time limited, the program is a helping hand up, not a hand out.

Business relationships remain at the heart of the struggle and we anticipate that a central location for our employment services will increase our positive connections with the business and professional community.

Project Plan and Description: CAREER SUCCESS prepares individuals with disabilities for career advancement, the possibility to earn a living wage and a more self-sufficient independent life.

A. **Academic Excellence and Innovation utilizing Industry Based Certifications:** Individuals enrolled in MTC's Adult Day Training with the goal of community-based employment have the opportunity to increase their chances of success by enrolling in a variety of new educational and vocational cohorts. All of the curriculums were developed to provide pathways to employment in the fastest growing sectors in Florida aligning with the Florida Department of Economic Opportunity's November report: Technology, Manufacturing, HealthCare and Hospitality. Many of the curriculums were developed with assistance from University level educators, all have been vetted by industry and subject matter experts. Each cohort provides services, supports, and experiential opportunities, with the aim of enhancing skills that will prepare individuals with disabilities to succeed in workplace and postsecondary education settings. Communication and interpersonal skills leading to job performance; financial literacy; public transportation management as well as job-seeking skills; and other "soft" life skills necessary for employment are integral to the training platforms.

With grant funding from The Able Trust, these Certificate Based training programs and social skills development courses can be available to individuals seeking employment who are *not* enrolled in our Adult Day Training. The training programs could be offered in the evenings and on weekends for individuals looking for career and professional development assistance. Certificates showing a mastery of subject matter will give a competitive edge to job seekers and alleviate misconceptions an employer may have about the candidate's competencies.

Technology: The top requested skill in online employment ads is proficiency in Microsoft Office, according to the Florida Department of Economic Opportunity's November report. MTC offers this training in our EXCEL, *Excellence in Computer Education and Learning* technology lab. An adjunct professor teaches the curriculum and Certifications include Microsoft Office Specialist, Microsoft Technical Assistant and ICs showing proficiencies in computer fundamentals, electronic recycling, software refurbishment and hardware repair. MTC will be expanding to gaming and coding through grant support from Autism Speaks. MTC has become a certified Microsoft testing site and may provide any accommodations a student needs, including increased test taking time or reading of the instructions.

Manufacturing: MTC's Distribution and Receiving training concentrates of mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the Certified Logistics Technician certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness. This is the curriculum MTC will be providing to individuals (including people with disabilities) seeking job skills training through Feeding Tampa Bay.

Hospitality and Healthcare: Healthcare and Hospitality curriculums are taught in a fully outfitted mini-hospital room donated by Moffitt Cancer Center. This controlled environment allows for more

comprehensive learning than hectic on-the-floor training, which has been particularly important as an assistance for people who are deaf or hard of hearing whose sensory challenges makes them more sensitive to outside distractions. This is a unique and innovative opportunity for people with disabilities, allowing many individuals who might otherwise remain entry-level workers to develop their skills and ultimately move into higher paid jobs that are part of a real strategy for career advancement. Patient experience expectations and customer service best practices are at the heart of this service excellence curriculum developed in collaboration with Moffitt Cancer Center. Technical certifications include OSHA10 Health and Safety, another of the top certifications employer's demand according to the Florida Department of Economic Opportunities November report, and (ISSA) Cleaning Management Institute certifications. Presently we have more requests from Moffitt Cancer Center, Tampa General Hospital and Bay Care for candidates for employment that have completed this training than we have available. Making this training available to more individuals with all disabilities seeking community-based employment would lead to increased job placements.

B. Transportation Voucher Initiative: Transportation remains a major obstacle for people with disabilities. Voucher programs have been successful in communities around the county according to the Florida Developmental Disabilities Council Transportation Study. MTC proposes a limited time voucher system for new employees who do not have personal vehicles or other means to get to employment sites on an as needed basis. This limited time program of nine months would allow persons with disabilities the opportunity to work in a wider geographic area where regional bus routes may be limited. MTC will coordinate and administer the voucher program with local para transit, cab companies and Lyft Concierge Service. Eligibility will be strictly monitored (US citizen, Florida resident etc.) Success Coach will work with individual to find other modes of transportation to ensure long- term employment.

C. Expansion of Services to a Wider Geographic area: In 2018, MTC began to serve individuals with disabilities who were seeking employment in three neighboring Florida counties: Pinellas, Pasco and Polk. We do so with the belief that MTC's Employment team can make the difference in a successful placement or a non- successful experience for the job seeker. After 40+ years of securing thousands of jobs for people with disabilities, MTC's Employment Placement professionals are particularly well versed in customer service and are sensitive to the needs of both the employer and the candidate for employment.

D. Strengthening Business Relationships through Diversity Trainings and a New Business Center: MTC Employment Services has an exceptionally well-developed Business Advisory Council (BAC). This core group of private business sector professionals guides us in providing progressive, innovative, and effective services to both the persons served and the business community. Most of the members of this Council are human resource specialists who are responsible for many referrals as well as placements into community-based jobs for the people we serve. Over the decades, professionals have led it from Tampa International Airport, Walmart, the Grand Hyatt Hotel, and many other local employers of significance. They have recommended opening a Business Development Center "Business Hub" in a centrally located area on a bus route, expressly committed to finding employment opportunities with employers of significance in our area. The office would include a conference/meeting room, computer lab and work stations. The conference room would be used for Diversity Trainings, the computer lab to assist job seekers making online applications and the workstation for team members.

Employer Connections: Marketing Outreach: Each time an employer hires through our Employment Team, they will be registered into the CAREER SUCCESS program. Employers will receive marketing materials and signs to adhere to windows in their businesses, designating the premises as a CAREER SUCCESS partner. Transportation providers will

receive vinyl signs to adhere to windows of their vehicles. Our social media marketing campaign will emphasize the stories of individuals who have overcome barriers to employment and their employers.

Our objectives for the period of this grant funding:

Year One: Forty- eight individuals will acquire new jobs and seventy-two individuals will be maintained in community-based employment.

Year Two: Sixty individuals will acquire new jobs. Eighty-five percent of employed individuals will maintain employment for over 9 months at minimum wage or above.

Year Three: Ninety-two individuals will acquire new jobs. Eighty-five percent of employed individuals will maintain employment over 9 months at minimum wage or above.

Continuing Collaborations: MTC's will expand services while continuing to ensure high quality administration and management by utilizing trained professional staff, a strong commitment by the State of Florida, Division of Vocational Rehabilitation, The Agency for Persons with Disabilities, and existing commitments with the private sector. MTC is an active member of the Tampa Chamber of Commerce, Tampa Downtown Partnership and the Westshore Alliance as a means of soliciting job placements. MTC has cooperative ventures with other agencies serving persons with disabilities including RESPECT of Florida, the Florida Association of Rehabilitative Facilities, and HARTline. We have partnership status with Florida's Unique Abilities Partner Program. Our long-standing relationships with the Florida Department of Education through Hillsborough County Schools (including on-site teachers for ADT) and collaboration with the Division of Vocational Rehabilitation, is an ongoing source of pride.

Statement of Relationships: MTC does not have any known relationship with staff or Directors of the Able Trust.

Sustainability Plan: MacDonald Training Center is a fiscally sound non-profit which strives to self-sufficient and self-sustaining. The goals and objectives of the Board of Directors and the management team are to reduce and eventually eliminate all deficits by intensified fundraising, diversifying investments in our Foundation, and through our revenue-producing Business Enterprise ventures.

Future Funding: MTC's strategic plan includes a concerted effort to find and obtain grant funding to support new initiatives such as CAREER SUCCESS. Ongoing funding will be designated through the United Way Sun coast, which has supported our employment training and placement programs for many years. MTC seeks grant funding from The Able Trust and others to increase accessibility for more Floridians to find and retain competitive employment. While uncertain about results of this application for funding and other outstanding submissions to private foundations and corporations, it must be noted that thus far In FY 18, MTC has made a successful effort to find and obtain grant funding, which brought over \$100,000 above anticipated budgeted goals including Federal, City and county funding.

MTC's strategic plan also includes aggressive expansion of our mission-based enterprises. These enterprises generate over 32% of the organization's total operating revenue. Even more importantly, these contracts elevated the skill sets of the individuals with disabilities who trained on them, leading to a 300% increase in job placements.

Plan for Data Collection: Data will be available after the grant is closed as documentation is kept including the name of individual, disability type served, employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received. Continuous interaction with employers and employees by MTC's Success Coaches allows us to collect follow up and track data on an annual basis for at least three years after the grant has closed.

YEAR ONE

Items	The Able Trust	MTC	United Way	Community Funders
Wages& Benefits	\$47,564.71	0	\$19,900.09	\$10,500.
Technology	\$3,800	\$2,600.	0	\$4,500.
Business Hub	0	\$22,500	\$15,000.	0
Mileage reimbursement for Employment Team	\$1,800	0	0	0
Marketing	0	\$5,000	0	0
Transportation Vouchers	\$20,000	0	0	0
Support Services	0	\$4,900.	\$5,099.91	0
Total	\$73,164.71	\$35,000	\$40,000	\$15,000
Admin Cost (limited to 15%)	\$9,835.29			
Total Amount Requested of The Able Trust	\$83,000.	Grand Total for YEAR ONE of the Project	\$173,000.	

YEAR TWO

Items	The Able Trust	MTC	United Way	Community Funders
Wages& Benefits	\$52,322.40	\$56,243.20	\$12,168	\$3,650.40.
Technology	0	\$2,040.40	0	\$3,849.60
Business Hub	0	\$30,000	\$ 30,000.	0
Mileage reimbursement for Employment Team	0	\$5,400.	\$5,400.	0
Marketing	0	\$5,000	0	0
Transportation Vouchers	\$20,000	0	0	\$2,000
Support Services	0	\$11,316.40.	2,832	\$500
Total	\$72,322.40	\$110,000	\$45,000	\$10,000
Admin Cost (limited to 15%)	\$10,677.60			
Total Amount Requested of The Able Trust	\$83,000.	Grand Total for YEAR TWO of the Project	\$247,999.99	

YEAR THREE

Items	The Able Trust	MTC	United Way	Community Funders
Wages& Benefits	\$53,539.20	\$75,712	\$21,902.40	0
Technology	\$200	0	0	\$1,620.
Business Hub	0	\$45,000	\$15,000.	0
Mileage reimbursement for Employment Team	0	\$1,320.	0	\$5,880.
Marketing	0	\$2,500	0	\$2,500
Transportation Vouchers	\$20,000	0	0	\$5,000
Support Services	0	\$5,468.	3,097.60	\$500
Total	\$73,739.20	\$130,000	\$40,000	\$15,000
Admin Cost (limited to 15%)	\$9,260.80			
Total Amount Requested of The Able Trust	\$83,000.	Grand Total for YEAR THREE of the Project	\$267,999.99	



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

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
- 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.



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