



**FUTURES IN FOCUS CONTRACT**

**25-50**

**BETWEEN**

**THE ABLE TRUST AND**

**PEPIN ACADEMIES – Hillsborough Campus**

This Contract, by and between The Able Trust (“Foundation”) and Pepin Academies Hillsborough Campus (“Organization”) takes effect on August 1<sup>st</sup>, 2024.

IT IS THEREFORE agreed between The Able Trust and Pepin Academies Hillsborough Campus:

**I. Purpose:**

To fund the Futures in Focus program in Hillsborough County, in the amount of two-hundred sixty-eight thousand, seven hundred fifty dollars (\$268,750). Funds disbursed are contingent upon the continuing availability of legislative funding.

The Able Trust, in partnership with the Florida Department of Education (DOE), Division of Vocational Rehabilitation (VR), has run the highly successful High School High Tech Program (HSHT) for nearly 30 years. Students with disabilities who participate in HSHT graduate from high school and enroll in post-secondary education at higher rates than the general population of students with disabilities. One hundred percent (100%) of HSHT students are referred for VR services. While the program produces successful outcomes, less than 1% of high school students with disabilities have access to the program. Futures in Focus (i.e., HSHT 2.0) will provide resources to expand the program and reach students at an earlier age.

This project ensures better preparation for transition from secondary to post-secondary education. The program is evidenced-based and aligns with state educational goals including those of the REACH Act and First Lady DeSantis’ Hope Florida Initiative to provide better guidance and remove barriers to self-sufficiency and pathways to economic opportunities.

**II. Scope of Work**

- Create a minimum of four (4) opportunities for students aged 14-21 to explore and connect with post-secondary education programs, apprenticeships, and other career/education supports through workshops and on-site tours. **At least one activity must be an opportunity for students and families to connect with local Vocational Rehabilitation (VR) services.**
- Utilize the nationally researched and evidence-based framework of *The Guideposts for Success* as the foundation for program activities (Section III.).

### III. 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 Futures in Focus. It is required that each local site create a minimum of four (4) activities that are based on principles from the Guideposts.

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: Student development 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) to provide the necessary support services for the student and to enrich the content of the program. Connecting activities 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 students in the program.

Guidepost 5: Family Engagement: All youth need the support and engagement of their families throughout transition to adulthood. To equip youth for a smooth transition, families need to be knowledgeable about the many aspects of transition. They also need to be engaged in various ways with their youth and in partnership with service providers, schools, and organizations. Likewise,

service providers and schools need to partner with and assist families in multiple ways to support their efficacy and enable them to meet their needs.

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 mean 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.

**IV. Deliverables**

Major Deliverable Price	Projected Due Date	Description of Deliverable
\$40,000	August 1, 2024	<p><b>Deliverable 1</b></p> <ul style="list-style-type: none"> <li>• A signed contract which includes:                             <ol style="list-style-type: none"> <li>1. Verification of employment eligibility of all project staff (USCIS Form I-9).</li> <li>2. Provision of a copy of the most recently filed audit or completed Internal Revenue Service form 990.</li> <li>3. Evidence of insurance as required in Section VIII.</li> <li>4. An ACH payment form as required in Section IX.</li> </ol> </li> </ul>
\$58,750	October 15, 2024	<p><b>Deliverable 2</b></p> <ul style="list-style-type: none"> <li>• A completed Student Enrollment Spreadsheet (provided by the Foundation and includes location of program, participant name, parent/guardian name, participant address, parent/guardian phone number and email address, age, grade, name of school and school district) with a minimum of twenty-five (25) students aged 14-21. All Enrolled Students aged 14 and over will be referred to VR by The Able Trust.</li> <li>• A service delivery plan describing a minimum of four (4) activities, one of which must be an opportunity for students and families to connect with VR.</li> <li>• A description of student activities which have occurred during the reporting period.</li> </ul>
\$85,000	February 15, 2025	<p><b>Deliverable 3</b></p> <ul style="list-style-type: none"> <li>• Any additions to the Student Enrollment Spreadsheet</li> <li>• A description of student activities which have occurred during the reporting period.</li> </ul>

\$85,000	April 15, 2025	<p><b>Deliverable 4</b></p> <ul style="list-style-type: none"> <li>• Any additions to the Student Enrollment Spreadsheet</li> <li>• A description of student activities which have occurred during the reporting period.</li> </ul>
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**VI. Terms:**

- A. This Agreement shall become effective upon signing by both parties. The agreement will continue to be in effect for the FY unless terminated by either party upon sixty (60) 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 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 service delivery plan, 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.

**VII. Other Contract Conditions**

- A. The Organization acknowledges that it 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.
- C. The Organization must seek approval at a minimum of 30 days in advance from the Foundation to utilize funds to travel outside the State of Florida.

**VIII. Contract Service Dates: The awarded contract will be from August 1, 2024 thru June 30, 2025**

**IX. Payments**

All payments are subject to the continuation of State of Florida funding. Additionally, all payments will be made via ACH payment. The Foundation will provide a form that must be completed and returned with the contract.

**XI. Insurance**

During the contract period, 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 as part of Deliverable 1 (Section IV). 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) or other coverage limits if established by Florida statutes.

**IX. Project Management:**

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

**Foundation:**

Joey D'Souza, Senior Vice President  
The Able Trust 1709 Hermitage Blvd, Suite 100, Tallahassee, FL 32308  
Phone: 850-224-4498      joseph@abletrust.org

**CONTACT INFORMATION FOR ORGANIZATION:**

Name: Monika Perez Position: Project Coordinator  
Address: 3916 East Hillsborough Ave Tampa, FL 33610  
Telephone: (813) 626-6176 extension: \_\_\_\_\_  
Email: Mperez@pepinacademies.us

Name: Jeff Skowronek Position: Executive Director  
Address: 3916 East Hillsborough Ave Tampa, FL 33610  
Telephone: (813) 626-6176 extension: \_\_\_\_\_  
Email: JSkowronek@pepinacademies.us

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

IN WITNESS WHEREOF, the parties have signed this Contract on the dates set forth below.

**The Able Trust**

signed by:

By:

*Allison Chase*

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Allison Chase, President & CEO

Date:

8/23/2024

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**Organization**

signed by:

By:

*Jeff Skowronek*

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Title: Executive Director

Date:

8/25/2024

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