



August 11, 2010

Ellen McLaughlin, Program Director  
YMCA Schoolhouse Link  
C/o YMCA of Sarasota Homeless Service Project  
4430 Beneva Road  
Sarasota, Florida 34233

**RE: 310 Contract for YMCA of Sarasota Homeless Service Project / Title I – Project 6011**

Dear Ms. McLaughlin,

Enclosed please find the 310 Contract for the above referenced service project. Please obtain the appropriate signatures for the enclosed *Contract for Services by Independent Contractors* where indicated, along with the ten (10) *Request for Payments*. In addition, **we will need a list of your tutors for security clearance**. Once we receive all of these documents, we will submit the contract for board approval / processing via finance.

As agreed, **a monthly invoice from the YMCA should be sent to my assistant, Colleen Moore**, at the above address for processing. The total agreed funding amount of \$75,000 divided by ten (10) equal payments, results in a monthly invoice of \$7500.00. Monthly invoices should be received no later than the 15<sup>th</sup> of each month for processing via our finance department. Since the contract includes funding for salaries, we've noted on the contract that the monthly invoice can be paid 2 weeks prior to the close of the month.

**0310 Payment Schedule 2010-11**

<b>Month</b>	<b>Invoice amount</b>
August 2010	\$7500.00
September 2010	\$7500.00
October 2010	\$7500.00
November 2010	\$7500.00
December 2010	\$7500.00
January 2011	\$7500.00
February 2011	\$7500.00
March 2011	\$7500.00
April 2011	\$7500.00
May 2011	\$7500.00
<b>TOTAL</b>	<b>\$75,000.00</b>

Sincerely,

Jane F. Mahler, Supervisor  
State & Federal Projects

Enclosures