



FLAGGER FORCE FOUNDATION

Employee Hardship Grant Program—Application Instructions

To our valued Flagger Force Employee,

Thank you for your interest in applying for a grant through the Flagger Force Foundation Employee Hardship Grant Program. We recognize that difficult and unexpected circumstances arise, creating hardships for our employees. Asking for assistance is a humbling challenge, and we commend you for reaching out for help. Please also understand that the Flagger Force Foundation Employee Hardship Grant Program Committee is tasked with the very difficult process of deciding how to allocate their funds based on the greatest need among applicants. We regret that we may not be able to assist every applicant in full or even partial financial aid. In most cases, the Committee will try to provide recommendations of other means of assistance that can be applied for via government/social/community services if we are not able to meet the requested need.

Qualified Incidents: Qualified incidents are unexpected circumstances that arise outside of the employee's control which causes an economic, legal or non-financial hardship for the employee's family. A qualified incident is typically a one-time event that occurs unexpectedly and either causes the applicant to spend his/her rent and/or utility money on unexpected bills, causes an unexpected legal concern, or causes an unexpected non-financial need. The reported cause must have occurred within 90 days of the application date. Circumstances that may qualify for a grant fall into these categories:

- Personal tragedy
- Death
- Medical emergency
- Natural disaster
- Catastrophic/extreme circumstances

Please read through this application carefully—there are many components of the application including financial documentation and we must receive all relevant paperwork completed in full for any application to be evaluated. Rest assured that all details are confidential, and that the application will be made anonymous (all identifying contact information will be removed from documents) before being reviewed by the decision-making committee, made up of fellow Flagger Force employees. The committee will review the application, including the nature of the incident, financial details, the employee's current financial status, and other supporting documentation. The decision will be made within two weeks of receiving the fully completed application.

Additional information may be requested in order to approve the application. Failure to respond within 30 days of request will result in the application being closed.

If you should have any questions about the application process, please contact the Hardship Grant Administrator at the email address at the bottom of this letter.

Regardless of the outcome, we are very sorry for your situation, and we wish you the best in facing and resolving your hardship.

Sincerely,

The Flagger Force Foundation, Employee Hardship Grant Program Committee
HardshipGrant@FlaggerForce.com



The Employee Hardship Grant Program is an initiative of the Flagger Force Foundation, a Project of The Foundation for Enhancing Communities, fiscal sponsor. The official registration and financial information of The Foundation for Enhancing Communities may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1.800.732.0999. Registration does not imply endorsement. The Foundation for Enhancing Communities is registered in each state requiring such registration for charitable solicitation.



FLAGGER FORCE FOUNDATION

Employee Hardship Grant Program—Terms & Conditions

The Flagger Force Foundation Employee Hardship Grant Program is created to assist employees, their spouses, or eligible dependents who are facing financial hardship because of a qualified incident.

Employee Eligibility: Subject to income limitations described below, a qualified employee is one who:

- Is actively employed by Flagger Force, LLC, TCS Operations Services Inc, TCS Services, LLC, or TCS Management, Inc for a minimum of 6 months at the time of application. In the event of extenuating circumstances, a 3–6 month tenure could be considered at the discretion of the Employee Hardship Grant Program Committee.
- Has maintained a clean status (no disciplinary incidents) for a minimum of 60 days prior to the date of application.
- In the case of death of the employee, the employee’s spouse or eligible dependents may qualify for grant funding.

Qualified Incidents: Qualified incidents are unexpected circumstances that arise outside of the employee’s control which causes an economic, legal, or non-financial hardship for the employee’s family. A qualified incident is typically a one-time event that occurs unexpectedly and either causes the applicant to spend his/her rent and/or utility money on unexpected bills, causes an unexpected legal concern, or causes an unexpected non-financial need. The reported cause must have occurred within 90 days of the application date. Circumstances that may qualify for a grant fall into these categories:

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Qualified incidents do not include a reduction in hours. The Committee will consider insurance as part of the decision. Legal assistance requests must be submitted within 30 days of the invoice date.

Applications: Applications to the Flagger Force Foundation Employee Hardship Grant Program will be reviewed by the Flagger Force Foundation Employee Hardship Grant Program Committee and will be treated in a confidential manner. Applications will not be considered until they are complete. Applications must be submitted within 90 days of the qualifying incident. Employees are encouraged to keep a complete copy of the application for their personal records.

******, *The applicant will have 30 days to provide any requested documentation necessary to support the application. Failure to produce the required documentation in this time will close the application and a new application will need to be submitted.*

In the case of a denied application, the employee is eligible to submit a new application as determined by the Flagger Force Foundation Employee Hardship Grant Committee.

Financial Assistance: Grants from the Flagger Force Foundation Employee Hardship Grant Program are intended as a benefit for qualified employees, their spouses or their eligible dependents who are most vulnerable to financial distress caused by a qualified incident. The maximum available grant for each incident is up to \$5,000. Any request above the maximum amount must be reviewed by the Board for final approval. Some grants may be in the form of goods or services (i.e., paid time off; up to 24 hours, groceries, legal counsel, psychological service, household planning assistance, etc.) instead of financial aid. Grants may be awarded to help pay for limited types of expenses or bills directly related to the qualified incident, including, but not limited to: medical expenses not eligible for reimbursement by insurance, housing (rent, mortgage, security deposit), utilities (water, gas, electric), food, or other essential necessities. Invoices and receipts are required to receive reimbursement through grant funds.

Grants **will** be awarded at the discretion of the Employee Hardship Grant Program Committee. If the application is approved, the Flagger Force Foundation Employee Hardship Grant Program will issue the grant in the form of check(s) payable to the vendor(s) to whom the employee owes payment(s) or will reimburse employee directly if paid invoice is provided as documentation. You should consult your own legal counsel about whether a grant from the Employee Hardship Grant Program is taxable to you.

Send these Terms and Conditions and the completed application, with requested documentation to:

Flagger Force Foundation Employee Hardship Grant Program
8170 Adams Drive, Hummelstown, PA 17036

Email: HardshipGrant@FlaggerForce.com
Fax: 717.220.1747 | ATTN: Hardship Grant

_____ I have read, understand, and agree to the terms and conditions described above.
(Initials)