



EQUITY, DIVERSITY & SPECIAL PROGRAMS  
HILLSBOROUGH COMMUNITY COLLEGE

November 25, 2019

Dear Mr. Davis:

Congratulations! The Dr. Martin Luther King, Jr. Day of Service Project Committee and staff have selected your organization, **100 Black Men of Tampa Bay, Inc.**, as a recipient of the 2020 MLK Day of Service Award. The total award amount is **\$2,900.00**. If your final allocation is different from your initial request, **you are required to resubmit an amended budget with acceptable allowable expenses no later than Friday, November 30, 2019. If your budget includes purchase of clothing items (e.g., t-shirts), you must provide an explanation for the use of the item. All details must be submitted to the MLK Day of Service Team on or before the Mandatory Retreat on Saturday, December 7, 2019, before you can receive a check.**

The award amount will be disbursed in two payments. Seventy percent (70%) of the award will be made available to you at the **mandatory** MLK Day of Service Retreat. The remaining funds, thirty (30%), will be disbursed upon submission of the organization's Final Report, which is due on **Friday, February 7, 2020**. The mandatory MLK Retreat is scheduled on:

**Saturday, December 7, 2019**  
**Hillsborough Community College - Ybor City Campus**  
**Student Services Bldg., Rooms 307-308**  
**9:00 a.m. to 12 noon**

An authorized representative must attend the mandatory retreat to receive the funds. Training will be provided regarding procedural requirements. In addition, the authorized representative will sign for the check upon completion of training.

Please be prepared to discuss your 2020 MLK Day of Service Project. It is extremely important that Hillsborough Community College and other awardees be informed about your MLK Day of Service activity. You will also be required to sign an **AFFIDAVIT** verifying that you will be responsible for the appropriate use and disbursement of funds. Please bring the following documentation with you to the mandatory retreat:

- **PHOTO IDENTIFICATION**, i.e. driver's license (if possible, bring a duplicate copy of your driver's license for our files).

We applaud the effort and energy you are dedicating to the 2020 MLK Day of Service. If you have any questions, please contact the Community Consultant, Dr. Samuel L. Wright, Sr., at (813) 789-7714, or the MLK Project Administrator, Cheryl S. Gonzalez, at [cgonzalez159@hccfl.edu](mailto:cgonzalez159@hccfl.edu) or (813) 253-7043.

Sincerely,

Cheryl S. Gonzalez  
Chief Diversity Officer  
MLK Project Administrator