
2017 AUDITED FINANCIAL REPORT
(Ratify)

The Agricultural and Labor Program, Incorporated

Financial and Compliance Report
June 30, 2017

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Independent Auditor's Report

To the Board of Directors
The Agricultural and Labor Program, Incorporated

Report on the Financial Statements

We have audited the accompanying financial statements of The Agricultural and Labor Program, Incorporated, which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Agricultural and Labor Program, Incorporated as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters – Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the financial statements and is presented for the current period only. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2017, on our consideration of The Agricultural and Labor Program, Incorporated's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Agricultural and Labor Program, Incorporated's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Agricultural and Labor Program, Incorporated's internal control over financial reporting and compliance.

RSM US LLP

Orlando, Florida
November 20, 2017

The Agricultural and Labor Program, Incorporated

Statements of Financial Position
June 30, 2017 and 2016

	2017	2016
Assets		
Current assets:		
Cash	\$ 1,217,969	\$ 1,239,065
Accounts receivable	815,296	430,310
Prepaid expenses	33,245	13,266
Asset held for sale	37,480	34,146
Total current assets	2,103,990	1,716,787
Property and equipment, net	778,398	1,041,902
Refundable deposits	10,448	10,448
Total assets	\$ 2,892,836	\$ 2,769,137
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 521,409	\$ 447,254
Accrued expenses	497,525	459,808
Refundable advances	53,163	46,613
Total current liabilities	1,072,097	953,675
Commitments and contingencies (Notes 6 and 9)		
Unrestricted net assets	1,820,739	1,815,462
Total liabilities and net assets	\$ 2,892,836	\$ 2,769,137

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

Statements of Activities

Years Ended June 30, 2017 and 2016

	2017	2016
Support and revenue:		
U.S. Department of Health and Human Services	\$ 7,414,082	\$ 7,284,907
Early Learning Coalitions:		
Voluntary Prekindergarten Education Program (VPK)	830,696	923,574
Childcare	70,943	12,175
State of Florida, Departments of:		
Economic Opportunity	5,050,419	5,581,235
Education and Health	773,561	757,585
In-kind contributions	1,105,123	1,289,522
Other support and revenue	501,203	421,597
Total support and revenue	15,746,027	16,270,595
Expenses:		
Program services:		
Head Start	8,002,329	8,023,797
Child development	841,789	878,951
Energy	3,838,749	4,364,761
Food	654,614	683,805
Social services	1,322,197	1,301,962
Employment and training	5,355	7,310
Total program services	14,665,033	15,260,586
Supporting services:		
Management and general	1,075,717	1,112,836
Total expenses	15,740,750	16,373,422
Increase (decrease) in net assets	5,277	(102,827)
Net assets:		
Beginning	1,815,462	1,918,289
Ending	\$ 1,820,739	\$ 1,815,462

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

Statements of Functional Expenses
Years Ended June 30, 2017 and 2016

2017

	Program Services										Supporting Services	Total Expenses
	Head Start	Child Development	Energy	Food	Social Services	Employment and Training	Total Program Services	Management and General				
Salaries	\$ 3,878,923	\$ 596,750	\$ 502,587	\$ 180,186	\$ 442,210	\$ -	\$ 5,600,656	\$ 619,004	\$ 6,219,660			
Fringe benefits	1,024,033	155,521	133,167	47,829	110,161	-	1,470,711	164,629	1,635,340			
Total salaries and related expenses	4,902,956	752,271	635,754	228,015	552,371	-	7,071,367	783,633	7,855,000			
Grants, subsidies and contributions	1,988	309	3,033,699	-	315,330	4,613	3,355,939	49,714	3,405,653			
In-kind expenses	1,105,123	-	-	-	-	-	1,105,123	-	1,105,123			
Contractual services	306,621	18,410	18,094	17,125	51,367	-	411,617	40,927	452,544			
Rent and utilities	235,836	6,657	36,771	70,035	23,246	-	372,545	25,134	397,679			
Subcontractors	314,365	-	24,030	-	93,471	-	431,866	-	431,866			
Materials and supplies	305,302	23,721	18,287	26,353	67,827	-	441,490	30,090	471,580			
Other	185,818	10,227	3,214	13,199	78,740	360	291,558	63,520	355,078			
Food	147,389	12,983	-	237,567	-	-	397,939	46	397,985			
Communications	198,907	5,612	42,038	55,063	107,428	56	409,104	21,249	430,353			
Depreciation	205,667	9,305	4,088	4,040	1,837	-	224,937	49,120	274,057			
Travel	92,357	2,294	22,774	3,217	30,580	326	151,548	12,284	163,832			
Total expenses	\$ 8,002,329	\$ 841,789	\$ 3,838,749	\$ 654,614	\$ 1,322,197	\$ 5,355	\$ 14,665,033	\$ 1,075,717	\$ 15,740,750			

(Continued)

The Agricultural and Labor Program, Incorporated

Statements of Functional Expenses (Continued)
 Years Ended June 30, 2017 and 2016

2016

	Program Services						Supporting Services		Total Expenses
	Head Start	Child Development	Energy	Food	Social Services	Employment and Training	Total Program Services	Management and General	
Salaries	\$ 3,913,452	\$ 593,602	\$ 534,744	\$ 172,486	\$ 432,276	\$ -	\$ 5,646,560	\$ 640,696	\$ 6,287,256
Fringe benefits	1,020,712	151,565	140,413	45,347	102,030	-	1,460,067	161,628	1,621,695
Total salaries and related expenses	4,934,164	745,167	675,157	217,833	534,306	-	7,106,627	802,324	7,908,951
Grants, subsidies and contributions	1,260	-	3,384,972	4	319,876	6,217	3,712,329	36,870	3,749,199
In-kind expenses	1,289,522	-	-	-	-	-	1,289,522	-	1,289,522
Contractual services	265,696	29,535	34,679	24,772	37,121	-	391,803	33,283	425,086
Rent and utilities	303,498	6,462	52,162	52,705	25,690	-	440,517	22,375	462,892
Subcontractors	308,854	-	22,470	-	111,114	900	443,338	-	443,338
Materials and supplies	287,765	72,861	41,502	22,272	57,568	193	481,961	43,466	525,427
Other	200,241	8,051	23,466	13,093	100,196	-	345,047	103,137	448,184
Food	79,255	1,364	-	330,290	-	-	410,909	-	410,909
Communications	206,106	10,474	109,499	15,979	85,000	-	427,058	31,764	458,822
Depreciation	115,890	4,719	3,956	1,954	1,169	-	127,688	24,533	152,221
Travel	31,546	518	16,898	4,903	29,922	-	83,787	15,084	98,871
Total expenses	\$ 8,023,797	\$ 878,951	\$ 4,364,761	\$ 683,805	\$ 1,301,962	\$ 7,310	\$ 15,260,586	\$ 1,112,836	\$ 16,373,422

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

Statements of Cash Flows
Years Ended June 30, 2017 and 2016

	2017	2016
Cash flows from operating activities:		
Increase (decrease) in net assets	\$ 5,277	\$ (102,827)
Adjustments to reconcile increase (decrease) in net assets to net cash (used in) provided by operating activities:		
Depreciation	274,057	152,221
Grant revenue used to purchase property and equipment	(22,894)	(21,849)
In-kind contribution of property	-	(5,700)
Loss on disposal of property and equipment	12,341	22,755
Changes in operating assets and liabilities:		
(Increase) decrease in assets:		
Accounts receivable	(384,986)	234,552
Prepaid expenses	(19,979)	820
Increase (decrease) in liabilities:		
Accounts payable	74,155	(174,051)
Accrued expenses	37,717	41,353
Refundable advances	6,550	45,208
Net cash (used in) provided by operating activities	(17,762)	192,482
Cash flows from investing activities:		
Purchases of property and equipment	(22,894)	(21,849)
Increase in asset held for sale	(3,334)	(28,446)
Net cash used in investing activities	(26,228)	(50,295)
Cash flows from financing activities:		
Grant revenue used to purchase property and equipment	22,894	21,849
Net cash provided by financing activities	22,894	21,849
Net (decrease) increase in cash	(21,096)	164,036
Cash:		
Beginning	1,239,065	1,075,029
Ending	\$ 1,217,969	\$ 1,239,065

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

Notes to Financial Statements

Note 1. Nature of Organization and Significant Accounting Policies

Nature of organization: The Agricultural and Labor Program, Incorporated (ALPI) is a nonprofit corporation organized to provide assistance and services to migrant and seasonal farm-workers, the rural poor and disenfranchised persons located in 27 counties, principally in southern and central Florida. Incorporated in 1976, ALPI represents the combination of four previously existing Community Development Boards, which were part of the Agricultural Labor Project of Coca-Cola Foods (Minute Maid).

A summary of ALPI's significant accounting policies follows:

Basis of accounting: The accompanying financial statements have been prepared on the accrual basis of accounting.

Basis of presentation: A nonprofit organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. Accordingly, net assets of ALPI and changes therein are classified and reported as follows:

Unrestricted net assets: Net assets that are not subject to donor-imposed stipulations, but may be designated for specific purposes by action of the Board of Directors.

Temporarily restricted net assets: Net assets subject to donor-imposed stipulations that may or will be met either by actions of ALPI and/or the passage of time. When the restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. ALPI has no temporarily restricted net assets.

Permanently restricted net assets: Net assets subject to donor-imposed stipulations that they be permanently maintained by ALPI. ALPI has no permanently restricted net assets.

Accounts receivable: Accounts receivable are stated at net realizable value. ALPI uses the allowance method to determine uncollectible accounts receivable. The allowance is established based upon management's analysis of specific accounts and other economic factors. In the opinion of management, no allowance for uncollectible accounts receivable was considered necessary at June 30, 2017 and 2016.

Asset held for sale: Asset held for sale is reported at the lower of the carrying amount or fair value less cost to sell. Asset held for sale consists of land and a single family home.

Property and equipment: Property and equipment are capitalized at cost when purchased, or at fair value at the date of gift, if contributed. Depreciation of property and equipment is provided for using the straight-line method of accounting over the estimated useful lives of the assets. Property and equipment purchased with grant awards are considered to be owned by the ALPI while used in the program or future authorized programs. However, certain awarding agencies, primarily federal agencies, retain a reversionary interest in the property and equipment for specified time periods, requiring the return of the assets or proceeds of sale of the assets in proportion to the percentage of grant funds used upon termination of the grant contract. The cost of assets retired or sold, together with the related accumulated depreciation, is removed from the accounts and any gains or losses from disposition are credited or charged to income. Expenditures for major renewals and betterments that extend the useful lives of property and equipment are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred. Amortization of leasehold improvements is provided on the straight-line method of accounting over the remaining term of the lease or the useful life of the improvement, whichever is shorter.

The Agricultural and Labor Program, Incorporated

Notes to Financial Statements

Note 1. Nature of Organization and Significant Accounting Policies (Continued)

Impairment of long-lived assets: The carrying value of property and equipment is reviewed for impairment whenever events or changes in circumstances indicate such value may not be recoverable. Recoverability of assets or asset groups to be held and used is measured by a comparison of the carrying amount of an asset or asset group to future net cash flows expected to be generated by the asset or asset group. If such assets or asset groups are considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets or asset groups exceeds the fair value of the assets or asset groups. Assets or asset groups to be disposed of are reported at the lower of the carrying amount or fair value less cost to sell. No impairment of its long-lived assets or asset groups has been recognized during the years ended June 30, 2017 and 2016.

Support and revenue: ALPI is principally funded by grants from federal, state and local governmental agencies. Grants received provide specified amounts for various grant years principally as reimbursement for allowable costs incurred. Revenue from cost reimbursement grants is recognized as eligible costs are incurred. Receivables are recorded to the extent costs have been incurred but not reimbursed by the granting agencies. Conversely, refundable advances are recorded when grant advances exceed eligible costs incurred. Refundable advances will either be offset against subsequent allowable costs incurred or refunded to the granting agencies upon grant termination.

Contributions: Contributions received are recorded at fair value as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions are met in the year in which the contributions are recognized. Contributed services are recognized if the services received create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by contribution. Contributed services recognized by ALPI represent specialized services provided by volunteers for the Head Start Program.

The estimated fair value of contributed materials, facilities and services is reflected as support and expenses in the accompanying statements of activities and statements of functional expenses in the period in which the materials, facilities and services are utilized. Contributed materials, facilities and services amounted to \$1,105,123 and \$1,289,522 for the years ended June 30, 2017 and 2016, respectively.

Income taxes: ALPI is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state income taxes under similar provisions of the Florida Statutes. Accordingly, no provision for federal and state income taxes has been recorded in the accompanying financial statements. In addition, management assessed whether there were any uncertain tax positions, which may give rise to income tax liabilities and determined that there were no such matters requiring recognition in the accompanying financial statements. ALPI files income tax returns in the U.S. federal jurisdiction. Generally, ALPI is no longer subject to U.S. federal income tax examinations by tax authorities for years before June 30, 2014.

Functional allocation of expenses: The cost of providing the various programs and other activities have been detailed in the statements of functional expenses and summarized on a functional basis in the statements of activities. Salaries and other expenses that are associated with a specific program are charged directly to that program. Salaries and other expenses that benefit more than one program are allocated to the various programs based on the relative benefit provided. Occupancy costs are allocated to the various programs based on square footage occupied by each program. ALPI does not actively engage in fundraising activities; therefore, no fundraising expenses are included in the accompanying financial statements.

The Agricultural and Labor Program, Incorporated

Notes to Financial Statements

Note 1. Nature of Organization and Significant Accounting Policies (Continued)

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue, and expenses during the reporting period. Actual results could differ from those estimates.

Concentrations of credit risk: ALPI's financial instruments that are exposed to concentrations of credit risk consist of cash placed with federally insured financial institutions. Such accounts may at times exceed federally insured limits. ALPI has not experienced any losses on such accounts.

Concentrations: ALPI's primary funding sources are federal and state grants and awards.

Recent accounting pronouncements: In May 2014, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers (Topic 606)*, requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The update will replace most existing revenue recognition guidance in U.S. GAAP when it becomes effective and permits the use of either a full retrospective or retrospective with cumulative effect transition method. The updated standard will become effective for annual reporting periods beginning after December 15, 2018. Management has not yet selected a transition method and is currently evaluating the impact the updated standard will have on its financial statements.

In February 2016, the FASB issued its new lease accounting guidance in ASU No. 2016-02, *Leases (Topic 842)*. Under the new guidance, lessees will be required to recognize the following for all leases (with the exception of short-term leases) at the commencement date: (a) A lease liability, which is a lessee's obligation to make lease payments arising from a lease, measured on a discounted basis; and (b) A right-of-use asset, which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term. Lessees will no longer be provided with a source of off-balance sheet financing. Lessees must apply a modified retrospective transition approach for leases existing at, or entered into after, the beginning of the earliest comparative period presented in the financial statements. Nonpublic entities should apply the amendments for fiscal years beginning after December 15, 2019. Management is currently evaluating the impact this ASU will have on its financial statements.

In August 2016, the FASB issued ASU No. 2016-14, *Not-for Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. The amendments in this ASU make improvements to the information provided in financial statements and accompanying notes of not-for-profit entities. The amendments set forth the FASB's improvements to net asset classification requirements and the information presented about a not-for-profit entity's liquidity, financial performance and cash flows. The ASU will be effective for fiscal years beginning after December 15, 2017. Management is currently evaluating the impact of this ASU on its financial statements.

The FASB has issued certain new or modifications to, or interpretations of, existing accounting guidance in addition to the ASU's described above. Management has considered the new pronouncements and does not believe that any other new or modified guidance will have a material impact on ALPI's reported financial position or activities in the near-term.

Subsequent events: Management has assessed subsequent events through November 20, 2017, the date the financial statements were available to be issued.

The Agricultural and Labor Program, Incorporated

Notes to Financial Statements

Note 2. Accounts Receivable

Accounts receivable at June 30, 2017 and 2016, consists of the following:

	2017	2016
U.S. Department of Health and Human Services	\$ 421,582	\$ 58,907
State of Florida, Department of:		
Economic Opportunity	177,849	302,253
Health	98,505	7,782
Education	13,665	14,000
Children's Services Council of St. Lucie County	30,379	13,293
Other	27,365	9,267
Heartland Coalition for the Homeless, Inc.	25,879	-
Senior Connection Center, Inc.	16,004	8,091
Early Learning Coalition of St. Lucie County	4,068	-
Florida Non-Profit Housing, Inc.	-	16,717
	<u>\$ 815,296</u>	<u>\$ 430,310</u>

Note 3. Property and Equipment

Property and equipment at June 30, 2017 and 2016, consists of the following:

	2017	2016
Land	\$ 545,000	\$ 545,000
Buildings and improvements	2,449,475	2,671,510
Leasehold improvements	233,083	240,058
Machinery and equipment	1,283,030	1,472,868
Furniture and fixtures	237,586	239,967
	4,748,174	5,169,403
Less accumulated depreciation	(3,969,776)	(4,127,501)
	<u>\$ 778,398</u>	<u>\$ 1,041,902</u>

Note 4. Accrued Expenses

Accrued expenses at June 30, 2017 and 2016, consists of the following:

	2017	2016
Salaries	\$ 184,194	\$ 153,443
Retirement benefits	220,582	218,304
Other	92,749	88,061
	<u>\$ 497,525</u>	<u>\$ 459,808</u>

The Agricultural and Labor Program, Incorporated

Notes to Financial Statements

Note 5. Line of Credit

ALPI has a revolving line of credit with a bank totaling \$250,000, bearing interest at the prime rate plus 1.75% (6.0% at June 30, 2017), which is unsecured and matures on February 3, 2018. There was no balance outstanding under the line of credit at June 30, 2017 and 2016.

Note 6. Leases

ALPI leases various office space and equipment under noncancelable operating leases. Future minimum lease payments under noncancelable operating leases (with initial or remaining lease terms in excess of one year) as of June 30, 2017, are as follows:

Years ending June 30:

2018	\$	183,805
2019		181,693
2020		128,448
2021		52,459
2022		2,598
	<u>\$</u>	<u>549,003</u>

Rent expense for the years ended June 30, 2017 and 2016, amounted to \$175,381 and \$193,201, respectively.

Note 7. Other Support and Revenue

Other support and revenue for the years ended June 30, 2017 and 2016, consists of the following:

	2017	2016
Children's Services Council of St. Lucie County	\$ 100,439	\$ 72,128
Senior Connection Center, Inc.	100,356	115,472
E-Rate	86,343	90,714
Other	56,102	48,426
Florida Association for Community Action, Inc.	46,291	12,709
Child care fees	44,279	22,809
Florida Non-Profit Housing, Inc.	26,400	47,053
Heartland Coalition for the Homeless, Inc.	25,879	-
U.S. Department of Housing and Urban Development	15,114	12,286
	<u>\$ 501,203</u>	<u>\$ 421,597</u>

Note 8. Employee Benefit Plan

ALPI maintains a defined contribution retirement plan (the Plan) under Section 403(b) of the Internal Revenue Code. The Plan covers substantially all ALPI employees and will provide participating employees with additional retirement benefits from discretionary employer contributions. Contribution expense accrued by ALPI under this Plan was \$220,582 and \$218,304 for the years ended June 30, 2017 and 2016, respectively.

The Agricultural and Labor Program, Incorporated

Notes to Financial Statements

Note 9. Contingencies

ALPI receives significant financial assistance from federal, state and local governmental agencies in the form of grants. The disbursement of awards received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the awarding agencies. Disallowed claims, if any, resulting from such audits may become liabilities of ALPI. However, in the opinion of management, disallowed claims resulting from such audits, if any, will not have a material effect on ALPI's financial statements.

The Agricultural and Labor Program, Incorporated

Schedule of Expenditures of Federal Awards
Year Ended June 30, 2017

Grantor/Pass-Through/Program Title	Grant Number	Federal CFDA #	Grant Period	Federal Expenditures
Federal Awards				
U.S. Department of Health and Human Services:				
Direct program:				
Head Start	04CH4739/03	93.600	07/01/16-06/30/17	\$ 7,414,082
Program total				<u>7,414,082</u>
U.S. Department of Health and Human Services				
passed through the following:				
State of Florida Department of Economic Opportunity:				
Low Income Home Energy Assistance	16EA-0F-07-63-08-001	93.568	3/1/16-3/31/17	3,033,498
Low Income Home Energy Assistance	17EA-0F-07-63-08-001	93.568	4/1/17-3/31/18	792,568
Senior Connection Center, Inc.:				
Low Income Home Energy Assistance	EH-17/18-ALPI	93.568	4/1/17-3/31/18	16,004
Low Income Home Energy Assistance	EH-16/17-ALPI	93.568	4/1/16-3/31/17	84,352
Program total				<u>3,926,422</u>
State of Florida Department of Economic Opportunity:				
Community Services Block Grant	17SB-0D-07-63-08-101	93.569	10/1/16-3/31/18	892,761
Community Services Block Grant	16SB-0D-07-63-08-001	93.569	10/1/15-12/31/16	331,592
Program total				<u>1,224,353</u>
U.S. Department of Agriculture passed through the				
State of Florida Department of Health:				
Child and Adult Care Food Program	S-501	10.558	10/1/16-9/30/17	580,985
Child and Adult Care Food Program	S-501	10.558	10/1/15-9/30/16	134,911
Program total				<u>715,896</u>

(Continued)

The Agricultural and Labor Program, Incorporated

Schedule of Expenditures of Federal Awards (Continued)
Year Ended June 30, 2017

Grantor/Pass-Through/Program Title	Grant Number	Federal CFDA #	Grant Period	Federal Expenditures
Federal Awards (Continued)				
U.S. Department of Labor passed through the following:				
State of Florida Department of Education:				
Farmworker Jobs and Education Program	755-4057B-7CFE1	17.264	7/1/16-6/30/17	\$ 57,665
Florida Non-Profit Housing, Inc.:				
Farmworker Jobs and Education Program	None	17.264	7/1/16-6/30/17	26,400
Program total				<u>84,065</u>
U.S. Department of Housing and Urban Development:				
Direct program:				
Housing Counseling Assistance Program	HC17-0421-063	14.169	10/1/16-3/31/18	1,702
Housing Counseling Assistance Program	HC16-0421-073	14.169	10/1/15-3/31/17	13,412
Program total				<u>15,114</u>
U.S. Department of Housing and Urban Development				
passed through the following:				
Heartland Coalition for the Homeless, Inc.:				
Emergency Solutions Grant Program	None	14.231	9/1/16-6/30/17	25,879
Program total				<u>25,879</u>
Total expenditures of federal awards				<u>\$ 13,405,811</u>

See notes to schedule of expenditures of federal awards.

The Agricultural and Labor Program, Incorporated

Notes to Schedule of Expenditures of Federal Awards Year Ended June 30, 2017

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of The Agricultural and Labor Program, Incorporated (ALPI) under programs of the federal government for the year ended June 30, 2017. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of ALPI, it is not intended to and does not present the financial position, changes in net assets or cash flows of ALPI.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are recognized on the accrual basis of accounting. Such expenditures are reported following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers (grant numbers) are presented where available.

Note 3. Indirect Cost Rate

Expenditures include indirect costs, related primarily to general administrative services, which are allocated to direct cost objectives (including federal awards) based on negotiated formulas commonly referred to as administrative cost rates. Administrative cost rates allocated to such awards for the year ended June 30, 2017, were based on fixed rates negotiated with ALPI's cognizant federal agency, the U.S. Department of Health and Human Services.

Note 4. Subrecipients

Of the federal expenditures presented in the Schedule, ALPI provided federal awards to subrecipients as follows:

Program Title	Federal CFDA #	Amount Provided to Subrecipients
Low Income Home Energy Assistance	93.568	\$ 24,030
Community Services Block Grant	93.569	93,471
		\$ 117,501

Note 5. Head Start Program

ALPI operates full year Head Start/Early Head Start Programs. The Head Start/Early Head Start Programs provide comprehensive early child development for disadvantaged infants and preschool children and their families. Under these programs, ALPI is required to obtain matching revenue from private sources and in-kind contributions. ALPI obtained the required matching revenue and in-kind contributions for the year ended June 30, 2017, as follows:

In-kind contributions	\$ 1,105,123
Early Learning Coalitions – VPK	794,538
	\$ 1,899,661

Of the \$830,696 in Early Learning Coalitions – VPK revenue reported in the accompanying statements of activities, \$794,538 was used to meet the in-kind match requirement.



RSM US LLP

**Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements Performed
in Accordance With *Government Auditing Standards***

Independent Auditor's Report

To the Board of Directors
The Agricultural and Labor Program, Incorporated

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of The Agricultural and Labor Program, Incorporated, which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 20, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered The Agricultural and Labor Program, Incorporated's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of The Agricultural and Labor Program, Incorporated's internal control. Accordingly, we do not express an opinion on the effectiveness of The Agricultural and Labor Program, Incorporated's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The Agricultural and Labor Program, Incorporated's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Agricultural and Labor Program, Incorporated's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Agricultural and Labor Program, Incorporated's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RSM US LLP

Orlando, Florida
November 20, 2017

**Report on Compliance for its Major Federal
Program and Report on Internal Control Over Compliance
Required by the Uniform Guidance**

Independent Auditor's Report

To the Board of Directors
The Agricultural and Labor Program, Incorporated

Report on Compliance for its Major Federal Program

We have audited The Agricultural and Labor Program, Incorporated's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on The Agricultural and Labor Program, Incorporated's major federal program for the year ended June 30, 2017. The Agricultural and Labor Program, Incorporated's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of The Agricultural and Labor Program, Incorporated's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about The Agricultural and Labor Program, Incorporated's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for its major federal program. However, our audit does not provide a legal determination on The Agricultural and Labor Program, Incorporated's compliance.

Opinion on its Major Federal Program

In our opinion, The Agricultural and Labor Program, Incorporated complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of The Agricultural and Labor Program, Incorporated is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered The Agricultural and Labor Program, Incorporated's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of The Agricultural and Labor Program, Incorporated's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

RSM US LLP

Orlando, Florida
November 20, 2017

The Agricultural and Labor Program, Incorporated

Schedule of Findings and Questioned Costs
Year Ended June 30, 2017

I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u> X </u> None Reported
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No

Federal Awards

Internal control over major program:

Material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u> X </u> None Reported

Type of auditor’s report issued on compliance for major program: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? Yes X No

Identification of major program:

CFDA Number(s)
93.600

Name of Federal Program or Cluster
Head Start

Dollar threshold used to distinguish between Type A and type B programs: \$ 750,000

Auditee qualified as low-risk auditee? X Yes No

II – Financial Statement Findings

No matters to report.

III – Findings and Questioned Costs for Federal Awards

No matters to report.

IV – Other Reporting

1. No Corrective Action Plan is presented because there were no findings required to be reported under the Federal Single Audit Act.
2. No Summary Schedule of Prior Audit Findings is presented because there were no prior audit findings.

LIHEAP BUDGET MODIFICATION

(Ratify)

**MODIFICATION NUMBER [2] OF AGREEMENT BETWEEN THE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
FFY 2017 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) AND
THE AGRICULTURAL AND LABOR PROGRAM, INCORPORATED**

CFDA Number: 93.568

Agreement Number: 17EA-OF-07-63-08-001

FEDERALLY FUNDED SUBGRANT AGREEMENT

THIS MODIFICATION Number [2] is entered into between the State of Florida, Department of Economic Opportunity, with headquarters in Tallahassee, Florida, hereinafter referred to as "DEO," and The Agricultural and Labor Program, Incorporated, a Florida Not For Profit Corporation, hereinafter referred to as "Subrecipient" (each individually a "Party" and collectively "the Parties").

WHEREAS, Paragraph (4)(b) of the Agreement provides that "[m]odifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties"; and

WHEREAS, DEO and Subrecipient have entered into Agreement Number 17EA-OF-07-63-08-001, in which DEO awarded Subrecipient *Four Million Five Hundred Thirty-Seven Thousand Five Hundred Nineteen Dollars and Zero Cents (\$4,537,519.00)* in Low- Income Home Energy Assistance Program (LIHEAP) funds ("the Agreement"); and

WHEREAS, LIHEAP Federal Fiscal Year 2016 carryover and Federal Fiscal Year 2017 funds are available to increase the amount of funding granted to Subrecipient; and

WHEREAS, additional funds have become available to increase the amount of the funding granted to Subrecipient.

NOW, THEREFORE, in consideration of the mutual promises of the Parties contained herein, the Parties agree as follows:

1. Paragraph (3) PERIOD OF AGREEMENT is hereby deleted in its entirety and replaced with the following:
"This Agreement period begins on **April 1, 2017**, and ends on **September 30, 2020**, unless terminated earlier in accordance with the provisions of this Agreement, including but not limited to, Paragraph (13) of this Agreement. For avoidance of all doubt, notwithstanding anything else herein, including, but not limited to Exhibit 1-A, FUNDING SOURCES, the subaward period of performance starts April 1, 2017 and ends September 30, 2020."
2. Subparagraph (18)(a), FUNDING/CONSIDERATION, is hereby deleted in its entirety and replaced with the following:

"(a) This is a cost-reimbursement agreement. DEO awards Subrecipient *Four Million Six Hundred One Thousand Three Hundred Forty-Three Dollars and Zero Cents (\$4,601,343.00)*, subject to the terms and conditions of this Agreement, availability of funds and appropriate budget authority; however, Subrecipient may incur costs and submit for reimbursement only up to the Total (Revised) Funds Released dollar amount listed in Subrecipient's most recently DEO-issued Notice of Fund Availability (NFA). Each such NFA, and any attachments thereto, duly issued to


Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference.”

- 3. Attachment J, Budget Summary and Workplan, is hereby deleted in its entirety.
- 4. To the extent there is any conflict between the provisions of this Modification, including any attachments and exhibits thereto, and the provisions of the Agreement, including any attachments and exhibits thereto, the provisions of this Modification shall supersede and control.
- 5. All provisions of the Agreement, including any attachments or exhibits thereto, not amended by or in conflict with this Modification, remain in full force and effect.

IN WITNESS WHEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of the Agreement, as modified. This Modification shall be effective on the date on which the last Party has signed the Modification, whichever is latest.

SUBRECIPIENT
The Agricultural and Labor Program, Incorporated

STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: 
(Signature)

By: _____

Deloris Johnson, Chief Executive Officer
(Print/Type Name and Title Here)

Debbie Smiley, Chief
Bureau of Economic Self-Sufficiency

Date: 12/7/2017

Date: _____

59-1634148
Federal Identification Number

Approved as to form and legal
sufficiency, subject only to full and
proper execution by the Parties.

040210163
DUNS Number

Office of the General Counsel
Department of Economic Opportunity

17EA-OF-07-63-08-001
Agreement Number

By: _____

Approved Date: _____

CSBG BUDGET MODIFICATION

(Ratify)

**MODIFICATION NUMBER [1] OF AGREEMENT BETWEEN THE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
FFY 2017 COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM AND
THE AGRICULTURAL AND LABOR PROGRAM, INC.**

CFDA Number: 93.569

Agreement Number: 17SB-0D-07-63-08-101

FEDERALLY FUNDED SUBGRANT AGREEMENT

THIS MODIFICATION Number [1] is entered into between the State of Florida, Department of Economic Opportunity, with headquarters in Tallahassee, Florida, hereinafter referred to as "DEO," and The Agricultural and Labor Program, Inc., hereinafter referred to as "Subrecipient" (each individually a "Party" and collectively "the Parties").

WHEREAS, DEO and Subrecipient have entered into Agreement Number 17SB-0D-07-63-08-101, in which DEO awarded Subrecipient *One Million Six Hundred Sixty-Five Thousand Three Hundred Ninety-One Dollars and Sixty-Nine Cents (\$1,665,391.69)* in Community Service Block Grant (CSBG) funds ("the Agreement"); and

WHEREAS, Paragraph (4)(b) of the Agreement provides that "[m]odifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties; and

WHEREAS, CSBG Federal Fiscal Year 2016 carryover and Federal Fiscal Year 2017 funds are available to increase the amount of funding granted to Subrecipient.

NOW, THEREFORE, in consideration of the mutual promises of the Parties contained herein, the Parties agree as follows:

1. Paragraph (3) PERIOD OF AGREEMENT is hereby deleted in its entirety and replaced with the following:

"This Agreement period will begin on October 1, 2016, and will end on September 30, 2020, unless terminated earlier in accordance with the provisions of Paragraph (13) of this Agreement. For avoidance of all doubt, notwithstanding anything else herein, including, but not limited to Exhibit 1-A, FUNDING SOURCES and Attachment I, SUBRECIPIENT INFORMATION, the subaward period of performance starts October 1, 2016 and ends September 30, 2020."

2. Subparagraph (18)(a), FUNDING/CONSIDERATION, is hereby deleted in its entirety and replaced with the following:

"(a) This is a cost-reimbursement agreement. DEO awards Subrecipient *Two Million Seven Hundred Nineteen Thousand Three Hundred Eighty-Three Dollars and Thirty-Eight Cents (\$2,719,383.38)*, subject to the terms and conditions of this Agreement, availability of funds and appropriate budget authority; however, Subrecipient may incur costs and submit for reimbursement only up to the Total (Revised) Funds Released dollar amount listed in Subrecipient's most recently DEO-issued Notice of Fund Availability (NFA). Each such NFA, and any attachments thereto, duly issued to Subrecipient by DEO, including, but not limited to its special terms, conditions, and instructions, is incorporated into the Agreement by reference."

3. Attachment J, Budget Summary, is hereby deleted in its entirety.

4. Attachment A, Scope of Work, Section E, PROGRAM TASKS & REQUIREMENTS, subparagraph (10) is hereby deleted in its entirety and replaced with the following:

“(10) Pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128 (29 U.S.C., §§ 3101-3344), Subrecipient, in carrying out employment and training activities, as defined in section 3 of the WIOA, and pursuant to section 676(b)(5) of the Community Services Block Grant Act, is a required partner and must integrate these programs into the CareerSource Florida, Inc., “One-Stop” delivery system. Each partner program administered by Subrecipient in the one-stop center will contribute to infrastructure costs at a rate negotiated and agreed upon by and between Subrecipient and the CareerSource Florida, Inc., local workforce development board(s) in its service area through the establishment of a memorandum of understanding in compliance with title 29 U.S.C. section 3151 of the WIOA and corresponding federal regulations and guidance.”

5. To the extent there is any conflict between the provisions of this Modification, including any attachments and exhibits thereto, and the provisions of the Agreement, including any attachments and exhibits thereto, the provisions of this Modification shall supersede and control.

6. All provisions of the Agreement, including any attachments or exhibits thereto, not amended by or in conflict with this Modification, remain in full force and effect.

The remainder of this page is intentionally left blank.

STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY
FEDERALLY FUNDED SUBGRANT AGREEMENT
SIGNATURE PAGE

IN WITNESS WHEREOF, by signature below, the Parties agree to abide by the terms, conditions and provisions of the Agreement, as modified. This Modification shall be effective on the date on which the last Party has signed the Agreement, whichever is latest.

SUBRECIPIENT
THE AGRICULTURAL AND LABOR PROGRAM, INC.

STATE OF FLORIDA
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: 
(Signature)

By: 

Deloris Johnson, Chief Executive Officer
(Print/Type Name and Title Here)

Debbie Smiley, Bureau Chief
Bureau of Economic Self-Sufficiency

Date: 11/15/17

Date: 11/30/17

59-1634148
Federal Identification Number

Approved as to form and legal
sufficiency, subject only to full and
proper execution by the Parties.

040210163
DUNS Number

Office of the General Counsel
Department of Economic Opportunity

17SB-0D-07-63-08-101
Agreement Number

By: C. Hook

Approved Date: 11-27-2017

CSC/CAT GRANT APPLICATION
(Ratify)

ST. LUCIE COUNTY MONTHLY REPORTS

December 2017

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE CO.
Computer Assisted Tutorial (CAT) Program
2018-2019 Grant Application

Children's Services Council of St. Lucie County

2018-19 - Out of School Time

Application Status: Submitted

Application Submission Details

Approved at the Board of Directors meeting on: 11/19/2017

Executive Director or Board Chair: Deloris Johnson

Submission Confirmation Email Sent To: mrodriguez@alpi.org

Submitted By: Myrna Rodriguez on 12/15/2017 at 11:29 AM (CST)

ALPI

Organization Overview

Name of Organization	ALPI
Executive Director	Deloris Johnson, phone: (800) 330-3491, email: Djohnson@alpi.org
Agency Address	P.O. Box 3126, Winter Haven, FL, 33885, U.S.A.
Telephone	(772) 466-2631
Fax	(772) 464-3035

ALPI - Computer Assisted Tutorial (C.A.T.)

Program Summary

Program Name	Computer Assisted Tutorial (C.A.T.)
Program Director	Myrna Rodriguez, phone: (772) 466-2631, email: mrodriguez@alpi.org
Program Primary Address	2202 Avenue Q, Fort Pierce, Florida , 34950, U.S.A.
Priority Need Area	Keeping Kids Off the Streets

Program Abstract

The ALPI CAT Program is an after school and summer enrichment program designed to help keep children off the streets, increase positive decision making skills and improve academic performance for 90 students ages 6-14 through the provision of computer assisted tutorial, daily homework assistance, youth development and recreational activities to enhance and promote personal development, confidence, self-esteem, trust, team building, individual computer and academic achievement skills.

Amount Requested from Funder for 2018/19	114,870.00
Total Proposed Program Budget for 2018/19	114,870.00
Percent of Total Program Budget	100.00

Current CSC Program Funding (2017/18)	84,599.00
Dollar increase/(decrease) in request vs previous funded	30,271.00
Percent increase/(decrease) in request vs previous funded	26.35
Unduplicated Number of Children to be served Individually	130
Unduplicated Number of Adults to be served Individually	0
Unduplicated Number Children to be served via Group settings	10
Unduplicated Number Adults to be served via Group settings	0
Total Program Cost per Client	820.50

If these funds are being used to match another source, name the source and the \$ amount.

N/A

If requesting an increase in CSC funding, please provide explanation for increase

The ALPI CAT Program is requesting an increase in funding due to the expanding hours and days of services to include: during the school year, when the program will extend services from four-days (4) to five-days (5) per week; and during the summer months when the program will extend services from four-days (4) to five-days (5) per week and from six (6) hours per day to eight (8) hours per day. In this grant application, the program is combining the regular 12 months funding and the summer expansion funding previously received as well as asking for additional funding to support the expansion of services and also extending hours/days of operations as described in the above statement.

The ALPI CAT Program will increase the number of clients/students served from ninety (90) clients/students to one-hundred thirty (130) per year. During the summer months, the program will hire additional personnel to maintain the 1:15 ratio. The expectation is that the program will maintain enrollment of a minimum of 80-90 clients/students during the summer months.

The ALPI CAT Program will enhance the service delivery approach to include but not limit it to: 1) implementing MobyMax online curriculum/pre-post assessment; 2) further improve the adult mentor support system to increase attendance and enhance individual education; and 3) provide additional opportunities for parent/student engagement.

ALPI - Computer Assisted Tutorial (C.A.T.)

Organization Background

Provide the mission and vision of your organization.

The mission of the Agricultural and Labor Program, Inc., is to propose, implement, and advocate developmental and human services delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.

Our focus is to provide a mechanism toward achieving and maintaining family stability and economic self-sufficiency. Through our vast resources we will address the areas of: jobs and income, housing, education, social services, health, training, and community relations. We will continue to serve as a source of information and hope in the community, as a clearinghouse for community needs, and in the provision of a coordinated (mechanism) approach to the delivery of human services.

Provide the history of your organization including any experience in working with children and families in St. Lucie County or other communities.

The Agricultural and Labor Program, Inc. (ALPI) headquartered in Winter Haven, Florida is an IRS certified 501(c)(3) private, nonprofit organization. The Agricultural and Labor Program, Inc. is a direct descendent of The Agricultural and Labor Project, established in 1968 by the Coca-Cola Company to improve the quality of life for farmworkers in their Florida citrus operations. Today, ALPI serves the total spectrum of socially and economically disadvantaged children and families throughout Florida. In the years since its inception, The Agricultural and Labor Program, Inc. has continued to grow and to expand efforts to assist those persons that the organization was chartered to serve. This effort is continuous and will exist as long as there are persons needing services. ALPI's, experience working with children and families in St. Lucie County and other communities include the following:

- ALPI serves as the Grantee Agency for Head Start Services since 1978 and for Early Head Start Services since 2002 in St. Lucie County. ALPI is also the Grantee Agency for Early Head Start Services in Polk County. ALPI Head Start and Early Head Start are funded by the Department of Health and Human Services. The program's enrollment has grown from 160 to 831 serving children birth to five and their families. The programs are designed to provide comprehensive, high-quality early education and child development services including those for children with disabilities, promoting children's cognitive, social, and emotional growth for later success in school.
- The ALPI Computer Assisted Tutorial (CAT) Program has operated for several years providing high-quality services to clients/students designed to help keep them off the streets, increasing positive decision-making skills and improving academic performance for elementary and middle school age clients/students and their families. The program services include daily homework assistance, youth development and recreational activities to enhance and promote personal development, confidence, self-esteem, team building as well as individual computer and academic achievement skills. In 2016-2017 the ALPI CAT Program successfully served 150 clients/student and their families exceeding the funded enrollment of 130. The ALPI CAT Program is funded by the Children's Services Council of St. Lucie County since its inception.

ALPI's continued success is attributed to the dedication and commitment of the Board of Directors, staff, community partners as well as parents. ALPI recognizes that a collaboration and coordination systems approach is a key element to ensure that we are meeting the needs of low-income children and their families in the community.

The recipe for the success of ALPI's programs is based on five underlying principles that guide its activities. These principles are: 1) Involvement of people; 2) Emphasis on long-term accomplishments rather than promises; 3) Assurance of economic viability; 4) Emphasis of self-help; and 5) A sound integrated total systems approach.

Provide a description of current programs and activities (if any). Please emphasize major achievements.

The ALPI CAT Program successfully met and exceeded the funded enrollment for the 2016-2017 year; and met 100 percent of the grant outcomes. The ALPI CAT Program served 150 clients/students and their families during the 2016-2017 year; exceeding the funded enrollment of 130 for the year. The 150 students served included the students served under the summer expansion grant. Our family engagement efforts have provided us with the opportunity to engage families in the program's continuous improvement approach by providing ongoing feedback which we use to assure that high quality services were rendered to every student and family enrolled in the CAT Program.

The ALPI CAT Program successfully partnered with the Public School Food Services Department to provide a healthy breakfast and lunch for approximately 90 clients/students during the summer months.

ALPI successfully provided services to 1012 clients/children birth to five under the Head Start and Early Head Start programs which exceeded the funded enrollment of 831.

ALPI underwent several federal monitoring reviews during the current funding cycle, during which ALPI was found 100% compliant with federal, state and local regulations mandated for the Head Start and Early Head Start Programs.

ALPI successfully initiated and maintained community partnerships that have assisted ALPI's programs to achieve success in service delivery to clients/children/students including partnerships with: Local Education Agency (LEA); Early Steps, Public School, Big Brothers Big Sisters, SafeSpace, Community Services of St. Lucie County, Parent Academy, Safe Kids, KEISER University, IRSC, HANDS Clinic, etc.

ALPI - Computer Assisted Tutorial (C.A.T.)

Target Population

Detail the geographic area of St. Lucie County to be served, the ages of children/youth to be served, and how the participants will be selected to participate. Include, if applicable, target neighborhood, zip codes, and school zone(s).

The ALPI CAT Program will primarily target the students in the surrounding low-income neighborhoods to include those high poverty zip codes where at least 33 percent of the residents live below the federal poverty levels. These low-income neighborhoods are located in the North area of Fort Pierce which zip codes include 34950, 34947, and 34946. According to the most recent demographics data available from the Census Bureau released in December of 2016, the population of Fort Pierce was 43,267. The population increased from 2010 to 2015 by 4%. The area of the city with the highest average family size is in the North area of Fort Pierce, with an average family size of 4.2 which is 19.6% larger than families in other areas. Fort Pierce has one of the largest proportional percentages of families with female heads of household at 34.5%, and in the North area of Fort Pierce that number is nearly ten percent higher at 43.8%. North Fort Pierce is the area of the city with the highest percent of unwed women who gave birth and are on public assistance, currently at 18%. The per capita income of Fort Pierce is \$17,027, as compared to the national per capita income of \$28,889. The median income of Fort Pierce households is just \$25,635, less than half of the national medium income of \$53,637 annually. Approximately 36.6% of Fort Pierce residents live below the poverty line. Only 14.1% of adults in Fort Pierce are college graduates and only 5.2% of adults are attending college classes.

The ALPI CAT Program will serve children/youth age 6 thru age 14 in the North area of Fort Pierce of which this area is considered on the St. Lucie County Public School Map the "Green School Zone", in which there are several elementary and middle schools. The ALPI CAT Program will actively seek partnership with these schools to offer afterschool tutoring services. These public schools include but are not limited to Chester A. Moore Elementary, Lawnwood Elementary, St. Lucie Elementary and others in the immediate area.

The primary goal of the ALPI CAT Program is to serve the most vulnerable children/youth in the targeted service area and to provide high quality services to all interested/recruited participants. However, the following criteria will be considered: graphical location, grade level, currently enrolled, previously enrolled, never enrolled, multiple siblings, single working parents, teen parents, court appointed guardians, non-parent guardians, and other challenged family groupings.

ALPI - Computer Assisted Tutorial (C.A.T.)

Population To Be Served

Age

	Individual ly: Actual 2016/17	In Groups: Actual 2016/17	Individual ally: Current 2017/18	In Groups: Current 2017/18	Individual ly: Projection 2018/19	In Groups: Projection 2018/19
0 to 4 (Pre-School)	65		70		90	
5 to 10 (Elementary)	25		20		40	
11 to 14 (Middle)						
15 to 18 (High School)						
Total Children	90	0	90	0	130	0
19 to 59 (Adults)						
60+ (Seniors)						
Total Adults	0	0	0	0	0	0
TOTAL SERVED	90	0	90	0	130	0

Location

	Individual ly: Actual 2016/17	In Groups: Actual 2016/17	Individual ally: Current Individual 2017/18	In Groups: Current 2017/18	Individual ly: Projection Individual 2018/19	In Groups: Projection 2018/19
Fort Pierce	90	0	90	0	130	0
Port Saint Lucie						
TOTAL SERVED	90	0	90	0	130	0

ALPI - Computer Assisted Tutorial (C.A.T.)**Program Design/Approach**

Provide an overview of a typical day of what a child/youth in the program will experience. Include the following: details on how participants will get to your program; details on anticipated staffing ratios; descriptions on any special areas of emphasis (arts, education, vocational, as examples); and any special efforts used to make sure children/youth attend at least three times per week.

The typical day of a child/youth in the ALPI CAT Program will begin with arrival and sign in by parents/guardians. Participants will be greeted individually as they arrive by staff members. Participants will be grouped by their general arrival time to the program classroom designed work areas which are sensitive to their school dismissal times. The participants will have scheduled time periods throughout the afternoon that will be devoted to homework completion and skill reinforcement/assistance, which includes educational computer program access. There will be structured physical education period daily as well as recreational activities outdoors. Participants will be provided with a healthy snack each day. There will also be time allocated each day for Enrichment Activities chosen by each group and for free play. Parents will have the opportunity to address any concerns or to speak about their child's progress with staff each afternoon, as needed.

Participants will meet with their groups at the beginning of each month to formulate weekly enrichment activities. This process includes brainstorming for the scheduled theme or focus, deciding on a culminating activity or goal to achieve and then task planning, assigning responsibilities, making lists of necessary supplies and assigning time frames. When the activity has been carried out, the participants will meet again to reflect upon the outcome and to discuss what might have been changed or done differently. This approach will provide an opportunity for participants to experience goal setting/planning, task management, personal responsibility, leadership and social development.

The classroom designed areas will be supplied and equipped with materials that align with the academic areas of literacy, math, arts, science, and exploration, etc. as well as indoor and outdoor recreational activities supporting the public school academic domains.

The program will encourage school attendance by ensuring that participants feel both academically and socially prepared for school through tutoring and social support and coaching to foster strong, positive peer interactions.

During the school year the staff will work from 3:00pm - 7:00pm Monday through Friday while the children are present and participating in the program. During the summer the staff will work from 8:00am - 4:00pm Monday through Friday while the children are present and participating in the program. During the school year, there will be 3 Instructional Staff: 1 Primary Lead Instructional Staff with a minimum of an Associate's degree with an emphasis on Education; 2 Secondary Assistant Instructional Staff with a minimum of a Child Development Associates. During the summer, we will hire 3 additional Instructional Staff for a total of 6 Instructional staff. The projected ratio will be 1:15. During the summer there will be 2 Primary Lead Instructional Staff with a minimum of an Associate's degree with an emphasis on Education; 4 Secondary Assistant Instructional Staff with a minimum of a Child Development Associates.

The Lead Instructional Staff will be responsible for students pre-post assessments, facilitate academic focus areas with a minimum of 45 minutes for each of the focus areas (literacy, math and science) daily. The Assistants Instructional Staff will implement daily designed lesson plans with small groups and/or one-on-one mentoring assistance.

Recognizing the importance of relationships and communication in the practice of quality child and youth care (social development strategy), please detail how the program implements techniques and strategies to support children and youth individually and in group activities to develop self-regulation, self-concept, coping mechanisms, and positive interaction with their peers and adults.

The primary function of the ALPI CAT Program is to provide meaningful individualized study time and activities while encouraging positive social interactions among participants and peers in a supervised setting.

Successful social interaction with both peers and adults is a key focus of the ALPI CAT Program. Participants are given expectations for behavior as they enter the program and these expectations are reinforced daily so that appropriate interactions become the group standard. This practice assures that there are fewer issues with self-regulation after the initial adjustment period.

Group discussion and individual input are used to choose enrichment activities, the themes of which are based upon informal surveys of participants' interest. Compromise is modeled by adults and coached with participants until it can be managed successfully. Individual tasks and responsibilities are assigned to each participant for the successful completion of the project/event that is the focus of the enrichment activity. This fosters accountability and a sense of personal accomplishment for each participant, which leads to greater self-concept, refinement of self-expression, positive interaction and a sense of inclusion. Participants are given time frames for homework and task completion as well as for preferred activities so that time management, self-regulation and cooperative transitioning can be gradually achieved. Disagreements among participants are monitored and resolutions are supported by adults so that participants can learn to problem solve and to develop and employ coping mechanisms for disappointment within parameters of respect for others. The presence of trusted adults to coach participants through social interactions is a vital function of the Program; participants learn to see adults as a source of assistance and advice.

In instances that involve persistent or potentially harmful behaviors, the parents of the participant are notified and are encouraged to employ some strategies to address the behavior. If necessary, with the permission of the parents the program staff will recommend professional assistance to the parents and with the consent of the parents will develop a referral to link the parents/students to community resources. The program staff will follow up with parents and the referred agency to ensure services are rendered.

Detail how the program actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful environment that embraces diversity.

Each participant in the program is accepted and recognized as a unique and valuable individual. Families are shown respect and parents are included in many activities. Through the program year, children are invited to explore diverse cultural activities and bring their own home culture and language into the program. The program seeks to provide a safe place for participants to ask questions about one another and to comfortably seek answers by researching, both together and individually, the language, diet, clothing and cultural norms of others in the surrounding community. A variety of guest speakers and guest activity leaders enhance the program's commitment to diversity. This is to provide students with a rich knowledge of cultural diversity and encourage tolerance and acceptance of others that will carry over into their adult lives.

Detail how the program applies observation and assessment techniques, and tools to meet individual needs of children/youth. Include any provisions for special needs children or those that need special accommodations.

The ALPI CAT Program, in its efforts to enhance the quality of the academic progress and track data will implement and maintain the researched-based MobyMax online Curriculum and assessment with a completely integrated k-8 curriculum. This curriculum will include math, science, social studies, phonics, language/grammar, vocabulary, etc. The MobyMax curriculum is aligned with the Common Core State Standards, which will help the staff to identify learning gaps in participants and then assign lessons to address these missing skills according to the local public school measures. The MobyMax online curriculum will also assist to track targeted areas of progress for students with special needs.

The program staff will monitor the academic progress of participants weekly, monthly and quarterly to track individual progress and to assess long term and short term educational needs.

In addition, the SKYWARD program is utilized for participants who are enrolled in public school, to track grades, assignment completion and attendance. The targeted outcome of the program is that 85% of participants will maintain or improve academically, as measured by the end of the year report card. Individualized instruction and accommodations can be made through the use of these programs.

Any additional physical accommodations will be made by program staff in collaboration with parents and service providers to ensure that each participant can be included in every facet of the program. If it is discovered that participants who are identified with a special need are without a service providers the program staff will assist the parents in acquiring the necessary services.

Detail any fee structure required for participation. What fees are charged, if any, including registration per child. If using sliding scale, be specific in detailing the criteria and the amount to be paid by families for their child's enrollment and any provisions for sibling groups or families unable to pay. If fees are included in design, be sure to include ass a source of revenue in budget.

The ALPI CAT Program does not charge parents any fees for the provision of services. This is particularly beneficial for families of multiple school aged children.

ALPI - Computer Assisted Tutorial (C.A.T.)

Program Hours of Operation

Hours of Operation

The ALPI CAT Program will operate for the 2018-2019 year as follows:

School year from: 3:00 pm to 7:00 pm Monday - Friday

Summer months from: 8:00 am to 4:00 pm Monday - Friday

October

In the month of October 2018, the program will operate all school days except:

October 15 & 26, 2018 - Tentative students holiday

November

In the month of November 2018, the program will operate all school days except:

November 9, 2018 - Holiday

November 21, 2018 - Students Holiday

November 22-23 - Holidays

December

In the month of December 2018, the program will operate all school days except:

December 24-31, 2018 - Winter break

January

In the month of January 2019, the program will operate all school days except:

January 1 - 5, 2019 - Winter break continues

January 21, 2019 - Holiday

January 25, 2019 - Agency Holiday

February

In the month of February 2019, the program will operate all school days.

March

In the month of March 2019, the program will operate all school days.

April

In the month of April 2019, the program will operate all school days.

May

In the month of May 2019, the program will operate all school days except:

May 27, 2019 - Holiday

June

In the month of June 2019, the program will operate all school days except:

June 3-5, 2019 No Students - Summer preparation activities.

July

In the month of July 2019, the program will operate all school days except:

July 4-5, 2019 Holiday

August

In the month of August 2019, the program will operate all school days except:

August 1-5, 2019 No Students - School year preparations

August 6-9, 2019 No Students - Pre-service training/Staff professional development

August 12, 2019 - Students report - Tentative date

September

In the month of September 2019, the program will operate all school days except:

September 2, 2019 - Holiday

ALPI - Computer Assisted Tutorial (C.A.T.)**Program Impact**

Detail how the program incorporates social, emotional learning and implements age-appropriate educational curricula and program activities.

The primary function of the ALPI CAT Program is to provide meaningful study time and activities while encouraging positive social interactions among participants and peers in a supervised setting. This approach increases school success, fosters positive social interaction skills and functioning and provides a safe, age-appropriate environment for recreational activities. The program's approach provides a well-designed classroom that promotes social and emotional growth opportunities in a safe and supported setting. The program, in partnership with community agencies, provides opportunities for participants to acquire, practice and effectively apply knowledge, while practicing and gaining the skills necessary to understand and manage emotions. The program's activities, one-on-one homework assistance and individualized coaching are tailored to the participants' age, grade level, and individual needs.

Detail how the program will track and promote school attendance.

The ALPI CAT Program will track school attendance through the agency record-keeping PROMIS System, SKYWARD, report cards and reports from parents. The program will encourage school attendance by ensuring that participants feel both academically and socially prepared for school through tutoring, social support and coaching to foster strong, positive peer interactions.

The program understands that the staff/student relationship is a critical factor; therefore the program strategies to increase and promote school attendance at the school as well as the program will include: a) demonstrating that staff is committed to helping them; b) staff will show that they care about students by making them feel important; c) staff will emphasize that every student is capable of academic achievement and success at school; d) promoting activities outside of academics; e) promoting a support system where students are free to express problems; f) engaging parents in their child's development and learning in their role as the first teacher; and g) displaying consistency in discipline and fairness.

Detail how the program incorporates partnerships with children and youth to foster appropriate child and youth leadership and voice.

The ALPI CAT Program incorporates participant partnerships and provides leadership opportunities for participants by providing a supported and flexible daily schedule, providing peer group planning and execution of enrichment activities, and by assigning responsibilities to each individual participant each day. The program holds participants accountable for their behavior, their academic effort, personal goal achievement and task completion each day.

Enrichment activities are structured to include goal setting and task planning in a way that builds a culture of team work and of individual responsibility as well. Participants not only bring their personal strengths to the group but become comfortable enough to reach out for help when it is necessary. These group activities are supervised, but adults are available for assistance only. Participants carry out tasks and preparations, which encourages leadership, problem solving and cooperation.

Detail the program's plan in sustaining youth engagement for continuous program attendance.

The ALPI CAT Program plans to sustain individual attendance of participants through planning engaging activities, encouraging and fostering friendships and by providing academic assistance when participants are having difficulty with homework. The program staff members promote themselves as a source of help, acceptance and guidance that can be accessed each day. This climate of welcome and encouragement attracts participants by giving them something to look forward to each day. As participants begin to improve academically, increased feelings of self-confidence and the promise of enjoyable recreation with peers promotes attendance. Including novel or new activities adds anticipation and excitement for participants to look toward. Finally, an environment that supports civility, respect and warmth attracts this particular age group, which is characterized by a longing for social acceptance. The ALPI CAT Program appeals particularly to children who would otherwise be alone after school and offers a sense of belonging in place of isolation, boredom and loneliness.

Detail how the program ensures the safety and wellness of children and youth by implementing prevention, health, and safety practices.

It is the commitment of the ALP I CAT Program to offer a multitude of benefits as well as to continue increasing the opportunities for students and their families to improve program quality. The safety and wellness of the students is the program's highest priority; the program will help improve the health and wellness of students by providing a nutritious snack, conducting hands-on nutrition activities, conducting indoor/outdoor physical activities, promoting healthy habits to encourage students to get/stay healthy. The program's daily schedule is designed to include activities dedicated to daily physical exercise. The program has a valuable partner in KEISER University, which will provide instructions to students/staff about addressing health and wellness concerns.

The ALP I CAT Program will utilize the Department of Children and Families State of Florida school age program licensing standards as a guide. The program staff members will be trained and background checked to insure that participants receive age-appropriate guidance, monitoring and care. The program will maintain lower child/adult ratios than the state standards, allowing for better supervision and attention to the needs of each individual participant.

In addition, the program will apply the existing prevention and safety practices in accordance with federal and state requirements to include keeping the environment safe and secure, modeling safe behaviors, practicing active supervision, conducting daily inspection of equipment and grounds, practicing hand washing routines, demonstrating safe practices to prevent and reduce injuries, and recognizing and eliminating hazardous materials from the environment, etc.

Detail activities and educational instruction provided to ensure healthy decision making.

The ALP I CAT Program will provide opportunities to engage students as partners in their own development by ensuring that they have access to the kind of constructive learning and development opportunities that build individual responsibility. The program will provide opportunities to students to develop cross-cultural and interpersonal skills as well as providing training for staff on issues faced by children and adolescents in the outlying community. The program will provide a safe place for the children/students where they can work on preparing for their future, learn and practice sound decision-making and spend quality time with peers and caring staff. Age appropriate substance abuse prevention, nutritional counseling, and anti-bullying programs will be offered.

Detail any nutritional education provided and/or meals or snack that will be provided.

The ALP I CAT Program will provide instruction to ensure healthy decision making by offering nutritious snack foods and promoting water as a drink as well as providing hands-on nutritional activities. There will be daily periods of structured and unstructured physical activity to promote increased physical strength, balance, stamina and agility. Some of the enrichment activities will involve food choices and preparation so that participants can gain knowledge and responsibility for personal nutritional choices. Additionally, in partnership with KEISER University the program will provide training and nutritional guidance to both participants and parents so that healthy eating habits can be encouraged in the home environment as well.

Please detail how the program will involve the child/youth's family in the design of the program to meet program's outcomes. Include any family engagement opportunities offered by your program.

The ALPI CAT Program will integrate parent and family engagement strategies into the program services to support family well-being and promote participants' learning and development. The program will promote shared responsibility with parents and implement family engagement strategies designed to foster parental confidence and skills. These strategies will include but are not limited to: 1) offering activities that support student/parent relationship; 2) provide parents with information about the importance of their child's regular attendance and partnering with them as necessary to promote consistent attendance; 3) offer opportunities for parents to participate as volunteers in the classroom and as mentors, working with individual participants that may need one-on-one coaching; and 4) offer opportunities for parents to participate in activities that build child development knowledge and offer the opportunity to practice parenting skills that promote learning and development.

Please explain how the program addresses, directly or indirectly, the community indicators.

A review of the 2016 Community Assessment released by the Roundtable of St. Lucie County showed that 11 risk factors were present at a higher level in St. Lucie County a) Community disorganization; b) transition and mobility; c) laws and norms favorable to problem behaviors; d) perceived availability of drugs/handguns; e) poor family management; f) family conflict; g) poor academic performance; h) lack of commitment to school; i) favorable attitudes towards antisocial behavior; j) favorable attitudes toward alcohol, tobacco and other drug use; and k) early initiation of the problem behavior. As a community partner, ALPI, in collaboration with our community partners, will address these risks by: 1) developing a comprehensive plan to reduce risks, enhance protection, and improve outcomes for St. Lucie County children over the next five years; 2) providing an extensive inventory of the community strengths, identifying more than 150 resources that currently exist in St. Lucie County to prevent and/or address violence, delinquency, school dropout, substance abuse, mental illness, teen pregnancy, infant mortality, obesity, unintentional injury, and poverty. This report also addresses the specific challenges and barriers to services including programmatic issues, difficulties in reaching certain populations, areas and cultures. The program will provide age-appropriate drug and alcohol use prevention; promote healthy nutrition and exercise, as well as promoting safe choices in social settings.

Our comprehensive approach contains tenets that will directly address the eleven risk factors. Among those risks (all of which are present at levels higher than Florida's statewide average) were poor family management, family conflict, poor academic performance, lack of commitment to school and early initiation of problem behavior. Our high levels of family engagement and parent education efforts would address these risks and lessen the impact on families in the targeted areas. Based on the community assessment, low commitment to education and lack of funding for early intervention programs are prevalent, and community partners are in need of coordinated efforts to increase services to students/children in the areas most affected by parent education and susceptibility to violent crimes. The program will provide age-appropriate drug and alcohol use prevention as well as promoting conflict resolution and safe choices in social settings.

ALPI - Computer Assisted Tutorial (C.A.T.)

Program Planning, Development and Evaluation

Detail the evaluation methods and procedures that the program will use to track the clients served. Include the process used to collect and review data to report on outcomes.

The ALPICAT Program will collect data through various methods by utilizing tools that are generated manually or through the agency's automated system. Collection of data includes: child/family demographic information, attendance, emergency contact, students ongoing learning gains, public school academic progress, etc. Entry of data: data is entered into its recordkeeping web-based data management system (PROMIS – Program Resources Outcomes Management Information System). Collected data is analyzed quarterly utilizing the nine (9) weeks reporting public school system. ALPI's internal review of data is Service Delivery Team Meetings (SDT's) approach. The ALPICAT Program will utilize the data collected to provide a status report of progress made to parents to engage in a continuous improvement at school and home. Staff will utilize the results of the data analysis to develop and implement strategies for improvement. Staff will also share the outcome/status with the students as part of the continuous improvement team efforts quarterly or as needed. Reports will be submitted to the agency's Board of Directors through the Chief Executive Officer as part of the monitoring progress in meeting funder's requirements/outcomes as described in the grant application. The ALPICAT Program will submit the report to the funders in accordance with funding requirements.

Detail how the program ensures appropriate training and professional development upon hire and throughout the span of employment.

ALPI, when hiring an employee, conducts a new employee orientation/training describing the conditions of employment, benefits and the programs specific conditions, which are governed by the agency policies and procedures. The Policies and Procedures are made in accordance with funding requirements that include an individual professional development plan. The agency has a structured approach to staff training and development that provides professional development opportunities for staff following state educational requirements, funding sources and agency goals and needs. Annually, the agency develops a training plan that reflects all employees' needs regardless of the funding source. Employees are required to obtain, at a minimum, 15 training hours per year. Training/professional development opportunities are provided throughout the year via agency pre-service and in-service trainings, funding source training opportunities, webinars, seminars, etc.

Please describe your formal and informal relationships with other organizations that will enable the program to be successful.

The ALPICAT Program will establish and maintain formal and informal relationships with other organizations to maximize community resources and to provide the opportunities for families to connect or link with those resources to meet their needs. The program will collaborate with 211 Help Crisis Hotline, Parent Academy of St. Lucie, Safe Space, Safe Kids Coalition, St. Lucie County Public Schools, Food Bank, KEISER University, IRSC, etc.

The program will conduct a survey of interest to families and based on the data collected we will engage in collaborative efforts with agencies to implement a referral support system.

The program will collaborate with community agencies that will further strengthen the network of support and services available to the students/children and their families. We recognize that maintaining a local support system is essential to providing opportunities for parents and staff to make community connections that result in better outcomes. The program will connect participants and their families to community resources utilizing the programs inter-agency referral support system. Staff will utilize a case management approach to assist families and will follow up to ensure that family's needs are met.

ALPI - Computer Assisted Tutorial (C.A.T.)

Outcomes / Activities Matrix

Outcome

Outcome:

To maintain regular attendance of 85% of enrolled students for a minimum of 3 days per week as measured and documented by the daily and weekly attendance roster.

Activities

Maintain 85% average daily attendance
 Contact and meet with parents of students with absences
 Document absences

Frequency (how often)

Daily

Responsible Parties (who)

Instructional Staff

Expected Outcomes / Change (why)

Maintain student regular attendance to improve learning gains and improve school grades.

Which Community Indicator does this outcome address? School Attendance

Measurement (evidence)

Attendance rosters

Data Source (where)

Attendance reports

Time of Measurement

Weekly

Outcome:

To provide to at least 85% of the enrolled students assistance with the development of problem solving, conflict resolution and self-regulation, this will increase the participant's ability to make positive and socially acceptable decisions.

Activities

Provide counseling to students as needed
 Provide a variety of workshops/training opportunities to students/parents to increase their knowledge and skills
 Provide a variety of opportunities to students and parents to improve parent/student engagement

Frequency (how often)

Monthly or as needed

Responsible Parties (who)

Instructional Staff
 Administrative Staff
 Community Partner

Expected Outcomes / Change (why)

Provide assistance to eliminate conflict and develop conflict resolution skills
 Increase student decision-making, judgement and confidence

Which Community Indicator does this outcome address? Juvenile Delinquency

Measurement (evidence)

Contact logs
 Inter-agency referrals
 Workshop sign in/out sheets/handouts

Data Source (where)

Contact logs
 Inter-agency referrals
 Workshop sign in/out sheets/handouts

Time of Measurement

Monthly/Quarterly

Outcome:

To reduce unexcused absenteeism for at least 85% of enrolled students by providing academic support that leads to greater student academic achievement and a willingness to attend school as measured by ongoing assessment and reports cards.

Activities

Contact parents daily of students absence
 Work closely with parents of students with three or more consecutive absences
 Provide support to eliminate or reduce barriers

Frequency (how often)

Daily and weekly

Responsible Parties (who)

Instructional Staff
 Administrative Staff

Expected Outcomes / Change (why)

Maintain regular school attendance to increase or maintain learning gains

Which Community Indicator does this outcome address? Academic Achievement

Measurement (evidence)

Contact logs
 Parent Conferences/meetings
 Report Cards
 Ongoing Assessments

Data Source (where)

Contact logs
 Parent Conferences/meetings
 Report Cards
 Ongoing Assessments

Time of Measurement

Weekly

Outcome:

To improve and maintain academic performance for 85% of enrolled students, as measured by the cumulative grade point average over a minimum of nine-weeks, in accordance with school report cards and the program's ongoing assessment/curriculum; the academic performance data will assist in determining students continuous academic gains.

Activities

Provide ongoing mentoring and coaching
 Individualize homework assistance
 Provide interactive educational computer activities
 Provide pre and post assessment
 Monitor progress

Frequency (how often)

Daily and Weekly

Responsible Parties (who)

Instructional Staff

Expected Outcomes / Change (why)

Maintain or improve grades
 Improve weak academic areas
 Maintain an effective mentoring support system
 Maintain an effective data collection system

Which Community Indicator does this outcome address? Academic Achievement

Measurement (evidence)

Grades/report cards
Ongoing assessment
Pre and post assessment results
Parent engagement activities

Data Source (where)

Report cards
Assessment results
Contact logs
Meeting notes

Time of Measurement

Monthly/Quarterly

ALPI - Computer Assisted Tutorial (C.A.T.)**Marketing and Outreach**

Please detail the marketing and outreach plan for the following audiences: Community at-large; population to be served; and existing complementary service providers

The ALPI CAT Program will primarily target the population to be served/students in the surrounding low-income neighborhoods to include those high poverty level zip codes where residents live below the federal poverty level based on the <http://zipatlas.com> Florida Report. Zip codes include: 34950 – Population 17,739 percentage below the poverty level is 50.64%; 34947 – Population 10,443 percentage below the poverty level is 50.31%; and 34946 – Population 6,746 percentage below the poverty level is 24.80%. The program will promote the program through the community reaching out to students and their families that may be facing a hardship and are in need of assistance with their child's academic needs.

The ALPI CAT Program is not duplicative with other afterschool programs in the surrounding services area; one difference is that the program is free. We focus on recruiting families that reside in the highest concentrated poverty areas of Fort Pierce. Other similar programs are for profit and/or not-for-profit with an extra fee for services. We will coordinate as needed to provide services for those families that cannot afford the fees involved with other programs.

ALPI - Computer Assisted Tutorial (C.A.T.)**Promotion of Partnership**

Please detail how your program will promote your partnership with the Children's Services Council. Please include detail on how you will promote that partnership both internally (clients, staff, volunteers and board) and externally (funding partners and members of the community)

ALPI's purpose of partnerships with agencies is to enhance the program development and service delivery to children and their families, which includes creating opportunities for academic success for children. Children's Services Council of St. Lucie County has provided funding to the ALPI Computer Assisted Tutorial Program (CAT) for several years to help keep children engaged and off the streets. For those reasons, ALPI will continue to promote the partnership externally in various ways to include but not limited to: showcasing the partnerships/funders on ALPI's official letterhead and website; annual grants, annual reports, quarterly newsletters, quarterly reports, monthly reports, etc. Reports and information promoting the partnership is shared with federal, state, and local agencies as well as clients, staff, advisory councils and the board. Internally, the partnership with the Children Services Council of St. Lucie County is promoted via monthly reports, flyers, meetings, etc. and is shared with staff, volunteers, advisory councils, and the board.

ALPI - Computer Assisted Tutorial (C.A.T.)

Contract Requirements

Please describe your Agency's capacity to meet the contractual requirements which include ability to process monthly reimbursement funding requests, collect program data, and report on a quarterly basis.

ALPI collects data through various methods, utilizing information that is generated manually or through the agency's automated systems. ALPI's Record-keeping System collects critical agency/program, child/student, family, and staff data that is used for funders reporting requirements monthly, quarterly and annually.

The systems consist of the following: 1) Grant Management System (GMS) which is utilized for all grant transactions producing a complete detailed summary of transactions. ALPI's Finance Department Staff will utilize accounting information from GMS to compile the monthly reimbursement requests with documentation that supports the expenditures; and 2) Program Resources and Outcomes Management Information System (PROMIS) is utilized to track student, family and staff data to include but not limited to: demographic information, enrollment, attendance, emergency contact, replacements, etc. ALPI's Program Staff will utilize demographic information collected to compile quarterly reports as required by the funder.

ALPI will utilize the Children's Services Council of St. Lucie County Fiscal Policy as a guide for the ALPI CAT Program when monitoring expenditures, when preparing the reimbursement request, etc., and the e-cimpact web-based system to report collected program data on a quarterly basis or as requested by the funder.

ALPI - Computer Assisted Tutorial (C.A.T.)

Total Annual Program Budget

Revenues

	Total Annual Program Budget FY 16/17	Total Annual Program Budget FY 17/18	Total Annual Program Budget FY 18/19	% Increase Current vs. Next FY Budget
Children's Services Council-St. Lucie	103,647.00	84,599.00	114,870.00	35.78
Children's Services Council-Martin			0.00	0.00

	Total Annual Program Budget FY 16/17	Total Annual Program Budget FY 17/18	Total Annual Program Budget FY 18/19	% Increase Current vs. Next FY Budget
Advisory Committee-Indian River			0.00	0.00
United Way-St. Lucie County			0.00	0.00
United Way-Martin County			0.00	0.00
United Way-Indian River County			0.00	0.00
Department of Children & Families			0.00	0.00
County Funds			0.00	0.00
Contributions-Cash			0.00	0.00
Program Fees			0.00	0.00
Fund Raising Events-Net			0.00	0.00
Sales to Public-Net			0.00	0.00
Membership Dues			0.00	0.00
Investment Income			0.00	0.00
Miscellaneous			0.00	0.00
Legacies & Bequests			0.00	0.00
Funds from Other Sources			0.00	0.00
Reserve Funds Used for Operating			0.00	0.00
In-Kind Donations (Not included in total)			0.00	0.00
Total	103,647.00	84,599.00	114,870.00	35.78

Expenditures

	Total Annual Program Budget FY 16/17	Total Annual Program Budget FY 17/18	Total Annual Program Budget FY 18/19	% Increase Current vs. Next FY Budget
Program Salaries	64,605.00	53,391.00	76,756.00	43.76
FICA	4,943.00	4,084.00	5,872.00	43.78
Retirement	0.00	0.00	0.00	0.00
Life/Health	6,360.00	3,933.00	6,256.00	59.06
Workers Compensation	1,702.00	1,287.00	1,673.00	29.99
Re-Employment	2,978.00	2,883.00	4,145.00	43.77
Travel-Daily	300.00	0.00	0.00	0.00

	Total Annual Program Budget FY 16/17	Total Annual Program Budget FY 17/18	Total Annual Program Budget FY 18/19	% Increase Current vs. Next FY Budget
Travel/Conferences/Training	0.00	0.00	0.00	0.00
Office Supplies	900.00	470.00	600.00	27.66
Telephone	0.00	0.00	0.00	0.00
Postage/Shipping	450.00	450.00	450.00	0.00
Utilities	2,600.00	1,808.00	1,800.00	-0.44
Occupancy (Building & Grounds)	2,000.00	1,300.00	1,800.00	38.46
Printing & Publications	0.00	0.00	600.00	0.00
Subscription/Dues/Members hips	0.00	0.00	0.00	0.00
Insurance	1,538.00	1,283.00	1,538.00	19.88
Equipment: Rental & Maintenance	1,068.00	1,140.00	300.00	-73.68
Advertising	0.00	0.00	625.00	0.00
Equipment Purchases: Capital Expense	0.00	0.00	0.00	0.00
Professional Fees (Legal, Consulting)	0.00	2,400.00	0.00	-100.00
Books/Educational Materials	4,745.00	3,700.00	3,000.00	-18.92
Food & Nutrition	2,188.00	1,200.00	2,200.00	83.33
Administrative Costs	4,020.00	4,020.00	4,020.00	0.00
Audit Expense	450.00	450.00	450.00	0.00
Specific Assistance to Individuals	0.00	0.00	0.00	0.00
Other/Miscellaneous	1,900.00	800.00	1,500.00	87.50
Other/Contract	900.00	0.00	1,285.00	0.00
Total	103,647.00	84,599.00	114,870.00	35.78

Net Income

	Total Annual Program Budget FY 16/17	Total Annual Program Budget FY 17/18	Total Annual Program Budget FY 18/19	% Increase Current vs. Next FY Budget
REVENUES OVER/UNDER EXPENDITURES	0.00	0.00	0.00	0.00

ALPI - Computer Assisted Tutorial (C.A.T.)

Program Expenses

Salaries - Administrative Positions

	FY 18/19 Total Program Budget	FY 18/19 Requested CSC Budget	% of Total vs. CSC Request	FY 17/18 Actual CSC Budget	% Increase FY 17/18 to FY 18/19
Chief Executive Officer	0.00	0.00	0.00	0.00	0.00
Executive Director	0.00	0.00	0.00	0.00	0.00
Chief Financial Officer	0.00	0.00	0.00	0.00	0.00
Chief Operating Officer	0.00	0.00	0.00	0.00	0.00
Finance Director	0.00	0.00	0.00	0.00	0.00
Finance Staff	4,020.00	4,020.00	100.00	4,020.00	0.00
Sr. Accountant - Ken Davis	1,436.40	1,436.40		1,436.40	
Bookkeeper - Lisa DeSimone	1,291.80	1,291.80		1,291.80	
Bookkeeper - Maribel Rivera	1,291.80	1,291.80		1,291.80	
Administrative Staff	0.00	0.00	0.00	0.00	0.00
Database Administrator/IT	0.00	0.00	0.00	0.00	0.00
Development Director	0.00	0.00	0.00	0.00	0.00
Grants Administrator/Writer	0.00	0.00	0.00	0.00	0.00
Other Administrative Staff	0.00	0.00	0.00	0.00	0.00
Total	4,020.00	4,020.00	100.00	4,020.00	0.00

Salaries - Program Positions

	FY 18/19 Total Program Budget	FY 18/19 Requested CSC Budget	% of Total vs. CSC Request	FY 17/18 Actual CSC Budget	% Increase FY 17/18 to FY 18/19
Case Manager	0.00	0.00	0.00	0.00	0.00
Communications/Marketing	0.00	0.00	0.00	0.00	0.00
Counselor	0.00	0.00	0.00	0.00	0.00
Data Entry Clerk	0.00	0.00	0.00	0.00	0.00
Driver	0.00	0.00	0.00	0.00	0.00
Educator/Instructor/Facilitator	0.00	0.00	0.00	0.00	0.00
Family Advocate/Assessment Worker	0.00	0.00	0.00	0.00	0.00

	FY 18/19 Total Program Budget	FY 18/19 Requested CSC Budget	% of Total vs. CSC Request	FY 17/18 Actual CSC Budget	% Increase FY 17/18 to FY 18/19
Nurse	0.00	0.00	0.00	0.00	0.00
Program Manager/Director	15,527.00	15,527.00	100.00	15,733.00	-1.31
Program Coordinator - Anna Holmes	15,527.00	15,527.00		15,733.00	
Program Specialist/Staff	0.00	0.00	0.00	0.00	0.00
Site Director	0.00	0.00	0.00	0.00	0.00
Therapist/Social Worker	0.00	0.00	0.00	0.00	0.00
Tutor/Teacher	61,229.00	61,229.00	100.00	37,658.00	62.59
Teacher/Instructor - Daphane Rivera	15,455.00	15,455.00		14,716.00	
Teacher Assist/Instructional Aide - Marilyn Monroy	16,663.00	16,663.00		11,471.00	
Teacher Assist/Instructional Aide- Juan Rangel	13,777.00	13,777.00		11,471.00	
Teacher/Instructor Summer	4,916.00	4,916.00			
Teacher Assist/Instructional Aide Summer	3,997.00	3,997.00			
Teacher Assist/Instructional Aide Summer	3,997.00	3,997.00			
Teacher Assist/Instructional Aide Subs.	2,424.00	2,424.00			
Other Program Staff	0.00	0.00	0.00	0.00	0.00
Total	76,756.00	76,756.00	100.00	53,391.00	43.76

Expenditures

	FY 18/19 Total Program Budget	FY 18/19 Requested CSC Budget	% of Total vs. CSC Request	FY 17/18 Actual CSC Budget	% Increase FY 17/18 to FY 18/19
Program Salaries	76,756.00	76,756.00	100.00	53,391.00	43.76
FICA	5,872.00	5,872.00	100.00	4,084.00	43.78
Retirement	0.00	0.00	0.00		0.00
Life/Health	6,256.00	6,256.00	100.00	3,933.00	59.06
Workers Compensation	1,673.00	1,673.00	100.00	1,287.00	29.99
Re-Employment	4,145.00	4,145.00	100.00	2,883.00	43.77
Travel-Daily	0.00	0.00	0.00		0.00

	FY 18/19 Total Program Budget	FY 18/19 Requested CSC Budget	% of Total vs. CSC Request	FY 17/18 Actual CSC Budget	% Increase FY 17/18 to FY 18/19
Travel/Conferences/Training	0.00	0.00	0.00		0.00
Office Supplies	600.00	600.00	100.00	470.00	27.66
Telephone	0.00	0.00	0.00		0.00
Postage/Shipping	450.00	450.00	100.00	450.00	0.00
Utilities	1,800.00	1,800.00	100.00	1,808.00	-0.44
Occupancy (Building & Grounds)	1,800.00	1,800.00	100.00	1,300.00	38.46
Printing & Publications	600.00	600.00	100.00		0.00
Subscription/Dues/Memberships	0.00	0.00	0.00		0.00
Insurance	1,538.00	1,538.00	100.00	1,283.00	19.88
Equipment: Rental & Maintenance	300.00	300.00	100.00	1,140.00	-73.68
Advertising	625.00	625.00	100.00		0.00
Equipment Purchases: Capital Expense	0.00	0.00	0.00		0.00
Professional Fees (Legal, Consulting)	0.00	0.00	0.00	2,400.00	-100.00
Books/Educational Materials	3,000.00	3,000.00	100.00	3,700.00	-18.92
Food & Nutrition	2,200.00	2,200.00	100.00	1,200.00	83.33
Administrative Salaries	4,020.00	4,020.00	100.00	4,020.00	0.00
Audit Expense	450.00	450.00	100.00	450.00	0.00
Specific Assistance to Individuals	0.00	0.00	0.00		0.00
Other/Miscellaneous	1,500.00	1,500.00	100.00	800.00	87.50
Field Trip Admission only	1,350.00	1,350.00		800.00	
Background checks	150.00	150.00			
Other/Contract	1,285.00	1,285.00	100.00	0.00	0.00
Transportation Services	1,060.00	1,060.00			
MobyMax online curriculum	225.00	225.00			
Total	114,870.00	114,870.00	100.00	84,599.00	35.78

ALPI - Computer Assisted Tutorial (C.A.T.)

Program Expenditures Narrative

Salaries - Administrative Positions

Chief Executive Officer Explanation**Executive Director Explanation****Chief Financial Officer Explanation****Chief Operating Officer Explanation****Administrative Staff Explanation****Database Administrator/IT Explanation****Development Director Explanation****Grants Administrator/Writer Explanation****Other Administrative Staff Explanation****Salaries - Program Positions****Case Manager Explanation****Communications/Marketing Staff Explanation****Counselor Explanation****Data Entry Clerk Explanation****Driver Explanation****Educator/Instructor/Facilitator Explanation****Family Advocate/Assessment Worker Explanation****Finance Director Explanation****Finance Staff Explanation****Nurse Explanation****Program Manager/Director Explanation**

The Program Coordinator will provide program oversight to the day-to-day operations to include supervision of the instructional staff. The estimated work hours are as follows:

3 hours per day x 261 days per year x \$19.83 per hour = 15,526.89

Program Specialist/Staff Explanation**Site Director Explanation**

Therapist/Social Worker Explanation**Tutor/Teacher Explanation**

Instructional staff/tutors will work 4 or 5 hours per day x 5 days per week during the school year and 8 hours per day x 5 days per week during the summer months. (NOTE: Only 1 instructional staff will work 5 hours per day to make provision for early dismissal days and planning activities)

Other Program Staff Explanation**Expenditures****Program Salaries Explanation**

The salaries requested will cover salaries for staff assigned to the ALPI CAT Program. The staffing include a Program Coordinator for the oversight of the day-to-day operations, supervision, and community engagement and instructional staff/tutors who will be responsible for the delivery of high-quality services to the participants/students enrolled in the program.

FICA Explanation

Based on the total proposed salaries $\$76,756.00 \times 0765\% = \$5,872$

Retirement Explanation**Life/Health Explanation**

Life/Health rate 8.15% ($\$76,756 \times 8.15\% = \$6,256$)

Workers Compensation Explanation

Workers Compensation rate 2.18% ($\$76,756 \times 2.18\% = \$1,673$)

Florida Unemployment Explanation

Florida Unemployment rate 5.4% ($\$76,756 \times 5.4\% = \$4,145$)

Travel-Daily Explanation

N/A

Travel/Conferences/Training Explanation

N/A

Office Supplies Explanation

Purchase of supplies and materials used by the program to include office and housekeeping supplies twice per year: $\$300 \times 2 = \600

Telephone Explanation

N/A

Postage/Shipping Explanation

FedEx to Central Corporate Office and general postage $\$37.50 \times 12 \text{ months} = \450

Utilities Explanation

Cost of power, sewer, water, and waste removal $\$150 \times 12 \text{ months} = \$1,800$

Occupancy (Building & Grounds) Explanation

Cost of lawn care/ground maintenance \$150 x 12 months = \$1,800

Printing & Publications Explanation

Cost of printing estimated at \$50 x 12 months = \$600

Subscription/Dues/Memberships Explanation

N/A

Insurance Explanation

General Liability ALPI's estimated total cost \$119,500. CAT Program allocation is based on employee count of 3

(\$119,500/233 x 3 = \$1,538)

Equipment: Rental & Maintenance Explanation

Cost for rental and maintenance of copier \$25 x 12 months = \$300

Advertising Explanation

Purchase of students t-shirts promoting program. Estimated cost per t-shirt \$4.80 x 130 t-shirts = \$625

Equipment Purchases: Capital Expense Explanation

N/A

Professional Fees (Legal, Consulting) Explanation

N/A

Books/Educational Materials Explanation

Purchase of books, games, academic tables, crayons, construction paper, special STEM activities, etc. Three times per year: \$1,000 x 3 = \$3,000

Food & Nutrition Explanation

Cost for students healthy snacks and drinks - estimated cost per month \$183.33 (\$183.33 x 12 months = \$2,200)

Administrative Salaries Explanation

Cost for the following:

Sr. Account II - K. Davis \$1,436

Bookkeeper II - L. DeSimone \$1,291.80

Bookkeeper II - M. Rivera \$1,291.80

Other Administrative Costs Explanation**Total Administrative Cost Explanation****Audit Expense Explanation**

ALPI Annual Audit - Estimates cost \$47,500 per year, CAT Program allocation is \$450 per year.

Specific Assistance to Individuals Explanation**Other/Miscellaneous Explanation**

Cost for field trips to include estimated admission cost $\$337.50 \times 4$ field trips = \$1,350 per year
Cost of background check for new employees estimated cost $\$75 \times 2 = \150 per year

Other/Contract Explanation

Contractual transportation services for field trips $\$265$ per trip $\times 4$ trips = \$1,060
MobyMax online curriculum annual contractual services estimated cost \$225 per year

ALPI - Computer Assisted Tutorial (C.A.T.)

Explanation of Increases

Explanation for Requested Increase(s)

If requesting an increase in CSC funding, please provide explanation for increase

Explanation for requested increase:

Salaries: The proposed increase in the salaries is due to the combination of the regular 12 months funding and the summer expansion funding previously awarded as well as the proposed increase in program operations:

- a. Regular 12 months program (1 Program Coordinator, 3 Instructional Staff and 1 Substitute) plus Summer expansion (3 Instructional Staff and 1 Substitute);
- b. School year operational hours and days: from 4 hours per day $\times 4$ days per week = 16 hours per week to 4 hours per day $\times 5$ days per week = 20 hours per week; and
- c. Summer months operational hours and days: from 6 hours per day $\times 5$ days per week = 30 hours per week to 8 hours per day $\times 5$ days per week = 40 hours per week.

FICA: The proposed increase is due to the proposed increase in salaries.

Life/Health: The proposed increase is due to the proposed increase in salaries.

Workers Compensation: The proposed increase is due to the proposed increase in salaries.

Re-Employment: The proposed increase is due to the proposed increase in salaries.

Office Supplies: The proposed increase is to purchase additional supplies for the program staff in implementing the MobyMax curriculum/pre-post assessment.

Occupancy: The proposed increase is due to additional outdoor space being maintained and used by the students for outdoor/recreational activities.

Insurance: The proposed increase is based on the actual cost of the insurance expenses.

Food & Nutrition: The proposed increase is due to the combination of the regular funding and the summer expansion funding and the proposed increase of students to be served.

Other/Miscellaneous: The proposed increase is due to the combination of the regular funding and the summer expansion funding and the proposed increase of students to be served and participating in field trips. In addition, the cost for background checks for at least 2 new employees.

INDIRECT COST PROPOSAL CHECKLIST

INDIRECT COST PROPOSAL (ICP) CHECKLIST
(Check Off Boxes Below)

1. The ICP is supported by audited financial statements and the 2 CFR 200 Subpart F Single Audit Report. (The ICP including this checklist and other required certs. should be e-mailed as an attachment titled Proposal.pdf, and the financial statements & Single Audit should be attached as Financial Statements.pdf).
2. A reconciliation of item 1 (above) to the ICP has been made and is included in this proposal.
3. Any previous understandings with Cost Allocation Services (CAS) have been incorporated into this ICP.
4. Unallowable expenses have been eliminated from the indirect cost pool (e.g., contributed salaries and services, interest expense, bad debts, fund-raising, advertising, independent research and development [IR&D], depreciation on Federally funded assets and lobbying costs).
5. The indirect cost rate computation base is complete (i.e., it includes all activities that benefit from the indirect cost pool). For example, fund-raising, IR&D, project cost sharing and voluntary services are included where applicable.
6. The amount of direct Federal awards received by your organization and included in the direct cost base is \$ 3,886,444. A schedule of direct Federal awards is included with this proposal which identifies the amount of direct and indirect costs claimed for each award by Federal awarding agency. For example, Single Audit "Schedule of Expenditures of Federal Awards", etc. (2 CFR 200.38)
7. The amount of Federal subawards received by your organization and included in the direct cost base is \$ 1,642,459. A schedule of Federal subawards is included with this proposal which identifies the amount of direct and indirect costs claimed for each subaward by pass-through entity. For example, Single Audit "Schedule of Expenditures of Federal Awards", etc. (2 CFR 200.93)
8. Treatment of Paid Absences and Fringe Benefit Statements have not changed since the last indirect cost agreement.
9. We have not made any significant changes during the proposal fiscal year (i) to our accounting system or (ii) to the definition or to the accounting treatment of any expense category (e.g., a change in building/equipment costing methodology, a change in charging an expense from direct to indirect or vice versa).
10. We have not changed the equipment capitalization threshold during the proposal fiscal year. The capitalization level is \$ 1,000. (If there is a change made during the proposal fiscal year, please indicate the effective date of the change and the new capitalization level in the explanation box below.)
11. Interest costs included in the ICP have been determined in accordance with the requirements of 2 CFR 200.
12. For nonprofit organizations only. A schedule of "Management and General" salaries by employee, job title, salary, and percentage of salary included in the indirect cost pool. This amount must reconcile to total salary amount submitted with the proposal.
13. The required "Lobbying Cost Certificate" and "Certificate of Indirect (F&A) Costs" for nonprofit organizations or "Certificate of Indirect (F&A) Costs" for colleges and universities is attached.
14. A copy of a Notice of Grant Award (s) included (for first IDC submission).
15. A copy of a Tax Form 990(Required for Head Start and Grantees without audited financial statements).
16. Please provide the following information:
 Official Name: Deloris Johnson Email: djohnson@alpi.org
 Contact Name: Dennis Gniewek Email: dgniewek@alpi.org
 Phone Number: (863)956-3491 Fax Number: (863) 956-3357
 Address: 300 Lynchburg Rd. Lake Alfred, FL 33850

Explanation of any numbered boxes not checked above:

- 11) No Interest included
 14) Not the first submission
 15) Audit Attached

Signature

12/12/2017
Date

Chief Executive Officer
Title

The Agricultural and Labor Program, Inc.
Organization

2018 HS/EHS GRANT APPLICATION SUBMISSION



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.eclkc.ohs.acf.hhs.gov

January 4, 2018

William Holt, Board of Directors Chairperson
Agricultural & Labor Program Inc., The
300 Lynchburg Road
Lake Alfred, FL 33850

Re: Grant No. 04CH4739

Dear Mr. Holt:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 04/01/2018.

The following table reflects the projected funding and enrollment levels for the 07/01/2018 – 06/30/2019 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Head Start Program Operations	\$5,321,847	691
Head Start Training and Technical Assistance	\$59,136	
Early Head Start Program Operations	\$2,056,786	140
Early Head Start Training and Technical Assistance	\$49,369	
TOTAL	\$7,487,138	831

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Ronniece Boston, Head Start Program Specialist, at (404) 562-2827 or ronniece.boston@acf.hhs.gov or Samuel Dupervil, Grants Management Specialist, at (404)

Mr. Holt

Page 2

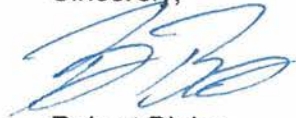
562-2819 or Samuel.Dupervil@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Robert Bialas
Regional Program Manager
Office of Head Start

cc:

Deloris Johnson, Executive Director
Elizabeth Young, Head Start Director

LINE OF CREDIT RENEWAL



DISBURSEMENT AND FEE STATEMENT

Date: November 27, 2017

Borrower: The Agricultural and Labor Program, Incorporated F/K/A The Agricultural & Labor Program, Incorporated

Loan proceeds will not be disbursed until all of the Bank's conditions for extending the credit(s) have been satisfied. Final disbursement amounts may be adjusted by the Bank as applicable.

DISBURSEMENTS, CHARGES AND FEES FOR: RENEWAL of \$250,000.00 REVOLVING LINE OF CREDIT

Proceeds of the above-referenced credit will be disbursed as follows:

Total Principal to be Disbursed \$0.00

The following charges, fees and other items are due on the above-referenced credit:

Description	Amount	Amount Paid	Amount Due
Loan Fee	\$1,250.00	\$0.00	\$1,250.00
TOTALS:	\$1,250.00	\$0.00	\$1,250.00

Charges and Fees Due \$1,250.00

The Charges and Fees Due will be debited from the Designated Account as documented in the Loan Agreement or separate direct debit agreement.

The Borrower agrees with the foregoing disbursement instructions.

Borrower:

The Agricultural and Labor Program, Incorporated F/K/A The Agricultural & Labor Program, Incorporated

By: Deloris Johnson
Deloris Johnson, Chief Executive Officer

COVERSHEET

Please keep this cover sheet with the document through all distribution and communication.

DO NOT DISCARD!



1002682581

Borrower Name: THE AGRICULTURAL AND LABOR PROGRAM, INCORPORATED
Document: Amendment to Loan Agreements
GFS Package: 2864322
GUS Deal ID: 351617
GUS Facility ID: 1599472
Guarantor Name:
Document Type: Credit/Loan Agmts
Line of Business: BusinessBanking
System of Record: AFS EAST DATA
Bank Number: 21
Obligor Number: 0003788911

**PLEASE RETURN THIS DOCUMENT TO BANK
OF AMERICA**



AMENDMENT NO. 1 TO LINE OF CREDIT AGREEMENT

This Amendment No. 1 (the "Amendment") dated as of November 27, 2017, is between Bank of America, N.A. (the "Bank") and The Agricultural and Labor Program, Incorporated F/K/A The Agricultural & Labor Program, Incorporated (the "Borrower").

RECITALS

A. The Bank and the Borrower entered into a certain Line of Credit Agreement (Unsecured) dated as of February 17, 2017 (together with any previous amendments, the "Agreement"). The current commitment amount is \$250,000.00.

B. The Bank and the Borrower desire to amend the Agreement.

AGREEMENT

1. Definitions. Capitalized terms used but not defined in this Amendment shall have the meaning given to them in the Agreement.
2. Amendments. The Agreement and any and all documents, instruments and agreements evidencing and/or securing the Borrower's obligations under the Agreement ("Loan Documents") are hereby amended as follows:

2.1 Effective immediately the Borrower's name is changed from The Agricultural & Labor Program, Incorporated" to "The Agricultural and Labor Program, Incorporated".

3. Amendments. The Agreement is hereby amended as follows:

3.1 The Expiration Date is extended to February 3, 2019.

3. Representations and Warranties. When the Borrower signs this Amendment, the Borrower represents and warrants to the Bank that: (a) there is no event which is, or with notice or lapse of time or both would be, a default under the Agreement except those events, if any, that have been disclosed in writing to the Bank or waived in writing by the Bank, (b) the representations and warranties in the Agreement are true as of the date of this Amendment as if made on the date of this Amendment, (c) this Amendment does not conflict with any law, agreement, or obligation by which the Borrower is bound, and (d) if the Borrower is a business entity or a trust, this Amendment is within the Borrower's powers, has been duly authorized, and does not conflict with any of the Borrower's organizational papers.

4. Conditions. The effectiveness of this Amendment is conditioned upon the Bank's receipt of the following items, in form and content acceptable to the Bank:

4.1 Payment by the Borrower of a renewal fee in the amount of One Thousand Two Hundred Fifty Dollars and No Cents (\$1,250.00).

4.2 Payment by the Borrower of all costs, expenses and attorneys' fees (including allocated costs for in-house legal services) incurred by the Bank in connection with this Amendment.

5. Effect of Amendment. Except as provided in this Amendment, all of the terms and conditions of the Agreement, including but not limited to the Waiver of Jury Trial, shall remain in full force and effect.

6. Counterparts. This Amendment may be executed in multiple counterparts, including both counterparts that are executed on paper and counterparts that are electronic records and executed electronically, and each such executed counterpart (and any copy of an executed counterpart that is an electronic record) shall be deemed an original of this Amendment.

7. **FINAL AGREEMENT.** BY SIGNING THIS DOCUMENT EACH PARTY REPRESENTS AND AGREES THAT: (A) THIS DOCUMENT REPRESENTS THE FINAL AGREEMENT BETWEEN PARTIES WITH RESPECT TO THE SUBJECT MATTER HEREOF, (B) THIS DOCUMENT SUPERSEDES ANY COMMITMENT LETTER, TERM SHEET OR OTHER WRITTEN OUTLINE OF TERMS AND CONDITIONS RELATING TO THE SUBJECT MATTER HEREOF, UNLESS SUCH COMMITMENT LETTER, TERM SHEET OR OTHER WRITTEN OUTLINE OF TERMS AND CONDITIONS EXPRESSLY PROVIDES TO THE CONTRARY, (C) THERE ARE NO UNWRITTEN ORAL AGREEMENTS BETWEEN THE PARTIES, AND (D) THIS DOCUMENT MAY NOT BE CONTRADICTED BY EVIDENCE OF ANY PRIOR, CONTEMPORANEOUS, OR SUBSEQUENT ORAL AGREEMENTS OR UNDERSTANDINGS OF THE PARTIES.

This Amendment is executed as of the date stated at the beginning of this Amendment.

Bank:

Bank of America, N.A.

By: _____
Authorized Signer, Officer

Borrower:

The Agricultural and Labor Program, Incorporated F/K/A The Agricultural & Labor Program, Incorporated

By:  _____
Deloris Johnson, Chief Executive Officer

**PROPOSED 2018 POLICY COUNCIL
BYLAWS AMENDMENTS**

POLICY COUNCIL BYLAWS
Bylaws of
The Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council

Article I – Name

Section 1 The name of this body shall be The Agricultural and Labor Program, Inc. Head Start/Early Head Start Policy Council.

Article II - Purpose and Functions

Section I **Purpose:**
 The purpose shall be to implement the Head Start Program Performance Standards ~~1304.50 (Program Governance) and Appendix A,~~ §1301.3 Policy Council and Policy Committee for which this Head Start/Early Head Start Policy Council is created to perform the following functions directly:

- a. Serve as a link to the Parent Committees, ALPI's Board of Director's, public and private organizations, and the communities served.
- b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their right and responsibilities and the opportunities available in Early Head Start and Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- e. Work with The ALPI's Board of Directors to establish and maintain procedures to resolve community complaints about the program.

Section II **Functions:**
 The general functions of The Agricultural and Labor Program, Inc. Head Start/Early Head Start Policy Council, in accordance with ~~1304.50,~~ §1301.3, are to work in partnership with key management staff and the ALPI Board of Directors to develop, review, and approve or disapprove the following policies and procedures.

- a. All funding applications and amendments to funding applications for Head Start/Early Head Start, including administrative services, prior to the submission of such applications to DHHS.
- b. Procedures describing how the ALPI Board of Directors and the Head Start/Early Head Start Policy Council will implement shared decision-making.
- c. Procedures for program planning.
- d. Procedures for the program's philosophy, and long-range and short-range goals and objectives of the program.
- e. The selection of delegate agencies or contracted centers and their service area (if applicable).

- f. The composition of the Policy Council and the procedures by which members are chosen.
- g. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR ~~1305.~~ §1302.14 Selection Process.
- h. The annual self-assessment of ALPI's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit findings from the federal monitoring review.
- i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- j. Decisions to hire or terminate the Head Start Director and any person who works primarily for Head Start Program.
- k. Decisions to hire or terminate the Early Head Start Director and any person who works primarily for Early Head Start Program.

Article III - Membership

Section I **Composition**

At least 51% of the membership of the ALPI Head Start/Early Head Start Policy Council shall be comprised of parents of currently enrolled children. Parents of all program options must be proportionally represented.

Section II **Categories**

Membership shall be comprised of two types of representatives: parents of children currently enrolled and community representatives.

- a. There shall be three (3) categories of parent representatives:
 - 1. Regular Head Start parent committees will elect one or more, (based on current approved Policy Council composition) parent members to serve on the Council, and one alternate who will act in place of the representative in his or her absence.
 - 2. Early Head Start parent committee will elect one parent member to serve on the Council, and one alternate who will act in place of the representative in his or her absence.
 - 3. Contracted center will elect one parent member to serve on the Council, and one alternate who will act in place of the representative in his or her absence.
 - 4. Community representatives will be drawn from the local community, businesses, public or private community, civic, and professional organizations, and others who are familiar with resources and services for low income children and families. Former Head Start/Early Head Start parents may also be community representatives. One ALPI Board member will serve as a voting representative on the Policy Council.
 - 5. ALPI's Board of Directors approves the procedures for election of parent members and the selection of community representatives. The procedures and the representatives must be approved by Policy Council.

Section III **Term of Office**

Policy Council members shall serve for a term of one (1) year. If a member intends to serve for another year, she/he must stand for re-election. No member shall serve on the Policy Council for more than ~~three (3)~~ five (5) one-year terms.

- Section IV Voting Rights**
Each member of the Policy Council shall have one vote. A record of all Policy Council members entitled to vote shall be maintained by the Policy Council Secretary and made available at any meeting upon request by any member. Centers shall submit the names of their representatives and alternates to the Policy Council prior to the October meeting. Such names must have been submitted to the Policy Council in order to allow alternates to vote during the absence of an elected representative. The names of alternates that have not been submitted (in writing) will not be permitted to vote under any conditions. An alternate is eligible to serve as a voting member in the absence of a Policy Council Member.
- Section V Termination of Membership**
A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if absent from two (2) consecutive meetings without having submitted a legitimate excuse in writing to the Chairperson prior to the meeting.
- Section VI Resignation**
A member shall give a written statement prior to resignation from the Policy Council.
- Section VII Vacancy**
All Parent Committees shall elect a new parent member of the Policy Council within 30 days whenever there is a vacancy from that center. If a Community Representative creates the vacancy, that vacancy will also be filled within 30 days.
- Section VIII Nepotism**
No ALPI agency staff (or members of their immediate families) may serve n the Policy Council.
- Article V - Officers**
- Section I Officers**
The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Other officers shall be elected as deemed necessary by the Council.
- Section II Election and Term of Office**
Each officer shall be elected by the full membership of the Policy Council once the full Council has been seated and shall serve a term of one (1) year. The Council will be seated in October of every year.
- Section III Removal**
Any officer or member of the Council, who fails to perform the duties as outlined in the bylaws, can be removed by a two-thirds vote of the Policy Council.
- Section IV Chairperson**
The Chairperson shall preside at all meetings and maintain order. The Chairperson also serves on committees and coordinates activities as needed; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements; performs other duties as assigned.

Section V Vice-Chairperson
The Vice-chairperson shall preside in the absence of the chairperson or whenever the Chairperson temporarily vacates the chair. In case of resignation or death of the chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

Section VI Secretary
The Secretary shall record the minutes of every Policy Council meeting; read correspondence as needed, and maintain a file/record of minutes; assist the Chairperson in following the agenda and record, read motions as they are made, read minutes of the last meeting; work with key management staff to ensure copies of the Bylaws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; minutes mailed to each member prior to the meeting; keep a file of all correspondence received; and perform other duties as assigned.

Section VII Treasurer
The treasurer shall keep accurate records and maintain funds, if applicable; works with key management staff to ensure that all applicable Treasurer reports are prepared and provided to Council.

Article V - Committees

Section I Committees
The Policy Council shall appoint such committees as are necessary to the proper conduct of business, including but not limited to the following: Executive Committee, Personnel Committee, Grievance Committee, and Grants/Fiscal Committee.

Section II Executive Committee
The Executive Committee shall be composed of the Officers of the Policy Council. The Executive Committee shall have the power to conduct business for the Policy Council between regular meetings.

Section III Personnel Committee
This committee will be invited to assist in screening, interviewing and recommending persons to be hired to fill vacancies in the Head Start/Early Head Start staff. The committee will review and discuss the ALPI Personnel Policies and Procedures, and will make recommendations to the Council prior to the Council's approval of said Personnel Policies and Procedures.

Section IV Grievance Committee
The committee shall hear grievances from the community, and from parents who have followed the grievance procedures established by ALPI (the governing Body) and the Policy Council. This committee may also hear grievances of Head Start/Early Head Start staff and present their findings to the Personnel Committee or ALPI (Governing Body).

Section V Grants/Fiscal Committee
This committee will review and assist in the preparation of the Head Start/Early Head Start grant application and any amendments to funding. They will also work with the Treasurer in monitoring the Parent Activity Fund.

Section VI Special Committees
Special committees may be appointed by the Chairperson or selected by the Council as the need arises.

Article VI - Meeting

Section I Regular Meetings
Regular meetings of the Council shall be held once a month except July, August & September. The exact meeting date and time will be determined yearly by a majority vote during the annual orientation of new members. Monthly meetings will begin in October of each year.

Elected Policy Council members and alternates shall be present during Policy Council Orientation each year.

Unless otherwise specified in the Bylaws, any or all members of the Policy Council may participate in a meeting of the Policy Council by means of conference telephone or by any other means of communication by which all persons participating in the meeting are able to hear one another. Such participation shall constitute presence in person at the meeting.

Section II Special/Call Meetings
There will be special meetings of the Council only when there is a need, and the Chairperson shall call all special meetings at least 48 hours in advance.

Section III Notice of Meetings
Written notices shall be mailed to each member at least five (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed to each member at least 48 hours prior to the date of the date of the meeting, with an explanation for the special meeting.

Section IV Quorum
A majority of 51% of the members of the Council must be present to constitute a quorum in order to transact business for regular or special meetings.

Article VII - Meeting Travel Allowances

Section I Reimbursements: In accordance with ALPI Business Travel Expense and Reimbursement Policy and Procedure Manual, reimbursement (payment made to cover the cost of certain expenses incurred as a result of attendance at a meeting or in the performance of other office duties and responsibilities in connection with ALPI Head Start/Early Head Start Program) shall be made to Head Start/Early Head Start parents who are members of the Policy Council in the following manner:

- a. A meeting is considered to take place (for purposes of allowances and reimbursements only) when proper notification has been made inviting the participants to attend even if no quorum is achieved.
- b. A person may be paid an allowance as long as his/her family income falls within HHS poverty guidelines and as long as he/she is not a federal employee, not an employee of ALPI or contracted centers, and not an employee of a state or local government agency.

- c. Allowances are based upon the agency’s procedure for reimbursement of meetings. Such allowances are limited to two meetings per month regardless of whether the meetings are for the same or different policy-making bodies. This allowance is limited to only those members of the Policy Council (representatives and alternates) and those elected or selected Parent Committee members. Transportation could be provided for members to attend meetings.
- d. Childcare cost will be reimbursed for attendance at out-of-town meetings. Cost will be reimbursed to the traveler in an amount not to exceed the state approved rate per day. Reimbursement requests must be presented by the traveler and accompanied by a receipt.
 - 1. **Per Diem:** Per Diem may be paid to both eligible and non-eligible members of policy-making bodies when attendance at a meeting requires overnight lodging. Such payment shall be in accordance with the Federal Register as approved by the Board of Directors yearly.
 - 2. **Meals:** Reimbursements for cost of meals may be paid to the eligible member, in accordance with rates outlined in ALPI Business Travel Expense and Reimbursement Policy and Procedure Manual.
 - 3. **Other Expenses:** Calls made on a private telephone will not be allowed as reimbursable expense. The Head Start/Early Head Start Program will make available to parents who are members of the Policy Council the use of telephones in the offices of the agency.

Article VIII - Amendments

Sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting may amend these Bylaws. The Policy Council may debate an amendment before adoption. All amendments must be approved by a two-thirds vote of the Policy Council.

Chairperson of ALPI Board of Directors

Chairperson of the Policy Council

Date Amended and Adopted: April 26, 2014

§1301.3 Policy council and policy committee.

(a) Establishing policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level. If an agency delegates operational responsibility for the entire Head Start or Early Head Start program to one delegate agency, the policy council and policy committee may be the same body.

(b) Composition.

(1) A program must establish a policy council in accordance with section 642(c)(2)(B)⁶ of the Act, or a policy committee at the delegate level in accordance with section 642(c)(3)⁷ of the Act, as early in the program year as possible. Parents of children currently enrolled in each program option must be proportionately represented on the policy council and on the policy committee at the delegate level.

(2) The program must ensure members of the policy council, and of the policy committee at the delegate level, do not have a conflict of interest pursuant to sections 642(c)(2)(C)⁸ and 642(c)(3)(B)⁹ of the Act. Staff may not serve on the policy council or policy committee at the delegate level except parents who occasionally substitute as staff. In the case of tribal grantees, this exclusion applies only to tribal staff who work in areas directly related to or which directly impact administrative, fiscal, or programmatic issues.

(c) Duties and responsibilities.

(1) A policy council is responsible for activities specified at section 642(c)(2)(D)¹⁰ of the Act. A policy committee must approve and submit to the delegate agency its decisions in each of the following areas referenced at section 642(c)(2)(D)(i) through (vii)¹⁰ of the Act.

(2) A policy council, and a policy committee at the delegate level, must use ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section 642(d)(2)⁵ of the Act to conduct its responsibilities.

(d) Term.

(1) A member will serve for one year.

(2) If the member intends to serve for another year, s/he must stand for re-election.

(3) The policy council, and policy committee at the delegate level, must include in its bylaws how many one-year terms, not to exceed five terms, a person may serve.

(4) A program must seat a successor policy council, or policy committee at the delegate level, before an existing policy council, or policy committee at the delegate level, may be dissolved.

(e) Reimbursement. A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

**2017 BOARD COMMITTEES’
ANNUAL REPORTS**

BUDGET & FINANCE COMMITTEE**ANNUAL REPORT****2017**

Members: Marjorie Gaskin, Chair
Lester Roberts
David Walker

Josephine Howard
Vernon McQueen
Stacy Cambell-Domineck

Staff Liaison: Dennis Gniewek
CEO: Deloris Johnson
Board Chair: William Holt

Maintained a Clean Audit Opinion and a "Low-Risk" Auditee Designation

Approved request to secure adequate funding to fund ALPI's 2016-2017 agency wide budget of 17,820,362 of which 93% was earmarked to address the needs of children and families facing social and economic challenges.

Secure new Head Start/Early Head Start funding to realize a salary increase for all eligible employees.

Maintain adequate funding to maintain compliance with the Affordable Health Care Act Compliance /Options.

Maintained adequate funding to fund Full-time and part-time employment opportunities for 232 employees in Highland, Polk, St. Lucie, and Volusia Counties.

Reviewed financial reports with management to maintain a positive bottom line and to ensure ongoing regulatory compliance and effective financial resources development management.

Finance had no findings in the following reviews:

- HUD 9/15/16
- Worker's Compensation 2/10/17
- Retirement 4/5/17

Bylaws Committee 2017 Annual Report

Members: Lester Roberts (Chair), Katie Clarke, Gina Spivey, and Annette Jones.

Staff Liaison: Pa Houa Lee-Yang

Bylaws Committee met once in 2017. Three (3) members were in attendances and one (1) member was excused from the meeting during the reported meeting. Meeting was held on Friday September 22, 2017 at the Corporate Office on Lynchburg Rd in Lake Alfred, Florida. Three (3) members were presented and one (1) member was excused.

The committee reviewed the following area:

- Review Tri-Partite Board Membership and Meeting Attendance
- Review HS/EHS Policy Council election procedures/results

Brief Summaries:

- All reviews were conducted for the purpose of advising the Board of compliance with Corporate and Head Start Policy Council Bylaws;
- Identifying areas that may require additional follow-up or further attention; and, informing the Board of other matters concerning the Bylaws of the Corporation and of the Head Start Policy Council.

Committee recommendation for Board Action to motion and move in the area reported above;

Move that the Board take the following action:

- No formal recommendations.

This is the annual Bylaws Committee Report for 2017.

2017 Governance Affairs Committee Annual Report

Josephine Howard, Chairperson

Members: Glenda Jones, Vice Chairperson, Constance Griffin, Patricia Gamble, Chester McNorton and Kim Johnson

Staff Liaison: Christine Samuel

The Governance Affairs Committee 2017 action plan was approved by the Board of Directors on April 22, 2017

The 2017 accomplishments:

- **Reviewed the Agency Legislative Agenda for 2016/2017**
- **NCAF Legislative Conference Update – Josephine Howard, Chair attended NCAF Legislative Conference – Conference information and other Legislative information received from David Bradly was provided though out the year**
- **United Way Legislative link was shared with the committee members and the Board**
- **Informed all Regional Advisory, Policy Council of local, state and federal issues affecting ALPI - ongoing**
- **Each region is asked to be involved in receiving Proclamations for Community Action month in May. The requested for the proclamation should be mailed to the commissioners by the April 1 of each year in order to receive them by May 1st of each year**
- **Community Action Month – May 1st – May 30th**
- **Voting Initiative (including youth) May - June**
- **Encouraged members to be involved in Political forums – May – October**
- **Candidate Forum Initiative – Attend Legislative days - July 1st June 30th**
- **Write letter as requested**

Submitted by:

Josephine Howard, Chairperson

Membership Committee Annual Report
January, 2017

MEMBERS:

Patricia Gamble, Chairperson
Dorothy Curry
LaVita Holmes
Terry Wellington

Staff Liaison: Cheryl Burnham

Board Chairperson: William Holt

Chief Executive Officer: Deloris Johnson

Issues presented to the committee for review and appropriate action including Board of Directors approval for consideration, including the following:

- Certified Corporate Applications for Central Region (10), Eastern Region (2) Northern Region (4) and Southern Region (1).
- Certified Corporate Membership Rosters for all Regional Advisory Councils and distributed to each Chairperson.
- Certified Regional Advisory Councils Membership Recruitment Plan.
- Certified HeadStart/Early HeadStart Policy Council Membership Recruitment Plan.
- Distributed Membership Campaign Packets to all Regional Advisory Council Chairpersons.
- Certified Regional Advisory Councils Meeting Tasks and Timelines
- Certified HeadStart/Early Headstart Policy Council Meeting Tasks and Timelines.

Submitted By:

Patricia Gamble, Chairperson

The Agricultural and Labor Program, Inc.
PROGRAM PLANNING COMMITTEE

2017 COMMITTEE ANNUAL REPORT

Members:

Vernon McQueen, Chairperson
Chester McNorton, Member
Samuel Thomas, Member
Chester McNorton, Member

Staff Liaison: Al Miller and Myrna Rodriguez

Board Chairperson: William Holt

Chief Executive Officer: Deloris Johnson

The Program Planning Committee reviewed and recommended Board approval and/or ratification, as appropriate, of the following actions. This includes authorizing the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements, contracts or documents that may be required.

- Ratified and/or approved the 2016-2017 refunding and new funding applications, including mid-year funding modifications.
- Reviewed internal and external monitoring reports to insure ongoing compliance with regulations and other requirements.
- Reviewed and certified Advisory Council, including Head Start and Early Head Start, Election Procedures and Results.
- Reviewed and approved Head Start and Early Head Start Policy Council Membership and Attendance.
- Reviewed Program Performance Reports and performance status of various programs.
- Reviewed Year-to-Date Grant Reports.
- Reviewed and recommended approval or ratification of the following new funding proposals:
 - Emergency Services Grant
 - Health and Human Services Supplemental Grant
- Reviewed and approved 2017 Performance Information Report (PIR).
- Reviewed and approved 2016-2017 Head Start Selection Criteria Scale.
- Reviewed OMB Super Circular Changes as well as Community Action Plan and Performance Standards.

SPECIAL EVENTS COMMITTEE ANNUAL REPORT 2017

The Board Special Events committee presented an annual calendar of events to the Board of Directors for approval. The calendar of events was approved. During the year the Special Events Committee facilitated the approved calendar plans to ensure that the calendar of events was carried out. The plan included the Annual Corporate Meeting Program Agenda, Board of Directors and Head Start/Early Head Start Policy Council Orientation, Annual family Fun Day Picnic, Selection of individual to receive Recognition Awards and the Board of Directors Planning Retreat.

The events carried a timeline designation as follows:

January 21, 2017; the annual Corporate Meeting was held. Robert Lemon, motivational speaker; keynote speaker. Recognition awards were presented for Outstanding Community Services, Corporate Support and the Robert Bryant, Jr. Award to a Board Member for outstanding service as a Board Member during the past year. The Chairperson of the Board of Directors recognizes a staff person with the Chairperson for outstanding service.

February 25, 2017; the Board of Directors and Head Start /Early Head Start Policy Orientation training was held. The focus of the training was on Program Governance and Board Governance.

June 24, 2017; the agency engages in a Family Fun Day Picnic, hosted by Central Region. This activity focus on bring the community, families, staff and the governing body together to celebrate accomplishments and community support during the past year.

September 23, 2017; Special Events Committee recommendation from Regional Advisory Councils for individuals from the community to be considered for the agency's Community Services Award. The information is reviewed by the Special Events Committee according to the Board's requirements and forwarded to the Board of Directors for consideration and approval. This award is given at the Board of Directors Annual Corporate meeting in January of each year.

**PROPOSED HS/EHS
COMMUNITY REPRESENTATIVE REPLACEMENTS**

**AGRICULTURAL AND LABOR PORGRAM, INC.
HEAD START/EARLY HEAD START**

2017-2018 PROPOSED COMMUNITY REPRESENTATIVES REPLACEMENTS	
<p align="center">Felicia Sweeting-Harris Former Parent 1014 S. 27th Circle Fort Pierce, FL 34947 Telephone Number: (772) 971-1170</p>	<p>Ms. Felicia Sweeting-Harris is a former Policy Council member; she served during the 2014-2015 and 2015-2016 school years. Ms. Sweeting-Harris continues to be an advocate of the program; she is committed to the program and has demonstrated good meeting attendance and participation. Therefore, Ms. Sweeting-Harris will continue to be a great asset to serve as a Community Representative on the Policy Council.</p>
<p align="center">Tom Peer Department of Children and Families District 19 - Licensing Supervisor 337 North US Highway 1, Benton Bldg. Fort Pierce, FL 34950 Telephone (772) 467-4184</p>	<p>Mr. Tom Peer has been a member of the Policy Council for the last three school years; he is the District 19, Licensing Supervisor for the Department of Children and Families. Mr. Peer's commitment has been exemplary in the St. Lucie County community especially in the Child Care field; Mr. Peer serves in several committees that promote children's welfare. Mr. Peer has worked for the Department of Children and Families for several years. Mr. Peer's number one priority is "Promoting Children's Safety". Therefore, Mr. Peer will continue to be a great asset to the Policy Council and the program.</p>

ADOPTION OF ANNUAL CORPORATE MEETING BOOKLET

(To be distributed)
