



RETIREMENT COMMITTEE MEETING

Corporate Office - Lake Alfred, FL

April 22, 2016

8:00 PM

AGENDA

I. CALL TO ORDER

A. ALPI Mission Statement

B. Roll Call

William Holt

David Walker

Josephine Howard

Marjorie Gaskin

Marva Hawkins

Katie Clarke

Deloris Johnson, Chief Executive Officer

Attorney Jonathan Thiele, Legal Counsel

Christine Samuel, Staff Liaison

II. RETIREMENT PLAN

- AUDIT AND MANAGEMENT LETTER
- FORM 5500

III. ACTION ITEMS

- Approval of Retirement Program Audit & Management Letter
- Approval of Form 5500

IV. OTHER BUSINESS

V. ADJOURNMENT

2016

Board Standing Committees

BYLAWS	FINANCE
Lester Roberts, Chair Katie Clarke Annessa Chilous Gena Spivey PaHoua Lee-Yang, Staff Liaison Standard Meeting Day & Time: Friday @ 7:00 p.m.	Marjorie Gaskin, Chair Lester Roberts David Walker Josephine Howard Vernon McQueen Stacy Campbell-Domineck Dennis Gniewek, Staff Liaison Standard Meeting Day & Time: Saturday @ 9:00 a.m.
PROGRAM PLANNING	MEMBERSHIP
Vernon McQueen, Chair Chester McNorton Katie Clarke Dorothy Curry Patricia Brown Al Miller, Staff Liaison Myrna Rodriguez, Staff Liaison Aretta Stroder, Staff Liaison Standard Meeting Day & Time: Friday @ 7:30 p.m.	Patricia Gamble, Chair Annie Robinson Glenda Jones LaVita Holmes Terry Wellington Cheryl Burnham, Staff Liaison Standard Meeting Day & Time: Saturday @ 9:00 a.m.
SPECIAL EVENTS	GOVERNMENT AFFAIRS
Marva Hawkins, Chair Patricia Gamble, Co-Chair Annie Robinson Chester McNorton Glenda Jones Dorothy Curry Kimberly Ross Ruby Willix Elizabeth Young, Staff Liaison Standard Meeting Day & Time: Friday @ 7:00 p.m.	Josephine Howard, Chair Mercadez Estime-Connelly Patricia Gamble Glenda Jones Kim Johnson Constance Griffin Christine Samuel, Staff Liaison Standard Meeting Day & Time: Saturday @ 9:00 a.m.

EXECUTIVE COMMITTEE
William Holt, Chairperson David Walker, Vice Chairperson Josephine Howard, Secretary Marjorie Gaskin, Treasurer Marva Hawkins Katie Clarke Standard Meeting Day & Time: Friday @ 8:00 p.m.

AD HOC COMMITTEES

SUCCESSION PLANNING COMMITTEE
Josephine Howard, Chair Patricia Gamble Marjorie Gaskin

FUNDRAISING/RESOURCE DEV.
Patricia Gamble Vernon McQueen Marva Hawkins Marjorie Gaskin David Walker

Note: Standing Committees' Meetings will follow Board Meeting Calendar unless otherwise noted. Ad Hoc Committees will meet as needed.

RETIREMENT PLAN AUDIT

(JUNE 30, 2015 & 2014)

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FORM 5500

Multiple Accounts - ING (repeat comment)

The participant account report provided by ING lists the same employee with different names and social security numbers. We recommend the Organization contact ING to consolidate the accounts into one with the proper name and correct social security number for the following employee:

Cendejas, Ana Rosa

716-XX-XXXX

Morales, Ana 769-XX-XXXX

Participant Account Errors - ING

We identified multiple errors in ING's participant accounts as outlined below. We recommend the Organization contact ING to investigate and correct these errors:

The following employees' accounts were credited for employee deferrals that actually represent employer contributions for a different employee:

Employee	per Deduction Listing	per ING ED22 Report	Less 2015 AR	Diff
Concepcion, Lisandra	0.00	69.34	0.00	(69.34)(A)
Espinosa, Araceli	90.00	1,372.17	0.00	(1,282.17)(B)
Smith, Charlene (Bien-Aime)	710.00	1,585.88	(30.00)	(905.88)(C)
				<u>(2,257.39)</u>

(A) Represents 2014 employer contribution for Araceli Espinosa

(B) Represents 2014 employer contribution for Charlene Smith

(C) Represents 2014 employer contribution for Lisandra Concepcion

The following employees' accounts were not credited for the correct amount of employee deferrals as follows:

Employee	per Deduction Listing	Less 2015 AR	per ING ED22 Report	Diff
Gamez, Rosa Maria	220.00	0.00	230.00	10.00
Garcia Contreras, Diana	260.00	10.00	240.00	(10.00)
Hagens, Julia Ann	220.00	0.00	230.00	10.00
Lopez, Marcia	0.00	0.00	20.00	20.00
Ragin Gilliam, Joyce M	240	10	220	(10.00)
				<u>20.00</u>

The following employees did not receive the proper allocation of the 2014 employer contribution:

Employee	per Allocation Report	per ING ED22 Report	Diff
Adams, Arletha	313.50	0.00	313.50
Andereson, Gloria	296.91	0.00	296.91
Dawson, Mary	774.83	774.94	(0.11)
Fountain, Amandi	133.40	0.00	133.40
McCoy, Denetrice Danielle	158.61	158.06	0.55
McMillon, Cynthia Louise Marsh	356.42	0.00	356.42
Mendez, Glamaris	722.16	722.61	(0.45)
Rivera, Lourdes	51.78	0.00	51.78
Wood, Shirley	325.01	0.00	325.01
			<u>1,477.01</u>

Proper Classification of Remittances - Great West

During the 2014 audit, we determined that Great-West erroneously classified the remittance of loan payments for the February 21, 2014 pay date as employee deferrals. During 2015, it appears that Great-West corrected the error twice, thus resulting in employee deferrals being understated for 2015. We recommend the Organization contact Great-West to correct all the affected employees so that the correct amounts are reflected as employee deferrals and loan payments. The audited financial statements have been adjusted to reflect the correct amounts. In addition, we recommend the Organization implement procedures to detect such errors on a timely basis in the future. Such a procedure could be as simple as reconciling remittances to the Great-West "Contributions/Deposits" reports included in the quarterly statements.

Participant Loans - Repeat Comment

Participants may request a loan from their account balance with either Great West or ING. However, only loan repayments for those loans with Great West are processed through the Organization's payroll. Participants are required to remit payment directly to ING. As a result, a significant portion of loans are in default as the participant fails to make the required loan repayments. Defaulted loans are required to be reported to the participant on a Form 1099, reported as income on their personal tax return and subjected not only to federal income tax but an additional 10% penalty.

We recommend that the Organization institute the necessary polices and procedures so that loan repayments to ING can also be processed through payroll to reduce the number of defaulted loans.

This letter is intended solely for the information and use of Plan management, and others within the Plan, and is not intended to be and should not be used by anyone other than these specified parties.

Vestal & Wiles
Certified Public Accountants

April 07, 2016

Ms. Deloris Johnson, Chief Executive Officer
The Agricultural and Labor Program, Inc.
300 Lynchburgh Road
Lake Alfred, Florida 33850

We have conducted a DOL limited-scope audit of the financial statements of The Agricultural and Labor Program, Inc. Retirement Plan for the year ended June 30, 2015 and have issued our report thereon dated April 07, 2016. As permitted by 29 CFR 2520.103-8 of the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 (ERISA), the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and have not, expressed an opinion on those financial statements and supplemental schedule taken as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the insurance companies, in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated November 2, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by The Agricultural and Labor Program, Inc. Retirement Plan are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2015. We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the fair value of investments is based on information provided by the insurance companies.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statements users. The most sensitive disclosure affecting the financial statements was:

The disclosure of risks and uncertainties in Note 10.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 07, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Plan's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Plan's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of management of The Agricultural and Labor Program, Inc. Retirement Plan and is not intended to be and should not be used by anyone other than these specified parties.


Certified Public Accountants

April 11, 2016

Ms. Deloris Johnson
The Agricultural and Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, Florida 33850-2576

Dear Ms. Johnson:

We are pleased to enclose seven bound copies and one unbound copy of the financial statements and supplemental schedule with independent auditor's report as of June 30, 2015 and 2014 for The Agricultural and Labor Program, Inc. Retirement Plan. We will provide Tom Poje of DCS Inc. Retirement Group the financial statements in pdf format along with the supplemental schedule to be filed with the 2014 Form 5500.

Beginning with returns for the 2009 plan year, the Schedule SSA has been eliminated as a schedule of the Form 5500 and is replaced with Form 8955-SSA. Plan administrators must file this new form with the Internal Revenue Service and not the Department of Labor (as with the Form 5500). Your Form 5500 preparer should also provide you this form which has the same deadline as the Form 5500.

We have enclosed a distribution list for your convenience.

For your records we also enclose one copy of our Communication with Those Charged with Governance and one copy of our Communication of Significant Deficiencies for The Agricultural and Labor Program, Inc. Please distribute a copy of each letter to each of the trustees.

If you have any questions, please do not hesitate to contact us.

Very truly yours,

VESTAL & WILER



Irene McNutt

IM/jgs
Enclosure

Distribution List

THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN

FINANCIAL STATEMENTS
AND SUPPLEMENTAL SCHEDULE

WITH INDEPENDENT AUDITOR'S REPORT

June 30, 2015 and 2014

Bound

	Name	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Unbound

1.	
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April 07, 2016

Ms. Deloris Johnson, CEO
The Agricultural and Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, Florida 33850-2576

Except as discussed in the following paragraph, in planning and performing our audit of the financial statements of The Agricultural and Labor Program, Inc. Retirement Plan (the Plan) as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Plan's internal control over financial reporting (internal control) as a basis for designing our 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 Plan's internal control. Accordingly, we do not express an opinion on the effectiveness of the Plan's internal control.

We were engaged to perform a Department of Labor (DOL) limited-scope audit of those financial statements as permitted by 29 CFR 2520.103-8 of the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974. Our audit did not include all of the procedures required by auditing standards generally accepted in the United States of America and did not include a consideration of internal control relating to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we were unable to, and did not, express an opinion on those financial statements.

Our consideration of internal control was for the limited purpose described in the preceding paragraphs and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

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 combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Plan's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

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. We consider the following deficiencies in the Plan's internal control to be significant deficiencies.

Multiple Service Providers

The Plan uses both Great-West Life & Annuity Insurance Company (Great-West) and ReliStar Life Insurance Company (ING) to provide benefits to its participants. The use of two service providers requires additional time and effort on both the Company as well as participants. We recommend the Plan consider eliminating one of the service providers, which may also help in eliminating some of the other findings contained within this communication.



THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN

FINANCIAL STATEMENTS
AND SUPPLEMENTAL SCHEDULE

WITH INDEPENDENT AUDITOR'S REPORT

June 30, 2015 and 2014

VESTAL & WILER
CERTIFIED PUBLIC ACCOUNTANTS

CONTENTS

	<i>Page</i>
INDEPENDENT AUDITOR'S REPORT	1
STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS	3
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS	4
NOTES TO FINANCIAL STATEMENTS	5
<u>SUPPLEMENTAL SCHEDULE:</u>	
SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)	13



INDEPENDENT AUDITOR'S REPORT

The Agricultural and Labor Program, Inc.
Retirement Plan
Lake Alfred, Florida

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of The Agricultural and Labor Program, Inc. Retirement Plan (the Plan), which comprise the statements of net assets available for benefits as of June 30, 2015 and 2014, and the related statement of changes in net assets available for benefits for the year ended June 30, 2015, 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 conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph; however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974, the Plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by Great-West Life & Annuity Insurance Company and ReliaStar Life Insurance Company, the custodians of the Plan, except for comparing the information with the related information included in the financial statements and supplemental schedule. We have been informed by the Plan administrator that the custodians hold the Plan's investment assets and execute investment transactions. The plan administrator has obtained certifications from the custodians as of June 30, 2015 and 2014, and for the year ended June 30, 2015, that the information provided to the plan administrator by the custodians is complete and accurate.

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

INDEPENDENT AUDITOR'S REPORT - Continued

Other Matter

The supplemental schedule H, line 4i - Schedule of Assets (Held at End of Year) as of June 30, 2015, is required by the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule.

Report on Form and Content in Compliance With the DOL's Rules and Regulations

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the custodians, has been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974.


Certified Public Accountants

April 07, 2016

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS

June 30, 2015 and 2014

	2015	2014
ASSETS:		
INVESTMENTS - at fair value:		
Fixed annuities	\$ 2,605,695	\$ 2,375,561
Variable annuities	262,470	278,739
TOTAL INVESTMENTS	2,868,165	2,654,300
RECEIVABLES:		
Participant contributions	2,561	-
Employer nonelective contribution	205,650	211,632
Notes receivable from participants	70,920	59,854
TOTAL RECEIVABLES	279,131	271,486
NET ASSETS AVAILABLE FOR BENEFITS AT FAIR VALUE	3,147,296	2,925,786
Adjustment from fair value to contract value for fully benefit-responsive investment contracts	(45,085)	(41,499)
NET ASSETS AVAILABLE FOR BENEFITS	\$ 3,102,211	\$ 2,884,287

See notes to financial statements.

THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

For the Year Ended June 30, 2015

ADDITIONS TO NET ASSETS ATTRIBUTED TO:

Investment income:

Net appreciation in fair value of investments	\$ 56,993
Interest	18,302
	<hr/>
Total investment income	75,295

Interest income on notes receivable from participants	3,138
	<hr/>

Contributions:

Participant	100,060
Employer nonelective	199,659
	<hr/>
Total contributions	299,719
	<hr/>

TOTAL ADDITIONS	378,152
	<hr/>

DEDUCTIONS FROM NET ASSETS ATTRIBUTED TO:

Benefits paid to participants	158,950
Administrative expenses	1,278
	<hr/>

TOTAL DEDUCTIONS	160,228
	<hr/>

NET INCREASE	217,924
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NET ASSETS AVAILABLE FOR BENEFITS - Beginning of year	2,884,287
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NET ASSETS AVAILABLE FOR BENEFITS - End of year	\$ 3,102,211
	<hr/> <hr/>

See notes to financial statements.

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 1 DESCRIPTION OF PLAN

The following description of The Agricultural and Labor Program, Inc. Retirement Plan (the Plan) provides only general information. Participants should refer to the Plan Agreement for a more complete description of the Plan's provisions.

General - The Plan consists of a tax deferred annuity plan. The Plan was established by The Agricultural and Labor Program, Inc. (the Program) on July 1, 1993. The Plan was amended and restated in its entirety, effective January 1, 2009. All employees of the Program are eligible to participate in the Tax Sheltered Annuity Plan immediately upon employment. The Plan is subject to the provisions of the Employee Retirement Income Security Act (ERISA).

Administration - The Plan is administered by the Program, which serves without compensation. The plan administrator has the overall responsibility and authority as the named fiduciary to manage and control the operations and administration of the Plan and may designate one or more individuals to perform those responsibilities.

Contributions - For the year ended June 30, 2015, participants may contribute up to \$17,500 of pre-tax annual compensation subject to certain Internal Revenue Code (IRC) limitations. Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions. Once eligible, participants may also contribute amounts representing distributions from other qualified retirement plans (rollover). Employees must be employed on the first and last day of the Plan year to be eligible to receive an allocation of the discretionary age weighted employer nonelective contribution. During the year ended June 30, 2015, the Program made a \$199,659 nonelective contribution to the Plan. Contributions are subject to certain Internal Revenue Service (IRS) limitations.

Investment Options - Upon enrollment in the Plan, a participant may direct their allocation of basic contributions with Great-West Life & Annuity Insurance Company (Great-West) or ReliaStar Life Insurance Company (ReliaStar). Within these investment vehicles, participants may select between several investment options.

Participant Accounts - Each participant's account is credited with the participant's contributions and the employer nonelective contribution. Participant accounts are charged with an allocation of administrative expenses that are paid by the Plan. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting - Participants are immediately fully vested in their contributions plus actual earnings thereon. A participant is 100% vested in the employer nonelective contribution after one year of service.

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 1 DESCRIPTION OF PLAN - Continued

Notes Receivable from Participants - Participants may borrow from their fund accounts a minimum of \$1,000 up to a maximum equal to the lesser of \$50,000 or 50% of their vested account balance. The loans are secured by the balance in the participant's account. The loan interest rate, determined as of the loan application date, is set at the prime rate plus 2% (Great-West) or 2.25% (ING), as defined. Principal and interest are paid ratably through biweekly payroll deductions.

Payment of Benefits - Upon termination of service, a participant may elect to receive either a lump sum amount equal to the value of the participant's vested interest in his or her account, installment payments over a specified period of time subject to certain limitations, or an annuity.

Forfeited Accounts - At June 30, 2015 and 2014, the Plan had no forfeitures, nor were any used during the year ended June 30, 2015.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The financial statements of the Plan are prepared on the accrual basis of accounting.

Investment contracts held by a defined-contribution plan are required to be reported at fair value. However, contract value is the relevant measurement attribute for that portion of the net assets available for benefits of a defined-contribution plan attributable to fully benefit-responsive investment contracts because contract value is the amount participants would receive if they were to initiate permitted transactions under the terms of the Plan. The Statements of Net Assets Available for Benefits present the fair value of the investment contracts as well as the adjustment of the fully benefit-responsive investment contracts from fair value to contract value. The Statement of Changes in Net Assets Available for Benefits is prepared using the contract value basis for fully benefit-responsive investment contracts.

Use of Estimates - The preparation of the 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 changes therein, and disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Investment Valuation and Income Recognition – Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The plan administrator determines the Plan's valuation policies utilizing information provided by the investment advisors, custodians and insurance companies. See Note 6 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Notes Receivable from Participants – Notes receivable from participants are measured at their unpaid principal balance plus any accrued but unpaid interest. Interest income is recorded on the accrual basis. Related fees are recorded as administrative expenses and are expensed when they are incurred. No allowance for credit losses has been recorded as of June 30, 2015 and 2014. If a participant ceases to make loan repayments and the plan administrator deems the participant to be in default, the participant loan balance is reduced and a benefit payment is recorded.

Payment of Benefits – Benefits are recorded when paid.

Operating Expenses – Certain expenses of maintaining the Plan are paid directly by the Program and are excluded from these financial statements. Fees related to the administration of notes receivable from participants are charged directly to the participant's account and are included in administrative expenses. Investment related expenses are included in net appreciation of fair value of investments.

Subsequent Events – The Program has evaluated subsequent events through April 07, 2016, the date which the financial statements were available to be issued.

NOTE 3 INFORMATION PREPARED AND CERTIFIED BY THE CUSTODIANS
(UNAUDITED)

All investment information disclosed in the accompanying financial statements and supplemental schedule, including investments held at June 30, 2015 and 2014, net appreciation in fair value of investments, and interest income for the year ended June 30, 2015, was obtained or derived from information supplied to the plan administrator and certified as complete and accurate by Great-West and ReliaStar.

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 4 INVESTMENTS

The following presents investments that represent 5% or more of the Plan's net assets at June 30, 2015 and 2014:

	2015	2014
Great - West Guaranteed Fixed Fund	\$ 519,418	\$ 533,491
ReliaStar Fixed Account Investment Funds	2,068,122	1,828,004
	\$ 2,587,540	\$ 2,361,495

During 2015, the Plan's investments (including gains and losses on investments bought and sold, as well as held during the year) appreciated in value as follows:

Fixed annuities	\$ 47,423
Variable annuities	9,570
	\$ 56,993

NOTE 5 INVESTMENT CONTRACTS WITH INSURANCE COMPANIES

The Plan has benefit-responsive investment contracts with Great-West and ReliaStar. Great-West and ReliaStar maintain the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed annuity contract issuers are contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan.

Because the guaranteed investment contract is fully benefit-responsive, contract value is the relevant measurement attribute for that portion of the net assets available for benefits attributable to the guaranteed investment contract. The guaranteed investment contract is presented on the face of the Statements of Net Assets Available for Benefits at fair value with an adjustment to contract value in arriving at net assets available for benefits. Contract value, as reported to the Plan by Great-West and ReliaStar, represents contributions made under the contract, plus earnings, less participant withdrawals and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value.

There are no reserves against contract value for contract risk of the contract issuer or otherwise. The crediting interest rate is based on a formula agreed upon with the issuer.

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 5 INVESTMENT CONTRACTS WITH INSURANCE COMPANIES - Continued

Certain events limit the ability of the Plan to transact at contract value with the issuer. Such events include the following: (1) amendments to the plan documents (including complete or partial plan termination or merger with another plan), (2) changes to the Plan's prohibition on competing investment options or deletion of equity wash provisions, (3) bankruptcy of the plan sponsor or other plan sponsor events that cause a significant withdrawal from the Plan, or (4) the failure of the trust to qualify for exemption from federal income taxes or any required prohibited transaction exemption under ERISA. The plan administrator believes that any events that would limit the Plan's ability to transact at contract value with participants are probably of not occurring.

The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

NOTE 6 FAIR VALUE MEASUREMENTS

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1) and the lowest priority to unobservable inputs (level 3). The three levels of the fair value hierarchy are described as follows:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access. |
| Level 2 | Inputs to the valuation methodology include quoted prices for similar assets or liabilities in an active market; quoted prices for identical or similar assets or liabilities in inactive markets; inputs other than quoted prices that are observable for the asset or liability; and inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 6 FAIR VALUE MEASUREMENTS - Continued

Guaranteed interest accounts: Valued at fair value by the insurance company by discounting the related cash flows based on current yields of similar instruments with comparable durations considering the credit worthiness of the issuer. Because the participants transact at contract value, fair value is determined annually for financial statement reporting purposes only. In determining the reasonableness of the methodology, the Plan administrator evaluates a variety of factors including review of existing contracts, economic conditions, industry and market developments, and overall credit ratings. Certain unobservable inputs are assessed through review of contract terms (for example, duration or payout date) while others are substantiated utilizing available market data (for example, swap curve rate).

The following table sets forth by level, within the fair value hierarchy, the Plan's level 2 assets at fair value as of June 30, 2015 and 2014:

	<u>2015</u>	<u>2014</u>
Fixed annuities	\$ 2,605,695	\$ 2,375,561
Variable annuities	<u>262,470</u>	<u>278,739</u>
Total assets at fair value	<u>\$ 2,868,165</u>	<u>\$ 2,654,300</u>

At June 30, 2015 and 2014, there are no assets measured using level 1 or level 3 inputs.

NOTE 7 RELATED PARTY AND PARTY IN INTEREST TRANSACTIONS

The Plan engaged in transactions involving Great-West and ReliaStar. Great-West and ReliaStar are the custodians as defined by the Plan and, therefore, these transactions qualify as party in interest transaction. Fees incurred by the Plan for the investment management services are included in net appreciation in fair value of investments, as they are paid through revenue sharing, rather than a direct payment. The Program pays directly any other fees related to the Plan's operations.

Certain administrative functions are performed by officers or employees of the Program. No such officer or employee receives compensation from the Plan.

THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 8 PLAN TERMINATION

Although it has not expressed any intent to do so, the Program has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event such discontinuance results in termination of the Plan, the Plan provides that the assets be allocated among the participants and beneficiaries in the amounts credited to each Participant's respective account at the effective date of such termination. Distribution of participant account balances will occur as soon as administratively feasible upon termination of the Plan.

NOTE 9 TAX STATUS

The IRS is developing a determination letter program for Section 403(b) plans; however, the procedures for a Section 403(b) plan determination letter program have not been issued. The Plan and related trust is designed through a prototype plan, and the prototype sponsor, as well as the Plan's sponsor, believes that the Plan is designed, and is currently being operated, in compliance with the applicable requirements of the IRC and, therefore, believe that the Plan is qualified, and the related trust is tax-exempt.

U.S. GAAP require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the IRS. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

NOTE 10 RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statement of net assets available for benefits.

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

NOTES TO FINANCIAL STATEMENTS

June 30, 2015 and 2014

NOTE 11 RECONCILIATION OF FINANCIAL STATEMENTS TO FORM 5500

The following is a reconciliation of net assets available for benefits per the financial statements to the Form 5500:

	2015	2014
Net assets available for benefits per the financial statements	\$ 3,102,211	\$ 2,884,287
Less: contributions receivable	(208,211)	(211,632)
Less: adjustment from fair value to contract value for fully benefit-responsive investment contracts	45,085	41,499
Miscellaneous adjustments	(4,677)	(219)
Net assets available for benefits per the Form 5500	\$ 2,934,408	\$ 2,713,935

The following is a reconciliation of the net increase in net assets available for benefits per the financial statements to the Form 5500:

Net increase in net assets available for benefits per the financial statements	\$ 217,924
Plus: contributions receivable - beginning of year	211,632
Less: contributions receivable - end of year	(208,211)
Less: change in adjustment from fair value to contract value for fully benefit-responsive investment contracts	3,586
Miscellaneous adjustments	(4,458)
Net increase in net assets available for benefits per the Form 5500	\$ 220,473

SUPPLEMENTAL SCHEDULE

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
RETIREMENT PLAN**

**SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS
(HELD AT END OF YEAR)**

June 30, 2015

(a)	(b) Identity of Issue	(c) Description of Issue	(d) Cost	(e) Current Value
*	Great-West Life & Annuity Insurance Company	Great-West Aggressive Profile	\$	15,936
*	Great-West Life & Annuity Insurance Company	Great-West Mod Aggr Profile		5,626
*	Great-West Life & Annuity Insurance Company	Great-West Moderate Profile		16,979
*	Great-West Life & Annuity Insurance Company	Great-West Mod Conserv Profile		162
*	Great-West Life & Annuity Insurance Company	Great-West Conserv Profile		574
*	Great-West Life & Annuity Insurance Company	Artisan International Fund		77
*	Great-West Life & Annuity Insurance Company	Great-West MFS Intl Value Fund		7,295
*	Great-West Life & Annuity Insurance Company	Great-West S&P Small Cap 600 Index Fund		3,499
*	Great-West Life & Annuity Insurance Company	Great-West Loomis Sayles Small Cap Value Fund		157
*	Great-West Life & Annuity Insurance Company	Great-West Small Cap Growth Fund		106
*	Great-West Life & Annuity Insurance Company	Ridgeworth Small Cap Growth Stock		2,445
*	Great-West Life & Annuity Insurance Company	RS Select Growth		224
*	Great-West Life & Annuity Insurance Company	RS Small Cap Growth		229
*	Great-West Life & Annuity Insurance Company	Columbia Mid Cap Value Fund		124
*	Great-West Life & Annuity Insurance Company	Great-West Ariel Mid Cap Value Fund		22,816
*	Great-West Life & Annuity Insurance Company	Great-West T Rowe Price Midcap Growth Fund		902
*	Great-West Life & Annuity Insurance Company	American Century Equity Income Fund		428
*	Great-West Life & Annuity Insurance Company	American Funds Growth Fund		157
*	Great-West Life & Annuity Insurance Company	Federated Equity Income		8,347
*	Great-West Life & Annuity Insurance Company	Fidelity VIP Growth Portfolio		61,562
*	Great-West Life & Annuity Insurance Company	Fidelity VIP II Contrafund		518
*	Great-West Life & Annuity Insurance Company	Great-West Stock Index Fund		58,784
*	Great-West Life & Annuity Insurance Company	Great-West T. Rowe Price Equity Inc		1,606
*	Great-West Life & Annuity Insurance Company	Jensen Quality Growth		31
*	Great-West Life & Annuity Insurance Company	Legg Mason Cap Mgmt Value Trust		140
*	Great-West Life & Annuity Insurance Company	MFS Core Growth		81
*	Great-West Life & Annuity Insurance Company	Oppenheimer Capital Appreciation		52
*	Great-West Life & Annuity Insurance Company	Great-West Bond Index Fund		2,846
*	Great-West Life & Annuity Insurance Company	Great-West Loomis Sayles Bond Fund		1,427
*	Great-West Life & Annuity Insurance Company	Great-West US Govt Mortgage Secur Fund		2,257
*	Great-West Life & Annuity Insurance Company	PIMCO Total Return Admin		340
*	Great-West Life & Annuity Insurance Company	Putnam High Yield Advantage R		94
*	Great-West Life & Annuity Insurance Company	Great-West Guaranteed Fixed Fund		519,418
*	Great-West Life & Annuity Insurance Company	Guaranteed Interest Fund		18,155
*	Great-West Life & Annuity Insurance Company	Great-West Money Market Fund		46,649
*	ReliaStar Life Insurance Company	Fixed account investment funds		2,068,122
*	Participant loans	5.25% - 5.50%	-	70,920

*Denotes a party-in-interest

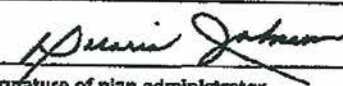
The Agricultural and Labor Program, Inc.
Retirement Plan
EIN 59-1634048, Plan 002
Attachment to 2014 Form 5500

Form 5500 Department of the Treasury Internal Revenue Service Department of Labor Employee Benefits Security Administration Pension Benefit Guaranty Corporation	Annual Return/Report of Employee Benefit Plan This form is required to be filed for employee benefit plans under sections 104 and 4065 of the Employee Retirement Income Security Act of 1974 (ERISA) and sections 6047(e), 6057(b), and 6058(a) of the Internal Revenue Code (the Code). Complete all entries in accordance with the instructions to the Form 5500.	OMB Nos. 1210-0110 1210-0089
		2014
		This Form is Open to Public Inspection

Part I	Annual Report Identification Information
For calendar plan year 2014 or fiscal plan year beginning <u>07/01/2014</u> and ending <u>06/30/2015</u>	
A	This return/report is for: <input type="checkbox"/> a multiemployer plan; <input type="checkbox"/> a multiple-employer plan (filers checking this box must attach a list of participating employer information in accordance with the form instructions); or <input checked="" type="checkbox"/> a single-employer plan; <input type="checkbox"/> a DFE (specify) _____
B	This return/report is: <input type="checkbox"/> the first return/report; <input type="checkbox"/> the final return/report; <input type="checkbox"/> an amended return/report; <input type="checkbox"/> a short plan year return/report (less than 12 months).
C	If the plan is a collectively-bargained plan, check here. <input type="checkbox"/>
D	Check box if filing under: <input checked="" type="checkbox"/> Form 5558; <input type="checkbox"/> automatic extension; <input type="checkbox"/> the DFVC program; <input type="checkbox"/> special extension (enter description) _____

Part II	Basic Plan Information—enter all requested information
1a Name of plan The Agricultural and Labor Program, Inc, Retirement Plan	1b Three-digit plan number (PN) ▶ <u>001</u> 1c Effective date of plan <u>07/01/1993</u>
2a Plan sponsor's name and address; include room or suite number (employer, if for a single-employer plan) The Agricultural and Labor Program, Inc 300 Lynchburg Road Lake Alfred FL 33850	2b Employer Identification Number (EIN) <u>59-1634148</u> 2c Plan Sponsor's telephone number <u>800-330-3491</u> 2d Business code (see instructions) <u>624100</u>

Caution: A penalty for the late or incomplete filing of this return/report will be assessed unless reasonable cause is established.
 Under penalties of perjury and other penalties set forth in the instructions, I declare that I have examined this return/report, including accompanying schedules, statements and attachments, as well as the electronic version of this return/report, and to the best of my knowledge and belief, it is true, correct, and complete.

SIGN HERE		4/11/2016	Deloris Johnson
	Signature of plan administrator	Date	Enter name of individual signing as plan administrator
SIGN HERE			
	Signature of employer/plan sponsor	Date	Enter name of individual signing as employer or plan sponsor
SIGN HERE			
	Signature of DFE	Date	Enter name of individual signing as DFE
Preparer's name (including firm name, if applicable) and address (include room or suite number) (optional)			Preparer's telephone number (optional)



PROGRAM PLANNING COMMITTEE MEETING

Corporate Office - Lake Alfred

April 22, 2016

7:00 p.m.

AGENDA

I. CALL TO ORDER

A. Mission Statement

B. Roll Call

Vernon McQueen

Chester McNorton

Katie Clarke

Dorothy Curry

Patricia Brown

Al Miller, Aletta Stroder, Myrna Rodriguez/Staff Liaisons

II. ITEMS FOR DISCUSSIONS

- Review Y-T-D Grant Reports (See Tab 2)
 - Performance
 - Reimbursement
 - In-Kind Match
- Review Head Start/EHS 2015-2016 Self-Assessment Results and QIP
 - Head Start/EHS Mid-Year Child Outcomes Report
 - VPK Ratings
 - CLASS Ratings
- NAEYC Accreditation Reports
- Review Head Start/EHS 2016-2017 Program Goals and Objectives
- Review ATEC Performance Status
- Review community target areas to be served by Head Start/EHS in 2015-2016
- Review Head Start/EHS Community Resource Plan
- Review Head Start/EHS 2016-2017 Selection Criteria Scale
- EHS/Child Care Partnership Grant Application
- 2016-2017 DOE/EA Grant Application
- Review programs' quarterly monitoring reports

III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- Head Start/EHS 2016-2017 Selection Criteria Scale
- Head Start/EHS 2015-2016 Self-Assessment Results and QIP
- EHS/Child Care Partnership Grant Application
- 2016-2017 DOE/EA Grant Application

IV. ADJOURNMENT

2016

HEAD START
AND
EARLY
HEAD START



PROGRAM ANNUAL
SELF-ASSESSMENT

INTRODUCTION

Annually, the Agricultural and Labor Program, Inc. conducts a Program Annual Self-Assessment of its Children Services Division for a period of four months (4) for the purpose of:

1. Evaluating the effectiveness of its systems and supporting divisions in facilitating high quality management and service delivery, and the progress being made toward accomplishing its goals and objectives for it's Head Start and Early Head Start programs;
2. Complying with Section 641A(g)(1) & (2) of the Head Start Reauthorization Act:

641A (g) Self-Assessments-

(1) IN GENERAL- Not less frequently than once each program year, with the consultation and participation of policy councils and, as applicable, policy committees and, as appropriate, other community members, each Head Start agency, and each delegate agency, that receives financial assistance under this subchapter shall conduct a comprehensive self-assessment of its effectiveness and progress in meeting program goals and objectives and in implementing and complying with standards described in subsection (a)(1).

(2) GOALS, REPORTS, AND IMPROVEMENT PLANS-

(A) GOALS- An agency conducting a self-assessment shall establish agency-determined program goals for improving the school readiness of children participating in a program under this subchapter, including school readiness goals that are aligned with the Head Start Child Outcomes Framework, State Early Learning Standards as appropriate, and requirements and expectations of the schools the children will be attending.

(B) IMPROVEMENT PLAN- The agency shall develop and submit to the Secretary a report containing an improvement plan approved by the governing body of the agency to strengthen any areas identified in the self-assessment as weaknesses or in need of improvement.

3. Determining extent of compliance with the Head Start and Early Head Start Performance Standards and referenced requirements;
4. Determining extent of compliance with state and local requirements for childcare, school readiness and VPK providers.

The Program Annual Self-Assessment Phase I was conducted by an in-house team of employees who have the responsibility of conducting file reviews, monitoring implementation of service delivery processes and compliance with federal and state regulations and laws, the team includes the content area specialists/managers/coordinators. As part of this process, the program reviews external reviews and monitoring reports, these external reviews are i.e., licensing authorities who monitors the environmental health and safety of facilities, Early Learning Coalitions who monitors school readiness and Voluntary Pre-K Services. These processes start with the ALPI's Board of Directors who has legal and fiscal responsibilities of the program's oversight.

The rationale for conducting the Program Annual Self-Assessment at mid-year is that it provides ALPI with information for:

- Evaluating the effectiveness of its systems in facilitating compliance with required standards early in the program year to make changes in accordance with ALPI's Program Operational Policies and Procedures;
- Determining if the rate of progress being made by children is adequate for them to be ready for school by the end of the program year based on the agency's School Readiness Plan;
- Identifying objectives scheduled for accomplishment during the current program year and make changes in accordance with ALPI's Program Operational Policies and Procedures;
- Confirming that the program has met "time sensitive" requirements outlined in standards and regulations;
- Allowing sufficient time during the current program year for modification to its management and service delivery systems and plans, and the reallocation of resources to ensure that every participant in the program receives maximum benefit.

SUMMARY OF PHASE I OF THE PROGRAM ANNUAL SELF-ASSESSMENT

The following summary of activities is based on the review and assessment of the services areas.

Governance:

The 2016 Program Annual Self-Assessment was initiated during the Board of Director's Retreat that was held on November 2015. The Board of Director's Retreat, in which data/documentation collected was reviewed and evaluated. The Board evaluated results and benchmarks based on program goals and objectives as part of the agency goals, objectives and benchmarks. The participants included: Board of Director's, Policy Council, Advisory Councils and ALPI's Senior Management Staff. These reviews evaluated the Program's Performance Outcomes to include but are not limited to:

- ALPI's Strategic Plan Outcomes
- Head Start and Early Head Start Program Information Report (PIR)
- 2015 Program Annual Self-Assessment Results and Improvement Plan
- Child Outcomes for Head Start/Early Head Start, VPK and Child Care
- Teaching Staff Professional Plan Status and Teaching Staff Credentials Status
- Head Start/Early Head Start Program Goals and Objectives including the Service Delivery Target Areas Status
- 12 Months of Monitoring Reports to include: Department of Children and Families Licensing Office, Early Learning Coalitions, Fire Marshall Districts, Child Care Food Program, etc.

No findings were reported.

Service Delivery:

During December 2015 through February 2016, the Management Staff conducted a comprehensive file review to evaluate program progress in delivering services to the children and families. ALPI's comprehensive review of Service Delivery is designed to provide adequate time for a detailed review of services delivered to children and families, and ensure the implementation of the Agency's Operational Management Work Plans/Policies and Procedures. Based on the results, it was determined and validated services to children and families were on target based on the program's benchmarks in accordance with the Performance Standards. However, it was also determined that children attendance and follow up were areas of concern. During the file review process, areas identified for potential compliance issues and other weaknesses were addressed and corrected.

No findings were reported.

SUMMARY OF PHASE II OF THE PROGRAM ANNUAL SELF-ASSESSMENT

Under the direction of the Chief Executive Officer and the Child Development and Family Services Division Deputy Director, the Program Operations Director's facilitated the Program's Annual Self-Assessment Phase II activities during the week of February 23-26, 2016, even though the program continually tracks the effectiveness of the program operations and progress towards goals through the ongoing monitoring system; Phase II of the assessment provides the opportunity to look for consistent data across all areas of operations. During this phase the program reflects on the same data and compares data across content areas to address higher-level systematic issues.

PHASE II SCHEDULE OF ACTIVITIES

Tuesday, February 23, 2016 9:00 – 2:00 p.m.	Overview of Self-Assessment Tool and Process Composition of Teams Overview of Data Collection Review/Analyze Data
Wednesday, February 24, 2016 9:00 – 2:00 p.m.	Review/Analyze Data Team Discussions Site Visits/Reports
Thursday, February 25, 2016 9:00 – 2:00 p.m.	Review/Analyze Data Team Discussions Site Visits/Reports
Friday, February 26, 2016 9:00 – 2:00 p.m.	Reporting/Discussions Corrective Action Planning Improvement Plan

TEAMS	TEAM MEMBERS	POSITION/ORGANIZATION
Health Services	Iris Rivera Latonya Robinson Bessie Armstrong Toni Jones Ana Cendejas Felicia Sweeting-Harris	Health Services Manager Mental Health/Disabilities Specialist Quality Assurance/Contract Compliance Health Services Manager Facilities Specialist Policy Council Member/Parent
Early Childhood Development	Alisa Thornton Bridgette Hyde Mary Yakovets Llynda Fogle Roneeka Robinson	Early Childhood Dev. Edu. Services Manager Early Childhood Education Coordinator Early Childhood Education Coordinator School Board Mentor/Coach Partner Policy Council Member/Parent
ERSEA	Donita Brunson Kevin Singletary Lisa Pough Mercadez Estime-Connelly	Family and Community Partnerships Manager Family Support Services Coordinator Family Support Services Coordinator Policy Council Member/Parent
Program Design and Management	Elizabeth Young Aletta Stroder Myrna Rodriguez	Deputy Director Program Operations Director (Polk County) Program Operations Director (St. Lucie County)

PROGRAM ANNUAL ASSESSMENT OVERALL FINDINGS

Overview

The results of the Program Annual Self-Assessment are grouped under the heading of the protocol instruments used by the teams. Based on the information collected during the conduct of the Program Annual Self-Assessment, twelve (12) strengths; fourteen (14) weaknesses; and three (3) non-compliances were cited in this report.

In addition, there were three (3) areas indicative of exceptional performance and process effectiveness resulting in high quality outcomes. The following represent a summary statement for each:

- Section 642(e) of the Head Start Reauthorization Act: Powers and Functions of Head Start Agencies -
ALPI's collaborative agreement with the Early Learning Coalition exceeds the requirements and is a model of effective cooperation under this requirement.
- Section 642(e) & 642A of the Head Start Reauthorization Act: Head Start Alignment Transition and Alignment with K-12 Education -
ALPI's collaborative agreement with the school district resulting in the adoption by the program the SPLASH Curriculum for 4 year olds and the training, technical assistance/mentoring/coaching provided by the district demonstrates both compliance and the spirit of the referenced section of the Act.
- The initiative implemented to improve the quality of services to VPK participants based on documents reviewed has resulted in substantial improvements in the performance of children transitioning from ALPI Head Start to Kindergarten. Review of the VPK Assessment APII indicates that the strategies being implemented to improve participant readiness for school are highly effective and resulting in 85% of them exceeding expectation. Furthermore, the effectiveness of those strategies is worthy of documentation and adoption of them as best practice for improving student readiness. The six directly operated centers exceeded the state threshold VPK School Readiness Providers Rate of 70 for the school year 2014-2015. The center's VPK School Readiness Providers Rate range from 88 to 100.

Environmental Health & Safety

The Administration for Children and Families conducted an Environmental Health and Safety federal review from January 12-15, 2016. The Federal Team conducted site visits to all Head Start/Early Head Start facilities to include contracted centers. Based on the information gathered through daily debriefings the program had two areas of concerns. These concerns were in the areas of Supervision and Positive Guidance based on the protocol.

The Program Design and Management Team worked on addressing these two concerns based on the Performance Standards, Federal and State laws and regulations by revising agency and program policies in accordance with the law to include Information Memorandum issued 09/18/2015 regarding mandated Reporting of Child Abuse and Neglect.

Comprehensive Services and ERSEA

The Office of Head Start 2016 Comprehensive Services and ERSEA Monitoring Protocols were selected by ALPI as the instrument for assessing its services delivery approach and ERSEA practices. These instruments guided the assessment of a program's practices for verifying the eligibility status of children, families and pregnant women receiving services, and for ensuring appropriate enrollment of children into the program. Using the instruments, a review of ERSEA process, and review of child(ren) files at three centers; in which the following were identified:

Weaknesses

- Poor follow-up/documentation on the Family Partnership Agreement
- One pregnant woman home visit was completed 14 days after vs. the 10 days; however, the standards states within two weeks

Findings

- No findings of noncompliance.

School Readiness

The Office of Head Start 2016 School Readiness Monitoring Protocol was selected by ALPI as the instrument for assessing School Readiness data, teaching quality and ongoing assessment of children. This instrument guided the assessment of a program's practices for monitoring, analyzing, engaging parents and engaging the community. The team was charged to evaluate the program school readiness approach and its effectiveness, preparing children for school and for a lifetime academic success. The team conducted site visits and classroom observations to evaluate teacher-child interactions, lesson planning, learning environment, supervision and guidance. The team visited five centers; in which the following were identified:

Strengths

- Community partnerships in place add value to the quality of services provided to students
- The environment was aligned with curriculum and is rich with language
- Lesson plans were aligned with curriculum's scope and sequence
- Schedules are being followed and allows for flexibility
- Staff feels supported by the program
- Teacher uses transition periods to promote quality interactions and learning

Weaknesses

- Caregivers had a flat affect and unwelcoming demeanor and spoke to children in harsh tone at the Sunrise Country Preschool Center
- Staff hesitated when asked if they felt supported by the program at the Jumpstart Development Center
- Teachers did not use the transition period to promote quality interactions and learning at the Francina Duval Center
- Staff was unable to describe how the program uses their Professional Development Plan to encourage growth as a teacher at the Francina Duval and George W. Truitt Centers
- Staff was unable to identify strategies if they had a student who did not speak the same language at Francina Duval Center
- The lesson plan was incomplete; not signed by the parent at the Frostproof Development Center
- The Daily Reports not signed by parents at the Frostproof Development Center
- The environment is not aligned with the curriculum and the teacher does not use recommended materials at the George W. Truitt Center
- The lesson plan was incomplete at the George W. Truitt Center classroom #2.

Findings

- **1304.22 (b)(1) Conditions of short term exclusion and admittance:** Child with 102 fever was not isolated at the George W. Truitt Center.
- **1304.52 (g)(4) Grantee and delegate agencies must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers and that no more than eight infants and toddlers are placed in any one group. However, if State, Tribal or local regulations specify staff: child ratios and group sizes more stringent than these requirements, the State, Tribal or local regulations must apply:** 1) One Early Head Start classroom was out of ratio at the George W. Truitt Center; 2) While outside on the playground there was a lack of supervision due to staff zoning and the high number of children at the Sunrise Country Preschool Center.
- **1304.22 (e)(7) Grantee and delegate agencies operating programs for infants and toddlers must space cribs and cots at least three feet apart to avoid spreading contagious illness and to allow for easy access to each child:** Cots were not appropriately placed and children were not positioned head to foot.

Comprehensive Services and Health

The Office of Head Start 2016 Comprehensive Services/Health Monitoring Protocol was selected by ALPI as the instrument for assessing comprehensive health services delivery to children and families. This instrument guided the assessment of a program's practices for monitoring, implementation 45/90 days screening, follow-ups, working with community resources, working with parents, and with the communication within staff. The team was charged to evaluate the program's health, nutrition, mental health and disabilities services delivery and its effectiveness on follow-up, engaging parents and utilizing communication resources, and the timeliness of services. The team conducted site visits and file reviews. The team visited five centers; in which the following were identified:

Strengths

- Partnerships with community resources i.e., dental clinic, university, state college, etc.
- The program maintains a very active Health Services Advisory Council
- Health Services Manager serves in various community advisory boards
- All screening was completed within the 45/90 days benchmark
- Centers were clean and staff welcoming
- Family Services Workers followed-up on services needed for the children especially dental services.

Weaknesses

- The file review indicates that scoring of DECA was incorrect and that health concerns of child needed to be addressed at the Frostproof Child Development Center

- No follow up on concerns noted on the ASQ in a file reviewed at Jumpstart Development Center
- Services were rendered to the children but referrals did not reflect the services were being received at the Lincoln Park Center.

**2016 PROGRAM ANNUAL SELF-ASSESSMENT
CORRECTIVE ACTION PLANS**

Non-compliance: 1304.22 (e)(7) Grantee and delegate agencies operating programs for infants and toddlers must space cribs and cots at least three feet apart to avoid spreading contagious illness and to allow for easy access to each child: Cots were not appropriately placed and children were not positioned head to foot

Desired Outcome: There is consistency in the placement of mats by February 29, 2016.

ACTIVITY	PERSON RESPONSIBLE	TIMEFRAME	STATUS
1. Corrected the Non-compliance. Cots were placed 3 ft. apart.	Caregiver Child Development Services Manager	2/23/2016	Completed
2. Provide technical assistant to classroom staff on the use of classroom space and placement of cots.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	2/29/2016	Completed
3. Monitor placement of cots.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator Child Development Services Manager	Monthly	In progress
4. Provide feedback to staff based on findings during monitoring.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator Child Development Services Manager	Monthly	In progress
5. Monitor and evaluate compliance.	Program Operations Director Deputy Director Chief Executive Officer	Monthly	Monthly

Non-compliance: 1304.52 (g)(4) Grantee and delegate agencies must ensure that each teacher working exclusively with infants and toddlers has the responsibility for no more than four infants and toddlers and that no more than eight infants and toddlers are placed in any one group. However, if State, Tribal or local regulations specify staff: child ratios and group sizes more stringent than these requirements, the State, Tribal or local regulations must apply: 1) One Early Head Start classroom was out of ratio at the George W. Truitt Center; 2) While outside on the playground there was a lack of supervision due to staff zoning and the high number of children at the Sunrise Country Preschool Center.

Desired Outcome: Maintain compliance on staff/child ratio at all times.

ACTIVITY	PERSON RESPONSIBLE	TIMEFRAME	STATUS
1. Corrected the non-compliance. The second classroom staff was placed immediately and the number of children reduced in accordance with staff/child ratio.	Caregivers Child Development Services Manager Contracted Center Director	2/23/2016	Completed
2. Provide technical assistance to Center Staff/Supervisors in accordance with the agency/program policies and procedures.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	2/23/2016	Completed
3. Monitor staff/child ratio in the classroom and during outdoor play.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator Child Development Services Manager Contracted Center Director	2/29/2016	Completed
4. Monitor center for implementation in accordance with the monitoring system.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	Monthly	Monthly
5. Monitor and evaluate compliance.	Program Operations Director Deputy Director Chief Executive Officer	Monthly	Monthly

Non-compliance: 1304.22 (b)(1) Conditions of short term exclusion and admittance: Child with 102 fever was not isolated at the George W. Truitt Center.

Desired Outcome: Adhere to policies and procedures at all times.

ACTIVITY	PERSON RESPONSIBLE	TIMEFRAME	STATUS
1. Corrected the non-compliance. Isolated the child in accordance with the policy and procedure.	Caregivers Child Development Services Manager	2/23/2016	Completed
2. Provide technical assistant to classroom staff on the policy and procedure.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	2/29/2016	Completed
3. Monitor implementation of policy and procedure.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	2/29/2016	Completed
4. Provide feedback to staff based on findings during monitoring.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	Monthly	Monthly
5. Monitor and evaluate compliance.	Program Operations Director Deputy Director Chief Executive Officer	Monthly	Monthly

2016 PROGRAM ANNUAL SELF-ASSESSMENT IMPROVEMENT PLAN

Comprehensive Service Delivery

A review of the weaknesses indicated that they could be grouped into three categories, 1) Follow-up on services/file review weaknesses; 2) Staff related weaknesses; and 3) Curriculum and lesson plans. An Improvement Plan has been developed that addresses weaknesses and facilitate improvements in each of the categories. The resulting improvement plans are listed below.

Weakness: File Review Related - 1) Files reviewed reveals follow-up on the Family Partnerships Agreements, referrals, and screening concerns were not addressed in accordance with the policies and procedures; 2) One pregnant woman homevisit was completed 14 days after vs. the 10 days; however, the standards states within two weeks.

Desired Outcome: Identify and correct weaknesses

ACTIVITY	PERSON RESPONSIBLE	TIMEFRAME	STATUS
1. Conducted a comprehensive assessment of the identified weaknesses.	Program Operations Director Health Services Manager Family and Community Partnerships Manager Mental Health/Disabilities Specialist Child Development Services Manager	2/29-3/25/2016	Completed
2. Corrected confirmed weakness (es) in accordance with Policies and Procedures.	Child Development Services Managers Family Services Workers	2/29-3/25/2016	Completed
3. Provide one-on-one technical assistance to staff on services delivery and follow-up practices.	Health Services Manager Family and Community Partnerships Manager Family Support Services Coordinators Mental Health/Disabilities Specialist	2/29-3/25/2016	Completed
4. Monitor implementation.	Health Services Manager Family and Community Partnerships Manager Family Support Services Coordinators Mental Health/Disabilities Specialist	Monthly	In progress
5. Monitor and evaluate compliance.	Deputy Director Program Operations Director	Monthly	In progress

Weakness: Staff Related – a) Teacher did not use the transition period to promote quality; b) caregivers has a flat and unwelcoming demeanor; c) staff hesitated when asked if they felt supported by the program; d) staff was unable to identify strategies if they had a student who did not speak the same language; and e) staff was unable to describe how the program uses their Professional Development Plan.

Desired Outcome: Eliminate Staff identified weaknesses

ACTIVITY	PERSON RESPONSIBLE	TIMEFRAME	STATUS
1. Conducted a comprehensive assessment of the identified weaknesses.	Program Operations Director Management Staff	2/29-3/31/2016	In progress
2. Corrected confirmed weakness (es) in accordance with Policies and Procedures.	Program Operations Director Management Staff	2/29-3/25/2016	Completed
3. Provide a technical assistance on the following procedures: a. Individual Professional Development Plan b. Staff Support System c. Resources for children with dual language d. Promoting a welcoming environment e. Classroom transition activities	Program Operations Director Management Staff	3/31/2016	Completed
4. Monitor implementation.	Program Operations Director Management Staff	Monthly	In progress
5. Monitor and evaluate compliance.	Deputy Director Program Operations Director	Monthly	In progress

Weakness: Curriculum and Lesson Plans – a) Lesson plan was incomplete; not signed by parent; b) Infants/Toddlers Daily Reports not signed by parents; and c) Environment is not aligned with the curriculum and the teacher does not use the recommended materials.

Desired Outcome: Adhere with policies and procedures.

ACTIVITY	PERSON RESPONSIBLE	TIMEFRAME	STATUS
1. Conducted a comprehensive assessment of the identified weaknesses.	Program Operations Director Management Staff	2/29/2016	In progress
2. Corrected confirmed weaknesses in accordance with Policies and Procedures.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	2/29-3/4/2016	Completed
3. Provide a technical assistance on the following procedures: a. Curriculum and Lesson planning b. Infants/toddlers Daily Reports c. Learning environment and materials	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	2/29-3/4/2016	Completed
4. Monitor implementation.	Early Childhood Development and Education Services Manager Early Childhood Education Coordinator	Monthly	In progress
5. Monitor and evaluate compliance.	Deputy Director Program Operations Director	Monthly	In progress

ALP Technical Education Center (ATEC)

PERFORMANCE SUMMARY

Basic Performance: Between July 1, 2015 and March 31, 2016, ALP Technical Education Center (ATEC) has provided training/educational services to twenty-six (26) students. This included the graduation of ten (10) Home Health Aide students and training completions for sixteen (16) CNA Prep students. As a result, ATEC should realize a profit of approximately \$2,500. A preliminary financial report shows revenues of \$9,285 with expenses of \$4,582 for a total profit of \$4,703; however, there are still approximately \$2,200 of outstanding invoices that are not reflected in the report but will be reported in subsequent reports.

Additional Information: During the above period, ATEC maintained licenses for Home Health Aide; Phlebotomy; and Nursing Assistant. The renewal of those licenses was due in March 2016. As a result, the annual application was submitted in December 2015 for the March 2016 CIE meeting. Due to little or no demand in the preceding two (2) years for Phlebotomy, the decision was made to not renew the Phlebotomy license. The lack of demand appears to be the result, in the current job training market, to incorporate phlebotomy into Patient Care Technician classes. Such classes have a longer training period thereby enabling students to qualify for student aid and/or educational loans.

Additionally, the demand for Nursing Assistant classes has drastically decreased over the last few years. This is primarily due to the fact that a student is able, in the state of Florida, to “challenge” the certification examination with little or no formal training. As a result, CNA Prep courses, have entered the market. Since ATEC did not report any Nursing Assistant graduates for the last two or three years, the Florida Department of Nursing, in accordance with Florida Administrative Regulations, rescinded its approval of ATEC’s Nursing Assistant curriculum. Upon notification of the rescission, the decision was made, in consultation with the ALPI Board of Directors, to not renew the Nursing Assistant license. If the market changes, or new regulations are enacted that remove the option of “challenging the test”, ALPI will consider resubmitting its application for approval.

Agricultural and Labor Program, Inc.

2016-2017 SELECTION CRITERIA SCALE

EHS _____
HS _____

Child's Name: _____

CATEGORICAL ELIGIBILITY	Mark all that Apply
Homeless (lives in shelter, no physical residence) as defined by McKinney-Vento Act	85
Foster Parent	85
INCOME ELIGIBILITY	POINTS
Below or at the HHS poverty guidelines	95
Exceeds the HHS poverty guidelines by less than 2,499	45
Exceeds the HHS poverty guidelines by 2,500 to 4,999	35
Exceeds the HHS poverty guidelines by 5,000 or more	25
AGE (By Compulsory School Age) – Head Start	
Age 4 by September 1, 2016	95
Age 3 by September 1, 2016	75
AGE (By Compulsory School Age) – Early Head Start	
Birth to 12 months	95
12 months to 18 months	85
18 months to 3 years of age	75
OTHER FACTORS	
Combination of any two or more	95
Transition from Early Head Start	65
Public Assistance (TANF/SSI)	55
Sibling enrolled in Head Start (EHS Only)	45
Teen Parent (At time of application)	45
Currently Pregnant (Pregnant Woman's Program)	35
Legal Guardianship	25
DISABILITY (Must be Documented)	
Documented disability, diagnosed with IEP from LEA- (HS)	95
Referred by Part C- Disability IFSP- (EHS)	95

Total _____

* Use "Combination of any two or more" only when the total of the points is equal to or greater than 95 points. If the total is less than 95, use the total of points added.

Staff Signature: _____ Date: _____

F&CP Manager/FSSC: _____ Date: _____

Check One: IE _____
CE _____

Project Summary/Abstract

Project Title: EHS-Child Care Partnership Grant St. Lucie County

Applicant Name: Agricultural and Labor Program, Inc.

Address: 300 Lynchburg Road, Lake Alfred, FL 33850

Contact Phone Number (863) 956-3491

Fax (863) 956-3357

Email admin@alpi.org

Website Address www.alpi.org

Competitive Areas Applied for: St. Lucie County, Florida

Number of children to be served: 100

Purpose: The purpose of the EHS-Child Care Partnership Grant is to address the identified impoverished areas of St. Lucie County that may impede the growth of infants and toddlers in their physical, social emotional and intellectual development by partnering with local child care providers to extend high quality services. This grant application is proposing to create (25) classrooms serving (60) infants and (40) toddlers in St. Lucie County.

Target areas: To serve the highest poverty areas of Ft. Pierce (zip codes 34947, 34948, 34950, 34954, 34956, 34979, which is approximately 33,647 families; which represents (3) of the 5 zip codes.

Total Federal Funds Requested: \$1, 5000,000.00

Proposed Operating Days/Wks. 52 weeks; full-day; full-year

Grant due date: July 1, 2016

Target date for beginning services: TBA

FLORIDA DEPARTMENT OF EDUCATION

Project Application

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: Migrant and Seasonal Farmworkers Program WIOA Section 167 Statewide Emergency Assistance Discretionary/Continuation Fiscal Year 2016-2017 TAPS NUMBER: 17B002	DOE USE ONLY Date Received Project Number (DOE Assigned)						
B) Name and Address of Eligible Applicant: The Agricultural and Labor Program, Inc. 300 Lynchburg Rd. Lake Alfred, FL 33850								
C) Total Funds Requested: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;">\$60,000.00</div> DOE USE ONLY Total Approved Project: \$	D) Applicant Contact & Business Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> Contact Name: Deloris Johnson, CEO Fiscal Contact Name: Dennis Gniewek, Fin. Director </td> <td style="width: 40%;"> Telephone Numbers: (863)956-3491 </td> </tr> <tr> <td> Mailing Address: PO Box 3126 Winter Haven, FL 33885 </td> <td> E-mail Addresses: DJohnson@ALPI.ORG </td> </tr> <tr> <td> Physical/Facility Address: 300 Lynchburg Rd. Lake Alfred, FL 33850 </td> <td> DUNS number: 040210163 FEIN number: 59-1634148 </td> </tr> </table>		Contact Name: Deloris Johnson, CEO Fiscal Contact Name: Dennis Gniewek, Fin. Director	Telephone Numbers: (863)956-3491	Mailing Address: PO Box 3126 Winter Haven, FL 33885	E-mail Addresses: DJohnson@ALPI.ORG	Physical/Facility Address: 300 Lynchburg Rd. Lake Alfred, FL 33850	DUNS number: 040210163 FEIN number: 59-1634148
Contact Name: Deloris Johnson, CEO Fiscal Contact Name: Dennis Gniewek, Fin. Director	Telephone Numbers: (863)956-3491							
Mailing Address: PO Box 3126 Winter Haven, FL 33885	E-mail Addresses: DJohnson@ALPI.ORG							
Physical/Facility Address: 300 Lynchburg Rd. Lake Alfred, FL 33850	DUNS number: 040210163 FEIN number: 59-1634148							
CERTIFICATION I, <u>Deloris Johnson, Chief Executive Officer</u> , (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.								
E) _____ Signature of Agency Head	_____ Chief Executive Officer Title	_____ Date						



FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: The Agricultural and Labor Program, Incorporated (ALPI)
 B) DOE Assigned Project Number: 755-4056B-6CFJI
 C) TAPS Number: 17B002

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
	50000	Salaries: Providing emergency assistance staff - Client Services Specialist II (\$38,000 annually x 10%) - Based on 40 hour week	0.10	\$ 3,800.00	100%			
		- Client Services Specialist I (\$28,338 annually x 50%) - Based on 32 hour week	0.50	\$ 14,169.00	100%			
	50500	Fringe Benefits: including, but not limited to, FICA, Retirement, Health Insurance at 25% of annual salary		\$ 4,492.00	100%			
	52000	Worker's Compensation: Based on current rate of 2.27% of annual salary		\$ 403.00				
	52100	Professional Services: including, but not limited to, IT Support; Audit Services; Temporary staffing costs; and other related support services		\$ 400.00	100%			
	52300	Travel: - Coordinator's Conference (1 staff at estimated \$400)		\$ 400.00	100%			
		- Travel (estimated 2,300 miles at \$.445 per mile)		\$ 1,024.00	100%			
	52900	Printing: Applications, flyers, and other forms as needed for the delivery of services		\$ 200.00	100%			
	53000	Office Supplies: Pens, paper, file folders, etc.		\$ 400.00				
	53500	Utilities: Shared costs for phone services		\$ 255.00	100%			
	53800	Postage: General postage for client and program correspondence		\$ 200.00	100%			
	55000	Training: staff receiving training at Annual staff training conference (1 staff)		\$ 200.00	100%			
	57810	Emergency Assistance: Payments to vendors on behalf of clients		\$ 31,200.00	100%			
	59700	Indirect: Based on 5% of total costs		\$ 2,857.00	100%			
D) TOTAL				\$ 60,000.00				

Additional Information for the CAT Summer Expansion Program Application:

Purpose and Description: The purpose of the submission of the CAT Assisted Tutorial Summer Expansion Program is to serve an additional 40 students to limit the average loss of learning that students face during the summer months. The expansion program will target early learners who will be provided with activities to keep them active and engaged on a structured model with the primary focus on academics; recognizing that keeping early learners active and engaged is essential especially during the summer months when developmental gains may decline. Our proposed activities will fill those gaps after the school year ends along with helping early learners have a smooth transition to kindergarten.

The additional 40 students will focus on key literacy and math skills needed for school/grade readiness with integration of cognitive problem solving, science, social studies, physical development/recreational activities. These activities will require educational resources to ensure that children, staff, and parents have educational materials and supplies to support the learning gains of students and the engagement of parents.

Duration/Location: The CAT Summer Expansion Program will operate for approximately eight (8) weeks; and it will be located in the same ALPI Administrative Complex as year-round CAT Program operates; however, the CAT Summer Expansion Program will operate/serve the additional 40 students in the Auditorium Building which is approximately 3500 square feet building.

Target Population: The program will primarily target the students in the surrounding low-income neighborhoods; the program has received numerous inquiries for summer services of which the program will begin a waitlist as of March 1, 2016, taking in consideration the availability of additional funding to serve the additional 40 students.

Staffing: The CAT Summer Expansion Program is proposing to hire 3 additional instructional staff to work with the additional 40 students.

**Council Action Item – 2016 Summer Programs
Council Meeting March 10, 2016**

Background Situation (brief history of situation): For the last sixteen years, CSC has included a Summer Program Funding line item to allow for additional summer opportunities for children. This year's amount is \$250,000. In December 2015 the CSC Team released the 2016 Summer Learning Program Funding application and announced its availability through the CSC web-site, newspaper advertisement, radio ads, and email distribution to support programs that focus on mitigating summer learning loss. The CSC Team also held a Summer Program Conference on January 7, 2016 outlining the priority summer learning focus and review of application.

Current Situation (why it is being brought to Council now): CSC received fourteen requests for summer program funding by the Feb. 5th deadline. These requests totaled over \$587,000. The Team reviewed and prioritized the Summer Learning Program Funding requests based upon feasibility to accomplish stated goals, focus on mitigation of summer learning loss, length of summer program, hours of operation, population to be served, planned activities including recreational and educational, location, and the number of children to be served. The Team has developed funding recommendations for the 2016 Summer Learning Program Funding requests for nine proposals.

Actions (requested or required of Council): Council is being asked to approve funding for the following nine summer programs at the amounts recommended below. These programs incorporated the summer learning priority in the most practical manner and had an average score of 2.3 or higher (out of 5) on the staff proposal evaluation score sheets.

Agency	Brief Description	Amount Recommended	Requested
HPS (Helping People Succeed)	At Ft. Pierce Magnet School for the Arts location – 8 week specialized camp for 30 children from across the county with behavioral and emotional disorders Monday – Friday 8:30 am – 4:30 pm.	\$54,500	54,586
Multi-Cultural Resource Center	Summer Camp in SE PSL south of PSL Blvd on Morningside. 8 week activity program for 83 youth ages 5-14, good Kids at Hope participation and learning activities. Support for staff salaries.	\$32,700	32,793
ALPI	Expansion of regular summer program by two additional teachers allowing services in new space to an additional 40 youth in the Garden City area.	\$19,000	19,449
SLC Parks & Rec	Summer Camp at Lincoln Park CC – 10 week activity program for 64 scholarship youth ages 5-14, good Kids at Hope participation & learning activities NW Ft. Pierce location. Only County summer program.	\$38,000	41,800
YMCA	PSL camp site on north Bayshore serving families from south county area. Full summer schedule, varied activities including academic focus, addresses over 250 youth in priority geographic area.	\$70,000	80,336
Ft. Pierce PAL	Summer activity program for Fort Pierce youth, includes math and reading focus with experiential learning activities. Good adult volunteer participation.	\$23,190	39,390
In the Image of Christ	Summer vocational training program for 20 teens in Lincoln Park area. Support for four instructors during the summer leading into year-round gang prevention activities with several community partners including Roundtable and Allegany Foundation.	\$31,698	38,458
Give Back 2 Kids	Summer Camp at Northport k-8 in PSL for 75 youth for 10 weeks M-F from 8 am – 5:30 pm. Expansion of volunteer camp run last summer with diagnostic testing for the next grade.	\$10,930	24,919
Club Pure	Two Summer Camps in Mid-SLC & Southern PSL – 9 weeks targeting 240 youth from mid & southeast county area, youth in K-5 th grades, varied activities, Kids at Hope trained. Support for 6 literacy & 6 math teachers.	\$22,000	70,911
Total		\$302,018	402,642

Summer 2016 Requests									
Agency	Program	location	Target Group	# Youth	Amf Req 2016	Total Program	Amt Rec 2016	Staff	Scoring
HPS	Camp Success	FTP	Behavioral Health Elem	30	54,586.00	83,880.00	54500		4
MIRC	IMPACT	PSL	elem & middle school	83	32,793.36	42,260.82	32700		3.75
ALPI	CAT	Summer expansion	Ft P elem-ms-hs	40	19,448.54	19,448.54	19000		3.2
SLC Parks & Rec	Lincoln Park Summer Camp		Ft P elem-ms-hs	64	41,800.00	115,384.71	38000		3.1
YMCA	Camp Olympic	PSL	PSL elem & middle school	255	80,335.50	176,647.79	70000		3.08
Ft Pierce PAL	Summer Program	FTP	Ft P elem-ms-hs	65	39,390.00	56,650.00	23190		3
In the Image of Christ	Youth 4 Change		Ft P middle school high school	20	38,458.00	38,458.00	31698		3
Give Back 2 Kids	Camp Level Up		PSL elem & middle school	75	24,919.28	24,919.28	10930		2.5
Club Pure	Mission Possible	PSL	PSL elem -m/s - H/S	240	70,911.02	105,594.67	22000		2.33
IRSC	Expanding Horizons	FTP	Middle & High School	40	77,489.90	81,425.05	0		2
Virtual School of Excellence	Summer Performing		Ft P elem-ms-hs	75	31,000.00	32,000.00	0		1.75
SOC	F.I.T.S. Summer Academics		Ft P elem-ms-hs	40	17,422.50	17,422.50	0		0
Ft Pierce Haitian Church	Camp Blossom		Ft P middle school	30	25,576.84	28,556.84	0		0
Sword Outreach	It's a Small World		Ft P elem-ms-hs	30	32,996.64	32,996.64	0		0
				1087	587,127.58	855,644.84	302,018.00		

250000	CSC Summer Funding
31698	Community Initiatives
20320	Undesignated
302018	

revised; 3-3-16



SPECIAL EVENTS COMMITTEE MEETING

Corporate Office - Lake Alfred

April 22, 2016

7:00 p.m.

AGENDA

I. CALL TO ORDER

A. Mission Statement

B. Roll Call

Marva Hawkins, Chairperson

Patricia Gamble

Annie Robinson

Chester McNorton

Glenda Jones

Dorothy Curry

Ruby Willix

Kimberly Ross

Elizabeth Young, Staff Liaison

II. ITEMS FOR DISCUSSIONS

- Review Annual Picnic Plan/Budget
- Identify Picnic Location
- Review Board Recognition/Appreciation Awards Plan
- Discuss Advisory Councils' Community Services Awards
- Review the ALPI Wall of Fame

III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- Annual Picnic Plan/Budget
- Picnic Location
- ALPI Wall of Fame Timelines

IV. ADJOURNMENT



BUDGET & FINANCE COMMITTEE MEETING

Chain O'Lakes Complex

April 23, 2016

9:00 a.m.

AGENDA

I. CALL TO ORDER

A. Mission Statement

B. Roll Call

Marjorie Gaskin

Lester Roberts

David Walker

Josephine Howard

Vernon McQueen

Stacy Campbell-Domineck

Dennis Gniewek, Staff Liaison

Deloris Johnson, CEO

William Holt, Board Chairperson

II. ITEMS FOR DISCUSSIONS

- Financial Reports (See Tab 3)
- 2015-2016 Preliminary Operating Budget
- Board Fundraising Report To-date

III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- Financial Reports
- 2015-2016 Preliminary Operating Budget

IV. ADJOURNMENT

BOARD ANNUAL FUNDRAISING REPORT

**THE AGRICULTURAL AND LABOR PROGRAM, INC
2016 BOARD OF DIRECTORS**

	Assessed	Contributed To Date	Balance Due
Katie Clark	1,000.00	275.00	725.00
Dorothy Curry	1,000.00	-	1,000.00
Kim Johnson	1,000.00	-	1,000.00
Kimberly Ross	1,000.00	850.00	150.00
Marjorie Gaskin	1,000.00	450.00	550.00
Marva Hawkins	1,000.00	1,000.00	-
William Holt	1,000.00	450.00	550.00
Josephine Howard	1,000.00	625.00	375.00
Glenda Jones	1,000.00	625.00	375.00
Patricia Brown	1,000.00	-	1,000.00
Chester McNorton	1,000.00	-	1,000.00
Vernon McQueen	1,000.00	9,375.00	(8,375.00)
Lester Roberts	1,000.00	75.00	925.00
Stacy Campbell-Domineck	1,000.00	-	1,000.00
David Walker	1,000.00	-	1,000.00
Annie Robinson	1,000.00	70.00	930.00
Ruby Willix	1,000.00	175.00	825.00
Mercadez Estime-Connelly	1,000.00	-	1,000.00
LaVita Holmes	1,000.00	-	1,000.00
Annessa Chilous	1,000.00	-	1,000.00
Total	20,000.00	13,970.00	6,030.00

If you should have any questions please see individual detail sheets or call Dennis Gniewek.



GOVERNMENT AFFAIRS
Chain O'Lakes - Winter Haven
April 23, 2016
8:30 a.m.

AGENDA

I. CALL TO ORDER

- A. Moment of Silence
- B. Roll Call
 - Josephine Howard
 - Glenda Jones
 - Patricia Gamble
 - Mercadez Estime-Connelly
 - Kim Johnson
 - Constance Griffin
 - Christine Samuel, Staff Liaison

II. ITEMS FOR DISCUSSIONS

- Review Agency 2015/2016 Legislative Proposed Agenda
- Review Agency Legislative Agenda Updates
- NCAF Legislative Conference Update
- Voting initiative (May – July)
- Inform all Regional Advisory/Policy Council of local, state, and federal issues effecting ALPI (ongoing)
- NONPROFIT VOTE/Being Nonpartisan -Guidelines for 501(c)(3) Nonprofits presented by Attorney Thiele

III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- Agency 2016/2017 Legislative Agenda Plan

IV. ADJOURNMENT

LAW OFFICES OF
JONATHAN K. THIELE
Attorney at Law

Office Address:
5410 South Florida Avenue
Suite 4
Lakeland, Florida 33813
Telephone: (863) 937-6861

Mailing Address:
PO Box 5977
Lakeland, Florida 33807-5977

March 18, 2016

Deloris Johnson
C.E.O., Agricultural and
Labor Program, Inc.
Lake Alfred, Florida
Via email: djohnson@alpi.org

RE: NONPROFIT VOTE/ Being Nonpartisan: Guidelines for 501(c)(3)
Nonprofits

Dear Ms. Johnson:

I learned of the following guidelines for the first time in yesterday's webinar. It was more specific and informative than the previous one, a year-and-a-half ago.

Staff at work are allowed to express party and candidate preferences and even wear candidate buttons on clothing. Signs and bumper stickers inside the office should be prohibited. Bumper stickers on personal vehicles are fine.

Voter education efforts are all OK if we stick to the, "how, when and where," information. Distribution of Voter Guides are OK so long as they list all the candidates for particular offices. Distributing official party platforms also OK as long as all parties who are registered with the Elections Office are included.

ALPI is prohibited from providing rides to the polls due to the enabling legislation for HS/EHS and CSDBG programs.

Staff and Board members may engage in any political activity on their own when not at work or not engaged in an ALPI activity. However, the overuse of a personal social media account, i.e., Facebook/Twitter, etc., for posting ALPI publicity or information, can cross the line into prohibited political activity where the individual also posts personal political and partisan preferences on the same account. Otherwise, individual staff and Board members may post anything on their personal social pages. An exception was suggested regarding the CEO however; since you are so closely identified with your position as head of the organization you should not post personal partisan political views on your pages.

Very truly yours,

Jonathan Thiele

Jonathan K. Thiele



MEMBERSHIP COMMITTEE MEETING

Chain O'Lakes Complex - Winter Haven

April 23, 2016

9:00 a.m.

AGENDA

I. CALL TO ORDER

- A. Mission Statement
- B. Roll Call
 - Patricia Gamble
 - Annie Robinson
 - Terry Wellington
 - Glenda Jones
 - LaVita Holmes
 - Cheryl Burnham, Staff Liaison**

II. ITEMS FOR DISCUSSIONS

- Review Advisory Councils Membership Recruitment Plan
- Review Head Start/EHS Policy Council Membership Recruitment Plan
- Review Advisory Councils Meeting Timelines
- Review Head Start/EHS Meeting Timelines

III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- Advisory Council/Committee Membership Recruitment Plan
- Head Start/EHS Policy Council Membership Recruitment
- Advisory Councils Meeting Timelines
- Head Start/EHS Meeting Timelines

IV. ADJOURNMENT



**CENTRAL REGIONAL ADVISORY COUNCIL
PROPOSED TASKS & TIMELINES
2016**

	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation <ul style="list-style-type: none"> Review Proposed Meeting Calendar Review Proposed Tasks & Timelines 		X		CEO, Bd Chair Full Council
MARCH				
Bi-monthly CRAC Meeting <ul style="list-style-type: none"> Review Arabell Wiggins Scholarship Applications Committees' Assignments 	X			Full Council
Select Rep to attend FACA Training Conference (May 10-13/Orlando)		X		Full Council
MAY				
CRAC Meeting <ul style="list-style-type: none"> Review Advisory Council Membership Recruitment Plan Review Advisory 2016 Legislative Agenda/Plan 	X			Board's Government Affairs Committee Member
JUNE				
Participate in Annual Picnic Activities Location: TBA			X	Full Council
AUGUST				
CRAC Meeting <ul style="list-style-type: none"> 2016 Annual Meeting Plans Program Participants Venue/Caterer Invitation Mailout Review Council's Membership & Meeting Attendance Certify Council's Corporate Membership Identify Individual/Organization for 2017 Community Service Award (ALPI's 49th Annual Corporate Meeting) Identify Volunteers for LIHEAP Energy Fair	X			Full Council
OCTOBER				
Annual Meeting <ul style="list-style-type: none"> Recognition of Council Volunteer Services Recognition of Outgoing Council Members Installation of 2016-2017 Council Members & Officers 	X			Full Council

**2016 EASTERN REGION ADVISORY COUNCIL
PROPOSED TASKS AND TIMELINES**

TASKS:	MONTH	COMMITTEE/MEMBER ASSIGNED
	MARCH	
ERAC MEETING	3/21/2016	FULL COUNCIL
CONFIRM 2016 MEETING CALENDAR	3/21/2016	FULL COUNCIL
DISCUSS ERAC SCHOLARSHIP PROCESS	3/21/2016	FULL COUNCIL
SELECT REPS TO ATTEND FACA 5/10 -5/13/16	3/21/2016	
SELECT MEMBER TO PICK UP PROCLAMATION 5/4/16	3/21/2016	
CHAIRPERSON OF ANNUAL MEETING	3/21/2016	
Recognize Birthdays January - March	3/21/2016	Gena Spivey, Angela Jules,
"	"	Beverly Richardson, Betty Bradwell
	APRIL	
Secure Proclamation for Community Action Month	4/1/2016	
SUBMIT PLAN TO BOARD OF DIRECTORS FOR APPROVAL		BOARD MEMBER
COMMUNITY ACTION MONTH	MAY	
PICK UP PROCLAMATION FOR COMMUNITY ACTION MONTH		
ERAC MEETING	5/16/2016	
FUNDRAISING ACTIVITIES	5/16/2016	
SCHOLARSHIP UPDATE, ADS AND LETTER	5/16/2016	
ACTION PLAN FOR FT. PIERCE ENERGY FAIR	5/16/2016	
Recognize Birthdays April - July	5/16/2016	Constance Griffin, Marjorie Gaskin,
"	"	Katherine Sims, Margaret Porter, Francis Cooper

**2016 EASTERN REGION ADVISORY COUNCIL
PROPOSED TASKS AND TIMELINES**

	JULY	
ENERGY FAIR-		FULL COUNCIL
Admin Office QUEENTOWNSEND II Ft. Pierce	"	"
Voting Initiative Day & Organize Political forums		
	AUGUST	
ERAC MEETING	8/15/2016	FULL COUNCIL
DEADLINE OF FINAL SELECTION OF SCHOLARSHIP APPL	8/15/2016	SCHOLARSHIP COMMITTEE
FUNDRAISING UPDATE	8/15/2016	FUNDRAISING COMMITTEE
ANNUAL MEETING PROGRAM DEVELOPMENT	8/15/2016	Bobby Byrd, Chris Samuel & FULL COUNCIL
ACTION PLAN FOR MARTIN COUNTY ENERGY FAIR		
Recognize Birthdays August - December	8/15/2016	William Holt, Debra Williams, Janea Rolle, Tiffany Wilder
"	"	Bobby Byrd, Fannie Moore, Bliss Johnson
	SEPTEMBER	
SELECTION OF FUNDRAISING ACTIVITIES COMPLETED	9/11/2016	FUNRAISING COMMITTEE
FINAL DEADLINE OF SCHOLARSHIP ADS ---	9/11/2016	M. Gaskin & Scholarship Committee
ANNUAL MEETING BOOKLETS	"	"
ENERGY FAIR - MARTIN COUNTY	TBA	
	OCTOBER	
ATTEND COUNCIL MEMBERSHIP MEETING	10/15/2016	FULL COUNCIL
INSTALLATION OF 2016/2017 COUNCIL MEMBERS	10/15/2016	PROGRAM COMMITTEE

**NORTHERN REGION ADVISORY COUNCIL
TASKS & TIMELINES
2016**

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation		X		CEO, Bd Chair
MARCH				
NRAC Meeting <ul style="list-style-type: none"> • Finalize Council Meeting Schedule • Confirm Council Committee Assignments • Review Council Tasks & Timelines • Review draft plans for scholarships 				Full Council
Select Representative to attend FACA Training Conference		X		Full Council
MAY				
NRAC Meeting <ul style="list-style-type: none"> • Review Advisory Council Membership Recruitment Plan Activities to include Northern Region Sector of services being provided inclusive of the following counties: <ul style="list-style-type: none"> * Seminole County (Sanford) * Volusia County (Deland, Pierson) * Lake County (Leesburg) * Orange County (Apopka, Orlando, Winter Park, Zellwood) • Identify Advisory 2015/2016 Legislative Agenda/Plan 	X			
JUNE				
Participate in Annual Agency Family Picnic Activities			X	Full Council
AUGUST				
NRAC Meeting Finalize Annual Meeting Plans to Include: <ul style="list-style-type: none"> • Program Booklet • Program Participants • Location /Caterer • Invitation Mail-out • Review Council's Membership & Meeting Attendance • Certify Council's Corporate Membership • Select Individual/Organization for 2017 Community Service Award 	X			Full Council
OCTOBER				
Annual Corporate Membership Meeting <ul style="list-style-type: none"> • Recognition of Council Volunteer Services • Recognition of Outgoing Council Members • Installation of 2016-2017 Council Members & Officers 	X			Full Council

2016 SOUTHERN REGION ADVISORY COUNCIL
PROPOSED TASKS AND TIMELINES

TASKS:	MONTH	COMMITTEE/MEMBER ASSIGNED
Attend Shared Governance Orientation	FEBRUARY	CEO/Board Chair
Distribute 2016 (draft) Calendars		FULL COUNCIL
Distribute 2016 (draft) Tasks and Timelines		
	MARCH	FULL COUNCIL
<i>SRAC Meeting</i>		
Confirm '2016' Meeting Calendar	2016 SOUTHERN REGION ADVISORY COUNCIL	
Review '2016' Tasks & Timeslines		
Review Corporate Applications		
Discuss Seigler, Sims & Wade Scholarship		
Select Rep to attend FACA training		
Conference in Orlando on May 10th -13th		
	MAY	FULL COUNCIL
<i>SRAC Meeting</i>		
Finalize Scholarship Donation		
LIHEAP ENERGY FAIR in Sebring Date: TBA		
	JUNE	FULL COUNCIL
Participate in ALPI's Annual Family Day Picnic		Hosted by the Southern Region
Location: TBA		

**A TEC ADVISORY COMMITTEE
TASKS & TIMELINES
2016**

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation		X		CEO, Bd Chair
MARCH				
A TEC ADVISORY COMMITTEE MEETING	X			Full Council
MAY				
•A TEC ADVISORY COMMITTEE MEETING	X			Full Council
JUNE				
Participate in Annual Picnic Activities			X	Full Council
AUGUST				
A TEC ADVISORY COMMITTEE MEETING	X			Full Council
OCTOBER				
Annual A TEC Advisory Committee Meeting	X			Full Council
NOVEMBER				
BOARD RETREAT IN ORLANDO, FL		X		Full Council

POLICY COUNCIL MAJOR TASKS AND TIMELINES

July	<ul style="list-style-type: none"> ▪ Participate in the Parent Orientation
August	<ul style="list-style-type: none"> ▪ Approval - New employees ▪ Participate in Parent Orientation
September	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting ▪ Parent Committees are established: <ul style="list-style-type: none"> ○ Parliamentary procedures training ○ Election of Policy Council Representative and Alternates
October	<ul style="list-style-type: none"> ▪ Policy Council Training/Orientation is conducted <ul style="list-style-type: none"> ○ New Policy Council Members are installed ○ Approval of Community Representatives ○ Policy Council Monthly Meeting
November	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting ▪ Policy Council participates in the Board of Directors Retreat to review, and discuss items to include: <ul style="list-style-type: none"> ○ Review of agency/program long and short goals and objectives ○ Internal Dispute Resolution/Community Complaint Procedures ○ Community Assessment ○ Program Monitoring Reports ○ Program Annual Self-Assessment Report & Corrective Action Plan ○ Staff Qualification and Development Report
December	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting. Major items for review, input, and approval/disapproval include: <ul style="list-style-type: none"> ○ Management Work Plans, and Operational Policies & Procedures ○ Internal Dispute Resolution/Community Compliant Procedures ○ Fiscal Management/Personnel Policies and Procedures ▪ Select Policy Council Members to participate in the Annual Parent Training Conference
January	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Approval of Criteria for recruitment, selection, and enrollment priorities (Selection Criteria Scale) ▪ Annual Self-Assessment planning process begins ▪ Agency Corporate Annual Meeting/Luncheon
February	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting ▪ Participation in the Annual Self-Assessment ▪ Board of Directors/Policy Council Orientation
March	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting. Major items for review, input, and approval include: <ul style="list-style-type: none"> ○ Approval of Refunding Grant Application to include: program options, Management Work Plans, Operational Policies and Procedures, etc. ○ Annual Self-Assessment Report and Improvement Plan
April	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
May	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting ▪ Select Policy Council Members to participate in the NHSA Training Conference
June	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting ▪ Agency Picnic

2016 FUNDING OPPORTUNITIES

- **2016-2017 DOE/EA**
 - **EHS-Child Care Partnership Grant(St. Lucie County)**
 - **CAT Summer Expansion Program**
-

FLORIDA DEPARTMENT OF EDUCATION

Project Application

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: Migrant and Seasonal Farmworkers Program WIOA Section 167 Statewide Emergency Assistance Discretionary/Continuation Fiscal Year 2016-2017 TAPS NUMBER: 17B002	DOE USE ONLY Date Received Project Number (DOE Assigned)						
B) Name and Address of Eligible Applicant: The Agricultural and Labor Program, Inc. 300 Lynchburg Rd. Lake Alfred, FL 33850								
C) Total Funds Requested: <div style="text-align: center; border-bottom: 1px solid black; width: 100px; margin: 0 auto;"> \$60,000.00 </div> <i>DOE USE ONLY</i> Total Approved Project: \$	D) Applicant Contact & Business Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> Contact Name: Deloris Johnson, CEO Fiscal Contact Name: Dennis Gniewek, Fin. Director </td> <td style="width: 40%;"> Telephone Numbers: (863)956-3491 </td> </tr> <tr> <td> Mailing Address: PO Box 3126 Winter Haven, FL 33885 </td> <td> E-mail Addresses: DJohnson@ALPI.ORG </td> </tr> <tr> <td> Physical/Facility Address: 300 Lynchburg Rd. Lake Alfred, FL 33850 </td> <td> DUNS number: 040210163 FEIN number: 59-1634148 </td> </tr> </table>		Contact Name: Deloris Johnson, CEO Fiscal Contact Name: Dennis Gniewek, Fin. Director	Telephone Numbers: (863)956-3491	Mailing Address: PO Box 3126 Winter Haven, FL 33885	E-mail Addresses: DJohnson@ALPI.ORG	Physical/Facility Address: 300 Lynchburg Rd. Lake Alfred, FL 33850	DUNS number: 040210163 FEIN number: 59-1634148
Contact Name: Deloris Johnson, CEO Fiscal Contact Name: Dennis Gniewek, Fin. Director	Telephone Numbers: (863)956-3491							
Mailing Address: PO Box 3126 Winter Haven, FL 33885	E-mail Addresses: DJohnson@ALPI.ORG							
Physical/Facility Address: 300 Lynchburg Rd. Lake Alfred, FL 33850	DUNS number: 040210163 FEIN number: 59-1634148							
CERTIFICATION I, <u>Deloris Johnson, Chief Executive Officer</u> , (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.								
E) _____ Signature of Agency Head	_____ Chief Executive Officer Title	_____ Date						



FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

The Agricultural and Labor Program, Incorporated (ALPI)

755-4056B-6CFJ1

17B002

A) Name of Eligible Recipient/Fiscal Agent:

B) DOE Assigned Project Number:

C) TAPS Number:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
	50000	Salaries: Providing emergency assistance staff						
		- Client Services Specialist II (\$38,000 annually x 10%) - Based on 40 hour week	0.10	\$ 3,800.00	100%			
		- Client Services Specialist I (\$28,338 annually x 50%) - Based on 32 hour week	0.50	\$ 14,169.00	100%			
	50500	Fringe Benefits: including, but not limited to, FICA, Retirement, Health Insurance at 25% of annual salary		\$ 4,492.00	100%			
	52000	Worker's Compensation: Based on current rate of 2.27% of annual salary		\$ 403.00				
	52100	Professional Services: including, but not limited to, IT Support; Audit Services; Temporary staffing costs; and other related support services		\$ 400.00	100%			
	52300	Travel:						
		- Coordinator's Conference (1 staff at estimated \$400)		\$ 400.00	100%			
		- Travel (estimated 2,300 miles at \$.445 per mile)		\$ 1,024.00	100%			
	52900	Printing: Applications, flyers, and other forms as needed for the delivery of services		\$ 200.00	100%			
	53000	Office Supplies: Pens, paper, file folders, etc.		\$ 400.00				
	53500	Utilities: Shared costs for phone services		\$ 255.00	100%			
	53800	Postage: General postage for client and program correspondence		\$ 200.00	100%			
	55000	Training: staff receiving training at Annual staff training conference (1 staff)		\$ 200.00	100%			
	57810	Emergency Assistance: Payments to vendors on behalf of clients		\$ 31,200.00	100%			
	59700	Indirect: Based on 5% of total costs		\$ 2,857.00	100%			
D) TOTAL				\$ 60,000.00				

Project Summary/Abstract

Project Title: EHS-Child Care Partnership Grant St. Lucie County

Applicant Name: Agricultural and Labor Program, Inc.

Address: 300 Lynchburg Road, Lake Alfred, FL 33850

Contact Phone Number (863) 956-3491

Fax (863) 956-3357

Email admin@alpi.org

Website Address www.alpi.org

Competitive Areas Applied for: St. Lucie County, Florida

Number of children to be served: 100

Purpose: The purpose of the EHS-Child Care Partnership Grant is to address the identified impoverished areas of St. Lucie County that may impede the growth of infants and toddlers in their physical, social emotional and intellectual development by partnering with local child care providers to extend high quality services. This grant application is proposing to create (25) classrooms serving (60) infants and (40) toddlers in St. Lucie County.

Target areas: To serve the highest poverty areas of Ft. Pierce (zip codes 34947, 34948, 34950, 34954, 34956, 34979, which is approximately 33,647 families; which represents (3) of the 5 zip codes.

Total Federal Funds Requested: \$1, 5000,000.00

Proposed Operating Days/Wks. 52 weeks; full-day; full-year

Grant due date: July 1, 2016

Target date for beginning services: TBA

Project Summary/Abstract

Project Title: Early Head Start-Child Care Partnership Grant

Applicant Name: Agricultural and Labor Program, Inc.

Address: 300 Lynchburg Road, Lake Alfred, FL 33850

Contact Phone Number (863) 956-3491

Fax (863) 956-3357

Email admin@alpi.org

Website Address www.alpi.org

Competitive Areas Applied for: Polk County, Florida

Number of children to be served: 100

Purpose: The purpose of the EHS-Child Care Partnership Grant is to address the identified impoverished areas of Polk County that may impede the growth of infants and toddlers in their physical, social emotional and intellectual development by partnering with local child care providers to extend high quality services. This grant application is proposing to create (25) classrooms serving (60) infants and (40) toddlers in Polk County.

Target areas: To serve the highest poverty areas of Lake Wales (zip code 33853, representing approximately 11,161 families).

Total Federal Funds Requested: \$1, 5000,000.00

Proposed Operating Days/Wks. 52 weeks; full-day; full-year

Grant due date: July 1, 2016

Target date for beginning services TBA

Additional Information for the CAT Summer Expansion Program Application:

Purpose and Description: The purpose of the submission of the CAT Assisted Tutorial Summer Expansion Program is to serve an additional 40 students to limit the average loss of learning that students face during the summer months. The expansion program will target early learners who will be provided with activities to keep them active and engaged on a structured model with the primary focus on academics; recognizing that keeping early learners active and engaged is essential especially during the summer months when developmental gains may decline. Our proposed activities will fill those gaps after the school year ends along with helping early learners have a smooth transition to kindergarten.

The additional 40 students will focus on key literacy and math skills needed for school/grade readiness with integration of cognitive problem solving, science, social studies, physical development/recreational activities. These activities will require educational resources to ensure that children, staff, and parents have educational materials and supplies to support the learning gains of students and the engagement of parents.

Duration/Location: The CAT Summer Expansion Program will operate for approximately eight (8) weeks; and it will be located in the same ALPI Administrative Complex as year-round CAT Program operates; however, the CAT Summer Expansion Program will operate/serve the additional 40 students in the Auditorium Building which is approximately 3500 square feet building.

Target Population: The program will primarily target the students in the surrounding low-income neighborhoods; the program has received numerous inquiries for summer services of which the program will begin a waitlist as of March 1, 2016, taking in consideration the availability of additional funding to serve the additional 40 students.

Staffing: The CAT Summer Expansion Program is proposing to hire 3 additional instructional staff to work with the additional 40 students.

**Council Action Item – 2016 Summer Programs
Council Meeting March 10, 2016**

Background Situation (brief history of situation): For the last sixteen years, CSC has included a Summer Program Funding line item to allow for additional summer opportunities for children. This year's amount is \$250,000. In December 2015 the CSC Team released the 2016 Summer Learning Program Funding application and announced its availability through the CSC web-site, newspaper advertisement, radio ads, and email distribution to support programs that focus on mitigating summer learning loss. The CSC Team also held a Summer Program Conference on January 7, 2016 outlining the priority summer learning focus and review of application.

Current Situation (why it is being brought to Council now): CSC received fourteen requests for summer program funding by the Feb. 5th deadline. These requests totaled over \$587,000. The Team reviewed and prioritized the Summer Learning Program Funding requests based upon feasibility to accomplish stated goals, focus on mitigation of summer learning loss, length of summer program, hours of operation, population to be served, planned activities including recreational and educational, location, and the number of children to be served. The Team has developed funding recommendations for the 2016 Summer Learning Program Funding requests for nine proposals.

Actions (requested or required of Council): Council is being asked to approve funding for the following nine summer programs at the amounts recommended below. These programs incorporated the summer learning priority in the most practical manner and had an average score of 2.3 or higher (out of 5) on the staff proposal evaluation score sheets.

Agency	Brief Description	Amount Recommended	Requested
HPS (Helping People Succeed)	At Ft. Pierce Magnet School for the Arts location – 8 week specialized camp for 30 children from across the county with behavioral and emotional disorders Monday – Friday 8:30 am – 4:30 pm.	\$54,500	54,586
Multi-Cultural Resource Center	Summer Camp in SE PSL south of PSL Blvd on Morningside. 8 week activity program for 83 youth ages 5-14, good Kids at Hope participation and learning activities. Support for staff salaries.	\$32,700	32,793
ALPI	Expansion of regular summer program by two additional teachers allowing services in new space to an additional 40 youth in the Garden City area.	\$19,000	19,449
SLC Parks & Rec	Summer Camp at Lincoln Park CC – 10 week activity program for 64 scholarship youth ages 5-14, good Kids at Hope participation & learning activities NW Ft. Pierce location. Only County summer program.	\$38,000	41,800
YMCA	PSL camp site on north Bayshore serving families from south county area. Full summer schedule, varied activities including academic focus, addresses over 250 youth in priority geographic area.	\$70,000	80,336
Ft. Pierce PAL	Summer activity program for Fort Pierce youth, includes math and reading focus with experiential learning activities. Good adult volunteer participation.	\$23,190	39,390
In the Image of Christ	Summer vocational training program for 20 teens in Lincoln Park area. Support for four instructors during the summer leading into year-round gang prevention activities with several community partners including Roundtable and Allegany Foundation.	\$31,698	38,458
Give Back 2 Kids	Summer Camp at Northport k-8 in PSL for 75 youth for 10 weeks M-F from 8 am – 5:30 pm. Expansion of volunteer camp run last summer with diagnostic testing for the next grade.	\$10,930	24,919
Club Pure	Two Summer Camps in Mid-SLC & Southern PSL – 9 weeks targeting 240 youth from mid & southeast county area, youth in K-5 th grades, varied activities, Kids at Hope trained. Support for 6 literacy & 6 math teachers.	\$22,000	70,911
Total		\$302,018	402,642

Summer 2016 Requests									
Agency	Program	location	Target Group	# Youth	Amt Req 2016	Total Program	Amt Rec 2016	Staff	Scoring
HPS	Camp Success	FTP	Behavioral Health Elem	30	54,586.00	83,880.00	54500		4
IMRC	IMPACT	PSL	elem & middle school	83	32,793.36	42,260.82	32700		3.75
ALPI	CAT	Summer expansion	Ft P elem-ms-hs	40	19,448.54	19,448.54	19000		3.2
SLC Parks & Rec	Lincoln Park Summer Camp		Ft P elem-ms-hs	64	41,800.00	115,384.71	38000		3.1
YMCA	Camp Olympic	PSL	PSL elem & middle school	255	80,335.50	176,647.79	70000		3.08
Ft Pierce PAL	Summer Program	FTP	Ft P elem-ms-hs	65	39,390.00	56,650.00	23190		3
In the Image of Christ	Youth 4 Change		Ft P middle school high school	20	38,458.00	38,458.00	31698		3
Give Back 2 Kids	Camp Level Up		PSL elem & middle school	75	24,919.28	24,919.28	10930		2.5
Club Pure	Mission Possible	PSL	PSL elem -m/s - H/S	240	70,911.02	105,594.67	22000		2.33
IRSC	Expanding Horizons	FTP	Middle & High School	40	77,489.90	81,425.05	0		2
Virtual School of Excellence	Summer Performing		Ft P elem-ms-hs	75	31,000.00	32,000.00	0		1.75
SOC	F.I.T.S. Summer Academics		Ft P elem-ms-hs	40	17,422.50	17,422.50	0		0
Ft Pierce Haitian Church	Camp Blossom		Ft P middle school	30	25,576.84	28,556.84	0		0
Sword Outreach	It's a Small World		Ft P elem-ms-hs	30	32,996.64	32,996.64	0		0
				1087	587,127.58	855,644.84	302,018.00		

250000	CSC Summer Funding
31698	Community Initiatives
20320	Undesignated
302018	

revised; 3-3-16

MOU (Healthy Start & Early Learning Coalition)

Memorandum of Understanding

between

**The collaborative partnership of Healthy Start Coalition of Hardee, Highlands and Polk Counties, Inc. and the
Early Learning Coalition of Polk County
and
The Agricultural and Labor Program, Inc.**

PURPOSE

The collaborative partnership of Healthy Start Coalition of Hardee, Highlands and Polk Counties, Inc. and the Early Learning Coalition of Polk County, hereinafter referred to as "HSCHHP-ELCPC Nurse Family Partnership" and the Agricultural and Labor Program, Inc. enter into this mutual Memorandum of Understanding for the period commencing February 1, 2016, and renewing annually, in order to facilitate effective collaboration and services for individuals served by the organizations.

The purpose of the agreement is to establish a relationship between the organizations which support pregnant women, infants, their families and other caregivers enrolled in HSCHHP-ELCPC Nurse Family Partnership program to improve pregnancy outcomes, parenting practice and child development, provide early detection of developmental delays, prevent child abuse, and increase children's readiness and success in school.

SERVICES

HSCHHP-ELCPC Nurse Family Partnership and the Agricultural and Labor Program, Inc. mutually agree to work collaboratively toward achievement of the overall objective to improve pregnancy outcomes, parenting practice and child development, provide early detection of developmental delays, prevent child abuse, and increase children's readiness and success in school.

HSCHHP-ELCPC Nurse Family Partnership and the Agricultural and Labor Program, Inc. agree to:

- Work collaboratively to provide support to pregnant women, infants and their families in Highlands and Polk Counties.
- Work collaboratively to provide referrals to both parties.
- Provide training on program specific details.

INFORMATION EXCHANGE

HSCHHP-ELCPC Nurse Family Partnership will provide the Agricultural and Labor Program, Inc. with the referral form to use in the referral process.

COMMUNICATION AND REFERRAL PROCESS

HSCHHP-ELCPC Nurse Family Partnership agrees to:

- Provide rack cards, business cards, and flyers
- Provide electronic and physical Referral form
- Display information about the Agricultural and Labor Program, Inc.
- Distribute information about the Agricultural and Labor Program, Inc.

The Agricultural and Labor Program, Inc. agrees to:

- Display Nurse Family Partnership rack cards and flyers
- Provide referral forms, rack cards, and flyers to the Agricultural and Labor Program, Inc. employees.
- Inform HSCHHP-ELCPC Nurse Family Partnership when in need of information or materials.
- Facilitate entry of eligible pregnant women into HHCHHP-ELCPC Nurse Family Partnership program.

HSCHHP-ELCPC Nurse Family Partnership and the Agricultural and Labor Program, Inc. shall maintain and update information as needed.

TERM

This Memorandum of Understanding shall begin February 1, 2016 and shall renew on an annual basis unless either party wishes to update, or terminate, this agreement.

TERMINATION

This Memorandum of Understanding may be terminated by either party upon no less than thirty (30) days written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

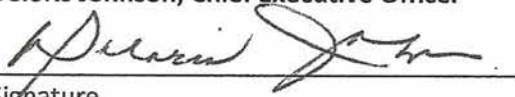
AUTHORIZATION

Charlene Edwards, HSCHHP Executive Director

Signature

Date

Deloris Johnson, Chief Executive Officer



Signature

3-21-16

Date

Gilbert Rincon, ELCPC Executive Director

Signature

Date

MOU (CareerSource Polk)



MEMORANDUM OF UNDERSTANDING

CareerSource Polk And The Agricultural Labor Program, Inc. (ALPI)

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act of 2014 (WIOA), and is entered into by the Agricultural Labor Program, Inc. (ALPI) and Polk County Workforce Development Board, Inc. d/b/a/ CareerSource Polk (hereafter referred to as "CareerSource Polk").

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one- stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource Polk and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-stop System.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Polk County. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Polk County.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

III. PROVISION OF SERVICES

- A. The Polk local area workforce board and the Polk County Board of County Commissioners have designated CareerSource Polk to act as the administrative entity, grant recipient and fiscal agent for this area. CareerSource Polk will perform the following functions:
 - 1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
5. Maintain the statewide "CareerSource Polk" branding of each center.
6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:00 am until 4:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
7. Provide an area for the Partner's meetings and/or co-location as space permits.
8. Model CareerSource Polk core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
10. Implementing a continuous quality improvement program.
11. Leading partner meetings in strategic planning for career center activities and staff team meetings.
12. Planning and conducting facility safety drills for fire, tornado, hurricane evacuation situations, etc. to include the provision to all occupants with information about facility safety issues.
13. Facilitating the development and enforcement of dress standards through the career center partner management team.
14. Scheduling and managing the use of common areas in each facility.

B. The Partner will perform the following functions:

1. Coordinate with CareerSource Polk to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Conflicts and grievances will be handled by the CareerSource Polk service providers' designated Program Manager, who shall consult with the CareerSource Polk management and appropriate supervisors in the resolution of such conflicts and grievances as needed. If not resolved at the local level, formal grievances may be filed using the CareerSource Polk grievance policy found at www.careersourcepolk.com
3. Each partner will adhere to the qualifications set forth in the selection of center staff. Local Workforce Development Board credentialing requires partner front line staff to achieve certified workforce professional status within the first six months of employment. This "Tier 1" training is available on-line at the official state training site. To maintain certified status, each staff member must document a minimum of fifteen hours of additional workforce related training annually.
4. All partners will adhere to policies of non-discrimination and accessibility for people with disabilities.
5. Coordinate with CareerSource Polk to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
6. Coordinate with CareerSource Polk for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
7. Resource sharing for each partner is outlined in Attachment A to this agreement.
8. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
9. Provide CareerSource Polk with monthly outcome numbers for performance data tracking.
10. Provide feedback to CareerSource Polk management regarding the performance of the partnership, including its effectiveness and success.
11. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource Polk staff.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

VI. INFRASTRUCTURE COSTS

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Economic Opportunity will transfer its total statewide infrastructure cost contribution, minus funds already committed through MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards, as it deems appropriate.

VII. TERM

This MOU becomes effective July 1, 2016 through June 30, 2019 and may be renewed upon mutual agreement by CareerSource Polk and ALPI for an additional three (3) year period. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VIII. MERGER

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

IX. THIRD PARTY BENEFICIARY

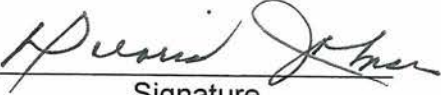
This MOU is for the benefit of CareerSource Polk, the Partner, and the Polk County Board of County Commissioners and no third party is an intended beneficiary.

X. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Polk and the Polk County Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

CERTIFICATION: By signing this document all parties agree that the provisions contained herein and Attachment A are subject to applicable federal, state and local laws, regulations, policies and/or guidelines relating to nondiscrimination, the privacy rights of participants, the maintenance of records and other confidential information relating to CareerSource Polk customers.

By the signatures affixed below, the parties specify their agreement:

CareerSource Polk:	Polk County Board of County Commission:	The Agricultural and Labor Program, Inc.
_____ Signature	_____ Signature	 _____ Signature
_____ Printed Name	_____ Printed Name	Deloris Johnson _____ Printed Name
_____ Date	_____ Date	April 6, 2016 _____ Date

Attachment A
(The Agricultural Labor Program -- ALPI)

Facilities

ALPI Corporate Office
300 Lynchburg Rd.
Lake Alfred, FL
(863) 956-3491
Deloris Johnson, CEO

PURPOSE:

To meet the emergency needs of low-income families and individuals as well as assisting in the move towards self-sufficiency.

SERVICES:

Individuals seeking assistance may contact ALPI directly or may be referred by other agency or community organization. The determination of which services are to be provided will be based on a comprehensive individual assessment plan for each client.

- Emergency assistance
- Case Management
- Employment Training
- Job Placement

LOCAL PERFORMANCE BENCHMARKS

Performance is based upon a comprehensive Work Plan approved by the Florida Department of Economic Opportunity and is not specific to one County or location.

BOARD APPOINTMENT

(Patricia Gamble)



The Children of God Working Together International Ministry of Ministries, Inc.
Outreach Resource Center
450 W. Main Street
Bartow, FL 33830



April 7, 2016

Ms. Deloris Johnson, CEO
The Agricultural and Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, FL 33850

Dear Ms. Johnson,

I am writing this letter to request that Patricia Gamble be allowed the opportunity to serve on The ALPI Board of Directors' as a community representative on behalf of The Children of God Working Together International Ministry of Ministries, Inc.

Mrs. Gamble will bring her experience and knowledge of helping disenfranchised children and families, the elderly and homeless in her surrounding communities as well as in other states. Since 1992, The Outreach Resource Center has been providing free assistance to anyone in need (i.e. food, clothing, furniture, as well as LOVE, HOPE & ENCOURAGEMENT).

Our goal, in likeness with The Agricultural and Labor Program's, Inc., is to help people, help themselves. We believe that God's word provides direction and hope to the entire world.

I would like to "thank you" in advance for giving this request your favorable consideration. Please do not hesitate to contact me should you have any questions at 863/583-2458.

Humbly Submitted,
Apostle E. Gamble, Founder/Overseer
Amanda Rodea, Secretary