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**COMMITTEE AGENDAS**

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# PROGRAM PLANNING COMMITTEE MEETING

Holiday Inn – Clewiston, FL

June 24, 2016

7:00 p.m.

Room #105



## AGENDA

### I. CALL TO ORDER

A. Mission Statement

B. Roll Call

Vernon McQueen

Chester McNorton

Katie Clarke

Dorothy Curry

Patricia Brown

**Al Miller, Staff Liaison**

**Myrna Rodriguez, Staff Liaison**

**Aletta Stroder, Staff Liaison**

### II. ITEMS FOR DISCUSSIONS

- ▶ Review Y-T-D Grant Reports (See Tab 2)
  - Performance
  - Reimbursement
  - In-Kind Match
- ▶ Approve proposed funding opportunities (See Tab 4)
- ▶ Review programs' quarterly monitoring reports (See Tab 5)
- ▶ Class Scores – Tracking Improvement

### III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- ▶ **Proposed Funding Opportunities** (See Tab 4)
  - 2016-2017 School Readiness Provider Contracts (Polk and St. Lucie)
  - DEO Modification Agreement (CSBG)
  - DOE Amendment
  - 2016-2017 SLCSB Lease Agreement
  - 2016-2017 SLCSB Collaborative Agreement
  - 2016 HS/EHS COLA Application
  - USAC E-rate Funding (2016-2017)

### IV. ADJOURNMENT

# BUDGET & FINANCE COMMITTEE MEETING

Holiday Inn – Clewiston, FL

June 25, 2016

9:00 a.m.

Room #111



## 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 – Tab 3 & 4
- ▶ Board Fundraising Report To-date – Tab 2
- ▶ Proposed Funding Opportunities – Tab 4
  - 2016-2017 School Readiness Provider Contracts
  - 2016 DEO Modification Agreement (CSBG)
  - 2016 DOE Amendment
  - 2016-2017 SLCSB Lease Agreement
  - 2016-2017 SLCSB Collaborative Agreement
  - 2016 HS/EHS COLA Application
  - USAC E-rate Funding (2016-2017)
- ▶ 2016 Employee Health Benefit Options – Tab 4

### III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- ▶ Financial Reports
- ▶ Board Fundraising Report To-date
- ▶ Proposed Funding Opportunities
  - 2016-2017 School Readiness Provider Contracts (Polk & St. Lucie)
  - 2016 DEO Modification Agreement (CSBG)
  - 2016 DOE Amendment
  - 2016-2017 SLCSB Lease Agreement
  - 2016-2017 SLCSB Collaborative Agreement
  - 2016 HS/EHS COLA Application
  - USAC E-rate Funding (2016-2017)
- ▶ 2016 Employee Health Benefit Options

### IV. ADJOURNMENT

## Balance Sheet by Category

The Agricultural And Labor Program, Inc.

Period Ending: 04/30/16

Format: 1 Board of Directors Financial Report

Run Date: 6/20/16

Run Time: 10:50:37 am

Page 1 of 1

### Assets:

Cash	1,209,358.73
Accounts Receivable	596,317.47
Prepaid Expenses	-34,550.40
Fixed Assets	650,029.94
Land	545,000.00

**Total Assets:** \$2,966,155.74

### Liabilities:

Accounts Payable	457,329.68
Payroll Payable	324,143.61
Deferred Revenue	95,638.74
Cost Allocation Control	0.09

**Total Liabilities:** \$877,112.12

### Equity:

ALPI Child Care Centers	10,418.70
Food Service	22,231.71
Computer Assisted Tutorial	-683.03
St. Lucie VPK	85,623.17
EHEAP	-85.05
ALPI Technical Education	2,645.02
LIHEAP	11,693.13
DOE Emergency Assistance	-487.08
CSBG	5,582.57
Fl Non- Profit Housing, Inc	991.89
General Fund	-20,391.53
FACA/OAG Chase Settlement Grant	53,215.09
Unrestricted Fund Balance	947,104.98
Invested In Fixed Assets	971,184.05

**Total Equity:** \$2,089,043.62

**Total Liabilities and Equity** \$2,966,155.74

**Balance:** \$0.00



# Balance Sheet

The Agricultural And Labor Program, Inc.

Period From : 07/01/15 to 04/30/16

Run Date: 6/9/16  
Run Time: 9:11:46 am  
Page 1 of 3

## Assets:

10010	Cash in Bank-Citizens Bank-Frostproof	32,924.71
10020	Cash in Bank-Headstart-SunTrust	4,990.91
10022	Cash in Bank-Sunshine SunTrust Chking	9,877.87
10025	Cash in Bank-Agency-SunTrust Savings	233,873.74
10030	Cash in Bank-Ft. Pierce Wells Fargo	6,441.50
10040	Cash in Bank BOA Business Interest Maximizer	70,250.84
10060	Cash in bank - BOA Checking Account	240,802.63
10070	Cash in bank - BOA Grant advances	95,769.88
10080	Cash in Bank Wells Fargo Savings Lake Alfred	514,126.65
10085	Cash in bank -Wells Fargo Checking Lake Alfred	100.00
12010	Petty Cash Frostproof	200.00
13000	A/R - DOE Food	80,544.23
13200	A/R - DOE Training/Emergency	17,421.01
13250	A/R - Sr Connection EHEAP	11,984.29
13300	A/R - DEO Liheap	321,273.31
13310	A/R - DEO CSBG	4,764.29
13410	A/R - CC Polk Co. ELC	1,357.80
13700	A/R - Headstart	128,196.41
13800	A/R - CC St. Lucie ELC	806.40
14110	A/R - FL Non-Profit Housing	7,381.11
14130	A/R - HUD Housing Coueseling	4,581.37
14310	A/R - CSC St. Lucie C.A.T.	12,003.56
16500	Employee Advances	800.27
16600	A/R - Advances - Board	4,538.98
16700	A/R - Other	664.44
16800	Deposits Utility	10,448.10
17000	Prepaid Insurance	-38,161.86
17010	Prepaid Insurance - W/C	-8,337.02
17020	Prepaid Other	1,500.38
18000	Buildings	2,671,509.64
18010	Accum Depr - Buildings	-2,319,058.54
18100	Furniture & Fixtures	241,911.08
18110	Accum Depr - Furniture & Fixtures	-221,804.58
18200	Machinery and Equipment	985,087.10
18210	Accum Depr - Mach/Equipment	-878,368.49
18300	Recreation Equipment	555,229.41
18310	Accum Depr - Recreational Equipment	-492,760.53
18400	Leasehold Equipment	468,840.50
18410	Accum Depr - Lease Improvements	-360,555.65
19000	Land	545,000.00

**Total Assets:**

**\$2,966,155.74**

## Liabilities:

20000	Accounts payable	456,953.86
20500	FICA W/H Payable	15,215.67
20510	Medicare Withholding Payable	3,558.47
20600	Federal W/H Payable	19,500.53

# Balance Sheet

The Agricultural And Labor Program, Inc.

Run Date: 6/9/16  
Run Time: 9:11:46 am  
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Period From : 07/01/15 to 04/30/16

20800	Life/ALPI/SunLife	2,477.97
21000	U/W Polk W/H Payable	164.94
21100	U/W H/S W/H Payable	229.20
21600	Health Insurance W/H Payable	63,070.51
22100	St/Lt Disability W/H Payable	4,880.95
22110	Option Emp Life Payable	4,032.39
22200	Dental Ins. W/H Payable	11,093.03
22300	Vision Care W/H Payable	3,343.92
22400	Prepaid Legal W/H Payable	767.38
22500	403b W/H Payable	192,044.96
23010	Accrued State Unemployment	5,455.54
23020	Accrued Salaries	-1,691.85
24110	Grant funds interest payable	375.82
24500	Deferred Revenue - Other	95,638.74

**Total Liabilities:** \$877,112.03

## Projects

30216	15/16 ALPI Child Care	10,418.70
31015	14/15 Food Service	16,622.25
31016	15/16 Food Service	5,609.46
32415	14/15 C.A.T. C.S.C.	1,684.06
32416	15/16 CAT CSC	-2,367.09
33016	15/16 VPK St. Lucie County	85,623.17
36016	15/16 ALPI Technical Education	2,645.02
36117	16/17 EHEAP	-85.05
36216	15/16 LIHEAP 03/01/15-03-31/16	11,693.13
36316	15/16 DOE Emergency Assistance	-487.08
36515	14/15 CSBG	5,582.57
36616	15/16 Florida Non-Profit Housing, Inc	991.89
37016	15/16 Agency General	-34,678.30
37416	15/16 Chase Settlement Grant	53,215.09
37516	15/16 Advisory Council Activities	4,408.90
37616	15/16 Sunshine Account Activities	9,877.87
39400	Unrestricted Fund Balance	947,104.98
39500	Invested/Fixed Assets - Corporate	971,184.05

**Total Projects** \$2,089,043.62

**Total Liabilities and Projects** 2,966,155.65

**Net Difference to be Reconciled** \$0.09

**Total Adjustment** \$0.09

**Unreconciled Balance** \$0.00

# Balance Sheet

The Agricultural And Labor Program, Inc.

Period From : 07/01/15 to 04/30/16

Run Date: 6/9/16  
Run Time: 9:11:46 am  
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## Reconciling Items .....

(1)	Paid Salaries are	5,241,992.89	
	Timesheets show	5,241,992.89	
	Difference		0.00
(2)	Leave accrued this year	0.01	
(3)	Fringe Pool is	1,246,525.24	
	Fringe allocated	1,246,525.20	
	Difference		-0.04
(4)	Common Cost Pool is	0.00	
	Common Cost Allocated	0.00	
	Difference		0.00
(5)	M & G Cost Pool is	864,182.65	
	M & G Cost Alloca	864,182.77	
	Difference		0.12
	Total adjustments		<u>\$0.09</u>

## Agencywide Line Item Revenues and Expenditures

The Agricultural And Labor Program, Inc.

Run Date: 06/09/2016

Run Time: 9:16:17 am

Page 1 of 2

Period: 07/01/2015 to 04/30/2016

With Indirect Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud	
<b>Revenues</b>						
40000	DOH - Food Program	1,061,780.17	76,517.02	532,997.48	528,782.69	50.20%
40100	LIHEAP	4,459,206.00	61,315.07	3,549,635.20	909,570.80	79.60%
40150	EHEAP Operations	109,819.00	11,857.64	96,677.82	13,141.18	88.03%
40151	EHEAP Admin	3,189.00	126.65	1,424.73	1,764.27	44.68%
40200	Head Start	4,731,358.00	393,989.99	4,232,210.28	499,147.72	89.45%
40300	Early Headstart	1,875,856.00	139,975.26	1,479,168.87	396,687.13	78.85%
40510	Polk ELC - CC	9,720.00	3,181.40	3,357.40	6,362.60	34.54%
40700	St Lucie ELC VPK	774,008.00	98,156.74	727,584.68	46,423.32	94.00%
40800	St Lucie ELC - Center	13,400.00	-1,017.20	5,942.10	7,457.90	44.34%
41100	DOE Emergency Services	57,143.00	8,925.58	47,421.01	9,721.99	82.99%
41200	ATEC Tuition	10,100.00	555.00	9,955.00	145.00	98.56%
41410	CSC St Lucie CAT	84,599.00	5,017.26	55,205.59	29,393.41	65.26%
41500	CSBG	943,523.00	65,984.99	768,396.24	175,126.76	81.44%
41510	CSBG Admin	62,225.00	36,298.59	92,879.32	-30,654.32	149.26%
41520	CSBG Indirect Admin	104,279.00	-24,753.19	64,963.53	39,315.47	62.30%
41600	FL Non Profit Housing	47,053.00	7,389.06	30,327.58	16,725.42	64.45%
41800	HUD Housing Counseling	12,333.00	0.00	9,221.78	3,111.22	74.77%
41810	HUD HC Administration	1,114.00	0.00	1,114.00	0.00	100.00%
42210	FACA/OAG	59,000.00	0.00	59,000.00	0.00	100.00%
44000	DOH Food Administration	89,750.20	4,027.21	47,053.64	42,696.56	52.43%
44300	St Lucie VPK Admin	95,407.00	8,030.52	86,104.30	9,302.70	90.25%
44500	LIHEAP Admin	96,365.00	4,236.94	76,988.10	19,376.90	79.89%
44600	Employment/Training Admin	2,857.00	0.00	0.00	2,857.00	0.00%
44800	Early Headstart Admin	173,928.00	11,094.04	141,782.33	32,145.67	81.52%
44900	Headstart Admin	503,765.00	37,175.52	466,034.93	37,730.07	92.51%
45000	Food Indirect Admin	38,217.63	0.00	35,381.35	2,836.28	92.58%
46000	Contributions	0.00	0.00	9,907.87	-9,907.87	0.00%
46100	Client Fees	4,084.00	318.40	1,503.10	2,580.90	36.80%
46200	Private Pay CC Fees	14,109.00	2,416.50	17,101.60	-2,992.60	121.21%
46300	Fundraising	23,000.00	278.50	38,288.30	-15,288.30	166.47%
46400	Interest Income	600.00	11.89	121.07	478.93	20.18%
46500	Other Revenue	61,000.00	0.00	11,412.20	49,587.80	18.71%
46700	E-rate	94,582.00	0.00	54,739.77	39,842.23	57.88%
47000	In-Kind Revenue	1,821,227.00	79,114.64	602,408.38	1,218,818.62	33.08%
	<b>Revenues</b>	<b>17,438,597.00</b>	<b>1,030,224.02</b>	<b>13,356,309.55</b>	<b>4,082,287.45</b>	<b>76.59%</b>

### Expenses

50000	Salaries	6,548,792.00	512,428.14	5,241,992.90	1,306,799.10	80.05%
50500	Fringe Benefits	1,552,138.00	104,070.00	1,246,525.20	305,612.80	80.31%
52000	Direct Fringe - Workers Comp	111,070.00	11,632.32	121,861.54	-10,791.54	109.72%
52100	Professional Services	120,172.00	2,558.08	115,004.34	5,167.66	95.70%
52300	Travel	108,702.00	6,031.71	80,920.07	27,781.93	74.44%
52500	Board Expenses	17,907.00	3,060.07	47,063.99	-29,156.99	262.82%
52600	Advisory Council Expenses	9,200.00	0.00	6,361.93	2,838.07	69.15%
52700	Employee & Board Relations	36,150.00	1,994.31	22,126.28	14,023.72	61.21%



## Agencywide Line Item Revenues and Expenditures

The Agricultural And Labor Program, Inc.

Run Date: 06/09/2016

Run Time: 9:16:17 am

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Period: 07/01/2015 to 04/30/2016

**With Indirect Detail**

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud	
52800	Community Relations	59,862.00	4,999.71	33,071.39	26,790.61	55.25%
52900	Printing	27,385.00	1,137.16	20,511.28	6,873.72	74.90%
53000	Office Supplies	73,450.00	7,370.70	64,517.81	8,932.19	87.84%
53100	Program Supplies	82,564.00	4,551.63	70,747.16	11,816.84	85.69%
53200	Non-food Supplies	12,332.00	674.15	8,121.35	4,210.65	65.86%
53300	Food Costs	784,440.00	46,729.74	359,264.31	425,175.69	45.80%
53400	Lease/Rent - Facilities	60,530.00	4,141.67	48,626.34	11,903.66	80.33%
53500	Utilities	203,946.00	17,203.08	214,610.51	-10,664.51	105.23%
53600	Telephone	111,809.00	13,676.70	138,207.03	-26,398.03	123.61%
53700	Data Communications	149,152.00	16,002.65	182,417.07	-33,265.07	122.30%
53800	Postage	26,086.00	2,333.62	19,680.39	6,405.61	75.44%
53900	Dues & Subscriptions	18,248.00	360.00	17,649.53	598.47	96.72%
54000	Insurance - Automobile	63,900.00	3,330.80	41,235.27	22,664.73	64.53%
54010	Insurance - Liability	91,621.00	7,545.80	81,278.48	10,342.52	88.71%
54020	Insurance - Property/Building/ Cont	104,400.00	11,224.25	112,242.53	-7,842.53	107.51%
54030	Insurance - Child Accident	4,650.00	481.04	4,810.40	-160.40	103.45%
54040	Insurance - Bonding	5,400.00	604.34	5,448.92	-48.92	100.91%
54050	Profession'l Liab. & Crime	5,908.00	718.08	7,180.80	-1,272.80	121.54%
54600	Licenses and Fees	15,400.00	1,616.14	15,571.81	-171.81	101.12%
54700	Advertising	2,536.00	0.00	2,756.16	-220.16	108.68%
55000	In-Service Training	227,501.00	13,147.20	221,081.64	6,419.36	97.18%
55200	Parent Activities	11,000.00	138.35	2,992.90	8,007.10	27.21%
55400	Subcontractor Expense	356,964.00	23,755.23	223,187.65	133,776.35	62.52%
55410	Sub-Recipient Direct Services	172,500.00	4,529.76	97,029.78	75,470.22	56.25%
55500	Building Maintenance & Supplies	310,957.00	36,941.54	333,485.56	-22,528.56	107.24%
55600	Vehicle Operation and Maintenanc	50,786.00	3,212.28	50,862.44	-76.44	100.15%
55810	Equipment Purchase <5000	4,887.00	0.00	5,500.00	-613.00	112.54%
56500	Other Expense	1,800.00	15.00	4,049.35	-2,249.35	224.96%
56600	In-Kind Expense	1,821,227.00	79,114.64	602,408.38	1,218,818.62	33.08%
57810	Emergency Assistance	127,775.00	21,255.73	105,341.66	22,433.34	82.44%
57820	Client Services- Other	167,200.00	14,217.72	137,346.11	29,853.89	82.14%
58010	Home Energy Assistance	1,253,703.00	5,100.00	1,275,141.01	-21,438.01	101.71%
58020	Crisis Energy Assistance	2,189,990.00	7,078.42	1,564,920.65	625,069.35	71.46%
58030	Weather Related Crisis	93,625.00	0.00	0.00	93,625.00	0.00%
58040	Crisis EHEAP Energy Assistance	91,610.00	10,886.21	83,311.34	8,298.66	90.94%
58100	Equipment Maintenance	20,700.00	1,341.53	17,307.65	3,392.35	83.61%
58200	Leases/Rent - Equipment	65,747.00	6,295.84	95,142.43	-29,395.43	144.71%
58300	Leases/ Rent Vehicles	50,200.00	3,664.15	36,641.50	13,558.50	72.99%
58800	Food Adjustment	-13,000.00	0.00	0.00	-13,000.00	0.00%
58850	Other Expense Adjustment	22,818.00	0.00	0.00	22,818.00	0.00%
58900	Indirect Adjustment	2,857.00	0.00	0.00	2,857.00	0.00%
<b>Expenses</b>	<b>17,438,597.00</b>	<b>1,017,169.49</b>	<b>13,185,554.84</b>	<b>4,253,042.16</b>	<b>75.61%</b>	
<b>Agency Balance</b>	<b>0.00</b>	<b>13,054.53</b>	<b>170,754.71</b>			

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/09/2016

Run Time: 9:14:54 am

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>30216 15/16 ALPI Child Care</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
40510 Polk ELC - CC	9,720.00	0.00	3,181.40	3,357.40	3,357.40	6,362.60	34.54%
40800 St Lucie ELC - Center	13,400.00	0.00	-1,017.20	5,942.10	5,942.10	7,457.90	44.34%
44400 St Lucie ELC Center A	1,749.00	0.00	0.00	0.00	0.00	1,749.00	0.00%
46100 Client Fees	4,084.00	0.00	318.40	1,503.10	1,503.10	2,580.90	36.80%
46200 Private Pay CC Fees	14,390.00	0.00	2,416.50	17,101.60	17,101.60	-2,711.60	118.84%
46300 Fundraising	0.00	0.00	0.00	150.50	150.50	-150.50	0.00%
<b>Revenues</b>	<b>43,343.00</b>	<b>0.00</b>	<b>4,899.10</b>	<b>28,054.70</b>	<b>28,054.70</b>	<b>15,288.30</b>	<b>64.73%</b>
<b>Expenses</b>							
50000 Salaries	12,300.00	0.00	459.19	2,697.66	2,697.66	9,602.34	21.93%
50500 Fringe Benefits	2,925.00	0.00	103.33	656.51	656.51	2,268.49	22.44%
52000 Direct Fringe - Worker	167.00	0.00	10.21	63.22	63.22	103.78	37.86%
52300 Travel	600.00	0.00	28.38	385.27	385.27	214.73	64.21%
53000 Office Supplies	1,500.00	0.00	277.06	1,242.98	1,242.98	257.02	82.87%
53100 Program Supplies	15,958.00	0.00	0.00	3,524.63	3,524.63	12,433.37	22.09%
53800 Postage	100.00	0.00	44.70	94.39	94.39	5.61	94.39%
54600 Licenses and Fees	0.00	0.00	0.00	112.00	112.00	-112.00	0.00%
55500 Building Maintenance	7,763.00	0.00	123.25	8,361.25	8,361.25	-598.25	107.71%
59700 Indirect Costs	2,030.00	0.00	74.52	498.09	498.09	1,531.91	24.54%
<b>Expenses</b>	<b>43,343.00</b>	<b>0.00</b>	<b>1,120.64</b>	<b>17,636.00</b>	<b>17,636.00</b>	<b>25,707.00</b>	<b>40.69%</b>
<b>Project Revenues:</b>	<b>43,343.00</b>	<b>0.00</b>	<b>4,899.10</b>	<b>28,054.70</b>	<b>28,054.70</b>	<b>15,288.30</b>	<b>64.73%</b>
<b>Project Expenses:</b>	<b>43,343.00</b>	<b>0.00</b>	<b>1,120.64</b>	<b>17,636.00</b>	<b>17,636.00</b>	<b>25,707.00</b>	<b>40.69%</b>
<b>Project Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>3,778.46</b>	<b>10,418.70</b>	<b>10,418.70</b>		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/09/2016

Run Time: 9:14:54 am

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>31015 14/15 Food Service</b>				<b>Project Period</b>	<b>10/1/2014</b>	<b>to 9/30/2015</b>	
<b>Revenues</b>							
40000 DOH - Food Program	1,042,618.00	479,194.76	0.00	81,331.62	560,526.38	482,091.62	53.76%
44000 DOH Food Adminis	83,886.00	77,076.50	0.00	16,342.98	93,419.48	-9,533.48	111.36%
45000 Food Indirect Admin	33,067.00	6,409.58	0.00	21,501.13	27,910.71	5,156.29	84.41%
Revenues	<u>1,159,571.00</u>	<u>562,680.84</u>	<u>0.00</u>	<u>119,175.73</u>	<u>681,856.57</u>	<u>477,714.43</u>	<u>58.80%</u>
<b>Expenses</b>							
50000 Salaries	198,006.00	140,595.34	0.00	35,104.95	175,700.29	22,305.71	88.73%
50500 Fringe Benefits	45,262.00	30,879.61	0.00	8,860.38	39,739.99	5,522.01	87.80%
52000 Direct Fringe - Worker	2,574.00	3,057.73	0.00	836.67	3,894.40	-1,320.40	151.30%
52100 Professional Services	417.00	0.00	0.00	0.00	0.00	417.00	0.00%
52300 Travel	11,000.00	1,445.18	0.00	474.72	1,919.90	9,080.10	17.45%
52700 Employee & Board R	48.00	2.61	0.00	0.00	2.61	45.39	5.44%
52800 Community Relations	11.00	0.00	0.00	0.00	0.00	11.00	0.00%
52900 Printing	510.00	201.55	0.00	34.11	235.66	274.34	46.21%
53000 Office Supplies	3,550.00	4,691.14	0.00	2,455.98	7,147.12	-3,597.12	201.33%
53100 Program Supplies	6.00	259.21	0.00	7.63	266.84	-260.84	4,447.33%
53200 Non-food Supplies	12,332.00	4,439.51	0.00	2,075.19	6,514.70	5,817.30	52.83%
53300 Food Costs	758,809.00	327,129.43	0.00	74,663.93	401,793.36	357,015.64	52.95%
53400 Lease/Rent - Facilities	1,450.00	218.95	0.00	73.65	292.60	1,157.40	20.18%
53500 Utilities	20,400.00	27,178.84	0.00	9,084.21	36,263.05	-15,863.05	177.76%
53600 Telephone	1,200.00	7.69	0.00	333.85	341.54	858.46	28.46%
53700 Data Communications	3,050.00	1,601.56	0.00	1,181.93	2,783.49	266.51	91.26%
53800 Postage	100.00	98.67	0.00	37.88	136.55	-36.55	136.55%
53900 Dues & Subscriptions	48.00	0.00	0.00	45.00	45.00	3.00	93.75%
54000 Insurance - Automobil	12,700.00	10,833.02	0.00	1,998.48	12,831.50	-131.50	101.04%
54010 Insurance - Liability	0.00	0.00	0.00	2,026.74	2,026.74	-2,026.74	0.00%
54020 Insurance - Property/B	0.00	0.00	0.00	2,527.35	2,527.35	-2,527.35	0.00%
54700 Advertising	35.00	0.00	0.00	0.00	0.00	35.00	0.00%
55000 In-Service Training	8,000.00	1,470.41	0.00	0.00	1,470.41	6,529.59	18.38%
55500 Building Maintenance	5,640.00	11,207.36	0.00	1,587.97	12,795.33	-7,155.33	226.87%
55600 Vehicle Operation an	15,000.00	2,948.70	0.00	1,244.85	4,193.55	10,806.45	27.96%
55810 Equipment Purchase <	11,841.00	0.00	0.00	0.00	0.00	11,841.00	0.00%
56800 Depreciation - Buildi	0.00	1,078.05	0.00	0.00	1,078.05	-1,078.05	0.00%
56810 Depreciation - Furnit	0.00	13.76	0.00	0.00	13.76	-13.76	0.00%
56820 Depreciation - Equipm	0.00	47.25	0.00	0.00	47.25	-47.25	0.00%
58100 Equipment Maintenanc	50.00	0.00	0.00	0.00	0.00	50.00	0.00%
58200 Leases/Rent - Equipme	3,665.00	11,379.01	0.00	3,503.48	14,882.49	-11,217.49	406.07%
58300 Leases/ Rent Vehicles	10,800.00	11,516.14	0.00	3,891.33	15,407.47	-4,607.47	142.66%
58800 Food Adjustment	0.00	-33,887.70	0.00	-56,517.44	-90,405.14	90,405.14	0.00%
59700 Indirect Costs	33,067.00	20,890.07	0.00	7,020.64	27,910.71	5,156.29	84.41%
Expenses	<u>1,159,571.00</u>	<u>579,303.09</u>	<u>0.00</u>	<u>102,553.48</u>	<u>681,856.57</u>	<u>477,714.43</u>	<u>58.80%</u>

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>Project Revenues:</b>	1,159,571.00	562,680.84	0.00	119,175.73	681,856.57	477,714.43	58.80%
<b>Project Expenses:</b>	1,159,571.00	579,303.09	0.00	102,553.48	681,856.57	477,714.43	58.80%
<b>Project Balance:</b>	0.00	-16,622.25	0.00	16,622.25	0.00		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>31016 15/16 Food Service</b>				<b>Project Period</b>	10/1/2015	to 9/30/2016	
<b>Revenues</b>							
40000 DOH - Food Program	1,061,780.17	0.00	76,517.02	451,665.86	451,665.86	610,114.31	42.54%
44000 DOH Food Adminis	89,750.20	0.00	4,027.21	30,710.66	30,710.66	59,039.54	34.22%
45000 Food Indirect Admin	38,217.63	0.00	0.00	13,880.22	13,880.22	24,337.41	36.32%
Revenues	1,189,748.00	0.00	80,544.23	496,256.74	496,256.74	693,491.26	41.71%
<b>Expenses</b>							
50000 Salaries	231,622.00	0.00	14,192.87	107,528.29	107,528.29	124,093.71	46.42%
50500 Fringe Benefits	57,905.50	0.00	2,971.31	25,804.80	25,804.80	32,100.70	44.56%
52000 Direct Fringe - Worker	5,582.09	0.00	320.55	2,451.23	2,451.23	3,130.86	43.91%
52100 Professional Services	420.00	0.00	0.00	0.00	0.00	420.00	0.00%
52300 Travel	13,000.00	0.00	54.50	2,268.82	2,268.82	10,731.18	17.45%
52700 Employee & Board R	100.00	0.00	1.56	30.76	30.76	69.24	30.76%
52800 Community Relations	11.00	0.00	0.00	2.94	2.94	8.06	26.73%
52900 Printing	510.00	0.00	22.62	331.61	331.61	178.39	65.02%
53000 Office Supplies	9,050.00	0.00	627.35	3,670.98	3,670.98	5,379.02	40.56%
53100 Program Supplies	300.00	0.00	85.49	263.34	263.34	36.66	87.78%
53200 Non-food Supplies	12,332.00	0.00	674.15	6,046.16	6,046.16	6,285.84	49.03%
53300 Food Costs	783,909.78	0.00	46,637.53	283,955.88	283,955.88	499,953.90	36.22%
53400 Lease/Rent - Facilities	1,450.00	0.00	5.90	44.39	44.39	1,405.61	3.06%
53500 Utilities	6,600.00	0.00	849.60	9,021.61	9,021.61	-2,421.61	136.69%
53600 Telephone	1,200.00	0.00	112.37	623.52	623.52	576.48	51.96%
53700 Data Communications	5,700.00	0.00	636.95	4,818.17	4,818.17	881.83	84.53%
53800 Postage	230.00	0.00	21.40	171.89	171.89	58.11	74.73%
53900 Dues & Subscriptions	48.00	0.00	0.00	17.08	17.08	30.92	35.58%
54000 Insurance - Automobil	12,700.00	0.00	417.81	3,172.02	3,172.02	9,527.98	24.98%
54010 Insurance - Liability	270.00	0.00	591.55	4,250.07	4,250.07	-3,980.07	1,574.10%
54020 Insurance - Property/B	0.00	0.00	879.92	6,159.44	6,159.44	-6,159.44	0.00%
54700 Advertising	35.00	0.00	0.00	0.00	0.00	35.00	0.00%
55000 In-Service Training	8,000.00	0.00	0.00	5,533.84	5,533.84	2,466.16	69.17%
55500 Building Maintenance	6,740.00	0.00	767.25	6,261.63	6,261.63	478.37	92.90%
55600 Vehicle Operation an	5,000.00	0.00	814.77	5,276.09	5,276.09	-276.09	105.52%
58100 Equipment Maintenanc	50.00	0.00	0.06	2.93	2.93	47.07	5.86%
58200 Leases/Rent - Equipme	6,765.00	0.00	920.89	7,283.11	7,283.11	-518.11	107.66%
58300 Leases/ Rent Vehicles	15,000.00	0.00	1,297.11	9,079.77	9,079.77	5,920.23	60.53%
58800 Food Adjustment	-33,000.00	0.00	0.00	-22,737.60	-22,737.60	-10,262.40	68.90%
59700 Indirect Costs	38,217.63	0.00	2,031.26	19,314.51	19,314.51	18,903.12	50.54%
Expenses	1,189,748.00	0.00	74,934.77	490,647.28	490,647.28	699,100.72	41.24%
<b>Project Revenues:</b>	1,189,748.00	0.00	80,544.23	496,256.74	496,256.74	693,491.26	41.71%
<b>Project Expenses:</b>	1,189,748.00	0.00	74,934.77	490,647.28	490,647.28	699,100.72	41.24%
<b>Project Balance:</b>	0.00	0.00	5,609.46	5,609.46	5,609.46		

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<b>32415 14/15 C.A.T. C.S.C.</b>				<b>Project Period</b>	10/1/2014	to 9/30/2015	
<b>Revenues</b>							
41410 CSC St Lucie CAT	84,599.00	62,460.94	0.00	20,595.18	83,056.12	1,542.88	98.18%
Revenues	<u>84,599.00</u>	<u>62,460.94</u>	<u>0.00</u>	<u>20,595.18</u>	<u>83,056.12</u>	<u>1,542.88</u>	<u>98.18%</u>
<b>Expenses</b>							
50000 Salaries	51,510.00	39,078.83	0.00	10,743.31	49,822.14	1,687.86	96.72%
50500 Fringe Benefits	5,202.32	3,473.21	0.00	712.93	4,186.14	1,016.18	80.47%
52000 Direct Fringe - Worker	1,112.00	1,002.93	0.00	273.85	1,276.78	-164.78	114.82%
52100 Professional Services	236.47	255.61	0.00	-19.14	236.47	0.00	100.00%
53000 Office Supplies	400.00	0.00	0.00	94.64	94.64	305.36	23.66%
53100 Program Supplies	1,523.63	0.00	0.00	1,009.34	1,009.34	514.29	66.25%
53300 Food Costs	589.00	0.00	0.00	0.00	0.00	589.00	0.00%
53400 Lease/Rent - Facilities	12,000.00	9,000.00	0.00	3,000.00	12,000.00	0.00	100.00%
53800 Postage	411.42	348.65	0.00	90.22	438.87	-27.45	106.67%
54010 Insurance - Liability	1,272.68	955.85	0.00	420.60	1,376.45	-103.77	108.15%
58850 Other Expense Adjust	6,321.48	4,741.11	0.00	1,580.37	6,321.48	0.00	100.00%
58900 Indirect Adjustment	4,020.00	3,015.00	0.00	1,005.00	4,020.00	0.00	100.00%
Expenses	<u>84,599.00</u>	<u>61,871.19</u>	<u>0.00</u>	<u>18,911.12</u>	<u>80,782.31</u>	<u>3,816.69</u>	<u>95.49%</u>
<b>Project Revenues:</b>	<u>84,599.00</u>	<u>62,460.94</u>	<u>0.00</u>	<u>20,595.18</u>	<u>83,056.12</u>	<u>1,542.88</u>	<u>98.18%</u>
<b>Project Expenses:</b>	<u>84,599.00</u>	<u>61,871.19</u>	<u>0.00</u>	<u>18,911.12</u>	<u>80,782.31</u>	<u>3,816.69</u>	<u>95.49%</u>
<b>Project Balance:</b>	<u>0.00</u>	<u>589.75</u>	<u>0.00</u>	<u>1,684.06</u>	<u>2,273.81</u>		

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Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>32416 15/16 CAT CSC</b>				<b>Project Period</b>	10/1/2015	to 9/30/2016	
<b>Revenues</b>							
41410 CSC St Lucie CAT	103,599.00	0.00	5,017.26	34,610.41	34,610.41	68,988.59	33.41%
Revenues	<u>103,599.00</u>	<u>0.00</u>	<u>5,017.26</u>	<u>34,610.41</u>	<u>34,610.41</u>	<u>68,988.59</u>	<u>33.41%</u>
<b>Expenses</b>							
50000 Salaries	59,647.04	0.00	3,130.75	20,311.52	20,311.52	39,335.52	34.05%
50500 Fringe Benefits	6,202.72	0.00	629.15	4,359.86	4,359.86	1,842.86	70.29%
52000 Direct Fringe - Worker	1,306.73	0.00	69.77	490.38	490.38	816.35	37.53%
52100 Professional Services	1,250.00	0.00	0.00	289.84	289.84	960.16	23.19%
52300 Travel	2,400.00	0.00	0.00	0.00	0.00	2,400.00	0.00%
52900 Printing	100.00	0.00	0.00	0.00	0.00	100.00	0.00%
53000 Office Supplies	1,151.45	0.00	121.84	307.94	307.94	843.51	26.74%
53100 Program Supplies	3,300.00	0.00	0.00	215.02	215.02	3,084.98	6.52%
53300 Food Costs	2,060.00	0.00	92.21	644.50	644.50	1,415.50	31.29%
53500 Utilities	1,200.00	0.00	51.50	151.01	151.01	1,048.99	12.58%
53800 Postage	450.00	0.00	24.36	159.36	159.36	290.64	35.41%
54010 Insurance - Liability	1,283.00	0.00	0.00	465.50	465.50	817.50	36.28%
55500 Building Maintenance	1,200.00	0.00	33.90	157.09	157.09	1,042.91	13.09%
55810 Equipment Purchase <	10,300.06	0.00	0.00	5,500.00	5,500.00	4,800.06	53.40%
58100 Equipment Maintenanc	1,068.00	0.00	0.00	0.00	0.00	1,068.00	0.00%
58200 Leases/Rent - Equipme	300.00	0.00	105.45	633.27	633.27	-333.27	211.09%
58850 Other Expense Adjust	6,360.00	0.00	136.96	947.21	947.21	5,412.79	14.89%
58900 Indirect Adjustment	4,020.00	0.00	335.00	2,345.00	2,345.00	1,675.00	58.33%
Expenses	<u>103,599.00</u>	<u>0.00</u>	<u>4,730.89</u>	<u>36,977.50</u>	<u>36,977.50</u>	<u>66,621.50</u>	<u>35.69%</u>
<b>Project Revenues:</b>	<u>103,599.00</u>	<u>0.00</u>	<u>5,017.26</u>	<u>34,610.41</u>	<u>34,610.41</u>	<u>68,988.59</u>	<u>33.41%</u>
<b>Project Expenses:</b>	<u>103,599.00</u>	<u>0.00</u>	<u>4,730.89</u>	<u>36,977.50</u>	<u>36,977.50</u>	<u>66,621.50</u>	<u>35.69%</u>
<b>Project Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>286.37</u>	<u>-2,367.09</u>	<u>-2,367.09</u>		

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<b>33016 15/16 VPK St. Lucie County</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
40700 St Lucie ELC VPK	774,008.00	0.00	98,156.74	727,584.68	727,584.68	46,423.32	94.00%
44300 St Lucie VPK Admin	93,520.00	0.00	8,030.52	86,104.30	86,104.30	7,415.70	92.07%
Revenues	867,528.00	0.00	106,187.26	813,688.98	813,688.98	53,839.02	93.79%
<b>Expenses</b>							
50000 Salaries	560,000.00	0.00	53,746.43	466,348.12	466,348.12	93,651.88	83.28%
50500 Fringe Benefits	134,400.00	0.00	11,307.21	112,003.19	112,003.19	22,396.81	83.34%
52000 Direct Fringe - Worker	5,600.00	0.00	1,211.52	10,765.66	10,765.66	-5,165.66	192.24%
52100 Professional Services	10,000.00	0.00	0.00	12,234.88	12,234.88	-2,234.88	122.35%
52900 Printing	5,000.00	0.00	221.79	3,585.42	3,585.42	1,414.58	71.71%
53000 Office Supplies	15,500.00	0.00	2,963.26	14,740.71	14,740.71	759.29	95.10%
53100 Program Supplies	43,508.00	0.00	0.00	22,283.53	22,283.53	21,224.47	51.22%
59700 Indirect Costs	93,520.00	0.00	8,030.52	86,104.30	86,104.30	7,415.70	92.07%
Expenses	867,528.00	0.00	77,480.73	728,065.81	728,065.81	139,462.19	83.92%
<b>Project Revenues:</b>	867,528.00	0.00	106,187.26	813,688.98	813,688.98	53,839.02	93.79%
<b>Project Expenses:</b>	867,528.00	0.00	77,480.73	728,065.81	728,065.81	139,462.19	83.92%
<b>Project Balance:</b>	0.00	0.00	28,706.53	85,623.17	85,623.17		





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The Agricultural And Labor Program, Inc.

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<b>35016 15/16 Head Start</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
40200 Head Start	4,731,358.00	0.00	393,989.99	4,232,210.28	4,232,210.28	499,147.72	89.45%
44900 Headstart Admin	503,765.00	0.00	37,175.52	466,034.93	466,034.93	37,730.07	92.51%
47000 In-Kind Revenue	1,308,781.00	0.00	63,100.69	485,646.54	485,646.54	823,134.46	37.11%
Revenues	6,543,904.00	0.00	494,266.20	5,183,891.75	5,183,891.75	1,360,012.25	79.22%
<b>Expenses</b>							
50000 Salaries	3,053,123.00	0.00	257,662.42	2,524,083.88	2,524,083.88	529,039.12	82.67%
50500 Fringe Benefits	717,484.00	0.00	53,825.73	609,601.08	609,601.08	107,882.92	84.96%
52000 Direct Fringe - Worker	45,797.00	0.00	5,820.75	58,275.67	58,275.67	-12,478.67	127.25%
52100 Professional Services	52,000.00	0.00	-62.00	53,364.02	53,364.02	-1,364.02	102.62%
52300 Travel	16,000.00	0.00	809.30	11,772.34	11,772.34	4,227.66	73.58%
52500 Board Expenses	0.00	0.00	0.00	1,732.85	1,732.85	-1,732.85	0.00%
52700 Employee & Board R	8,000.00	0.00	671.21	4,441.85	4,441.85	3,558.15	55.52%
52800 Community Relations	1,000.00	0.00	0.00	682.57	682.57	317.43	68.26%
52900 Printing	8,000.00	0.00	354.83	5,736.59	5,736.59	2,263.41	71.71%
53000 Office Supplies	8,000.00	0.00	1,500.83	7,386.55	7,386.55	613.45	92.33%
53100 Program Supplies	20,000.00	0.00	53.68	15,082.10	15,082.10	4,917.90	75.41%
53500 Utilities	125,820.00	0.00	12,481.50	154,726.29	154,726.29	-28,906.29	122.97%
53600 Telephone	45,000.00	0.00	6,326.11	61,267.53	61,267.53	-16,267.53	136.15%
53700 Data Communications	65,000.00	0.00	9,027.31	108,652.94	108,652.94	-43,652.94	167.16%
53800 Postage	8,300.00	0.00	721.78	9,811.00	9,811.00	-1,511.00	118.20%
53900 Dues & Subscriptions	5,500.00	0.00	0.00	8,906.83	8,906.83	-3,406.83	161.94%
54000 Insurance - Automobil	45,000.00	0.00	2,518.87	31,185.26	31,185.26	13,814.74	69.30%
54010 Insurance - Liability	65,000.00	0.00	4,123.85	44,430.39	44,430.39	20,569.61	68.35%
54020 Insurance - Property/B	50,000.00	0.00	6,134.15	61,354.49	61,354.49	-11,354.49	122.71%
54030 Insurance - Child Acci	4,000.00	0.00	421.62	4,216.20	4,216.20	-216.20	105.41%
54600 Licenses and Fees	8,500.00	0.00	965.39	3,838.73	3,838.73	4,661.27	45.16%
55000 In-Service Training	59,136.00	0.00	2,059.83	61,788.17	61,788.17	-2,652.17	104.48%
55200 Parent Activities	10,000.00	0.00	2.15	2,150.86	2,150.86	7,849.14	21.51%
55400 Subcontractor Expens	68,424.00	0.00	7,081.97	58,076.71	58,076.71	10,347.29	84.88%
55500 Building Maintenance	126,107.00	0.00	13,660.45	167,349.05	167,349.05	-41,242.05	132.70%
55600 Vehicle Operation an	40,535.00	0.00	2,397.51	43,481.88	43,481.88	-2,946.88	107.27%
56600 In-Kind Expense	1,308,781.00	0.00	63,100.69	485,646.54	485,646.54	823,134.46	37.11%
58200 Leases/Rent - Equipme	30,632.00	0.00	3,492.68	38,707.02	38,707.02	-8,075.02	126.36%
58300 Leases/ Rent Vehicles	30,000.00	0.00	1,938.07	19,380.70	19,380.70	10,619.30	64.60%
58800 Food Adjustment	15,000.00	0.00	0.00	60,726.73	60,726.73	-45,726.73	404.84%
59700 Indirect Costs	503,765.00	0.00	37,175.52	466,034.93	466,034.93	37,730.07	92.51%
Expenses	6,543,904.00	0.00	494,266.20	5,183,891.75	5,183,891.75	1,360,012.25	79.22%



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<b>36016 15/16 ALPI Technical Education</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
41200 ATEC Tuition	7,575.00	0.00	555.00	9,955.00	9,955.00	-2,380.00	131.42%
Revenues	<u>7,575.00</u>	<u>0.00</u>	<u>555.00</u>	<u>9,955.00</u>	<u>9,955.00</u>	<u>-2,380.00</u>	<u>131.42%</u>
<b>Expenses</b>							
53100 Program Supplies	0.00	0.00	0.00	192.72	192.72	-192.72	0.00%
55000 In-Service Training	0.00	0.00	-60.00	0.00	0.00	0.00	0.00%
55400 Subcontractor Expens	5,625.00	0.00	0.00	900.00	900.00	4,725.00	16.00%
57820 Client Services- Other	1,950.00	0.00	660.00	6,217.26	6,217.26	-4,267.26	318.83%
Expenses	<u>7,575.00</u>	<u>0.00</u>	<u>600.00</u>	<u>7,309.98</u>	<u>7,309.98</u>	<u>265.02</u>	<u>96.50%</u>
<b>Project Revenues:</b>	<u>7,575.00</u>	<u>0.00</u>	<u>555.00</u>	<u>9,955.00</u>	<u>9,955.00</u>	<u>-2,380.00</u>	<u>131.42%</u>
<b>Project Expenses:</b>	<u>7,575.00</u>	<u>0.00</u>	<u>600.00</u>	<u>7,309.98</u>	<u>7,309.98</u>	<u>265.02</u>	<u>96.50%</u>
<b>Project Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>-45.00</u>	<u>2,645.02</u>	<u>2,645.02</u>		





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Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36117 16/17 EHEAP</b>				<b>Project Period</b>	4/1/2016	to 3/30/2017	
<b>Revenues</b>							
40150 EHEAP Operations	112,880.00	0.00	11,857.64	11,857.64	11,857.64	101,022.36	10.50%
40151 EHEAP Admin	1,743.00	0.00	126.65	126.65	126.65	1,616.35	7.27%
Revenues	114,623.00	0.00	11,984.29	11,984.29	11,984.29	102,638.71	10.46%
<b>Expenses</b>							
50000 Salaries	10,304.00	0.00	634.32	634.32	634.32	9,669.68	6.16%
50500 Fringe Benefits	2,576.00	0.00	151.14	151.14	151.14	2,424.86	5.87%
52000 Direct Fringe - Worker	248.00	0.00	13.89	13.89	13.89	234.11	5.60%
52300 Travel	811.00	0.00	0.00	0.00	0.00	811.00	0.00%
52900 Printing	649.00	0.00	29.94	29.94	29.94	619.06	4.61%
53000 Office Supplies	1,001.00	0.00	23.98	23.98	23.98	977.02	2.40%
53500 Utilities	258.00	0.00	28.85	28.85	28.85	229.15	11.18%
53600 Telephone	859.00	0.00	79.12	79.12	79.12	779.88	9.21%
53700 Data Communications	525.00	0.00	93.94	93.94	93.94	431.06	17.89%
53800 Postage	196.00	0.00	14.90	14.90	14.90	181.10	7.60%
58030 Weather Related Cri	2,548.00	0.00	0.00	0.00	0.00	2,548.00	0.00%
58040 Crisis EHEAP Energy	92,948.00	0.00	10,886.21	10,886.21	10,886.21	82,061.79	11.71%
59700 Indirect Costs	1,700.00	0.00	113.05	113.05	113.05	1,586.95	6.65%
Expenses	114,623.00	0.00	12,069.34	12,069.34	12,069.34	102,553.66	10.53%
<b>Project Revenues:</b>	114,623.00	0.00	11,984.29	11,984.29	11,984.29	102,638.71	10.46%
<b>Project Expenses:</b>	114,623.00	0.00	12,069.34	12,069.34	12,069.34	102,553.66	10.53%
<b>Project Balance:</b>	0.00	0.00	-85.05	-85.05	-85.05		

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<b>36216 15/16 LIHEAP 03/01/15-03-31/16</b>				<b>Project Period</b>	<b>3/1/2015</b>	<b>to 3/31/2016</b>	
<b>Revenues</b>							
40100 LIHEAP	4,460,737.00	994,954.60	0.00	3,467,397.50	4,462,352.10	-1,615.10	100.04%
44500 LIHEAP Admin	94,834.00	20,440.93	0.00	72,777.97	93,218.90	1,615.10	98.30%
<b>Revenues</b>	<b>4,555,571.00</b>	<b>1,015,395.53</b>	<b>0.00</b>	<b>3,540,175.47</b>	<b>4,555,571.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expenses</b>							
50000 Salaries	552,691.00	173,241.66	0.00	384,468.88	557,710.54	-5,019.54	100.91%
50500 Fringe Benefits	132,645.00	32,993.37	0.00	94,681.74	127,675.11	4,969.89	96.25%
52000 Direct Fringe - Worker	13,320.00	4,375.32	0.00	8,945.58	13,320.90	-0.90	100.01%
52100 Professional Services	2,925.00	1,710.96	0.00	9,134.32	10,845.28	-7,920.28	370.78%
52300 Travel	10,235.00	2,840.13	0.00	11,517.28	14,357.41	-4,122.41	140.28%
52700 Employee & Board R	166.00	78.34	0.00	123.55	201.89	-35.89	121.62%
52800 Community Relations	1,750.00	207.20	0.00	1,067.59	1,274.79	475.21	72.85%
52900 Printing	7,929.00	3,323.08	0.00	5,446.94	8,770.02	-841.02	110.61%
53000 Office Supplies	12,412.00	3,438.02	0.00	7,300.56	10,738.58	1,673.42	86.52%
53400 Lease/Rent - Facilities	24,900.00	6,865.15	0.00	18,999.28	25,864.43	-964.43	103.87%
53500 Utilities	9,854.00	2,165.97	0.00	5,568.34	7,734.31	2,119.69	78.49%
53600 Telephone	31,538.00	7,398.29	0.00	24,448.23	31,846.52	-308.52	100.98%
53700 Data Communications	14,937.00	4,062.61	0.00	11,955.21	16,017.82	-1,080.82	107.24%
53800 Postage	2,300.00	899.46	0.00	1,476.23	2,375.69	-75.69	103.29%
53900 Dues & Subscriptions	200.00	0.00	0.00	28.12	28.12	171.88	14.06%
54010 Insurance - Liability	7,150.00	1,380.41	0.00	1,044.06	2,424.47	4,725.53	33.91%
54020 Insurance - Property/B	12,350.00	3,694.23	0.00	1,261.55	4,955.78	7,394.22	40.13%
54040 Insurance - Bonding	5,850.00	1,371.05	0.00	3,091.11	4,462.16	1,387.84	76.28%
55000 In-Service Training	4,000.00	746.36	0.00	1,745.11	2,491.47	1,508.53	62.29%
55410 Sub-Recipient Direct S	34,500.00	2,490.00	0.00	21,840.00	24,330.00	10,170.00	70.52%
55500 Building Maintenance	9,100.00	3,498.24	0.00	11,632.01	15,130.25	-6,030.25	166.27%
56800 Depreciation - Buildi	210.00	209.64	0.00	0.00	209.64	0.36	99.83%
56810 Depreciation - Furnit	9,400.00	9,390.60	0.00	0.00	9,390.60	9.40	99.90%
56820 Depreciation - Equipm	2,100.00	2,092.89	0.00	0.00	2,092.89	7.11	99.66%
58010 Home Energy Assis	1,599,315.00	333,614.00	0.00	1,265,701.00	1,599,315.00	0.00	100.00%
58020 Crisis Energy Assistan	1,939,990.00	398,711.35	0.00	1,541,278.65	1,939,990.00	0.00	100.00%
58030 Weather Related Cri	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
58100 Equipment Maintenanc	13,185.00	3,130.24	0.00	10,833.44	13,963.68	-778.68	105.91%
58200 Leases/Rent - Equipme	9,425.00	2,719.16	0.00	12,115.59	14,834.75	-5,409.75	157.40%
59700 Indirect Costs	91,194.00	20,440.93	0.00	72,777.97	93,218.90	-2,024.90	102.22%
<b>Expenses</b>	<b>4,555,571.00</b>	<b>1,027,088.66</b>	<b>0.00</b>	<b>3,528,482.34</b>	<b>4,555,571.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Project Revenues:</b>	<b>4,555,571.00</b>	<b>1,015,395.53</b>	<b>0.00</b>	<b>3,540,175.47</b>	<b>4,555,571.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Project Expenses:</b>	<b>4,555,571.00</b>	<b>1,027,088.66</b>	<b>0.00</b>	<b>3,528,482.34</b>	<b>4,555,571.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Project Balance:</b>	<b>0.00</b>	<b>-11,693.13</b>	<b>0.00</b>	<b>11,693.13</b>	<b>0.00</b>		

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<b>36217 16/17 LIHEAP 3/1/16-3/31/17</b>				<b>Project Period</b>	<b>3/1/2016</b>	<b>to 3/31/2017</b>	
<b>Revenues</b>							
40100 LIHEAP	4,170,776.00	0.00	61,315.07	82,237.70	82,237.70	4,088,538.30	1.97%
44500 LIHEAP Admin	87,672.00	0.00	4,236.94	4,210.13	4,210.13	83,461.87	4.80%
Revenues	4,258,448.00	0.00	65,552.01	86,447.83	86,447.83	4,172,000.17	2.03%
<b>Expenses</b>							
50000 Salaries	531,349.00	0.00	32,802.59	32,802.59	32,802.59	498,546.41	6.17%
50500 Fringe Benefits	122,210.00	0.00	6,496.07	6,496.07	6,496.07	115,713.93	5.32%
52000 Direct Fringe - Worker	12,806.00	0.00	749.73	749.73	749.73	12,056.27	5.85%
52100 Professional Services	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00%
52300 Travel	10,680.00	0.00	608.32	608.32	608.32	10,071.68	5.70%
52700 Employee & Board R	2,700.00	0.00	5.51	5.51	5.51	2,694.49	0.20%
52800 Community Relations	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
52900 Printing	4,000.00	0.00	179.48	199.45	199.45	3,800.55	4.99%
53000 Office Supplies	9,088.00	0.00	303.12	303.12	303.12	8,784.88	3.34%
53400 Lease/Rent - Facilities	26,760.00	0.00	1,503.98	1,503.98	1,503.98	25,256.02	5.62%
53500 Utilities	8,510.00	0.00	583.04	583.04	583.04	7,926.96	6.85%
53600 Telephone	29,900.00	0.00	2,294.95	2,294.95	2,294.95	27,605.05	7.68%
53700 Data Communications	10,600.00	0.00	1,478.00	1,478.00	1,478.00	9,122.00	13.94%
53800 Postage	2,700.00	0.00	155.62	155.62	155.62	2,544.38	5.76%
53900 Dues & Subscriptions	200.00	0.00	0.00	0.00	0.00	200.00	0.00%
54010 Insurance - Liability	3,510.00	0.00	14.34	14.34	14.34	3,495.66	0.41%
54020 Insurance - Property/B	7,800.00	0.00	21.33	21.33	21.33	7,778.67	0.27%
54040 Insurance - Bonding	5,005.00	0.00	370.29	370.29	370.29	4,634.71	7.40%
55000 In-Service Training	2,000.00	0.00	13.58	13.58	13.58	1,986.42	0.68%
55410 Sub-Recipient Direct S	25,500.00	0.00	0.00	0.00	0.00	25,500.00	0.00%
55500 Building Maintenance	11,350.00	0.00	764.68	764.68	764.68	10,585.32	6.74%
58010 Home Energy Assis	1,064,612.00	0.00	5,100.00	9,440.01	9,440.01	1,055,171.99	0.89%
58020 Crisis Energy Assistan	2,162,227.00	0.00	7,078.42	23,642.00	23,642.00	2,138,585.00	1.09%
58030 Weather Related Cri	85,169.00	0.00	0.00	0.00	0.00	85,169.00	0.00%
58100 Equipment Maintenanc	12,550.00	0.00	34.81	34.81	34.81	12,515.19	0.28%
58200 Leases/Rent - Equipme	11,050.00	0.00	756.28	756.28	756.28	10,293.72	6.84%
59700 Indirect Costs	87,672.00	0.00	4,237.87	4,210.13	4,210.13	83,461.87	4.80%
Expenses	4,258,448.00	0.00	65,552.01	86,447.83	86,447.83	4,172,000.17	2.03%
<b>Project Revenues:</b>	4,258,448.00	0.00	65,552.01	86,447.83	86,447.83	4,172,000.17	2.03%
<b>Project Expenses:</b>	4,258,448.00	0.00	65,552.01	86,447.83	86,447.83	4,172,000.17	2.03%
<b>Project Balance:</b>	0.00	0.00	0.00	0.00	0.00		

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<b>36316 15/16 DOE Emergency Assistance</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
41100 DOE Emergency Se	60,000.00	0.00	8,925.58	47,421.01	47,421.01	12,578.99	79.04%
Revenues	<u>60,000.00</u>	<u>0.00</u>	<u>8,925.58</u>	<u>47,421.01</u>	<u>47,421.01</u>	<u>12,578.99</u>	<u>79.04%</u>
<b>Expenses</b>							
50000 Salaries	17,738.00	0.00	1,157.92	11,145.55	11,145.55	6,592.45	62.83%
50500 Fringe Benefits	4,435.00	0.00	244.20	2,712.43	2,712.43	1,722.57	61.16%
52000 Direct Fringe - Worker	427.00	0.00	26.11	262.29	262.29	164.71	61.43%
52100 Professional Services	500.00	0.00	0.00	293.92	293.92	206.08	58.78%
52300 Travel	1,424.00	0.00	0.00	1,424.00	1,424.00	0.00	100.00%
52900 Printing	165.00	0.00	7.84	173.57	173.57	-8.57	105.19%
53000 Office Supplies	254.00	0.00	5.35	259.32	259.32	-5.32	102.09%
53500 Utilities	400.00	0.00	53.50	294.12	294.12	105.88	73.53%
53800 Postage	300.00	0.00	81.45	125.43	125.43	174.57	41.81%
55000 In-Service Training	300.00	0.00	2.04	132.86	132.86	167.14	44.29%
57810 Emergency Assistance	31,200.00	0.00	7,350.00	28,803.26	28,803.26	2,396.74	92.32%
58900 Indirect Adjustment	2,857.00	0.00	446.42	2,281.34	2,281.34	575.66	79.85%
Expenses	<u>60,000.00</u>	<u>0.00</u>	<u>9,374.83</u>	<u>47,908.09</u>	<u>47,908.09</u>	<u>12,091.91</u>	<u>79.85%</u>
<b>Project Revenues:</b>	<u>60,000.00</u>	<u>0.00</u>	<u>8,925.58</u>	<u>47,421.01</u>	<u>47,421.01</u>	<u>12,578.99</u>	<u>79.04%</u>
<b>Project Expenses:</b>	<u>60,000.00</u>	<u>0.00</u>	<u>9,374.83</u>	<u>47,908.09</u>	<u>47,908.09</u>	<u>12,091.91</u>	<u>79.85%</u>
<b>Project Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>-449.25</u>	<u>-487.08</u>	<u>-487.08</u>		

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<b>36515 14/15 CSBG</b>				<b>Project Period</b>	10/1/2014	to 9/30/2015	
<b>Revenues</b>							
41500 CSBG	982,408.00	709,778.55	0.00	275,112.76	984,891.31	-2,483.31	100.25%
41520 CSBG Indirect Admin	64,540.00	36,697.36	0.00	25,359.33	62,056.69	2,483.31	96.15%
<b>Revenues</b>	<b>1,046,948.00</b>	<b>746,475.91</b>	<b>0.00</b>	<b>300,472.09</b>	<b>1,046,948.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expenses</b>							
50000 Salaries	402,844.00	249,463.28	0.00	119,472.51	368,935.79	33,908.21	91.58%
50500 Fringe Benefits	79,253.00	49,436.07	0.00	21,811.83	71,247.90	8,005.10	89.90%
52000 Direct Fringe - Worker	9,709.00	5,709.74	0.00	3,030.45	8,740.19	968.81	90.02%
52100 Professional Services	3,033.00	2,213.24	0.00	75.81	2,289.05	743.95	75.47%
52300 Travel	17,355.00	13,721.52	0.00	4,154.26	17,875.78	-520.78	103.00%
52700 Employee & Board R	1,274.00	467.28	0.00	13.06	480.34	793.66	37.70%
52800 Community Relations	500.00	469.42	0.00	66.88	536.30	-36.30	107.26%
52900 Printing	2,500.00	2,127.59	0.00	200.62	2,328.21	171.79	93.13%
53000 Office Supplies	13,184.00	9,840.52	0.00	3,179.18	13,019.70	164.30	98.75%
53400 Lease/Rent - Facilities	14,000.00	10,313.36	0.00	3,656.16	13,969.52	30.48	99.78%
53500 Utilities	6,200.00	574.91	0.00	224.03	798.94	5,401.06	12.89%
53600 Telephone	11,200.00	9,920.75	0.00	3,610.33	13,531.08	-2,331.08	120.81%
53700 Data Communications	10,500.00	10,904.33	0.00	4,147.33	15,051.66	-4,551.66	143.35%
53800 Postage	1,300.00	1,076.09	0.00	403.06	1,479.15	-179.15	113.78%
53900 Dues & Subscriptions	4,225.00	1,596.88	0.00	403.76	2,000.64	2,224.36	47.35%
54010 Insurance - Liability	4,000.00	3,066.48	0.00	950.55	4,017.03	-17.03	100.43%
54020 Insurance - Property/B	9,000.00	6,600.54	0.00	1,185.36	7,785.90	1,214.10	86.51%
54040 Insurance - Bonding	1,500.00	1,176.60	0.00	583.87	1,760.47	-260.47	117.36%
54600 Licenses and Fees	0.00	70.00	0.00	0.00	70.00	-70.00	0.00%
55000 In-Service Training	55,400.00	78,515.10	0.00	16,712.54	95,227.64	-39,827.64	171.89%
55400 Subcontractor Expens	500.00	0.00	0.00	0.00	0.00	500.00	0.00%
55410 Sub-Recipient Direct S	120,000.00	74,876.67	0.00	45,123.33	120,000.00	0.00	100.00%
55500 Building Maintenance	12,400.00	5,776.52	0.00	1,214.54	6,991.06	5,408.94	56.38%
55810 Equipment Purchase <	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00%
56800 Depreciation - Buildi	0.00	163.45	0.00	0.00	163.45	-163.45	0.00%
56810 Depreciation - Furnit	0.00	3,162.42	0.00	0.00	3,162.42	-3,162.42	0.00%
56820 Depreciation - Equipm	0.00	2,256.70	0.00	0.00	2,256.70	-2,256.70	0.00%
57810 Emergency Assistance	47,031.00	30,055.42	0.00	18,934.86	48,990.28	-1,959.28	104.17%
57820 Client Services- Other	145,000.00	134,971.82	0.00	18,810.66	153,782.48	-8,782.48	106.06%
58100 Equipment Maintenanc	6,500.00	5,582.27	0.00	1,657.21	7,239.48	-739.48	111.38%
58200 Leases/Rent - Equipme	1,500.00	1,252.15	0.00	1,374.00	2,626.15	-1,126.15	175.08%
59700 Indirect Costs	64,540.00	36,697.36	0.00	23,893.33	60,590.69	3,949.31	93.88%
<b>Expenses</b>	<b>1,046,948.00</b>	<b>752,058.48</b>	<b>0.00</b>	<b>294,889.52</b>	<b>1,046,948.00</b>	<b>0.00</b>	<b>100.00%</b>

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/09/2016

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>Project Revenues:</b>	1,046,948.00	746,475.91	0.00	300,472.09	1,046,948.00	0.00	100.00%
<b>Project Expenses:</b>	1,046,948.00	752,058.48	0.00	294,889.52	1,046,948.00	0.00	100.00%
<b>Project Balance:</b>	0.00	-5,582.57	0.00	5,582.57	0.00		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/09/2016

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36516 15/16 CSBG</b>				<b>Project Period</b>	<b>10/1/2015</b>	<b>to 9/30/2016</b>	
<b>Revenues</b>							
41500 CSBG	1,106,207.00	0.00	65,984.99	493,283.48	493,283.48	612,923.52	44.59%
41510 CSBG Admin	112,940.00	0.00	36,298.59	92,879.32	92,879.32	20,060.68	82.24%
41520 CSBG Indirect Admin	65,534.00	0.00	-24,753.19	39,604.20	39,604.20	25,929.80	60.43%
Revenues	1,284,681.00	0.00	77,530.39	625,767.00	625,767.00	658,914.00	48.71%
<b>Expenses</b>							
50000 Salaries	397,086.00	0.00	28,387.30	224,435.38	224,435.38	172,650.62	56.52%
50500 Fringe Benefits	88,197.00	0.00	4,603.17	51,469.38	51,469.38	36,727.62	58.36%
52000 Direct Fringe - Worker	9,014.00	0.00	666.13	5,193.19	5,193.19	3,820.81	57.61%
52100 Professional Services	7,500.00	0.00	0.00	3,184.23	3,184.23	4,315.77	42.46%
52300 Travel	39,510.00	0.00	1,755.70	14,205.44	14,205.44	25,304.56	35.95%
52700 Employee & Board R	3,900.00	0.00	129.73	1,319.96	1,319.96	2,580.04	33.85%
52800 Community Relations	2,400.00	0.00	0.00	871.05	871.05	1,528.95	36.29%
52900 Printing	5,400.00	0.00	177.40	2,600.79	2,600.79	2,799.21	48.16%
53000 Office Supplies	19,200.00	0.00	1,093.38	11,223.75	11,223.75	7,976.25	58.46%
53400 Lease/Rent - Facilities	17,300.00	0.00	1,365.12	8,640.09	8,640.09	8,659.91	49.94%
53500 Utilities	12,360.00	0.00	146.44	1,126.05	1,126.05	11,233.95	9.11%
53600 Telephone	22,800.00	0.00	1,439.31	10,814.52	10,814.52	11,985.48	47.43%
53700 Data Communications	22,800.00	0.00	1,835.24	14,879.72	14,879.72	7,920.28	65.26%
53800 Postage	3,240.00	0.00	81.62	788.83	788.83	2,451.17	24.35%
53900 Dues & Subscriptions	5,350.00	0.00	0.00	2,139.09	2,139.09	3,210.91	39.98%
54010 Insurance - Liability	4,500.00	0.00	354.08	2,069.99	2,069.99	2,430.01	46.00%
54020 Insurance - Property/B	9,000.00	0.00	412.69	2,888.83	2,888.83	6,111.17	32.10%
54040 Insurance - Bonding	1,500.00	0.00	234.05	1,403.65	1,403.65	96.35	93.58%
55000 In-Service Training	64,050.00	0.00	6,357.73	39,185.01	39,185.01	24,864.99	61.18%
55410 Sub-Recipient Direct S	147,000.00	0.00	4,529.76	30,066.45	30,066.45	116,933.55	20.45%
55500 Building Maintenance	15,450.00	0.00	584.91	12,942.83	12,942.83	2,507.17	83.77%
55810 Equipment Purchase <	5,990.00	0.00	0.00	0.00	0.00	5,990.00	0.00%
57810 Emergency Assistance	57,000.00	0.00	4,604.66	26,763.00	26,763.00	30,237.00	46.95%
57820 Client Services- Other	247,500.00	0.00	13,557.72	112,295.45	112,295.45	135,204.55	45.37%
58100 Equipment Maintenanc	7,500.00	0.00	1,306.66	4,779.26	4,779.26	2,720.74	63.72%
58200 Leases/Rent - Equipme	3,600.00	0.00	113.86	876.86	876.86	2,723.14	24.36%
59700 Indirect Costs	65,534.00	0.00	3,793.73	39,604.20	39,604.20	25,929.80	60.43%
Expenses	1,284,681.00	0.00	77,530.39	625,767.00	625,767.00	658,914.00	48.71%
<b>Project Revenues:</b>	1,284,681.00	0.00	77,530.39	625,767.00	625,767.00	658,914.00	48.71%
<b>Project Expenses:</b>	1,284,681.00	0.00	77,530.39	625,767.00	625,767.00	658,914.00	48.71%
<b>Project Balance:</b>	0.00	0.00	0.00	0.00	0.00		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36616 15/16 Florida Non-Profit Housing, Inc</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
41600 FL Non Profit Housi	47,053.00	0.00	7,389.06	30,327.58	30,327.58	16,725.42	64.45%
Revenues	47,053.00	0.00	7,389.06	30,327.58	30,327.58	16,725.42	64.45%
<b>Expenses</b>							
50000 Salaries	2,476.00	0.00	142.93	1,528.09	1,528.09	947.91	61.72%
50500 Fringe Benefits	619.00	0.00	29.57	371.88	371.88	247.12	60.08%
52000 Direct Fringe - Worker	59.00	0.00	3.24	35.72	35.72	23.28	60.54%
52300 Travel	716.00	0.00	581.02	627.30	627.30	88.70	87.61%
57810 Emergency Assistance	42,775.00	0.00	5,551.09	26,490.56	26,490.56	16,284.44	61.93%
59700 Indirect Costs	408.00	0.00	20.04	282.14	282.14	125.86	69.15%
Expenses	47,053.00	0.00	6,327.89	29,335.69	29,335.69	17,717.31	62.35%
<b>Project Revenues:</b>	47,053.00	0.00	7,389.06	30,327.58	30,327.58	16,725.42	64.45%
<b>Project Expenses:</b>	47,053.00	0.00	6,327.89	29,335.69	29,335.69	17,717.31	62.35%
<b>Project Balance:</b>	0.00	0.00	1,061.17	991.89	991.89		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37016 15/16 Agency General</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
46300 Fundraising	23,000.00	0.00	183.50	32,228.90	32,228.90	-9,228.90	140.13%
46400 Interest Income	600.00	0.00	11.89	121.07	121.07	478.93	20.18%
46500 Other Revenue	61,000.00	0.00	0.00	11,412.20	11,412.20	49,587.80	18.71%
46700 E-rate	94,582.00	0.00	0.00	54,739.77	54,739.77	39,842.23	57.88%
Revenues	<u>179,182.00</u>	<u>0.00</u>	<u>195.39</u>	<u>98,501.94</u>	<u>98,501.94</u>	<u>80,680.06</u>	<u>54.97%</u>
<b>Expenses</b>							
52100 Professional Services	8,500.00	0.00	0.00	6,017.14	6,017.14	2,482.86	70.79%
52300 Travel	50.00	0.00	0.00	16.91	16.91	33.09	33.82%
52500 Board Expenses	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
52600 Advisory Council Ex	200.00	0.00	0.00	0.00	0.00	200.00	0.00%
52700 Employee & Board R	12,500.00	0.00	888.50	5,868.10	5,868.10	6,631.90	46.94%
52800 Community Relations	41,351.00	0.00	4,999.71	27,951.73	27,951.73	13,399.27	67.60%
52900 Printing	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
53000 Office Supplies	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
53100 Program Supplies	100.00	0.00	0.00	0.00	0.00	100.00	0.00%
53300 Food Costs	50.00	0.00	0.00	0.00	0.00	50.00	0.00%
53500 Utilities	50.00	0.00	0.00	0.00	0.00	50.00	0.00%
53600 Telephone	0.00	0.00	0.00	1.28	1.28	-1.28	0.00%
53700 Data Communications	18,331.00	0.00	0.00	259.84	259.84	18,071.16	1.42%
53800 Postage	100.00	0.00	0.00	0.00	0.00	100.00	0.00%
53900 Dues & Subscriptions	2,000.00	0.00	0.00	3,154.04	3,154.04	-1,154.04	157.70%
54010 Insurance - Liability	0.00	0.00	86.05	602.35	602.35	-602.35	0.00%
54020 Insurance - Property/B	0.00	0.00	128.01	896.02	896.02	-896.02	0.00%
54600 Licenses and Fees	3,600.00	0.00	0.00	3,847.97	3,847.97	-247.97	106.89%
54700 Advertising	0.00	0.00	0.00	2,650.00	2,650.00	-2,650.00	0.00%
55000 In-Service Training	6,000.00	0.00	0.00	8,330.93	8,330.93	-2,330.93	138.85%
55500 Building Maintenance	80,550.00	0.00	15,452.26	53,143.11	53,143.11	27,406.89	65.98%
56500 Other Expense	1,800.00	0.00	15.00	4,049.35	4,049.35	-2,249.35	224.96%
58200 Leases/Rent - Equipme	0.00	0.00	0.00	18,919.05	18,919.05	-18,919.05	0.00%
58850 Other Expense Adjust	0.00	0.00	-136.96	-2,527.58	-2,527.58	2,527.58	0.00%
Expenses	<u>179,182.00</u>	<u>0.00</u>	<u>21,432.57</u>	<u>133,180.24</u>	<u>133,180.24</u>	<u>46,001.76</u>	<u>74.33%</u>
<b>Project Revenues:</b>	<u>179,182.00</u>	<u>0.00</u>	<u>195.39</u>	<u>98,501.94</u>	<u>98,501.94</u>	<u>80,680.06</u>	<u>54.97%</u>
<b>Project Expenses:</b>	<u>179,182.00</u>	<u>0.00</u>	<u>21,432.57</u>	<u>133,180.24</u>	<u>133,180.24</u>	<u>46,001.76</u>	<u>74.33%</u>
<b>Project Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>-21,237.18</u>	<u>-34,678.30</u>	<u>-34,678.30</u>		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37416 15/16 Chase Settlement Grant</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2016</b>	
<b>Revenues</b>							
42210 FACA/OAG	59,000.00	0.00	0.00	59,000.00	59,000.00	0.00	100.00%
Revenues	<u>59,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>59,000.00</u>	<u>59,000.00</u>	<u>0.00</u>	<u>100.00%</u>
<b>Expenses</b>							
50000 Salaries	5,035.00	0.00	317.70	654.96	654.96	4,380.04	13.01%
50500 Fringe Benefits	1,258.75	0.00	76.04	159.39	159.39	1,099.36	12.66%
52000 Direct Fringe - Worker	121.34	0.00	6.95	14.64	14.64	106.70	12.07%
52300 Travel	5,434.13	0.00	458.31	485.01	485.01	4,949.12	8.93%
53000 Office Supplies	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00%
53100 Program Supplies	2,820.00	0.00	0.00	0.00	0.00	2,820.00	0.00%
57810 Emergency Assistance	42,000.00	0.00	3,749.98	4,349.98	4,349.98	37,650.02	10.36%
59700 Indirect Costs	830.78	0.00	57.11	120.93	120.93	709.85	14.56%
Expenses	<u>59,000.00</u>	<u>0.00</u>	<u>4,666.09</u>	<u>5,784.91</u>	<u>5,784.91</u>	<u>53,215.09</u>	<u>9.80%</u>
<b>Project Revenues:</b>	<u>59,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>59,000.00</u>	<u>59,000.00</u>	<u>0.00</u>	<u>100.00%</u>
<b>Project Expenses:</b>	<u>59,000.00</u>	<u>0.00</u>	<u>4,666.09</u>	<u>5,784.91</u>	<u>5,784.91</u>	<u>53,215.09</u>	<u>9.80%</u>
<b>Project Balance:</b>	<u>0.00</u>	<u>0.00</u>	<u>-4,666.09</u>	<u>53,215.09</u>	<u>53,215.09</u>		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

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Period 07/01/15 to 04/30/16

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37516 15/16 Advisory Council Activities</b>				<b>Project Period</b>	<b>7/1/2015</b>	<b>to 6/30/2015</b>	
<b>Revenues</b>							
46300 Fundraising	0.00	0.00	95.00	5,908.90	5,908.90	-5,908.90	0.00%
Revenues	0.00	0.00	95.00	5,908.90	5,908.90	-5,908.90	0.00%
<b>Expenses</b>							
52800 Community Relations	0.00	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00%
Expenses	0.00	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00%
<b>Project Revenues:</b>	0.00	0.00	95.00	5,908.90	5,908.90	-5,908.90	0.00%
<b>Project Expenses:</b>	0.00	0.00	0.00	1,500.00	1,500.00	-1,500.00	0.00%
<b>Project Balance:</b>	0.00	0.00	95.00	4,408.90	4,408.90		

# SPECIAL EVENTS COMMITTEE MEETING

Holiday Inn – Clewiston, FL

June 24, 2016

7:00 p.m.

Room #107



## AGENDA

### I. CALL TO ORDER

- A. Mission Statement
- B. Roll Call
  - Marva Hawkins, Chairperson
  - Patricia Gamble
  - Annie Robinson
  - Chester McNorton
  - Glenda Jones
  - Dorothy Curry
  - Kimberly Ross
  - Ruby Willix
  - Elizabeth Young, Staff Liaison**

### II. ITEMS FOR DISCUSSIONS

- Annual Family Picnic Update
- Deadline for Advisory Councils' Community Services Awards Nominations
- Review Annual Meeting Program Procedures
  - Award Presenters
  - Keynote Speaker Criteria
  - Annual Meeting Program Agenda Content
  - Include Community Services Awards Recipients' Bio
- Identify nominee(s) for Volunteer Services Awards (ALPI, Robert Bryant, Jr., FACA, FHSA, SEACAA, Region IVHS, NHSA)
- Review process for contacting individuals/businesses receiving corporate/community awards
- Proposed Location & Dates for 2016 Board Planning Retreat – Tab 4 (November 18-20/Doubletree-Orlando)

### III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- Deadline for Advisory Councils' Community Services Awards Nominations
- Location & Dates for 2016 Board Planning Retreat (November 18-20/Doubletree-Orlando)

### IV. ADJOURNMENT

---

**2016 DEO CSBG MODIFICATION AGREEMENT  
(Ratify)**

FFY 2016 CSBG AGREEMENT

ATTACHMENT I

As modified by Modification [1] to Agreement 16SB-0D-07-63-08-001

RECIPIENT INFORMATION

FEDERAL FISCAL YEAR: 2016 AGREEMENT PERIOD: October 1, 2015 through December 31, 2016

Instructions: Complete the blanks highlighted in yellow. For item II, put an "X" in whichever highlighted box applies to your agency.

I. RECIPIENT: The Agricultural and Labor Program, Inc. AGREEMENT #: 16SB-0D-07-63-08-001

II. RECIPIENT CATEGORY: [X] Non-Profit [ ] Local Government

III. COUNTY(IES) TO BE SERVED WITH THESE FUNDS: Polk Highlands Hendry
Glades

IV. GENERAL ADMINISTRATIVE INFORMATION

a. Executive Director or Chief Administrator: Deloris Johnson, Chief Executive Officer

Address: 300 Lynchburg Rd. City: Lake Alfred, FL Zipcode: 33850
Telephone: (863) 956-3491, Ext. 206 Fax: (863) 956-3357
Cell: Email: Djohnson@alpi.org

Mailing address if different from above

Mailing Address: PO Box 3126 City: Winter Haven, FL Zipcode: 33885

b. Chief Elected Official for Local Government or President/Chair of the Board for Nonprofit:

Name: William Holt Title: Board Chairperson
Address\*: 4129 57th Avenue City: Vero Beach, FL Zipcode: 32967
Telephone: (772) 538-4280 Fax: n/a Email: Holt049@aol.com

\*Enter home or business address, telephone numbers and email other than the Recipient's

c. For Public Agencies -Chair of Community Action Board:

Name: n/a Title: n/a
Address\*: n/a City: n/a, FL Zipcode: n/a
Telephone: n/a Fax: n/a Email: n/a

\*Enter home or business address, telephone numbers and email other than the Recipient's

d. Official to Receive State Warrant:

Name: Deloris Johnson Title: Chief Executive Officer
Address: 300 Lynchburg Rd. City: Lake Alfred, FL Zipcode: 33850

e. Recipient Contacts:

1. Program: Name: Pa Houa Lee-Yang Title: CSBG/Economic Development Director
Address: 300 Lynchburg Rd. City: Lake Alfred, FL Zipcode: 33850
Telephone: (863) 956-3491, ext. 218 Fax: (863) 956-3357
Cell: Email: Pyang@alpi.org

2. Fiscal: Name: Dennis Gniewek Title: Finance Director
Address: 300 Lynchburg Rd. City: Lake Alfred, FL Zipcode: 33850
Telephone: (863) 956-3491, Ext. 210 Fax: (863) 956-3491
Cell: Email: Dgniewek@alpi.org

f. Person(s) authorized to sign reports:

Name: Deloris Johnson Title: Chief Executive Officer
Name:
Name:

g. Recipient's FEID Number: 59-1634148 h. Recipient's DUNS Number: 040210163

V. RECIPIENT FISCAL YEAR: July thru June



**FFY 2016 CSBG AGREEMENT**  
**ATTACHMENT J**  
**As modified by Modification [1] to Agreement 16SB-0D-07-63-08-001**  
**BUDGET SUMMARY**

RECIPIENT: The Agricultural and Labor Program, Inc.

AGREEMENT: 16SB-0D-07-63-08-001

NOTE: Use only whole dollar amounts; no cents. Round all figures up to nearest whole dollar.

CSBG FUNDS ONLY  BUDGET CATEGORY		A	B	C	D
		Last Approved Budget	Amended Budget** (includes current allocation PLUS base increase)	Carryover Amount from 2014-2015	TOTAL CSBG FUNDS (Column B + C)
1	MODIFIED CSBG Grant Funds (Totals)	\$1,110,027.00	\$1,284,681.00	\$0.00	\$1,284,681.00
<b>ADMINISTRATIVE</b>					
2	RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Other)</i>	\$166,504.00	\$178,474.00	\$0.00	\$178,474.00
3	SUBCONTRACTOR EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Other)</i>	\$0.00	\$0.00	\$0.00	\$0.00
4	<b>TOTAL ADMINISTRATIVE EXPENSES</b> <i>(Line 2 + Line 3) *</i>	\$166,504.00	\$178,474.00	\$0.00	\$178,474.00
5	ADMINISTRATIVE EXPENSE PERCENT <i>(Column B, Line 4 / Column B, Line 1)</i>		14%		
<b>PROGRAM</b>					
6	RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES	\$513,295.00	\$622,859.00	\$0.00	\$622,859.00
7	RECIPIENT OTHER PROGRAM EXPENSE <i>(Salaries + Fringe, Rent, Utilities, Other)</i>	\$283,228.00	\$336,348.00	\$0.00	\$336,348.00
8	<b>SUBTOTAL RECIPIENT PROGRAM EXPENSE</b> <i>(Line 6 + Line 7)</i>	\$796,523.00	\$959,207.00	\$0.00	\$959,207.00
9	SUBCONTRACTOR DIRECT CLIENT ASSISTANCE EXPENSES	\$147,000.00	\$147,000.00	\$0.00	\$147,000.00
10	SUBCONTRACTOR OTHER PROGRAM EXPENSE <i>(Salaries + Fringe, Rent, Utilities, Other)</i>	\$0.00	\$0.00	\$0.00	\$0.00
11	<b>SUBTOTAL SUBCONTRACTOR PROGRAM EXPENSE</b> <i>(Line 9 + Line 10)</i>	\$147,000.00	\$147,000.00	\$0.00	\$147,000.00
12	<b>TOTAL PROGRAM</b> <i>(Line 8 + Line 11)</i>	\$943,523.00	\$1,106,207.00	\$0.00	\$1,106,207.00
13	SECONDARY ADMINISTRATIVE EXPENSES*	\$0.00	\$0.00	\$0.00	\$0.00
14	<b>GRAND TOTAL EXPENSE</b> <i>(Line 4 + Line 12 + Line 13)</i>	\$1,110,027.00	\$1,284,681.00	\$0.00	\$1,284,681.00

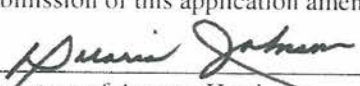
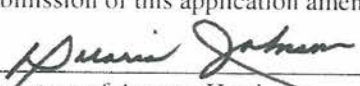
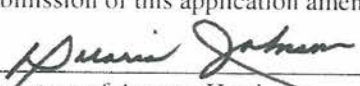
\* The amounts in Column C, Line 4 and Column C, Line 13 CANNOT EXCEED the corresponding unspent administrative balance from your FY 2014-2015 Agreement closeout.

\*\* Make desired adjustments to last approved CSBG budget and include the original allocation plus the base increase amount in Column B.

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**2016 DOE BUDGET AMENDMENT  
(Ratify)**

# FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

<b>Please return to:</b>  Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Agency Name:</b>  The Agricultural and Labor Program, Inc. 300 Lynchburg Rd. Lake Alfred, FL 33850	<b>DOE USE ONLY</b>  Date Received				
<b>B) Program Name:</b> <u>The Agricultural and Labor Program, Inc.</u>  <b>TAPS Number:</b> <u>16B002</u>		<b>Project Number (DOE Assigned)</b> <b>755-4055B-5CFE1</b>				
<b>C) Amendment Type</b>  <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget  <b>Amendment Number:</b> <u>One (1)</u>	<b>D) Amendment Request Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> <b>Contact Name:</b>            Deloris Johnson,            Chief Executive Officer         </td> <td style="width: 40%;"> <b>Telephone Numbers:</b>             (863)956-3491         </td> </tr> <tr> <td> <b>Mailing Address:</b>            PO Box 3126            Winter Haven, FL 33885         </td> <td> <b>E-mail Addresses:</b>             DJohnson@alpi.org         </td> </tr> </table>		<b>Contact Name:</b> Deloris Johnson, Chief Executive Officer	<b>Telephone Numbers:</b>  (863)956-3491	<b>Mailing Address:</b> PO Box 3126 Winter Haven, FL 33885	<b>E-mail Addresses:</b>  DJohnson@alpi.org
<b>Contact Name:</b> Deloris Johnson, Chief Executive Officer	<b>Telephone Numbers:</b>  (863)956-3491					
<b>Mailing Address:</b> PO Box 3126 Winter Haven, FL 33885	<b>E-mail Addresses:</b>  DJohnson@alpi.org					
<b>E) Required Signature and Certification</b>						
<p>I, <u>Deloris Johnson</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 amendment 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.</p> <p>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 amendment.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">             _____            Signature of Agency Head         </td> <td style="width: 33%; text-align: center;">           Chief Executive Officer            _____            Title         </td> <td style="width: 33%; text-align: center;">           06/07/16            _____            Date         </td> </tr> </table>			 _____ Signature of Agency Head	Chief Executive Officer _____ Title	06/07/16 _____ Date	
 _____ Signature of Agency Head	Chief Executive Officer _____ Title	06/07/16 _____ Date				
<b>F) Narrative</b>						
<p style="text-align: center;">This modification increases funding for direct services by \$4,000.00</p> <p>Allocation increase is used to enhance participant emergency assistance funding in direct support of participant training and professional development activities.</p>						



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**2016 HS/EHS COLA APPLICATION  
(Ratify)**



## **Board of Directors Approval Statement**

**June 9, 2016**

I, William Holt, Chairperson of The Agricultural and Labor Program, Inc., Board of Directors is hereby approving on behalf of the Board of Directors, the submission of the FY 2016 Cost of Living Adjustment (COLA) of 1.8% Application for Head Start and Early Head Start. This action will be presented for ratification at the next Board of Directors Meeting scheduled for June 24, 2016.

  
\_\_\_\_\_  
William Holt, Board of Directors Chairperson

**HEAD START AND EARLY HEAD START  
FY 2016 COLA @ 1.8%  
PROGRAM NARRATIVE**

**Agricultural and Labor Program, Inc.**  
**HEAD START AND EARLY HEAD START**  
**GRANT# 04CH4739**  
**FY 2016 Cost of Living Adjustment (COLA)**  
**PROGRAM NARRATIVE**

**COLA**

The Agricultural and Labor Program, Inc. (ALPI) utilized the Florida Head Start Wage and Fringe Benefits Comparability Study conducted on January 2014 to comply with Sections 653 and 640(j) of the Head Start Act. ALPI has been able to utilize the results of the study to increase the hourly rate of pay and to bring up the minimum rate of pay to \$10.10 with previous COLA funding opportunities. ALPI will utilize the Fiscal Year 2016 Funding of **\$129,175.00** (\$93,168.00 for Head Start and \$36,007.00 for Early Head Start) allocated for COLA for Head Start and Early Head Start to increase hourly rate of pay, employee benefits and to offset higher operating cost.

**PERSONNEL**

- **\$71,007.00 will be used to increase the agency's pay rate:** ALPI will increase the hourly rate of pay by 1.8% which will be a permanent increase to Head Start and Early Head Start employees effective July 1, 2016. ALPI's Pay Scale will be revised to reflect the hourly rate of pay increase in accordance with Sections 653 and 640(j) of the Head Start Act.

**FRINGE BENEFITS**

- **\$19,364.00 will be used for fringe benefits:** Based on the increase rate of pay, ALPI has calculated the Fringe Benefits @ 27.27%, which will be applied to eligible employees.

**INDIRECT CHARGES**

- **\$11,716.00 will be used for in-direct cost:** Based on the increase rate of pay, ALPI has calculated the In-Direct Cost @ 16.5%, which will be applied in accordance with the approved in-direct rate.

**CONTRACTUAL**

- **\$5,566.00 will be used for child care partners:** ALPI will provide a 1.8% increase to four contracted child care partners based on their base funding.



## **OTHER**

- **\$14,563.00 will be used for transportation services:** ALPI will replace a 16 years old school bus (2000 Model) with the lease of a new lease school bus.
- **\$6,959.00** the balance will be used for operational cost/building maintenance to include roof repairs.
- **\$32,294.00 Non-federal:** ALPI will generate \$32,294.00 as non-federal share from parent volunteers and professional volunteers.

**HEAD START**

**FY 2016 COLA @ 1.8%**

**BUDGET AND DETAILED BUDGET JUSTIFICATION**

BUDGET AND DETAILED BUDGET JUSTIFICATION  
HEAD START - FY 2016 COLA

**PERSONNEL:** The proposed salaries represents the 1.8% COLA increase to staff that perform the delivery of Head Start services in St. Lucie County. There are 145 FT Employees of which 6 will be shared between Head Start and Early Head Start. The following information represents employees by position, the propose 1.8% increase, the time committed to the project, number of months projected, grant salaries, etc.:

# Positions	Annual Salary	Length	% Time	Grant Salary
1 Program Operations Director	1,075	12 Months	100%	100%
1 Health Services Manager	803	12 Months	100%	100%
1 Office Supervisor	606	12 Months	100%	100%
1 Mental Health/Disabilities Specialist	731	12 Months	100%	100%
1 Early Childhood Education Coordinator	719	12 Months	100%	100%
4 Family Support Services Coordinators	2,078	12 Months	100%	100%
9 Child Development Services Managers	7,027	12 Months	100%	100%
10 Administrative Assistants	3,558	12 Months	100%	100%
14 Family Services Workers	4,948	12 Months	100%	100%
38 Teachers	12,434	12 Months	100%	100%
43 Teacher Assistants	10,423	12 Months	100%	100%
1 Transportation Coordinator	653	12 Months	100%	100%
3 Bus Drivers	750	12 Months	100%	100%
3 Bus Monitors	713	12 Months	100%	100%
1 Facilities Specialist	663	12 Months	100%	100%
7 Maintenance Workers	2,390	12 Months	100%	100%
1 Deputy Director (Shared Position)	1,070	12 Months	100%	100%
1 Office Supervisor (Shared Position)	455	12 Months	100%	100%
1 Bookkeeper(Shared Position)	321	12 Months	100%	100%
1 Early Childhood Development Education M. (Shared Position)	632	12 Months	100%	100%
1 IT/Data Management (Shared Position)	484	12 Months	100%	100%
1 Quality Assurance/Contract Compliance Manager (Shared Position)	663	12 Months	100%	100%
1 Family and Community Partnerships Manager (Shared Position)	623	12 Months	100%	100%
<b>145</b>	<b>53,817</b>			

**FRINGE BENEFITS:** The following information represents the breakdown of the agency fringe benefits by percentage. The Fringe Benefits is calculated at 27.27%.  
The Fringe Benefits are as follows:

Item	Percentage	Based	Cost
Social Security	7.65%	53,817	4,117
Unemployment	5.40%	53,817	2,906
Workers Compensation	2.27%	53,817	1,222
Retirement	3.80%	53,817	2,045
Health/Dental/Life Insurance	8.15%	53,817	4,386
			<b>14,676</b>

**CONTRACTUAL:**

Contracted Slots: ALPI will provide 1.8% COLA increase to the Child Care partner that provides Head Start high-quality, comprehensive services to 20 low-income preschool age children and their families . The Child Care partner will receive the 1.8% COLA increase based on the currently based funding. The Child Care partner will use the allocated funding to increase the hourly rate of pay, employee benefits and to offset higher operating cost.

Preschool Age children - 20 Head Start Slots - Learning Tree Academy

1,232  
1,232

**OTHER:** The cost reflected in this category is for item lease of the new school bus to provide transportation to preschool children.

This is a projection for a 12 months period.

Lease/Rent Vehicles

14,563  
14,563

Non-Federal Share: The agency projections to generate non-federal share under this category is from parent volunteers and professional volunteers.

Parent Volunteers/Teacher Assistants (221 Parents x 10 Hours x \$10.10 per hour)

Professional services (4 Professionals x 10 Hours x \$25.00 per hour)

22,321  
1,000  
23,321

**INDIRECT CHARGES:** The agency has an indirect cost rate approved by the DHHS at the rate of 16.5%:

Indirect Charges @ 16.5% (\$53,817 x 16.5%)

8,880  
8,880

**EARLY HEAD START**  
**FY 2016 COLA @ 1.8%**  
**BUDGET AND DETAILED BUDGET JUSTIFICATION**

BUDGET AND DETAILED BUDGET JUSTIFICATION  
EARLY HEAD START - FY 2016 COLA

**PERSONNEL:** The proposed salaries represents the 1.8% COLA increase to staff that perform the delivery of Head Start and Early Head Start services in St. Lucie and Polk Counties. There are 41 FT Employees of which 6 will be shared between Head Start and Early Head Start. The following information represents employees by position, the propose 1.8% increase, the time committed to the project, number of months projected, grant salaries, etc.:

#	Positions	Annual Salary	Length	% Time	Grant Salary
1	Program Operations Director	1,075	12 Months	100%	100%
1	Health Services Manager	735	12 Months	100%	100%
1	Office Supervisor	497	12 Months	100%	100%
1	Early Childhood Education Coordinator	653	12 Months	100%	100%
1	Family Support Services Coordinator	645	12 Months	100%	100%
1	Child Development Services Manager	879	12 Months	100%	100%
1	Administrative Assistant	344	12 Months	100%	100%
2	Family Services Workers	594	12 Months	100%	100%
26	Caregivers	10,642	12 Months	100%	100%
1	Deputy Director ( <i>Shared Position</i> )	174	12 Months	100%	100%
1	Office Supervisor ( <i>Shared Position</i> )	152	12 Months	100%	100%
1	Early Childhood Development Education M ( <i>Shared Position</i> )	211	12 Months	100%	100%
1	IT/Data Management ( <i>Shared Position</i> )	161	12 Months	100%	100%
1	Quality Assurance/Contract Compliance Manager ( <i>Shared Position</i> )	221	12 Months	100%	100%
1	Family and Community Partnerships Manager ( <i>Shared Position</i> )	208	12 Months	100%	100%
41		<u>17,190</u>			

**FRINGE BENEFITS:** The following information represents the breakdown of the agency fringe benefits by percentage. The Fringe Benefits is calculated at 27.27%.

The Fringe Benefits are as follows:

Item	Percentage	Based	Cost
Social Security	7.65%	17,190	1,315
Unemployment	5.40%	17,190	928
Workers Compensation	2.27%	17,190	390
Retirement	3.80%	17,190	653
Health/Dental/Life Insurance	8.15%	17,190	1,401
			<u>4,688</u>

**CONTRACTUAL:**

Contracted Slots: ALPI will provide 1.8% COLA increase to the Child Care partners that provides Early Head Start high-quality, comprehensive services to 36 low-income infants, toddlers and their families. The Child Care partners will receive the 1.8% COLA increase based on the currently based funding. The Child Care partners will use the allocated funding to increase the hourly rate of pay, employee benefits and to offset higher operating cost.

Infants/Toddlers - 20 Early Head Start Slots - Jumpstart Development Center - Polk County	2,408
Infants/Toddlers - 8 Early Head Start Slots - Loving Care Child Development Center - St. Lucie County	963
Infants/Toddlers - 8 Early Head Start Slots - Sunrise Country Preschool - St. Lucie County	963
	<u>4,334</u>



**OTHER:** The cost reflected in this category is for item related to occupancy building related maintenance and repairs.

Building Maintenance/Roof Repairs

6,959  
6,959

Non-Federal Share: The agency projections to generate non-federal share under this category is from parent volunteers and professional volunteers.  
Parent Volunteers/Teacher Assistants (80 Parents x 10 Hours x \$10.10 per hour)  
Professional services (4 Professionals x 10 Hours x \$25.00 per hour)

8,080  
1,000  
9,080

**INDIRECT CHARGES:** The agency has an indirect cost rate approved by the DHHS at the rate of 16.5%:  
Indirect Charges @ 16.5% (\$17,190 x 16.5%)

2,836  
2,836



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**2016-17 EMERGENCY SOLUTIONS PARTNERSHIP  
GRANT  
(Ratify)**

**Program Operating Agreement  
2016-2017 Emergency Solutions Grant  
Highlands County Coalition for the Homeless  
AND  
Agricultural and Labor Program, Incorporated (ALPI)**

THIS AGREEMENT, between the Highlands County Coalition for the Homeless (hereinafter called the **Grant Management Agency**) and The Agricultural and Labor Program, Inc., (ALPI) hereinafter call the **Operations Agency**)

WHEREAS, the Grant Management Agency is submitting an Emergency Solutions Grant application to the Florida Department of Children Services Office on Homelessness (hereinafter "**DCF-Homeless Office**") for the 2016 Emergency Solutions Grant (hereinafter **ESG Grant**) to implement a prevention and rapid rehousing program for clients meeting the US Housing and Urban Development (HUD) definition of homeless;

WHEREAS, in its application for ESG Grant funds the Grant Management Agency declared its intent to provide such funds to the Operations Agency for its use in implementing the ESG Grant;

WHEREAS, the Operations Agency has heretofore expressed its intent to implement the ESG Grant in accordance with applicable DCF regulations in partnership with the Grant Management Agency, as noted in the DCF Contract to be executed by September 1, 2016;

WHEREAS, this agreement will be valid only if the Grant Management Agency is awarded a 2016 ESG grant, currently estimated to be awarded July 26, 2016; changes in the award to be included in this Program Operations Agreement to be approved by both Operations Agency and Grant Management Agency;

NOW, THEREFORE, in consideration of the matters set forth above and below, the Operations Agency and the Grant Management Agency agree that:

**Section 1 - Purpose of Program Operating Plan:** The purpose of this Program Operating Agreement is to set forth the terms and conditions under which the Grant Management Agency shall grant funds to the Operations Agency for the ESG Grant. This Program Operating Agreement sets forth the responsibilities of the Operations Agency. In this Program Operating Agreement, Operations Agency assumes full responsibility for adherence to all applicable laws, assurances, regulations, and guidelines associated with the ESG Contract to be awarded by DCF.

**Section 2 - Applicable Laws, Assurances, Regulations, Guidelines:** The financial assistance which is the subject of this Program Operations Agreement is authorized by the ESG Grant contract. The Operations Agency and all activities undertaken by the Operations Agency will be pursuant to the Contract with DCF, when signed and executed.

**Section 3 - Income eligibility and residence eligibility:** The ESG Grant will serve households with 30% A.M.I. or lower in the State of Florida. Eligible clients living in Desoto, Hardee,



Hendry, Highlands, Glades and Okeechobee Counties may receive services under this agreement.

**Section 4 - Homelessness:** Homelessness will be defined as meeting the HUD definition of homelessness for individuals and families. Households served by Prevention Funding will be precariously housed because of a sudden change in income, a medical emergency, transportation breakdowns, job loss or cutbacks at work, or loss of child care. They may be threatened with eviction, or have utility payments that are in arrears. These households will receive prevention assistance to ensure that they do not end up completely homeless. Homeless households, including individuals and households with children will report living in cars, on the streets, in abandoned mobile homes, or emergency shelters. The complete homeless and at risk of homelessness definition will be included in the DCF contract.

**Section 5 - Statement of program priorities:** The primary emphasis of the ESG Grant will be preventing households from becoming homeless and to rapidly rehouse families who are already homeless. Families will receive financial assistance to maintain their housing and avoid homelessness. Families who are already homeless will be assisted to find housing with access to deposits for utilities and rent, and payment of the first two months rent to give them time to stabilize their incomes and circumstances. Cooperative landlords will overlook bad credit, evictions and some criminal background as a result of case management intervention and supervision of their potential tenants.

ESG Grant funding will underwrite an increase in case management staff using evidence-based practices to ensure the rehousing of the majority of their clients. Referrals to the Career Source and Goodwill Employment Programs will support an increase or stabilization of household income. Finally, the ESG Grant will enroll eligible clients in all mainstream entitlement programs, and begin the process of filing a disability application for households with members who qualify as disabled, but have never been provided the support to obtain SSI or SSDI.

**Section 6 - Grant Award, uses and goals for households served:** Exhibit One describes the proposed grant award, uses and goals for households served. The Operations Agency will receive \$40,000 for housing case management services to underwrite staff and \$6,500 for eligible administrative expenses incurred by the Agency during implementation of this grant. Finally, the Operations Agency will serve 110 eligible households using \$185,000 in prevention and rapid rehousing financial assistance.

The Grant Management Agency will complete payment for eligible financial assistance to landlords, utility companies, and other entities after submission of client files documenting eligibility, need, financial assistance, landlord and utility obligations, and housing inspections.

**Section 7 - Grant Term:** The term of this agreement is estimated to begin September 1, 2016 and ending on June 30, 2017, or such future date as the DCF-Homeless Office shall designate.

**Section 8 - Cost reimbursement and eligible uses:** The Operations Agency understands and agrees that a request for disbursement is to be made based on cost-reimbursement. The Sub-

recipient agency shall submit the following to Grant Management Agency on the schedule summarized below. Requests should include:

- a. Request for reimbursement
- b. Support documentation of eligible expenses and proof of payment (invoices, cancelled checks, payroll records)
- c. Timesheets for all personnel supported with COC funds clearly delineating the time spent on the ESG Activity and pay stubs.

Grant billing for eligible expenses will be submitted monthly to the Grant Management Agency.

Requests for eligible financial assistance for eligible clients will be submitted at least twice a week with supporting documentation and client file(s). A billing schedule will be determined based on the ESG Contract award. The Grant Management Agency will assume responsibility for payment of eligible financial assistance directly to vendors.

**Section 9 – Reporting Requirements:** On a monthly basis, the Operations Agency will provide the Grant Management Agency a report summarizing the total amount of LIHEAP and/or CSBG funding of direct services expended within the Continuum of Care area.

**Section 10 - HMIS Participation:** Operations Agency shall demonstrate HMIS participation by complying with Grant Program Manager’s HMIS Policies and Procedures, including achievement of the following HMIS performance milestone(s):

- a. Entry of all required CoC Project-Specific Data Elements within 72 hours of client’s program entry date.
- b. Maintaining a minimum 95% data completion rate for all CoC grant-Specific Data Elements for all clients served by the project throughout the grant period.

**Section 11 - Standardized client files:** Operations Agency agrees to maintain all records required by Grant Management Agency. These records shall include individual client files which contain all the documents listed upon ESG grant award.

**Section 12 - Termination:** This agreement may be terminated by either party at any time, with or without cause, upon no less than thirty (30) days notice in writing to the other party.

**Section 13 - Additional Terms:** This Agreement shall be subject to the following additional terms:

- a. Operations Agency agrees to indemnify and hold harmless Grant Management Agency from and against all liability, claims, demands and proceedings and costs of actions, including attorney’s fees, whether or not suit is filed, of any kind and nature arising or growing out of or in any way connected with the performance of this agreement by Operations Agency.
- b. This agreement shall be construed in accordance with the laws of the State of Florida. It is agreed that if any part of this agreement is held to be invalid by a court of competent jurisdiction; such invalidity shall not affect the validity of any other parts of this agreement.
- c. Nothing in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between Grant Management



Agency and Operations Agency and Operations Agency shall at all times remain an independent contractor with respect to the services performed under this agreement.

d. Operations Agency shall permit Grant Management Agency to conduct on-site monitoring visits as scheduled by Grant Management Agency.

e. This agreement may be amended by written consent of the parties to this agreement.

f. This Program Operations Agreement constitutes the entire agreement between the parties hereto. This Program Operations Agreement may be amended only by a written agreement executed by the parties.

**Grant Management Agency:** Highlands County Coalition for the Homeless

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Operations Agency:** The Agricultural and Labor Program Incorporated

By: *Donald Johnson*

Date: 6-3-16

Title: CEO

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**2016 USAC E-RATE FUNDING  
(Ratify)**



Form 472 (BEAR) Notification Letter

June 2, 2016

Melissa Morris  
Comcast Business Communications  
1701 JFK Blvd  
Philadelphia, PA 19103

Re: Invoice Number - as assigned by USAC: 2388842  
Service Provider Identification Number: 143003990  
Reimbursement Form Number: COMCAST FEB-MAY 2016  
Billed Entity Number: 16045101

Maria Crespo  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 LYNCHBURG ROAD  
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at [mcrespo@alpi.org](mailto:mcrespo@alpi.org)  
Total Amount of Reimbursement Approved for Payment: \$2657.38

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

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The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)



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Please see the Guide to Letter Reports posted on our website for an explanation of the items listed in the attached Report.

COMPLETE PROGRAM INFORMATION is posted on our website. You may also contact our Client Service Bureau using the "Submit a Question" link on our website, toll-free by fax at 1-888-276-8736 or toll-free by phone at 1-888-203-8100.

Schools and Libraries Division  
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

Form 471 Application Number: 1049349  
Funding Request Number: 2870434  
Funding Year 2015: 07/01/2015 - 06/30/2016  
Contract Number: MTM  
Funding Commitment Decision: \$8572.82  
Reimbursement Amount for this FRN: \$2657.38

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Form 472 (BEAR) Notification Letter

June 2, 2016

Matthew Pickens  
Bright House Networks, LLC  
4145 S Falkenburg Rd  
Suite 7  
Saint Petersburg, FL 33578

Re: Invoice Number - as assigned by USAC: 2388844  
Service Provider Identification Number: 143016611  
Reimbursement Form Number: BHN Jul2015-Apr2016  
Billed Entity Number: 16045101

Maria Crespo  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 LYNCHBURG ROAD  
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at [mcrespo@alpi.org](mailto:mcrespo@alpi.org)  
Total Amount of Reimbursement Approved for Payment: \$6828.52

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

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Schools and Libraries Division  
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT



Form 471 Application Number: 1049349  
Funding Request Number: 2870330  
Funding Year 2015: 07/01/2015 - 06/30/2016  
Contract Number: MTM  
Funding Commitment Decision: \$6828.52  
Reimbursement Amount for this FRN: \$6828.52  
Reimbursement Request Decision Explanation:  
    Partial Paymnt, Inv > Remaining Commitment;

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Form 472 (BEAR) Notification Letter

June 2, 2016

Jennifer Oleniak  
Frontier Florida LLC  
100 CTE Drive  
Dallas, PA 18612

Re: Invoice Number - as assigned by USAC: 2388850  
Service Provider Identification Number: 143001435  
Reimbursement Form Number: FRONTIER FEB-APR 2016  
Billed Entity Number: 16045101

Maria Crespo  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 LYNCHBURG ROAD  
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at [mcrespo@alpi.org](mailto:mcrespo@alpi.org)  
Total Amount of Reimbursement Approved for Payment: \$1691.48

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

In certain instances, a line may not have been paid. Review the BEAR Letter Applicant Reimbursement Report (Report) following this letter for the reason(s) this may have occurred. For more information about lines that have not been paid, see the explanation of Invoice Error Codes in Step 9 on our website. Work with the applicant (your customer) to correct any errors. Once corrected, your customer may submit a new BEAR to request reimbursement for any unpaid lines.

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The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)



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Schools and Libraries Division  
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT



Form 471 Application Number: 1049349  
Funding Request Number: 2870102  
Funding Year 2015: 07/01/2015 - 06/30/2016  
Contract Number: MTM  
Funding Commitment Decision: \$7713.13  
Reimbursement Amount for this FRN: \$1691.48

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Form 472 (BEAR) Notification Letter

June 2, 2016

Stacey Wallop  
Verizon Wireless (Cellco Partnership)  
One Verizon Way  
Basking Ridge, NJ 07920

Re: Invoice Number - as assigned by USAC: 2388679  
Service Provider Identification Number: 143000677  
Reimbursement Form Number: VERWIR FEB-APR 2016  
Billed Entity Number: 16045101

Maria Crespo  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 LYNCHBURG ROAD  
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at [mcrespo@alpi.org](mailto:mcrespo@alpi.org)  
Total Amount of Reimbursement Approved for Payment: \$545.56

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

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The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

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Schools and Libraries Division  
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT



Form 471 Application Number: 1049349  
Funding Request Number: 2869158  
Funding Year 2015: 07/01/2015 - 06/30/2016  
Contract Number: MTM  
Funding Commitment Decision: \$1683.86  
Reimbursement Amount for this FRN: \$545.56  
Reimbursement Request Decision Explanation:  
    Partial Paymnt, Inv > Remaining Commitment;

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Schools and Libraries Division



Form 472 (BEAR) Notification Letter

June 2, 2016

Itanya Montgomery  
BellSouth Telecommunications, LLC  
444 Michigan Avenue  
Floor 2  
Detroit, MI 48226

Re: Invoice Number - as assigned by USAC: 2388838  
Service Provider Identification Number: 143004824  
Reimbursement Form Number: ATT FEB-MAY 2016  
Billed Entity Number: 16045101

Maria Crespo  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 LYNCHBURG ROAD  
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at [mcrespo@alpi.org](mailto:mcrespo@alpi.org)  
Total Amount of Reimbursement Approved for Payment: \$22729.06

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

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The USAC check should be mailed to the service provider named above within 20 days of the date of this letter.

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)



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Schools and Libraries Division  
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT



Form 471 Application Number: 1049349  
Funding Request Number: 2867075  
Funding Year 2015: 07/01/2015 - 06/30/2016  
Contract Number: MTM  
Funding Commitment Decision: \$65129.40  
Reimbursement Amount for this FRN: \$22729.06  
Reimbursement Request Decision Explanation:  
    Partial Paymnt, Inv > Remaining Commitment;

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Form 472 (BEAR) Notification Letter

June 8, 2016

Donald Landin  
Fort Pierce Utilities Authority  
206 S. 6th St.  
Fort Pierce, FL 34950

Re: Invoice Number - as assigned by USAC: 2388871  
Service Provider Identification Number: 143024173  
Reimbursement Form Number: FPUA FEB-MAY 2016  
Billed Entity Number: 16045101

Maria Crespo  
THE AGRICULTURAL AND LABOR PROGRAM, INC.  
300 LYNCHBURG ROAD  
LAKE AFRED, FL 33850

Preferred Mode of Contact: E-mail at [mcrespo@alpi.org](mailto:mcrespo@alpi.org)  
Total Amount of Reimbursement Approved for Payment: \$1521.83

This letter is your notification that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has processed an FCC Form 472, "Billed Entity Applicant Reimbursement (BEAR)" Form from the above named applicant listing you as the service provider. USAC has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more FCC Forms 471, "Description of Services Ordered and Certification Form".

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Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

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Schools and Libraries Division  
Universal Service Administrative Company

CC: THE AGRICULTURAL AND LABOR PROGRAM, INC.

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

Form 471 Application Number: 1049349  
Funding Request Number: 2870543  
Funding Year 2015: 07/01/2015 - 06/30/2016  
Contract Number: MTM  
Funding Commitment Decision: \$4654.69  
Reimbursement Amount for this FRN: \$1521.83

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## **2016 Employee Health Benefit Options**



## Christine Samuel

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From: Linda <Linda@poppellinsurance.com>  
Sent: Wednesday, May 25, 2016 12:27 PM  
To: Deloris Johnson; Christine Samuel  
Subject: ALPI/2016 Florida Blue Renewal

Update!

I have received the revised offer from Florida Blue on your renewal. Originally, they had offered an 8% increase. After further discussions, here is a synopsis of their final offer:

- Overall increase: 2.5% increase with maintaining all of the same plans
- Total Annual Increase: \$25,726.58
- Employer portion: \$17,494.07
- Employee portion: \$8,232.50.

For employee only coverage on the richest plan, a sample of the deduction increases are:

- 12 month employee: \$2.94 per pay period
- 10 month employees: \$3.47 per pay period

We have put it out to bid and the results of this process are not as attractive as the Florida Blue offer. Florida Blue has also offered further reductions if we move some of your other benefits to them. While I am looking at this option for good measure, I cannot definitely say that this is a viable consideration.

Whenever you are both ready to meet to review this information, please advise.

Thank you for allowing us to continue to work for you and your employees.

Regards,

**Linda C. Walker**  
**Employee Benefits Division**  
**Phone: (813) 752-4155**  
**Fax: (813) 757-3132**  
**Cell: (813) 716-5297**  
**503 W. Dr. Martin Luther King Jr Blvd.**  
**Plant City, FL 33563**



*This message, and any attachments to it, may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any use, dissemination, distribution, copying, or communication of this message is strictly prohibited. If you have received this message in error, please notify the sender immediately by return e-mail and delete the message and any attachments. Thank you.*

*This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your*

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**2015 RETIREMENT FINDING AUDIT UPDATE**  
**(VERBAL)**

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**2016-2017 SCHOOL READINESS PROVIDER  
CONTRACTS  
(POLK & ST. LUCIE)  
(Ratify)**

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**STATE OF FLORIDA**  
**STATEWIDE SCHOOL READINESS PROVIDER CONTRACT**  
**FORM OEL-SR 20**

**I. PARTIES AND TERMS OF CONTRACT**

1. **Parties.** This Contract is made and entered into this 1st day of July, 2016, by and between the Early Learning Coalition of Polk County (herein referred to as "COALITION"), and ALPI Frostproof Child Development Center (herein referred to as "PROVIDER"), with its principal offices located at 701 Hopson Rd., Frostproof, FL 33843.
- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.
- b. **Multiple Private Locations.** If PROVIDER is executing a single Contract on behalf of multiple private SR provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.
- c. **Employer Identification Number.** Insert PROVIDER's EIN here: 59-1634148. If PROVIDER does not have an EIN, PROVIDER must insert PROVIDER's Social Security Number (SSN) here \_\_\_\_\_. PROVIDER's EIN or SSN is requested in accordance with sections (ss.) 119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as an SR provider, for reporting those payments for federal tax purposes, and for routine identification. If PROVIDER completes Exhibit 1 listing multiple locations with multiple EIN numbers, this paragraph may be left blank.
2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the SR Program. Payment is not conveyed to PROVIDER through this Contract. PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the SR program. This contract is to engage an eligible provider to provide SR services to eligible SR children.
3. **Term.** This Contract begins on July 1st of the fiscal year (2016) or on the date on which the Contract is signed by the last party required to sign the Contract, whichever occurs last, and the Contract ends on (COALITION select one)  June 30<sup>th</sup> of the fiscal year 2017 or  the last day of the month twelve (12) months after the effective date of the contract as indicated herein.
4. **Payment Limitations.** PROVIDER will not receive nor be entitled to payment for SR program services performed before this Contract is fully executed by both parties or after expiration of the Contract.



5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the SR program and that PROVIDER and COALITION will be bound by the same:
- 42 U.S.C. §9858, et seq.;
  - 45 C.F.R. §98;
  - 45 C.F.R. §99;
  - Chapter 1002, Florida Statutes;
  - Chapter 6M-4, Florida Administrative Code; and
  - Chapter 6M-9, Florida Administrative Code.
6. **Not Transferrable.** This Contract is not transferrable or assignable to another entity, corporation, or owner without the prior written approval of the COALITION. A change in corporate ownership shall be deemed a transfer. Failure to obtain the prior written approval of COALITION shall be considered an immediate and serious danger to the health, safety, or welfare of children, which is grounds for emergency termination of this Contract as described in paragraph 58. This Contract binds the successors, assigns, and legal representatives of PROVIDER and of any legal entity that succeeds to the obligations of the State of Florida, Office of Early Learning, and COALITION.

## II. PROVIDER ELIGIBILITY

### 7. General Eligibility

- a. **Provider Type.** To be eligible to deliver the school readiness program, PROVIDER must be one of the provider types identified in section (s.) 1002.88(1)(a), F.S., listed below. Check the box to indicate PROVIDER's type:
- A child care facility licensed under s. 402.305, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
  - A family day care home licensed or registered under s. 402.313, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
  - A large family child care home licensed under s. 402.3131, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
  - A public school or nonpublic school exempt from licensure under s. 402.3025, F.S. (Form OEL-SR 20LE is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)
  - A faith-based child care provider exempt from licensure under s. 402.316, F.S. (Form OEL-SR 20LE is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)



For a licensed before-school or after-school program described in s. 402.305(1)(c), F.S., Form OEL-SR 20L must be completed as an authorized attachment to this Contract.

For a license exempt or programs that are not required to be licensed as described in Rule 65C-22.008, F.A.C., before-school or after-school program described in s. 402.305(1)(c), F.S., Form OEL-SR 20LE must be completed as an authorized attachment to this Contract.

An informal child care provider to the extent authorized in the state's Child Care and Development Fund Plan as approved by the United States Department of Health and Human Services pursuant to 45 C.F.R. s. 98.18. (Form OEL-SR 20FFN is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

- b. Eligibility Pursuant to s. 1002.91(5), F.S.** PROVIDER represents that PROVIDER, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.
- c. Eligibility Pursuant to s. 1002.91(7), F.S.** PROVIDER represents that PROVIDER is not on the United States Department of Agriculture National Disqualified List nor does PROVIDER share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.

### III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

- 8. Child Enrollment.** PROVIDER agrees to enroll children for the SR Program only with written authorization from COALITION which will be provided in the form of a child care certificate. PROVIDER also understands that it will not be reimbursed for services provided to a child beyond the service begin and end date identified by COALITION on the child care certificate, or if the child's eligibility is terminated prior to the end date. As described in s. 1002.87(2), F.S., PROVIDER also agrees to serve children enrolled into its SR program according to the services and location established by COALITION on the child care certificate indicating authorized hours of care. In the event that PROVIDER has multiple locations, PROVIDER shall notify and obtain approval in writing from COALITION prior to changing the location where the child shall be served.
- 9. Child Care.** PROVIDER agrees to provide child care to enrolled children at the care level designated by the child care certificate received from the COALITION. Pursuant to 45 C.F.R. s. 98.2, child care is defined as the care given to an eligible child by an eligible child care provider. PROVIDER will comply with all applicable state and federal laws, regulations and other standards and requirements in providing child care services under this agreement.
- 10. Instruction and Activities.** In accordance with s. 1002.88(1)(b), F.S., PROVIDER agrees to offer instruction and activities to enhance the age-appropriate progress of each child in attaining the child development standards established by the *Florida Early Learning and Developmental Standards: Birth to Five*, Form OEL-SR 30, adopted by the Office of Early Learning in Rule







the month of the child's birthday or at time of redetermination in accordance with Rule 6M-4.720, F.A.C.

16. **Prohibited Forms of Discipline.** In accordance with s. 1002.88(1)(i), F.S., PROVIDER agrees to implement minimum standards for child discipline practices that are age-appropriate and consistent with the requirements in s. 402.305(12), F.S. Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.
17. **Child Immunizations and Health Screenings.** In accordance with s. 1002.88(1)(j), F.S., within thirty (30) calendar days of enrolling a child, PROVIDER agrees to obtain and retain information from the parent regarding the child's age-appropriate immunizations, physical development and other health requirements as indicated on the Student Health Examination form DH 3040 and Florida Certification of Immunization form Part A-1, B, or C DH 680 or the Religious Exemption from Immunization form DH 681.
18. **Program Operation.** In accordance with s. 1002.88(1)(k), F.S., if PROVIDER offers before-school or after-school programs, PROVIDER agrees those programs shall meet or exceed the requirements of s. 402.305(5), (6), and (7), F.S. In accordance with s. 1002.88(1)(q), F.S., and as identified in Exhibit 3, PROVIDER agrees to operate on a full-time and part-time basis and provide extended-day and extended-year services to the maximum extent possible without compromising the quality of the program to meet the needs of parents who work.
19. **Workers' Compensation and Unemployment Compensation.** In accordance with s. 1002.88(1)(n), F.S., PROVIDER agrees to obtain and maintain any required workers' compensation insurance under Chapter 440, F.S., and any required reemployment assistance or unemployment compensation coverage under Chapter 443, F.S. PROVIDER agrees to provide the COALITION with evidence of worker's compensation insurance coverage.
20. **Sign-In/Sign-Out Process.** PROVIDER agrees to maintain daily attendance documentation, including a documented "sign-in/sign-out" process approved by COALITION and implemented by PROVIDER, and which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION's records retention requirement established in accordance with s. 1002.84(10), F.S.
21. **Child Absences.** In accordance with s. 1002.87(8), F.S., PROVIDER agrees to notify COALITION in writing if a child enrolled is absent for five (5) consecutive days with no contact from the parent by the close of the fifth (5<sup>th</sup>) day. In accordance with ss. 1002.81(5) and 1002.87(7), F.S., if the need for care cannot be re-established, then the COALITION will notify the PROVIDER and the parent that school readiness funding will be discontinued. The end of eligibility for funded child care services will be fourteen (14) days from the fifth (5<sup>th</sup>) day that the child was not in attendance with no contact from the parent.
22. **Rilya Wilson Act and At-Risk Children.** In accordance with s. 1002.87(9), F.S., PROVIDER agrees to abide by the provisions of the "Rilya Wilson Act" (s. 39.604, F.S.) for each at-risk child under the age of school entry who is enrolled in the school readiness program.

23. **Parental Choice.** PROVIDER agrees that the parent has the right to choose the provider of child care services for his/her children. In the event the parent chooses to change to a different SR PROVIDER, it is within the parent's rights to do so, except as limited by s. 1002.84(8), F.S., as described in paragraph 46.c.
24. **Parental Access.** PROVIDER agrees to afford authorized parents unlimited access to their children in SR programs, during normal hours of provider operation and whenever the children are in the care of the provider. Access may be subject to appropriate safety procedures.
25. **Statewide Information System.** PROVIDER agrees to utilize the statewide information system as referenced in s. 1002.82(2)(n), F.S., as available, to submit information and updates regarding the SR program.
26. **Child Care Resource and Referral.** PROVIDER agrees to participate in the annual update process coordinated by each Child Care Resource and Referral agency as described in Rule 6M-9.300(5) and (6), F.A.C.
27. **Direct Deposit.** PROVIDER agrees to provide information necessary to facilitate direct deposit in order to receive SR reimbursement for services rendered. PROVIDER agrees to provide alternative reimbursement arrangements if PROVIDER chooses to opt out of Direct Deposit.
28. **Deliverables**

Deliverable	Tasks and Activities	Due Date	Payment
1. One month of child care services	Child enrollment activities per the requirements in section III	Monthly	Per the level of service: established by the child care certificate provided to the PROVIDER by the COALITION; at the rates specified in Exhibit 3: Provider Reimbursement Rates; and documented through an approved monthly attendance report
	Instruction and activities per the requirements in section III		
	Health and safety activities per the requirements in section III		
	Use of curriculum per the requirements in section III		
	Character development activities per the requirements in section III		
2. Monthly attendance report	Monthly attendance report submitted by the PROVIDER to the COALITION per the requirements in section VII	Monthly by the day indicated in section VII	N/A
3. Proof of Developmental Screening	<b>If applicable:</b>		N/A
Applies to providers responsible for	Developmental screenings for each child aged six weeks to	Within 45 days after the child's	



Deliverable	Tasks and Activities	Due Date	Payment
developmental screening as indicated in section III  Proof of Developmental Screening (continued)	kindergarten eligibility per the requirements in section III.	first or subsequent enrollment	
	Subsequent screenings conducted annually in month of child's birthday.	Annually	
	PROVIDER shall submit the child's screening results to the COALITION	Within thirty (30) calendar days of completion of screening	
	Enter the data into an electronic system	Within sixty (60) calendar days after screening	
PROVIDER shall provide in writing the screening results for each child to the child's parent.			

#### IV. COALITION RESPONSIBILITIES

29. **Training and Technical Assistance.** COALITION will notify PROVIDER of the availability of training, technical assistance, and other targeted assistance in support of the provision of quality SR services.
30. **Developmental and Subsequent Screenings.** Applicable if PROVIDER is responsible for Developmental Screenings and Subsequent Screenings as indicated in paragraph 15. COALITION shall give notification to PROVIDER a minimum of thirty (30) calendar days prior to the date the child must be screened. COALITION will have staff persons available to explain screening results if required by a parent.
31. **Child Eligibility.** COALITION has ultimate responsibility for determining the eligibility of children enrolling in the SR program. COALITION will issue forms that make up a child care certificate (also known as a payment certificate), as described in s. 1002.82(6)(b) and (c), F.S., to the parent of each eligible child who enrolls in the SR program.
32. **Limitations on Authority.** COALITION may not impose any requirement on PROVIDER that exceeds the authority provided under Chapter 1002, F.S., or rules adopted pursuant to Chapter 1002, F.S.; or require PROVIDER to administer a preassessment or postassessment.
33. **Monitoring.** COALITION will monitor PROVIDER for compliance with this Contract and the provisions governing the SR program listed in paragraph 5., in accordance with s. 1002.85(2)(h), F.S. PROVIDER will be monitored in accordance with the COALITION monitoring plan, or in response to a parental complaint.



## V. ACCESS

34. **Physical Access.** PROVIDER agrees to allow the Office of Early Learning and COALITION staff or sub-contractors immediate access to the facilities and spaces used to offer the SR Program during normal business hours, except as otherwise restricted by government facilities.
35. **Records Access.** PROVIDER agrees to allow COALITION staff or sub-contractors and the Office of Early Learning to inspect and copy records pertaining to the SR Program during normal business hours and upon request by COALITION or the Office of Early Learning. Records that are stored off-site shall be provided within seventy-two (72) hours.

## VI. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

36. **Record Confidentiality.** PROVIDER agrees to protect the confidentiality of child and family information. PROVIDER agrees to have all staff complete confidentiality agreements and have processes in place to protect the privacy of child and family information. Confidentiality agreements will be maintained by the PROVIDER and provided to the COALITION upon request. Information associated with the SR Program shall only be made available in accordance with the restrictions of s. 1002.97, F.S. For the purposes of records of children enrolled in the SR Program, this Contract is considered an interagency agreement for the purpose of implementing the SR Program as described in s. 1002.97(3)(g), F.S. Accordingly, to the extent that PROVIDER receives school readiness records in order to carry out its official functions, PROVIDER must maintain and protect the data as required in s. 1002.97, F.S., and as explained below. Individuals and organizations eligible to receive records include PROVIDER, the parent, COALITION, Office of Early Learning, and other entities identified in s. 1002.97, F.S.
37. **Record Maintenance.** PROVIDER agrees to maintain records, including sign in and sign out documentation, enrollment and attendance certification, documentation to support excused absences and proof of parent co-payments for children funded by the SR program. The records must be maintained for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last. PROVIDER may maintain records in an electronic medium and if the PROVIDER does so, then the PROVIDER shall back up records on a regular basis to safeguard against loss.
38. **Record Transfer on Termination.** In the event that PROVIDER permanently ceases to offer the SR program before the conclusion of the retention period for SR records as described in paragraph 37, whether as a result of unilateral or mutual termination of PROVIDER's eligibility to offer the SR program or as a result of PROVIDER ceasing to do business, PROVIDER shall transfer all SR records required to be maintained under paragraph 37. to COALITION no later than the close of business on the day PROVIDER ceases to offer the SR program.

## VII. COMPENSATION and FUNDING

39. **Method of Payment.** PROVIDER reimbursement for eligible children will be based on the child care certificate (also known as a payment certificate) issued by COALITION and presented by a parent, and through the use of the procedures outlined herein.
40. **Reimbursement Rates Established.** PROVIDER agrees to provide documentation of its published private child care rates included in Exhibit 3. PROVIDER agrees to accept the



approved PROVIDER reimbursement rate which is the lesser of the COALITION maximum reimbursement rate established by COALITION and approved by Office of Early Learning, identified in Exhibit 3. PROVIDER is paid based on budget availability, at the approved PROVIDER reimbursement rate less any parent co-payments assessed by COALITION as reflected on the child care certificate.

41. **Gold Seal Rate.** PROVIDER agrees to provide documentation of its Gold Seal Quality Designation. Gold Seal providers shall receive the Gold Seal rate identified in Exhibit 3 for all care levels which have received a Gold Seal Quality Designation.
42. **Special Needs Rate.** PROVIDER will receive a special needs rate identified in Exhibit 3 when providing services to a child with an identified special need. A special need child is defined as a child who has been determined eligible as a child with a disability in accordance with Chapter 6A-6, F.A.C., and is participating in a program for children with disabilities provided by the school district or a child who has an individualized educational plan (IEP) or family support plan (FSP).
43. **Rate Changes and Limitations.** PROVIDER agrees to report any changes in its published child care rates or its Gold Seal status, if applicable. PROVIDER acknowledges that COALITION is prohibited from making payments, inclusive of Gold Seal or special needs rate differentials, which would cumulatively exceed PROVIDER's private payment rate. In the event that any information submitted by PROVIDER in Exhibit 3 changes, PROVIDER must notify COALITION in writing of the change no later than close of business on the day of the change. COALITION may amend PROVIDER's reimbursement rate based on the information submitted by PROVIDER or any of the factors identified in this paragraph. COALITION must notify PROVIDER, in writing, of any change in reimbursement rate at least thirty (30) calendar days before the change is implemented.
44. **Rates and Fees for Parents.** PROVIDER acknowledges that it is prohibited from charging parents receiving SR services a higher rate than that charged to private pay parents. In addition to the parent co-payment assessed by COALITION, PROVIDER must provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child in PROVIDER's SR program. PROVIDER is prohibited from charging any fees other than the parent co-payment or those fees provided to the parent on the fee list described above.
45. **Military Subsidies.** PROVIDER agrees that it will notify COALITION if it receives military subsidy payments through or from the Child Care Aware of America<sup>®</sup> (formally NACCRRRA) or any legal successor organizations, on behalf of any child enrolled in PROVIDER's SR program. PROVIDER understands that its SR reimbursement rate may be changed as a result of receipt of such military subsidy payments. If PROVIDER fails to report receipt of such military subsidy payments, PROVIDER will be subject to fraud investigation for violation of the requirements of the SR program.
46. **Co-payment.** As required by s. 1002.84(8), F.S., and Rule 6M-4.401, F.A.C., PROVIDER shall collect the assessed parent co-payment in accordance with Rule 6M-4.400, F.A.C., from the parent.
  - a. **Co-payment Amount.** The amount of the co-payment which must be collected for each child is included on his or her child care certificate. In the event that an assessed parent co-



payment is changed by COALITION, COALITION will send the PROVIDER written notice of the change. Only co-payment changes from the COALITION are valid.

- b. Co-payment Assessment and Collection.** Assessed parent co-payments are automatically deducted from PROVIDER's monthly reimbursement. PROVIDER is required to collect parent co-payments.
  - c. Co-payment Documentation.** PROVIDER must give the parent a receipt for each co-payment made by the parent and retain receipt records for all child care co-payments. Upon request, PROVIDER shall provide a current accounting and copy of co-payment receipt records to the COALITION. COALITION will use this documentation to ensure parents who transfer their children to another child care provider have met their co-payment obligations before receiving additional school readiness services.
- 47. Holiday Schedule.** PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes Twelve (12) days per year as set forth in Exhibit 4: Holiday Schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 6M-4.500, F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year.
  - 48. Attendance Documentation Submission.** PROVIDER agrees to submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3<sup>rd</sup>) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.
  - 49. Reimbursement Summary Review.** PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.
  - 50. Emergency Temporary Closure.** PROVIDER agrees all requests for compensation for temporary closures beyond PROVIDER's control will be handled in accordance with Rule 6M-4.501, F.A.C.
  - 51. Disallowed Costs.** Any disallowed expenditure may be deducted from any future reimbursement. PROVIDER agrees to return to COALITION any funds received as a result of error or overpayment or disallowed cost. If PROVIDER ceases to offer the SR Program before the payment is fully recovered, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER shall be subject to collection efforts and/or funds may be obtained from other early learning programs. PROVIDER shall have an opportunity to substantiate or appeal the decision of a questioned or disallowed cost. Any unresolved questioned costs may become disallowed costs.
  - 52. Head Start Agencies.** If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER's Head Start programs must be "in addition to, and not in substitution for, comparable services previously provided without Federal assistance." (42 U.S.C., s. 9835(c))

53. **Title 20 Schools.** If PROVIDER receives federal funds under Title 20, United States Code, ss. 6311-6322, PROVIDER understands that, in accordance with federal law, PROVIDER may use “Federal funds to supplement, [but] not [to] supplant non-Federal funds.” (20 U.S.C., s. 6314(a)(3)(B))

## VIII. FINANCIAL CONSEQUENCES

54. As a result of PROVIDER’s failure to provide the minimum level of services required by this Contract, COALITION shall temporarily withhold reimbursement, disallow all or part of services not in compliance with the terms of this contract or terminate the contract.

## IX. NONDISCRIMINATION

55. **Discrimination Prohibited.** PROVIDER agrees not to discriminate against children, families and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability. PROVIDER will comply with the terms of 45 C.F.R. §98.47 regarding non-discrimination against staff persons on the basis of religion.

## X. NONCOMPLIANCE, PROBATION AND TERMINATION

56. **Noncompliance Determination.**

- a. **Corrective Action Notice.** If COALITION determines PROVIDER has failed to comply with the provisions governing the SR program as described in paragraph 5. or the requirements of this Contract, and COALITION concludes that corrective action will resolve the failure to comply, COALITION must notify PROVIDER in writing. (“Corrective action” means implementation of specific action(s) designed to correct the failure to meet a specific requirement.) The notice must identify the specific requirement(s) which PROVIDER failed to meet and describe how PROVIDER failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64. Upon determining that the PROVIDER has satisfactorily completed the corrective action, the COALITION shall notify the PROVIDER in writing.
- b. **Probation.** If COALITION concludes that PROVIDER has received a corrective action notice for the same violation two or more times or have had multiple corrective action plans within the contract year or if the corrective action plan is not completed within the prescribed timelines, PROVIDER shall be placed on probation for a period up to six (6) months. Probation may include one or more of the following conditions: training or staff development, monitoring or technical assistance by COALITION or submission of documentation related to the violation. COALITION must notify PROVIDER in writing of the terms and duration of the probation, including required timelines. The terms of the probation must correlate to the basis of the corrective action.



**57. Termination for Cause.**

- a. Basis of Termination for Cause.** PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children; (b) The material failure to comply with the terms of this Contract, including, but not limited to, failure to implement corrective action or comply with the terms of probation as described in paragraph 56 above; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 63.
- b. Notice of Termination for Cause.** In order to terminate PROVIDER for cause, COALITION must send a written notice of termination for cause to PROVIDER. Such notice must be sent, with proof of delivery, at least five (5) business days before termination. The notice must state the date of, and the specific basis for, termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64. Notwithstanding PROVIDER's refusal of delivery of the notice, this Contract shall be terminated on the date identified in the notice. COALITION shall document any refusal of delivery.

**58. Emergency Termination.** COALITION must immediately terminate this Contract on an emergency basis upon notification by the Department of Children and Families (DCF) or local licensing agency that actions or inactions of a PROVIDER pose an immediate and serious danger to the health, safety, or welfare of children. COALITION will terminate this Contract on an emergency basis by sending PROVIDER written notice of emergency termination at least twenty-four (24) hours prior to termination. The written notice must specifically state the basis of COALITION's determination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64.

**59. Revocation of Eligibility.** In accordance with s. 1002.88(2), F.S., if PROVIDER's Contract is terminated under paragraph 56., 57., or 58., COALITION may revoke PROVIDER's eligibility to deliver the school readiness program for a period of five (5) years. In determining whether to revoke PROVIDER'S eligibility, the COALITION shall consider the following factors: the severity of the PROVIDER'S actions leading to the termination of the contract, the health, safety and welfare of children enrolled at the PROVIDER, the financial impact of the PROVIDER'S actions, the impact that the revocation would have upon the local community, consistency with COALITION'S actions against other PROVIDERS for similar violations of the Contract or program requirements, the length of time that PROVIDER provided services under contract with the COALITION, and whether the PROVIDER had previously violated there terms of this Contract and prior contracts with the COALITION. COALITION shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER.

**60. Termination of Contract by Provider.** PROVIDER and COALITION may agree to terminate this Contract by mutual consent or PROVIDER may unilaterally terminate this Contract at will. Written notice of termination must be given and alternative arrangements for uninterrupted services shall be made at least thirty (30) calendar days before the termination date for children



served under this Contract. If sufficient notice of termination is not provided, COALITION may refuse to issue the final reimbursement payment to PROVIDER.

61. **Legislative Appropriation.** Any obligation for payment under this Contract is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Contract are unavailable, COALITION shall terminate this Contract after providing written notice, with proof of delivery, at least twenty-four (24) hours before termination of this Contract. In the event of termination of this Contract under this paragraph, PROVIDER shall be paid for the documented SR hours completed prior to termination of this Contract.
62. **Eligible Child Care Provider.** In order to receive state or federal funds under this Contract, PROVIDER must be an eligible child care provider as defined under 45 C.F.R. §98.2. Failure to maintain status as an eligible child care provider shall be considered an immediate and serious danger to the health, safety, or welfare of children, which is grounds for emergency termination of this Contract as described in paragraph 58. PROVIDER certifies that each location at which PROVIDER offers the SR program is an eligible child care provider. PROVIDER agrees to notify COALITION immediately if it ceases to be an eligible child care provider.
63. **Fraud.**
  - a. **Anti-Fraud Plan.** PROVIDER agrees to comply with the anti-fraud plan established by COALITION in accordance with s. 1002.91, F.S.
  - b. **Payment Certificate Fraud Investigation.** In accordance with s. 1002.82(6)(d), F.S., if it is determined that PROVIDER has given any cash or other consideration to the beneficiary in return for receiving a payment certificate, COALITION or its fiscal agent shall refer the matter to the Department of Financial Services pursuant to s. 414.411, F.S., for investigation.
  - c. **Suspension for Suspected Fraud.** In accordance with s. 1002.91(4), F.S., COALITION may suspend or terminate PROVIDER from participation in the school readiness program when it has reasonable cause to believe that PROVIDER has committed fraud. PROVIDER may request a review of COALITION's determination to suspend PROVIDER as described in paragraph 64. If suspended, PROVIDER shall remain suspended until the completion of any investigation by the Office of Early Learning, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.
  - d. **Termination for Fraud.** In accordance with s. 1002.91(5), F.S., if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the COALITION shall refrain from contracting with, or using the services of, PROVIDER for a period of five (5) years. In addition, COALITION shall refrain from contracting with, or using the services of, any provider that shares an officer or board director with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.
  - e. **Termination for National Disqualification.** In accordance with s. 1002.91(7), F.S., if PROVIDER is placed on the United States Department of Agriculture National Disqualified



List, COALITION must terminate this Contract for cause. In addition, if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause.

64. **Due Process Procedures.** PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 5: Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.82(2)(m), F.S., PROVIDER may not offer any School Readiness services while a request for a review regarding termination of PROVIDER's School Readiness Contract is being examined.
65. **Severability of Provider Location.** If PROVIDER has executed this Contract on behalf of multiple locations and one or more of the locations is terminated pursuant to Section X of this Contract, then in lieu of re-executing a new contract for the remaining locations, COALITION may modify Exhibit 1 to indicate which location(s) previously part of this Contract has been removed by striking through the location(s), initialing and dating in the "official use only" column. COALITION shall provide a copy of the revised Exhibit 1 showing any stricken locations to the PROVIDER. This Contract shall remain in full force and effect as to all other locations on Exhibit 1 which have not been stricken.
66. **Litigation and Venue.** In the event that PROVIDER believes that this Contract has been inappropriately terminated, or in the event of a breach of this Contract, any available remedies may be pursued in a court of competent jurisdiction. COALITION and PROVIDER agree that any litigation related to this Contract which is brought by COALITION or PROVIDER will be brought in a county within COALITION's geographical service area.

## XI. NOTIFICATION

67. **Information Change Notification.** PROVIDER agrees to report any changes in contact or program information within fourteen (14) calendar days or temporary emergency closings of the SR program within two (2) calendar days. Permanent business closings or changes in business location or ownership must be reported at least thirty (30) calendar days prior to changes. PROVIDER agrees to provide program and business information annually for inclusion in the Child Care Resource and Referral Network and is responsible for ensuring that COALITION has up-to-date business and contact (including emergency contact) information.
68. **Unusual Incident Notification.** PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is named party or defendant and which relates to the PROVIDERs operation at any location at which SR services are being provided.
69. **Notification of Disqualification or Public Assistance Fraud.**



- a. PROVIDER shall notify COALITION within five (5) calendar days if the PROVIDER is placed on the United States Department of Agriculture National Disqualified List, or if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
- b. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S.

## 70. Contact Persons.

- a. **Coalition Contact.** The representative for COALITION for the purposes of this Contract is Contract Coordinator who can be contacted at 863-733-9064 ext. 221 or by email at contractmanager@elcpolk.org.
- b. **Provider Contact.** The representative for PROVIDER for the purposes of this Contract is Aletta Stroder who can be contacted at 863-635-3396 or by email at astroder@alpi.org.
- c. **Contact Change.** In the event that either party designates different representatives after execution of this Contract, notice of the name and contact information of the new representative will be rendered in writing to the other party within ten (10) calendar days of change.

## XII. INDEMNIFICATION

71. PROVIDER shall be fully liable for and indemnify, defend and hold harmless COALITION, the Office of Early Learning and all of their officers, directors, agents, contractors, subcontractors and employees from and against any and all third-party claims, suits, actions, damages, judgments and costs that arise whether in law or in equity, from any of the PROVIDER's agents, subcontractors or employees' acts, actions, neglect or omission during the performance or operations under this Contract or any subsequent modification thereof. This includes attorney's fees and costs. This indemnification holds whether liability is direct or indirect and whether damage is to any person or real or personal tangible or intangible property. **If PROVIDER is a state agency, public school or school district, this paragraph is limited to the extent required by s. 768.28, F.S.**

## XIII. SEVERABILITY

72. If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

## XIV. NO AMENDMENTS

73. No attachments, amendments, or supplements to this Contract are authorized or permitted, except those specifically incorporated by reference in this form, including Exhibit 1: Provider Location List; Exhibit 2: Required Documentation; Exhibit 3: Provider Reimbursement Rates;

Exhibit 4: Holiday Schedule; Exhibit 5: Due Process Procedures; and Form OEL-SR 20L, Form OEL-SR 20LE, or Form OEL-SR 20FFN, as described in paragraph 7.


*(Remainder of this page intentionally left blank.)*



**XIV. EXECUTION OF CONTRACT**

In accordance with s. 1002.88(1)(p), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

**Warranty of Authority.** Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

  
\_\_\_\_\_  
**Signature of President/Vice President/  
Secretary/Officer/Owner/Principal/or Other  
Authorized Representative**

Deloris Johnson  
\_\_\_\_\_  
**Print Name**

By Electronic Signature  
Chief Executive Officer  
\_\_\_\_\_  
**Title**

June 13, 2016  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Provider's Additional Signatory (If required by  
the Provider)**  
 By Electronic Signature

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

COALITION has caused this Contract to be executed as of the date set forth in paragraph 1.

\_\_\_\_\_  
**Signature of Authorized Coalition Representative**  
 By Electronic Signature

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



**STATE OF FLORIDA**  
**STATEWIDE SCHOOL READINESS PROVIDER CONTRACT**  
**FORM OEL-SR 20**

**I. PARTIES AND TERMS OF CONTRACT**

1. **Parties.** This Contract is made and entered into this \_\_\_\_\_ day of June \_\_\_\_\_, 2016, by and between the Early Learning Coalition of Saint Lucie County (herein referred to as "COALITION"), and ALPI George W. Truitt Family Services Center (herein referred to as "PROVIDER"), with its principal offices located at 2202 Avenue Q, Fort Pierce, FL 34950.
- a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.
- b. **Multiple Private Locations.** If PROVIDER is executing a single Contract on behalf of multiple private SR provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.
- c. **Employer Identification Number.** Insert PROVIDER's EIN here: 59-1634148. If PROVIDER does not have an EIN, PROVIDER must insert PROVIDER's Social Security Number (SSN) here \_\_\_\_\_. PROVIDER's EIN or SSN is requested in accordance with sections (ss.) 119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as an SR provider, for reporting those payments for federal tax purposes, and for routine identification. If PROVIDER completes Exhibit 1 listing multiple locations with multiple EIN numbers, this paragraph may be left blank.
2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the SR Program. Payment is not conveyed to PROVIDER through this Contract. PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the SR program. This contract is to engage an eligible provider to provide SR services to eligible SR children.
3. **Term.** This Contract begins on July 1st of the fiscal year (2016) or on the date on which the Contract is signed by the last party required to sign the Contract, whichever occurs last, and the Contract ends on (COALITION select one)  June 30<sup>th</sup> of the fiscal year 2017 or  the last day of the month twelve (12) months after the effective date of the contract as indicated herein.
4. **Payment Limitations.** PROVIDER will not receive nor be entitled to payment for SR program services performed before this Contract is fully executed by both parties or after expiration of the Contract.



5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the SR program and that PROVIDER and COALITION will be bound by the same:
- 42 U.S.C. §9858, et seq.;
  - 45 C.F.R. §98;
  - 45 C.F.R. §99;
  - Chapter 1002, Florida Statutes;
  - Chapter 6M-4, Florida Administrative Code; and
  - Chapter 6M-9, Florida Administrative Code.
6. **Not Transferrable.** This Contract is not transferrable or assignable to another entity, corporation, or owner without the prior written approval of the COALITION. A change in corporate ownership shall be deemed a transfer. Failure to obtain the prior written approval of COALITION shall be considered an immediate and serious danger to the health, safety, or welfare of children, which is grounds for emergency termination of this Contract as described in paragraph 58. This Contract binds the successors, assigns, and legal representatives of PROVIDER and of any legal entity that succeeds to the obligations of the State of Florida, Office of Early Learning, and COALITION.

## II. PROVIDER ELIGIBILITY

### 7. General Eligibility

- a. **Provider Type.** To be eligible to deliver the school readiness program, PROVIDER must be one of the provider types identified in section (s.) 1002.88(1)(a), F.S., listed below. Check the box to indicate PROVIDER's type:

A child care facility licensed under s. 402.305, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

A family day care home licensed or registered under s. 402.313, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

A large family child care home licensed under s. 402.3131, F.S. (Form OEL-SR 20L is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

A public school or nonpublic school exempt from licensure under s. 402.3025, F.S. (Form OEL-SR 20LE is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

A faith-based child care provider exempt from licensure under s. 402.316, F.S. (Form OEL-SR 20LE is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

A before-school or after-school program described in s. 402.305(1)(c), F.S.

For a licensed before-school or after-school program described in s. 402.305(1)(c), F.S., Form OEL-SR 20L must be completed as an authorized attachment to this Contract.

For a license exempt or programs that are not required to be licensed as described in Rule 65C-22.008, F.A.C., before-school or after-school program described in s. 402.305(1)(c), F.S., Form OEL-SR 20LE must be completed as an authorized attachment to this Contract.

An informal child care provider to the extent authorized in the state's Child Care and Development Fund Plan as approved by the United States Department of Health and Human Services pursuant to 45 C.F.R. s. 98.18. (Form OEL-SR 20FFN is hereby incorporated by reference and must be completed as an authorized attachment to this Contract.)

- b. **Eligibility Pursuant to s. 1002.91(5), F.S.** PROVIDER represents that PROVIDER, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.
- c. **Eligibility Pursuant to s. 1002.91(7), F.S.** PROVIDER represents that PROVIDER is not on the United States Department of Agriculture National Disqualified List nor does PROVIDER share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.

### III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

8. **Child Enrollment.** PROVIDER agrees to enroll children for the SR Program only with written authorization from COALITION which will be provided in the form of a child care certificate. PROVIDER also understands that it will not be reimbursed for services provided to a child beyond the service begin and end date identified by COALITION on the child care certificate, or if the child's eligibility is terminated prior to the end date. As described in s. 1002.87(2), F.S., PROVIDER also agrees to serve children enrolled into its SR program according to the services and location established by COALITION on the child care certificate indicating authorized hours of care. In the event that PROVIDER has multiple locations, PROVIDER shall notify and obtain approval in writing from COALITION prior to changing the location where the child shall be served.
9. **Child Care.** PROVIDER agrees to provide child care to enrolled children at the care level designated by the child care certificate received from the COALITION. Pursuant to 45 C.F.R. s. 98.2, child care is defined as the care given to an eligible child by an eligible child care provider. PROVIDER will comply with all applicable state and federal laws, regulations and other standards and requirements in providing child care services under this agreement.
10. **Instruction and Activities.** In accordance with s. 1002.88(1)(b), F.S., PROVIDER agrees to offer instruction and activities to enhance the age-appropriate progress of each child in attaining the child development standards established by the *Florida Early Learning and Developmental Standards: Birth to Five*, Form OEL-SR 30, adopted by the Office of Early Learning in Rule



6M-4.700, F.A.C. PROVIDER agrees to include activities to foster brain development in infants and toddlers; provide an environment that is rich in language and appropriate and child-friendly music and filled with objects of various colors, shapes, textures, and sizes to stimulate visual, tactile, auditory, and linguistic senses; and include at least thirty (30) minutes of reading to children each day.

11. **General Health and Safety.** Provider agrees to provide a healthy and safe environment for children in care pursuant to s. 402.305(5), (6), and (7), F.S., as applicable, and as verified pursuant to s. 402.311, F.S. Health and Safety requirements are specifically addressed in each provider type attachment.
12. **Smoke Free Environment.** In accordance with Part C of Public Law 107-110 (No Child Left Behind), the “Pro-Children Act of 2001,” no child care facility shall permit smoking within any indoor facility (or portion of such facility) operated by PROVIDER, to provide routine child care or early childhood development services to children. This does not apply to any portion of such facility that is used for a private residence. Individuals in violation are subject to a \$1,000 fine, administrative compliance or both.
13. **Curriculum.** In accordance with s. 1002.88(1)(f), F.S., PROVIDER agrees to use the following state-approved curriculum or curricula in the provision of the SR Program:  
Creative Curriculum  
edition or date: 2nd edition Infants/Toddlers and 4th edition for Preschoolers  
If PROVIDER is using different curricula at different PROVIDER sites listed in Exhibit 1, PROVIDER must complete the column in Exhibit 1 indicating the name of the curriculum or curricula being used at each site. If PROVIDER is offering school age programs exclusively, PROVIDER may insert “Not Applicable” in the space provided.
14. **Character Development Program.** In accordance with s. 1002.88(1)(g), F.S., PROVIDER agrees to implement the following character development program to develop basic values:  
Creative Curriculum  
edition or date: 2nd edition Infants/Toddlers and 4th edition for Preschoolers  
If PROVIDER is using a different program at different PROVIDER sites listed in Exhibit 1, PROVIDER must complete the column in Exhibit 1 indicating the name of the character development program being used at each site. If PROVIDER is offering school age programs exclusively, PROVIDER may insert “Not Applicable” in the space provided.
15. **Developmental Screenings.** PROVIDER acknowledges that Provider is responsible for conducting developmental screenings for each child aged six weeks to kindergarten eligibility in accordance with Rule 6M-4.720, F.A.C. In accordance with s. 1002.88(1)(h), F.S., PROVIDER must collaborate with COALITION to complete initial screening for each child, aged six weeks to kindergarten eligibility, within forty-five (45) days after the child's first or subsequent enrollment, to identify a child who may need individualized supports. PROVIDER acknowledges that COALITION is responsible for initiating individualized services, including but not limited to providing referrals, based on child screening results. PROVIDER and COALITION acknowledge that pursuant to s. 1002.84(5), F.S., screening shall not be a requirement of entry into the school readiness program and shall be only given with parental consent.

**Subsequent Screenings.** PROVIDER acknowledges that Provider is responsible for subsequent screenings. Subsequent screening will be conducted at a minimum, annually in



the month of the child's birthday or at time of redetermination in accordance with Rule 6M-4.720, F.A.C.

16. **Prohibited Forms of Discipline.** In accordance with s. 1002.88(1)(i), F.S., PROVIDER agrees to implement minimum standards for child discipline practices that are age-appropriate and consistent with the requirements in s. 402.305(12), F.S. Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.
17. **Child Immunizations and Health Screenings.** In accordance with s. 1002.88(1)(j), F.S., within thirty (30) calendar days of enrolling a child, PROVIDER agrees to obtain and retain information from the parent regarding the child's age-appropriate immunizations, physical development and other health requirements as indicated on the Student Health Examination form DH 3040 and Florida Certification of Immunization form Part A-1, B, or C DH 680 or the Religious Exemption from Immunization form DH 681.
18. **Program Operation.** In accordance with s. 1002.88(1)(k), F.S., if PROVIDER offers before-school or after-school programs, PROVIDER agrees those programs shall meet or exceed the requirements of s. 402.305(5), (6), and (7), F.S. In accordance with s. 1002.88(1)(q), F.S., and as identified in Exhibit 3, PROVIDER agrees to operate on a full-time and part-time basis and provide extended-day and extended-year services to the maximum extent possible without compromising the quality of the program to meet the needs of parents who work.
19. **Workers' Compensation and Unemployment Compensation.** In accordance with s. 1002.88(1)(n), F.S., PROVIDER agrees to obtain and maintain any required workers' compensation insurance under Chapter 440, F.S., and any required reemployment assistance or unemployment compensation coverage under Chapter 443, F.S. PROVIDER agrees to provide the COALITION with evidence of worker's compensation insurance coverage.
20. **Sign-In/Sign-Out Process.** PROVIDER agrees to maintain daily attendance documentation, including a documented "sign-in/sign-out" process approved by COALITION and implemented by PROVIDER, and which accurately documents attendance and absences. PROVIDER agrees to retain the attendance documentation in accordance with COALITION's records retention requirement established in accordance with s. 1002.84(10), F.S.
21. **Child Absences.** In accordance with s. 1002.87(8), F.S., PROVIDER agrees to notify COALITION in writing if a child enrolled is absent for five (5) consecutive days with no contact from the parent by the close of the fifth (5<sup>th</sup>) day. In accordance with ss. 1002.81(5) and 1002.87(7), F.S., if the need for care cannot be re-established, then the COALITION will notify the PROVIDER and the parent that school readiness funding will be discontinued. The end of eligibility for funded child care services will be fourteen (14) days from the fifth (5<sup>th</sup>) day that the child was not in attendance with no contact from the parent.
22. **Rilya Wilson Act and At-Risk Children.** In accordance with s. 1002.87(9), F.S., PROVIDER agrees to abide by the provisions of the "Rilya Wilson Act" (s. 39.604, F.S.) for each at-risk child under the age of school entry who is enrolled in the school readiness program.

23. **Parental Choice.** PROVIDER agrees that the parent has the right to choose the provider of child care services for his/her children. In the event the parent chooses to change to a different SR PROVIDER, it is within the parent’s rights to do so, except as limited by s. 1002.84(8), F.S., as described in paragraph 46.c.
24. **Parental Access.** PROVIDER agrees to afford authorized parents unlimited access to their children in SR programs, during normal hours of provider operation and whenever the children are in the care of the provider. Access may be subject to appropriate safety procedures.
25. **Statewide Information System.** PROVIDER agrees to utilize the statewide information system as referenced in s. 1002.82(2)(n), F.S., as available, to submit information and updates regarding the SR program.
26. **Child Care Resource and Referral.** PROVIDER agrees to participate in the annual update process coordinated by each Child Care Resource and Referral agency as described in Rule 6M-9.300(5) and (6), F.A.C.
27. **Direct Deposit.** PROVIDER agrees to provide information necessary to facilitate direct deposit in order to receive SR reimbursement for services rendered. PROVIDER agrees to provide alternative reimbursement arrangements if PROVIDER chooses to opt out of Direct Deposit.
28. **Deliverables**

Deliverable	Tasks and Activities	Due Date	Payment
1. One month of child care services	Child enrollment activities per the requirements in section III	Monthly	Per the level of service: established by the child care certificate provided to the PROVIDER by the COALITION; at the rates specified in Exhibit 3: Provider Reimbursement Rates; and documented through an approved monthly attendance report
	Instruction and activities per the requirements in section III		
	Health and safety activities per the requirements in section III		
	Use of curriculum per the requirements in section III		
	Character development activities per the requirements in section III		
2. Monthly attendance report	Monthly attendance report submitted by the PROVIDER to the COALITION per the requirements in section VII	Monthly by the day indicated in section VII	N/A
3. Proof of Developmental Screening	<b>If applicable:</b>		N/A
Applies to providers responsible for	Developmental screenings for each child aged six weeks to	Within 45 days after the child’s	



Deliverable	Tasks and Activities	Due Date	Payment
developmental screening as indicated in section III	kindergarten eligibility per the requirements in section III.	first or subsequent enrollment	
Proof of Developmental Screening (continued)	Subsequent screenings conducted annually in month of child's birthday.	Annually	
	PROVIDER shall submit the child's screening results to the COALITION	Within thirty (30) calendar days of completion of screening	
	Enter the data into an electronic system	Within sixty (60) calendar days after screening	
	PROVIDER shall provide in writing the screening results for each child to the child's parent.		

#### IV. COALITION RESPONSIBILITIES

29. **Training and Technical Assistance.** COALITION will notify PROVIDER of the availability of training, technical assistance, and other targeted assistance in support of the provision of quality SR services.
30. **Developmental and Subsequent Screenings.** Applicable if PROVIDER is responsible for Developmental Screenings and Subsequent Screenings as indicated in paragraph 15. COALITION shall give notification to PROVIDER a minimum of thirty (30) calendar days prior to the date the child must be screened. COALITION will have staff persons available to explain screening results if required by a parent.
31. **Child Eligibility.** COALITION has ultimate responsibility for determining the eligibility of children enrolling in the SR program. COALITION will issue forms that make up a child care certificate (also known as a payment certificate), as described in s. 1002.82(6)(b) and (c), F.S., to the parent of each eligible child who enrolls in the SR program.
32. **Limitations on Authority.** COALITION may not impose any requirement on PROVIDER that exceeds the authority provided under Chapter 1002, F.S., or rules adopted pursuant to Chapter 1002, F.S.; or require PROVIDER to administer a preassessment or postassessment.
33. **Monitoring.** COALITION will monitor PROVIDER for compliance with this Contract and the provisions governing the SR program listed in paragraph 5., in accordance with s. 1002.85(2)(h), F.S. PROVIDER will be monitored in accordance with the COALITION monitoring plan, or in response to a parental complaint.



## V. ACCESS

34. **Physical Access.** PROVIDER agrees to allow the Office of Early Learning and COALITION staff or sub-contractors immediate access to the facilities and spaces used to offer the SR Program during normal business hours, except as otherwise restricted by government facilities.
35. **Records Access.** PROVIDER agrees to allow COALITION staff or sub-contractors and the Office of Early Learning to inspect and copy records pertaining to the SR Program during normal business hours and upon request by COALITION or the Office of Early Learning. Records that are stored off-site shall be provided within seventy-two (72) hours.

## VI. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

36. **Record Confidentiality.** PROVIDER agrees to protect the confidentiality of child and family information. PROVIDER agrees to have all staff complete confidentiality agreements and have processes in place to protect the privacy of child and family information. Confidentiality agreements will be maintained by the PROVIDER and provided to the COALITION upon request. Information associated with the SR Program shall only be made available in accordance with the restrictions of s. 1002.97, F.S. For the purposes of records of children enrolled in the SR Program, this Contract is considered an interagency agreement for the purpose of implementing the SR Program as described in s. 1002.97(3)(g), F.S. Accordingly, to the extent that PROVIDER receives school readiness records in order to carry out its official functions, PROVIDER must maintain and protect the data as required in s. 1002.97, F.S., and as explained below. Individuals and organizations eligible to receive records include PROVIDER, the parent, COALITION, Office of Early Learning, and other entities identified in s. 1002.97, F.S.
37. **Record Maintenance.** PROVIDER agrees to maintain records, including sign in and sign out documentation, enrollment and attendance certification, documentation to support excused absences and proof of parent co-payments for children funded by the SR program. The records must be maintained for audit purposes for a period of five (5) years from the date of the last reimbursement request for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last. PROVIDER may maintain records in an electronic medium and if the PROVIDER does so, then the PROVIDER shall back up records on a regular basis to safeguard against loss.
38. **Record Transfer on Termination.** In the event that PROVIDER permanently ceases to offer the SR program before the conclusion of the retention period for SR records as described in paragraph 37, whether as a result of unilateral or mutual termination of PROVIDER's eligibility to offer the SR program or as a result of PROVIDER ceasing to do business, PROVIDER shall transfer all SR records required to be maintained under paragraph 37. to COALITION no later than the close of business on the day PROVIDER ceases to offer the SR program.

## VII. COMPENSATION and FUNDING

39. **Method of Payment.** PROVIDER reimbursement for eligible children will be based on the child care certificate (also known as a payment certificate) issued by COALITION and presented by a parent, and through the use of the procedures outlined herein.
40. **Reimbursement Rates Established.** PROVIDER agrees to provide documentation of its published private child care rates included in Exhibit 3. PROVIDER agrees to accept the



approved PROVIDER reimbursement rate which is the lesser of the COALITION maximum reimbursement rate established by COALITION and approved by Office of Early Learning, identified in Exhibit 3. PROVIDER is paid based on budget availability, at the approved PROVIDER reimbursement rate less any parent co-payments assessed by COALITION as reflected on the child care certificate.

41. **Gold Seal Rate.** PROVIDER agrees to provide documentation of its Gold Seal Quality Designation. Gold Seal providers shall receive the Gold Seal rate identified in Exhibit 3 for all care levels which have received a Gold Seal Quality Designation.
42. **Special Needs Rate.** PROVIDER will receive a special needs rate identified in Exhibit 3 when providing services to a child with an identified special need. A special need child is defined as a child who has been determined eligible as a child with a disability in accordance with Chapter 6A-6, F.A.C., and is participating in a program for children with disabilities provided by the school district or a child who has an individualized educational plan (IEP) or family support plan (FSP).
43. **Rate Changes and Limitations.** PROVIDER agrees to report any changes in its published child care rates or its Gold Seal status, if applicable. PROVIDER acknowledges that COALITION is prohibited from making payments, inclusive of Gold Seal or special needs rate differentials, which would cumulatively exceed PROVIDER's private payment rate. In the event that any information submitted by PROVIDER in Exhibit 3 changes, PROVIDER must notify COALITION in writing of the change no later than close of business on the day of the change. COALITION may amend PROVIDER's reimbursement rate based on the information submitted by PROVIDER or any of the factors identified in this paragraph. COALITION must notify PROVIDER, in writing, of any change in reimbursement rate at least thirty (30) calendar days before the change is implemented.
44. **Rates and Fees for Parents.** PROVIDER acknowledges that it is prohibited from charging parents receiving SR services a higher rate than that charged to private pay parents. In addition to the parent co-payment assessed by COALITION, PROVIDER must provide the parent with a list of any fees it charges and, if applicable, written notice of the difference between the private pay rate and SR reimbursement, prior to the parent enrolling his/her child in PROVIDER's SR program. PROVIDER is prohibited from charging any fees other than the parent co-payment or those fees provided to the parent on the fee list described above.
45. **Military Subsidies.** PROVIDER agrees that it will notify COALITION if it receives military subsidy payments through or from the Child Care Aware of America<sup>®</sup> (formally NACCRRA) or any legal successor organizations, on behalf of any child enrolled in PROVIDER's SR program. PROVIDER understands that its SR reimbursement rate may be changed as a result of receipt of such military subsidy payments. If PROVIDER fails to report receipt of such military subsidy payments, PROVIDER will be subject to fraud investigation for violation of the requirements of the SR program.
46. **Co-payment.** As required by s. 1002.84(8), F.S., and Rule 6M-4.401, F.A.C., PROVIDER shall collect the assessed parent co-payment in accordance with Rule 6M-4.400, F.A.C., from the parent.
  - a. **Co-payment Amount.** The amount of the co-payment which must be collected for each child is included on his or her child care certificate. In the event that an assessed parent co-



payment is changed by COALITION, COALITION will send the PROVIDER written notice of the change. Only co-payment changes from the COALITION are valid.

- b. **Co-payment Assessment and Collection.** Assessed parent co-payments are automatically deducted from PROVIDER's monthly reimbursement. PROVIDER is required to collect parent co-payments.
- c. **Co-payment Documentation.** PROVIDER must give the parent a receipt for each co-payment made by the parent and retain receipt records for all child care co-payments. Upon request, PROVIDER shall provide a current accounting and copy of co-payment receipt records to the COALITON. COALITION will use this documentation to ensure parents who transfer their children to another child care provider have met their co-payment obligations before receiving additional school readiness services.

- 47. **Holiday Schedule.** PROVIDER agrees to follow the holiday schedule approved by COALITION for PROVIDER's program, which includes Twelve (12) days per year as set forth in Exhibit 4: Holiday Schedule and understands that these are the only holidays for which PROVIDER will receive reimbursement. Pursuant to Rule 6M-4.500, F.A.C., reimbursement may be made for up to twelve (12) recognized holidays per year.
- 48. **Attendance Documentation Submission.** PROVIDER agrees to submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3<sup>rd</sup>) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.
- 49. **Reimbursement Summary Review.** PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.
- 50. **Emergency Temporary Closure.** PROVIDER agrees all requests for compensation for temporary closures beyond PROVIDER's control will be handled in accordance with Rule 6M-4.501, F.A.C.
- 51. **Disallowed Costs.** Any disallowed expenditure may be deducted from any future reimbursement. PROVIDER agrees to return to COALITION any funds received as a result of error or overpayment or disallowed cost. If PROVIDER ceases to offer the SR Program before the payment is fully recovered, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER shall be subject to collection efforts and/or funds may be obtained from other early learning programs. PROVIDER shall have an opportunity to substantiate or appeal the decision of a questioned or disallowed cost. Any unresolved questioned costs may become disallowed costs.
- 52. **Head Start Agencies.** If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER's Head Start programs must be "in addition to, and not in substitution for, comparable services previously provided without Federal assistance." (42 U.S.C., s. 9835(c))



53. **Title 20 Schools.** If PROVIDER receives federal funds under Title 20, United States Code, ss. 6311-6322, PROVIDER understands that, in accordance with federal law, PROVIDER may use “Federal funds to supplement, [but] not [to] supplant non-Federal funds.” (20 U.S.C., s. 6314(a)(3)(B))

## VIII. FINANCIAL CONSEQUENCES

54. As a result of PROVIDER’s failure to provide the minimum level of services required by this Contract, COALITION shall temporarily withhold reimbursement, disallow all or part of services not in compliance with the terms of this contract or terminate the contract.

## IX. NONDISCRIMINATION

55. **Discrimination Prohibited.** PROVIDER agrees not to discriminate against children, families and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability. PROVIDER will comply with the terms of 45 C.F.R. §98.47 regarding non-discrimination against staff persons on the basis of religion.

## X. NONCOMPLIANCE, PROBATION AND TERMINATION

56. **Noncompliance Determination.**

- a. **Corrective Action Notice.** If COALITION determines PROVIDER has failed to comply with the provisions governing the SR program as described in paragraph 5. or the requirements of this Contract, and COALITION concludes that corrective action will resolve the failure to comply, COALITION must notify PROVIDER in writing. (“Corrective action” means implementation of specific action(s) designed to correct the failure to meet a specific requirement.) The notice must identify the specific requirement(s) which PROVIDER failed to meet and describe how PROVIDER failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64. Upon determining that the PROVIDER has satisfactorily completed the corrective action, the COALITION shall notify the PROVIDER in writing.
- b. **Probation.** If COALITION concludes that PROVIDER has received a corrective action notice for the same violation two or more times or have had multiple corrective action plans within the contract year or if the corrective action plan is not completed within the prescribed timelines, PROVIDER shall be placed on probation for a period up to six (6) months. Probation may include one or more of the following conditions: training or staff development, monitoring or technical assistance by COALITION or submission of documentation related to the violation. COALITION must notify PROVIDER in writing of the terms and duration of the probation, including required timelines. The terms of the probation must correlate to the basis of the corrective action.

**57. Termination for Cause.**

- a. Basis of Termination for Cause.** PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children; (b) The material failure to comply with the terms of this Contract, including, but not limited to, failure to implement corrective action or comply with the terms of probation as described in paragraph 56 above; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 63.
- b. Notice of Termination for Cause.** In order to terminate PROVIDER for cause, COALITION must send a written notice of termination for cause to PROVIDER. Such notice must be sent, with proof of delivery, at least five (5) business days before termination. The notice must state the date of, and the specific basis for, termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64. Notwithstanding PROVIDER's refusal of delivery of the notice, this Contract shall be terminated on the date identified in the notice. COALITION shall document any refusal of delivery.

**58. Emergency Termination.** COALITION must immediately terminate this Contract on an emergency basis upon notification by the Department of Children and Families (DCF) or local licensing agency that actions or inactions of a PROVIDER pose an immediate and serious danger to the health, safety, or welfare of children. COALITION will terminate this Contract on an emergency basis by sending PROVIDER written notice of emergency termination at least twenty-four (24) hours prior to termination. The written notice must specifically state the basis of COALITION's determination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 64.

**59. Revocation of Eligibility.** In accordance with s. 1002.88(2), F.S., if PROVIDER's Contract is terminated under paragraph 56., 57., or 58., COALITION may revoke PROVIDER's eligibility to deliver the school readiness program for a period of five (5) years. In determining whether to revoke PROVIDER'S eligibility, the COALITION shall consider the following factors: the severity of the PROVIDER'S actions leading to the termination of the contract, the health, safety and welfare of children enrolled at the PROVIDER, the financial impact of the PROVIDER'S actions, the impact that the revocation would have upon the local community, consistency with COALITION'S actions against other PROVIDERS for similar violations of the Contract or program requirements, the length of time that PROVIDER provided services under contract with the COALITION, and whether the PROVIDER had previously violated there terms of this Contract and prior contracts with the COALITION. COALITION shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER.

**60. Termination of Contract by Provider.** PROVIDER and COALITION may agree to terminate this Contract by mutual consent or PROVIDER may unilaterally terminate this Contract at will. Written notice of termination must be given and alternative arrangements for uninterrupted services shall be made at least thirty (30) calendar days before the termination date for children



served under this Contract. If sufficient notice of termination is not provided, COALITION may refuse to issue the final reimbursement payment to PROVIDER.

61. **Legislative Appropriation.** Any obligation for payment under this Contract is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Contract are unavailable, COALITION shall terminate this Contract after providing written notice, with proof of delivery, at least twenty-four (24) hours before termination of this Contract. In the event of termination of this Contract under this paragraph, PROVIDER shall be paid for the documented SR hours completed prior to termination of this Contract.
62. **Eligible Child Care Provider.** In order to receive state or federal funds under this Contract, PROVIDER must be an eligible child care provider as defined under 45 C.F.R. §98.2. Failure to maintain status as an eligible child care provider shall be considered an immediate and serious danger to the health, safety, or welfare of children, which is grounds for emergency termination of this Contract as described in paragraph 58. PROVIDER certifies that each location at which PROVIDER offers the SR program is an eligible child care provider. PROVIDER agrees to notify COALITION immediately if it ceases to be an eligible child care provider.
63. **Fraud.**
  - a. **Anti-Fraud Plan.** PROVIDER agrees to comply with the anti-fraud plan established by COALITION in accordance with s. 1002.91, F.S.
  - b. **Payment Certificate Fraud Investigation.** In accordance with s. 1002.82(6)(d), F.S., if it is determined that PROVIDER has given any cash or other consideration to the beneficiary in return for receiving a payment certificate, COALITION or its fiscal agent shall refer the matter to the Department of Financial Services pursuant to s. 414.411, F.S., for investigation.
  - c. **Suspension for Suspected Fraud.** In accordance with s. 1002.91(4), F.S., COALITION may suspend or terminate PROVIDER from participation in the school readiness program when it has reasonable cause to believe that PROVIDER has committed fraud. PROVIDER may request a review of COALITION's determination to suspend PROVIDER as described in paragraph 64. If suspended, PROVIDER shall remain suspended until the completion of any investigation by the Office of Early Learning, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.
  - d. **Termination for Fraud.** In accordance with s. 1002.91(5), F.S., if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the COALITION shall refrain from contracting with, or using the services of, PROVIDER for a period of five (5) years. In addition, COALITION shall refrain from contracting with, or using the services of, any provider that shares an officer or board director with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.
  - e. **Termination for National Disqualification.** In accordance with s. 1002.91(7), F.S., if PROVIDER is placed on the United States Department of Agriculture National Disqualified



List, COALITION must terminate this Contract for cause. In addition, if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause.

64. **Due Process Procedures.** PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 5: Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.82(2)(m), F.S., PROVIDER may not offer any School Readiness services while a request for a review regarding termination of PROVIDER's School Readiness Contract is being examined.
65. **Severability of Provider Location.** If PROVIDER has executed this Contract on behalf of multiple locations and one or more of the locations is terminated pursuant to Section X of this Contract, then in lieu of re-executing a new contract for the remaining locations, COALITION may modify Exhibit 1 to indicate which location(s) previously part of this Contract has been removed by striking through the location(s), initialing and dating in the "official use only" column. COALITION shall provide a copy of the revised Exhibit 1 showing any stricken locations to the PROVIDER. This Contract shall remain in full force and effect as to all other locations on Exhibit 1 which have not been stricken.
66. **Litigation and Venue.** In the event that PROVIDER believes that this Contract has been inappropriately terminated, or in the event of a breach of this Contract, any available remedies may be pursued in a court of competent jurisdiction. COALITION and PROVIDER agree that any litigation related to this Contract which is brought by COALITION or PROVIDER will be brought in a county within COALITION's geographical service area.

## XI. NOTIFICATION

67. **Information Change Notification.** PROVIDER agrees to report any changes in contact or program information within fourteen (14) calendar days or temporary emergency closings of the SR program within two (2) calendar days. Permanent business closings or changes in business location or ownership must be reported at least thirty (30) calendar days prior to changes. PROVIDER agrees to provide program and business information annually for inclusion in the Child Care Resource and Referral Network and is responsible for ensuring that COALITION has up-to-date business and contact (including emergency contact) information.
68. **Unusual Incident Notification.** PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is named party or defendant and which relates to the PROVIDERs operation at any location at which SR services are being provided.
69. **Notification of Disqualification or Public Assistance Fraud.**



- a. PROVIDER shall notify COALITION within five (5) calendar days if the PROVIDER is placed on the United States Department of Agriculture National Disqualified List, or if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.
- b. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S.

## 70. Contact Persons.

- a. **Coalition Contact.** The representative for COALITION for the purposes of this Contract is Indira George who can be contacted at 772-595-6424 or by email at contractinfo@elcslc.org.
- b. **Provider Contact.** The representative for PROVIDER for the purposes of this Contract is Myrna Rodriguez who can be contacted at 772-466-2631 or by email at mrodriguez@alpi.org.
- c. **Contact Change.** In the event that either party designates different representatives after execution of this Contract, notice of the name and contact information of the new representative will be rendered in writing to the other party within ten (10) calendar days of change.

## XII. INDEMNIFICATION

71. PROVIDER shall be fully liable for and indemnify, defend and hold harmless COALITION, the Office of Early Learning and all of their officers, directors, agents, contractors, subcontractors and employees from and against any and all third-party claims, suits, actions, damages, judgments and costs that arise whether in law or in equity, from any of the PROVIDER's agents, subcontractors or employees' acts, actions, neglect or omission during the performance or operations under this Contract or any subsequent modification thereof. This includes attorney's fees and costs. This indemnification holds whether liability is direct or indirect and whether damage is to any person or real or personal tangible or intangible property. **If PROVIDER is a state agency, public school or school district, this paragraph is limited to the extent required by s. 768.28, F.S.**

## XIII. SEVERABILITY

72. If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

## XIV. NO AMENDMENTS

73. No attachments, amendments, or supplements to this Contract are authorized or permitted, except those specifically incorporated by reference in this form, including Exhibit 1: Provider Location List; Exhibit 2: Required Documentation; Exhibit 3: Provider Reimbursement Rates;

Exhibit 4: Holiday Schedule; Exhibit 5: Due Process Procedures; and Form OEL-SR 20L, Form OEL-SR 20LE, or Form OEL-SR 20FFN, as described in paragraph 7.

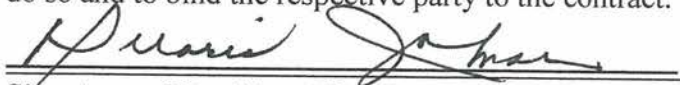
*(Remainder of this page intentionally left blank.)*



**XIV. EXECUTION OF CONTRACT**

In accordance with s. 1002.88(1)(p), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X.

**Warranty of Authority.** Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

  
\_\_\_\_\_  
**Signature of President/Vice President/  
Secretary/Officer/Owner/Principal/or Other  
Authorized Representative**  
 By Electronic Signature  
Chief Executive Officer  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Deloris Johnson**  
\_\_\_\_\_  
**Print Name**  
  
\_\_\_\_\_  
06/08/2016  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Provider's Additional Signatory (If required by  
the Provider)**  
 By Electronic Signature  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name**  
  
\_\_\_\_\_  
**Date**

COALITION has caused this Contract to be executed as of the date set forth in paragraph 1.

\_\_\_\_\_  
**Signature of Authorized Coalition Representative**  
 By Electronic Signature  
Chief Executive Officer  
\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Anthony F. Loupe**  
\_\_\_\_\_  
**Print Name**  
  
\_\_\_\_\_  
**Date**

---

**2016-2017 SLCSB LEASE AGREEMENT**

**( Ratify )**

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## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made this \_\_\_ day of \_\_\_\_\_, 2016, by and between the SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA ("Lessor") and the AGRICULTURAL AND LABOR PROGRAM, INC. ("Lessee").

### WITNESSETH

WHEREAS, the Lessee operates an early learning center for birth to five program at numerous locations in St. Lucie County, Florida; and

WHEREAS, on January 25, 2011, the Lessor granted conceptual approval to a cooperative lease agreement, whereby Lessor would lease to Lessee certain property located in Port St. Lucie, Florida, for use as an early learning center for birth to five program; and

WHEREAS, on June 11, 2011 the lessor and Lessee entered into a lease agreement; and

WHEREAS, the Lessor and Lessee mutually desire to extend the term of the lease agreement, under the terms and conditions set forth in this Lease;

WHEREAS, on June 11, 2011 the lessor and Lessee entered into a lease agreement; and

WHEREAS, the Lessor has leased other portions of their ownership on that site to the Boys and Girls Club and the City of Port St. Lucie ("Other Lessees") and they desire to extend the lease for the same term as the Lessee;

NOW, THEREFORE, in consideration of the mutual promises, covenants, and considerations herein contained, to be kept and performed by each of the parties hereto, the parties agree as follows, to wit:

1. Leased Premises.

(a) The Lessor leases to the Lessee those certain lands lying within the City of Port St. Lucie, St. Lucie County, Florida, known as a portion of the Port St. Lucie Elementary School site, described more particularly in Exhibit B, incorporated herein by reference ("Leased Premises"). The Leased Premises may be generally described as follows: 10 modular classroom, 6 portable classrooms and associated site area, including the eastern parking lot.

(b) In addition, the Lessee shall have a non-exclusive lease for the parking lot more particularly described in Exhibit B, which it will share with other tenants of the Port St. Lucie Elementary School site.

2. Term. This Lease shall be for a period of five (5) year(s) commencing on the 16 day of June 2016, and terminating on midnight of the 15 day of June, 2021.



3. Rent. The Lessee covenants and agrees to pay, in legal tender and lawful money of the United States at the time of payment, without demand, a total of One Dollar (\$1.00) in advance payable on the date of execution of this Lease.

4. Use. The Leased Premises shall be used only for the educational enrichment of preschool children, and not for any profitable enterprise.

5. Alterations: Maintenance.

(a) The Lessee shall obtain the express written consent of the Lessor prior to placing any structure on or making any alteration or improvement to the Leased Premises. Improvements made under the Prior Lease shall be deemed approved by the Lessor.

(b) The Lessee shall be responsible for obtaining and furnishing the Lessor with copies of Certificates of Insurance from any contractor or subcontractor hired by the Lessee to provide construction on or alteration or improvement to the Leased Premises during the term of this Lease, including automobile liability insurance, general liability insurance, and workers' compensation insurance. The Lessee shall deliver to the Lessor a certificate of such insurance, which shall name the Lessor as an additional insured (except on the workers' compensation insurance). The contractors and subcontractors shall obtain Waivers of Subrogation endorsements under each insurance policy in favor of the Lessor.

(c) The Lessee shall be responsible for all planning, permitting, site preparation, installation, and other costs associated with any improvement placed upon or made to the Leased Premises during the term of this Lease.

(d) The Lessee agrees to and shall be responsible for any renovation or modification of the 10 modular classroom wing located on the Leased Premises that may be required to accommodate its use by Lessee.

(e) All improvements to the Leased Premises shall be undertaken in strict compliance with the State Uniform Building Code for Public Educational Facilities Construction as implemented through the State Requirements for Educational Facilities 2007 and 2014 Supplement, adopted by the Florida Board of Education through Fla. Admin. Code Rule 6A-2.0010.

(f) The Lessor does not expressly agree to any particular improvement made, or contracted for, by the Lessee during the term of this Lease. The interest of the Lessor shall not be subject to liens for improvements made or contracted for by the Lessee. The Lessee shall notify the contractor making any such improvement that the Lessor's liability for improvement is expressly prohibited by the Lease. The Lessee shall promptly pay all contractors and materialmen, and should any lien be made or filed against the Leased Premises, the Lessee shall bond against or discharge the same within ten (10) days after written request of the Lessor.

(g) The Lessee will keep the Leased Premises and all improvements in good order and repair, and in a clean, safe, and health condition at its own cost and expense. The

Lessee agrees to mow the grounds regularly and to maintain a neat and orderly appearance throughout the Leased Premises.

(h) The Lessee hereby understands and consents that other portions of the property is being leased to others. The lessee will cooperate with the other lessees to the extent possible on operational issues to minimize costs and disruption to each other's program. The Lessee shall share the parking lot described in Exhibit B with the other lessees. The Lessee shall coordinate with other lessees to maintain the parking lot.

6. Subleasing and Assignment. The Lessee agrees that neither this Lease nor any portion of the Leased Premises will be sublet or assigned without first securing the written approval of the Lessor. If any portion of the Leased Premises is sublet, the sublessee shall be responsible for maintaining the same insurance as required of the Lessee in Section 7 of this Lease.

7. Indemnification; Insurance.

(a) The Lessee agrees forever to save and keep harmless and fully indemnify the Lessor, its officers, employees, and agents of and from all losses, liabilities, damages, claims, actions, legal proceedings, settlements, judgments, recoveries, costs, and expenses because of loss of, or damage to, property, or injury to or deaths of persons in any way arising out of or in connection with the occupancy of use of the Leased Premises by the Lessee, its employees, agents, or assigns, or the public, including but not limited to any loss or action resulting from the failure of the Lessee to comply with its obligations under this Lease.

(b) The Lessee shall, at its sole cost and expense, cause to be placed in effect immediately upon commencement of this Lease, and shall maintain in full force and effect during the term hereof, commercial general liability insurance, including contractual liability, to cover the hold harmless agreement set forth herein, with the limits of not less than:

Each Occurrence	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Fire Damage – any one fire	\$1,000,000
Medical Expense - any one person	\$10,000

The Lessee shall deliver to the Lessor a certificate of such insurance, which shall provide that coverage shall not be cancelled without at least thirty (30) days prior written notice to the Lessor, and shall name the Lessor as an additional insured.

(c) The Lessee shall be responsible to for obtaining property insurance for any of its own property (buildings, contents, outdoor property, etc.) located on the Leased Premises.

8. Net Lease. The Lessee expressly understands and agrees that the Lessor shall not in any manner whatsoever be responsible or liable for any cost or expense incurred by the Lessee in any of the development, operation, or maintenance of the Leased Premises, nor for any fee, levy, or assessment, upon the Leased Premises during the term of this Lease, and any and all such costs and expenses shall be the sole responsibility and obligation of the Lessee. The Lessee agrees that this Lease shall be a completely net Lease for the Lessor; that the Lessor shall not be responsible during the term of this Lease for any cost, damage, expense, or outlay of any nature whatsoever arising from or relating to the Leased Premises; and that the Lessee shall pay all charges, impositions, fees, levies, assessments, costs, and expenses of every nature and kind relating to the Leased Premises and the development, operation, and maintenance by the Lessee of and upon the Leased Premises. The Lessee will not suffer or permit any construction lien or other lien for work, labor, services, or materials to be attached to the Leased Premises or any part thereof or to any building or improvement constructed thereon.

9. Utilities. The Lessee shall during the term of this Lease be solely responsible for and promptly pay all charges for telephone, electricity, water, and all other utilities used or consumed on the Leased Premises, and for the removal of rubbish therefrom, and shall hold the Lessor harmless from any liability for such charges. In no event shall the Lessor be liable for any interruption or failure in the supply of any such utility to the Leased Premises. As a convenience to the Lessee and other Lessees the Lessor will retain the potable water and sewer utilities service in their account name and bill the lessee and the Boys and Girls Club for the utilities based upon a proration of the utilities based upon the student hours for a typical week as shown in Exhibit C, which will be updated annually upon notification from the lessors based the students served. Payment for the utilities is due 30 days after receipt of monthly invoice from the Lessor. In the event that the Lessee or the Boys and Girls club no longer wishes to be billed for the proration of the use, they shall notify the Lessor in writing 45 days prior to the cancellation of services. The Lessee will notify the Lessor of the date of cancelation of service at least 15 days prior to cancellation of their potable water and sewer service with the utility company.

10. [This Section is left intentionally blank.]

11. Americans with Disabilities Act. The Lessee shall be responsible for compliance upon the Leased Premises with all requirements of the Americans with Disabilities Act, and shall indemnify, defend, and save the Lessor harmless from any claim, damage, or loss resulting from the Lessee's failure to comply with the Act, which indemnification shall survive the termination of this Lease.

12. Sole Agreement. This Lease constitutes the sole and only agreement of the parties and supersedes any prior understanding or written or oral agreement between the parties respecting the subject matter within it, including but not limited to the Prior Lease.

13. Amendment. No amendment, modification, or alteration of the terms of this Lease shall be binding unless the same shall be in writing and duly executed by the parties.



14. Notices. All notices to be given under this Lease shall be addressed to the proper party at the following addresses:

Lessor: School Board of St. Lucie County, Florida  
4204 Okeechobee Road  
Fort Pierce, Florida 34947  
Attn: Executive Director of Facilities  
With Copy to: Daniel Harrell, Attorney

Lessee: The Agricultural and Labor Program, Inc.  
300 Lynchburg Road, Lake Alfred, FL 33850  
Attn: Deloris Johnson, Chief Executive Officer  
With Copy to: Elizabeth Young, Deputy Director

15. Termination.

(a) In the event the Leased Premises shall be deserted, abandoned, or vacated for more than ninety (90) days or if default be made in performance of the covenants and agreements in this Lease, the Lessor may, if it so elects at any time thereafter, terminate this Lease upon giving to the Lessee forty-five (45) days notice in writing.

(b) Upon the giving of any notice as provided in paragraph (a) or (b) above, this Lease and the term thereof shall terminate, expire, and come to an end on the date fixed in such notice as if such date were the date originally fixed in this Lease for the termination or expiration.

IN WITNESS WHEREOF, the Lessor and the Lessee have executed this Lease as of the day and year first above-written.

Lessor:

Attest:

SCHOOL BOARD OF ST. LUCIE  
COUNTY, FLORIDA

By: \_\_\_\_\_

\_\_\_\_\_  
E. Wayne Gent  
Superintendent and Ex Officio  
Secretary

Kathryn Hensley, Chair

Lessee:

THE AGRICULTURAL AND LABOR  
PROGRAM, INC.

By: \_\_\_\_\_

  
Deloris Johnson, Chief Executive Officer

By: Elizabeth Young  
Elizabeth Young, Director

# EXHIBIT A

## [CONCEPTUAL APPROVAL]

Approved by the School Board  
of St. Lucie County on 1-25-11

  
Kathryn Henaley, Chairman

January 25, 2011 Regular Workshop  
Agenda Item #13

### **Title**

Conceptual Approval of Cooperative Lease Agreement - Port St. Lucie Elementary School Site (Revised)

### **Description**

The School District has had a collaborative agreement with the Agricultural and Labor Program, Inc. (ALPI) for about 3 decades. By this agreement, the School Board has provided a location for ALPI to place its modular building that provides an early learning center for pre-kindergarten students.

Currently, ALPI has a facility at Village Green Environmental Studies School (VGESS) that services about 60 students. They also have a rental facility at 1420 SE Westmoreland Boulevard, Port St. Lucie, FL 34952 in the Club Med area. ALPI only has two facilities in Port St. Lucie and they both are located on the east side of the City and are not centrally located to serve all of Port St. Lucie. The Facility at VGESS has some operational issues that have caused concerns for the school. The District has explored solutions to the operational concerns and recognized another campus location could provide better service to the families in Port St. Lucie.

In 2009, Port St. Lucie Elementary School (PSLE) was closed. The main building of that school was demolished because it was beyond its useful life. That campus currently has a cafeteria, 10 modular classroom wing, and 6 portable classrooms. The 6 portable classrooms and cafeteria are operational. The 10 modular classroom wing has an air-conditioning system that requires a chiller. The chiller plant was demolished as part of the work in 2009. In order to use the wing, a new chiller or different type of air conditioning unit must be installed. The cost to do this work is approximately \$360,000.

Staff has presented the opportunity to ALPI to utilize the classroom buildings of the PSLE site. ALPI has indicated they would like to proceed with a lease for the site. This would allow them to expand services in an economical manner to families in Port St. Lucie.

Staff has had a variety of discussions pertaining to the remainder of the property. Port St. Lucie Parks and Recreation Department has expressed interest in maintaining and using the athletic fields adjacent to Spicewood Park. This would allow the City to expand the T-hall program. The Boys and Girls Club (B&GC) has also expressed interest in using the cafeteria for a Boys and Girls Club Clubhouse. This program is similar to an after-care program that allows a much reduced rate for families. Students can become a member of the clubhouse for an annual cost of \$10 or \$20. The normal after-care program at B&GC is about \$35-\$50 per week. The B&GC is seeking private grant funding to operate another clubhouse in St. Lucie County. A B&GC clubhouse at the site would again enhance child development opportunities in the area.

This would allow the school district to

- Solve the operational issues at VGESS
- Eliminate any operational expenses for maintaining the PSLE school site
- Cost avoidance of the capital expenses

### **Recommendation**

The Superintendent is recommending the Board approve a conceptual use for the facility and direct staff to negotiate lease agreements with ALPI, the City of Port St. Lucie, and the Boys and Girls Club of St. Lucie County.

### **My Contact**

Marty E. Sanders, P.E.  
Executive Director of Growth Management, Land Acquisition, Inter-Governmental Relations, Facilities & Maintenance  
phone: 772.340.1105

### **Financial Impact**

No direct cost to the District. The proposed use will provide a cost avoidance of about \$20,000 per year to maintain and provide utilities to the site. It will also provide approximately \$360,000 capital investment by the lease that will benefit the District facility.



EXHIBIT B

[LEASED PREMISES]

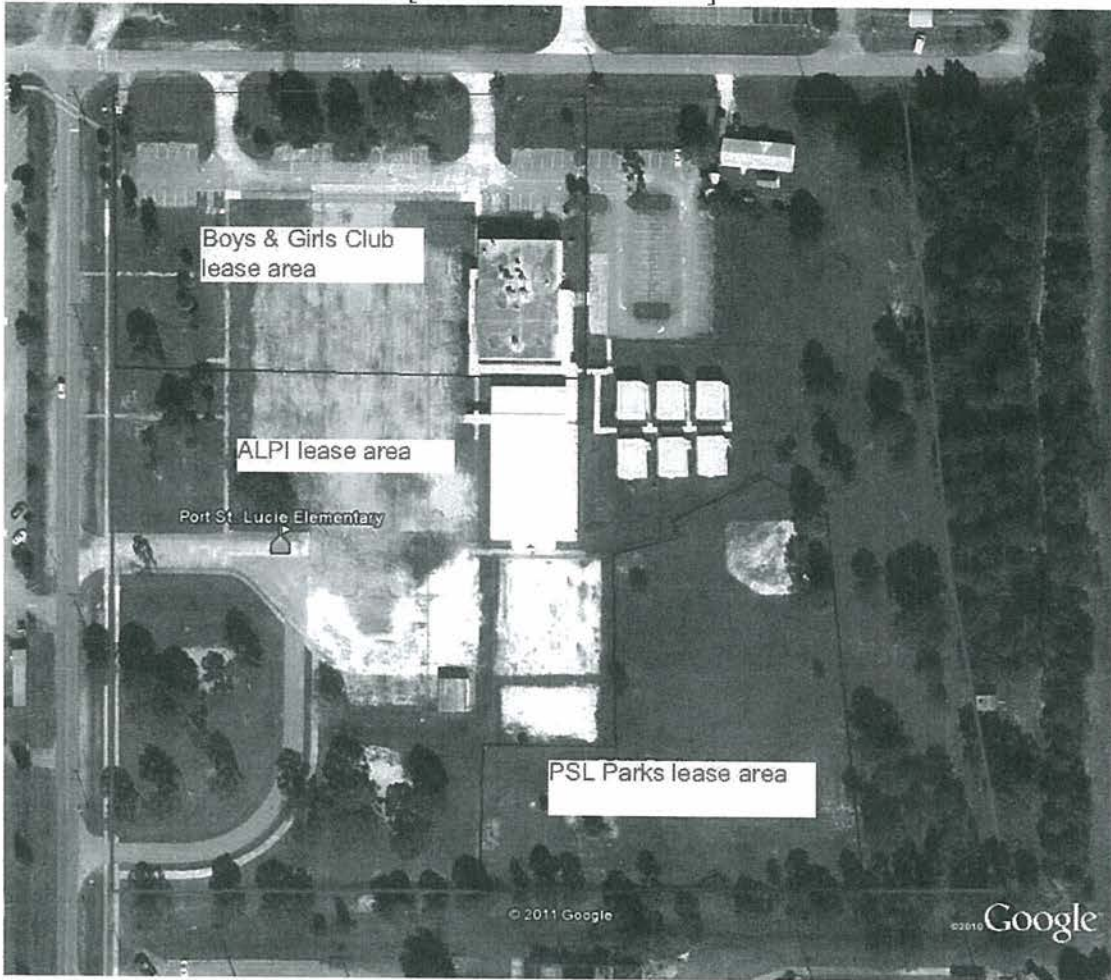


EXHIBIT C

Exhibit C

PSLE Lessor Utility useage  
5/23/2016

Year	Boys and Girls Club						ALPI						Total Site				
	# Students	Hours per day	Hours per day	Staff #	Hours per day	Total Man-hrs per day	# Students	Hours per day	Hours per day	Staff #	Hours per day	Total Man-hrs per day	Hours per day	Man-hrs per day	Numb er of weeks	% of	
School year 2016	125	2-7 PM	10.5	5	9	679	150	7:30-5:30	10	24	10	1,740	44	76,560	71.9%	100%	
Summer 2016	125	730-6 PM	10.5	12	10.5	1,439	0	7:30-5:30	10	2	10	20	8	160	0.2%	100%	
Average 2016															76,720	65.0%	100%
																	118,104

Notes:  
1. Usage assumed to be about the same for employees and students on a per hour basis.  
2. Summer schedule is for about 8 weeks or 2 months for both agencies.

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**2016 Location & Date/Annual Planning Retreat  
(Doubletree Downtown/November 19-21, 2016)**

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**DOUBLETREE**  
BY HILTON™  
ORLANDO DOWNTOWN

June 16, 2016

GROUP NAME: Agriculture and Labor Program  
CONTACT: Ms. Deloris Johnson  
ADDRESS: PO Box 3126  
Winter Haven, FL 33885  
E-MAIL: djohnson@alpi.org  
PHONE: (863) 956-3491

DAY/DATE: Friday, November 18, 2016 through Sunday, November 20, 2016

	Fri 11/18	Sat 11/19
Two Queen Beds Non-Smoking	36	36
One Sofabed Parlor Non-Smoking	1	1
Two Queen Beds Non-Smoking*	10	10

\*Ten (10) rooms per night will be individual call in/individuals pay on own

Total Room Nights: 74      Check-in: 4:00pm      Check-out: 12:00pm

**Rate:** \$115.00 + 12.5% tax (unless tax exempt).

**Comp Rooms:** 1 complimentary two-bedroom suite with parlor (including microwave) arriving Friday, November 18, 2016 departing Sunday, November 20, 2016.

**Reservation Method:** Rooming List for block of 36 and suite; individual call in for block of 10.

**Reservation Due Date:** **Wednesday - October 19, 2016**, after which rooms not reserved will be returned to general inventory; group will remain responsible for such room nights per cancellation or attrition clause below.

**Guest Room Charges:**

RmBilling
Room and Tax to Master for block of 36
Individuals pay on own for block of 10

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**2017 ANNUAL MEETING PROPOSED DATE CHANGE  
(JANUARY 19-21, 2017/ROSEN CENTRE-ORLANDO)**



**ROSEN CENTRE HOTEL and**  
**THE AGRICULTURAL AND LABOR PROGRAM**  
**CONFERENCE CENTER LETTER OF AGREEMENT**

The ROSEN CENTRE HOTEL staff is committed to providing guests attending The Agricultural and Labor Program with the finest in quality accommodations, meeting and banquet space, hospitality and service. The following is an outline of the proposed arrangements for The Agricultural and Labor Program in 2017.

Date Prepared: **Thursday, June 09, 2016**

Group Name: **THE AGRICULTURAL AND LABOR PROGRAM**

Program Name: **The Agricultural and Labor Program Annual Corporate Meeting**  
Official Program Dates: **Thursday, January 19, 2017 through Saturday, January 21, 2017**

File #: **C0206**

Contact: **Ms. Deloris Johnson**  
**Chief Executive Officer**  
Agent for Group: **The Agricultural and Labor Program, Inc.**  
**300 Lynchburg Road**  
**Lake Alfred, FL 33850**  
**Phone: (863)956-3491**  
**Fax: (863)956-3357**  
**Email: djohnson@alpi.org**

Headquarter Hotel: **ROSEN CENTRE HOTEL**

Hotel Representative: **Katherine Ellis, Conference Center Sales Manager**

Hotel Sales Contact Information: **9840 International Dr.**  
**Orlando, FL 32819**

Telephone: **407-996-9840 or 800-800-9840**  
Fax: **407-996-2659**  
E-mail: **kellis@rosenhoteles.com**  
Website: **www.RosenCentre.com**

This Agreement is made and entered into as of this Thursday, June 9, 2016 by the ROSEN CENTRE HOTEL (hereinafter referred to as "ROSEN CENTRE HOTEL" or "Hotel") and THE AGRICULTURAL AND LABOR PROGRAM (hereinafter referred to as "THE AGRICULTURAL AND LABOR PROGRAM CORPORATE MEETING" or "GROUP"). In consideration of the provisions set forth below, the parties agree as follows: