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## ACTION ITEMS

	PAGE#
ERSEA ELIGIBILITY (Performance Standards 1302.12)	01 - 17
BOARD MEMBERSHIP APPLICATION/APPOINTMENT	18 - 19
SPECIAL EVENTS COMMITTEE	21 - 26
PROGRAM PLANNING COMMITTEE	27 - 87
FINANCE COMMITTEE	88 - 131

(Page #s are located in red on top right of page)

**ERSEA Eligibility**  
(Performance Standards 1302.12)

**LEADERSHIP & GOVERNANCE**





Governing Body  
Performance Standard Training  
Subpart A – Eligibility, Recruitment,  
Selection, Enrollment, and Attendance  
June 23 & 24, 2017

§ 1302.12 Determining, Verifying, and  
Documenting Eligibility





## **Leadership and Governance**

Leadership and governance are the bedrocks of effective management. Head Start program leadership consists of three key entities: the governing body/Tribal Council, Policy Council, and management staff. The governing body/Tribal Council assumes legal and fiscal responsibility for the program. The Policy Council sets direction. Management staff oversees day-to-day operations. Together, they are a powerful force that provides leadership and strategic direction.



# HEAD START PERFORMANCE STANDARDS

## o Part 1301 – Program Governance

§ 1301.1 Purpose

§ 1301.2 Governing Body

§ 1301.3 Policy council and policy committee

§ 1301.4 Parent Committees

§ 1301.5 Training: An agency MUST provide appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council, including training on program performance standards and training indicated in 1302.12(m) to ensure the members understand the information they receive and can effectively oversee and participate in the program in the Head Start agency.

§ 1301.6 Impasse procedures

## o Part 1302 – Program Overview

### §1302 Subpart A – Eligibility, Recruitment, Selection, Enrollment, and Attendance

§1302.10 Purpose

§1302.11 Determining community strengths, needs, and resources

1302.12 Determining, verifying, and documenting eligibility.





## 1302.12 Determining, verifying, and documenting eligibility.

### (a) *Process overview.*

#### (1) Program staff must:

- (i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;
- (ii) Verify information as required in paragraphs (h) and (i) of this section; and,
- (iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

### (b) *Age requirements.*

(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

- (i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,
- (ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

### (c) *Eligibility requirements.*

(1) A pregnant woman or a child is eligible if:

- (i) The family's income is equal to or below the poverty line; or,
- (ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,
- (iii) The child is homeless, as defined in part 1305; or,
- (iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

### (d) *Additional allowances for programs.*

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

- (i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,
- (ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.



(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

- (i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;
- (ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;
- (iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;
- (iv) Policies, procedures, and selection criteria it uses to serve eligible children;
- (v) Its current enrollment and its enrollment for the previous year;
- (vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,
- (vii) The eligibility criteria category of each child on the program's waiting list.

(e) *Additional allowances for Indian tribes.*

(1) Notwithstanding paragraph (c)(2) of this section, a tribal program may fill more than 10 percent of its enrollment with participants who are not eligible under the criteria in paragraph (c) of this section, if:

- (i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;
- (ii) The tribe has resources within its grant, without using additional funds from HHS intended to expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,
- (iii) At least 51 percent of the program's participants meet an eligibility criterion under paragraph (c)(1) of this section.

(2) If another program does not serve the approved service area, the program must serve all eligible Indian and non-Indian pregnant women or children who wish to enroll before serving over-income pregnant women or children.

(3) A program that meets the conditions of this paragraph (e) must annually set criteria that are approved by the policy council and the tribal council for selecting over-income pregnant women or children who would benefit from program services.

(4) An Indian tribe or tribes that operates both an Early Head Start program and a Head Start program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian tribe or tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.

(f) *Migrant or Seasonal eligibility requirements.* A child is eligible for Migrant or Seasonal Head Start, if the family meets an eligibility criterion in paragraphs (c) and (d) of this section; and the family's income comes primarily from agricultural work.



(g) *Eligibility requirements for communities with 1,000 or fewer individuals.*

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) *Verifying age.* Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.

(i) *Verifying eligibility.*

(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(ii) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.



(4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) *Eligibility duration.*

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) *Records.*

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;

(C) The child is a homeless child or the child is in foster care;

(D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,

(E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) *Program policies and procedures on violating eligibility determination regulations.* A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.

**(m) *Training on eligibility.***

(1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training **must**, at a minimum:

- (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;
- (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
- (iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.



Methods  
used by ALPI...



## *How We Determine Eligibility...*

### **OVERVIEW**

ALPI has developed, established and maintained methods and processes to ensure that the neediest families and their children are recruited by utilizing data from the community assessment that reflects the community strengths, needs and priorities. These methods and processes are designed in a policy and procedures format to provide detailed and/or step by step processes.

The following information represents ALPI's methods and processes:

- ❑ Eligibility, collection of data, and accuracy information from families and third party sources.
  - a. Intake – An intake is conducted by interviewing the parent(s) and collecting the eligibility information that includes the following:

#### **Age requirement-**

- For Early Head Start, a child must be an infant or a toddler younger than three years old.
- For Head Start, a child must be at least three years old or turn three by September 1<sup>st</sup> of that year and no older than the age required to attend school.

#### **Eligibility Requirement-**

- A pregnant women or a child is eligible if:
- The family income is equal to or below the poverty line or
- The family is eligible for or receives public assistance (SSI) or TANF (child only payments) or
- The child is homeless or
- The child is in foster care.
- If a family doesn't meet the above criterion, the program may enroll a child who will benefit from services but exceeds the income poverty line but are below 130 percent. (Only up to 10% of **enrolled** families can fall in this category)

#### **Verifying Eligibility-**

- To verify eligibility based on income, staff will use tax forms, pay stubs or other proof of income to determine family income for the **relevant time period**. (Staff may also use other proof as written statements from employers, self declarations, etc.)
- For families that receive public assistance, staff must have documentation from either the state or local public assistance agency that shows family is either receiving assistance or eligible for.
- For families that are homeless, staff may accept a written statement from a homeless services provider, school personnel or other service agency attesting that the child is homeless ( all families will complete a Homeless verification form)
- For families in foster care, staff must accept either a court order or other legal government issued document, a written statement from a government welfare official that shows child in foster care or proof of foster care payments.

## How We Prioritize Eligibility...

ALPI uses a Selection Criteria Scale that is updated and approved annually. The following is a SAMPLE of the Scale:

ELIGIBILITY TYPE	Mark all that Apply
Homeless (as defined by McKinney-Vento Act)	120
Foster Child	120
Public Assistance (TANF/SSI)	120
Below or at the HHS poverty guidelines	120
INCOME	POINTS
Income is between 100% - 130% of the HHS poverty guidelines	45
Income is over 130% of the HHS poverty guidelines	35
AGE (By Compulsory School Age) – Head Start	
Age 4 by September 1, 2017	85
Age 3 by September 1, 2017	75
AGE (By Compulsory School Age) – Early Head Start	
Birth to 36 months	85
OTHER FACTORS	
Single, Working Parent	45
Transition from Early Head Start	20
Sibling currently enrolled in program	15
Legal Guardianship	10
Teen Parent (At time of application)	5
DISABILITY (Must be Documented)	
Documented disability, diagnosed with IEP from LEA- (HS)	95
Referred by Part C- Disability IFSP- (EHS)	95
Total Points	



## *How We Maintain Records...*

### **Eligibility Duration-**

- o When a child is deemed eligible for services, the child remains eligible through the end of the succeeding program year except in the Head Start program, **the staff may choose not to enroll a child when there are compelling reasons for the child not to remain in the program such as a change in family's income or there is a child with a greater need.**
- o When a child is enrolled in Early Head Start and moves to Head Start, the staff must re-verify the family's income again to determine eligibility.

### **Records-**

- o A program must keep eligibility determination records for each child enrolled in the program. Each record must include:
  - o Copies of any documents used to determine eligibility (income)
  - o A statement verifying a in-person or telephone interview was conducted
  - o Efforts made to verify eligibility (third-party verification, family consents, etc.)
  - o A statement that identifies what way the family was eligible (income, public assistance, homeless, foster care)
- o All records must be kept on currently enrolled children and maintained for one year after they have stopped receiving services or are no longer enrolled.

### **Maintenance of data/records collected –**

- o Eligibility and enrollment information collected through the intake and enrollment process/method is maintained at an automated and manual recordkeeping system, that is designed to manage dynamic processes and mechanisms to maintain an effective and efficient recordkeeping system that captures and produces timely and accurate agency and program information regarding families and children.
- o Program Resources and Outcomes Management Information System (PROMIS) is utilized to maintain eligibility, verification, and track children and families. Information includes, but is not limited to the following: name, income, family size, verification, demographic, enrollment, health, screenings and results, family needs assessment, drops, transfers, replacements, attendance, home visits, follow up, services rendered, etc.
- o Data/records collected are confidential and align with agency Standards of Conduct.

## *How We Work with Families...*

### **Treatment of families –**

- Family Services Staff through the New Employee Orientation receive at a minimum three (3) days of orientation following with onsite mentoring and coaching processes serving as training and technical assistance. This process includes but are not limited to:
  - Eligibility determination
  - Recordkeeping system (automated and manual)
  - Confidentiality
  - Interview strategies for treating families with dignity and respect for dealing with possible issues of domestic violence, stigma, and privacy
  - Community resources and referral processes.
- Family Services Staff receives annual refreshment trainings as part of the Professional Development Plan.

### **Polices and Procedures –**

ALPI's Personnel Policies and Procedures, Policy 265 Standards of Conduct are aligned with the performance standards section 1302.12(m)(iii) regarding actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

To enhance these policies and procedures and to ensure that staff and parents adhere to these policies; the following forms are presented to the staff as part of the orientation process and to the parents as part of the intake process:





**Agricultural and Labor Program, Inc.  
Head Start/Early Head Start Program  
FRAUD AFFIDAVIT**

**STATEMENT:**

In accordance with 1302.12 (l): Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services (*Head Start Performance Standards*).

Therefore, **this is to certify that as an employee (Family Services Staff)** of the Agricultural and Labor Program, Inc., I will adhere to all the Federal and Program Eligibility determination regulations in order to enroll pregnant women and children for Head Start and Early Head Start. It is also understood that no special privileges will be given to staff and/or our families.

**ACTIONS CONSTITUTING FRAUD ARE NOT LIMITED TO:**

- Intentionally omitting one parents income in a two working parent's home
- Coaching parents to intentionally complete/omit information to be eligible for the program
- Falsely claiming to have no income (Completion of Zero Income Affidavit)
- Creation of fictitious family members in order to make family size larger
- Completing applications on known family members, self and/or that may live in the same household as employee
- Accepting bribes from families of material or monetary value in exchange for eligibility in the program
- Deliberately falsifying documents to make a family eligible for the program.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT REGARDING ELIGIBILITY AND FRAUD. I AM ALSO AWARE THAT ANY VIOLATION OF THE MENTIONED POLICY WILL DEEM FOR FURTHER DISCIPLINARY ACTIONS TO BE TAKEN BASED ON THE AGENCY POLICY #265 STANDARDS OF CONDUCT.**

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**Agricultural and Labor Program, Inc.**  
**Head Start/Early Head Start Program**  
**FRAUD POLICY**

**STATEMENT:**

In accordance with 1302.12 (l): Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services (*Head Start Performance Standards*).

**POLICY:**

All **individuals/families** that intentionally violate Federal and Program Eligibility determination regulations in order to enroll pregnant women and/or children that are NOT eligible to receive Head Start/Early Head Start services will be immediately removed from the wait list and/or services immediately terminated if already enrolled in the program.

**ACTIONS CONSTITUTING FRAUD ARE NOT LIMITED TO:**

- Omission of one parents income in a two working parent's home.
- Falsely claiming to be Homeless
- Falsely claiming to have no income (Completion of Self Declaration Form).
- Creation of fictitious family members in order to make family size larger.
- Classifying as a single parent when both parents are living in the same household and supporting child.
- Falsely claiming to live within our service area
- Bribery of agency employees with material or monetary value in exchange for eligibility in the program.

**I understand that failure to provide information regarding my eligibility and/or providing false, fraudulent and misleading information may result in termination from the Agricultural and Labor Program, Inc. Head Start/Early Head Start Program. The agency confidentiality and ongoing monitoring policies and procedures apply.**

**I HAVE READ AND UNDERSTAND THE ABOVE POLICY REGARDING ELIGIBILITY FRAUD:**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date



## *How We Train...*

### **Staff Training –**

ALPI provides training to management staff and family services staff who make eligibility determination for new employees during the new employee's orientation (prior to working with families) and annually to all family services staff as part of the professional development and the annual training and technical assistance plan.

### **Governing Body and Policy Council Training –**

- ALPI annually seats the newly elected governing body during the agency corporate luncheon in January of each year
- The governing body annually receives training during the governing body orientation in February of each year to include but are not limited to:
  - Legal and fiscal responsibilities
  - Composition
  - Duties and responsibilities
  - Advisory committees
  - Performance Standards
  - ERSEA Requirements
- ALPI's Head Start and Early Head Start Program annually seats the newly elected policy council during the month of October of each year
- The policy council annually receives training during the policy council orientation in October of each year to include but are not limited to:
  - Policy council responsibilities
  - Composition
  - Duties and responsibilities
  - Term
  - Reimbursement
  - Performance Standards
  - ERSEA Requirements

### **Governing Body and Policy Council Ongoing Training –**

The governing body and policy council receive ongoing training after the initial training in various methods to include but are not limited to: region conferences, state conferences, agency trainings, etc.

## References

- o ECLKC – Early Childhood Learning & Knowledge Center
- o ACF.HHS.Gov – Administration for Children and Families – Health and Human Services
- o Head Start Performance Standards
- o Head Start Act.
- o ALPI's Policies and Procedures



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**Board Member Application / Appointment**

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# The Agricultural and Labor Program, Inc.

P.O. Box 3126

Winter Haven, FL 33885

## Board of Directors Membership Application

Name:	Annette Jones	Home Phone:	_____
Mailing Address:	2940 N. Buckingham Rd	Occupation:	Employment Security Representative
City, Zip Code:	Avon Park 33825	Business Phone:	863 773-3435
Employer:	Department Economic Opportunity (DEO)	Email:	Annettejon@gmail.com

Please check the education or skills you are willing to contribute to this Board

<input type="checkbox"/> Accounting	<input type="checkbox"/> Management	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Investment	<input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Knowledge of services
<input checked="" type="checkbox"/> Fundraising	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Public Speaking
<input checked="" type="checkbox"/> Community Relations	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Lobbying
<input type="checkbox"/> other (please specify below)		

Can you regularly attend Bi-monthly Meetings?

☒ Yes ☐ No ☐ Conflicts \_\_\_\_\_

Will you be willing to make a financial commitment to this nonprofit?

☒ Yes ☐ No

Why are you interested in this nonprofit Agency? Having served as a council member for many years, I know my service to assist the disadvantage can be an asset to the Agency.

Please explain your understanding of ALPI's Mission. Providing service to families, children & farmworker which to that helps them to become self sufficient or to ease the financial burden.

Please explain your understanding of your role as a board member. To attend bi monthly meeting and help deliver my expertise to benefit the agency.

Briefly describe your Professional Affiliation (s): By working for State agency The Department of Economic Opportunity (DEO) for 34 plus years I feel my expertise of service can benefit this agency.

List Other Boards' Membership (s):

Board		Term		Office	
Board		Term		Office	

Signature

Date

5/16/17



# AGENDAS

# SPECIAL EVENTS COMMITTEE MEETING

Corporate Office – Winter Haven, FL

June 23, 2017

7:00 p.m.



## AGENDA

### I. CALL TO ORDER

- A. Mission Statement
- B. Roll Call
  - Marva Hawkins, Chairperson
  - Patricia Gamble
  - Kimberly Ross
  - Glenda Jones
  - Chester McNorton
  - Ruby Willix
  - Elizabeth Young, Staff Liaison**
  - PaHoua Lee-Yang, Staff Liaison**

### II. ITEMS FOR DISCUSSIONS

- Annual Family Picnic Update
- Review Annual Meeting Program Procedures
  - Award Presenters
  - Keynote Speaker Criteria
  - Annual Meeting Program Agenda Content
  - Include Bio for Community Services Awards Recipients
- 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
- Location & Dates for 2017 Board Planning Retreat (November 17-19, 2017/Doubletree-Orlando)

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

- Location & Dates for 2016 Board Planning Retreat (November 18-20/Doubletree-Orlando)

### IV. ADJOURNMENT



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## **Location & Dates for 2017 Board Planning Retreat**

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March 6, 2017

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

DAY/DATE: Thursday, November 16, 2017 through Sunday, November 19, 2017

	Fri 11/17	Sat 11/18
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:** \$114.00 + 12.5% tax (unless tax exempt).

**COMP. ROOMS:** One (1) complimentary two-bedroom suite with parlor (including microwave), arriving Friday, November 17, 2017 and departing Sunday, November 19, 2017.

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

**RESERVATION DUE DATE:** Tuesday - October 17, 2017, 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
Rm and Tax to Master for block of 36
Individuals pay on own for block of 10

**ADDITIONAL FEES:** Covered parking for overnight guests at \$17 for self-parking and \$20 for valet. For day guests, parking is \$12 for self-parking and \$17 for valet. Additional street parking is complimentary if available. Prices are exclusive of 6.5% sales tax.

**AGREED MINIMUM BANQUET FOOD AND BEVERAGE REVENUE:** \$0 (plus 22% svc chg and 6.5% tax)



**MEETING REQUIREMENTS:** The Hotel will provide all of the function space you require in accordance with the schedule of events which is described below. The Hotel reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections and/or based on room pick-up at reservations due date.

#### SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Setup	Agr	Room Rental
11/17/2017	9:30 AM	10:30 AM	Continental Breakfast	Flow Through	10	
11/17/2017	10:00 AM	4:00 PM	Meeting	Classroom Style	10	
11/17/2017	12:00 PM	1:30 PM	Lunch	Existing	10	
11/17/2017	6:00 PM	7:00 PM	Board Meeting	Conference	10	\$100.00
11/17/2017	7:15 PM	9:00 PM	Meeting	Classroom Style	40	\$200.00
11/17/2017	9:00 PM	11:00 PM	Hospitality	Existing	75	
11/18/2017	7:30 AM	9:00 AM	Breakfast Buffet	Rounds of 10	75	
11/18/2017	7:30 AM	9:00 AM	Break	Flow Through	50	
11/18/2017	9:00 AM	12:00 PM	Meeting	Classroom Style	15	\$100.00
11/18/2017	9:00 AM	12:00 PM	Meeting	Classroom Style	15	\$100.00
11/18/2017	9:00 AM	12:00 PM	Meeting	Classroom Style	15	\$100.00
11/18/2017	7:00 PM	12:00 AM	Hospitality	Existing	50	
11/19/2017	9:00 AM	12:00 PM	Meeting	Classroom Style	15	\$100.00
11/19/2017	9:00 AM	12:00 PM	Meeting	Classroom Style	15	\$100.00
11/19/2017	9:00 AM	12:00 PM	Meeting	Classroom Style	15	\$100.00
11/19/2017	9:30 AM	10:30 AM	Continental Breakfast	Rounds of 10	50	
11/19/2017	10:00 AM	12:00 PM	Meeting	Classroom Style	36	200.00
11/19/2017	10:30 AM	12:00 PM	Break	Flow Through	50	

**Room rental fee of \$1,100.00 + Tax, as listed above.**

A service charge of 12.25% of the total food and beverage revenue will be added, which will be provided to wait staff employee, service employees and/or service bartenders. An administrative fee of 9.75% of the total Food and Beverage revenue and applicable taxes will be added. This administrative fee is retained by the Hotel and is not a tip, gratuity or service charge for any employee and is not the property of the employee(s) providing service to you.

An administrative fee of 22% of the total Audio Visual revenue plus applicable taxes will be added. This administrative fee is retained by the Hotel and is not a tip, gratuity or service charge for any employee and is not the property of the employee(s) providing service to you.

**ATTRITION:** Group must produce at least 90% of contracted sleeping room and banquet food and beverage revenue. Any deficit will be billed to the group's master account as liquidated damages for underperformance, plus taxes and service charges.

**CANCELLATION:** In the event of a cancellation 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the sleeping room and banquet Food and Beverage revenue will be due, plus applicable taxes and service charges. In the event of a cancellation 91 or more days prior to arrival, liquidated damages in the amount of eighty percent of the sleeping room and banquet food and beverage revenue will be due, plus applicable taxes and service charges.

**FORCE MAJEURE:** No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible. The Hotel shall have no liability for power disruptions of any kind.

**BILLING PROCEDURES AND DEPOSIT SCHEDULE:** The following items shall be charged to the Master Account: block of 36 sleeping rooms per night, tax, attrition charges, meeting space rental charges, cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Payment is due within 10 days of billing date and will thereafter accrue interest at 1.5% per month, if permissible by law, or the highest rate permissible by law. Individual guest accounts are payable at check-out by cash or credit card.

**INSURANCE AND INDEMNIFICATION:** Hotel and Agriculture and Labor Program each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall name the Hotel as an additional insured. Damage to the Hotel premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities.

The Hotel must pre-approve all outside contractors and vendors hired for use by the Group in the Hotel, and may have a list of approved contractors and vendors. The Hotel reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the Hotel. The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Hotel's premises, and must comply with all other requirements the Hotel deems appropriate, in its sole discretion. Group's contracts with its contractors will all specify that contractor and the group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of the Hotel facilities. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.



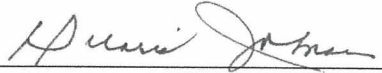
**MISCELLANEOUS PROVISIONS:** In the event of litigation, Florida law will apply; prevailing party shall recover attorneys' fees and all litigation costs and expenses, charges and costs incurred, including pre- and post-litigation fees related to collection and judgment enforcement efforts; parties consent to exercise of personal jurisdiction of Florida courts, which will have exclusive jurisdiction. This contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, and other communications, whether oral and written. This agreement may be amended ONLY in writing, signed by representative of Group and Hotel's General Manager. Group may not assign any benefits associated in any way with this contract without consent of Hotel. No food and beverage of any kind may be brought into Hotel or any hospitality suite by group or its guests.

**HOTEL POLICIES:** Hotel recommends its in-house A/V department. Hotel cannot store materials for group. Signs and banners are not allowed in public areas; signs in meeting space must be professionally printed and placement and posting approved by Hotel; nothing may be posted, attached or stuck to walls without permission. Gummed stickers or labels are strictly prohibited. Hotel's logo, trademark, name, etc., may not be used by Group without prior written permission of Hotel. No sound, phone, electrical, lighting, mechanical equipment, or rigging can be installed or operated by anyone other than Hotel personnel.

**ACCEPTANCE:** This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the Hotel. Acceptance must be made by **Friday, February 10, 2017**, and this contract may be executed in one or more counterparts, each of which when fully executed shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

By Agriculture and Labor's authorized rep:

By DoubleTree by Hilton Orlando Downtown:



Deloris Johnson, CEO

Kris Cloonan, Sales Manager

3-8-17

Date

Date

Eric Barnett, Director of Sales and Marketing

Date

# PROGRAM PLANNING COMMITTEE MEETING

Corporate Office

June 23, 2017

7:00 p.m.



## AGENDA

### I. CALL TO ORDER

A. Mission Statement

B. Roll Call

Vernon McQueen, Chair

Annie Robinson

Chester McNorton

Corey Williams

Samuel Thomas

**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
- ▶ Review programs' quarterly monitoring reports (See Tab 5)
- ▶ Review ERSEA Eligibility Requirements (Performance Standards 13.02(m))
- ▶ Review 2017-2018 School Readiness Provider Contracts Approval
- ▶ 2017 Community Action Plan

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

- ▶ **Proposed Funding Opportunities**(See Tab 4)
  - 2017 DEO LIHEAP Contract & Modification Agreements (Ratify)
  - 2017 DOE Budget Amendment (Ratify)
  - 2017 HS/EHS COLA Supplemental Application Notification
  - 2017 Senior Connection Contract
  - 2017-2018 CSC/CAT Funding
- ▶ **2017-2018 School Readiness Provider Contracts Approval (Ratify)**
- ▶ **ERSEA Eligibility Requirements**
- ▶ **2017 Community Action Plan**

### IV. ADJOURNMENT



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## **PROPOSED FUNDING OPPORTUNITIES**

- 2017 DEO LIHEAP Contract & Modification Agreements (Ratify)
  - 2017 DOE Budget Amendment (Ratify)
  - 2017 HS/EHS COLA Supplemental Application Notification
  - 2017 Senior Connection Contract
  - 2017 – 2018 CSC / CAT Funding
-



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**2017 DEO LIHEAP Contract Agreement (Ratify)**

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STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY  
FFY 2017 FEDERALLY FUNDED SUBGRANT AGREEMENT  
LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

CFDA Number: 93.568

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

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

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The U.S. Department of Health and Human Services (HHS) administers the LIHEAP program at the Federal level, and distributes LIHEAP block grant funds to the States. The State of Florida has received these grant funds from HHS.
- B. DEO is the LIHEAP grantee, Recipient, pass-through entity for the State of Florida, designated by HHS to receive funds annually for program purposes. DEO is authorized to distribute LIHEAP funds to the Subrecipient so that Subrecipient may provide home energy assistance benefits to eligible households.
- C. Subrecipient is qualified and eligible to receive these grant funds in order to provide the services identified herein.

THEREFORE, DEO and Subrecipient agree to the following:

(1) SCOPE OF WORK

Subrecipient shall perform the work in accordance with Attachment A to this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Subrecipient and DEO shall be governed by all applicable State and Federal laws, rules and regulations, including, but not limited to, those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement period will begin on April 1, 2017, and will end on March 31, 2018, unless terminated earlier in accordance with the provisions of Paragraph (13) of this Agreement.

(4) MODIFICATION OF AGREEMENT

(a) Either Party may request modification of the provisions of this Agreement.

(b) Modifications to this Agreement must be in writing, on DEO-approved forms, as applicable, and duly signed by the Parties.

(5) AUDITS AND RECORDS

(a) Subrecipient's performance under this Agreement is subject to the applicable requirements published in the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 45 Code of Federal Regulations (C.F.R.) Part 75, hereinafter referred to as the "Uniform Guidance." If this Agreement is made with

a commercial (for-profit) organization on a cost-reimbursement basis, Subrecipient will be subject to the Federal Acquisition Regulations System particularly 48 C.F.R. § 31.2.

(b) Subrecipient shall retain all records pertaining to this Agreement, regardless of the form of the record (e.g., paper, film, recording, electronic), including, but not limited to, financial records, supporting documents, statistical records, and any other documents (hereinafter referred to as "Records") for a period of five (5) State fiscal years after all reporting requirements are satisfied and final payments have been received, or if an audit has been initiated and audit findings have not been resolved at the end of this five-year period, the Records must be retained until resolution of the audit findings through litigation or otherwise. Subrecipient shall cooperate with DEO to facilitate the duplication and transfer of such Records upon request of DEO. The five-year period may also be extended for the following reasons:

(i) If any litigation or claim is started before the five-year period expires, and extends beyond the five-year period, the Records must be retained until all litigation and claims involving the Records have been resolved.

(ii) Records for the disposition of non-expendable personal property valued at five thousand dollars and zero cents (\$5,000.00) or more at the time it is acquired must be retained for five (5) years after final disposition.

(iii) Records relating to real property acquired must be retained for five (5) years after the closing on the transfer of title.

(iv) Any additional Federal requirements, particularly those identified in Attachment A of this Agreement.

(c) Subrecipient shall maintain all records for all subcontractors to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of Attachment I to this Agreement as well as all other applicable laws and regulations.

(d) Subrecipient shall give access to any of Subrecipient's records to representatives of DEO, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability or representatives of the Federal government and their duly authorized representatives for the purposes of conducting audits, examinations, investigations, or making excerpts or transcriptions.

(e) Subrecipient may, per Rule 1B-24.003(9)(a), Florida Administrative Code, and 45 C.F.R. § 75.363 allow its public records to be stored through electronic recordkeeping systems as substitutes for the original or paper copy.

(f) Subrecipient shall maintain books, records, and documents in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all expenditures of funds provided by DEO under this Agreement.

(g) Records pertaining to this Agreement must be available at reasonable times for inspection, review, or audit by State personnel and other persons authorized by DEO. "Reasonable" means normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.



(h) If Subrecipient's expenditures of State financial assistance and/or Federal awards during its applicable fiscal year(s) require it to conduct an audit in accordance with Exhibit 1 to this Agreement, such audit will comply with all applicable requirements of Exhibit 1 to this Agreement, section 215.97, F.S., and the Uniform Guidance as applicable, and Subrecipient shall ensure that all related party transactions are disclosed to the auditor.

(i) Subrecipient shall include the aforementioned audit and record-keeping requirements in all subcontracts and assignments.

(j) Subrecipient shall have each required audit completed by an independent certified public accountant (IPA), either a certified public accountant or a public accountant licensed under chapter 473, F.S., and ensure that all related party transactions are disclosed to the auditor. For the IPA's audit to be sufficient, it must state that Subrecipient complied with the applicable provisions noted in Exhibit 1 to this Agreement.

(k) The reporting packages for required audits must be timely submitted in accordance with the requirements of Exhibit 1, Audit Requirements, of this Agreement and the applicable laws, rules and regulations referenced therein. The requirements of 45 C.F.R. § 75.512, Report Submission, are applicable to audits of Federal awards conducted in accordance with Subparagraph (5)(h) above.

(l) If an audit, monitoring visit, or other documentation or verifiable information shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement or applicable regulations, Subrecipient shall be held liable for reimbursement to DEO. Such reimbursement shall be sent to DEO, by Subrecipient, within thirty (30) calendar days after DEO has notified Subrecipient of such non-compliance.

(m) Within sixty (60) calendar days of the close of Subrecipient's fiscal year, on an annual basis, Subrecipient shall electronically submit a completed Audit Compliance Certification (a version of this certification is attached hereto as Exhibit 2, Audit Compliance Certification of this Agreement) to [audit@deo.mylflorida.com](mailto:audit@deo.mylflorida.com). Subrecipient's timely submittal of one completed Audit Compliance Certification for each applicable fiscal year will fulfill this requirement within all agreements (e.g., contracts, grants, memorandums of understanding, memorandums of agreement, economic incentive award agreements, etc.) between DEO and Subrecipient.

(n) Subrecipient shall

(i) maintain all funds provided under this Agreement in a separate bank account; or

(ii) Subrecipient's accounting system shall have sufficient internal controls to separately track the expenditure of all funds from this Agreement. There shall be no commingling of funds provided under this Agreement, with any other funds, projects, or programs; "commingling" of funds is distinguishable from "blending" of funds specifically allowed by law. DEO may, in its sole discretion, disallow costs made with commingled funds and require reimbursement for such costs as described herein above, in subparagraph (5)(l).

#### (6) INFORMATION RELEASE AND PUBLIC RECORDS REQUIREMENTS

(a) In addition to Subrecipient's responsibility to directly respond to each request it receives for records made or received by Subrecipient in conjunction with this Agreement and to provide the applicable public records in

response to such request, Subrecipient shall notify DEO of the receipt and content of such request by sending an e-mail to PRRequest@deo.myflorida.com within one (1) business day from receipt of such request.

(b) Subrecipient shall keep and maintain public records required by DEO to perform Subrecipient's responsibilities hereunder. Subrecipient shall, upon request from DEO's custodian of public records, provide DEO with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by chapter 119, F.S., or as otherwise provided by law. Subrecipient shall allow public access to all documents, papers, letters or other materials made or received by Subrecipient in conjunction with this Agreement, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), F.S. For records made or received by Subrecipient in conjunction with this Agreement, Subrecipient shall respond to requests to inspect or copy such records in accordance with chapter 119, F.S. For all such requests for records that are public records, as public records are defined in section 119.011, F.S., Subrecipient shall be responsible for providing such public records per the cost structure provided in chapter 119, F.S., and in accordance with all other requirements of chapter 119, F.S., or as otherwise provided by law.

(c) This Agreement may be terminated by DEO for refusal by Subrecipient to comply with Florida's public records laws or to allow public access to any public record made or received by Subrecipient in conjunction with this Agreement.

(d) If, for purposes of this Agreement, Subrecipient is a "contractor" as defined in section 119.0701(1)(a), F.S. ("Subrecipient-contractor"), Subrecipient-contractor shall transfer to DEO, at no cost to DEO, all public records upon completion, including termination, of this Agreement, or keep and maintain public records required by DEO to perform the service. If Subrecipient-contractor transfers all public records to the public agency upon completion of the Agreement, Subrecipient-contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Subrecipient-contractor keeps and maintains public records upon completion of the Agreement, Subrecipient-contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to DEO, upon request from DEO's custodian of public records, in a format that is compatible with the information technology systems of DEO.

(e) If DEO does not possess a record requested through a public records request, DEO shall notify Subrecipient-contractor of the request as soon as practicable, and Subrecipient-contractor must provide the records to DEO or allow the records to be inspected or copied within a reasonable time. If Subrecipient-contractor does not comply with DEO's request for records, DEO shall enforce the provisions set forth in this Agreement. A Subrecipient-contractor who fails to provide public records to DEO within a reasonable time may be subject to penalties under section 119.10, F.S.

(f) Subrecipient shall notify DEO verbally within 24 chronological hours and in writing within 72 chronological hours if any data in Subrecipient's possession related to this Agreement is subpoenaed or improperly used, copied, or removed (except in the ordinary course of business) by anyone except an authorized representative



of DEO. Subrecipient shall cooperate with DEO, in taking all steps as DEO deems advisable, to prevent misuse, regain possession, or otherwise protect the State's rights and the data subject's privacy.

(g) Subrecipient acknowledges that DEO is subject to the provisions of chapter 119, F.S., relating to public records and that reports, invoices, and other documents Subrecipient submits to DEO under this Agreement constitute public records under Florida Statutes. Subrecipient shall cooperate with DEO regarding DEO's efforts to comply with the requirements of chapter 119, F.S.

(h) If Subrecipient submits records to DEO that are confidential and exempt from public disclosure as trade secrets or proprietary confidential business information, such records should be identified as such by Subrecipient prior to submittal to DEO. Failure to identify the legal basis for each exemption from the requirements of chapter 119, F.S., prior to submittal of the record to DEO serves as Subrecipient's waiver of a claim of exemption. Subrecipient shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Subrecipient does not transfer the records to DEO upon completion, including termination, of the Agreement.

(i) IF SUBRECIPIENT-CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT-CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 850-245-7140, via e-mail at [PRRequest@deo.myflorida.com](mailto:PRRequest@deo.myflorida.com), or by mail at Department of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4128.

(j) To the extent allowable by law, Subrecipient shall be fully liable for the actions of its agents, employees, partners, subrecipients, contractors, and subcontractors and shall fully indemnify, defend, and hold harmless the State and DEO, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to public record requests or public record law violation(s), alleged to be caused in whole or in part by Subrecipient, its agents, employees, partners, subrecipients, contractors, or subcontractors, provided, however, that Subrecipient does not indemnify for that portion of any costs or damages proximately caused by the negligent act or omission of the State or DEO. DEO, in its sole discretion, has the right, but not the obligation, to enforce this indemnification provision.

(k) DEO does not endorse any Subrecipient, commodity, or service. No public disclosure or news release pertaining to this Agreement shall be made without the prior written approval of DEO. Subrecipient is prohibited from

using Agreement information, or DEO customers in sales brochures or other promotions, including press releases, unless prior written approval is obtained from DEO.

(7) EMPLOYMENT ELIGIBILITY VERIFICATION

(a) Executive Order 11-116, signed May 27, 2011, by the Governor of Florida, requires DEO's subgrant agreements in excess of nominal value, if applicable, to expressly require Subrecipient to:

(i) Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Subrecipient during this Agreement term; and

(ii) Include in all subcontracts under this Agreement, the requirement that subcontractors performing work or providing services pursuant to this Agreement utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of the subcontract.

(b) E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States after the effective date of the required Memorandum of Understanding (MOU); the responsibilities and elections of Federal contractors, however, may vary, as stated in Article II.D.1.c. of the MOU. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at:

[http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm).

(c) If Subrecipient does not have an E-Verify MOU in effect, Subrecipient shall enroll in the E-Verify system prior to hiring any new employee after the effective date of this Agreement.

(8) REPORTS

Subrecipient shall provide DEO with all required reports as set forth in Attachment C to this Agreement.

(a) If all required reports and copies are not sent to DEO, or are not completed in a manner acceptable to DEO, DEO may withhold further payments until such reports are completed or DEO may take other action as stated in Paragraph (12) of this Agreement. "Acceptable to DEO," means that the reports were completed in accordance with the Attachments of this Agreement.

(b) Subrecipient shall provide additional program updates, reports, and information as may be required by DEO.

(9) MONITORING

(a) Subrecipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement.

(b) In addition to reviews of audits conducted in accordance with Paragraph (5) above, monitoring procedures may include, but are not limited to, on-site visits by DEO staff, limited scope audits, and other procedures.

(c) Subrecipient, and all subcontractors, shall comply with the most recent LIHEAP Program Monitoring Field Manual provided by DEO and cooperate with any monitoring procedures/processes deemed appropriate by DEO.



In the event that DEO determines that a limited scope review of Subrecipient is appropriate, Subrecipient shall comply with any additional instructions provided by DEO regarding such review.

(d) Subrecipient shall comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General.

(e) DEO will monitor the performance and financial management by Subrecipient throughout the Agreement term to ensure timely completion of all tasks.

**(10) INDEMNIFICATION; INDEPENDENT CONTRACTOR STATUS**

(a) Unless Subrecipient is a state agency or subdivision, as defined in section 768.28(2), F.S., Subrecipient is fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the State and DEO, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Subrecipient, its agents, employees, partners, or subcontractors, provided, however, that Subrecipient has no affirmative duty to indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or DEO.

Any Subrecipient which is a State agency or subdivision, as defined in section 768.28(2), F.S., shall be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against DEO, and shall be liable for any damages proximately caused by its acts or omissions to the extent set forth in section 768.28, F.S. Nothing herein is intended to serve as a waiver of sovereign immunity by any Subrecipient to which sovereign immunity applies. Nothing herein may be construed as consent by a State agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(b) For purposes of this Agreement, Subrecipient is an independent contractor and is not an employee or agent of DEO. DEO shall neither have nor exercise any control or direction over the methods by which Subrecipient shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to or may be deemed to constitute a partnership or joint venture between the Parties. Subrecipient shall not represent to others that, as Subrecipient, it has the authority to bind DEO unless specifically authorized to do so. Subrecipient shall act as necessary to ensure that each subcontractor is deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of DEO or the State of Florida. DEO shall not be responsible for withholding taxes with respect to Subrecipient's compensation hereunder. Subrecipient shall have no claim against DEO for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, reemployment assistance benefits, or employee benefits of any kind. Subrecipient shall ensure that its employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensation, reemployment assistance benefits) from an employer other than the State of Florida. Subrecipient, at all times during the Agreement, must comply with the reporting and reemployment assistance contribution payment requirements of chapter 443, F.S.

(11) DEFAULT

If any of the following events occur ("Events of Default"), DEO shall have the right to terminate further payment of funds under this Agreement, and DEO may exercise any of its remedies set forth in Paragraph (12) of this Agreement. However, DEO may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies and without becoming liable to make any further payment:

(a) If any warranty or representation made by Subrecipient in this Agreement, or any previous agreement with DEO is, or becomes, false or misleading in any respect, or if Subrecipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with DEO and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of Subrecipient at any time during the term of this Agreement, and Subrecipient fails to cure this adverse change within thirty (30) calendar days from the date written notice is sent by DEO;

(c) If any reports required by this Agreement have not been submitted to DEO or have been submitted with incorrect, incomplete, or insufficient information; or

(d) If Subrecipient has failed to perform and complete in timely fashion any of its obligations under this Agreement

(12) REMEDIES

If an Event of Default occurs and DEO provides written notice to Subrecipient, DEO may exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, if Subrecipient has not cured the default within thirty (30) calendar days of receipt of written notice of an Event of Default,

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement,

(c) Withhold or suspend payment of all or any part of, a request for payment,

(d) Exercise any corrective or remedial actions, to include but not be limited to:

(i) Request additional information from Subrecipient to determine the reasons for or the extent of non-compliance or lack of performance,

(ii) Issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

(iii) Advise Subrecipient to suspend, discontinue, or refrain from incurring costs for any activities in question, or

(iv) Require Subrecipient to reimburse DEO for the amount of costs incurred for any items determined to be ineligible; and

(e) Exercise any other rights or remedies which may be otherwise available under law.



Pursuing any of the above remedies will not limit any of DEO's other remedies, either in this Agreement, or provided at law or in equity. If DEO waives any right or remedy in this Agreement, or fails to insist on strict performance by Subrecipient, it will not affect, extend or waive any other right or remedy of DEO or affect the later exercise of the same right or remedy by DEO for any other default by Subrecipient.

**(13) TERMINATION**

(a) DEO may terminate this Agreement for cause with three (3) calendar days written notice. Cause includes, but is not limited to: an Event of Default as set forth in Paragraph (11) of this Agreement, misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform in a timely manner, failure to cure an Event of Default within thirty (30) calendar days from receipt of the notice, or refusal by Subrecipient to permit public access to any document, paper, letter, or other material subject to disclosure under chapter 119, F.S., as amended. The rights and remedies of DEO in this clause are in addition to any other rights and remedies provided by law or under this Agreement. Subrecipient shall not be entitled to recover any cancellation charges.

(b) DEO may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing this Agreement would not produce beneficial results in line with the further expenditure of funds, by providing Subrecipient with thirty (30) calendar days written notice. Subrecipient shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of this Agreement, if authorized in writing. Subrecipient shall not be entitled to recover any cancellation charges.

(c) The Parties may terminate this Agreement for their mutual convenience through a written amendment. The amendment shall state the effective date of the termination and the procedures for proper closeout of this Agreement.

(d) If DEO issues a notice of Event of Default, Subrecipient shall stop incurring new obligations upon receipt of the notice. If DEO determines that Subrecipient has cured the Event of Default within the thirty-day cure period, DEO will provide notice to Subrecipient that it may resume incurring new obligations. Costs incurred for new obligations after receipt of a notice of Event of Default and until receipt of notice that it may resume incurring new obligations will be disallowed. If this Agreement is terminated by DEO because of Subrecipient's breach, such termination shall not relieve Subrecipient of liability under this Agreement. DEO may, to the extent authorized by law, withhold payments to Subrecipient for the purpose of set-off until the exact amount of damages due DEO from Subrecipient is determined.

**(14) NOTICE AND CONTACT**

(a) All notices provided by Subrecipient under or pursuant to this Agreement shall be in writing to DEO's Grant Manager and delivered by standard mail or electronic mail using the contact information provided in Subparagraph 14(b) below.

(b) The name and address of DEO's Grant Manager for this Agreement is:

Gerald Durbin, Grant Manager

Department of Economic Opportunity  
 Division of Community Development  
 Bureau of Community Assistance  
 107 East Madison Street, MSC 400  
 Tallahassee, Florida 32399-4120  
 Email: gerald.durbin@deo.myflorida.com  
 Phone: 850-717-8458

(c) The name and address of Subrecipient's Representative responsible for the administration of this Agreement is stated in Attachment I of this Agreement.

(d) If different representatives or addresses are designated by either Party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as stated in Subparagraph (14)(a), above.

#### (15) SUBCONTRACTS

(a) Subrecipient shall not subcontract any of the work required under this Agreement prior to receiving DEO's confirmation that the proposed subcontract imposes the following requirements on subcontractor:

(i) Subcontractor is bound by the terms of this Agreement, and each subcontract shall specifically include the requirements set forth in Paragraphs (6) and (7) of this Agreement.

(ii) Subcontractor is bound by all applicable State and Federal laws and regulations;

(iii) Subcontractor shall indemnify and hold DEO and Subrecipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed by law; and

(iv) Subcontractor shall disclose to Subrecipient and DEO if it is on the Convicted Vendor List identified in section 287.133(2), F.S., or the Discriminatory Vendor List identified in section 287.134(2), F.S.

(b) For each subcontract, Subrecipient shall provide a written statement to DEO as to whether that subcontractor is a certified minority business, as defined in section 287.0943, F.S.

(c) In addition, prior to entering into a contract with any subcontractor to be paid with funds under this Agreement, Subrecipient shall submit to DEO the completed Attachment G to this Agreement.

#### (16) ENTIRETY AND INTEGRATION

This Agreement and the Attachments and Exhibits attached hereto constitute the complete and exclusive statement of conditions of the Agreement and supersedes and replaces any and all prior negotiations, understandings, and agreements, whether oral or written, between the Parties with respect thereto. Except as expressly provided in this Agreement, no term, condition, usage of trade, course of dealing or performance, understanding of agreement purporting to modify, vary, explain or supplement the provisions of this Agreement shall be effective or binding upon the Parties unless agreed to in writing.



(17) ATTACHMENTS AND EXHIBITS

- (a) All attachments and exhibits to this Agreement are incorporated as if set out fully herein.
- (b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

- (c) This Agreement has the following attachments and exhibits:

Exhibit 1 – Audit Requirements

Exhibit 1-A – Funding Sources

Exhibit 2 – Audit Compliance Certification

Attachment A – Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Reports

Attachment D – Property Management and Procurement

Attachment E – Statement of Assurances

Attachment F – Warranties and Representations

Attachment G – Certification Regarding Debarment

Attachment H – Trafficking Victims Protection Act of 2000

Attachment I – Subrecipient Information

Attachment J – Budget Summary and Workplan

Attachment K – Justification of Advance

(18) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement agreement. DEO awards Subrecipient *four million thirty-six thousand two hundred ninety-five dollars and zero cents (\$4,036,295.00)*, subject to the terms and conditions of this Agreement, availability of funds and appropriate budget authority; however, Subrecipient may incur costs and submit for reimbursement in an amount not to exceed *three million one hundred forty-eight thousand three hundred ten dollars and zero cents (\$3,148,310.00)*, until notified in writing by DEO to Subrecipient's contact person identified in Attachment I. Upon receipt of such notification, Subrecipient may incur costs and submit for reimbursement up to the amount set forth in the notification, subject to the terms of this Agreement. These notices may contain more specific instructions regarding the expenditure of funds and additional terms and conditions tied to the specific award.

(b) Subrecipient is subject to the following forms, as submitted to and approved by DEO: LIHEAP Program Budget Detail and LIHEAP Multi-County Distribution. These forms must be completed prior to the execution of this Agreement and must be in keeping with Attachment J and the other provisions of this Agreement. Any changes to these forms are only valid upon review and written approval by the DEO Grant Manager identified in Paragraph (14), and must be approved at least thirty (30) calendar days prior to implementation. Requested changes to these forms must be submitted in writing to DEO on DEO-approved forms.

(c) Any advance payment under this Agreement is subject to section 216.181(16), F.S. The amount which may be advanced may not exceed the expected cash needs of Subrecipient within the first three (3) months of the term of this Agreement. Any advance payment is also subject to the Uniform Guidance and the Cash Management Improvement Act of 1990. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment K. Attachment K will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

(d) Subrecipient shall expend an amount equal to or greater than the amount of the initial advance within the first three (3) months of the term of this Agreement. If Subrecipient has not expended an amount at least equal to the initial advance by the end of the first three (3) months of the term of this Agreement, Subrecipient shall submit a written explanation to DEO.

(e) After any initial advance, payments will be made on a cost-reimbursement basis.

(f) If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the Federal Office of Management and Budget, the State Chief Financial Officer, or under Subparagraph (20)(f) of this Agreement, all obligations on the part of DEO to make any further payment of funds shall terminate, and Subrecipient shall submit its closeout report within thirty (30) calendar days of receiving notice from DEO.

(g) Subrecipient and its subcontractors may only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Agreement period.

(h) Subrecipient shall refund to DEO any balance of unobligated funds which has been advanced or paid to Subrecipient.

(i) Subrecipient shall refund to DEO all funds paid in excess of the amount to which Subrecipient or its subcontractors are entitled under the terms and conditions of this Agreement.

#### (19) REPAYMENTS

(a) All refunds or repayments to be made to DEO under this Agreement are to be made payable to the order of "Department of Economic Opportunity" and mailed directly to DEO at the following address:

Department of Economic Opportunity  
Division of Community Development  
Bureau of Community Assistance  
107 East Madison Street, MSC 400  
Tallahassee, Florida 32399-4120

In accordance with section 215.34(2), F.S., if a check, or other draft, is returned to DEO for collection, Subrecipient shall pay to DEO a service fee of fifteen dollars and zero cents (\$15.00) or five percent (5%) of the face amount of the returned check or draft, whichever is greater.

(b) If Subrecipient's non-compliance with any provision of this Agreement results in additional cost or monetary loss to DEO or the State of Florida, DEO may recoup that cost or loss from monies owed to Subrecipient



under this Agreement or any other Agreement between Subrecipient and any State entity. In the event that the discovery of this cost or loss arises when no monies are available under this Agreement or any other Agreement between Subrecipient and any State entity, Subrecipient will repay such cost or loss in full to DEO within thirty (30) days of the date of notice of the amount owed, unless DEO agrees, in writing, to an alternative timeframe.

(20) MANDATED CONDITIONS AND OTHER LAWS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted, or provided, by Subrecipient in this Agreement, in any later submission or response to a DEO request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes may, at the option of DEO, and within thirty (30) calendar days written notice to Subrecipient, cause the termination of this Agreement and the release of DEO from all its obligations under this Agreement.

(b) This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each Party shall perform its obligations herein in accordance with the terms and conditions of this Agreement. Without limiting the provisions of Paragraph (11), Default, the exclusive venue of any legal or equitable action that arises out of or relates to this Agreement shall be the appropriate State court in Leon County, Florida; in any such action, the Parties waive any right to jury trial.

(c) Any power of approval or disapproval granted to DEO under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts each of which shall be an original and all of which shall constitute but one and the same instrument.

(e) Subrecipient shall comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. § 12101, *et seq.*), and the Florida Civil Rights and Fair Housing Acts (sections 760.01 – 760.37, F.S.), which prohibit discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature and is subject to any modification in accordance with chapter 216, F.S., or the Florida Constitution.

(g) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

(h) Any bills for travel expenses shall be submitted in accordance with section 112.061, F.S.

(i) If Subrecipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall be returned to DEO.

(j) Subrecipient is subject to Florida's Government in the Sunshine Law (section 286.011, F.S.) with respect to the meetings of Subrecipient's governing board to discuss, receive recommendations, or take action required pursuant to this Agreement, or the meetings of any subcommittee making recommendations to the governing board regarding matters pursuant to this Agreement. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with chapter 119, F.S.

(k) All unmanufactured and manufactured articles, materials, and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. § 8302, unless it would not be in the public interest or unreasonable in cost.

(l) DEO shall ensure compliance with section 11.062, F.S., and section 216.347, F.S. The use of funds under this Agreement for the purpose of lobbying the Florida Legislature, the judicial branch, or any State agency is prohibited pursuant to section 216.347, F.S. Subrecipient shall not, in connection with this or any other agreement with the State, directly or indirectly:

(i) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty; or

(ii) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (ii) "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kinds. Upon request of DEO's Inspector General or other authorized State official, Subrecipient shall provide any type of information the Inspector General deems relevant to Subrecipient's integrity or responsibility. Such information may include, but is not limited to, Subrecipient's business or financial records, documents, or files of any type or form that refer to or relate to this Agreement. Subrecipient shall retain such records for the longer of:

1. five (5) years after the expiration of this Agreement; or
2. the period required by the General Records Schedules maintained by the Florida Department of State available at: [https://dlis.dos.state.fl.us/recordsmgmt/gen\\_records\\_schedules.cfm](https://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm).

(m) Subrecipient shall reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of Subrecipient's compliance with the terms of this or any other agreement between Subrecipient and the State which results in the suspension or debarment of Subrecipient. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. Subrecipient shall not be responsible for any costs of investigations that do not result in Subrecipient's suspension or debarment.

(n) Public Entity Crime: Pursuant to section 287.133(2)(a), F.S., a person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a bid, proposal, or reply



on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Subrecipient affirms that it is aware of the provisions of section 287.133(2)(a), F.S., and that at no time has Subrecipient been convicted of a Public Entity Crime. Subrecipient shall not violate such law and any conviction during the term of this Agreement may result in the termination of this Agreement in accordance with section 287.133(4), F.S.

(o) Advertising: Subject to chapter 119, F.S., Subrecipient shall not publicly disseminate any information concerning this Agreement without prior written approval from DEO, including, but not limited to mentioning this Agreement in a press release or other promotional material, identifying DEO or the State as a reference, or otherwise linking Subrecipient's name and either a description of this Agreement or the name of DEO or the State in any material published, either in print or electronically, to any entity that is not a Party to this Agreement, except potential or actual authorized distributors, dealers, resellers, or service representatives.

(p) Sponsorship: As required by section 286.25, F.S., if Subrecipient is a nongovernmental organization which sponsors a program financed wholly or in part by State funds, including any funds obtained through this Agreement, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by [Subrecipient's name] and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written material, the words "State of Florida, Department of Economic Opportunity" must appear in the same size letters or type as the name of the organization.

(q) Mandatory Disclosure Requirements:

(i) Conflict of Interest: This Agreement is subject to chapter 112, F.S., 45 C.F.R. § 75.112, and 45 C.F.R. § 75.113 Subrecipient shall disclose the name of any officer, director, employee, or other agent who is also an employee of the State. Subrecipient shall also disclose the name of any State employee who owns, directly or indirectly, more than a five percent (5%) interest in Subrecipient or its affiliates.

(ii) Convicted Vendors: Subrecipient shall disclose to DEO if it is on the Convicted Vendor List. A person or affiliate placed on the Convicted Vendor List following a conviction for a Public Entity Crime is prohibited from doing any of the activities listed in Subparagraph (20)(n) above for a period of 36 months from the date of being placed on the Convicted Vendor List.

(iii) Vendors on Scrutinized Companies Lists: If this Agreement is in the amount of one million dollars and zero cents (\$1,000,000.00) or more, in executing this Agreement, Subrecipient certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, F.S.

1. Pursuant to section 287.135(5), F.S., DEO may immediately terminate this Agreement for cause if Subrecipient is found to have submitted a false certification or if Subrecipient is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of this Agreement.

2. If DEO determines that Subrecipient has submitted a false certification, DEO shall provide written notice to Subrecipient. Unless Subrecipient demonstrates in writing, within 90) days of receipt of the notice, that DEO's determination of false certification was made in error, DEO shall bring a civil action against Subrecipient. If DEO's determination is upheld, the Subrecipient will be liable for a civil penalty equal to the greater of two million dollars and zero cents (\$2,000,000.00) or twice the amount of this Agreement, and Subrecipient will be ineligible to bid on any contract with an agency or local governmental entity for three (3) years after the date of DEO's determination of false certification by Subrecipient.

3. In the event that Federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified herein, this provision shall be null and void.

(iv) Discriminatory Vendors: Subrecipient affirms that it is aware of the provisions of section 287.134(2)(a), F.S., and that at no time has Subrecipient been placed on the Discriminatory Vendor List. Subrecipient shall not violate such law during the term of this Agreement. Subrecipient shall disclose to DEO if it appears on the Discriminatory Vendor List. An entity or affiliate placed on the Discriminatory Vendor List pursuant to section 287.134, F.S., may not:

1. Submit a bid on a contract to provide any goods or services to a public entity;
2. Submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
3. Submit bids on leases of real property to a public entity; or
4. Be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or transact business with any public entity.

(r) Abuse, Neglect, and Exploitation Incident Reporting: In compliance with sections 39.201 and 415.1034, F.S., an employee of Subrecipient who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE, or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report/>, or via fax at 1-800-914-0004.

#### (21) FEDERAL REQUIREMENTS PERTAINING TO LOBBYING

(a) Federal grant funds provided under this Agreement may not be used by any Subrecipient or Subcontractor to support lobbying activities to influence proposed or pending Federal legislation or appropriations. This prohibition is related to the use of Federal grant funds and not intended to affect an individual's right or that of



any organization, to petition Congress, or any other level of Government, through the use of other resources (See 45 C.F.R. Part 93).

(b) Subrecipient certifies, by the authorized representative's signature to this Agreement, that to the best of its knowledge and belief, no Federal appropriated funds have been paid or will be paid, by or on behalf of Subrecipient, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

(c) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, Subrecipient shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

(d) Subrecipient shall comply with the requirements of 31 U.S.C. § 1352, and require all subcontractors of subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) to comply with 31 U.S.C. § 1352. In addition, Subrecipient shall ensure that all subawards contain the certification set forth in Subparagraph (21)(b) above and the content of Subparagraph (21)(c) above. Subrecipient shall require that all Subcontractors provide such certifications and, when applicable, submit the completed Disclosure Form to Report Lobbying. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction. Any person who makes an expenditure prohibited by Subparagraph (21)(b) or fails to file or amend the declaration required by Subparagraph (21)(c) shall be subject to a civil penalty of not less than ten thousand dollars and zero cents (\$10,000.00) and not more than one hundred thousand dollars and zero cents (\$100,000.00) for each such expenditure and such failure.

## (22) COPYRIGHT, PATENT AND TRADEMARK

Any, and all, patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida. Any and all copyrights accruing under or in connection with the performance of this Agreement are hereby transferred by Subrecipient to the State of Florida.

(a) If Subrecipient has a pre-existing patent or copyright, Subrecipient shall retain all rights and entitlements to that pre-existing patent or copyright unless this Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, Subrecipient shall refer the discovery or invention to DEO for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or

in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, Subrecipient shall notify DEO. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by Subrecipient to the State of Florida.

(c) Within thirty (30) days of execution of this Agreement, Subrecipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. Subrecipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. DEO shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of this Agreement.

#### (23) LEGAL AUTHORIZATION

(a) Subrecipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. Subrecipient also certifies that the undersigned person has the authority to legally execute and bind Subrecipient to the terms of this Agreement.

(b) Prior to execution of this Agreement, Subrecipient shall disclose all prior or on-going civil or criminal litigation, investigations, arbitration or administrative proceedings (Proceedings) involving Subrecipient (and each subcontractor) in a written statement to DEO's Grant Manager. Thereafter, Subrecipient has a continuing duty to promptly disclose all Proceedings upon occurrence. This duty of disclosure applies to Subrecipient's or subcontractor's officers and directors when any Proceeding relates to the officer or director's business or financial activities. Details of settlements that are prevented from disclosure by the terms of the settlement may be annotated as such.

#### (24) ASSURANCES

Subrecipient shall comply with any Statement of Assurances incorporated as Attachment E.

#### (25) PURCHASING

(a) Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE): In accordance with section 946.515(6), F.S., if a product or service required for the performance of this Agreement is certified by or is available from PRIDE and has been approved in accordance with section 946.515(2), F.S., the following statement applies:

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES WHICH ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM THE CORPORATION IDENTIFIED UNDER CHAPTER 946, F.S., IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 946.515(2) AND (4), F.S.; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THIS AGENCY INSOFAR AS DEALINGS WITH SUCH CORPORATION ARE CONCERNED.

The above clause is not applicable to subcontractors unless otherwise required by law. Additional information about PRIDE and the products it offers is available at <http://www.pride-enterprises.org>.



(b) Products Available from the Blind or Other Handicapped (RESPECT): In accordance with section 413.036(3), F.S., if a product or service required for the performance of this Agreement is on the procurement list established pursuant to section 413.035(2), F.S., the following statement applies:

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES THAT ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM A NONPROFIT AGENCY FOR THE BLIND OR FOR THE SEVERELY HANDICAPPED THAT IS QUALIFIED PURSUANT TO CHAPTER 413, FLORIDA STATUTES, IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 413.036(1) AND (2), FLORIDA STATUTES; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THE STATE AGENCY INsofar AS DEALINGS WITH SUCH QUALIFIED NONPROFIT AGENCY ARE CONCERNED.

Additional information about the designated nonprofit agency and the products it offers is available at <http://www.respectofflorida.org>.

(c) Subrecipient shall procure any recycled products or materials which are the subject of or are required to carry out this Agreement in accordance with section 403.7065, F.S.

(26) SEVERABILITY

If any provision, in whole or in part, of this Agreement is held to be void or unenforceable by a court of competent jurisdiction, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions remain in full force and effect.

*The remainder of this page is intentionally left blank.*

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

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Agreement as of the date set forth below.

**SUBRECIPIENT**

Agricultural and Labor Program, Incorporated  
(Legal Name of Subrecipient)

By:   
(Signature)

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

Date: 4-24-17

59-1634148  
Federal Identification Number

040210163  
DUNS Number

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

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY

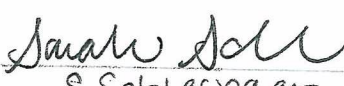
By: 

Julie Dennis, Director  
Division of Community Development

Date: 5/9/17

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

Office of the General Counsel  
Department of Economic Opportunity

By:   
S. Schlesinger

Approved Date: 5/18/17



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**2017 DOE LIHEAP Modification Agreement (Ratify)**

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**MODIFICATION NUMBER 2 OF AGREEMENT BETWEEN THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FY 2016 LOW INCOME HOME ENERGY ASSISTANCE PROGRAM AND  
THE AGRICULTURAL AND LABOR PROGRAM, INCORPORATED**

CFDA Number: 93.568

Agreement Number: 16EA-OF-07-63-08-001

**FEDERALLY-FUNDED SUBGRANT AGREEMENT**

THIS MODIFICATION Number 2 is entered into by the State of Florida, Department of Economic Opportunity, with headquarters in Tallahassee, Florida, hereinafter referred to as "DEO," and The Agricultural and Labor Program, Incorporated, hereinafter referred to as "Subrecipient" (each individually a "Party" and collectively "the Parties").

WHEREAS, Paragraph (4) of the Agreement provides that modification of the Agreement shall be in writing executed by the Parties thereto; and

WHEREAS, DEO and Subrecipient have entered into the Agreement, pursuant to which DEO has provided an Agreement of *Four Million Two Hundred Fifty-Eight Thousand Four Hundred Forty-Eight Dollars and Zero Cents (\$4,258,448.00)* to Subrecipient; and

WHEREAS, Fiscal Year 2015 carryover funds are available to increase the amount of funding granted to Subrecipient; and

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

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

1. Subparagraph (5)(i), of AUDITS AND RECORDS, of the Agreement is hereby deleted in its entirety and replaced with the following:

"(i) If an audit, monitoring visit, or other documentation or verifiable information shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement or applicable regulations, Subrecipient shall be held liable for reimbursement to DEO. Such reimbursement shall be sent from Subrecipient to DEO within thirty calendar days after DEO has notified Subrecipient of such non-compliance."

- 2 Paragraph (5), AUDITS AND RECORDS, of the Agreement is hereby modified to add subparagraph (5)(n) as follows:

"(n) Subrecipient shall (i) maintain all funds provided under this Agreement in a separate bank account or (ii) Subrecipient's accounting system shall have sufficient internal controls to separately track the expenditure of all funds from this Agreement. There shall be no commingling of funds provided under this



Agreement with any other funds, projects, or programs; "commingling" of funds is distinguishable from "blending" of funds specifically allowed by law. DEO may, in its sole discretion, disallow costs made with commingled funds and require reimbursement for such costs as described herein above, in subparagraph (5)(l)."

3. Paragraph (6), INFORMATION RELEASE AND PUBLIC RECORDS REQUIREMENTS, of the Agreement is hereby deleted in its entirety and replaced with the following:

"(6) INFORMATION RELEASE AND PUBLIC RECORDS REQUIREMENTS

(a) In addition to Subrecipient's responsibility to directly respond to each request it receives for records made or received by Subrecipient in conjunction with this Agreement and to provide the applicable public records in response to such request, Subrecipient shall notify DEO of the receipt and content of such request by sending an e-mail to PRRequest@deo.myflorida.com within one (1) business day from receipt of such request.

(b) Subrecipient shall keep and maintain public records required by DEO to perform Subrecipient's responsibilities hereunder. Subrecipient shall, upon request from DEO's custodian of public records, provide DEO with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by chapter 119, F.S., or as otherwise provided by law. Subrecipient shall allow public access to all documents, papers, letters or other materials made or received by Subrecipient in conjunction with this Agreement, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), F.S. For records made or received by Subrecipient in conjunction with this Agreement, Subrecipient shall respond to requests to inspect or copy such records in accordance with chapter 119, F.S.

(c) This Agreement may be terminated by DEO for refusal by Subrecipient to comply with Florida's public records laws or to allow public access to any public record made or received by Subrecipient in conjunction with this Agreement.

(d) If, for purposes of this Agreement, Subrecipient is a "contractor" as defined in section 119.0701(1)(a), F.S. ("Subrecipient-contractor"), Subrecipient-contractor shall transfer to DEO, at no cost to DEO, all public records upon completion, including termination of this Agreement, or keep and maintain public records required by DEO to perform the service. If Subrecipient-contractor transfers all public records to DEO upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Subrecipient-contractor keeps and maintains public records upon completion of the contract, Subrecipient-contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to

DEO, upon request from DEO's custodian of public records, in a format that is compatible with the information technology systems of DEO.

(e) If DEO does not possess a record requested through a public records request, DEO shall notify Subrecipient-contractor of the request as soon as practicable, and Subrecipient-contractor must provide the records to DEO or allow the records to be inspected or copied within a reasonable time. If Subrecipient-contractor does not comply with DEO's request for records, DEO shall enforce the provisions set forth in this Agreement. A Subrecipient-contractor who fails to provide public records to DEO within a reasonable time may be subject to penalties under section 119.10, F.S.

(f) Subrecipient shall notify DEO verbally within 24 chronological hours and in writing within 72 chronological hours if any data in Subrecipient's possession related to this Agreement is subpoenaed or improperly used, copied, or removed (except in the ordinary course of business) by anyone except an authorized representative of DEO. Subrecipient shall cooperate with DEO, in taking all steps as DEO deems advisable, to prevent misuse, regain possession, or otherwise protect the State's rights and the data subject's privacy.

(g) Subrecipient acknowledges that DEO is subject to the provisions of chapter 119, F.S., relating to public records and that reports, invoices, and other documents Subrecipient submits to DEO under this Agreement constitute public records under Florida Statutes. Subrecipient shall cooperate with DEO regarding DEO's efforts to comply with the requirements of chapter 119, F.S.

(h) If Subrecipient submits records to DEO that are confidential and exempt from public disclosure as trade secrets or proprietary confidential business information, such records should be identified as such by Subrecipient prior to submittal to DEO. Failure to identify the legal basis for each exemption from the requirements of chapter 119, F.S., prior to submittal of the record to DEO serves as Subrecipient's waiver of a claim of exemption. Subrecipient shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Subrecipient does not transfer the records to DEO upon completion, including termination, of the Agreement.

**(i) IF SUBRECIPIENT-CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT-CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 850-245-7140, via e-mail at [PRRequest@deo.myflorida.com](mailto:PRRequest@deo.myflorida.com), or by mail at Department**



of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4128.

(j) To the extent allowable by law, Subrecipient shall be fully liable for the actions of its agents, employees, partners, contractors, and subcontractors and shall fully indemnify, defend, and hold harmless the State and DEO, and their officers, agents, and employees from suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to public record requests or public record law violation(s) alleged to be caused in whole or in part by Subrecipient, its agents, employees, partners, contractors, or subcontractors, provided, however, that Subrecipient does not indemnify for that portion of any costs or damages proximately caused by the negligent act or omission of the State or DEO. DEO, in its sole discretion, has the right, but the not obligation, to enforce this indemnification provision

(k) DEO does not endorse any Subrecipient, commodity, or service. No public disclosure or news release pertaining to this Agreement shall be made without the prior written approval of DEO. Subrecipient is prohibited from using Agreement information, or DEO customers in sales brochures or other promotions, including press releases, unless prior written approval is obtained from DEO."

4. Subparagraph (14)(b), NOTICE AND CONTACT, is hereby deleted in its entirety and replaced with the following:

"b) The name and address of DEO's Grant Manager for this Agreement is:

Gerald Durbin, Grant Manager

Department of Economic Opportunity

Division of Community Development

Bureau of Community Assistance

107 East Madison Street, MSC 400

Tallahassee, Florida 32399-4120

Email: gerald.durbin@deo.myflorida.com

Phone: 850-717-8458"

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

"(a) This is a cost-reimbursement agreement. Subrecipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed *Four Million Three Hundred Seventy-Four Thousand Eight Hundred Twenty-Eight Dollars and Zero Cents (\$4,374,828.00)*, subject to the availability of funds and appropriate budget authority.

This revised agreement amount includes:

1.	\$4,258,448.00	Current LIHEAP Allocation (FY 2016)
2.	\$116,380.00	Base Increase and Carryover
3.	\$4,374,828.00	Total Modified LIHEAP Allocation"

6. Exhibit 1-A, Funding Sources, of the Agreement is hereby deleted in its entirety and is replaced by the revised Exhibit 1-A, Funding Sources, which is attached hereto and incorporated herein by reference.
7. Exhibit 3, Subrecipient Federal Awards Agreements Checklist, of the Agreement is hereby deleted in its entirety.
8. Attachment I, Recipient Information, is hereby deleted in its entirety and is replaced by the revised Attachment I, Subrecipient Information, which is attached hereto and incorporated herein by reference.
9. Attachment J, Budget Summary and Workplan, is hereby deleted in its entirety and is replaced by the revised Attachment J, Budget Summary and Workplan, which is attached hereto and incorporated herein by reference.
10. Attachment K, Budget Detail, is hereby deleted in its entirety and is replaced by the revised Attachment K, Budget Detail, which is attached hereto and incorporated herein by reference.
11. Attachment L, Multi-County Fund Distribution, is hereby deleted in its entirety and is replaced by the revised Attachment L, Multi-County Fund Distribution, which is attached hereto and incorporated herein by reference.
12. Except as specifically modified herein, all provisions of the Agreement, including any Attachments or Exhibits thereto, remain in full force and effect.

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

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Modification as of the date set forth below.

**SUBRECIPIENT**

The Agricultural and Labor Program, Incorporated  
(Legal Name of Subrecipient)

By:   
(Signature)

Deloris Johnson  
(Print/Type Name and Title Here)


Date: 2-25-17

59-1634148  
Federal Identification Number

040210163  
DUNS Number

16EA-0F-07-63-08-001  
Agreement Number

STATE OF FLORIDA  
DEPARTMENT OF ECONOMIC OPPORTUNITY

By:   
Julie Dean  
Taylor Teepell, Director  
Division of Community Development

Date: 3/14/17

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

Office of the General Counsel  
Department of Economic Opportunity

By:   
Approved Date: 3-13-17

**FY 2016 LIHEAP AGREEMENT  
EXHIBIT 1-A  
FUNDING SOURCES**

**FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

<b>Subrecipient's DUNS Registered Name:</b>	Agricultural & Labor Program Inc, The
<b>Subrecipient's DUNS Number:</b>	040210163
<b>Federal Award Identification Number:</b>	G-1601FLLIEA
<b>Federal Award Date:</b>	October 22, 2015
<b>Subaward Period of Performance Start and End Date:</b>	March 1, 2016 – March 31, 2017
<b>Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):</b>	Home energy assistance to low income households
<b>Federal Awarding Agency:</b>	U.S. Department of Health and Human Services;
<b>Pass-Through Entity:</b>	Florida Department of Economic Opportunity
<b>Contact Information for Awarding Official of Pass-Through Entity:</b>	Contact: Hillary A. Ryan, 850-717-8433
<b>Catalog of Federal Domestic Assistance Number:</b>	93.568
<b>Catalog of Federal Domestic Assistance Title:</b>	Low Income Home Energy Assistance Programs
<b>Research and Development:</b>	No
<b>Indirect Cost Rate, if applicable:</b>	16.50%

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**Federal Program:**

1. Subrecipient shall use the LIHEAP funds to provide energy payment assistance to eligible clients with low income. These funds will be expended in accordance with applicable law and the terms of this Agreement, including, but not limited to, all attachments to this Agreement, the applicable OMB Uniform Guidance, and the FFY 2016 LIHEAP State Plan.
2. Subrecipient shall comply with applicable OMB Uniform Guidance and eligibility requirements as set forth in the U.S. Department of Health and Human Services regulations codified in title 45 of the Code of Federal Regulations, part 75 and part 96

**STATE RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**N/A**



MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Federal Program: N/A

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project: N/A

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

N/A

NOTE: Title 45 C.F.R. § 75.352 and section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects Included in Exhibit 1 be provided to Subrecipient.

*The remainder of this page is intentionally left blank.*

**FY 2016 LIHEAP AGREEMENT  
ATTACHMENT I  
As modified by Modification [2] to Agreement 16EA-OF-07-63-08-001  
SUBRECIPIENT INFORMATION**

FEDERAL FISCAL YEAR: 2016AGREEMENT PERIOD: March 1, 2016 through March 31, 2017

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

I. SUBRECIPIENT: The Agricultural and Labor Program, Incorporated AGREEMENT #: 16EA-OF-07-63-08-001II. Agreement Amount: \$4,374,828.00 Total Direct Client Assistance: \$3,402,523.00III. SUBRECIPIENT CATEGORY: ☒ Non-Profit ☐ Local Government ☐ State Agency

IV. COUNTY(IES) TO BE SERVED WITH THESE FUNDS:

<u>Collier</u>	<u>Glades</u>	<u>Hendry</u>	<u>Highlands</u>
<u>Martin</u>	<u>Polk</u>	<u>St. Lucie</u>	

## V. GENERAL ADMINISTRATIVE INFORMATION

a. Subrecipient County Location: Polkb. 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: n/a Email: Djohnson@alpi.org

Mailing address if different from above

Mailing Address: PO Box 9126 City: Winter Haven, FL Zipcode: 33885

c. Chief Elected Official for Local Governments, or President/Chair of the Board for Nonprofits:

Name: William Holt Title: Board Chairperson  
 Address\*: 4129 57th Avenue City: Vero Beach, FL Zipcode: 32967  
 Telephone: (772) 562-8377 Fax: n/a Email: 1846holt@gmail.com

\* Enter home or business address, telephone numbers and email other than the Subrecipient'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. Subrecipient Contacts:

1. Program: Name: Cheryl Burnham Title: LIHEAP/Community Services Director  
 Address: 300 Lynchburg Rd. City: Lake Alfred, FL Zipcode: 33850  
 Telephone: (863) 956-3491, Ext. 224 Fax: (863) 956-3357  
 Cell: n/a Email: cburnham@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) 956-3357  
 Cell: n/a Email: gniewek@alpi.org

f. Person(s) authorized to sign reports:

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

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

VI. SUBRECIPIENT FISCAL YEAR:

July 1  
Month/Day

thru

June 30  
Month/Day



**FY 2016 LIHEAP AGREEMENT  
ATTACHMENT J  
As modified by Modification [2] to Agreement 16EA-07-63-08-001  
BUDGET SUMMARY AND WORKPLAN**

**SUBRECIPIENT:** The Agricultural and Labor Program, Incorporated

**AGREEMENT:** 16EA-07-63-08-001

**SECTION I: BUDGET SUMMARY**

A. LIHEAP FUNDS ONLY		B. Last Approved Budget Amount	C. Adjustments to Approved Budget Increase/ (Decrease)	D. TOTAL AMENDED BUDGET B + C
1	LIHEAP FUNDS	4,258,448.00	116,380.00	4,374,828.00
<b>ADMINISTRATIVE EXPENSES (Cell 2D cannot exceed 8.5% of Cell 1D*)</b>				
Maximum Administrative Expenses:		\$371,860.38		
2	Salaries Incl. Fringe, Rent, Utilities, Travel, Other	314,432.00	57,428.00	371,860.00
<b>OUTREACH EXPENSES (Cell 3D cannot exceed Cell 1D minus Cell 2D times .15)</b>				
Maximum Outreach Expenses:		\$600,445.20		
3	Salaries Incl. Fringe, Rent, Utilities, Travel, Other	639,122.00	(38,677.00)	600,445.00
<b>DIRECT CLIENT ASSISTANCE</b>				
4	Home Energy Assistance Cell 4D must be at least 25% of Cell 1D Minimum Home Energy: \$1,093,707.00	1,064,612.00	782,798.00	1,847,410.00
5	Crisis Assistance	2,155,113.00	(600,000.00)	1,555,113.00
6	Weather Related / Supply Shortage / Disaster (Previously budgeted funds should be moved to Line 4 or 5)	85,169.00	(85,169.00)	0.00
7	Subtotal Direct Client Assistance (Line 4 + Line 5 + Line 6)	3,304,894.00	97,629.00	3,402,523.00
8	GRAND TOTALS	4,258,448.00	116,380.00	4,374,828.00

**SECTION II: WORKPLAN**

Type of Assistance	Last Approved Estimated Number of Households	Amended Estimated Number of Households	Estimated Cost Per Household**	Amended Estimated Expenditures***
Summer Home Energy	1,700	2,403	313.00	752,159.00
Winter Home Energy	1,701	3,499	313.00	1,095,187.00
Summer Crisis	3,141	3,017	343.00	1,034,831.00
Winter Crisis	3,142	1,517	343.00	520,331.00
Weather Related/Supply Shortage	258	0	0.00	0.00
<b>TOTAL</b>	<b>9,942</b>	<b>10,436</b>		<b>3,402,488.00</b>
* If less than 8.5% of Line 1 is budgeted for Administrative Expenses, the maximum allowed for Outreach Expenses may be increased. The total Administrative Expenses plus the total Outreach Expenses may not exceed the sum of the original maximum allowed for these items.				
Total of Line 2 plus Line 3 may not exceed:	\$972,305.58	Amount budgeted	Line 2 + Line 3 =	\$972,305.00
** Estimated Cost per Household must be based on the agency's historic average cost.				
*** Estimated Expenditures given in the Workplan must agree with the corresponding values on Lines 4-7.				



**FY 2016 LIHEAP AGREEMENT  
ATTACHMENT K  
As modified by Modification [2] to Agreement 16EA-07-07-63-08-001  
ADMINISTRATIVE AND OUTREACH EXPENSE BUDGET DETAIL (Lines 2-3 of Attachment J)**

SUBRECIPIENT: The Agricultural and Labor Program, Incorporated

AGREEMENT #: 16EA-07-07-63-08-001

Instructions: On the form below, enter the detail of the figures listed on the Budget Summary. If more space is needed, copy this form copy this form to another tab and name the new tabs "Budget Detail 1," "Budget Detail 2," etc.

Line Item Number	Expenditure Detail	LIHEAP FUNDS
2	(Round all line items to dollars. Do not use cents and decimals in totals. Totals must agree with Attachment J)	
	<b>Salaries and Fringes</b>	
	Deputy Director - Community Services/Economic Development	
	30% LIHEAP Admin; 30% CSBG; 40% Indirect	
	03/01/16 thru 06/30/16 - 704 hrs x \$37.09 ph = \$26,111 x 30% = \$7,833	
	07/01/16 thru 03/31/17 - 1,568 hrs x 37.76 ph = \$59,208 x 30% = \$17,762	
	One-Time Professional Development Improvement Plan payment	25,595.00
		2,012.00
	LIHEAP/Community Services Director	
	40% LIHEAP Admin; 45% LIHEAP Outreach; 10% CSBG; 5% EHEAP	
	03/01/16 thru 06/30/16 - 704 hrs x \$31.22 ph = \$21,979 x 40% = \$8,792	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$31.78 ph = \$49,831 x 40% = \$19,932	
	One-Time Professional Development Improvement Plan payment	28,724.00
		2,130.00
	CSBG/Economic Development Director	
	10% LIHEAP Admin; 90% CSBG	
	03/01/16 thru 06/30/16 - 704 hrs x \$29.12 ph = \$20,500 x 10% = \$2,050	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$29.56 ph = \$46,350 x 10% = \$4,635	
	One-Time Professional Development Improvement Plan payment	6,685.00
		0.00
	Office Supervisor	
	30% LIHEAP Admin; 30% LIHEAP Outreach;	
	20% CSBG Outreach; 20% CSBG Admin	
	03/01/16 thru 06/30/16 - 704 hrs x \$14.45 = \$10,173 x 30% = \$3,052	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$14.67 = \$23,003 x 30% = \$6,901	
	One-Time Professional Development Improvement Plan payment	9,958.00
		65.00
	Bookkeeper	
	90% LIHEAP Admin; 10% CSBG	
	03/01/16 thru 06/30/16 - 704 hrs x \$15.31 ph = \$10,778 x 90% = \$9,700	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$15.54 ph = \$24,387 x 90% = \$21,930	
	One-Time Professional Development Improvement Plan payment	31,630.00
		207.00
	Fringe Benefits (FICA, U/C, Health Insurance, Retirement)	Salaries Only 107,001.00
	Based on 24% of salaries	25,680.00
	Worker's Compensation	
	Based on 2.41%	2,579.00
	<b>Total Salaries and Fringes</b>	<b>135,260.00</b>
	<b>Other Administrative Expenses (Based on 13 months)</b>	
	52100: Professional Services	
	IT Support (Average \$1,176 per month)	15,300.00
	52300: Travel	
	Travel for Administrative Staff (Estimated 4,000 miles per year x \$.445)	1,780.00
	52700: Employee/Board Relations	



	Attendance at Annual Board/Staff Training	1,500.00
	52800: Community Relations	
	Board expenses to build community support	1,000.00
	52900: Printing	
	Business cards, applications, and other forms needed.	3,557.00
	53000: Office Supplies	
	Pens, Pencils, file folders, staples, paper clips, writing tablets and other supplies as needed.	10,044.00
	Lease/Rent- Facilities	
	Rental of facilities for board meetings and service delivery locations	23,000.00
	53500: Utilities	
	Service office locations	15,700.00
	53600: Telephone	
	Service office locations	11,700.00
	53700: Data Communications	
	Internet connection at service office locations (Estimated \$923 per month)	11,999.00
	53800: Postage	
	Self-Explanatory - Administrative Office, Lake Alfred	2,800.00
	53900: Dues/Subscriptions	
	Pro-rated share of membership dues in related organizations (10% of estimated \$2,500 per year)	250.00
	54000: Insurance	
	54010: Liability (Estimated \$406 per month)	5,278.00
	54020: Property/Building/Contents (Estimated \$252 per month)	3,276.00
	54040: Bonding (Estimated \$446 per month)	5,798.00
	55000: In-Service Training	
	FACA Conference ( 3 person)	1,500.00
	Annual Staff Training Conference (8 staff at \$250 each)	2,000.00
	55500: Building Maintenance/ Supplies	
	Housekeeping, cleaning supplies and other materials as needed. (Estimated \$1,690 per month)	21,973.00
	58100: Equipment Maintenance	
	Copier repairs and other equipment repairs as needed.	1,275.00
	58200: Lease/Rent Equipment	
	Copiers, Fax Machine (Estimated \$365 per month)	5,005.00
	59700: Indirect	
	Based on approved rate of 16.50% of all salaries	91,865.00
	OTHER ADMINISTRATIVE EXPENSES	236,800.00
2		
3	TOTAL ADMINISTRATIVE EXPENSES	371,850.00
	OUTREACH EXPENSES:	
	Salaries and Finges only - All expenses based on 13 months	
	LIHEAP/Community Services Director	
	40% LIHEAP Admin; 45% LIHEAP Outreach; 10% CSBG; 5% EHEAP	
	03/01/16 thru 06/30/16 - 704 hrs x \$31.22 ph = \$21,879 x 45% = \$9,891	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$31.78 ph = \$49,831 x 45% = \$49,831 x 40% = \$22,424	
	One-Time Professional Development Improvement Plan payment	32,915.00
		251.00
	Client Services Specialist III	



90% LIHEAP Outreach; 10% HUD	
03/01/16 thru 06/30/16 - 704 hrs x \$21.78 = \$15,333 x 90% = \$13,800	
07/01/16 thru 03/31/17 - 1,568 hrs x \$22.17 ph = \$34,763 x 90% = \$31,287	
One-Time Professional Development Improvement Plan payment	45,087.00
	291.00
Client Services Assistant I	
95% LIHEAP Outreach; 5% EHEAP	
03/01/16 thru 06/30/16 - 704 hrs x \$15.10 ph = \$10,630 x 95% = \$10,099	
07/01/16 thru 03/31/17 - 1,568 hrs x \$15.57 ph = \$24,100 x 95% = \$22,895	
One-Time Professional Development Improvement Plan payment	32,994.00
	204.00
Office Supervisor	
30% LIHEAP Admin; 30% LIHEAP Outreach;	
20% CSBG Outreach; 20% CSBG Admin	
03/01/16 thru 06/30/16 - 704 hrs x \$14.45 = \$10,173 x 30% = \$3,052	
07/01/16 thru 03/31/17 - 1,568 hrs x \$14.67 = \$23,003 x 30% = \$6,901	
One-Time Professional Development Improvement Plan payment	9,953.00
	65.00
Client Services Specialist I	
100% LIHEAP Outreach	
03/01/16 thru 06/30/16 - 704 hrs x \$16.41 ph = \$11,553 x 100% = \$11,553	
07/01/16 thru 03/31/17 - 1,568 hrs x \$16.71 ph = \$26,201 x 100% = \$26,201	
One-Time Professional Development Improvement Plan payment	57,754.00
	244.00
Client Services Specialist I (32 hours per week)	
60% LIHEAP Outreach; 40% DOE/EA	
03/01/16 thru 06/30/16 - 568 hrs x \$17.03 ph = \$9,673 x 60% = \$5,804	
07/01/16 thru 03/31/17 - 1,248 hrs x \$17.34 ph = \$21,640 x 60% = \$12,984	
One-Time Professional Development Improvement Plan payment	18,788.00
	101.00
Client Services Specialist II	
100% LIHEAP Outreach	
03/01/16 thru 06/30/16 - 704 hrs x \$18.27 ph = \$12,862 x 100% = \$12,862	
07/01/16 thru 03/31/17 - 1,568 hrs x \$18.88 ph = \$29,604 x 100% = \$29,604	
One-Time Professional Development Improvement Plan payment	42,466.00
	276.00
Client Services Specialist II	
100% LIHEAP Outreach	
03/01/16 thru 06/30/16 - 704 hrs x \$18.27 ph = \$12,862 x 100% = \$12,862	
07/01/16 thru 03/31/17 - 1,568 hrs x \$18.88 ph = \$29,604 x 100% = \$29,604	
One-Time Professional Development Improvement Plan payment	42,466.00
	275.00
Client Services Specialist II	
90% LIHEAP Outreach; 10% EHEAP	
03/01/16 thru 06/30/16 - 704 hrs x \$18.32 ph = \$12,897 x 90% = \$11,607	
07/01/16 thru 03/31/17 - 1,568 hrs x \$18.60 ph = \$29,165 x 90% = \$26,249	
One-Time Professional Development Improvement Plan payment	37,856.00
	259.00
Client Services Specialist II	
90% LIHEAP Outreach; 10% EHEAP	
03/01/16 thru 06/30/16 - 704 hrs x \$18.32 ph = \$12,897 x 90% = \$11,607	
07/01/16 thru 03/31/17 - 1,568 hrs x \$18.60 ph = \$29,165 x 90% = \$26,249	
One-Time Professional Development Improvement Plan payment	37,856.00
	259.00
Client Services Specialist II	
85% LIHEAP Outreach; 10% DOE/EA; 5% FNPH	
03/01/16 thru 06/30/16 - 704 hrs x \$18.27 ph = \$12,862 x 85% = \$10,933	
07/01/16 thru 03/31/17 - 1,568 hrs x \$18.60 ph = \$29,165 x 85% = \$24,790	
One-Time Professional Development Improvement Plan payment	35,723.00
	243.00
Client Services Specialist II	
100% LIHEAP Outreach	



	03/01/16 thru 06/30/16 - 704 hrs x \$18.04 ph = \$12,700 x 100% = \$12,700	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$18.36 ph = \$28,788 x 100% = \$28,788	
	One-Time Professional Development Improvement Plan payment	41,488.00
		0.00
	Client Services Assistant I	
	95% LIHEAP Outreach; 5% EHEAP	
	03/01/16 thru 06/30/16 - 704 hrs x \$10.96 ph = \$7,716 x 95% = \$7,330	
	07/01/16 thru 03/31/17 - 1,568 hrs x 12.20 ph = \$19,330 x 95% = \$18,174	
	One-Time Professional Development Improvement Plan payment	25,504.00
		0.00
	Receptionist	
	10% LIHEAP Outreach; 10% CSBG Prog; 80% Indirect	
	03/01/16 thru 06/30/16 - 704 hrs x \$14.09 ph = \$9,919 x 10% = \$992	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$14.31 ph = \$22,438 x 10% = \$2,244	
	One-Time Professional Development Improvement Plan payment	9,236.00
		50.00
	Client Services Specialist I	
	10% LIHEAP Outreach; 80% CSBG Prog.	
	03/01/16 thru 06/30/16 - 704 hrs x \$16.15 ph = \$11,370 x 10% = \$1,137	
	07/01/16 thru 03/31/17 - 1,568 hrs x \$16.50 ph = \$25,872 x 10% = \$2,587	
	One-Time Professional Development Improvement Plan payment	3,724.00
		25.00
	Outreach Salaries Only	449,753.00
	Fringe Benefits (FICA; U/C; Health Insurance; Retirement.) at 24%	107,941.00
	Worker's Compensation (2.41%)	10,839.00
	Outreach Salaries and Fringes	568,533.00
	Other Outreach Expenses (based on 13 months)	
	52100: Professional Services	
	IT Support, etc. outreach locations	500.00
	52300: Travel	
	Travel for Outreach Staff (Estimated 8,011 miles per year x \$.445)	3,565.00
	52900: Printing	
	Application forms as needed	1,000.00
	53000: Office Supplies	
	Pens, Pencils, File Folders, paper clips, writing tables and other items as needed.	1,000.00
	53700 Data Communications	
	Internet connections at Outreach Offices (estimated \$153 per month)	1,989.00
	53800: Postage	
	Self - Explanatory - Outreach Offices	1,000.00
	55000: In-Service Training	
	Annual Staff Training	2,358.00
	55410: SUB-SUBRECIPIENT Direct Services (7 Sites serving 850 clients)	20,500.00
	Subtotal Other Outreach Expenses	31,912.00
3	Total Outreach Expenses	600,445.00
4	Home Energy Assistance	1,847,410.00
5	Crisis Assistance	1,555,113.00
8	GRAND TOTAL	4,374,828.00



**FY 2016 LIHEAP AGREEMENT  
ATTACHMENT L  
As modified by Modification [2] to Agreement 16EA-OF-07-63-08-001  
MULTI-COUNTY FUND DISTRIBUTION**

**SUBRECIPIENT:** The Agricultural and Labor Program, Incorporated

**AGREEMENT #:** 16EA-OF-07-63-08-001

**Number of Counties to be Served with this agreement:** Seven (7)

If the Recipient will serve more than one county with this agreement, complete the form below. Describe how you will equitably allocate LIHEAP resources to each of the counties you serve. This plan must be in part based on the 150% poverty population of each county.

Instructions: Enter appropriate data only in the cells below that are highlighted in yellow. Percentages will automatically populate when the total direct client assistance amount and all three columns for each county are filled in.

Poverty Population Data Source: Provide the U. S. Census data source for the 150% of poverty population used including the year of the data. If any other data or factors are used in allocating the funds, describe and give the source.

Data Source and Description: 2010 US Census by Counties

County Distribution Table (see Instructions Tabs for assistance completing this table)

COUNTY	150% POVERTY POPULATION	COUNTY'S % OF POVERTY POPULATION IN SERVICE AREA	TOTAL DIRECT CLIENT ASSISTANCE	% OF AGENCY'S DIRECT CLIENT ASSISTANCE DOLLARS ALLOCATED TO THIS COUNTY
			\$3,402,523.00	
			COUNTY ALLOCATION	
Collier	43,547	18%	\$612,454.00	18.00%
Glades	2,360	1%	\$34,025.00	1.00%
Hendry	13,224	5%	\$170,126.00	5.00%
Highlands	16,702	7%	\$238,177.00	7.00%
Martin	19,908	8%	\$272,202.00	8.00%
Polk	106,507	43%	\$1,463,085.00	43.00%
St. Lucie	43,298	18%	\$612,454.00	18.00%
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
	0		\$0.00	
<b>Total Budgeted Direct Client Assistance*</b>	<b>245,546</b>	<b>100%</b>	<b>\$3,402,523.00</b>	<b>100.00%</b>

\* Total County Allocation must be equal to Total Direct Client Assistance (Attachment J, Budget Summary and Workplan, Line 7).



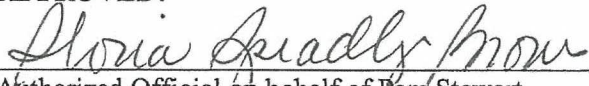

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**2017 DOE Budget Amendment (Ratify)**

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**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Agriculture and Labor Program, Inc.	<b>2 PROJECT NUMBER</b> 755-4057B-7CFE1
<b>3 PROJECT/PROGRAM TITLE</b> Migrant and Seasonal Farmworkers (MSFW) Statewide Emergency Assistance  <p style="text-align: right;"><b>TAPS 17B002</b></p>	<b>4 AUTHORITY</b> <b>17.264 National Farmworker Jobs Program (USDOL)</b> <b>USDE or Appropriate Agency</b>  <b>FAIN#:</b> AC294641660A12
<b>5 AMENDMENT INFORMATION</b> Amendment Number: 1 Type of Amendment: No Cost Extension Effective Date: 5/16/2017	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2016 - 09/30/2017 Program Period: 07/01/2016 - 09/30/2017
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$60,000.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$60,000.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>09/30/2017</u></span></li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>11/20/2017</u></span></li> <li>Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>08/31/2017</u></span></li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>Date(s) for program reports:</li> <li>Federal Award Date : <span style="float: right;"><u>07/01/2016</u></span></li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> James Haugli <b>Phone:</b> (813) 224-1920 <b>Email:</b> <a href="mailto:James.Haugli@fldoe.org">James.Haugli@fldoe.org</a> <b>Grants Management:</b> Unit B (850) 245-0496	<div style="display: flex; justify-content: space-between;"> <div> <b>Comptroller Office</b>  <b>Phone:</b> (850) 245-0401         </div> <div> <b>Duns#:</b> 040210163  <b>FEIN#:</b> F591634148001         </div> </div>
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.</li> <li>All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>Other:</li> </ul>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <b>12 APPROVED:</b>            Authorized Official on behalf of Pam Stewart          Commissioner of Education       </div> <div style="width: 45%; text-align: center;"> <div style="font-size: 2em; font-family: cursive;">5/16/17</div>          Date of Signing       </div> <div style="width: 10%; text-align: center;">   <small>FLORIDA DEPARTMENT OF EDUCATION fldoe.org</small> </div> </div>	

DOE-200

Revised 07/15



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**2017 HS/EHS COLA Supplemental Application Notification**

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ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | [www.eclkc.ohs.acf.hhs.gov](http://www.eclkc.ohs.acf.hhs.gov)

May 31, 2017

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

Re: Grant No. 04CH4739

Dear Mr. Holt:

The Consolidated Appropriations Act, 2017, contains an increase of approximately \$85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the amount of the COLA for the Head Start and/or Early Head Start programs in FY 2017.

Common Accounting Number (CAN)	COLA Amount
Head Start Program Operations	\$52,692
Early Head Start Program Operations	\$20,364
<b>TOTAL</b>	<b>\$73,056</b>

### Submission Requirements

Program Instruction ACF-PI-HS-17-02, dated May 12, 2017, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due June 30, 2017 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2017 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.



Mr. Holt

Page 2

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.0 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.0 percent COLA or differential COLA increases;
- The provision of the 1.0 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Ronniece Boston, Head Start Program Specialist, at (404) 562-2827 or [ronniece.boston@acf.hhs.gov](mailto:ronniece.boston@acf.hhs.gov) or Samuel Dupervil, Grants Management Specialist, at (404) 562-2819 or [Samuel.Dupervil@acf.hhs.gov](mailto:Samuel.Dupervil@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Robert Bialas  
Captain, USPHS  
Regional Program Manager  
Office of Head Start

cc: Deloris Johnson, Executive Director  
Elizabeth Young, Head Start Director

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**2017 Senior Connection Contract**

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8928 Brittany Way  
Tampa, Florida 33619-4306  
(813) 740-3888  
(813) 623-1342 [Fax]

## LETTER OF TRANSMITTAL

<b>TO:</b>	Deloris Johnson, CEO, The Agricultural and Labor Program, Inc.
<b>FROM:</b>	Phil Hollister, Director of Contracts and Quality Assurance
<b>DATE:</b>	May 1, 2017
<b>SUBJECT:</b>	EH-17/18-ALPI Contract
<b>SENT VIA:</b>	<input type="checkbox"/> Reg. Mail <input type="checkbox"/> Certified <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Priority <input type="checkbox"/> Hand Delivered <input type="checkbox"/> VIA E-mail <input type="checkbox"/> VIA FAX

Enclosed herewith please find the following:

- ☒ Contract(s) – One (1) signed copy for your records.
- ☐ Contract(s) for your signature – Please return two (2) signed copies.
- ☐ Attestation Statement(s) – One (1) signed copy for your records.
- ☐ Attestation Statement(s) – Please return one (1) signed statement(s).
- ☐ Other –

Should you have any questions or require additional information, please contact me at (813) 740-3888 ext. 5589.

Thank you,

A handwritten signature in black ink, appearing to read "Phil", is written over the printed name.

Phil Hollister  
Director of Contracts and Quality Assurance

Enclosure(s)

## PROGRAM AND SERVICE CONTRACT EMERGENCY HOME ENERGY ASSISTANCE PROGRAM

**THIS CONTRACT** is entered into between Senior Connection Center, Inc., hereinafter referred to as the “agency”, and The Agricultural and Labor Program, Inc., hereinafter referred to as the “subrecipient.” This contract is subject to all provisions contained in the MASTER CONTRACT executed between the agency and the subrecipient, Contract No. M-15/17-ALPI, and its successor, incorporated herein by reference.

In consideration of the services to be performed and payments to be made, together with the mutual covenants and conditions hereinafter set forth, the parties agree as follows:

### 1. Services to be Provided

The subrecipient agrees to plan, develop, and accomplish the services delineated, or otherwise cause the planning, development, and accomplishment of such services and activities, under the conditions specified and in the manner prescribed in ATTACHMENT I of this contract.

### 2. Effective Dates

(1) This contract shall begin on April 1, 2017 or on the date the contract has been signed by both parties, whichever is later.

(2) Delivery of services shall end on March 31, 2018. This contract shall end on June 30, 2018, in order to provide for the maximization of resources and to allow greater flexibility to pay for services rendered on or before March 31, 2018. Services provided after March 31, 2018 cannot be reimbursed under this contract.

### 3. Contract Amount

The agency agrees to pay for services according to the conditions of ATTACHMENT I an amount not to exceed \$110,874.00, subject to the availability of funds.

### 4. Obligation to Pay

The agency's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature passed through the Department of Elder Affairs to the agency, and the subrecipient strictly performing the terms and conditions of this contract.

### 5. Source of Funds

The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract. The funds awarded to the subrecipient pursuant to this contract are in the state grants and aids appropriations and consist of the following:

Program Title	Funding Source	CFDA #	Fund Amounts
Emergency Home Energy Assistance Program	U.S. Department of Health and Human Services	93.568	\$110,874.00
<b>TOTAL FUNDS CONTAINED IN THIS CONTRACT:</b>			<b>\$110,874.00</b>



**6. Final Budget Revisions and Request for Payment**

- (1) Final requests for budget revisions or adjustments to contract funds based on expenditures for services provided through **March 31, 2018** must be submitted to the agency by **March 31, 2018**.
- (2) The subrecipient must submit the final request for payment invoice to the agency by **April 15, 2018**. If the subrecipient fails to do so, all right to payment is forfeited, and the agency will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the subrecipient, and necessary adjustments thereto, have been approved by the agency.
- (3) If the contract is terminated prior to the contract end date, the subrecipient must submit the final request for payment to the agency no more than **45 days** after the contract is terminated. If the subrecipient fails to do so, all right to payment is forfeited, and the agency will not honor any requests submitted after the aforesaid time period.

**7. Notice, Contact, and Payee Information**

- (1) The name, address, and telephone number of the program manager for the agency for this contract is:

Abbie Walters, Contract Manager  
Senior Connection Center, Inc.  
8928 Brittany Way  
Tampa, Florida 33619  
(813) 740-3888

- (2) The name, address, and telephone number of the representative of the subrecipient responsible for administration of the program under this contract is:

Deloris Johnson, Chief Executive Officer  
The Agricultural and Labor Program, Inc.  
300 Lynchburg Road  
Lake Alfred, Florida 33850  
(863) 956-3491

- (3) In the event different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

- (4) The name (subrecipient name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made:

The Agricultural and Labor Program, Inc.  
300 Lynchburg Road  
Lake Alfred, Florida 33850

**8. Subcontractors and Vendors**

- (1) Notwithstanding the pass-through language contained in the Master Contract, the subrecipient maintains responsibility for the performance of all subcontractors and vendors in accordance with all applicable federal (Code of Federal Regulations (CFR) Title 45, Chapter XIII, Part 1321.25) and state laws.

- (2) If this contract involves the use of a subcontractor or third party, the subrecipient shall not delay the implementation of its agreement with the subcontractor. If any circumstances occur that may result in a delay for a

(60) days or more of the initiation of the subcontract or in the performance of the subcontractor, the subrecipient shall notify the agency in writing of such delay.

(3) The subrecipient shall not permit a subcontractor to perform services related to this contract without having a binding subcontractor agreement executed, and an approved Provider Cost Analysis verifying that the subcontractor staff are paid from non-federal resources, unless compensated for such activities by EHEAP. The agency shall not be responsible or liable for any obligations or claims resulting from such action.

(4) For each subcontractor or vendor, the subrecipient shall provide a written statement to the agency as to whether that subcontractor or vendor is a minority vendor, as defined in Section 288.703, F.S.

#### **9. Indemnification**

In addition to the indemnification provisions identified in the Master Contract, the subrecipient shall indemnify, save, defend, and hold harmless the Department of Elder Affairs and its agents and employees from any and all claims, demands, actions, causes of action of whatever nature or character, arising out of or by reason of the execution of this contract, or performance of services provided herein. It is understood and agreed that the subrecipient is not required to indemnify the Department of Elder Affairs for claims, demands, action or causes of action arising out of the negligence of the Department of Elder Affairs. Except to the extent permitted by section 768.28, F.S., or other Florida law, this indemnification provision is not applicable to contracts executed between the agency and state agencies or subdivisions as defined in section 768.28(2), F.S.

#### **10. Renegotiations or modifications**

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The parties agree to renegotiate this contract if revisions of any applicable laws or regulations make changes in this contract necessary.

#### **11. Termination, Suspension, and Enforcement**

The causes and remedies for suspension or termination of this contract shall follow the same procedures as outlined in the Master Contract.

#### **12. Contract Signatures**

By signing this contract the parties agree that they have read and agree to the entire contract.


THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK



IN WITNESS THEREOF, the parties hereto have caused this 29 page contract to be executed by their undersigned officials as duly authorized.

**SUBRECIPIENT: The Agricultural and Labor  
Program, Inc.**

**AGENCY: Senior Connection Center, Inc.**

SIGNED  
BY: 


NAME: Deloris Johnson

TITLE: Chief Executive Officer

DATE: February 13, 2017

FEDERAL ID NUMBER: 59-1634148

SUBRECIPIENT FISCAL YEAR END DATE: 6/30

SIGNED  
BY: 

NAME: Ben Darby

TITLE: Chair, Board of Directors

DATE: 5/1/17

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**2017 – 2018 CSC / CAT Funding**

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## **DRAFT 5/11/2017 TEAM RECOMMENDATIONS FOR FY 17-18 CONTINUING PROGRAM ALLOCATIONS**

The Team reviewed 38 continuing program funding requests in four categories with consideration of many factors including: prior funding level, program emphasis on CSC funding priorities, program outcome performance, spending history, maintenance of successful programming, impact on community & families served, services to unique populations, changing expense line requests, and other sources of funding. When applicable, Team recommendations were applied to specific program line items. Team recommendations are presented below by CSC funding categories. Programs were well aware, before submission, of the likelihood that increases might be limited depending on available funding for FY 17-18 and the possibility of level Team recommendations. Proposals submitted in response to the Open/Competitive Priority funding category of Preventing Child Abuse Before It Starts/Building Strong Families were reviewed and recommendations presented to Council in April.

### **INITIAL TOTAL RECOMMENDED \$5,663,538 for 4 priorities (3.5% increase)**

#### **MAKING SURE EVERY BABY IS A HEALTHY BABY**

(7) (4.4% increase) **\$1,255,085**

Programs that ensure the health and proper development of newborns.

##### **BRAIN Program - Helping People Succeed**

FY 16/17 Budget:	\$160,153
FY 17/18 Request:	\$168,143
FY 17/18 Recommendation:	\$165,868

Addresses support for current level of service including second home visit for infant massage or baby calming training sessions for 150 at-risk families based on historical spending and requested amount.

##### **Early Steps - Easter Seals**

FY 16/17 Budget:	\$195,498
FY 17/18 Request:	\$197,000
FY 17/18 Recommendation:	\$197,000

Continue support of program for in-home, natural-environment based services for birth to 3 year old infants with developmental issues. Provide budget support based on historical spending and requested amount.

##### **Healthy Families - Healthy Start Coalition -Match**

FY 16/17 Budget:	\$267,305
FY 17/18 Request:	\$274,197
FY 17/18 Recommendation:	\$270,467

Maintain local 25% match requirement plus additional funding to serve additional families. Continue support above local match requirement for historical line items at an increase over last year's amount.

##### **Healthy Kids Benefits Outreach-Treasure Coast Food Bank**

FY 16/17 Budget:	\$68,896
FY 17/18 Request:	\$71,464
FY 17/18 Recommendation:	\$71,096

Local funding to maintain health insurance coverage for eligible children. Two bilingual Navigator positions to provide community outreach and enable families to obtain coverage. Provide second year of coverage through Treasure Coast Food Bank with additional mileage for navigators within SLC.

**Computer Assisted Tutorial – ALPI**

FY 16/17 Budget:	\$84,599
FY 17/18 Request:	\$84,599
FY 17/18 Recommendation:	\$84,599

Continue funding for out-of-school program at current funding level making use of three teachers to provide additional educational supports to children after school and during summer.

**CORE Clubhouse Program - Boys & Girls Club of St. Lucie County**

FY 16/17 Budget:	\$502,450
FY 17/18 Request:	\$995,828
FY 17/18 Recommendation:	\$594,857

Continue support of program staff at five club locations with inclusion of ages 6-18 at all clubhouses. Increased support focuses on improved educational support services.

**Frontline for Kids - Frontline For Kids, Inc.**

FY 16/17 Budget:	\$103,267
FY 17/18 Request:	\$193,970
FY 17/18 Recommendation:	\$104,760

Continue support for stabilization of program staff salaries with minor increases. Other operational and growth expenses provided by Frontline organization.

**Girl Scout Leadership Experience (GSLE) - Girl Scouts of Southeast Florida**

FY 16/17 Budget:	\$50,683
FY 17/18 Request:	\$55,779
FY 17/18 Recommendation:	\$51,669

Provide primary program staff support with minor increase. GSLE provides support services to other existing program populations, particularly in the area of bullying prevention education.

**Helping Youth Succeed Afterschool - Helping People Succeed**

FY 16/17 Budget:	\$74,471
FY 17/18 Request:	\$78,200
FY 17/18 Recommendation:	\$78,200

Continue to support this targeted after school program for behaviorally challenged population at requested level of funding with a minor increase.

**Multi-Cultural Resource Center – Multi Cultural Resource Center, Inc.**

FY 16/17 Budget:	\$159,484
FY 17/18 Request:	\$168,076
FY 17/18 Recommendation:	\$168,069

Continue support of this highly successful year-round afterschool and family resource program addressing family needs with increased level of funding to serve expanded middle school population and addition of before-school hours.

**Tutorial, Cultural, Rec. Enhancements – Save Our Children**

FY 16/17 Budget:	\$109,795
FY 17/18 Request:	\$130,000
FY 17/18 Recommendation:	\$120,600

Continue program support of requested staffing and infrastructure levels with minor increase of funding for new Literacy Instructor.

**YMCA Afterschool St Lucie - YMCA of the Treasure Coast**

FY 16/17 Budget:	\$118,684
FY 17/18 Request:	\$118,761



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**2017 – 2018 School Readiness Provider Contracts Approval**  
**(Ratify)**

---

Twila Steward

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**From:** DONOTREPLY@oel.myflorida.com  
**Sent:** Wednesday, June 14, 2017 11:01 AM  
**To:** Deloris Johnson  
**Subject:** VPK Provider Application Certified

Hello Deloris Johnson.

The VPK Provider Application (Forms OEL-VPK 10, 11A, 11B) you submitted for The Agricultural and Labor Program, Inc. has been approved by the ELC of St. Lucie. A copy of the signed and certified forms are available online by logging on to your account at <https://providerservices.floridaearlylearning.com>.

If any of the information listed changes, you must log into your provider portal account and update the information within 14 days of the change.

You will receive an email with further instructions regarding the Statewide VPK Provider Contract (Forms OEL-VPK 20, 20PP/PS). Remember, you must receive a copy of the Statewide VPK Provider Contract signed by the coalition **before** receiving payment or beginning VPK classes.

Thank you,  
ELC of St. Lucie  
(772) 595-6424  
<http://www.elcslc.org/>

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your [early learning coalition](#).

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**ERSEA Eligibility Requirements**

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## ERSEA Eligibility Performance Standards 1302.12 (m)

### ***1302.12- Determining, verifying, and documenting eligibility.***

#### **1) Age requirement-**

- For Early Head Start, a child must be an infant or a toddler younger than three years old.
- For Head Start, a child must be at least three years old or turn three by September 1<sup>st</sup> of that year and no older than the age required to attend school.

#### **2) Eligibility Requirement-**

- A pregnant women or a child is eligible if:
  - i. The family income is equal to or below the poverty line or
  - ii. The family is eligible for or receives public assistance (SSI) or TANF (child only payments) or
  - iii. The child is homeless or
  - iv. The child is in foster care.
- If a family doesn't meet the above criterion, the program may enroll a child who will benefit from services but exceeds the income poverty line but are below 130 percent. (Only up to 10% of **enrolled** families can fall in this category)

#### **3) Verifying Eligibility-**

- To verify eligibility based on income, staff will use tax forms, pay stubs or other proof of income to determine family income for the **relevant time period**. (Staff may also use other proof as written statements from employers, self declarations, etc.)
- For families that receive public assistance, staff must have documentation from either the state or local public assistance agency that shows family is either receiving assistance or eligible for.
- For families that are homeless, staff may accept a written statement form a homeless services provider, school personnel or other service agency attesting that the child is homeless ( all families will complete a Homeless verification form)
- For families in foster care, staff must accept either a court order or other legal government issued document, a written statement from a government welfare official that shows child in foster care or proof of foster care payments.

#### **4) Eligibility Duration-**

- When a child is deemed eligible for services, that child remains eligible through the end of the succeeding program year except Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in the program such as a change in family's income and there is a child with a greater need.
- When a child is enrolled in Early Head Start and moves to Head Start, the staff must re-verify the family's income again to determine eligibility.

#### **5) Records-**

- A program must keep eligibility determination records for each child enrolled in the program. Each record must include:
  - Copies of any document used to determine eligibility (income)
  - A statement verifying a in-person or telephone interview was conducted



- Efforts made to verify eligibility (third-party verification, family consents, etc.)
- A statement that identifies what way the family was eligible (income, public assistance, homeless, foster care)
- All records must be kept on currently enrolled children and maintained for one year after they have stopped receiving services or no longer enrolled.

**6) Policies and procedures on violating eligibility determination regulations-**

- A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.
- All staff will sign off on a Fraud Policy adhere to the eligibility requirements.

**7) Training on eligibility-**

- All staff who determines eligibility including management, governing body, policy council must be trained on applicable federal regulations and program policies and procedures.
- The training must include:
  - i. Methods on how to collect complete and accurate eligibility information from families and third party sources
  - ii. Strategies for treating families with dignity and respect for dealing with possible issues of domestic violence, stigma and privacy and
  - iii. Explain program policies and procedures that describe actions taken against staff, families or participants who attempt to provide or intentionally provide false information.
- All management and staff who make eligibility determinations must be trained within 90 days of hiring new staff.
- Policy Council members and governing body must be trained within 180 days of the beginning of the term of a new governing body or policy council.

## **DEFINITIONS**

**Enrolled** – A child has been accepted and attended at least one class for center-based or family child care option.

**Family** – Means all persons living in the same household who are supported by the child's parents or guardian(s) income; and are related to the child's parents for guardians by blood, marriage, or adoption; or are the child's authorized caregiver or legally responsible party.

**Funded enrollment** – means the number of participants which the Head Start grantee is to serve, as indicated on the grant award.

**Income-** means gross cash income and includes earned income, military income (including pay and allowances, except those described in Section 645 (a) (3) (B) of the Act), veteran's benefits, Social Security benefits, unemployment compensation, and public assistance benefits.

**Relevant Time Period -**


- (1) The 12 months preceding the month in which the application is submitted; or
- (2) During the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

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**2017 Community Action Plan**

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 <div style="text-align: center;"> <b>CSBG Program Information Memorandum</b> </div>		<b>SB-IM-17-01</b>
<b>PROGRAM:</b>	Community Assistance Block Grant (CSBG) Program	
<b>SUBJECT:</b>	Submission of FFY 2018 Organizational Standards	
<b>DATE:</b>	June 16, 2017	

### **Purpose**

To inform all CSBG agencies that the FFY 2018 Organizational Standards Assessment Guide and Community Action Plan Template are available now for agencies to use. The Guide and CAP Template are included with this IM.

To inform CSBG agencies that the Organizational Standards module in eGrants will be available for uploading documents no later than **September 1, 2017**.

To inform CSBG agencies that all documents required under the Organizational Standards, including the completed Community Action Plan, are required to be uploaded to eGrants by **November 15, 2017**.

To provide the revised guidance to CSBG agencies on compilation and submission of documents required under the Organizational Standards.

### **Background**

In 2012, OCS funded a cooperative agreement for the CSBG Organizational Standards Center of Excellence (COE). The two-year cooperative agreement coordinated – with input from local, State, and national partners – the development and dissemination of a set of organizational standards for eligible entities for the purpose of ensuring that all CSBG eligible entities have the capacity to provide high-quality services to low-income individuals and communities. The purpose of the organizational standards is to ensure that all eligible entities have appropriate organizational capacity, not only in the critical financial and administrative areas important to all nonprofit and public human service agencies, but also in areas of unique importance for CSBG-funded eligible entities.

**Content**

Attachment A provides the final FFY 2018 Guide to Organizational Standards Assessment. This guide contains all the information necessary for agencies to compile and submit their documents for assessment.

Attachment B provides the FFY 2018 Community Action Plan template. This document is to be completed and submitted with Organizational Standards.

**Inquiries**

For technical assistance regarding these instructions, contact:

CSBG Program Staff

Bureau of Economic Self Sufficiency

Florida Department of Economic Opportunity

107 East Madison Street, MSC-400

Tallahassee, FL 32399

O: 850.717.8450

[ron.lynn@deo.myflorida.com](mailto:ron.lynn@deo.myflorida.com)

**Submission**

The deadline for all agencies to submit the FFY2018 Organizational Standards and Community Action Plan to DEO via eGrants is **November 15, 2017**. If the person in your agency responsible for using eGrants to upload the documents does not have user access to eGrants, please contact your DEO Grant Manager for assistance.

**Attachments**

- A. FFY 2018 Guide to Organizational Standards
- B. FFY 2018 Community Action Plan Template (in Word)



# **BUDGET & FINANCE COMMITTEE MEETING**

Chain O'Lakes – Winter Haven, FL

June 24, 2017

9:00 a.m.



## **AGENDA**

### **I. CALL TO ORDER**

- A. Mission Statement
- B. Roll Call
  - Marjorie Gaskin, Chair
  - 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
- ▶ Board Fundraising Report To-date
- ▶ Proposed Funding Opportunities – (See Program Planning Committee)
  - 2017 DEO LIHEAP Modification Agreement (Ratify)
  - 2017 DOE Budget Amendment (Ratify)
  - 2017 HS/EHS COLA Supplemental Application Notification
  - 2017-2018 CAT/CSC Funding
  - 2017 Senior Connection Contract
- ▶ 2017 Employee Health Benefit Options

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

- ▶ Financial Reports
- ▶ Board Fundraising Report To-date
- ▶ 2017 Employee Health Benefit Options

### **IV. ADJOURNMENT**

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**BALANCE SHEET**

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# THE AGRICULTURAL AND LABOR PROGRAM, INC

## BALANCE SHEET

November 30, 2016

### ASSETS

CASH	689,374	
ACCOUNTS RECEIVABLE	1,048,656	
<b>TOTAL CURRENT ASSETS</b>		<b>1,738,030</b>
PREPAID EXPENSES	(4,225)	
FIXED ASSETS	496,901	
LAND	545,000	
ASSET HELD FOR SALE	34,146	
<b>TOTAL LONG TERM ASSETS</b>		<b>1,071,822</b>
<b>TOTAL ASSETS</b>		<b>2,809,852</b>

### LIABILITIES

ACCOUNTS PAYABLE	593,441	
DEFERRED REVENUE	127,314	
PAYROLL PAYABLE	159,205	
<b>TOTAL LIABILITIES</b>		<b>879,960</b>

### EQUITY

CURRENT YEAR ACTIVITY	114,433	
UNRESTRICTED FUND BALANCE	997,404	
INVESTMENT IN FIXED ASSETS	818,055	
<b>TOTAL EQUITY</b>		<b>1,929,892</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>2,809,852</b>

Balance Sheet

The Agricultural And Labor Program, Inc.

Period From : 07/01/16 to 11/30/16

Run Date: 6/16/17  
Run Time: 11:28:25 am  
Page 1 of 3

Assets:

10010	Cash in Bank-Citizens Bank-Frostproof	17,680.64
10020	Cash in Bank-Headstart-SunTrust	4,975.91
10022	Cash in Bank-Sunshine SunTrust Chking	12,828.47
10025	Cash in Bank-Agency-SunTrust Savings	233,927.13
10030	Cash in Bank-Ft. Pierce Wells Fargo	8,355.75
10040	Cash in Bank BOA Business Interest Maximizer	30,263.90
10060	Cash in bank - BOA Checking Account	337,634.11
10070	Cash in bank - BOA Grant advances	20,784.45
10080	Cash in Bank Wells Fargo Savings Lake Alfred	22,623.25
10085	Cash in bank -Wells Fargo Checking Lake Alfred	100.00
12010	Petty Cash Frostproof	200.00
13000	A/R - DOE Food	71,473.68
13200	A/R - DOE Training/Emergency	15,529.14
13250	A/R - Sr Connection EHEAP	19,364.40
13300	A/R - DEO Liheap	422,913.81
13310	A/R - DEO CSBG	213,216.11
13410	A/R - CC Polk Co. ELC	2,154.70
13420	A/R - ELC Polk VPK	8,266.20
13700	A/R - Headstart	270,796.25
13800	A/R - CC St. Lucie ELC	845.79
14100	A/R - COFFO	4,909.01
14130	A/R - HUD Housing Couseling	3,373.33
14310	A/R - CSC St. Lucie C.A.T.	9,134.89
16500	Employee Advances	4,415.00
16600	A/R - Advances - Board	2,263.63
16800	Deposits Utility	10,448.10
17000	Prepaid Insurance	-35,870.69
17010	Prepaid Insurance - W/C	12,174.52
17020	Prepaid Other	9,022.85
18000	Buildings	2,671,509.64
18010	Accum Depr - Buildings	-2,381,429.34
18100	Furniture & Fixtures	239,967.01
18110	Accum Depr - Furniture & Fixtures	-230,138.17
18200	Machinery and Equipment	917,639.15
18210	Accum Depr - Mach/Equipment	-833,666.83
18300	Recreation Equipment	555,229.41
18310	Accum Depr - Recreational Equipment	-514,531.81
18400	Leasehold Equipment	240,057.64
18410	Accum Depr - Lease Improvements	-167,735.32
19000	Land	545,000.00
19050	Asset Held for Sale	34,146.37

Total Assets: \$2,809,852.08

Liabilities:

20000	Accounts payable	593,352.08
20510	Medicare Withholding Payable	12.84
20800	Life/ALPI/SunLife	2,190.31



Balance Sheet

The Agricultural And Labor Program, Inc.

Period From : 07/01/16 to 11/30/16

Run Date: 6/16/17  
Run Time: 11:28:25 am  
Page 2 of 3

21000	U/W Polk W/H Payable	314.88
21100	U/W H/S W/H Payable	418.40
21600	Health Insurance W/H Payable	46,989.82
22000	Garnishment W/H Payable	52.13
22100	St/Lt Disability W/H Payable	3,891.08
22110	Option Emp Life Payable	3,583.06
22200	Dental Ins. W/H Payable	8,545.43
22300	Vision Care W/H Payable	2,673.93
22400	Prepaid Legal W/H Payable	1,123.67
22500	403b W/H Payable	88,403.04
23010	Accrued State Unemployment	2,698.06
23020	Accrued Salaries	-1,691.85
24110	Grant funds interest payable	88.44
24500	Deferred Revenue - Other	127,314.23

Total Liabilities:	<u>\$879,959.55</u>
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Projects

30217	16/17 ALPI Child Care	21,649.12
30617	16/17 VPK Polk County	10,784.98
31016	15/16 Food Service	33,833.98
31017	16/17 Food Service	6,675.23
32416	15/16 CAT CSC	8,948.24
32417	16/17 CAT CSC	-98.99
33017	16/17 VPK St. Lucie County	28,853.89
36017	16/17 ALPI Technical Education	274.13
36117	16/17 EHEAP 4/1/16-3/31/17	3,575.58
36317	16/17 DOE Emergency Assistance	538.50
37017	16/17 Agency General	-17,050.87
37516	15/16 Advisory Council Activities	50.00
37517	16/17 Advisory Council Activities	3,570.90
37617	16/17 Sunshine Account Activities	12,828.47
39400	Unrestricted Fund Balance	997,403.84
39500	Invested/Fixed Assets - Corporate	818,055.49

Total Projects	<u>\$1,929,892.49</u>
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Total Liabilities and Projects	<u>2,809,852.04</u>
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Net Difference to be Reconciled	<u>\$0.04</u>
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Total Adjustment	<u>\$0.04</u>
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Unreconciled Balance	<u>\$0.00</u>
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Balance Sheet

The Agricultural And Labor Program, Inc.

Period From : 07/01/16 to 11/30/16

Run Date: 6/16/17  
Run Time: 11:28:25 am  
Page 3 of 3

Reconciling Items .....

(1)	Paid Salaries are	2,252,383.99	
	Timesheets show	2,252,383.99	
	Difference		0.00
(2)	Leave accrued this year	-0.01	
(3)	Fringe Pool is	574,505.13	
	Fringe allocated	574,505.15	
	Difference		0.02
(4)	Common Cost Pool is	0.00	
	Common Cost Allocated	0.00	
	Difference		0.00
(5)	M & G Cost Pool is	400,391.43	
	M & G Cost Alloca	400,391.46	
	Difference		0.03
	Total adjustments		<u><u>\$0.04</u></u>



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**AGENCYWIDE R & E**  
**BY CATEGORY**

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# Agencywide R&E by Category

The Agricultural And Labor Program, Inc.

Run Date: 6/16/2017

Run Time: 12:51:05 pm

Page 1 of 1

Period Ending: 11/30/16

Format: 1 Board of Directors Financial Report

With Indirect Cost Detail

Code & Description	Budget	Current	YTD	Un/Ovr	% Bud
<b>Revenues</b>					
Federal Revenue	7,429,445.00	673,258.37	2,807,944.23	4,621,500.77	37.79%
State Revenue	8,281,303.00	621,789.43	3,095,362.50	5,185,940.50	37.38%
Local Revenue	2,109,614.00	152,316.91	621,169.94	1,488,444.06	29.44%
<b>Revenues</b>	<b>17,820,362.00</b>	<b>1,447,364.71</b>	<b>6,524,476.67</b>	<b>11,295,885.33</b>	<b>36.61%</b>
<b>Expenses</b>					
Salaries And Wages	6,914,678.00	587,559.95	2,252,383.98	4,662,294.02	32.57%
Fringe Benefits	1,749,019.00	139,975.28	625,634.98	1,123,384.02	35.77%
Communication	371,815.00	27,117.70	147,239.49	224,575.51	39.60%
Travel	119,385.00	6,527.24	34,779.32	84,605.68	29.13%
Food	518,384.00	35,709.18	151,556.08	366,827.92	29.24%
Rent / Utilities	411,717.00	32,037.74	174,778.46	236,938.54	42.45%
Vehicle Oper. / Maint.	68,535.00	3,552.70	26,727.66	41,807.34	39.00%
Contractual Services	484,325.00	33,555.12	180,017.78	304,307.22	37.17%
Supplies And Materials	834,371.00	89,950.01	323,098.70	511,272.30	38.72%
Capital Expenditures	7,580.00	0.00	5,500.00	2,080.00	72.56%
Grant, Subsidies, Contributions	4,404,349.00	328,174.58	1,915,534.24	2,488,814.76	43.49%
In-Kind	1,853,521.00	131,949.89	533,912.17	1,319,608.83	28.81%
Other Expenses	82,683.00	18,845.73	38,880.62	43,802.38	47.02%
<b>Expenses</b>	<b>17,820,362.00</b>	<b>1,434,955.12</b>	<b>6,410,043.48</b>	<b>11,410,318.52</b>	<b>35.97%</b>
<b>Agency Balance</b>	<b>0.00</b>	<b>12,409.59</b>	<b>114,433.19</b>		



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**REVENUE & EXPENDITURE REPORT**  
**BY PROJECT**

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# Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 1 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>30217 16/17 ALPI Child Care</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
40510 Polk ELC - CC	8,000.00	0.00	0.00	6,576.60	6,576.60	1,423.40	82.21%
40800 St Lucie ELC - Center	13,400.00	0.00	0.00	3,104.48	3,104.48	10,295.52	23.17%
44400 St Lucie ELC Center A	4,224.00	0.00	0.00	0.00	0.00	4,224.00	0.00%
46100 Client Fees	3,000.00	0.00	0.00	3,960.60	3,960.60	-960.60	132.02%
46200 Private Pay CC Fees	24,088.00	0.00	0.00	37,945.03	37,945.03	-13,857.03	157.53%
46300 Fundraising	0.00	0.00	0.00	133.00	133.00	-133.00	0.00%
Revenues	52,712.00	0.00	0.00	51,719.71	51,719.71	992.29	98.12%
<b>Expenses</b>							
50000 Salaries	25,600.00	0.00	224.57	4,787.20	4,787.20	20,812.80	18.70%
50500 Fringe Benefits	6,250.00	0.00	72.37	1,255.58	1,255.58	4,994.42	20.09%
52000 Direct Fringe - Worker	450.00	0.00	5.09	107.73	107.73	342.27	23.94%
52300 Travel	50.00	0.00	0.00	163.38	163.38	-113.38	326.76%
53000 Office Supplies	1,500.00	0.00	0.00	177.09	177.09	1,322.91	11.81%
53100 Program Supplies	6,500.00	0.00	0.00	2,688.12	2,688.12	3,811.88	41.36%
53300 Food Costs	0.00	0.00	0.00	-1.00	-1.00	1.00	0.00%
53800 Postage	95.00	0.00	0.00	5.44	5.44	89.56	5.73%
54010 Insurance - Liability	0.00	0.00	142.50	920.52	920.52	-920.52	0.00%
54600 Licenses and Fees	0.00	0.00	0.00	14.00	14.00	-14.00	0.00%
55500 Building Maintenance	8,043.00	0.00	27.27	633.05	633.05	7,409.95	7.87%
59700 Indirect Costs	4,224.00	0.00	32.51	945.14	945.14	3,278.86	22.38%
Expenses	52,712.00	0.00	504.31	11,696.25	11,696.25	41,015.75	22.19%
<b>Project Revenues:</b>	52,712.00	0.00	0.00	51,719.71	51,719.71	992.29	98.12%
<b>Project Expenses:</b>	52,712.00	0.00	504.31	11,696.25	11,696.25	41,015.75	22.19%
<b>Project Balance:</b>	0.00	0.00	-504.31	40,023.46	40,023.46		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 2 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>30617 16/17 VPK Polk County</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
40510 Polk ELC - CC	30,766.00	0.00	0.00	13,239.30	13,239.30	17,526.70	43.03%
40521 Polk VPK Admin	990.00	0.00	0.00	0.00	0.00	990.00	0.00%
Revenues	31,756.00	0.00	0.00	13,239.30	13,239.30	18,516.70	41.69%
<b>Expenses</b>							
50000 Salaries	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00%
50500 Fringe Benefits	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00%
52000 Direct Fringe - Worker	120.00	0.00	0.00	0.00	0.00	120.00	0.00%
52100 Professional Services	5,000.00	0.00	-4.18	1,960.72	1,960.72	3,039.28	39.21%
52900 Printing	2,000.00	0.00	0.00	1,376.18	1,376.18	623.82	68.81%
53000 Office Supplies	5,000.00	0.00	19.06	1,940.78	1,940.78	3,059.22	38.82%
53100 Program Supplies	11,146.00	0.00	0.00	52.31	52.31	11,093.69	0.47%
53300 Food Costs	0.00	0.00	0.00	27.14	27.14	-27.14	0.00%
54010 Insurance - Liability	0.00	0.00	28.50	184.10	184.10	-184.10	0.00%
55200 Parent Activities	0.00	0.00	0.00	1.28	1.28	-1.28	0.00%
59700 Indirect Costs	990.00	0.00	0.00	0.00	0.00	990.00	0.00%
Expenses	31,756.00	0.00	43.38	5,542.51	5,542.51	26,213.49	17.45%
<b>Project Revenues:</b>	31,756.00	0.00	0.00	13,239.30	13,239.30	18,516.70	41.69%
<b>Project Expenses:</b>	31,756.00	0.00	43.38	5,542.51	5,542.51	26,213.49	17.45%
<b>Project Balance:</b>	0.00	0.00	-43.38	7,696.79	7,696.79		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 3 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>31016 15/16 Food Service</b>				<b>Project Period</b>	<b>10/1/2015</b>	<b>to 9/30/2016</b>	
<b>Revenues</b>							
40000 DOH - Food Program	1,061,780.17	519,628.90	0.00	128,165.40	647,794.30	413,985.87	61.01%
44000 DOH Food Adminis	89,750.20	33,339.83	0.00	6,745.54	40,085.37	49,664.83	44.66%
45000 Food Indirect Admin	38,217.63	21,439.54	0.00	0.00	21,439.54	16,778.09	56.10%
Revenues	1,189,748.00	574,408.27	0.00	134,910.94	709,319.21	480,428.79	59.62%
<b>Expenses</b>							
50000 Salaries	231,622.00	137,381.03	0.00	37,459.88	174,840.91	56,781.09	75.49%
50500 Fringe Benefits	57,905.50	32,519.01	0.00	10,656.14	43,175.15	14,730.35	74.56%
52000 Direct Fringe - Worker	5,582.09	3,130.68	0.00	839.22	3,969.90	1,612.19	71.12%
52100 Professional Services	420.00	0.00	0.00	62.16	62.16	357.84	14.80%
52300 Travel	13,000.00	4,428.54	0.00	433.29	4,861.83	8,138.17	37.40%
52700 Employee & Board R	100.00	201.36	0.00	13.25	214.61	-114.61	214.61%
52800 Community Relations	11.00	3.54	0.00	0.00	3.54	7.46	32.18%
52900 Printing	510.00	367.45	0.00	372.86	740.31	-230.31	145.16%
53000 Office Supplies	9,050.00	4,579.17	0.00	3,429.79	8,008.96	1,041.04	88.50%
53100 Program Supplies	300.00	284.31	0.00	-11.69	272.62	27.38	90.87%
53200 Non-food Supplies	12,332.00	6,699.93	0.00	1,793.71	8,493.64	3,838.36	68.87%
53300 Food Costs	783,909.78	326,106.47	0.00	77,472.23	403,578.70	380,331.08	51.48%
53400 Lease/Rent - Facilities	1,450.00	57.61	0.00	5.90	63.51	1,386.49	4.38%
53500 Utilities	6,600.00	13,869.95	0.00	13,102.12	26,972.07	-20,372.07	408.67%
53600 Telephone	1,200.00	2,194.23	0.00	3,455.00	5,649.23	-4,449.23	470.77%
53700 Data Communications	5,700.00	11,348.30	0.00	7,024.13	18,372.43	-12,672.43	322.32%
53800 Postage	230.00	481.35	0.00	415.93	897.28	-667.28	390.12%
53900 Dues & Subscriptions	48.00	22.40	0.00	7.62	30.02	17.98	62.54%
54000 Insurance - Automobil	12,700.00	4,007.24	0.00	1,593.31	5,600.55	7,099.45	44.10%
54010 Insurance - Liability	270.00	5,776.51	0.00	1,297.75	7,074.26	-6,804.26	2,620.10%
54020 Insurance - Property/B	0.00	8,435.68	0.00	1,759.84	10,195.52	-10,195.52	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	5,848.85	0.00	1,801.56	7,650.41	349.59	95.63%
55500 Building Maintenance	6,740.00	13,639.96	0.00	4,724.10	18,364.06	-11,624.06	272.46%
55600 Vehicle Operation an	5,000.00	5,928.73	0.00	989.40	6,918.13	-1,918.13	138.36%
58100 Equipment Maintenan	50.00	3.63	0.00	0.31	3.94	46.06	7.88%
58200 Leases/Rent - Equipme	6,765.00	10,550.39	0.00	4,059.37	14,609.76	-7,844.76	215.96%
58300 Leases/ Rent Vehicles	15,000.00	11,673.99	0.00	3,141.43	14,815.42	184.58	98.77%
58800 Food Adjustment	-33,000.00	-22,737.60	0.00	-81,743.28	-104,480.88	71,480.88	316.61%
59700 Indirect Costs	38,217.63	21,439.54	0.00	7,630.75	29,070.29	9,147.34	76.07%
Expenses	1,189,748.00	608,242.25	0.00	101,786.08	710,028.33	479,719.67	59.68%
<b>Project Revenues:</b>	1,189,748.00	574,408.27	0.00	134,910.94	709,319.21	480,428.79	59.62%
<b>Project Expenses:</b>	1,189,748.00	608,242.25	0.00	101,786.08	710,028.33	479,719.67	59.68%
<b>Project Balance:</b>	0.00	-33,833.98	0.00	33,124.86	-709.12		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 4 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>31017 16/17 Food Service</b>				<b>Project Period</b>	<b>10/1/2016</b>	<b>to 9/30/2017</b>	
<b>Revenues</b>							
40000 DOH - Food Program	798,805.00	0.00	0.00	123,036.80	123,036.80	675,768.20	15.40%
44000 DOH Food Adminis	105,413.00	0.00	0.00	13,641.50	13,641.50	91,771.50	12.94%
45000 Food Indirect Admin	38,416.00	0.00	0.00	357.66	357.66	38,058.34	0.93%
Revenues	942,634.00	0.00	0.00	137,035.96	137,035.96	805,598.04	14.54%
<b>Expenses</b>							
50000 Salaries	232,825.00	0.00	7,744.30	130,623.00	130,623.00	102,202.00	56.10%
50500 Fringe Benefits	55,301.00	0.00	2,504.32	33,386.54	33,386.54	21,914.46	60.37%
52000 Direct Fringe - Worker	2,209.00	0.00	175.55	2,936.49	2,936.49	-727.49	132.93%
52100 Professional Services	400.00	0.00	-0.33	101.63	101.63	298.37	25.41%
52300 Travel	16,387.00	0.00	0.00	1,999.07	1,999.07	14,387.93	12.20%
52700 Employee & Board R	100.00	0.00	57.35	737.79	737.79	-637.79	737.79%
52800 Community Relations	25.00	0.00	0.00	0.00	0.00	25.00	0.00%
52900 Printing	600.00	0.00	2.26	1,188.74	1,188.74	-588.74	198.12%
53000 Office Supplies	10,000.00	0.00	122.38	5,109.67	5,109.67	4,890.33	51.10%
53100 Program Supplies	12,000.00	0.00	0.00	53.19	53.19	11,946.81	0.44%
53200 Non-food Supplies	12,000.00	0.00	0.00	6,636.66	6,636.66	5,363.34	55.31%
53300 Food Costs	483,996.00	0.00	0.00	267,899.32	267,899.32	216,096.68	55.35%
53400 Lease/Rent - Facilities	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
53500 Utilities	10,500.00	0.00	371.62	14,638.92	14,638.92	-4,138.92	139.42%
53600 Telephone	3,000.00	0.00	0.14	3,864.32	3,864.32	-864.32	128.81%
53700 Data Communications	5,500.00	0.00	415.91	10,452.79	10,452.79	-4,952.79	190.05%
53800 Postage	700.00	0.00	0.00	565.38	565.38	134.62	80.77%
53900 Dues & Subscriptions	50.00	0.00	0.00	48.76	48.76	1.24	97.52%
54000 Insurance - Automobile	9,000.00	0.00	538.10	3,524.64	3,524.64	5,475.36	39.16%
54010 Insurance - Liability	300.00	0.00	256.51	3,442.05	3,442.05	-3,142.05	1,147.35%
54700 Advertising	75.00	0.00	0.00	0.00	0.00	75.00	0.00%
55000 In-Service Training	9,000.00	0.00	0.00	3,287.91	3,287.91	5,712.09	36.53%
55300 Field Trips	0.00	0.00	0.00	342.38	342.38	-342.38	0.00%
55500 Building Maintenance	8,000.00	0.00	204.78	9,187.64	9,187.64	-1,187.64	114.85%
55600 Vehicle Operation an	5,000.00	0.00	0.00	2,113.06	2,113.06	2,886.94	42.26%
58100 Equipment Maintenan	50.00	0.00	0.10	1.87	1.87	48.13	3.74%
58200 Leases/Rent - Equipme	11,200.00	0.00	383.49	12,812.93	12,812.93	-1,612.93	114.40%
58300 Leases/ Rent Vehicles	15,000.00	0.00	265.68	9,884.82	9,884.82	5,115.18	65.90%
59700 Indirect Costs	38,416.00	0.00	1,113.12	25,553.71	25,553.71	12,862.29	66.52%
Expenses	942,634.00	0.00	14,155.28	550,393.28	550,393.28	392,240.72	58.39%
<b>Project Revenues:</b>	942,634.00	0.00	0.00	137,035.96	137,035.96	805,598.04	14.54%
<b>Project Expenses:</b>	942,634.00	0.00	14,155.28	550,393.28	550,393.28	392,240.72	58.39%
<b>Project Balance:</b>	0.00	0.00	-14,155.28	-413,357.32	-413,357.32		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 5 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>32416 15/16 CAT CSC</b>				<b>Project Period</b>	<b>10/1/2015</b>	<b>to 9/30/2016</b>	
<b>Revenues</b>							
41410 CSC St Lucie CAT	103,599.00	51,532.72	0.00	26,998.32	78,531.04	25,067.96	75.80%
Revenues	103,599.00	51,532.72	0.00	26,998.32	78,531.04	25,067.96	75.80%
<b>Expenses</b>							
50000 Salaries	59,647.04	35,935.33	0.00	9,146.66	45,081.99	14,565.05	75.58%
50500 Fringe Benefits	6,202.72	7,547.46	0.00	2,061.51	9,608.97	-3,406.25	154.92%
52000 Direct Fringe - Worker	1,306.73	871.45	0.00	243.15	1,114.60	192.13	85.30%
52100 Professional Services	1,250.00	289.84	0.00	0.00	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	5,907.80	0.00	-5,218.25	689.55	461.90	59.89%
53100 Program Supplies	3,300.00	302.34	0.00	3,421.17	3,723.51	-423.51	112.83%
53200 Non-food Supplies	0.00	87.80	0.00	0.00	87.80	-87.80	0.00%
53300 Food Costs	2,060.00	1,276.55	0.00	241.39	1,517.94	542.06	73.69%
53500 Utilities	1,200.00	321.67	0.00	157.32	478.99	721.01	39.92%
53800 Postage	450.00	334.00	0.00	123.79	457.79	-7.79	101.73%
54010 Insurance - Liability	1,283.00	695.42	0.00	459.87	1,155.29	127.71	90.05%
55300 Field Trips	0.00	630.00	0.00	39.25	669.25	-669.25	0.00%
55500 Building Maintenance	1,200.00	232.13	0.00	77.58	309.71	890.29	25.81%
55810 Equipment Purchase <	10,300.06	0.00	0.00	5,500.00	5,500.00	4,800.06	53.40%
58100 Equipment Maintenan	1,068.00	0.00	0.00	0.00	0.00	1,068.00	0.00%
58200 Leases/Rent - Equipme	300.00	844.17	0.00	316.35	1,160.52	-860.52	386.84%
58850 Other Expense Adjust	6,360.00	1,485.77	0.00	810.29	2,296.06	4,063.94	36.10%
58900 Indirect Adjustment	4,020.00	3,350.00	0.00	670.00	4,020.00	0.00	100.00%
Expenses	103,599.00	60,111.73	0.00	18,050.08	78,161.81	25,437.19	75.45%
<b>Project Revenues:</b>	103,599.00	51,532.72	0.00	26,998.32	78,531.04	25,067.96	75.80%
<b>Project Expenses:</b>	103,599.00	60,111.73	0.00	18,050.08	78,161.81	25,437.19	75.45%
<b>Project Balance:</b>	0.00	-8,579.01	0.00	8,948.24	369.23		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 6 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>32417 16/17 CAT CSC</b>				<b>Project Period</b>	<b>10/1/2016</b>	<b>to 9/30/2017</b>	
<b>Revenues</b>							
41410 CSC St Lucie CAT	84,599.00	0.00	0.00	9,070.85	9,070.85	75,528.15	10.72%
Revenues	84,599.00	0.00	0.00	9,070.85	9,070.85	75,528.15	10.72%
<b>Expenses</b>							
50000 Salaries	46,406.00	0.00	1,555.60	28,583.22	28,583.22	17,822.78	61.59%
50500 Fringe Benefits	12,416.00	0.00	410.83	5,975.54	5,975.54	6,440.46	48.13%
52000 Direct Fringe - Worker	1,118.00	0.00	37.25	679.85	679.85	438.15	60.81%
52100 Professional Services	2,950.00	0.00	0.00	117.80	117.80	2,832.20	3.99%
53000 Office Supplies	900.00	0.00	0.00	470.58	470.58	429.42	52.29%
53100 Program Supplies	5,500.00	0.00	0.00	3,758.40	3,758.40	1,741.60	68.33%
53300 Food Costs	2,388.00	0.00	0.00	722.23	722.23	1,665.77	30.24%
53500 Utilities	2,600.00	0.00	0.00	701.37	701.37	1,898.63	26.98%
53800 Postage	450.00	0.00	0.00	293.27	293.27	156.73	65.17%
54010 Insurance - Liability	1,283.00	0.00	127.71	1,021.68	1,021.68	261.32	79.63%
55300 Field Trips	1,500.00	0.00	1,060.00	1,060.00	1,060.00	440.00	70.67%
55500 Building Maintenance	2,000.00	0.00	134.88	1,258.74	1,258.74	741.26	62.94%
58200 Leases/Rent - Equipme	1,068.00	0.00	0.00	316.35	316.35	751.65	29.62%
58850 Other Expense Adjust	0.00	0.00	0.00	855.70	855.70	-855.70	0.00%
58900 Indirect Adjustment	4,020.00	0.00	0.00	670.00	670.00	3,350.00	16.67%
Expenses	84,599.00	0.00	3,326.27	46,484.73	46,484.73	38,114.27	54.95%
<b>Project Revenues:</b>	84,599.00	0.00	0.00	9,070.85	9,070.85	75,528.15	10.72%
<b>Project Expenses:</b>	84,599.00	0.00	3,326.27	46,484.73	46,484.73	38,114.27	54.95%
<b>Project Balance:</b>	0.00	0.00	-3,326.27	-37,413.88	-37,413.88		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 7 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
33017 16/17 VPK St. Lucie County				Project Period	7/1/2016	to 6/30/2017	
<b>Revenues</b>							
40700 St Lucie ELC VPK	774,008.00	0.00	0.00	245,164.50	245,164.50	528,843.50	31.67%
44300 St Lucie VPK Admin	92,400.00	0.00	0.00	35,516.50	35,516.50	56,883.50	38.44%
Revenues	866,408.00	0.00	0.00	280,681.00	280,681.00	585,727.00	32.40%
<b>Expenses</b>							
50000 Salaries	560,000.00	0.00	26,564.01	519,827.30	519,827.30	40,172.70	92.83%
50500 Fringe Benefits	134,400.00	0.00	8,353.75	135,301.58	135,301.58	-901.58	100.67%
52000 Direct Fringe - Worker	5,600.00	0.00	606.44	11,742.12	11,742.12	-6,142.12	209.68%
52100 Professional Services	10,000.00	0.00	-8.36	4,038.05	4,038.05	5,961.95	40.38%
52900 Printing	5,000.00	0.00	0.00	3,153.60	3,153.60	1,846.40	63.07%
53000 Office Supplies	15,500.00	0.00	149.61	3,719.88	3,719.88	11,780.12	24.00%
53100 Program Supplies	43,508.00	0.00	0.00	5,149.13	5,149.13	38,358.87	11.83%
54010 Insurance - Liability	0.00	0.00	627.04	4,050.37	4,050.37	-4,050.37	0.00%
55200 Parent Activities	0.00	0.00	0.00	7.20	7.20	-7.20	0.00%
59700 Indirect Costs	92,400.00	0.00	3,965.36	102,629.13	102,629.13	-10,229.13	111.07%
Expenses	866,408.00	0.00	40,257.85	789,618.36	789,618.36	76,789.64	91.14%
<b>Project Revenues:</b>	866,408.00	0.00	0.00	280,681.00	280,681.00	585,727.00	32.40%
<b>Project Expenses:</b>	866,408.00	0.00	40,257.85	789,618.36	789,618.36	76,789.64	91.14%
<b>Project Balance:</b>	0.00	0.00	-40,257.85	-508,937.36	-508,937.36		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 8 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>34017 16/17 Early Head Start</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
40300 Early Headstart	1,909,319.00	0.00	0.00	674,684.36	674,684.36	1,234,634.64	35.34%
44800 Early Headstart Admi	176,472.00	0.00	0.00	65,159.12	65,159.12	111,312.88	36.92%
47000 In-Kind Revenue	521,448.00	0.00	0.00	182,252.57	182,252.57	339,195.43	34.95%
Revenues	<u>2,607,239.00</u>	<u>0.00</u>	<u>0.00</u>	<u>922,096.05</u>	<u>922,096.05</u>	<u>1,685,142.95</u>	<u>35.37%</u>
<b>Expenses</b>							
50000 Salaries	1,069,532.00	0.00	41,378.94	880,056.81	880,056.81	189,475.19	82.28%
50500 Fringe Benefits	246,032.00	0.00	13,140.72	227,871.26	227,871.26	18,160.74	92.62%
52000 Direct Fringe - Worker	21,742.00	0.00	942.88	19,925.50	19,925.50	1,816.50	91.65%
52100 Professional Services	14,500.00	0.00	-12.13	10,539.31	10,539.31	3,960.69	72.68%
52300 Travel	10,000.00	0.00	0.00	13,901.14	13,901.14	-3,901.14	139.01%
52700 Employee & Board R	2,000.00	0.00	236.09	3,372.53	3,372.53	-1,372.53	168.63%
52800 Community Relations	500.00	0.00	40.84	170.99	170.99	329.01	34.20%
52900 Printing	1,000.00	0.00	3.76	2,699.41	2,699.41	-1,699.41	269.94%
53000 Office Supplies	8,000.00	0.00	165.30	8,475.63	8,475.63	-475.63	105.95%
53100 Program Supplies	29,000.00	0.00	0.00	12,702.10	12,702.10	16,297.90	43.80%
53300 Food Costs	5,000.00	0.00	0.00	16,341.17	16,341.17	-11,341.17	326.82%
53500 Utilities	43,500.00	0.00	608.82	46,763.64	46,763.64	-3,263.64	107.50%
53600 Telephone	23,000.00	0.00	26.49	29,120.84	29,120.84	-6,120.84	126.61%
53700 Data Communications	24,302.00	0.00	49.18	16,056.62	16,056.62	8,245.38	66.07%
53800 Postage	1,500.00	0.00	0.00	1,605.36	1,605.36	-105.36	107.02%
53900 Dues & Subscriptions	1,500.00	0.00	0.00	425.68	425.68	1,074.32	28.38%
54000 Insurance - Automobil	6,000.00	0.00	456.07	4,797.03	4,797.03	1,202.97	79.95%
54010 Insurance - Liability	9,000.00	0.00	1,197.06	15,335.88	15,335.88	-6,335.88	170.40%
54020 Insurance - Property/B	23,000.00	0.00	1,007.11	13,483.04	13,483.04	9,516.96	58.62%
54030 Insurance - Child Acci	650.00	0.00	81.08	929.62	929.62	-279.62	143.02%
54600 Licenses and Fees	800.00	0.00	86.73	6,903.60	6,903.60	-6,103.60	862.95%
54700 Advertising	0.00	0.00	0.00	838.00	838.00	-838.00	0.00%
55000 In-Service Training	49,369.00	0.00	269.64	41,170.39	41,170.39	8,198.61	83.39%
55200 Parent Activities	1,000.00	0.00	0.00	900.37	900.37	99.63	90.04%
55400 Subcontractor Expens	245,124.00	0.00	6,034.90	223,960.98	223,960.98	21,163.02	91.37%
55500 Building Maintenance	56,268.00	0.00	1,846.36	82,198.48	82,198.48	-25,930.48	146.08%
55600 Vehicle Operation an	0.00	0.00	0.00	25.00	25.00	-25.00	0.00%
56600 In-Kind Expense	521,448.00	0.00	0.00	182,252.57	182,252.57	339,195.43	34.95%
58200 Leases/Rent - Equipme	10,000.00	0.00	80.26	5,974.92	5,974.92	4,025.08	59.75%
58300 Leases/ Rent Vehicles	7,000.00	0.00	123.98	2,373.78	2,373.78	4,626.22	33.91%
59700 Indirect Costs	176,472.00	0.00	5,994.35	173,748.87	173,748.87	2,723.13	98.46%
Expenses	<u>2,607,239.00</u>	<u>0.00</u>	<u>73,758.43</u>	<u>2,044,920.52</u>	<u>2,044,920.52</u>	<u>562,318.48</u>	<u>78.43%</u>

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 9 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
Project Revenues:	2,607,239.00	0.00	0.00	922,096.05	922,096.05	1,685,142.95	35.37%
Project Expenses:	2,607,239.00	0.00	73,758.43	2,044,920.52	2,044,920.52	562,318.48	78.43%
Project Balance:	0.00	0.00	-73,758.43	-1,122,824.47	-1,122,824.47		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 10 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>35017 16/17 Head Start</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
40200 Head Start	4,814,916.00	0.00	0.00	1,848,495.53	1,848,495.53	2,966,420.47	38.39%
44900 Headstart Admin	513,375.00	0.00	0.00	215,957.24	215,957.24	297,417.76	42.07%
47000 In-Kind Revenue	1,332,073.00	0.00	0.00	518,164.07	518,164.07	813,908.93	38.90%
Revenues	6,660,364.00	0.00	0.00	2,582,616.84	2,582,616.84	4,077,747.16	38.78%
<b>Expenses</b>							
50000 Salaries	3,111,361.00	0.00	127,972.68	2,823,030.68	2,823,030.68	288,330.32	90.73%
50500 Fringe Benefits	726,726.00	0.00	41,422.47	736,690.24	736,690.24	-9,964.24	101.37%
52000 Direct Fringe - Worker	52,336.00	0.00	2,898.96	63,599.74	63,599.74	-11,263.74	121.52%
52100 Professional Services	52,000.00	0.00	0.00	25,028.25	25,028.25	26,971.75	48.13%
52300 Travel	16,000.00	0.00	0.00	37,588.33	37,588.33	-21,588.33	234.93%
52700 Employee & Board R	8,000.00	0.00	911.56	11,152.86	11,152.86	-3,152.86	139.41%
52800 Community Relations	1,000.00	0.00	81.66	1,151.37	1,151.37	-151.37	115.14%
52900 Printing	8,000.00	0.00	30.14	15,021.25	15,021.25	-7,021.25	187.77%
53000 Office Supplies	7,000.00	0.00	117.96	6,915.91	6,915.91	84.09	98.80%
53100 Program Supplies	42,500.00	0.00	0.00	21,753.47	21,753.47	20,746.53	51.18%
53300 Food Costs	15,000.00	0.00	0.00	65,374.97	65,374.97	-50,374.97	435.83%
53500 Utilities	126,035.00	0.00	-25,384.30	82,814.11	82,814.11	43,220.89	65.71%
53600 Telephone	45,000.00	0.00	51.83	39,257.34	39,257.34	5,742.66	87.24%
53700 Data Communications	65,000.00	0.00	131.54	37,920.85	37,920.85	27,079.15	58.34%
53800 Postage	8,500.00	0.00	0.00	7,083.06	7,083.06	1,416.94	83.33%
53900 Dues & Subscriptions	5,500.00	0.00	0.00	5,134.86	5,134.86	365.14	93.36%
54000 Insurance - Automobil	45,000.00	0.00	2,532.22	30,460.55	30,460.55	14,539.45	67.69%
54010 Insurance - Liability	65,000.00	0.00	4,132.74	52,224.22	52,224.22	12,775.78	80.34%
54020 Insurance - Property/B	50,000.00	0.00	9,196.75	103,825.97	103,825.97	-53,825.97	207.65%
54030 Insurance - Child Acci	4,000.00	0.00	400.17	4,844.94	4,844.94	-844.94	121.12%
54600 Licenses and Fees	7,500.00	0.00	322.14	9,770.57	9,770.57	-2,270.57	130.27%
54700 Advertising	0.00	0.00	0.00	895.00	895.00	-895.00	0.00%
55000 In-Service Training	59,136.00	0.00	423.00	51,214.23	51,214.23	7,921.77	86.60%
55200 Parent Activities	9,000.00	0.00	0.00	5,115.53	5,115.53	3,884.47	56.84%
55400 Subcontractor Expens	69,656.00	0.00	0.00	51,691.45	51,691.45	17,964.55	74.21%
55500 Building Maintenance	100,000.00	0.00	3,319.47	126,734.41	126,734.41	-26,734.41	126.73%
55600 Vehicle Operation an	40,535.00	0.00	29.70	40,276.40	40,276.40	258.60	99.36%
56600 In-Kind Expense	1,332,073.00	0.00	0.00	518,164.07	518,164.07	813,908.93	38.90%
58200 Leases/Rent - Equipme	30,568.00	0.00	245.03	17,139.61	17,139.61	13,428.39	56.07%
58300 Leases/ Rent Vehicles	44,563.00	0.00	0.00	32,093.24	32,093.24	12,469.76	72.02%
59700 Indirect Costs	513,375.00	0.00	18,276.11	557,348.58	557,348.58	-43,973.58	108.57%
Expenses	6,660,364.00	0.00	187,111.83	5,581,316.06	5,581,316.06	1,079,047.94	83.80%

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 11 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
Project Revenues:	6,660,364.00	0.00	0.00	2,582,616.84	2,582,616.84	4,077,747.16	38.78%
Project Expenses:	6,660,364.00	0.00	187,111.83	5,581,316.06	5,581,316.06	1,079,047.94	83.80%
Project Balance:	0.00	0.00	-187,111.83	-2,998,699.22	-2,998,699.22		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 12 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36017 16/17 ALPI Technical Education</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
41200 ATEC Tuition	10,100.00	0.00	0.00	600.00	600.00	9,500.00	5.94%
Revenues	10,100.00	0.00	0.00	600.00	600.00	9,500.00	5.94%
<b>Expenses</b>							
52300 Travel	0.00	0.00	0.00	325.87	325.87	-325.87	0.00%
53900 Dues & Subscriptions	2,150.00	0.00	0.00	0.00	0.00	2,150.00	0.00%
55400 Subcontractor Expens	5,750.00	0.00	0.00	0.00	0.00	5,750.00	0.00%
57820 Client Services- Other	2,200.00	0.00	207.67	1,752.08	1,752.08	447.92	79.64%
Expenses	10,100.00	0.00	207.67	2,077.95	2,077.95	8,022.05	20.57%
<b>Project Revenues:</b>	10,100.00	0.00	0.00	600.00	600.00	9,500.00	5.94%
<b>Project Expenses:</b>	10,100.00	0.00	207.67	2,077.95	2,077.95	8,022.05	20.57%
<b>Project Balance:</b>	0.00	0.00	-207.67	-1,477.95	-1,477.95		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 13 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
36117 16/17 EHEAP 4/1/16-3/31/17				Project Period	4/1/2016	to 3/31/2017	
<b>Revenues</b>							
40150 EHEAP Operations	112,073.00	28,961.52	0.00	46,141.55	75,103.07	36,969.93	67.01%
40151 EHEAP Admin	1,632.00	391.60	0.00	821.43	1,213.03	418.97	74.33%
Revenues	113,705.00	29,353.12	0.00	46,962.98	76,316.10	37,388.90	67.12%
<b>Expenses</b>							
50000 Salaries	10,128.58	2,324.91	10.77	5,493.28	7,818.19	2,310.39	77.19%
50500 Fringe Benefits	2,616.00	552.38	18.87	1,427.38	1,979.76	636.24	75.68%
52000 Direct Fringe - Worker	251.42	52.74	0.00	127.02	179.76	71.66	71.50%
52300 Travel	691.00	8.42	0.00	50.28	58.70	632.30	8.49%
52900 Printing	601.00	186.38	0.00	144.67	331.05	269.95	55.08%
53000 Office Supplies	1,001.00	245.70	0.00	999.88	1,245.58	-244.58	124.43%
53500 Utilities	226.00	339.41	0.00	464.79	804.20	-578.20	355.84%
53600 Telephone	859.00	1,297.86	0.00	1,012.58	2,310.44	-1,451.44	268.97%
53700 Data Communications	510.00	1,431.13	0.00	551.84	1,982.97	-1,472.97	388.82%
53800 Postage	230.00	323.91	0.00	305.26	629.17	-399.17	273.55%
58030 Weather Related Cri	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
58040 Crisis EHEAP Energy	94,810.00	25,466.61	0.00	69,343.07	94,809.68	0.32	100.00%
59700 Indirect Costs	1,781.00	362.65	-12.12	1,084.52	1,447.17	333.83	81.26%
Expenses	113,705.00	32,592.10	17.52	81,004.57	113,596.67	108.33	99.90%
<b>Project Revenues:</b>	113,705.00	29,353.12	0.00	46,962.98	76,316.10	37,388.90	67.12%
<b>Project Expenses:</b>	113,705.00	32,592.10	17.52	81,004.57	113,596.67	108.33	99.90%
<b>Project Balance:</b>	0.00	-3,238.98	-17.52	-34,041.59	-37,280.57		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 14 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36118 17/18 EHEAP 4/1/17-3/31/18</b>				<b>Project Period</b>	<b>4/1/2017</b>	<b>to 3/31/2018</b>	
<b>Revenues</b>							
40150 EHEAP Operations	109,496.00	0.00	0.00	0.00	0.00	109,496.00	0.00%
40151 EHEAP Admin	1,378.00	0.00	0.00	0.00	0.00	1,378.00	0.00%
Revenues	110,874.00	0.00	0.00	0.00	0.00	110,874.00	0.00%
<b>Expenses</b>							
50000 Salaries	9,825.00	0.00	247.93	1,602.88	1,602.88	8,222.12	16.31%
50500 Fringe Benefits	2,456.00	0.00	69.02	420.40	420.40	2,035.60	17.12%
52000 Direct Fringe - Worker	237.00	0.00	5.79	34.78	34.78	202.22	14.68%
52300 Travel	560.00	0.00	0.00	0.00	0.00	560.00	0.00%
52900 Printing	630.00	0.00	0.00	0.00	0.00	630.00	0.00%
53000 Office Supplies	1,032.00	0.00	17.39	64.08	64.08	967.92	6.21%
53500 Utilities	251.00	0.00	5.09	30.56	30.56	220.44	12.18%
53600 Telephone	899.00	0.00	0.00	255.42	255.42	643.58	28.41%
53700 Data Communications	510.00	0.00	20.64	155.44	155.44	354.56	30.48%
53800 Postage	234.00	0.00	0.00	18.96	18.96	215.04	8.10%
58030 Weather Related Cri	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00%
58040 Crisis EHEAP Energy	90,119.00	0.00	0.00	609.63	609.63	89,509.37	0.68%
59700 Indirect Costs	1,621.00	0.00	45.45	316.47	316.47	1,304.53	19.52%
Expenses	110,874.00	0.00	411.31	3,508.62	3,508.62	107,365.38	3.16%
<b>Project Revenues:</b>	110,874.00	0.00	0.00	0.00	0.00	110,874.00	0.00%
<b>Project Expenses:</b>	110,874.00	0.00	411.31	3,508.62	3,508.62	107,365.38	3.16%
<b>Project Balance:</b>	0.00	0.00	-411.31	-3,508.62	-3,508.62		

# Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 15 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<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	4,282,963.00	788,298.26	0.00	1,891,459.27	2,679,757.53	1,603,205.47	62.57%
44500 LIHEAP Admin	91,865.00	13,627.92	0.00	41,260.15	54,888.07	36,976.93	59.75%
Revenues	4,374,828.00	801,926.18	0.00	1,932,719.42	2,734,645.60	1,640,182.40	62.51%
<b>Expenses</b>							
50000 Salaries	556,754.00	140,935.27	765.60	388,413.75	529,349.02	27,404.98	95.08%
50500 Fringe Benefits	133,621.00	31,048.73	1,340.29	101,377.40	132,426.13	1,194.87	99.11%
52000 Direct Fringe - Worker	13,418.00	3,243.39	0.00	8,808.84	12,052.23	1,365.77	89.82%
52100 Professional Services	15,800.00	17,012.55	0.00	1,012.10	18,024.65	-2,224.65	114.08%
52300 Travel	5,345.00	5,096.94	0.00	17,930.51	23,027.45	-17,682.45	430.82%
52700 Employee & Board R	1,500.00	602.51	0.00	812.88	1,415.39	84.61	94.36%
52800 Community Relations	1,000.00	108.87	0.00	396.89	505.76	494.24	50.58%
52900 Printing	4,557.00	570.33	0.00	7,557.73	8,128.06	-3,571.06	178.36%
53000 Office Supplies	11,044.00	4,845.39	0.00	6,810.78	11,656.17	-612.17	105.54%
53400 Lease/Rent - Facilities	23,000.00	5,754.95	0.00	19,453.35	25,208.30	-2,208.30	109.60%
53500 Utilities	15,700.00	6,893.33	0.00	19,519.45	26,412.78	-10,712.78	168.23%
53600 Telephone	11,700.00	19,597.55	0.00	38,681.20	58,278.75	-46,578.75	498.11%
53700 Data Communications	13,988.00	36,624.17	0.00	18,839.26	55,463.43	-41,475.43	396.51%
53800 Postage	3,800.00	4,231.17	0.00	1,985.66	6,216.83	-2,416.83	163.60%
53900 Dues & Subscriptions	250.00	22.18	0.00	31.75	53.93	196.07	21.57%
54010 Insurance - Liability	5,278.00	661.04	0.00	2,843.23	3,504.27	1,773.73	66.39%
54020 Insurance - Property/B	3,276.00	993.51	0.00	548.65	1,542.16	1,733.84	47.07%
54040 Insurance - Bonding	5,798.00	1,481.16	0.00	3,332.58	4,813.74	984.26	83.02%
55000 In-Service Training	5,858.00	4,371.37	0.00	2,098.48	6,469.85	-611.85	110.44%
55410 Sub-Recipient Direct S	20,500.00	630.00	0.00	24,030.00	24,660.00	-4,160.00	120.29%
55500 Building Maintenance	21,973.00	15,760.64	0.00	26,770.24	42,530.88	-20,557.88	193.56%
58010 Home Energy Assis	1,847,410.00	243,833.78	0.00	1,197,666.51	1,441,500.29	405,909.71	78.03%
58020 Crisis Energy Assistan	1,555,113.00	235,090.43	0.00	1,186,953.27	1,422,043.70	133,069.30	91.44%
58030 Weather Related Cri	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
58100 Equipment Maintenan	1,275.00	6,465.98	0.00	2,048.02	8,514.00	-7,239.00	667.76%
58200 Leases/Rent - Equipme	5,005.00	2,433.36	0.00	10,061.69	12,495.05	-7,490.05	249.65%
59700 Indirect Costs	91,865.00	13,617.58	-854.16	76,684.21	90,301.79	1,563.21	98.30%
Expenses	4,374,828.00	801,926.18	1,251.73	3,164,668.43	3,966,594.61	408,233.39	90.67%
<b>Project Revenues:</b>	4,374,828.00	801,926.18	0.00	1,932,719.42	2,734,645.60	1,640,182.40	62.51%
<b>Project Expenses:</b>	4,374,828.00	801,926.18	1,251.73	3,164,668.43	3,966,594.61	408,233.39	90.67%
<b>Project Balance:</b>	0.00	0.00	-1,251.73	-1,231,949.01	-1,231,949.01		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 16 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
36218 17/18 LIHEAP 4/1/17-3/31/18				Project Period	4/1/2017	to 3/31/2018	
<b>Revenues</b>							
40100 LIHEAP	3,962,059.00	0.00	0.00	0.00	0.00	3,962,059.00	0.00%
44500 LIHEAP Admin	74,236.00	0.00	0.00	0.00	0.00	74,236.00	0.00%
Revenues	4,036,295.00	0.00	0.00	0.00	0.00	4,036,295.00	0.00%
<b>Expenses</b>							
50000 Salaries	449,916.00	0.00	12,773.88	69,272.66	69,272.66	380,643.34	15.40%
50500 Fringe Benefits	107,980.00	0.00	3,517.23	18,168.86	18,168.86	89,811.14	16.83%
52000 Direct Fringe - Worker	10,843.00	0.00	299.30	1,508.13	1,508.13	9,334.87	13.91%
52100 Professional Services	18,000.00	0.00	0.00	360.95	360.95	17,639.05	2.01%
52300 Travel	12,000.00	0.00	0.00	2,066.06	2,066.06	9,933.94	17.22%
52700 Employee & Board R	1,450.00	0.00	46.05	106.24	106.24	1,343.76	7.33%
52800 Community Relations	1,525.00	0.00	0.00	0.00	0.00	1,525.00	0.00%
52900 Printing	7,500.00	0.00	0.00	1,626.72	1,626.72	5,873.28	21.69%
53000 Office Supplies	8,505.00	0.00	123.79	847.05	847.05	7,657.95	9.96%
53400 Lease/Rent - Facilities	16,200.00	0.00	1,400.00	5,418.35	5,418.35	10,781.65	33.45%
53500 Utilities	13,500.00	0.00	304.06	2,821.96	2,821.96	10,678.04	20.90%
53600 Telephone	31,488.00	0.00	34.82	9,085.20	9,085.20	22,402.80	28.85%
53700 Data Communications	35,400.00	0.00	1,302.30	6,090.34	6,090.34	29,309.66	17.20%
53800 Postage	6,200.00	0.00	0.00	559.73	559.73	5,640.27	9.03%
53900 Dues & Subscriptions	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00%
54010 Insurance - Liability	5,492.00	0.00	456.03	1,368.09	1,368.09	4,123.91	24.91%
54020 Insurance - Property/B	7,091.00	0.00	339.71	707.27	707.27	6,383.73	9.97%
54040 Insurance - Bonding	5,000.00	0.00	366.51	1,099.53	1,099.53	3,900.47	21.99%
55000 In-Service Training	8,000.00	0.00	0.00	539.41	539.41	7,460.59	6.74%
55410 Sub-Recipient Direct S	27,000.00	0.00	0.00	0.00	0.00	27,000.00	0.00%
55500 Building Maintenance	30,189.00	0.00	1,686.10	6,626.35	6,626.35	23,562.65	21.95%
58010 Home Energy Assis	1,564,200.00	0.00	-1,253.29	168,475.78	168,475.78	1,395,724.22	10.77%
58020 Crisis Energy Assistan	1,494,180.00	0.00	-1,402.70	42,704.70	42,704.70	1,451,475.30	2.86%
58030 Weather Related Cri	80,850.00	0.00	0.00	0.00	0.00	80,850.00	0.00%
58100 Equipment Maintenan	5,050.00	0.00	10.06	138.16	138.16	4,911.84	2.74%
58200 Leases/Rent - Equipme	12,000.00	0.00	331.15	3,539.88	3,539.88	8,460.12	29.50%
59700 Indirect Costs	74,236.00	0.00	2,375.39	13,676.42	13,676.42	60,559.58	18.42%
Expenses	4,036,295.00	0.00	22,710.39	356,807.84	356,807.84	3,679,487.16	8.84%
<b>Project Revenues:</b>	4,036,295.00	0.00	0.00	0.00	0.00	4,036,295.00	0.00%
<b>Project Expenses:</b>	4,036,295.00	0.00	22,710.39	356,807.84	356,807.84	3,679,487.16	8.84%
<b>Project Balance:</b>	0.00	0.00	-22,710.39	-356,807.84	-356,807.84		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 17 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36317 16/17 DOE Emergency Assistance</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
41100 DOE Emergency Se	60,000.00	0.00	0.00	15,529.14	15,529.14	44,470.86	25.88%
Revenues	60,000.00	0.00	0.00	15,529.14	15,529.14	44,470.86	25.88%
<b>Expenses</b>							
50000 Salaries	17,969.00	0.00	527.35	16,247.38	16,247.38	1,721.62	90.42%
50500 Fringe Benefits	4,492.00	0.00	184.68	4,255.52	4,255.52	236.48	94.74%
52000 Direct Fringe - Worker	408.00	0.00	11.72	370.87	370.87	37.13	90.90%
52100 Professional Services	400.00	0.00	0.00	0.00	0.00	400.00	0.00%
52300 Travel	1,424.00	0.00	0.00	842.17	842.17	581.83	59.14%
52900 Printing	200.00	0.00	0.00	267.87	267.87	-67.87	133.94%
53000 Office Supplies	395.00	0.00	0.00	57.72	57.72	337.28	14.61%
53500 Utilities	255.00	0.00	5.74	333.97	333.97	-78.97	130.97%
53800 Postage	200.00	0.00	0.00	202.38	202.38	-2.38	101.19%
55000 In-Service Training	200.00	0.00	0.00	0.00	0.00	200.00	0.00%
57810 Emergency Assistance	31,200.00	0.00	0.00	22,323.36	22,323.36	8,876.64	71.55%
58900 Indirect Adjustment	2,857.00	0.00	0.00	714.01	714.01	2,142.99	24.99%
Expenses	60,000.00	0.00	729.49	45,615.25	45,615.25	14,384.75	76.03%
<b>Project Revenues:</b>	60,000.00	0.00	0.00	15,529.14	15,529.14	44,470.86	25.88%
<b>Project Expenses:</b>	60,000.00	0.00	729.49	45,615.25	45,615.25	14,384.75	76.03%
<b>Project Balance:</b>	0.00	0.00	-729.49	-30,086.11	-30,086.11		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 18 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36417 16/17 Emergency Solutions Grant</b>				<b>Project Period</b>	<b>9/1/2016</b>	<b>to 6/30/2017</b>	
<b>Expenses</b>							
50000 Salaries	0.00	0.00	2,151.90	15,000.61	15,000.61	-15,000.61	0.00%
50500 Fringe Benefits	0.00	0.00	602.19	3,919.73	3,919.73	-3,919.73	0.00%
52000 Direct Fringe - Worker	0.00	0.00	50.26	333.85	333.85	-333.85	0.00%
52300 Travel	0.00	0.00	0.00	2,039.27	2,039.27	-2,039.27	0.00%
53000 Office Supplies	0.00	0.00	0.00	571.32	571.32	-571.32	0.00%
59700 Indirect Costs	0.00	0.00	391.55	2,961.57	2,961.57	-2,961.57	0.00%
Expenses	0.00	0.00	3,195.90	24,826.35	24,826.35	-24,826.35	0.00%
<b>Project Revenues:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Project Expenses:</b>	0.00	0.00	3,195.90	24,826.35	24,826.35	-24,826.35	0.00%
<b>Project Balance:</b>	0.00	0.00	-3,195.90	-24,826.35	-24,826.35		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 19 of 29

Period 07/01/16 to 06/30/17

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 12/31/2016</b>	
<b>Revenues</b>							
41500 CSBG	1,106,207.00	765,999.60	0.00	300,351.32	1,066,350.92	39,856.08	96.40%
41510 CSBG Admin	112,940.00	130,024.68	0.00	17,233.53	147,258.21	-34,318.21	130.39%
41520 CSBG Indirect Admin	65,534.00	42,636.54	0.00	21,566.09	64,202.63	1,331.37	97.97%
Revenues	1,284,681.00	938,660.82	0.00	339,150.94	1,277,811.76	6,869.24	99.47%
<b>Expenses</b>							
50000 Salaries	397,086.00	283,738.74	174.30	111,493.63	395,232.37	1,853.63	99.53%
50500 Fringe Benefits	88,197.00	62,855.23	289.37	25,142.21	87,997.44	199.56	99.77%
52000 Direct Fringe - Worker	9,014.00	6,584.46	0.00	2,521.75	9,106.21	-92.21	101.02%
52100 Professional Services	7,500.00	24,265.66	0.00	168.08	24,433.74	-16,933.74	325.78%
52300 Travel	39,510.00	22,415.36	0.00	6,463.85	28,879.21	10,630.79	73.09%
52700 Employee & Board R	3,900.00	7,520.22	0.00	60.07	7,580.29	-3,680.29	194.37%
52800 Community Relations	2,400.00	979.92	0.00	532.56	1,512.48	887.52	63.02%
52900 Printing	5,400.00	2,930.12	0.00	1,219.32	4,149.44	1,250.56	76.84%
53000 Office Supplies	19,200.00	13,627.29	0.00	-427.20	13,200.09	5,999.91	68.75%
53400 Lease/Rent - Facilities	17,300.00	11,385.99	0.00	3,965.12	15,351.11	1,948.89	88.73%
53500 Utilities	12,360.00	8,214.48	0.00	-8,714.28	-499.80	12,859.80	-4.04%
53600 Telephone	22,800.00	24,299.99	0.00	604.76	24,904.75	-2,104.75	109.23%
53700 Data Communications	22,800.00	45,706.88	0.00	6,125.48	51,832.36	-29,032.36	227.33%
53800 Postage	3,240.00	2,901.52	0.00	211.51	3,113.03	126.97	96.08%
53900 Dues & Subscriptions	5,350.00	2,857.33	0.00	1,089.33	3,946.66	1,403.34	73.77%
54010 Insurance - Liability	4,500.00	3,097.58	0.00	1,177.95	4,275.53	224.47	95.01%
54020 Insurance - Property/B	9,000.00	4,540.45	0.00	1,105.49	5,645.94	3,354.06	62.73%
54040 Insurance - Bonding	1,500.00	2,105.80	0.00	702.15	2,807.95	-1,307.95	187.20%
55000 In-Service Training	64,050.00	65,311.77	0.00	9,243.40	74,555.17	-10,505.17	116.40%
55410 Sub-Recipient Direct S	147,000.00	65,991.00	0.00	66,580.64	132,571.64	14,428.36	90.18%
55500 Building Maintenance	15,450.00	32,065.04	0.00	2,297.14	34,362.18	-18,912.18	222.41%
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	37,898.46	0.00	19,663.22	57,561.68	-561.68	100.99%
57820 Client Services- Other	247,500.00	155,717.46	0.00	70,735.85	226,453.31	21,046.69	91.50%
58100 Equipment Maintenan	7,500.00	8,578.32	0.00	1,675.99	10,254.31	-2,754.31	136.72%
58200 Leases/Rent - Equipme	3,600.00	435.21	0.00	0.01	435.22	3,164.78	12.09%
59700 Indirect Costs	65,534.00	42,636.54	-254.28	22,012.10	64,648.64	885.36	98.65%
Expenses	1,284,681.00	938,660.82	209.39	345,650.13	1,284,310.95	370.05	99.97%
<b>Project Revenues:</b>	1,284,681.00	938,660.82	0.00	339,150.94	1,277,811.76	6,869.24	99.47%
<b>Project Expenses:</b>	1,284,681.00	938,660.82	209.39	345,650.13	1,284,310.95	370.05	99.97%
<b>Project Balance:</b>	0.00	0.00	-209.39	-6,499.19	-6,499.19		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 20 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36517 16/17 CSBG</b>				<b>Project Period</b>	<b>10/1/2016</b>	<b>to 3/31/2018</b>	
<b>Revenues</b>							
41500 CSBG	1,506,951.00	0.00	0.00	110,848.80	110,848.80	1,396,102.20	7.36%
41510 CSBG Admin	167,297.00	0.00	0.00	12,288.95	12,288.95	155,008.05	7.35%
41520 CSBG Indirect Admin	98,635.00	0.00	0.00	7,686.18	7,686.18	90,948.82	7.79%
Revenues	1,772,883.00	0.00	0.00	130,823.93	130,823.93	1,642,059.07	7.38%
<b>Expenses</b>							
50000 Salaries	597,787.00	0.00	14,461.57	226,157.86	226,157.86	371,629.14	37.83%
50500 Fringe Benefits	140,335.00	0.00	3,999.51	56,284.53	56,284.53	84,050.47	40.11%
52000 Direct Fringe - Worker	14,331.00	0.00	341.86	5,326.40	5,326.40	9,004.60	37.17%
52100 Professional Services	30,000.00	0.00	0.00	4,335.51	4,335.51	25,664.49	14.45%
52300 Travel	40,585.00	0.00	0.00	15,654.08	15,654.08	24,930.92	38.57%
52700 Employee & Board R	10,800.00	0.00	40.93	1,494.89	1,494.89	9,305.11	13.84%
52800 Community Relations	2,160.00	0.00	150.00	155.57	155.57	2,004.43	7.20%
52900 Printing	5,850.00	0.00	0.00	6,451.72	6,451.72	-601.72	110.29%
53000 Office Supplies	20,706.00	0.00	528.93	16,898.30	16,898.30	3,807.70	81.61%
53400 Lease/Rent - Facilities	34,400.00	0.00	750.00	10,937.50	10,937.50	23,462.50	31.80%
53500 Utilities	17,820.00	0.00	401.38	11,339.39	11,339.39	6,480.61	63.63%
53600 Telephone	45,000.00	0.00	133.99	39,007.41	39,007.41	5,992.59	86.68%
53700 Data Communications	75,600.00	0.00	2,889.04	40,495.46	40,495.46	35,104.54	53.57%
53800 Postage	4,500.00	0.00	0.00	2,146.60	2,146.60	2,353.40	47.70%
53900 Dues & Subscriptions	5,350.00	0.00	0.00	1,950.00	1,950.00	3,400.00	36.45%
54010 Insurance - Liability	6,480.00	0.00	256.53	2,340.81	2,340.81	4,139.19	36.12%
54020 Insurance - Property/B	8,730.00	0.00	336.45	2,681.68	2,681.68	6,048.32	30.72%
54040 Insurance - Bonding	4,230.00	0.00	231.66	2,099.27	2,099.27	2,130.73	49.63%
55000 In-Service Training	83,350.00	0.00	2,293.82	44,907.51	44,907.51	38,442.49	53.88%
55410 Sub-Recipient Direct S	45,000.00	0.00	0.00	22,340.00	22,340.00	22,660.00	49.64%
55500 Building Maintenance	47,700.00	0.00	1,832.03	41,479.92	41,479.92	6,220.08	86.96%
55810 Equipment Purchase <	2,580.00	0.00	0.00	348.30	348.30	2,231.70	13.50%
57810 Emergency Assistance	70,000.00	0.00	1,100.41	11,710.70	11,710.70	58,289.30	16.73%
57820 Client Services- Other	347,454.00	0.00	1,930.66	107,706.20	107,706.20	239,747.80	31.00%
58100 Equipment Maintenan	11,700.00	0.00	23.29	3,771.00	3,771.00	7,929.00	32.23%
58200 Leases/Rent - Equipme	1,800.00	0.00	49.66	1,394.61	1,394.61	405.39	77.48%
59700 Indirect Costs	98,635.00	0.00	2,306.10	44,650.14	44,650.14	53,984.86	45.27%
Expenses	1,772,883.00	0.00	34,057.82	724,065.36	724,065.36	1,048,817.64	40.84%
<b>Project Revenues:</b>	1,772,883.00	0.00	0.00	130,823.93	130,823.93	1,642,059.07	7.38%
<b>Project Expenses:</b>	1,772,883.00	0.00	34,057.82	724,065.36	724,065.36	1,048,817.64	40.84%
<b>Project Balance:</b>	0.00	0.00	-34,057.82	-593,241.43	-593,241.43		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 21 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36617 16/17 Florida Non-Profit Housing, Inc.</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
41600 FL Non Profit Housi	26,400.00	0.00	0.00	16,475.25	16,475.25	9,924.75	62.41%
Revenues	26,400.00	0.00	0.00	16,475.25	16,475.25	9,924.75	62.41%
<b>Expenses</b>							
50000 Salaries	1,600.00	0.00	20.16	1,292.68	1,292.68	307.32	80.79%
50500 Fringe Benefits	400.00	0.00	9.02	336.12	336.12	63.88	84.03%
52000 Direct Fringe - Worker	38.56	0.00	0.42	28.85	28.85	9.71	74.82%
52300 Travel	97.44	0.00	0.00	0.00	0.00	97.44	0.00%
57810 Emergency Assistance	24,000.00	0.00	1,923.42	24,000.00	24,000.00	0.00	100.00%
59700 Indirect Costs	264.00	0.00	0.68	255.21	255.21	8.79	96.67%
Expenses	26,400.00	0.00	1,953.70	25,912.86	25,912.86	487.14	98.15%
<b>Project Revenues:</b>	26,400.00	0.00	0.00	16,475.25	16,475.25	9,924.75	62.41%
<b>Project Expenses:</b>	26,400.00	0.00	1,953.70	25,912.86	25,912.86	487.14	98.15%
<b>Project Balance:</b>	0.00	0.00	-1,953.70	-9,437.61	-9,437.61		



# Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 22 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36917 HUD 16/17 Housing Counseling 10/1/15-3/31/17</b>				<b>Project Period</b>	<b>10/1/2015</b>	<b>to 3/31/2017</b>	
<b>Revenues</b>							
41800 HUD Housing Coun	14,096.00	1,725.20	0.00	3,274.00	4,999.20	9,096.80	35.47%
41810 HUD HC Administ	1,267.00	225.16	0.00	373.98	599.14	667.86	47.29%
Revenues	15,363.00	1,950.36	0.00	3,647.98	5,598.34	9,764.66	36.44%
<b>Expenses</b>							
50000 Salaries	7,678.00	1,364.57	12.07	6,095.70	7,460.27	217.73	97.16%
50500 Fringe Benefits	1,997.00	327.72	21.13	1,598.78	1,926.50	70.50	96.47%
52000 Direct Fringe - Worker	175.00	32.91	0.00	141.69	174.60	0.40	99.77%
53000 Office Supplies	1,246.00	0.00	21.00	1,326.44	1,326.44	-80.44	106.46%
55000 In-Service Training	3,000.00	0.00	0.00	2,991.88	2,991.88	8.12	99.73%
59700 Indirect Costs	1,267.00	225.16	-13.39	1,203.47	1,428.63	-161.63	112.76%
Expenses	15,363.00	1,950.36	40.81	13,357.96	15,308.32	54.68	99.64%
<b>Project Revenues:</b>	15,363.00	1,950.36	0.00	3,647.98	5,598.34	9,764.66	36.44%
<b>Project Expenses:</b>	15,363.00	1,950.36	40.81	13,357.96	15,308.32	54.68	99.64%
<b>Project Balance:</b>	0.00	0.00	-40.81	-9,709.98	-9,709.98		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 23 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>36918 HUD 17/18 Housing Counseling</b>				<b>Project Period</b>	<b>10/1/2016</b>	<b>to 3/31/2018</b>	
<b>Expenses</b>							
50000 Salaries	0.00	0.00	164.30	770.76	770.76	-770.76	0.00%
50500 Fringe Benefits	0.00	0.00	44.89	202.16	202.16	-202.16	0.00%
52000 Direct Fringe - Worker	0.00	0.00	3.86	16.82	16.82	-16.82	0.00%
59700 Indirect Costs	0.00	0.00	30.86	152.17	152.17	-152.17	0.00%
Expenses	0.00	0.00	243.91	1,141.91	1,141.91	-1,141.91	0.00%
<b>Project Revenues:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Project Expenses:</b>	0.00	0.00	243.91	1,141.91	1,141.91	-1,141.91	0.00%
<b>Project Balance:</b>	0.00	0.00	-243.91	-1,141.91	-1,141.91		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 24 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37017 16/17 Agency General</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
46000 Contributions	0.00	0.00	0.00	128.27	128.27	-128.27	0.00%
46300 Fundraising	35,000.00	0.00	25.00	33,172.56	33,172.56	1,827.44	94.78%
46400 Interest Income	145.00	0.00	0.00	129.27	129.27	15.73	89.15%
46500 Other Revenue	1,000.00	0.00	0.00	8,815.67	8,815.67	-7,815.67	881.57%
46700 E-rate	95,161.00	0.00	0.00	0.00	0.00	95,161.00	0.00%
Revenues	131,306.00	0.00	25.00	42,245.77	42,245.77	89,060.23	32.17%
<b>Expenses</b>							
52100 Professional Services	5,500.00	0.00	0.00	0.00	0.00	5,500.00	0.00%
52300 Travel	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
52500 Board Expenses	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
52600 Advisory Council Ex	806.00	0.00	0.00	656.93	656.93	149.07	81.50%
52700 Employee & Board R	10,000.00	0.00	0.00	21,609.28	21,609.28	-11,609.28	216.09%
52800 Community Relations	26,000.00	0.00	258.50	44,426.91	44,426.91	-18,426.91	170.87%
52900 Printing	2,000.00	0.00	0.00	1,260.93	1,260.93	739.07	63.05%
53000 Office Supplies	2,000.00	0.00	0.00	1,758.81	1,758.81	241.19	87.94%
53100 Program Supplies	0.00	0.00	0.00	100.00	100.00	-100.00	0.00%
53300 Food Costs	0.00	0.00	0.00	46.08	46.08	-46.08	0.00%
53500 Utilities	2,000.00	0.00	0.00	-10.00	-10.00	2,010.00	-0.50%
53600 Telephone	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
53700 Data Communications	22,000.00	0.00	0.00	17,993.15	17,993.15	4,006.85	81.79%
53800 Postage	1,500.00	0.00	0.00	32.37	32.37	1,467.63	2.16%
53900 Dues & Subscriptions	3,000.00	0.00	0.00	2,192.53	2,192.53	807.47	73.08%
54010 Insurance - Liability	5,000.00	0.00	0.00	269.91	269.91	4,730.09	5.40%
54020 Insurance - Property/B	5,000.00	0.00	111.80	1,370.67	1,370.67	3,629.33	27.41%
54500 Fines & Penalties	5,000.00	0.00	0.00	250.00	250.00	4,750.00	5.00%
54600 Licenses and Fees	10,000.00	0.00	0.00	3,837.26	3,837.26	6,162.74	38.37%
54700 Advertising	6,000.00	0.00	0.00	2,475.00	2,475.00	3,525.00	41.25%
55000 In-Service Training	0.00	0.00	0.00	1,797.79	1,797.79	-1,797.79	0.00%
55500 Building Maintenance	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
55810 Equipment Purchase <	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
56500 Other Expense	8,000.00	0.00	0.00	5,080.84	5,080.84	2,919.16	63.51%
58850 Other Expense Adjust	-3,500.00	0.00	0.00	-1,665.99	-1,665.99	-1,834.01	47.60%
Expenses	131,306.00	0.00	370.30	103,482.47	103,482.47	27,823.53	78.81%
<b>Project Revenues:</b>	131,306.00	0.00	25.00	42,245.77	42,245.77	89,060.23	32.17%
<b>Project Expenses:</b>	131,306.00	0.00	370.30	103,482.47	103,482.47	27,823.53	78.81%
<b>Project Balance:</b>	0.00	0.00	-345.30	-61,236.70	-61,236.70		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 25 of 29

Period 07/01/16 to 06/30/17

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 12/31/2016</b>	
<b>Revenues</b>							
42210 FACA/OAG	59,000.00	12,709.12	0.00	38,152.56	50,861.68	8,138.32	86.21%
Revenues	59,000.00	12,709.12	0.00	38,152.56	50,861.68	8,138.32	86.21%
<b>Expenses</b>							
50000 Salaries	5,035.00	1,410.86	8.33	4,208.13	5,618.99	-583.99	111.60%
50500 Fringe Benefits	1,258.75	338.84	14.59	1,103.71	1,442.55	-183.80	114.60%
52000 Direct Fringe - Worker	121.34	31.91	0.00	96.43	128.34	-7.00	105.77%
52300 Travel	5,434.13	1,196.37	0.00	3,588.60	4,784.97	649.16	88.05%
53000 Office Supplies	1,500.00	0.00	0.00	1,235.40	1,235.40	264.60	82.36%
53100 Program Supplies	2,820.00	0.00	0.00	0.00	0.00	2,820.00	0.00%
55000 In-Service Training	0.00	0.00	0.00	2,582.31	2,582.31	-2,582.31	0.00%
57810 Emergency Assistance	42,000.00	9,498.35	0.00	29,076.87	38,575.22	3,424.78	91.85%
57820 Client Services- Other	0.00	0.00	0.00	1,187.84	1,187.84	-1,187.84	0.00%
59700 Indirect Costs	830.78	232.79	-9.24	830.81	1,063.60	-232.82	128.02%
Expenses	59,000.00	12,709.12	13.68	43,910.10	56,619.22	2,380.78	95.96%
<b>Project Revenues:</b>	59,000.00	12,709.12	0.00	38,152.56	50,861.68	8,138.32	86.21%
<b>Project Expenses:</b>	59,000.00	12,709.12	13.68	43,910.10	56,619.22	2,380.78	95.96%
<b>Project Balance:</b>	0.00	0.00	-13.68	-5,757.54	-5,757.54		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 26 of 29

Period 07/01/16 to 06/30/17

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 6/30/2016</b>	
<b>Revenues</b>							
46300 Fundraising	0.00	0.00	0.00	50.00	50.00	-50.00	0.00%
Revenues	0.00	0.00	0.00	50.00	50.00	-50.00	0.00%
<b>Project Revenues:</b>	0.00	0.00	0.00	50.00	50.00	-50.00	0.00%
<b>Project Expenses:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Project Balance:</b>	0.00	0.00	0.00	50.00	50.00		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 27 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37517 16/17 Advisory Council Activities</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
46300 Fundraising	0.00	0.00	50.00	7,295.90	7,295.90	-7,295.90	0.00%
Revenues	0.00	0.00	50.00	7,295.90	7,295.90	-7,295.90	0.00%
<b>Expenses</b>							
52800 Community Relations	0.00	0.00	0.00	3,500.00	3,500.00	-3,500.00	0.00%
Expenses	0.00	0.00	0.00	3,500.00	3,500.00	-3,500.00	0.00%
<b>Project Revenues:</b>	0.00	0.00	50.00	7,295.90	7,295.90	-7,295.90	0.00%
<b>Project Expenses:</b>	0.00	0.00	0.00	3,500.00	3,500.00	-3,500.00	0.00%
<b>Project Balance:</b>	0.00	0.00	50.00	3,795.90	3,795.90		



## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 28 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37617 16/17 Sunshine Account Activities</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
46000 Contributions	0.00	0.00	0.00	9,877.87	9,877.87	-9,877.87	0.00%
46300 Fundraising	0.00	0.00	3,335.20	6,300.80	6,300.80	-6,300.80	0.00%
Revenues	0.00	0.00	3,335.20	16,178.67	16,178.67	-16,178.67	0.00%
<b>Expenses</b>							
52800 Community Relations	0.00	0.00	0.00	831.00	831.00	-831.00	0.00%
54600 Licenses and Fees	0.00	0.00	0.00	15.00	15.00	-15.00	0.00%
Expenses	0.00	0.00	0.00	846.00	846.00	-846.00	0.00%
<b>Project Revenues:</b>	0.00	0.00	3,335.20	16,178.67	16,178.67	-16,178.67	0.00%
<b>Project Expenses:</b>	0.00	0.00	0.00	846.00	846.00	-846.00	0.00%
<b>Project Balance:</b>	0.00	0.00	3,335.20	15,332.67	15,332.67		

## Revenue and Expenditure Report by Project

The Agricultural And Labor Program, Inc.

Run Date: 06/14/2017

Run Time: 5:41:41 pm

Page 29 of 29

Period 07/01/16 to 06/30/17

Project Code & Description	Budget	Prior Year	Current	YTD	Proj Tot	Un/Ovr	% Bud
<b>37717 16/17 Frostproof CDC Activities</b>				<b>Project Period</b>	<b>7/1/2016</b>	<b>to 6/30/2017</b>	
<b>Revenues</b>							
46300 Fundraising	0.00	0.00	110.00	110.00	110.00	-110.00	0.00%
Revenues	0.00	0.00	110.00	110.00	110.00	-110.00	0.00%
<b>Project Revenues:</b>	0.00	0.00	110.00	110.00	110.00	-110.00	0.00%
<b>Project Expenses:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Project Balance:</b>	0.00	0.00	110.00	110.00	110.00		
<b>Report Total:</b>			-381,050.77	-7,341,872.16			



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**PROJECT FINANCIAL REPORT**

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## Project Financial Report

The Agricultural And Labor Program, Inc.

Run Date: 06/16/2017  
Run Time: 11:33:35 am  
Page 1 of 1

Period Ending: 11/30/16

		Expenditures						
Code	Description	Budget	Curr Month	Project Total	Un/Over	% Budget	Revenues	Balance
30217	16/17 ALPI Child Care	52,712.00	894.01	5,568.14	47,143.86	10.56%	27,217.26	21,649.12
30617	16/17 VPK Polk County	31,756.00	114.80	2,454.32	29,301.68	7.73%	13,239.30	10,784.98
31016	15/16 Food Service	1,189,748.00	0.00	709,319.21	480,428.79	59.62%	709,319.21	0.00
31017	16/17 Food Service	942,634.00	69,330.14	130,360.73	812,273.27	13.83%	137,035.96	6,675.23
32416	15/16 CAT CSC	103,599.00	0.00	78,161.81	25,437.19	75.45%	78,531.04	369.23
32417	16/17 CAT CSC	84,599.00	5,658.32	9,169.84	75,429.16	10.84%	9,070.85	-98.99
33017	16/17 VPK St. Lucie Coun	866,408.00	88,625.75	251,827.11	614,580.89	29.07%	280,681.00	28,853.89
34017	16/17 Early Head Start	2,607,239.00	212,690.60	867,853.80	1,739,385.20	33.29%	867,853.80	0.00
35017	16/17 Head Start	6,660,364.00	591,728.38	2,470,354.62	4,190,009.38	37.09%	2,470,354.62	0.00
36017	16/17 ALPI Technical Edu	10,100.00	0.00	325.87	9,774.13	3.23%	600.00	274.13
36117	16/17 EHEAP 4/1/16-3/	113,705.00	7,757.81	75,979.50	37,725.50	66.82%	76,316.10	336.60
36118	17/18 EHEAP 4/1/17-3	110,874.00	0.00	0.00	110,874.00	0.00%	0.00	0.00
36217	16/17 LIHEAP 3/1/16-3/	4,374,828.00	354,411.22	2,734,645.60	1,640,182.40	62.51%	2,734,645.60	0.00
36218	17/18 LIHEAP 4/1/17-3/	4,036,295.00	0.00	0.00	4,036,295.00	0.00%	0.00	0.00
36317	16/17 DOE Emergency As	60,000.00	3,971.99	14,990.64	45,009.36	24.98%	15,529.14	538.50
36516	15/16 CSBG	1,284,681.00	-4,283.35	1,277,811.76	6,869.24	99.47%	1,277,811.76	0.00
36517	16/17 CSBG	1,772,883.00	81,176.05	130,823.93	1,642,059.07	7.38%	130,823.93	0.00
36617	16/17 Florida Non-Profit F	26,400.00	3,980.52	16,475.25	9,924.75	62.41%	16,475.25	0.00
36917	HUD 16/17 Housing Co	15,363.00	789.28	5,598.34	9,764.66	36.44%	5,598.34	0.00
37017	16/17 Agency General	131,306.00	14,703.54	31,638.92	99,667.08	24.10%	14,588.05	-17,050.87
37416	15/16 Chase Settlement G	59,000.00	3,391.10	50,861.68	8,138.32	86.21%	50,861.68	0.00
37516	15/16 Advisory Council A	0.00	0.00	0.00	0.00	0.00%	50.00	50.00
37517	16/17 Advisory Council A	0.00	0.00	2,000.00	-2,000.00	0.00%	5,570.90	3,570.90
37617	16/17 Sunshine Account A	0.00	15.00	15.00	-15.00	0.00%	12,843.47	12,828.47
<b>Totals:</b>		<u>24,534,494.00</u>	<u>1,434,955.16</u>	<u>8,866,236.07</u>	<u>15,668,257.93</u>	<u>36.14%</u>	<u>8,935,017.26</u>	<u>68,781.19</u>



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**2017 Employee Health Benefit Options**

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4800 Deerwood Campus Parkway  
Jacksonville, Florida 32246  
floridablue.com

05/19/2017

THE AGRICULTURAL & LABOR PRGM  
P.O. BOX 3126  
WINTER HAVEN, FL 33885-3126

Renewal Date: 08/01/2017  
Group Number: 56164

Dear DELORIS JOHNSON,

Thank you for being part of the four million plus members covered by Florida Blue and its health care affiliates. This renewal package includes important documents that must be returned to us to ensure your coverage renews without any delays in coverage for your employees.

The renewal rates for your company assume that you **do not** qualify as a Small Group according to Section 1304 of the Affordable Care Act. If the average of the total number of all employees employed on business days during the preceding calendar year is less than 51, please call our office immediately.

**Here's What You'll Need to Do:**

- For a timely renewal, please complete and sign the Enrollment Summary and return it to us by the **15th of the month prior to your renewal date**. If this document is not received by the renewal date (above), your coverage will end on that date.
- If you decide to change to an alternate plan, a new True Group Application must be signed and returned 15 days prior to your renewal date in order to ensure a smooth transition.
- You must distribute the Summary of Benefits and Coverage (SBC) for the health plans you offer to your employees. The SBC(s) should be provided with your open enrollment materials or if enrollment is automatic, employees should receive a copy at least 30 days prior to your renewal date. Enclosed are SBCs for your current plans.

Under the Health Insurance Portability and Accountability Act (HIPAA), your annual open enrollment period should begin 30 days prior to your coverage renewal date. **Waiting periods cannot exceed 90 days. If you need to change your waiting period, please contact your agent.**

**Additional Products are Available:**

✓ Dental, Life, STD, LTD ✓ Reimbursement & Spending Accounts ✓ Premium Conversion plans

Thank you for the opportunity to serve you and your employees. We value your company's business and look forward to working with you in the future.

Sincerely,

JASON FROMI  
Mid Mrkt Acct Exe - Rene

Phone: 9413787301

Fax: 9413787385

Email:

CC: POPPELL INSURANCE, INC - WALKER, LINDA

Phone: 8137524155

Fax: 8137529574



Group Number: **56164**

Group Name: **THE AGRICULTURAL & LABOR PRGM**

Anniversary **08/01/2017**

## RATE INFORMATION

### BlueOptions Network Advantage Plans 03768 Rx: \$10/\$50/\$80

Employee Only	Employee/Spouse	Employee/Child(ren)	Employee/Family
\$868.93	\$2,068.05	\$1,598.83	\$2,711.05

### Lower Cost Plan 05301 Rx: \$800 Brand DED + \$10/\$60/\$100

Employee Only	Employee/Spouse	Employee/Child(ren)	Employee/Family
\$696.36	\$1,657.35	\$1,281.31	\$2,172.66

### Lower Cost Plan 05302 Rx: \$800 Brand DED + \$10/\$60/\$100

Employee Only	Employee/Spouse	Employee/Child(ren)	Employee/Family
\$595.09	\$1,416.30	\$1,094.95	\$1,856.67

### Predictable Cost Plan 05770 Rx: \$10/\$50/\$80

Employee Only	Employee/Spouse	Employee/Child(ren)	Employee/Family
\$849.61	\$2,022.07	\$1,563.27	\$2,650.78

### Predictable Cost Plan 05771 Rx: \$10/\$50/\$80

Employee Only	Employee/Spouse	Employee/Child(ren)	Employee/Family
\$779.37	\$1,854.90	\$1,434.04	\$2,431.63

### Predictable Cost Plan 05772 Rx: \$10/\$50/\$80

Employee Only	Employee/Spouse	Employee/Child(ren)	Employee/Family
\$755.84	\$1,798.91	\$1,390.75	\$2,358.23

Premium amounts include an estimate of several new fees mandated by the Affordable Care Act to fund related programs and services. Depending on your coverage, these new fees may include the: (a) Health Insurer Fee, (b) Exchange User Fee, (c) Transitional Reinsurance Fee, and (d) Patient Centered-Outcome Research Institute Fee (PCORI), and may amount to as much as 4% of your premium. These fees are assessed by the federal government on an aggregate basis based on Florida Blue's business and generally not specifically assigned to a covered employer or person. For more information on these fees, please visit <http://floridabluehealthcarereform.com/educational-resources>.

### Large Group Claim Information - This exhibit is intended to illustrate high claimants and is not a true

Health insurance is offered by Blue Cross and Blue Shield of Florida, D/B/A Florida Blue. HMO coverage is offered by Health Options Inc., D/B/A Florida Blue HMO, an HMO subsidiary of Blue Cross and Blue Shield of Florida. Dental, Life and Disability are offered by Florida Combined Life, an affiliate of Blue Cross and Blue Shield of Florida. These companies are Independent Licensees of the Blue Cross and Blue Shield Association.

GBULGREN 75298 0715R

**representation of total claim expenses attributed to the claim experience period.**

<b>Amount Billed</b>	<b>Diagnosis</b>
\$188,987.18	MALIGNANT NEOPLASM OF KIDNEY, EXCEPT PELVIS; CHEST PAIN, OTHER; OTHER AND UNSPECIFIED ANGINA PECTORIS
\$50,090.33	MISSING OR UNKNOWN DIAGNOSIS CODE; UNSPECIFIED GASTRITIS AND GASTRODUODENITIS WITHOUT MENTION OF HEMORRHAGE; ABDOMINAL PAIN, UNSPECIFIED SITE
\$45,614.64	BENIGN ENDOMETRIAL HYPERPLASIA; BENIGN NEOPLASM OF CORPUS UTERI; MALIGNANT NEOPLASM OF CORPUS UTERI, EXCEPT ISTHMUS
\$125,081.09	AFTERCARE FOLLOWING ORGAN TRANSPLANT; MISSING OR UNKNOWN DIAGNOSIS CODE; HEART REPLACED BY TRANSPLANT
\$63,000.90	CHEST PAIN, UNSPECIFIED; LYMPHADENITIS, UNSPECIFIED, EXCEPT MESENTERIC; DYSURIA
\$46,656.99	PREVIOUS CESAREAN DELIVERY, UNSPECIFIED AS TO EPISODE OF CARE OR NOT APPLICABLE; OTHER SUSPECTED MATERNAL AND FETAL CONDITION NOT FOUND; ROUTINE GENERAL MEDICAL EXAMINATION AT HEALTH CARE FACILITY
\$84,435.13	CHRONIC SALPINGITIS AND OOPHORITIS; POSTMENOPAUSAL BLEEDING; ENCOUNTER FOR CHANGE OR REMOVAL OF SURGICAL WOUND DRESSING
\$43,611.13	OTHER GENERAL SYMPTOMS; LUMBAGO; OTHER SPECIFIED COMPLICATION, ANTEPARTUM
\$72,557.81	OTHER SPECIFIED SHIGELLA INFECTIONS; OTHER AND UNSPECIFIED NONINFECTIOUS GASTROENTERITIS AND COLITIS; ROUTINE GENERAL MEDICAL EXAMINATION AT HEALTH CARE FACILITY
\$48,487.12	UNSPECIFIED TRANSIENT CEREBRAL ISCHEMIA; MITRAL VALVE DISORDERS; OTHER MALAISE AND FATIGUE
\$24,784.43	MISSING OR UNKNOWN DIAGNOSIS CODE; PRIMARY LOCALIZED OSTEOARTHRITIS, PELVIC REGION AND THIGH; UNSPECIFIED ESSENTIAL HYPERTENSION
\$40,172.39	ACUTE CYSTITIS; SYNCOPE AND COLLAPSE; ROUTINE GENERAL MEDICAL EXAMINATION AT HEALTH CARE FACILITY

**At Risk Conditions Based on Pharmacy Related Groups:**

<b>Condition at Risk</b>	<b>% of Group</b>	<b>% of All Mid-Size</b>
Hypertension	21.6%	8.92%
Coronary Artery Disease (CAD)	9.4%	3.74%
Congestive Heart Failure (CHF)	10.1%	2.76%
Diabetes	10.8%	4.18%
Blood Disorder	0.7%	0.23%
Chronic Renal Failure (CRF)	0.7%	0.04%
Cancer	1.4%	0.49%
Asthma	4.3%	3.45%