

CORRESPONDENCE

**SUMMER FOOD SERVICE
AND ENRICHMENT PROGRAM**

2018

Summer Food Service and Enrichment Program

(Program Narrative)

The purpose of the “**Summer Food Service and Enrichment Program**” is to ensure children ages 1 through 18 years of age in the Frostproof, Florida area receive two (2) nutritious meals in their neighborhood during the school break, for a total of 6(six weeks), (June 8- July 20, 2018), a minimum of 35 meals are to be served per day. The meals will be served at the Lakeview Park Community Center. The sponsors for the program are the Polk County Schools and The Agricultural and Labor Program, Inc.

Summer Enrichment Program will also be provided for children ages 5-12. The activities will include arts and crafts, reading, writing as well as outdoor activities. This program is funded by the Agricultural and Labor Program, Inc. **CSBG** department.

BUDGET – CSGB provides funding for the following components of the program:

- Coordinator, Coordinator Assistant, and two(2) Summer Youth;
- Flyers & Posters (Presenting the Program);
- Supplies /Equipment;
- End of the Year Celebration
- Dumpster (large to be placed at the building for trash)

MEALS are SERVED Daily Monday thru Friday (Hours of Operation)

- Breakfast- Between the hours of 8:30 a.m. – 9:30a.m.
- Lunch – Between the hours of 11:30 a. m. – 1:30 p.m.
- **Two (2) hours between meals served**

Summer Enrichment Activities for ages 5-12 Monday thru Friday, 9:30am- 2:30p

Games for the children

- Arts and Crafts;
- Out-door activity on the grounds
- Educational Activities (Book Mobile Once a Week)

STAFF

- Site Supervisor
- Coordinator
- Coordinator Assistant (1);
- Summer Youth (2); and
- Volunteers (2) If available

FACILITY

- **BUILDING** - Should be cleaned and floors washed thoroughly prior to receiving the children (on the first day), and at the end of each day;
- **COOLERS AND TABLES** – are to be clean and ready to receive meals daily; and
- **WALLS & WINDOWS**- washed, counter tops washed, refrigerator cleaned, and all restrooms.

JOB DESCRIPTION

- **Site Supervisor** – Must be available for the pre-approved site visit to ensure it is suitable; Assist Coordinator with Reporting and Documentation, as needed; Attend the training session (s) provided by the sponsor before we begin the program (must be at site when meals are being served); Order from sponsor the number of meals needed; Discuss with sponsor if second may be served and what to do with leftovers, in the event too many meals were ordered; Alert sponsor when something is wrong with the meals (when food is spoiled or when there is too much or not enough food); Check with sponsor to see how meals are to be delivered; Count number of meals delivered, and check them thoroughly each day; Make sure thermometers are available to check the temperature; Sign only for the numbers of acceptable meals delivered correctly, sign the receipt. Any concerns related to the delivery do not sign the receipt without clearly writing on the receipt problems with the delivery. Maintain a copy of the delivery receipt and meal count record with your daily report; Count Meals at the point of service for accuracy; and; ensure that the children eat the entire meal at the site.
- **COORDINATOR** – Ensure table cloths are changed between meals, Supervise Volunteers, Reporting and documentation (with assistance if needed by Site Supervisor), Food report (Food Service Delivery Ticket), Storage of Meals, Volunteer sign in Sheets, and Children sign in Sheets, Activities for the children, and supervises the children at all times both inside and outside.

- **Assistant COORDINATOR** – Monitor children at all times both inside and outside. Check the temperature of coolers and refrigerator, and make sure all children sign-in for meals. Make sure all children sign in for the Summer Enrichment program. All parents must complete enrollment packs prior to starting the program.
- **Volunteers**- Assist the coordinator with meals and supervision of children.
- **Summer Youth** – Under the supervision and direction of the Coordinator.

SUMMARY

All Program Staff will have to do an Online training from the Polk County School Board, and pass a test. The Quality Assurance Manager will visit the Lakeview Park Community Center to ensure it is ready for the program.



2018 Summer Feeding Program Schedule

Tuesday, June 5, 2018

8:30 a.m. - 5:00 p.m.	Cleaning/Preparing Building for Summer Feeding Program Summer Feeding Program Online Training
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Wednesday, June 6, 2018

8:30 a.m. - 9:00 a.m.	Orientation Sign-In
9:00 a.m. - 12:00 p.m.	Review Summer Feeding Program Manual/Ensure Satisfaction of all Requirements for the Site
12:00 p.m. - 1:00 p.m.	Lunch Break
1:00 p.m. - 2:30 p.m.	Register for the Summer Feeding Program Online Training (Refer to Manual for Instructions)
2:30 p.m. - 5:00 p.m.	Continue cleaning/preparing building for Summer Feeding Program

Thursday, June 7, 2018

8:30 a.m. - 10:30 a.m.	Construct Weekly Program Activities
10:30 a.m. - 12:00 p.m.	Construct Weekly Program Activities
12:00 p.m. - 1:00 p.m.	Lunch Break
1:00 p.m. - 5:00 p.m.	Continue constructing weekly program activities/cleaning and preparing building for Summer Feeding Program

Friday, June 8, 2018 thru Friday, July 20, 2018

8:00 a.m. - 8:30 a.m.	Wash-up/Prepare for breakfast
8:30 a.m. - 9:30 a.m.	Breakfast
9:30 a.m. - 11:00 a.m.	Clean-up/Scheduled Program Activities
11:00 a.m. - 11:30 a.m.	Wash-up/Prepare for lunch
11:30 a.m. - 12:30 p.m.	Lunch
1:30 p.m. - 4:30 p.m.	Clean-up/Scheduled Program Activities
4:30 p.m. - 5:00 p.m.	Clean/Secure building

Monday, July 23, 2018

8:30 a.m. - 5:00 p.m.	Clean building/Remove all materials placed for the Summer Feeding Program
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Tuesday, July 24, 2018

8:30 a.m. - 5:00 p.m.	Clean building/Remove all materials placed for the Summer Feeding Program
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CAREERSOURCE POLK
MEMORANDUM OF UNDERSTANDING





careersourcepolk.com

MEMORANDUM OF UNDERSTANDING

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

I. PARTIES

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

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-stop System assures coordination between the activities authorized in and linked to this Act. The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource Polk and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-stop System.

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

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

III. PROVISION OF SERVICES

- A. The Partner agrees to participate with CareerSource Polk career centers and perform the following functions:
1. Coordinate with CareerSource Polk to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures, which include the manner in which the services will be coordinated and delivered through the One-stop System.
 2. Inform CareerSource Polk Program Manager of any conflicts and/or grievances, who shall consult with the CareerSource Polk management and appropriate supervisors in the resolution of such conflicts and grievances as needed. If not resolved at the local level, formal grievances may be filed using the CareerSource Polk grievance policy found at www.careersourcepolk.com
 3. Partner will adhere to policies of non-discrimination and accessibility for people with disabilities.
 4. Coordinate with CareerSource Polk to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials



that are available through the One-stop System.

5. Coordinate with CareerSource Polk for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
 6. Attachment A of this MOU contains the resource sharing for each Partner.
 7. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
 8. Provide CareerSource Polk with monthly outcome numbers for performance data tracking.
 9. Provide feedback to CareerSource Polk management regarding the performance of the partnership, including its effectiveness and success.
 10. Participate in career center periodic meetings to provide updates on the Partners' programs and procedures to CareerSource Polk staff.
- B. The Polk local area workforce board and the Polk County Board of County Commissioners have designated CareerSource Polk to act as the administrative entity, grant recipient and fiscal agent for this area. CareerSource Polk will perform the following functions:
1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
 2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures, which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
 3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
 4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
 5. Maintain the statewide "CareerSource Polk" branding of each center.

6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 7:30 am until 5:00 pm, Monday through Thursday, and 9:00 am through 12:30 on Fridays (excluding recognized holidays and emergencies.)
7. Provide an area for the Partner's meetings and/or co-location as space permits.
8. Model CareerSource Polk core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
10. Implementing a continuous quality improvement program.
11. Leading Partner meetings in strategic planning for career center activities and staff team meetings.
12. Planning and conducting facility safety drills for fire, tornado, hurricane evacuation situations, etc. to include the provision to all occupants with information about facility safety issues.
13. Facilitating the development and enforcement of dress standards through the career center Partner management team.
14. Scheduling and managing the use of common areas in each facility.
15. CareerSource Polk provides facility space for GED classes at the Winter Haven one-stop career center.
16. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

IV. ASSURANCES

A. Monitoring

CareerSource Polk or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- ❖ Federal awards are used for authorized purposes in compliance with law, regulations, and state policies,
- ❖ Those laws, regulations, and policies are enforced properly,
- ❖ Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- ❖ Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- ❖ Appropriate procedures and internal controls are maintained, and record retention policies are followed, and

- ❖ All MOU terms and conditions are fulfilled.

All parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

B. Non-Discrimination and Equal Opportunity

All parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services or other benefits on the basis of (i) political or religious affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, The Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

C. Indemnification

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State for the consequences of any act or omission of any third party. The Parties acknowledge CareerSource Polk and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of CareerSource Polk or the one-stop operator.

D. Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

E. Drug and Alcohol-free Workplace

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if any employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

F. Certification Regarding Lobbying

All parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance

at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

G. Debarment and Suspension

All parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

H. Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S. C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

V. SIGNATURES

IN WITNESS WHEREOF, Partner and CareerSource Polk have caused this MOU and IFA to be executed by their undersigned officials as duly authorized.

By the signatures affixed below, the parties specify their agreement with this MOU and IFA:

<p>CareerSource Polk:</p> <p><i>Stacy Campbell-Dominick</i> _____ Signature</p> <p>Stacy Campbell-Dominick _____ Printed Name</p> <p>2/1/2018 _____ Date</p>	<p>Agricultural and Labor Program, Inc. (ALPI)</p> <p>(Partner):</p> <p><i>Deloris Johnson</i> _____ Signature</p> <p>Deloris Johnson _____ Printed Name</p> <p>1-24-18 _____ Date</p>	<p>Polk County Board of Commission:</p> <p><i>R. Todd Dantzler</i> _____ Signature</p> <p>R. Todd Dantzler _____ Printed Name</p> <p>3/16/18 _____ Date</p>
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**INFRASTRUCTURE AGREEMENT
 ONE-STOP CAREER CENTER SYSTEM
 BY AND BETWEEN CAREERSOURCE POLK
 AND
 Agricultural and Labor Program, Inc.**

I. PARTIES

This Infrastructure Agreement ("IFA") is made pursuant to the Workforce Innovation Act of 2014 ("the Act"), and is entered into by **Click or tap here to enter text.** And CareerSource Polk ("CareerSource".)

The contact information for Partner is as follows:

Name/Title: Deloris Johnson

Telephone:

Email:

II. PURPOSE

The Workforce Innovation & Opportunity Act (WIOA) is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its American Job Center (AJC) One-Stop customer delivery system. The AJC One-Stop system assures coordination between the activities authorized in and linked to the Act.

WIOA requires Local Workforce Development Boards (LWDBs) to develop and finalize Infrastructure Funding Agreements (IFA) with all required partners that carry out their programs in the local area.

The purpose of this agreement is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the AJC One-Stop customer delivery system. The Parties to this Infrastructure Agreement (IFA) agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- a) Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area,
- b) Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness),
- c) Reduces duplication by establishing data sharing as it relates to participant records for outcome information,
- d) Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and
- e) Ensures that costs are appropriately shared by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this one-stop operating budget the master budget that is necessary to maintain the high standard One-Stop delivery system. It includes the following cost categories, as required by WIOA and its implementing regulations.

- a) Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA),
- b) Career Services, and
- c) Shared services

All costs included in the IFA, allocated according to Partner's proportionate use and relative benefits received, and will be reconciled on a quarterly basis. The one-stop operating budget is transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners negotiated in good faith and sought to establish outcomes that are reasonable and fair.

III. PARTNERS

Each Partner commits to cross training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. Partners will further promote system integration to the maximum extent feasible through:

- a) Effective communication, information sharing, and collaboration with the one-stop operator,
- b) Joint planning, policy development, and system design processes,
- c) Commitment to the joint goals, strategies, and performance measures,
- d) The use of common and/or linked data management systems and data sharing methods, as appropriate
- e) Leveraging of resources including other public agency and non-profit organization services
- f) Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- g) Participation in scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

IV. ONE-STOP OPERATING BUDGET

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating cost of the One-Stop Centers. The local Workforce Development Board based operating costs solely on the infrastructure costs and career services costs included in the following operating budget below.

Below is the overall estimated annual operating budget for the local One-Stop system:
Comprehensive AJC (CareerSource Polk – Winter Haven)

**Infrastructure (IFA) Budget
PY2017-2018**

Description	Operating Budget
Infrastructure costs:	
Office Rent/Lease	189,196
Utilities	1,286
Repairs & Maintenance	1,565
Institutional Supplies	402
Telephone	24,366
Furniture/Equipment	21,478
IT Network (software, licenses, & supplies)	44,520
Equipment Rental/Maintenance	9,660
Additional Costs:	
Career Services (Resource Room)	17,850
Total Costs	310,323

V. COST ALLOCATION METHODOLOGY

All required Partners have agreed to provide access to their programs in the comprehensive One-Stop Career Center and contribute to the infrastructure costs. Partners will have staff co-located in the Center (on a full or part-time basis) or will provide access via direct linkage as outlined in Attachment B (Partner Representation Schedule) and will fund the infrastructure costs based on a percentage of the partner's annual FTE. (All costs included in the IFA, allocated according to Partner's proportionate use and relative benefits received, and will be reconciled on a quarterly basis.)

The UI program, as required partner, will not be physically located in the One-Stop Career Center but must contribute to the cost of infrastructure. The UI program and other required partners who have elected not to have staff co-located in the AJC will utilize a "direct linkage" that will allow customers to connect with partner program staff to access services. Cross-trained front-desk and other physically co-located staff can assist in providing information and referrals to the direct-linkage partners. Partners utilizing direct linkage must contribute to the Infrastructure cost equivalent a minimum of 0.2 FTE or 8 hours per week (1 FTE is equivalent to 40 hours/week) or equivalent a minimum of 0.1 FTE or 4 hours per week.

The LWDB selected the cost allocation bases to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the AJC and relative benefit received.

As outlined in the MOUI, the costs of the infrastructure of AJC One-Stop Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

VI. PARTNER CONTRIBUTION

Below is the partner contribution cost determination:

Estimated Cost per FTE	Estimated Infrastructure Costs Total Partner FTE $\$310,323/29.7=\$10,448.58$
CareerSource Polk FTE Contribution (Partners who elected to have their representatives in the Career Center on a Full or Part time basis to serve customers.)	<i>Partner FTE X Estimated Cost per FTE</i> 0.1 FTE X 10,448.58=\$1,044.86 (0.1 FTE represents 4 hours a week commitment) 0.2 FTE X 10,448.58=\$2,089.72 (0.2 FTE represents 8 hours a week commitment)
Partners Direct Linkage Contribution (Partners who elected not to have their representatives in the Career Center but offer a technology option to serve customers)	Minimum of 0.1 FTE or 4 hours a week Minimum of 0.2 FTE or 8 hours a week Contribution = 0.1 X Estimated Cost per FTE Contribution = 0.2 X Estimated Cost per FTE

FUNDING TYPES AND SOURCES

The permissible types of funds used for infrastructure costs and additional cost of operating a local One-Stop delivery system (i.e. partner's program or administrative funds) may differ depending upon the partners program's authorizing law and implementing regulations. The funds that may be used also differ based on whether the amount that must be contributed by a partner for infrastructure costs is determined under the Local Funding Model or the State Funding Model. (Copy of the TEG 17-16: Infrastructure Funding of the One-Stop Delivery system can be found at:

https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4968

Types. Funding for infrastructure costs and additional costs may be in the form of:

- CASH, NON-CASH and THIRD-PARTY IN KIND CONTRIBUTIONS ***
- Funding from philanthropic organizations or other private entities; or
- Other alternative financing options (described in WIOA sec. 121(c)(2)(A)(ii) and 20 CFR 678.715, 34 CFR 361.715, and 34 CFR 463.715.

Some partner programs may have statutory or regulatory prohibitions against using certain types of these contribution or on how the program may treat these contributions for fiscal accountability purposes under the respective program's requirements.

Cash

Cash funds provided to the Local WDB or its designee by one-stop Partners, either directly or by an interagency transfer, or by a third party.

Non-Cash

- ❖ Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- ❖ Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center.

The value of non-cash and third-party in-kind contributions must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306.

Third Party In-Kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:

- ❖ Support the One-Stop Center in general; or
- ❖ Support the proportionate share of One-Stop infrastructure costs of a specific partner.

Sources. The source of funds that may be used to pay for infrastructure costs depends on the requirements regarding use of funds under the law authorizing the partner program that is contributing the funding. The infrastructure funding may be from funds classified as administrative, program, or both, depending on the partner program's requirements.

VII. COST RECONCILIATION

All parties agree that a bi-annual reconciliation of budgeted and actual costs and update of the allocation bases will be provided for the review.

The LWDB will submit invoices to the Partners and send a copy of the updated budget to all Parties. Partners will communicate any disputes with costs in the invoice or the budget to the LWDB in writing. The LWDB will review the disputed cost items and respond accordingly to the Partner. When necessary, the LWDB will revise the invoice and the adjusted budget upon resolution of the dispute.

One-Stop delivery system infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the one-stop career center, including, but not limited to: rental of the facilities; utilities and maintenance; equipment, including assessment-related products and assistive technology for individuals with disabilities; and, technology to facilitate access to the One-Stop delivery system, including technology used for the center's planning and outreach activities. This may also include the costs associated with the development and use of the common identifier (i.e., American Job Center signage) and supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop career center (WIOA sec. 1221 (h)(4) and 20 CFR 678.700(a), and 34 CFR 446.700(a)).

Non-personnel costs are costs that are not compensation for personnel costs. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation for the one-stop career center. Such costs would include service contracts with vendors or contractors, equipment and supplies.

Personnel services include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in 2 CFR 200.430 & 200.431 of the Uniform Guidance. For example, allocable salary and fringe costs of partner program staff who work on information technology systems (e.g., common performance and reporting outcomes) for use by the one-stop center as a whole would be personnel costs. The costs of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that one-stop career center is a personnel expense. These costs, therefore, could not be included in infrastructure costs but are included in "additional costs."

All Parties to this IFA recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the One-Stop career center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs authorizing laws and regulations and the Uniform Guidance.

VIII. METHODS OF INTERNAL REFERRAL

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

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system,

Partners agree to:

- a) Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the local American Job Center network;
- b) Develop materials summarizing their program requirements and making them available for Partners and customers;
- c) Provide a paragraph regarding a description of services with website link to organization/entity to be placed on CSP website for ease and consistency of referrals.
- d) Develop and utilize common intake, eligibility determination, assessment, and registration forms;
- e) Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs,
- f) Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- g) Commit to robust and ongoing communication required for an effective referral process, and
- h) Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

IX. DATA SHARING

CareerSource Polk will provide employment services to individuals participating in the partner programs and aggregated information to assist the Partner in its evaluation of the effectiveness of programs as it relates to the employment of students who have participated in partner programs. The Partner will utilize this information for tracking Return on Investment (ROI). All data received will remain confidential and CareerSource Polk will only allow those employees who have a legitimate need to access the information with access to the personally identifiable information provided by the Partner.

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- a) Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- b) The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- c) All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR Part 603.
- d) All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- e) Customer data may be shared with other programs, for those program's purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- f) Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- g) All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-stop career center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

X. TERM

The Term of this IFA shall commence on July 1, 2017, or the date last executed by both parties, whichever is later, through June 30, 2018, and will automatically renew annually for successive one-year terms, unless otherwise terminated by either party. The parties agree to review this IFA no less than once every three-year period to ensure appropriate funding and delivery of services. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice.

XI. AMENDMENTS AND MODIFICATIONS

Neither this IFA nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U.S. mail.

XII. MERGER

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

Xiii. THIRD PARTY BENEFICIARY

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this IFA. None of the Parties intend to directly or substantially benefit a third party by this IFA. The Parties agree that there are no third-party beneficiaries to this IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this IFA.

XIV. GOVERNANCE

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CareerSource Polk. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this IFA will be resolved in accordance with CareerSource Polk's Grievance/Complaint and Hearing/Appeal Procedures.

XV. DISPUTE RESOLUTION

If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Polk and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource Polk and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

Attachment B

CareerSource Polk Winter Haven Career Center Partners							
Required Program Partners	Governance	Local Grantee	# of Staff	Total weekly Staff Hours	Total # of FTEs	% of Total FTEs	Partner Contribution
Adult, Dislocated Workers, Youth Formula Grants	DOL	CSP	13	520	13	43.77%	135,831.48
Job Corps*	DOL	Job Corps	1	40	1	3.37%	10,448.58
Wagner Peyser	DOL	CSP	7	280	7	23.57%	73,140.30
Senior Community Employment Service Program	DOL	AARP	1	40	.1	.34%	1,044.86
TAA Program Trade Adjustment Act RESEA	DOL	CSP	0	0	0	.00%	00.00
UC Programs**	DOL	CSP	0	0	0	.00%	00.00
Veteran Program DVOP	DOL	CSP	1	40	1	3.37%	10,448.58
Adult Education GED, Career Tech (Ridge & Travis)	DOE	PCSB	2	32	1	3.37%	10,448.58
Vocational Rehabilitation**	DOE	VR	1	8	.2	.67%	2,089.72
Division of Blind Services***	DOE	Florida Division of Blind Services	1	8	.2	.67%	2,089.72
Welfare Transition	HHS/TANF	CSP	4	160	4	13.47%	41,794.30
SNAP Employment & Training ALPI***	HHS	CSP	1	40	1	3.37%	10,448.58
	HHS	ALPI	1	8	.2	.67%	2,089.72
Total			3 4		29.7		310,323.00

- Estimated Infrastructure Budget
 1. Total= \$310,323.00. This amount is required to determine the Costs per FTE.
- Infrastructure Contribution (Estimated)
 1. Cost per FTE=IFR Budget Total/Total FTE
 2. Cost per FTE= \$10,448.58
- Estimated Partner Infrastructure Contribution
 1. Cost per FTE x Partners total # of FTEs
- Direct Linkage Infrastructure Contribution
 1. Direct Linkage is defined as a minimum of 8 hours/ 40 a week (.02 FTE) and 4 hours/40 a week (.01 FTE) of time for access through technology.
 2. Direct Linkage = \$2,089.72 and \$1,044.86

*Job Corps in contract negotiations; will contribute after January 2018.

** Unemployment Compensation: Direct Linkage; State of Florida DEO will determine contribution level.

***Vocational Rehabilitation, Division of Blind Services, ALPI, and AARP: Direct Linkage

FLORIDA SURVEY RESEARCH CENTER CONTRACT
(Community Needs Survey)



CONTRACT FOR SERVICES
Between
AGRICULTURE AND LABOR PROGRAM, INC.
and
UNIVERSITY OF FLORIDA BOARD OF TRUSTEES

THIS CONTRACT FOR SERVICES (the "Contract") is made and entered into this 16th day of March, 2018 by and between AGRICULTURE AND LABOR PROGRAM, INC. (hereinafter "ALPI") and UNIVERSITY OF FLORIDA BOARD OF TRUSTEES, for the benefit of the Florida Survey Research Center (hereinafter "UF").

For and in consideration of the mutual promises, covenants and obligations contained herein, ALPI hereby retains UF to undertake the activities described in Attachment A. The parties agree as follows:

1. Term of Agreement: The term of this Agreement will begin April 1, 2018 and end July 30, 2018 unless otherwise terminated under Paragraph 7. The parties reserve the right to extend the agreement for a specified period of time by written amendment signed by both parties.
2. Scope of Work: The scope of work is described in Attachment A, attached hereto and incorporated herein by reference (the "Work"). Upon UF's completion of the Work and full payment of the Fees (as hereinafter defined), ALPI shall have an unlimited, royalty-free license to use, reproduce, translate and publish any reports furnished to it as part of the Work. Appropriate credit shall be given to the Florida Survey Research Center.
3. Compensation:
 - A. Fixed price: ALPI agrees to pay UF the sum of **\$14,500** for the Work, in addition to an indirect fee of 12.74%, which is **\$1848.75** (together the "Fees").
 - i. UF (or the Florida Survey Research Center) will invoice ALPI for one-third of the Fees upon review and revision of the survey instrument.
 - ii. UF (or the Florida Survey Research Center) will invoice ALPI for another third of the Fees upon preparation of the survey packets and delivery of the packets to ALPI.
 - iii. UF (or the Florida Survey Research Center) will invoice ALPI for the balance of the Fees upon completion of the final report and delivery of the bound copies of the reports to ALPI
 - B. Invoices will be sent to the contact listed in Paragraph 9. Payment shall be made by ALPI within thirty (30) days after receipt of each invoice from UF and shall be made in the form of a check to "University of Florida."



- C. UF shall provide, upon request, expenditure documentation in detail sufficient for a proper pre- and post-audit.
4. Independent Contractors: By this Contract the parties intend to establish between themselves the relationship of mutually independent contractors. Each party and the officers, employees, agents, subcontractors or other contractors thereof shall not be deemed by virtue of this Contract to be the officers, agents, or employees of the other party.
5. Non-Discrimination: Work under this Contract will be in compliance with all applicable statutory requirements. The parties agree to comply with all federal, state and local laws prohibiting discrimination and assure each other that neither will discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, national origin, handicap, marital status, or age.
6. Retention of Records: UF agrees to maintain records of all documents relating to this agreement for three (3) years after final payment is made and any other pending matters are closed, and to submit documentation as requested by ALPI for audit purposes.
7. Termination:
- A. Without Cause: Either party may terminate this Contract without cause upon at least thirty (30) days advance written notice to the other party.
- B. With Cause: The failure of either party to comply with any provision of this Contract shall place that party in default. Prior to terminating this Contract with cause, the non-defaulting party shall notify the defaulting party in writing, making specific reference to the provision that gave rise to the default. The defaulting party shall then be entitled to a period of ten (10) working days from receipt of such notice in which to cure the default. If the default is not cured within the ten (10) day period, the non-defaulting party shall serve a written notice of termination on the defaulting party, which shall become effective ten (10) calendar days from that party's receipt of such notice. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.
- C. Amount Payable Upon Termination: In case of termination under this Paragraph 7, ALPI shall reimburse UF for all costs (direct and indirect), including un-cancelable obligations, incurred in the performance of UF's obligations under this Contract provided, however, that ALPI will not be liable for the portion of such un-cancelable obligations which extend more than three (3) months following termination.



- D. Continuation of Rights. The parties understand and agree that any rights or obligations under this Contract that by their nature extend beyond completion or termination of this Contract, shall survive according to their terms.
8. Liability: ALPI and UF agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment. ALPI and UF further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the UF, University of Florida or the State of Florida or their employees or agents to be sued; (3) a waiver of sovereign immunity of UF, University or of the State of Florida beyond the waiver provided in section 768.28 Florida Statutes.
9. Notices: All notices, consents, approvals, and other communications (collectively "Notices") which may be or are required to be given by either party under this Agreement shall be properly given only if made in writing and sent to the address of the other party as set forth below, or as modified in accordance herewith, by hand delivery, U.S. Certified Mail (Return Receipt Requested) or a nationally recognized overnight delivery service.

If to UF:

Michael Scicchitano, Ph.D., Director
 Florida Survey Research Center
 University of Florida
 1731 NW 6th St., Suite A2
 Gainesville, FL 32609
 Phone: (352) 846-2874
 Fax: (352) 392-0876
 Email: mscicc@ufl.edu

If to ALPI:

Ms. Deloris Johnson, CEO
 Agricultural and Labor Program, Inc.
 300 Lynchburg Road
 P.O. Box 3126
 Winter Haven, FL 33881
 Phone: 863-956-3491x206
 Fax: 863-956-3357
 Email: DJohnson@ALPI.org

Either party may change its address for Notices by giving written notice to the other party in accordance with this provision.



10. Use of Names: No party shall, except with prior written consent of the other party on each occasion, make any press or media announcements concerning this Contract, or use the name, logos, or trademarks of the other party, or any version, abbreviation, or representation of them, in any advertising or other form of publicity, without the permission of the party whose name, logo or trademark is sought to be used. Notwithstanding the foregoing, the parties may make factual statements during the term of this Contract to the general effect that this Contract exists, that it is between the parties, and that its purpose is for UF to perform survey services for ALPI.
11. Applicable Law and Venue: This Contract and the rights and obligations of the parties shall be governed by and construed according to the laws of the State of Florida. The venue for any action arising under this Contract shall be Alachua County, Florida.
12. Signatures Required: This Contract is valid and enforceable only upon being fully executed by authorized persons whose signatures are required in order to bind the parties.
13. Captions: The captions to the paragraphs of this Contract are for the convenience of reference only, do not form a part of this Contract, and shall not affect its interpretation.
14. Entire Contract/Modifications: This Contract constitutes the entire agreement of the parties, and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions and agreements that have been made in connection with this subject. No modification or amendment to this Contract shall be binding on the parties unless the same is in writing and signed by the parties.
15. Conflict of Interest: To the best of its knowledge, UF represents that it presently has no interest, and shall acquire no such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity, or incur any obligation of any nature, which would conflict in any manner with the performance of the scope of service required hereunder.
16. Severability: In the event any section, sentence, clause, or provision of this Contract is held to be invalid, illegal or unenforceable by a court having jurisdiction over the matter, the remainder of the Contract shall not be affected by such determination and shall remain in full force and effect.
17. Insurance: UF, as a public body corporate, warrants and represents that it is self-funded for liability insurance.



IN WITNESS WHEREOF, ALPI and UF respectively, have caused this Contract to be executed by their duly authorized representatives.

AGRICULTURAL AND LABOR PROGRAM, INC.

By: *Deloris Johnson*

Print Name: Deloris Johnson

Title: Chief Executive Officer

Date: April 5, 2018

THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES for the benefit of the FLORIDA SURVEY RESEARCH CENTER

Joseph Glover

Joseph Glover, Ph.D.
Provost and Senior Vice President Academic Affairs

Date: 4/2/18



ATTACHMENT A: Scope of Work

The Florida Survey Research Center (FSRC) welcomes the opportunity to provide services to the Agricultural and Labor Program (ALPI) to assist ALPI in gathering the information it needs to better serve low-income children and families in its target area.

To obtain the information that ALPI needs, the FSRC will provide the following services:

1. Off-site consultation to review and revise, if necessary, the 2018 four-page (8.5 by 11 inch page size) survey instrument with ALPI providing final approval;
2. Print the survey instruments;
3. Prepare 3,000 survey packets with each packet containing a survey instrument, a cover letter and a postage-paid return envelope;
4. Deliver the survey packets to the ALPI main office;
5. Data reduce the completed survey instruments and develop a data base;
6. Analyze the survey results;
7. Prepare a detailed report of the survey results for the general ALPI service area and a separate report for the survey respondents from St. Lucie County that will include the following:
 - a. a description of the survey process and methodology;
 - b. an executive summary of the results;
 - c. a detailed description of the results of the survey.
8. Deliver ten bound copies of each report identified above to ALPI, along with a CD-ROM containing copies of the reports.



CONTRACT FOR SERVICES
Between
AGRICULTURE AND LABOR PROGRAM, INC.
and
UNIVERSITY OF FLORIDA BOARD OF TRUSTEES

THIS CONTRACT FOR SERVICES (the "Contract") is made and entered into this 17th day of April, 2016 by and between AGRICULTURE AND LABOR PROGRAM, INC. (hereinafter "AGRICULTURE AND LABOR PROGRAM, INC.") and UNIVERSITY OF FLORIDA BOARD OF TRUSTEES, for the benefit of the Florida Survey Research Center (hereinafter "UF" or "FSRC").

For and in consideration of the mutual promises, covenants and obligations contained herein, AGRICULTURE AND LABOR PROGRAM, INC. hereby retains UF to undertake the activities described in Attachment A. The parties agree as follows:

1. Term of Agreement: The term of this Agreement will begin April 17, 2018 and end October 30, 2018 unless otherwise terminated under paragraph 7. The parties reserve the right to extend the agreement for a specified period of time by written amendment signed by both parties.
2. Scope of Work: The scope of work is described in Attachment A, attached hereto and incorporated herein by reference. AGRICULTURE AND LABOR PROGRAM, INC. shall have an unlimited, royalty-free license to use, reproduce, translate and publish any reports furnished to it as part of the Work. Appropriate credit shall be given to the Florida Survey Research Center.
3. Compensation:
 - A. Fixed price: AGRICULTURE AND LABOR PROGRAM, INC. agrees to pay \$1,750 based on the distribution of 300 survey packets. In addition, the UF charges RCM, an additional 12.75% or \$223.13.

The FSRC will invoice AGRICULTURE AND LABOR PROGRAM, INC. for these services upon completion of design of the survey instrument and delivery of the surveys and business reply envelopes to AGRICULTURE AND LABOR PROGRAM, INC.

Invoices will be sent to the contact listed in paragraph 9. Payment will be made by AGRICULTURE AND LABOR PROGRAM, INC. within thirty (30) days after receipt of an invoice from UF and will be made in the form of a check to "University of Florida." UF shall provide upon request, expenditure documentation in detail sufficient for a proper pre- and post-audit.

4. Independent Contractors: The parties intend to establish between themselves the relationship of mutually independent contractors. Each party and the officers, employees,



agents, subcontractors or other contractors thereof shall not be deemed by virtue of this Contract to be the officers, agents, or employees of the other party.

5. Non-Discrimination: Work under this Contract will be in compliance with all applicable statutory requirements and policies, including antidiscrimination policies, and Section 202, Executive Order 11246, as amended by Executive Order 11375, and regulations published by the U.S. Department of Labor implementing Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended. The parties agree to comply with all federal, state and local laws prohibiting discrimination and assure each other that neither will discriminate against any employee or applicant for employment or registration in a course of study because of race, color, religion, creed, sex, national origin, handicap, marital status, or age.
6. Retention of Records: UF agrees to maintain records of all documents relating to this agreement for three (3) years after final payment is made and any other pending matters are closed, and to submit documentation as requested by AGRICULTURE AND LABOR PROGRAM, INC. for audit purposes.
7. Termination:
 - A. Without Cause: Either party may terminate this Contract without cause upon at least thirty (30) days written notice to the other party.
 - B. With Cause: The failure of either party to comply with any provision of this Contract shall place that party in default. Prior to terminating this Contract with cause, the non-defaulting party shall notify the defaulting party in writing, making specific reference to the provision that gave rise to the default. The defaulting party shall then be entitled to a period of ten (10) working days from receipt of such notice in which to cure the default. If the default is not cured within the ten (10) day period, the non-defaulting party shall serve a written notice of termination on the defaulting party, which shall become effective ten (10) calendar days from that party's receipt of such notice. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further default or non-compliance.
 - C. Amount Payable Upon Termination: In case of termination under this section 7, AGRICULTURE AND LABOR PROGRAM, INC. shall reimburse UF for all costs (direct and indirect), including uncancelable obligations, incurred in the performance of UF's obligations under this Contract provided, however, that AGRICULTURE AND LABOR PROGRAM, INC. will not be liable for the portion of such uncancelable obligations which extend more than three (3) months following termination.
 - D. Continuation of Rights. The parties understand and agree that any rights or obligations under this Contract that by their nature extend beyond completion or termination of this Contract, shall survive according to their terms.



8. **Liability:** AGRICULTURE AND LABOR PROGRAM, INC. and UF agree to be fully responsible for their own acts of negligence, or their respective agents' acts of negligence when acting within the scope of their employment, and agree to be liable for any damages resulting from said negligence subject to the limitations and defenses provided by Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by UF. Nothing herein shall be construed as consent by UF or AGRICULTURE AND LABOR PROGRAM, INC. to be sued by third parties for any matter arising out of or relating to this Agreement.
9. **Notices:** All notices, consents, approvals, and other communications (collectively "Notices") which may be or are required to be given by either party under this Agreement shall be properly given only if made in writing and sent to the address of the other party as set forth below, or as modified in accordance herewith, by hand delivery, U.S. Certified Mail (Return Receipt Requested) or a nationally recognized overnight delivery service.

If to UF:

Michael Scicchitano, Ph.D., Director
 Florida Survey Research Center
 University of Florida
 1731 NW 6th Ave., Suite A2
 Gainesville, FL 32609
 Phone: (352) 846-2874
 Fax: (352) 392-0876
 Email: mscicc@ufl.edu

If to AGRICULTURE AND LABOR PROGRAM, INC.:

Ms. Deloris Johnson, CEO
 Agricultural and Labor Program, Inc.
 7301 Lynchburg Road
 P.O. Box 3126
 Winterhaven, FL 33881
 Phone: 863-956-3491 x206
 Fax: 863-956-3357
 Email: DJohnson@ALPI.org

Either party may change its address for Notices by giving written notice to the other party in accordance with this provision.

10. **Use of Names:** No party shall, except with prior written consent of the other party on each occasion, make any press or media announcements concerning this Agreement, or use the name, logos, or trademarks of the other party, or any version, abbreviation, or representation of them, in any advertising or other form of publicity, without the

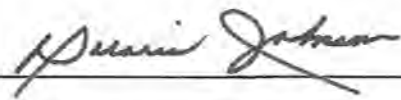


permission of the party whose name logo or trademark is sought to be used. Notwithstanding the foregoing, the parties may make factual statements during the term of this Contract to the general effect that this Contract exists, that it is between the parties, and that its purpose is for UF to perform survey services for AGRICULTURE AND LABOR PROGRAM, INC..

- 11. Applicable Law: This Contract and the rights and obligations of the parties shall be governed by and construed according to the laws of the State of Florida.
- 12. Signatures Required: This Contract is valid and enforceable only upon being fully executed by authorized persons whose signatures are required in order to bind the parties.
- 13. Captions: The captions to the paragraphs of this Contract are for the convenience of reference only, do not form a part of this Contract, and shall not affect its interpretation.
- 14. Entire Contract/Modifications: This Contract constitutes the entire agreement of the parties, and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions and agreements that have been made in connection with this subject. No modification or amendment to this Contract shall be binding on the parties unless the same is in writing and signed by the parties.

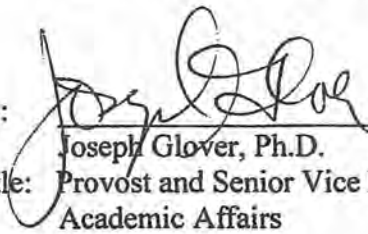
AGRICULTURE AND LABOR PROGRAM, INC.

**UNIVERSITY OF FLORIDA
BOARD OF TRUSTEES for the
benefit of the FLORIDA SURVEY
RESEARCH CENTER**

By: 

Title: CEO

Date: 5/10/2018

By: 
Joseph Glover, Ph.D.

Title: Provost and Senior Vice President
Academic Affairs

Date: 5/10/18



ATTACHMENT A: Scope of Work

The Florida Survey Research Center (FSRC) welcomes the opportunity to develop a partnership with the Agricultural and Labor Program (ALPI) to gather the information it needs to better serve low-income children and families in its target area.

To obtain the information that ALPI needs, the FSRC will provide the following services:

1. Develop a two-page (8.5 by 11 inch page size, one sheet of paper, front and back) survey instrument with ALPI providing final approval;
2. Print the survey instruments;
3. Prepare 300 survey packets with each packet containing a survey instrument, an outer envelope, cover letter and a postage-paid return envelope;
4. Deliver the surveys and envelope packets to the ALPI main office;
5. Data reduce the completed survey instruments and develop a database;
6. Analyze the survey results;
7. Prepare a detailed summary of the organization survey results and include this information as part of the report of the surveys from the service recipients in the general ALPI service area.

ALPI Head Start/Early Head Start Program: Community Assessment Survey

Background on Your Organization/Agency

Name of Agency / Organization:	
Address:	
City, State, Zip:	
Mailing Address (if different):	
City, State, Zip:	
Days/Hours of Operation:	
Your Name:	
Your Title:	

1. Which of the following describe your agency / organization? [Please mark ALL that apply.]

- | | |
|--|---|
| <input type="checkbox"/> Charitable Organization | <input type="checkbox"/> Government Services |
| <input type="checkbox"/> Child Development Services | <input type="checkbox"/> Health Care Services |
| <input type="checkbox"/> Church | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Community Organization / Advocacy | <input type="checkbox"/> Information and Referral |
| <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Education | <input type="checkbox"/> Mental Health Services |
| <input type="checkbox"/> Emergency Assistance | <input type="checkbox"/> Multi-Purpose Community Center |
| <input type="checkbox"/> Employment and Training | <input type="checkbox"/> Substance Abuse Assistance |
| <input type="checkbox"/> Family Services (e.g. counseling) | <input type="checkbox"/> Other (please describe): |

2. What type(s) of services does your organization provide or support? [Please mark ALL that apply.]

- | | |
|--|---|
| <input type="checkbox"/> Adult Education (e.g. ESL, GED, etc.) | <input type="checkbox"/> Health Education |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Housing Assistance |
| <input type="checkbox"/> After School Care | <input type="checkbox"/> Immigration / Naturalization |
| <input type="checkbox"/> Case Management | <input type="checkbox"/> Language Assistance |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Legal Assistance |
| <input type="checkbox"/> Children with Disabilities | <input type="checkbox"/> Literacy |
| <input type="checkbox"/> Emergency Clothing | <input type="checkbox"/> Nutrition (WIC) |
| <input type="checkbox"/> Emergency Food | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Parenting |
| <input type="checkbox"/> Energy Assistance | <input type="checkbox"/> Prenatal Care |
| <input type="checkbox"/> Employment Training/Counseling | <input type="checkbox"/> Special Services |
| <input type="checkbox"/> Family Counseling/Support | <input type="checkbox"/> Summer School |
| <input type="checkbox"/> Financial Assistance | <input type="checkbox"/> Teen Services |
| <input type="checkbox"/> Foster Care | <input type="checkbox"/> TANF |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Other (please describe): | <input type="checkbox"/> Other (please describe): |

Assistance for Low-Income Families

3. Please indicate the five greatest barriers to low-income families receiving assistance in our community:

- | | |
|--|--|
| <input type="radio"/> Lack of child care | <input type="radio"/> Lack of transportation |
| <input type="radio"/> Conflicting rules/requirements among providers | <input type="radio"/> Lack of accessibility to services for the disabled |
| <input type="radio"/> Comfort level with staff/agencies | <input type="radio"/> Language barriers |
| <input type="radio"/> Days of the week agencies are open | <input type="radio"/> Length of waiting lists |
| <input type="radio"/> Eligibility requirements | <input type="radio"/> Location of assistance agencies |
| <input type="radio"/> Hours agencies are open | <input type="radio"/> Months services are available |
| <input type="radio"/> Housing for temporary workers | <input type="radio"/> Service fees |
| <input type="radio"/> Lack of awareness of services | <input type="radio"/> Other (please describe): |

4. Do you think service availability for low-income families in our community has increased, stayed the same, or decreased over the last year?

- Increased Stayed the same Decreased Don't know

5. Do you think the number of low-income families in our community increased, stayed the same, or decreased over the last year?

- Increased Stayed the same Decreased Don't know

5A. Why do you think that is?

6. If you serve low-income families, are they able to obtain the child care services they need?

- Yes No Don't know Not applicable

IF YES:

6A. Who most often provides child care services for low-income families you serve?

- | | |
|--|--|
| <input type="radio"/> Family member(s) | <input type="radio"/> Older sibling(s) |
| <input type="radio"/> Friends | <input type="radio"/> Day care |
| <input type="radio"/> Other (please describe): | <input type="radio"/> Other (please describe): |

IF NO:

6B. Please indicate the reasons why your clients are unable to secure child care services:

- | | |
|--|--|
| <input type="radio"/> No child care available | <input type="radio"/> Available child care doesn't meet work hours |
| <input type="radio"/> Not eligible for available child care services | <input type="radio"/> Families cannot afford child care |
| <input type="radio"/> Other (please describe): | <input type="radio"/> Other (please describe): |

7. Please feel free to add any other comments or suggestions that might assist the ALPI Head Start / Early Head Start program in meeting the needs of low-income families in our community:

Thank you for your time and participation. Please return your completed survey using the enclosed postage-paid envelope. For more information about the ALPI Head Start/Early Head Start Program, please call Donita Brunson, Family & Community Partnerships Manager at (772) 466-2631 ext. 22.

**STATEMENT OF INSPECTION FOR
PROPER OPERATION & MAINTENANCE
(Frostproof)**



An Equal Opportunity Employer

Southwest Florida Water Management District

Bartow Service Office
170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 or
1-800-492-7862 (FL only)

Sarasota Service Office
6750 Fruitville Road
Sarasota, Florida 34240-9711
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Service Office
7601 Highway 301 North
Tampa, Florida 33637-6759
(813) 985-7481 or
1-800-836-0797 (FL only)

2379 Broad Street, Brooksville, Florida 34604-6899
(352) 796-7211 or 1-800-423-1476 (FL only)
TDD only: 1-800-231-6103 (FL only)
On the Internet at WaterMatters.org

May 17, 2018

Agricultural and Labor Program Parking Addition
300 Lynchburg Rd.
Lake Alfred, FL 33850

Subject: **Response to Statement of Inspection for Proper Operation and Maintenance**
Project Name: Agricultural and Labor Program Parking Addition
Permit No.: 40196.000
County: Polk

Dear Permittee:

On May 15, 2018, the District received the Statement of Inspection for Proper Operation and Maintenance form for the subject permit.

Based on the information received and review of the File of Record, District staff have determined that the Statement of Inspection for Proper Operation and Maintenance form is acceptable.

The next required report is due on May 15, 2023. Thank you for your continuing cooperation. If you have questions, please contact me at extension 6130 in the Bartow Service Office.

Sincerely,

Kelly Farson
Staff Regulatory Support Technician
Regulatory Support Bureau

cc: File of Record
Kendall S. Phillips, P.E.



DCF
NON-ACTIVE MEMBER AFFIDAVIT

**IMPORTANT UPDATE: CORPORATE/LIMITED LIABILITY COMPANY
OWNERS AND MEMBERS BACKGROUND SCREENING**

The Office of Child Care Regulation is requiring if the owner of a child care program is a corporation, each corporate member (**Officer, Director, and Registered Agent**) on record as part of the corporation's **current filing** with the Department of State must be background screened pursuant to 402.302, 402.305 and 402.3055, F.S.; UNLESS the corporate member has a non-active role with the child care program.

Non-active member means an individual who does not have contact with the children, does not go onsite of the program operation during operating hours, and whose role does not involve the day-to-day operation of the child care program. In lieu of completing background screening for non-active members, providers will be responsible for submitting the following documentation:

1. A copy of the corporation/LLC's organizational chart.
2. A notarized affidavit from each non-active corporate./LLC member. The affidavit does not require renewal and must be maintained in the licensing file. Please note that these criteria can be used for all non-active members regardless of their residence in relation to the child care program's location.

**WITH LICENSE RENEWAL OR INITIAL LICENSE PACKET
INCLUDE ALL NON-ACTIVE MEMBERS AFFIDAVITS (NOTARIZED)
OR
CLEARINGHOUSE AND CENTRAL ABUSE HOTLINE RECORD SEARCH DOCUMENTS
FOR ON-SITE MEMBERS**



NON-ACTIVE MEMBER AFFIDAVIT (CORPORATION/LIMITED LIABILITY COMPANY)

Before me this day personally appeared William Holt who, being duly sworn, deposes and says:
(Print Name)

As a member (Office, Director, and/or Registered Agent) of Agricultural and Labor Program, Inc. Head Start/Early Head Start
(Corporation/Limited Liability Company Name)

that is the owner of Garden Terrace HS, Child Dev. & Family Service, Lincoln Park HS, Francina Duval HS, Queen Townsend HSCII, George W. Truitt Family Services and Frostproof Child Development (Child Care Facility/Home Name)

I affirm and attest under penalty of perjury that I have a non-active role at the child care program.

I understand that a non-active corporate or limited liability company member means an individual who does not have contact with the children, does not go onsite of the program operation during operating hours, and whose role does not involve the day-to-day operation of the child care program.

Further, I understand that I must immediately notify the licensing authority at any time in the future my role changes to an active role and complete background screening pursuant to s. 402.302, 402.305, and 402.3055, Florida Statutes.

SIGNATURE OF AFFIANT: William Holt

Sworn to and subscribed before me this 24th day of May, 2018

Twila F. Smith
SIGNATURE OF NOTARY PUBLIC

(Print, Type, or Stamp Commissioned Name of Notary Public) **TWILA F. SMITH**
MY COMMISSION # GG001261
EXPIRES July 30, 2020
FloridaNotaryService.com
(407) 368-0153

(Check one) Affiant personally known to notary

OR
 Affiant produced identification
Type of identification produced: _____



NON-ACTIVE MEMBER AFFIDAVIT (CORPORATION/LIMITED LIABILITY COMPANY)

Before me this day personally appeared Josephine Howard who, being duly sworn, deposes and says:
(Print Name)

As a member (Office, Director, and/or Registered Agent) of Agricultural and Labor Program, Inc. Head Start/Early Head Start
(Corporation/Limited Liability Company Name)

that is the owner of Garden Terrace HS, Child Dev. & Family Service, Lincoln Park HS, Francina Duval HS, Queen Townsend HSCII, George W. Truitt Family Services and Frostproof Child Development (Child Care Facility/Home Name)

I affirm and attest under penalty of perjury that I have a non-active role at the child care program.

I understand that a non-active corporate or limited liability company member means an individual who does not have contact with the children, does not go onsite of the program operation during operating hours, and whose role does not involve the day-to-day operation of the child care program

Further, I understand that I must immediately notify the licensing authority at any time in the future my role changes to an active role and complete background screening pursuant to s. 402.302, 402.305, and 402.3055, Florida Statutes.

SIGNATURE OF AFFIANT: Josephine Howard

Sworn to and subscribed before me this 24th day of May, 2018

Twila F. Smith
SIGNATURE OF NOTARY PUBLIC

(Print, Type, or Stamp Commissioned Name of Notary Public)



(Check one) Affiant personally known to notary

OR

Affiant produced identification
Type of identification produced: _____



NON-ACTIVE MEMBER AFFIDAVIT (CORPORATION/LIMITED LIABILITY COMPANY)

Before me this day personally appeared Mariorie Gaskin who, being duly sworn, deposes and says:
(Print Name)

As a member (Office, Director, and/or Registered Agent) of Agricultural and Labor Program, Inc. Head Start/Early Head Start
(Corporation/Limited Liability Company Name)

that is the owner of Garden Terrace HS, Child Dev. & Family Service, Lincoln Park HS, Francina Duval HS, Queen Townsend HSCII, George W. Truitt Family Services and Frostproof Child Development (Child Care Facility/Home Name)

I affirm and attest under penalty of perjury that I have a non-active role at the child care program.

I understand that a non-active corporate or limited liability company member means an individual who does not have contact with the children, does not go onsite of the program operation during operating hours, and whose role does not involve the day-to-day operation of the child care program.

Further, I understand that I must immediately notify the licensing authority at any time in the future my role changes to an active role and complete background screening pursuant to s. 402.302, 402.305, and 402.3055, Florida Statutes.

SIGNATURE OF AFFIANT Mariorie B. Gaskin

Sworn to and subscribed before me this 24th day of May, 2018
Twila F. Smith

SIGNATURE OF NOTARY PUBLIC

(Print, Type, or Stamp Commissioned Name of Notary Public)



(Check one)

Affiant personally known to notary

OR

Affiant produced identification
Type of identification produced: _____

FLORIDA DEPARTMENT OF AGRICULTURE
SOLICITATION OF CONTRIBUTIONS



FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

May 16, 2018

Refer To: CH2137

AGRICULTURAL AND LABOR PROGRAM, INC.
PO BOX 3126
WINTER HAVEN, FL 33885-3126

RE: AGRICULTURAL AND LABOR PROGRAM, INC.
REGISTRATION#: CH2137
EXPIRATION DATE: April 13, 2019

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Cassie Miller

Cassie Miller
Regulatory Consultant
850-410-3719
Fax: 850-410-3804
E-mail: cassie.miller@freshfromflorida.com



FORM HUD-9902
QUARTERLY REPORTING PERIODS & DUE DATES



From: Mayer, Jerrold H [mailto:jerrold.h.mayer@HUD.GOV]
Sent: Tuesday, May 01, 2018 1:28 PM
To: SF-HOUSING-COUNSELING-L@HUDLIST.HUD.GOV
Subject: Reminder on Form HUD-9902 Reporting Schedule for Housing Counseling Agencies

All-

Reminder on Form HUD-9902 Reporting Schedule for Housing Counseling Agencies:

HUD-approved housing counseling agencies (HCAs) are reminded of their responsibility to transmit accurate and timely Form HUD-9902 quarterly reports.

Please do not reply to this email for assistance, please contact your HUD POC for additional technical assistance or email housing.counseling@hud.gov

When 100% of HCAs submit their reports on time, The HUD Office of Housing Counseling (OHC) can work with complete datasets. HCAs Form HUD-9902 quarterly reports are a keystone in HUD's Housing Counseling program. OHC uses the data for a variety of purposes. Form HUD-9902 quarterly reports quantify HUD's Housing Counseling Program. This data is included in reports to Congress that help substantiate HUD's annual request for Housing Counseling grant funds. Form HUD-9902 data helps identify housing counseling trends and client demographics and helps HUD assess the impact of services offered by HCAs.

Form HUD- 9902 QUARTERLY REPORTING PERIODS & DUE DATES

HUD Fiscal Quarter	PERIOD COVERED	DUE DATE
1 st Qtr.	October 1 st - December 31 st	Due no later than January 31 st . Include all clients served in quarter 1.
2 nd Qtr.	October 1 st - March 31 st	Due no later than April 30 th . Please include all clients reported in the quarter 1 report plus new clients served in quarter 2.
3 rd Qtr.	October 1 st - June 30 th	Due no later than July 31 st . Please include all clients reported in the quarter 2 report plus new clients served in quarter 3.
4 th Qtr.	October 1 st - September 30 th	Due no later than December 31 st . Final 9902 includes complete year of client data including new clients served the

Tips to assist your agency with timely Form HUD-9902 report submission:

HUD recommends counseling agencies transmit early the quarterly Form HUD-9902 data through their Client Management System (CMS). This will ensure that the HUD Point of Contact (POC) has time to review the data and validate the report. If there are any errors, then there is still time to correct the data by the due date. Submission delays due to system technical difficulties are more likely to be avoided when transmitting Form HUD-9902 early. If transmission problems are encountered, please contact your HUD POC immediately.

Please be aware that HCAs who do not transmit their Form HUD-9902 report by the due date may jeopardize their agency's status as a HUD-approved Housing Counseling Agency. If your agency is a HUD housing counseling grantee, late reporting may affect timely processing of your agency's grant voucher by HUD.

For more information on Form HUD-9902 reporting requirements, please review HUD's [9902 Desk Guide](#). Please do not reply to this email for assistance, please contact your HUD POC for additional technical assistance or email housing.counseling@hud.gov.

Thank you for your continued participation in HUD's Housing Counseling Program.

HUD OHC Listserv Bulk Subscriptions

Some housing counselors have asked, "How do I sign up my entire agency staff for HUD Office of Housing Counseling (HUD-OHC) mailing list updates?" It is easy... Just list your staff email addresses like this:

aaa@xyz.com

bbb@xyz.com

ccc@xyz.com

You can send in one email address or your entire agency. Then [email your list](#) to HUD's OHC. If you have a housing counseling industry friend who you want to subscribe to this mailing list, provide [the instructions for subscribing](#) or forward them this email.

Helpful Links for Housing Counselors:

The HUD Office of Housing Counseling has moved to a new website. Visit us at the [HUDEXchange](#). Please reset your bookmarks and favorites.

- [Housing Counselor Certification](#)
- [Email Technical Support for Housing Counselors](#)
- [HUD Housing Counseling Webpage](#)
- [The Bridge Newsletter Archive](#)
- [Listserv Archive](#)

- [HUD Housing Counseling Webpage](#)
- [The Bridge Newsletter Archive](#)
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Disclaimer: This list will often provide training opportunities, event notifications and other announcements for non-profit and government HUD Housing Counseling partners. HUD does not endorse these organizations, their sponsors, or websites and also does not endorse the views they express or the products/services they or their community/business partner's offer. For more information, please see [HUD's web policies](#).

[Unsubscribe](#) via email.

Thank you!

ORLANDO UTILITIES COMMISSION (OUC)
LETTER OF AGREEMENT

Orlando Utilities Commission
 100 West Anderson Street
 Orlando, FL 32801
 P.O. Box 3193
 Orlando FL 32802
 Phone: 407.423.9100
 Website: www.ouc.com



May 9, 2018

The Agricultural & Labor Program, Inc
 300 Lynchburg Rd.
 Lake Alfred, FL 33850

Dear The Agricultural & Labor Program, Inc:

In order for us to accept letters of guarantee from your agency, we require an executed agreement on file with us. I have attached an Energy Assistance Agreement for your review and signature.

Please return this signed agreement to us by one of the methods listed below by May 31st, 2018.

- ❖ Return via fax to:
407.434.4332
- ❖ Return via e-mail to:
customerserviceadmin@ouc.com
- ❖ Return via mail to:
OUC/Customer Connection
P.O. Box 3193
Orlando, FL 32802

If we do not receive the signed agreement by the date indicated above, we will not be able to accept Letters of Guarantee from your agency.

Again, thank you for your interest. We look forward to working with you.

Kind Regards,

T.Tirado
 OUC Customer Service
customerserviceadmin@ouc.com
 407-423-9018 Orlando/Orange County
 407-957-7373 St. Cloud/Osceola County
 Or 1-800-848-7445
<http://www.OUC.com>
OUC – The Reliable One

May 9, 2018

ENERGY ASSISTANCE AGREEMENT
Agency Promissory Agreement

Date of Agreement: _____ **Expires:** _____

The undersigned Energy Assistance Agency hereby agrees to meet the following conditions in order to have Orlando Utilities Commission (OUC) accept a promissory letter (referred to as Letter of Guarantee) of payment for utility services (electric and water) rendered to an existing OUC customer.

The following guidelines pertain to this program:

1. Participating Agency will fax Letters of Guarantee with required information and signed by authorized employee.
2. Letters of Guarantee will be accepted for payment of any utility charges and fees except credit card charge backs and charges or fees associated with tampering.
3. Payments must be received within 60-days of date of Letter of Guarantee. Payments not received, received after the agreed upon date and/or payments returned by the bank may result in the agency being removed from the program and the customer's service interrupted.
4. Payments made towards deposit charges will not be refunded to the agency. Any and all deposits will be refunded to the OUC customer's account, in accordance with the guidelines and practices set by OUC.
5. Letters of Guarantee shall not be rescinded at any time.
6. Letters of Guarantee will not be accepted for a previous outstanding Letter of Guarantee.
7. This agreement will remain in effect for a period of two years from the date which this agreement is signed.
8. This signed agreement must be returned to OUC within 30 days. Failing to do so may result in the inability of OUC to accept any Letters of Guarantee from the agency.

Deloris Johnson 5/10/18
Authorized Signature/Date

Deloris Johnson
Please Print Name

The Agricultural and Labor Program, Inc.
Agency Name

300 Lynchburg Road
Address

Lake Alfred, FL 33850
City, State, Zip

59-1634148
Federal Tax ID#

(863) 956-3491

Contact Phone #

(863) 956-3357
Fax #

FY 2018 HEAD START FUNDING INCREASE

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ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-03	2. Issuance Date: 05/01/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Consolidated Appropriations Act; Appropriations; Fiscal Year (FY) 2018; Funding Increase; Cost of Living Adjustment (COLA)	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2018 Head Start Funding Increase

INSTRUCTION:

President Trump signed Public Law 115-141, the Consolidated Appropriations Act, 2018, on March 23, 2018. Included is \$9,863,095,000 for programs under the Head Start Act, an increase of \$610 million over the fiscal year (FY) 2017 funding level.

Of this increase, \$216 million provides grantees a 2.6 percent cost-of-living adjustment (COLA), \$260 million to support grantees increasing their hours of program operations, and \$115 million for Early Head Start-Child Care Partnerships (EHS-CCP) and Early Head Start (EHS) Expansion, which includes a 2.6 percent COLA for existing EHS-CCP and EHS Expansion grantees. Information will be provided in the coming weeks about how to apply for these funds.

This Program Instruction provides information about the COLA funds that are available to grantees in FY 2018 and describes the requirements for applying for these funds.

All Head Start and Early Head Start grantees, and Early Head Start-Child Care Partnerships/Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2018 COLA

Each grantee may apply for a COLA increase of 2.6 percent of the FY 2017 base funding level. Base funding excludes training and technical assistance funds, and any one-time funding grantees may have received in FY 2017. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections 653 and 640(j) of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate

of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this Program Instruction to your Regional Office. Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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**HEAD START FULL ENROLLMENT
INITIATIVE NOTIFICATION**

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 U.S. Department of Health & Human Services
 
 Administration for Children & Families


OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-04	2. Issuance Date: 06/05/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Full Enrollment; Enrollment Requirements; Chronically Underenrolled	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grantees, including Early Head Start-Child Care Partnership Grantees

SUBJECT: Full Enrollment Initiative

INSTRUCTION:

The Office of Head Start (OHS) is committed to preparing America's most vulnerable children to succeed by providing grantees with resources needed to deliver services to children and families in core areas of early learning, health, and family well-being. To achieve this, Head Start programs must provide services to 100 percent of the children they are funded to serve. Section [642\(g\)](#) of the Head Start Act requires each Head Start agency to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.

This Program Instruction (PI) reiterates the importance of full enrollment. It also outlines the authority of OHS to designate an agency as Chronically Underenrolled and recapture, withhold, or reduce the base grant for programs that are not fully enrolled.

Enrollment Requirements

All Head Start grantees are required to report monthly enrollment in the Head Start Enterprise System (HSES) by program within each grant ([641A\(h\)\(2\)](#)). Reporting for the previous month is due on the seventh of each month. Grantees can make edits to reported monthly enrollment until a new reporting period opens.

A grantee must maintain its funded enrollment level and fill any vacancy as soon as possible. Grantees may report any slots that were vacant for less than 30 days as enrolled for the month. After 30 days, the slot can no longer be counted as an enrolled slot ([45 CFR § 1302.15\(a\)](#)).

OHS Enrollment Review

Section [641A\(h\)\(3\)](#) of the Head Start Act requires the Secretary of the U.S. Department of Health and Human Services (HHS) to determine which agencies are operating with an actual enrollment in their Head Start and/or Early Head Start program that is less than the funded enrollment based on not less than four consecutive months of data. The count of consecutive months underenrolled does not restart after a program has been closed, typically for the summer break, or after the agency begins a new noncompetitive project period. For example, if a program is underenrolled in April and May, closes June–August for summer break, and after opening remains underenrolled in September and October, October would constitute the fourth consecutive month.

Grantees with four or more consecutive months of underenrollment in any Head Start and/or Early Head Start program will receive an Underenrollment Letter from the Regional Office. Grantees must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. The 12-month period for determining chronic underenrollment starts 10 calendar days from the date the Underenrollment Letter is sent.

OHS Authority to Designate Grantee as Chronically Underenrolled

Achieve and Maintain 97 Percent Funded Enrollment

If the grantee is meeting at least 97 percent enrollment after the 12-month period has concluded, OHS will continue to evaluate to ensure the grantee maintains at least 97 percent enrollment for six consecutive months. Where the grantee has achieved and maintained at least 97 percent enrollment for six consecutive months following the 12-month period, a Letter of Completion will be sent to the grantee. The Letter of Completion will serve as official notice of successful completion of the underenrollment plan.

Fall Short of 97 Percent Funded Enrollment

If the grantee is less than 97 percent of funded enrollment after the 12-month period has concluded, OHS has the authority to designate the agency as Chronically Underenrolled and take actions authorized under Section [641A\(h\)\(5\)](#). These actions include recapturing, withholding, or reducing the annual funding and funded enrollment. OHS is committed to continuing to support such agencies in achieving and maintaining full enrollment. Any reduction in funding will adjust the funded enrollment to be consistent with the historical, actual enrollment level.

Agencies designated as Chronically Underenrolled will receive a Chronically Underenrolled Designation Letter. The Chronically Underenrolled Designation Letter will inform the grantee of their designation, any subsequent action, and an opportunity to appeal a recapture, withholding, or reduction in funding to the Administration for Children and Families (ACF) within 30 days of delivery of the Chronically Underenrolled Designation Letter.

Appeal Process

Grantees who decide to appeal a recapture, withholding, or reduction in funding must submit a written appeal with supporting evidence to OHS.Enrollment@acf.hhs.gov. Grantees may request a hearing with the written appeal. Failure to submit an appeal in the manner described in this PI will result in immediate implementation of the reduction in funding described in the Chronically Underenrolled Designation Letter.

If a grantee requests a hearing as part of their appeal, a hearing will be scheduled no later than 60 days following receipt of the written appeal and request for a hearing. The hearing will be by telephone or web meeting and the grantee may present witness testimony or written witness statements to explain or support evidence previously submitted in the written appeal. Testimony at the hearing should be limited to no more than one hour.

Within 30 days following the date of the hearing, ACF will communicate its decision to the agency in writing and the decision will be immediately implemented. The appeal decision is final.

Removing the Chronically Underenrolled Designation

Agencies designated as Chronically Underenrolled will maintain their designation until successfully demonstrating six consecutive months of enrollment not less than 97 percent of funded enrollment at its new funded enrollment level. When the grantee has achieved six consecutive months of at least 97 percent enrollment, a Chronically Underenrolled Designation Removal Letter will be sent to the grantee. The Designation Removal Letter will serve as official notice that the designation of Chronically Underenrolled has been lifted.

Should the grantee remain designated as Chronically Underenrolled, OHS may further recapture, withhold, or reduce the annual funding and funded enrollment. The agency will again have the opportunity to appeal.

Grantees are asked to review the Enrollment User Guide in HSES to assure accurate reporting.

Please direct any questions regarding this PI to your Regional Office.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron

Director

Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201

<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | [Contact Us](#)

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Please do not reply to this email. [Contact](#) customer service for additional support.

**HOUSING COUNSELING
FINAL REPORT**

The Agricultural and Labor Program, Incorporated (ALPI)

Agency # MX0049

Grant #HC170421063

FINAL REPORT

The Agricultural and Labor Program, Incorporated (ALPI) maintained its housing program during the 18-month period of the contract. Clients received housing counseling and/or assistance with utility bills and rental/mortgage payments in Polk County. Additionally, clients received assistance with acquiring or maintaining rental homes reducing the possibility of homelessness. Service levels were lower than planned. Following is a summary of the key components of the Final Report on the Housing Counseling Program.

Meeting of Goals/Objectives:

Goals and Objectives: ALPI's goal was to provide housing assistance (counseling and/or other services) to a total of 80 clients during the 18-month contract. As of the end of the grant, ALPI served a total of 38 (47.5%) of its overall goal.

Of the 80 clients, it was anticipated that all eighty (80) would one-on-one assistance. Of this assistance, it was planned that ten (10) would receive assistance on Rental; ten (10) would receive Prepurchase/Homebuying counseling; ten (10) would receive Home maintenance and Financial Management; and, fifty (50) would receive assistance in Resolving or Preventing Mortgage Delinquency. As of March 31, 2018, one (1) received rental assistance/counseling; four (4) received prepurchase counseling; nine (9) received home maintenance counseling; and, twenty-four (24) received default/delinquency counseling. It should be noted that, during this period, all potential housing counseling clients contacting ALPI had the opportunity to talk to the housing counselor and an appointment scheduled.

Out of the thirty-eight (38) clients receiving counseling during this period, results were reported for seventeen (17). This included one (1) client developing a sustainable budget; ten (10) clients improving their housing situation; and, six (6) preventing or resolving mortgage defaults.

In addition to service provided, there were numerous phone calls from persons requesting information about mortgage brokers and companies. Since ALPI does not work with brokers or companies, ALPI was unable to make any recommendations at the time of the call; however, those callers were referred to Keystone Challenge for additional information.

The Agricultural and Labor Program, Incorporated (ALPI)

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Grant #HC170421063

FINAL REPORT

Goals and Objectives Improvement: As can be seen above, demand was not as high as expected during the contract period. Historically, ALPI has done no advertising in its delivery of Housing Counseling Services and has, instead, relied upon referrals from mortgage holders and/or servicing companies. During 2018, ALPI will explore local advertising options to better reach its target population and increase the demand for services. This will include the establishment of partnerships, wherever possible, with local mortgage holders and banks. ALPI will also rely on its community connections with local churches and social service organizations to enhance its overall performance in specific areas such as delinquency/foreclosure counseling. Any Polk county homeowner requesting emergency assistance with his/her electric services will receive an intraagency referral to one of ALPI's several programs such as Low Income Home Energy Assistance (LIHEAP); Emergency Home Energy Assistance Program for Elderly (EHEAP); Community Services Block Grant (CSBG) emergency assistance; and, ALPI's National Farmworker Emergency Assistance Program, depending upon the client's eligibility.

Affirmative Furthering Fair Housing:

ALPI has long been an advocate of fair housing. Since its inception as a farmworker assistance program almost 50 years ago, ALPI's focus has been on stabilizing and expanding housing opportunities for low income families. During the contract period presently being reported, ALPI has sent its Housing Counselor to several different training programs of 30 hours or more that addressed the various components of the Housing Counseling process including, but not limited to, "Homeownership Counseling"; "Foreclosure Basics"; and, "Prepurchase Education." Such training has provided ALPI's counselor with basic skills in identifying potential discrimination in the housing market. When appropriate, ALPI provides the clients in the Housing Program with information on Fair Housing and Civil Rights. Although no evidence of housing discrimination was encountered during the contract period, ALPI would refer clients with such encounters to the local Rural Legal Service Office.

Housing Counseling Oversight and Quality Control Activities:

ALPI is the designated Community Action Agency (CAA) for four (4) counties in the State of Florida. As the CAA, ALPI is required to report on a quarterly basis all of its service delivery including its housing assistance program

The Agricultural and Labor Program, Incorporated (ALPI)
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Grant #HC170421063

FINAL REPORT

and, specifically, Housing Counseling. As a result, the Director of LIHEAP/Community Services and the Deputy Director of the organization are involved on a daily basis in overseeing and monitoring the Housing Counseling Program. Until November 2017, the Housing Counselor reported directly to the LIHEAP Director and worked closely with the Deputy Director, a licensed attorney, in all aspects of Housing Counseling. When the previous Housing Counselor left ALPI's employment in November 2017, the position was reassigned to the CSBG/Economic Development Department. Additionally, the CSBG/Economic Development Director and the new Housing Counselor have continued to attend training in preparation for national certification. With the CSBG Director receiving the same training as the Housing Counselor, it is believed that more depth will be added to the Housing Counseling component.

In addition to the "hands on" oversight of the operations of the program, the ALPI organization has been determined for the last six (6) years to be a "low risk" auditee meaning during its annual Audit. ALPI has a well-defined purchasing process that requires preapprovals for most purchases. This approval is reviewed by no less than 4 staff from the CSBG Director through the Deputy Director, the Finance Director, and ultimately, the Chief Executive Officer (CEO) of the organization.

Staffing is based on the maintaining of time sheets that track employee's time and attendance by funding source. This is periodically reviewed by senior management to make sure that the time sheets accurately reflect this breakdown and all "shared" costs are broken down by a Cost Allocation Plan which is based on funding and/or staffing.

ALPI's operations are reviewed by an twenty-one (21) member Board of Directors. The Board meets on a Quarterly basis to discuss agency issues and review performance of all major funding programs. Senior Managers submit monthly reports to the CEO describing all of the programs operated within each Division as well as any problems or concerns that may arise. This information, along with reports to funders, is shared with the Board of Directors through inclusion in its Agenda package for each Board meeting. The Deputy Director also serves as the staff liaison to the Program Planning Committee which is a standing committee of the Board. As liaison he reports on and reviews, with the committee, all performance reports. The results of the reviews are then reported directly to the Board with recommendations.

The Agricultural and Labor Program, Incorporated (ALPI)**Agency # MX0049****Grant #HC170421063****FINAL REPORT****Problems Encountered, Unusual Needs, etc.:**

The primary problem encountered during the contract period was the lack of inquiries from potential Housing Counseling clients. As stated above, even though ALPI received many inquiries from potential clients, for mortgage brokers and companies for making financing arrangements.

Historically, ALPI has had no problems in obtaining clients through its normal processes (“word of mouth”; referrals; HUD Website). This was not the case during the reporting period. The need for active recruitment has not been necessary in the past; however, during the new contract period, ALPI will “step up” its recruitment processes in an effort to recruit new clients. Additionally, ALPI will expand its inter and intra-agency referral procedures to assure more contact with potential Housing Counseling clients.



NAEYC ACCREDITATION
ALPI GEORGE W. TRUITT SERVICES CENTER





June 6, 2018

Donna Hammond, Childhood Development Services Manager
ALPI George W. Truitt Family Services Center (# 290833)
1814 North 13th Street
Fort Pierce, FL 34950

Dear Donna Hammond,

Congratulations! Your program has achieved a new, five-year term of NAEYC Accreditation by successfully completing the renewal process. NAEYC Accreditation of Early Learning Programs commends **ALPI George W. Truitt Family Services Center (# 290833)** for its outstanding efforts in maintaining and renewing NAEYC Accreditation. Your dedication and commitment to continuous quality improvement by re-engaging in the NAEYC accreditation process is remarkable.

This letter includes:

- Information about your program's new term of NAEYC Accreditation
- Information about publicizing your accredited status
- Your Accreditation Decision Report

Term of NAEYC Accreditation

Your new term of NAEYC Accreditation will begin on June 6, 2018 and is valid until July 1, 2023.

Please note: Your program will not be issued a new accreditation certificate until the 5th Annual Accreditation fee is submitted to close your current accreditation term. To maintain NAEYC Accreditation, your program is required to consistently demonstrate compliance with the NAEYC Early Learning Program required best practices.

Additional information for NAEYC Accredited programs:

- Programs are required to pay the annual accreditation fee by the anniversary date (above) every year for all 5 years of accreditation.
- An annual report is due by the anniversary date for the 1st, 2nd, 3rd, and 4th years of accreditation. The annual accreditation fee should accompany an annual report.
- In the 5th year of accreditation a program's renewal materials take the place of an annual report. When renewing your program's NAEYC accreditation, adhere to the established due dates in the [timeline for currently accredited programs](#) to avoid a lapse in accreditation, and to avoid accruing additional accreditation fees.
- Programs are required to report [potential violations](#) of required best practices within 72 hours of the incident or event
- Programs are required to report [program altering changes](#) to NAEYC within 30 days of the change.
- Programs are required to respond to formal complaints and adhere to [NAEYC's Complaint Policies and Procedures](#).
- Programs are required to agree to additional verification by adhering to [NAEYC's Verification of Continued Compliance Policy](#).
- Programs are eligible to be randomly selected for a [random visit](#).

- Visit the [website](#) for complete information and details on new policies, procedures and any announcements related to your NAEYC Accreditation.

Publicizing NAEYC Accreditation

An accreditation seal, news release template, and promotional materials order form will be posted in your [program record](#) within 5 business days. In addition, the following accreditation materials will be mailed separately.

- A new NAEYC Accreditation Certificate
- NAEYC Accredited Decal

Thank you for making the commitment quality early learning, and choosing to demonstrate this by pursuing NAEYC Early Learning Program Accreditation.

If you have any questions regarding this Accreditation Decision Report, please [schedule a consultation](#) or contact us by phone at 800-424-2460, select Option 3. You may also e-mail us at accreditation.information@naeyc.org.

Sincerely,



Kristen Johnson
Senior Director, NAEYC Accreditation of Early Learning Programs

cc: Alisa Thornton (VIA EMAIL)

NAEYC ACCREDITATION DECISION REPORT

Accreditation Evaluation Summary

To achieve NAEYC Accreditation, a program must:

- meet at least 80% of assessed items for each program standard:
 - 70% of items directly assessed in the site visit, *plus*
 - 10% credited for quality improvement through documented self-assessment; and
- meet at least 70% of assessed items for each class selected for assessment; and
- meet all required items.

Program Standards: The **Raw Score** for each standard reflects combined ratings from all sources of evidence used to rate items in each specific standard. The Raw Score is calculated as the number of items met as a proportion of all the items that were rated in each standard. A Raw Score above 100% indicates that one or more Emerging Practice items were met. The **Adjusted Score** is created by adding 10% to the Raw Score. Adjusted Scores above 100% are adjusted to “100%+”. **Your accreditation decision is based upon your Adjusted Score.**

Please note that ratings for Standards 7 and 8 are combined into a single score because there are not many items in either standard.

Standard Number and Name	Raw Score	Adjusted Score
1. Relationships	75%	85%
2. Curriculum	83%	93%
3. Teaching	89%	99%
4. Assessment of Child Progress	145%	100%+
5. Health	107%	100%+
6. Teachers	116%	100%+
7. Families and 8. Community Relationships	100%	100%+
9. Physical Environment	112%	100%+
10. Leadership and Management	98%	100%+

Classes: The "Overall Class Score" for each class reflects combined ratings from the Class Observation (CO) and the Class Portfolio (CP) tools. Scores for each sources of evidence (CO and CP) are also shown.

Class	Class Name	Class Score	Class Observation Pass Rate	Class Portfolio Pass Rate	Age Category
1	Toddler Rm 1	77%	65%	93%	Toddlers
2	Rm 3 Ps	86%	79%	91%	Preschool
3	Rm 6 Infants	88%	83%	93%	Infants
4	Toddler Rm 2	84%	76%	93%	Toddlers
5	Toddler Rm 5	74%	56%	96%	Toddlers
6					
7					
8					
9					
10					

Required items:

Required item	Source of Evidence	Rating	Item Description
1B-31	Class Observation	Met	Guidance/discipline practices observed
1B-32	Program Portfolio	Met	Guidance/discipline policy
3C-577	Class Observation	Met	Infant/toddler/twos supervision practices observed
3C-578	Class Observation	Not Applicable	Infant/toddler/twos supervision practices observed
3C-1543	Class Observation	Not Applicable	Infant/toddler/twos supervision practices observed
3C-579	Program Portfolio	Met	Infant/toddler/two supervision policy
3C-587	Class Observation	Met	Preschool age supervision practices observed
3C-588	Class Observation	Not Applicable	Preschool age supervision practices observed
3C-1601	Class Observation	Not Applicable	Preschool age supervision practices observed
3C-589	Program Portfolio	Met	Preschool/ kindergarten/ school age supervision policy
3C-591	Class Observation	Not Applicable	Kindergarten/ school age supervision practices observed
5A-811	Program Portfolio	Met	Staff with first aid/CPR training scheduled for each class
5A-920	Class Observation	Met	Infants placed on backs to sleep
5A-921	Class Observation	Met	Infants placed to sleep in safe equipment
5A-922	Class Observation	Not Applicable	Infants who fall asleep in unsafe equipment are moved to safe equipment

5A-928	Program Portfolio	Met	Infant sleep equipment meets CPSC standards
5A-929	Program Portfolio	Met	Infant safe sleep policy
10B-1322	Program Portfolio	Met	Program is licensed or regulated, and in good standing

Accreditation Evaluation Details

Scores for Program Portfolio and Program Observation tools

Source of Evidence	Pass Rate
Program Portfolio	99%
Program Observation	100%

Items unmet in each standard. These are the items that did not meet NAEYC's best practice standards. Each item is assessed by only one source of evidence. However, for items rated by Class Observation or Class Portfolio, ratings are combined across the classes to arrive at a final rating. 60% of classes must have been rated "Yes" on these items in order for the item to be met. See class-by-class information below to understand which classes contributed to unmet CO or CP items.

1	2	3	4	5	6	7	8	9	10
1B-27	2A-153	3A-532	None	5A-842	None	None	None	9D-1294	10E-1055
1C-55	2B-172	3E-656		5A-844					
1C-56	2B-186	3G-691		5A-870					
1C-57	2B-187	3G-692		5A-877					
1C-58	2E-283	3G-704		5A-882					
1D-76	2E-287	3G-705		5C-1008					
1D-77	2F-334			5C-1022					
1D-89	2G-390								
	2G-394								
	2J-408								
	2J-410								
	2L-469								
	2L-475								
	2L-484								
	2L-496								

Items unmet in each class. For each class assessed, here are the items that failed by Class Observation and by Class Portfolio.

Class 1 : Toddler Rm 1

Unmet CO Items : 1C-55, 1C-56, 1C-58, 1D-77, 1D-89, 1F-108, 1F-110, 2B-172, 2B-186, 2B-187, 2J-408, 2J-410, 2L-469, 2L-484, 3A-532, 3E-647, 3E-656, 3G-691, 3G-692, 3G-703, 3G-704, 5A-842, 5A-882, 5C-1008, 5C-1022

Unmet CP Items : 1D-76, 2A-153, 2F-334, 2L-475

Class 2 : Rm 3 Ps

Unmet CO Items : 2E-283, 2E-287, 2G-390, 2G-394, 2J-408, 2J-410, 2L-469, 2L-484, 2L-496, 3A-532, 3G-704, 3G-705, 5A-882

Unmet CP Items : 1D-71, 1D-78, 2A-152, 2A-153, 2F-334, 2L-475

Class 3 : Rm 6 Infants

Unmet CO Items : 1D-66, 2J-408, 2J-410, 2J-416, 5A-837, 5A-844, 5A-870, 5A-877, 5A-882

Unmet CP Items : 1D-76, 2A-153, 2F-334, 2L-475

Class 4 : Toddler Rm 2

Unmet CO Items : 1C-55, 1C-56, 1C-57, 1C-58, 2B-172, 2J-408, 2J-410, 2L-469, 2L-484, 3A-532, 5A-842, 5A-844, 5A-870, 5A-882, 5C-1008, 9A-1197

Unmet CP Items : 1D-76, 2A-153, 2F-334, 2L-475

Class 5 : Toddler Rm 5

Unmet CO Items : 1B-22, 1B-26, 1B-27, 1C-55, 1C-56, 1C-57, 1C-58, 1D-67, 1D-77, 1D-89, 2A-157, 2B-172, 2B-185, 2B-187, 2D-229, 2J-408, 2J-410, 2J-430, 2L-469, 2L-484, 3A-532, 3E-647, 3G-704, 3G-705, 5A-842, 5A-844, 5A-870, 5A-882, 9A-1197

Unmet CP Items : 2F-334, 2L-475

**A RESOLUTION IN LOVING MEMORY OF
DAVID WALKER, ESQ**

A Resolution in Loving Memory Of

David Walker, Esq.

Whereas, The Agricultural and Labor Program, Inc. is deeply saddened by the loss of Mr. Walker, a true champion, hero, and mentor for the good of all mankind; and,

Whereas, we've come together to pay our respects to the memory of one whose life was full of love, sharing, caring and giving. Now this life has ended and Mr. David Walker was called to join God in heaven on May 6, 2018; and,

Whereas, Mr. Walker, an advocate of ALPI, whose dedication and unwavering persistence inspired thousands of economically challenged children, families, and farmworkers; and,



Whereas, Mr. Walker's many years of service on the Board of Directors transformed a vision into reality through education, empowerment and advocacy; and,

Whereas, Mr. Walker is a legend, a man who believed in God and a man highly respected and admired by The Agricultural and Labor Program, Inc.-

Be It Resolved That, The Agricultural and Labor Program, Inc. embraces the Walker family and extend our heartfelt "Thanks" for sharing your husband, father,

brother, uncle and friend, whose record of service has created a bond that will forever connect us for the remainder of our lives; and,

Be It Resolved that, we know that the loss of your loved one is great and we want you to know that we share in your sorrow and extend our sincere condolences.



"Say not in grief he is no more -
but live in thankfulness that he was."

Presented this 12th day of May 2018, by the Agricultural and Labor Program, Inc.

William Holt
ALPI Board Chairman

Deloris Johnson
ALPI Chief Executive Officer

Josephine Howard
ALPI Board Treasurer

**THANK YOU CARD FROM THE FAMILY
OF
DAVID WALKER, ESQ**

Thank you

5-30-18

RECEIVED

AIFI Board of Directors,

Thank you for the floral
arrangment and your prayers.
David enjoyed his time serving
and working with the AIFI
family. Again thank you.

Sincerely,
Tharon Walker



MADE WITH PAPER FROM
WELL-MANAGED FORESTS

**COMMUNITY ACTION MONTH
PROCLAMATIONS**

Proclamation



WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

WHEREAS, Community Action Agencies have over 50 years history of promoting self-sufficiency for the limited income; and

WHEREAS, Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and

WHEREAS, Community Action Agencies are needed as a major participants in the reform of welfare systems as we know it; and

WHEREAS, welfare reform in Florida has benefited from the state's partnership with community action agencies; and

WHEREAS, the limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and

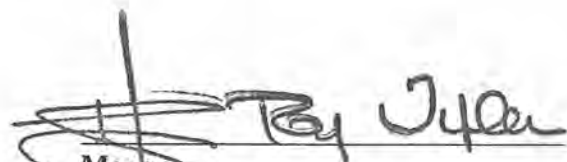
WHEREAS, Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance;

NOW, THEREFORE, I, by virtue of the authority vested in me as Mayor of the City of Haines City, in the State of Florida, do hereby declare the month of May 2018 as:

Community Action Month

In Haines City, Florida in recognition of the hard work and dedication of Haines City's Community Action agencies.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Haines City, Polk County, Florida, to be affixed this 3rd day of May 2018.


Mayor

WINTER HAVEN

The Chain of Lakes City

Proclamation

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

☺

WHEREAS, Community Action Agencies have over 50 years of history of promoting self-sufficiency for the limited income; and

☺

WHEREAS, Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and

☺

WHEREAS, Community Action Agencies are needed as major participants in the reform of the welfare system as we know it; and

☺

WHEREAS, welfare reform in Florida has benefited from the State's partnership with Community Action Agencies; and

☺

WHEREAS, the limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and

☺

WHEREAS, Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance.

☺

NOW, THEREFORE, I, Bradley T. Dantzler, Mayor of the City of Winter Haven, Florida, do hereby proclaim the month of May 2018, as

COMMUNITY ACTION MONTH

in the City of Winter Haven in recognition of the hard work and dedication of Winter Haven's Community Action Agencies.

☺

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Winter Haven, Florida, to be affixed this 23rd day of April, 2018.



Bradley T. Dantzler, Mayor

ATTEST:

Vanessa Castillo, MMC, City Clerk



PROCLAMATION

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

WHEREAS, Community Action Agencies have over 50 years of history promoting self-sufficiency for those with limited income; and

WHEREAS, Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and

WHEREAS, Community Action Agencies are needed as a major participant in the reform of the welfare system as we know it; and

WHEREAS, welfare reform in Florida has benefited from the state's partnership with Community Action Agencies; and

WHEREAS, those with limited income need opportunities to improve their life and living conditions, thus ensuring that all citizens are able to live in dignity; and

WHEREAS, Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance.

NOW, THEREFORE, I, H. William Mutz, Mayor of the City of Lakeland, do hereby proclaim May 2018, as

COMMUNITY ACTION MONTH

in the city of Lakeland and recognize the hard work and dedication of Lakeland's Community Action agencies.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Lakeland to be affixed this 7th day of May 2018.



H. William Mutz, Mayor
Lakeland, Florida

City of Fort Pierce, Florida PROCLAMATION

- WHEREAS,** Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and
- WHEREAS,** Community Action Agencies have over 50 years history of promoting self-sufficiency for the limited income; and
- WHEREAS,** Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and
- WHEREAS,** Community Action Agencies are needed as major participants in the reform of welfare system as we know it; and
- WHEREAS,** welfare reform in Florida has benefited from the state's partnership with community action agencies; and
- WHEREAS,** persons with limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and
- WHEREAS,** Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance;

NOW, THEREFORE, I Linda Hudson, Mayor of the City of Fort Pierce, Florida, do hereby proclaim May 2018, as:

Community Action Month

in the City of Fort Pierce in recognition of the hard work and dedication of Fort Pierce's Community Action Agencies.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of Fort Pierce, Florida, to be affixed this 7th day of May, 2018.

Linda Hudson
MAYOR/COMMISSIONER



Proclamation

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and,

WHEREAS, Community Action Agencies have over 50 years of history of promoting self-sufficiency for the limited income; and,

WHEREAS, Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and,

WHEREAS, Community Action Agencies are needed as a major participants in the reform of welfare system as we know it; and,

WHEREAS, welfare reform in Florid has benefitted from the state's partnership with community action agencies; and,

WHEREAS, the limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and

WHEREAS, Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance;

NOW, THEREFORE, by virtue of the authority vested in me as Mayor of the City of Bartow, Florida, do hereby proclaim the month of May 2018 as:

COMMUNITY ACTION MONTH

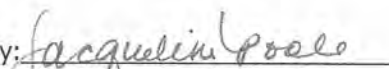
in the City of Bartow, Florida in recognition of the hard work and dedication of Bartow's Community Action agencies.

Dated at Bartow, Florida this 7th day of May, 2018.

CITY OF BARTOW

By: 
Mayor

ATTEST WITH SEAL:

By: 
City Clerk Jacqueline Poole



CITY OF CLEWISTON

115 WEST VENTURA AVENUE

CLEWISTON, FL 33440

TELEPHONE 983-1484
AREA CODE 863

FAX 983-4055
AREA CODE 863

April 18, 2018

Pa Houa Lee-Yang
CSBG Economic Development Director
The Agriculture and Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, FL 33850-2576

Dear Ms. Lee-Yang:

Enclosed please find a Proclamation signed by Mayor Mali Gardner of the City of Clewiston, Florida, proclaiming May 2018 as Community Action Month in the City of Clewiston, Florida. The Proclamation was approved at the April 16, 2018 Commission Meeting.

Thank you for your commitment and participation in this campaign.

Sincerely,



Mary K. Combass
Interim City Clerk

Community Action

Proclamation

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

WHEREAS, Community Action Agencies have a 50-year history of promoting self-sufficiency for the limited income; and

WHEREAS, Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and

WHEREAS, Community Action Agencies are needed as a major participants in the reform of welfare system as we know it; and

WHEREAS, welfare reform in Florida has benefited from the state's partnership with community action agencies; and

WHEREAS, the limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and

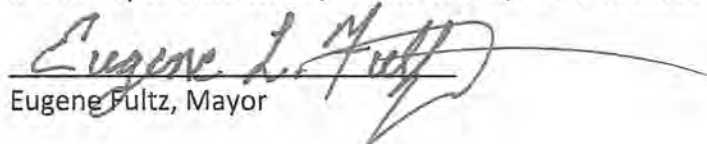
WHEREAS, Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance;

In honor of Community Action, NOW, THEREFORE, I, Eugene Fultz, Mayor of Lake Wales, Florida, do hereby proclaim May 2018 as

COMMUNITY ACTION MONTH

in Lake Wales, Florida in recognition of the hard work and dedication of Lake Wales's Community Action agencies.

IN TESTIMONY WHEREAS, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Lake Wales, in Lake Wales, Florida on this 17th day of April 2018.


Eugene Fultz, Mayor





PROCLAMATION

Community Action Month

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

WHEREAS, Community Action Agencies have over 50 years history of promoting self-sufficiency for the limited income; and

WHEREAS, Community Action Agencies have made an essential contribution to individuals and families in Florida by providing them with innovative and cost-effective programs; and

WHEREAS, Community Action Agencies are needed as major participants in the reform of the welfare system as we know it; and

WHEREAS, welfare reform in Florida has benefited from the State's partnership with community action agencies; and

WHEREAS, the limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live in dignity; and

WHEREAS, Florida and the entire United States must continue to promote economic security by providing support and opportunities for all citizens in need of assistance;

NOW, THEREFORE, WE, the City Commission of the City of Clewiston, Florida do hereby proclaim the month of May 2018 as **COMMUNITY ACTION MONTH** in the City of Clewiston.

Signed this 16th day of April, 2018.

Mali Gardner, Mayor

Mary-K. Combass, Interim City Clerk

BANK OF AMERICA
MERRILL LYNCH
CD-ROM / DVD DELIVERY SERVICE

RECEIVED

Bank of America
Merrill Lynch


June 2018

Important changes impacting your CD-ROM/DVD delivery service

Dear Bank of America Merrill Lynch client,

In an effort to provide you with the best service and newest technology, we are delighted to inform you that your **October 2018** data will be delivered digitally, instead of via CD-ROM/DVD.

WHAT IS CHANGING

CD-ROM/DVD is a declining technology and will eventually become obsolete. To help ensure that you continue having access to your images, we are developing a new digital alternative called ImageDrop that will replace CD-ROM/DVD, while providing the same content in a format that is familiar to you.

ABOUT THE NEW SOLUTION

- The new ImageDrop solution will automatically "drop" images directly into your existing viewer, eliminating the need for you to manually load CD-ROM/DVD and to store physical media.
- ImageDrop requires you to store images on site, on your network or a local storage device.
- Your encryption keys will remain the same; a copy of the keys will be mailed to you as a courtesy prior to implementation.
- Pricing structure will predominately remain unchanged.
- You will receive a welcome letter with more information about ImageDrop and important installation instructions prior to implementation.

ACTIONS REQUIRED

- Read and retain the welcome letter along with encryption keys once you receive them.
- Identify target location for your images and ensure you have adequate digital storage space (e.g., a CD-ROM can contain up to 700MB and a DVD can contain up to 4,700MB).

Please note, this letter is being included with each CD/DVD package, as well as mailed separately via USPS; therefore, you may receive multiple copies.

For questions regarding this change or to discuss complementing image access solutions such as CashPro Online or Image Transmission, please reach out to your Bank of America Merrill Lynch representative.

Sincerely,



Juliya Stewart, Director
 Check Disbursement Solutions



Linda Greer, Director
 Wholesale Lockbox

BOARD & ADMINISTRATOR NEWSLETTER

Board & Administrator

FOR BOARD MEMBERS

May 2018 Vol. 34, No. 9

Editor: Jeff Stratton

Case study: Board reprimands exec for following board policy

Individual board members can get out of line. When it happens, it's the board's responsibility to rein them in. Here's a story that illustrates the point:

A Minnesota board recently voted, narrowly, to put a written reprimand in the executive director's personnel file for, of all things, following the board's written policy.

The organization's policy states the administrator must review a minimum of two bids when bidding out a project. When the organization needed a new furnace, a board member asked the executive director to seek a bid from a friend in the heating and cooling business. The administrator did this and gathered bids from two other companies.

The company the board member recommended was too high, so the executive director brought the board the two low bids. The board approved the low bid.

The administrator thought the issue was over,

but a week later the board called a "special meeting" to review the bidding process. The board member whose friend didn't get the contract took over the meeting, accused the executive director of ignoring the third bid and moved that a reprimand be added to his file. The board narrowly approved the motion. The board is now divided over the issue.

What went wrong here? Three things:

1. Board members with a conflict of interest have a special obligation to remove themselves from an issue. In this example, it appears one board member wanted a friend to get the non-profit's business, and when that didn't happen, took it out on the administrator.
2. The board chair failed in not preventing a special meeting from taking place.
3. The full board failed because it allowed a board member with a vendetta to damage the board's relationship with its executive director. ■

Tip sheet for board evaluation of the CEO

- **Do not incorporate undue focus on good or bad incidents.** It's too easy to get hung up on a single issue—like the complaints of a disgruntled employee—and spend too much time on it.

- **Avoid basing the evaluation only on recent performance.** Evaluations that reflect only the performance within a few weeks of the evaluation's due date are unfair to the administrator. This will happen if the board isn't constantly reminded that the administrator's evaluation is a yearlong process and a professional responsibility of the board.

- **Don't allow personal agendas of board members into the process.** It's important for the board to be as objective as possible.

- **Avoid including issues outside of the executive director's purview.** An example: criticizing the administrator for his implementation of a board policy that is poorly written or unclear.

- **Never "spring" the evaluation on the administrator.** The executive director should be given the opportunity to see his appraisal prior to discussing the results with the board. ■

Build a self-correcting board that does its job

Board problems are the board's to fix. Yet, that can be easier said than done.

Terrie Temkin, founding principal, CoreStrategies for Nonprofits Inc., believes a "self-correcting" board—one that does its job rather than that of staff, is more engaged and works with rather than against the CEO—is attainable using these steps:

1. The board has to have the desire to be the best it can be. No matter how good and positive the board, it can always be better, Temkin said. She's seen many boards and board members who walk in and say this is the way we have always operated, she said. "We are doing good work is the board's mindset," Temkin said. "That's all they are concerned with."

The board must recognize it can always be better and have the desire to put in the time and effort, Temkin said. "Without that, nothing else happens," she said.

Outsiders can come in and say you can do better or the executive director or a consultant can be brought in to work on this area of board improvement, but unless the board buys into it, change won't happen, Temkin said.

2. Identify the steps to up the board's game. "There are a number of them," Temkin said.

- Include a line item in the budget for board development. "Nothing is free," Temkin said. "There must be money in the budget to cover this work."

- Undertake some sort of self-assessment. "Take the opportunity to ask as a board what we did well in a particular meeting and then for quality improvement purposes, ask 'What could we do better?'" Temkin said.

A consultant can be hired to perform this sort of work, Temkin said.

Tools to do this self-assessment can be downloaded from the web, or one can be borrowed from another organization, Temkin said.

Or use a validated tool that is scored and leads to a recommendation, she said. Three to consider, according to Temkin:

- From BoardSource: Board Self-Assess-

ment, <http://goo.gl/wGhcN2>.

- From Mel Gill: <http://goo.gl/NKaJim>.

- From Vic Murray and Yvonne Harrison: <https://www.boardcheckup.com/>.

- Prioritize the work to be done based on the results of the self-assessment. There will likely be a number of items the board believes are appropriate to tackle, Temkin said. "Some may be more time-consuming or costly and some not as interesting to the group, so you need to prioritize the changes to be made," she said.

- Determine what the board will consider a success. "How will the board be different and how will you measure the change?" Temkin said. "If you haven't identified what is success, how will you know if you ever accomplish it?"

- Identify the right individual or entity to lead the effort. "This person or group will determine the best approach to tackle the challenges," Temkin said. It could be a board governance committee, a board development committee or an individual director to ensure the board is the best it can be, she said.

"It could be a specialized task force for each item the board wants to address," Temkin said. Or it could be a consultant, a chair of another local board. "It should not be the CEO," Temkin said. "The board should be responsible for itself."

- Obtain commitment from each board member. Whatever approach the board selects, it's critical that each individual board member commit to it, Temkin said. "All must say 'Yes, we want to make these changes and will commit the time necessary,'" Temkin said.

- Evaluate the work done and celebrate the board's successes. "The board should pat itself on the back and recognize the hard work it put in," Temkin said.

"Then determine which areas need new or additional work," Temkin said. "It has to be continuous. There are always things that can be improved."

For more information, go to <http://goo.gl/Dswmmw>. ■

Board & Administrator

FOR BOARD MEMBERS

June 2018 Vol. 34, No. 10

Editor: Jeff Stratton

Continuing education key to board engagement

One of the findings in *Leading with Intent 2017* from BoardSource speaks directly to the importance of board education and the impact it has on trustee engagement with the organization.

“Strong understanding of programs relates to stronger engagement, strategy, and external leadership—including fundraising,” according to *Leading with Intent 2017*.

Leading with Intent 2017 reports:

- “Comprehensive orientation for new board members that includes both an orientation to their role as a board member and to the organization and its work.
- “Focused educational sessions or moments as a part of regular board meetings that help cultivate a deep understanding of the organization’s mission, programs, and impact.
- “Ongoing education and reflection about the board’s role and how best to leverage its full leadership potential.”

For more information, go to <https://leadingwithintent.org/>.

By the time a board member’s term concludes, he or she is just really getting to know the nonprofit.

I’ve long advocated the CEO and board chair set aside 15 minutes at each board meeting for board “education.”

How do you create an annual board education calendar?

The chair can send board members a memo that asks them to identify three or four suggested topics for board education. The beauty of this idea is that it’s geared to your board’s wants and needs. From board members’ suggestions, compile a list of topics and then send this list back to the board and ask it to prioritize them.

The chair can use this prioritized list to come up with your board’s annual education calendar. Then set aside 15 minutes at each board meeting for board development. ■

Plan the nonprofit’s strategic direction

The current condition of your organization depends on how well its previous boards have planned.

But your organization’s future depends on how well your current board plans today. Unfortunately, too many boards live day to day and dollar to dollar, which makes it a challenge to plan for the future.

By delegating the day-to-day management of your organization to the executive director, the board frees itself for the key task of planning the future. With social, legal, political and economic variables changing almost daily, planning may seem like a futile exercise. But change is the very reason the board should have plans to anticipate

and be ready for what the future will bring.

Boards need to take the lead in long-range, strategic planning. Every board member should ask three planning questions:

1. What kind of future are we going to give this organization?
2. How can we plan for a healthy future?
3. How can we anticipate problems before they happen?

An Iowa board uses the Long-Range Needs Assessment Policy to communicate its commitment to planning and accountability for the long-term needs of the organization. ■

Regularly define roles as a board activity

Every once in a while, you hear about a board that has run amok.

It's good to hear these stories because they reinforce an important concept: being proactive about defining roles on your own board. This must be done continually for it to take hold.

Here's the story from a Wisconsin board member:

"I was at a monthly board meeting yesterday for another organization where I have served for many years," she said. "We were discussing a wish list of capital projects, realizing that we only had about enough money to do perhaps 25 percent of the items on the list.

"When board consensus was that one particular project should not be done at this time, a board member announced that he had done his own investigation and met with employees who thought this project was an immediate priority."

This was news to the CEO and the rest of the board. The board member continued, "I asked several questions of senior staff at the meeting and was convinced that the project in question had been examined from every angle and was not an immediate priority. I was quite shocked that a board member would unilaterally decide to conduct his own investigation.

"It implies that we as a board do not trust the CEO to give us the total picture on the issue. Yet, in the CEO's monthly report he had addressed the issue and had also alerted the board that there were 'lingering concerns.'

"If nothing is done about the board member's staff 'investigation,' my concern is that the next

time there is an employee concern, they will again contact this same board member and bend his ear."

After the meeting, the Wisconsin board member sent an email to both the board chair and the CEO regarding his concerns. "I was hoping the chair would take the board member aside privately prior to the next meeting and gently explain that the role of board members is not to conduct unilateral investigations and that doing so can undermine the authority of the CEO, despite perhaps having the best of intentions."

The board's chair did not respond to his first email where he stated that the board member who did the investigation should be privately told that such behavior is not appropriate for a governance team member.

"Two weeks later I sent a follow-up email and the chair said he was afraid that if the board member was confronted that he would quit and that this board member generally had good insights on issues," the Wisconsin board member said.

"I responded that I didn't think we should risk the problem just going away on its own and that as board vice president, I would be willing to be part of the meeting. In the end, the board president discussed it with the CEO, and they decided not to confront but that the CEO should look into some training materials from their state association."

This administrator later learned that the December meeting was the final one for the board chair. "So, if this issue becomes a problem again, it won't be his problem," he said. "He is a very easygoing guy and just likes to keep the peace." ■

Long-Range Needs Assessment Policy

The Board shall conduct ongoing needs assessment, soliciting information from business, labor, industry and community members regarding their expectations for the organization's services.

In conjunction with this ongoing needs assessment, the Board shall authorize the appointment of a committee, representing employees, stakeholders and community members, to make recommendations to assist the Board in determining the priorities of the organization. The Board shall appoint two Board members to the committee, and the executive director will be a member of the committee.

As a result of the Board and committee's work, the Board shall determine major needs and rank them in priority order. The Board shall develop long-range goals and plans to meet the needs; the executive director shall establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of performance. The Board shall evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of results. The Board shall annually report the organization's progress made under the plan to the committee, and stakeholders. ■

COMMITTEE REPORTING FORM



**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD COMMITTEE REPORT**

INSTRUCTIONS: Complete and submit to the Board Secretary after reporting to the full Board.

_____ Name of Committee _____ Date of Report

Members Present _____ Members Absent _____

Type of Report

- _____ Reporting/Updating
- _____ Recommending Board Action
- _____ Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):