
CSC OF SLC 2015/2016 CONTRACT

RECEIVED
OCT 20 2015
AGREEMENT BETWEEN
THE CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY
AND
ALPI
COMPUTER ASSISTED TUTORIAL

THIS AGREEMENT, made this 1st day of October 2015, is by and between the CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY, an independent special taxing district of the State of Florida, hereinafter referred to as the COUNCIL, and, **ALPI**, hereinafter referred to as the PROVIDER, whose address is **PO BOX 3126, WINTER HAVEN, FL 33885**.

WHEREAS, the PROVIDER has submitted a proposal to provide certain services for the children and families of St. Lucie County; and

WHEREAS, the COUNCIL has determined that it is in the best interest of the children and taxpayers of St. Lucie County to enter into this Agreement with the PROVIDER.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the sufficiency of which is hereby acknowledged, the parties intending to be legally bound, hereby agree as follows:

- I. **SERVICES TO BE PROVIDED** - The PROVIDER agrees to provide the services set forth in its proposal to COUNCIL and attached outcomes which are on file with the COUNCIL and incorporated herein by reference including any written amendments made hereafter through negotiations with the COUNCIL. The PROVIDER agrees to comply with all policies of the COUNCIL, including, but not limited to, those set forth in the *2015-16 Program Proposal Application* and the *CSC Funding Application, Guidelines and Tentative Schedule*.
- II. **PAYMENT TO THE PROVIDER** - The COUNCIL will reimburse the PROVIDER within 21 days of receipt of a request for reimbursement. The COUNCIL agrees to reimburse up to **eighty four thousand five hundred ninety nine dollars (\$84,599.00)**, for actual costs incurred for services rendered pursuant to this Agreement. All requests for reimbursement must be certified true and correct by the PROVIDER and must be accompanied by the appropriate documentation as prescribed by COUNCIL. Requests for reimbursement are due to the COUNCIL by the 15th day of the month following the related expenses. Any reimbursement request received by COUNCIL after the 20th of the month following the related expense will be assessed a late fee which will be the lesser of 5% of the approved reimbursement amount or \$500. The amount of the fee cannot be reclaimed under future reimbursement requests. The fee will effectively reduce the total amount reimbursable on a program's budget. For example, a program with a \$120,000 budget that is assessed two \$500 late fees will only be able to receive a maximum of \$119,000 for their budget year. The COUNCIL will not reimburse the PROVIDER for any expenditure submitted after October 20, 2016.

- III. **AGREEMENT COMMENCEMENT AND TERMINATION** -

- a. This Agreement shall commence on October 1, 2015, and shall terminate no later than September 30, 2016 (the "Contract Term") unless earlier terminated as stated herein. The COUNCIL may terminate this Agreement without cause by giving the provider fifteen (15) days written notice of said intent to terminate. This Agreement may be terminated by the COUNCIL for any breach of terms by the PROVIDER upon twenty-four (24) hours written notice. If this Agreement is terminated, the COUNCIL's obligation for payment of services rendered under this Agreement shall equal, but not exceed, payment for proper costs and expenses incurred through the date of termination. Termination of this Agreement shall not affect any rights, obligations, and liabilities of the parties arising out of transactions which occurred prior to termination.

- b. PROVIDER understands and acknowledges that the funding will only be for the term stated herein.

IV. CONTINUING OBLIGATION TO KEEP THE COUNCIL INFORMED - The parties agree that their relationship will be enhanced and the possibility of misunderstandings or disputes will be reduced if they communicate on a regular basis. In particular, the PROVIDER acknowledges the importance in keeping the COUNCIL informed relative to the services it is providing. The PROVIDER will promptly notify the COUNCIL prior to any significant change(s) in the delivery of the services as set forth in its proposal. Significant changes that would require notification to the COUNCIL would include, but not be limited to, the commencement or conclusion of employment of key staff, such as the executive director or program coordinator. In addition, the PROVIDER must notify and obtain COUNCIL'S approval prior to effectuating any material change(s) in the delivery of services set forth in its proposal. Material change(s) would include, but not be limited to, location of facilities where services are being provided or the number of staff assigned to a service delivery site. The PROVIDER agrees to permit COUNCIL and its staff to conduct site visits.

V. MONITORING, REQUIRED RECORDS AND REPORTS – PROVIDER agrees:

- a. To assign appropriate staff as necessary to attend meetings with COUNCIL and/or staff to discuss issues and recommendations including, but not limited to, quality of service; service delivery systems, coordination of services, client satisfaction, records, maintenance, and funding maximization.
- b. To provide full access at administrative and service delivery sites to COUNCIL and staff during all announced and unannounced visits, for the purpose of examination of records and data covered by this Agreement as well as observation of service, delivery, and PROVIDER staff. COUNCIL and PROVIDER shall maintain the confidentiality of client services and records in full accordance with any federal or state laws or federal regulations mandating such confidentiality.
- c. To respond to any monitoring findings within the time frame specified therein.
- d. Any monitoring reports and/or accreditation reports from other agencies or funding sources for similar services provided shall be submitted to COUNCIL within thirty (30) days of receipt.

- e. To submit required quarterly program reports as indicated by the schedule below:

<u>Quarter Ending</u>	<u>Program Report Due Date</u>
December 31	January 15
March 31	April 15
June 30	July 15
September 30	October 30

- i. If PROVIDER does not comply with the program reporting requirement, it is considered out of compliance. Consequences of failure to comply with the program reporting requirement will include, but may not be limited to, the following:

1. A PROVIDER not in compliance with the program reporting requirement at any report due date will be assessed a financial penalty against their next month's reimbursement request. The financial penalty will be the lesser of 5% of the approved monthly reimbursement or \$500. The amount of this fee cannot be reclaimed under future reimbursement requests. The fee will effectively reduce the total amount reimbursable on a program's budget. For example, a program with a \$120,000 budget that is assessed two \$500 fees will only be able to receive a maximum of \$119,000 for their budget year.
2. The financial penalty fee described in number 1 above will be assessed monthly until the quarterly program report is received subject to provisions of number 3 below.
3. If a quarterly program report is not received before the due date for the next quarterly report, COUNCIL will send written notice to the PROVIDER to terminate the Agreement. The financial penalty fee will continue to be assessed during the termination process up to the point of termination or resolution.
4. In addition, if the Agreement with Provider is terminated or has expired due to delinquent quarterly program reporting, PROVIDER shall be prohibited from receiving any future funding from the COUNCIL unless PROVIDER comes into full compliance with this paragraph including, but not limited to, the submission of the quarterly reports to the COUNCIL, and the COUNCIL in its sole discretion agrees to provide future funding to the PROVIDER.

- VI. SHARING INFORMATION** - The PROVIDER agrees to share with the COUNCIL, and other agencies as specified by the COUNCIL, such information and data, which the COUNCIL determines is appropriate. To facilitate this sharing of information, the PROVIDER agrees to have an appropriate release form signed by the parent or guardian of each client being served through the COUNCIL's funding. Minimum demographic information will include client social security number, street address, zip code, sex, race, age, if a teen parent, if family is

served, primary service component and outcomes. Data will be shared via COUNCIL's website, electronic database or spreadsheet (as applicable).

VII. COMPLIANCE WITH LAWS - In performing its obligations hereunder, each party agrees to comply in all material respects with all applicable laws. During the term of this Agreement, the PROVIDER shall ensure that it is duly organized, validly existing and in good standing under the laws of Florida. If the COUNCIL becomes aware that a PROVIDER's corporate status is administratively dissolved, the COUNCIL may terminate the Agreement if the PROVIDER does not have its corporate status reinstated within 30 days' written notice by the COUNCIL.

VIII. NO DISCRIMINATION - The PROVIDER agrees not to discriminate against any child or family to whom services are being provided or against any employee of the PROVIDER, in violation of any applicable state or federal anti-discrimination laws, including laws prohibiting discrimination on the basis of race, color, gender, age, religion, national origin, disability, or sexual orientation.

IX. BACKGROUND SCREENING - The PROVIDER agrees to comply with all state and federal laws, rules and regulations regarding background screening, including criminal record checks, of its employees/volunteers. The PROVIDER shall provide the COUNCIL with a copy of its policies indicating their compliance with these laws and setting forth their policies in regards to background screening/criminal records checks of prospective, as well as current, employees/volunteers. The PROVIDER will also make available to the COUNCIL the results of all such background screenings. The results of said screenings will be kept on file by the PROVIDER for review as deemed necessary by the COUNCIL for a period of two years after termination of this Agreement. A COUNCIL determination that the PROVIDER has failed to comply with the background screening requirements shall be considered a breach of this agreement and may result in termination of this agreement pursuant to paragraph III. a.

X. PROVIDER AS INDEPENDENT CONTRACTOR - The PROVIDER agrees that it shall be an independent contractor and that its officers, employees or representatives shall not be considered employees of the COUNCIL. The PROVIDER will be fully responsible for all social security payments, withholding taxes, workers' compensation insurance and liability insurance for the PROVIDER, its officers, employees and representatives, and the COUNCIL shall have no responsibilities for such items.

XI. BOOKS AND RECORDS - The PROVIDER agrees during the Agreement Term (as applicable):

- a. To maintain books, records, and documents (including electronic storage media) in accordance with standard accounting procedures and practices which reflect all payments to the PROVIDER, by the COUNCIL under this Agreement.
- b. To assure that records pertaining to this Agreement or payments received by the PROVIDER from the COUNCIL, hereunder shall be subject at all reasonable times and upon reasonable prior request by the COUNCIL, for inspection, review, or audit by COUNCIL'S personnel and other personnel duly

authorized by the COUNCIL, at any time during this Agreement period and for a period of two years after the termination of this Agreement. These documents shall be available at no cost to COUNCIL.

- c. To maintain and file with the COUNCIL such progress reports as the COUNCIL may reasonably request within the period of this Agreement.
- d. To include these aforementioned audit and record keeping requirements of subparagraphs "XI--a through c" above, in all approved sub-contracts and assignments hereunder.
- e. Within seven calendar months of the close of its fiscal year, the PROVIDER must submit a certified independent financial audit of all its corporate activities and any accompanying management letter(s) to the COUNCIL. This audit shall be conducted consistent with the American Institute of Certified Public Accountants (AICPA), Standards for Non-Profit Organizations, or other mutually agreed upon standards. The audit must be performed by a firm licensed to perform audits in the State of Florida and be conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accountants (AICPA). The audit will separately identify COUNCIL's revenues, fees, donations, and expenditures by program. Sample due dates are provided below:

<u>Fiscal Year End Date</u>	<u>Audit Due Date</u>
March 31	November 1
June 30	February 1
August 31	April 1
September 30	May 1
December 31	August 1

- i. If PROVIDER does not comply with the audit requirement, it is considered out of compliance. Consequences of failure to comply with the audit requirement will include, but may not be limited to, the following:

1. A PROVIDER not in compliance with the audit requirement at the beginning of any month will be assessed a financial penalty against their next month's reimbursement request. The audit will be due in the COUNCIL's office on the first working day of the month after seven calendar months have passed. The financial penalty will be the lesser of 5% of the approved monthly reimbursement or \$500. The amount of this fee cannot be reclaimed under future reimbursement requests. The fee will effectively reduce the total amount reimbursable on a program's budget. For example, a program with a \$120,000 budget that is assessed two \$500 fees will only be able to receive a maximum of \$119,000 for their budget year. The fee will be assessed on every PROVIDER program receiving funding from the COUNCIL. In other words, a

PROVIDER with which the COUNCIL has Agreement(s) for four programs will be assessed four financial penalties for the same late audit.

2. The financial penalty fee assessment will be based on the due date of the audit and not on the timing of the next submitted reimbursement request. In other words, an audit received on the 12th day of the month that was due on the first working day of the month will be assessed a late fee even though the agency has not yet requested the monthly reimbursement.
 3. The financial penalty fee described in number 1 above will be assessed monthly until the audit is received subject to provisions of number 4 below.
 4. If an audit is not received within nine calendar months of the close of PROVIDER's fiscal year, the COUNCIL will send written notice to the PROVIDER to terminate the Agreement. The financial penalty fee will continue to be assessed during the termination process up to the point of termination or resolution.
 5. In addition, if an audit is not received within nine calendar months of the close of PROVIDER's fiscal year and the Agreement with Provider has already been terminated or has expired, PROVIDER shall be prohibited from receiving any future funding from the COUNCIL until PROVIDER comes into full compliance with this paragraph including, but not limited to, the submission of the audit to the COUNCIL, and the COUNCIL in its sole discretion agrees to provide future funding to the PROVIDER."
 6. Agencies audited by the Florida Department of Financial Services are exempt from the audit late fees proscribed herein. Such agencies must submit an annual audit to the COUNCIL annually upon its completion.
- f. Programs funded for less than \$35,000 may request COUNCIL approval of a fiscal review in lieu of an audit. The review shall be performed consistent with the *American Certified Public Accounts (AICPA), Standards for Non-Profit Organizations*, or other mutually agreed upon standards. The COUNCIL is committed to assurances that all funds provided are being used consistent with its policies and in the best interest of the children and taxpayers.
- g. The administration of the Agreement will be pursuant to the COUNCIL's "Fiscal Policy Manual". The PROVIDER acknowledges receiving a copy of this manual.
- h. Regarding business and records directly related to this Agreement, if applicable, PROVIDER shall comply with Florida's Public Records Laws, and, specifically agrees to:
- i. Keep and maintain public records that ordinarily and necessarily would be required by the COUNCIL in order to perform the service.

- ii. Provide the public with access to public records on the same terms and conditions that the COUNCIL would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- iv. Meet all requirements for retaining public records and transfer, at no cost, to the COUNCIL all public records in possession of the PROVIDER upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COUNCIL in a format that is compatible with the information technology systems of the COUNCIL.

XII. USE OF COUNCIL FUNDS FOR INHERENTLY RELIGIOUS PURPOSES PROHIBITED – In accordance with the Establishment Clause of the First Amendment to the United States Constitution, the use of COUNCIL funds for inherently religious purposes is prohibited. The PROVIDER shall not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the services provided and funded by COUNCIL under this Agreement. The PROVIDER agrees, as set forth in this Agreement, to provide COUNCIL full access to its books and records, and to permit COUNCIL to monitor its activities and literature to ensure that COUNCIL funds are not being used for inherently religious purposes. Failure to comply with this provision will result in a reduction or denial of a reimbursement request or termination of this Agreement for cause as determined in the sole discretion of COUNCIL.

XIII. INDEMNIFICATION – The PROVIDER agrees to indemnify and hold harmless the COUNCIL, its officers, employees and representatives from liability on account of any injuries, damages, omissions, commissions, actions, causes of actions, claims, suits, judgments and damages, including court costs and attorneys' fees (for all matters including administrative and litigation and appellate proceedings), accruing, as a result of services performed or not performed, or any negligent act or willful misconduct by the PROVIDER its officers, employees and representatives, or funding granted by the COUNCIL, or any action arising out of the operation of this Agreement.

XIV. INSURANCE – Prior to commencing any services under this Agreement, the PROVIDER shall provide one copy of certificates evidencing insurance coverage as required hereunder. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The certificates shall clearly indicate that the PROVIDER has obtained insurance of the type, amount, and classification as required for compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNCIL. Compliance with this provision shall not relieve the PROVIDER of its liability and obligations under this Agreement.

- a. The PROVIDER shall maintain, during the life of this Agreement, commercial general liability, including contractual liability insurance in the minimum amount of \$500,000 per occurrence to protect the PROVIDER from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the PROVIDER or by anyone directly employed by or contracting with the PROVIDER.
- b. The PROVIDER shall maintain, during the life of this Agreement, comprehensive automobile liability insurance in the minimum amount of \$500,000 combined single limit for bodily injury and property damages liability to protect the PROVIDER from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the PROVIDER's ownership, use, and/or maintenance of automobiles, including rented automobiles, for the provision of services under this Agreement or arising out of this Agreement. Proof of appropriate automobile liability insurance is required for any PROVIDER employee or contractor who utilizes a privately owned automobile in order to provide the services detailed in its proposal to COUNCIL or arising there-from.
- c. The PROVIDER shall carry Workers' Compensation Insurance as required by Florida Statutes. In the event PROVIDER does not carry Workers' Compensation Insurance and chooses not to obtain same, then PROVIDER shall in accordance with Section 440.05, Fla. Stat., apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the COUNCIL.
- d. Depending on the services to be provided, the PROVIDER may be required to maintain, during the life of this Agreement, professional liability insurance or errors and omissions liability insurance in the minimum amount of \$500,000 per occurrence to protect the PROVIDER from claims which may arise from or relate to any services provided under this Agreement, whether such services are by the PROVIDER or by anyone directly employed by or contracting with the PROVIDER.
- e. The PROVIDER is also required to maintain any other insurance coverage deemed reasonably necessary during the life of this Agreement.
- f. Agencies of the State of Florida are exempt from specific insurance coverage levels. Such agencies must submit proof of statutory insurance coverage but are exempt from the specific levels of coverage proscribed herein.
- g. All insurance, other than Worker's Compensation and Professional Liability/Errors and Omissions (if required), to be maintained by the PROVIDER shall specifically include the COUNCIL as an "Additional Insured". Each renewal of the respective certificate of insurance provided for above shall be submitted to the COUNCIL upon receipt by PROVIDER. Failure to have and/or maintain the required

insurance under this Agreement shall not relieve PROVIDER of any obligation under this Agreement including without limitation indemnification of the COUNCIL.

XV. TRANSPORTATION - If children are being transported by, or on behalf of, the PROVIDER, whether in PROVIDER owned, rental or non-owned vehicles, the PROVIDER must comply with the following requirements:

- a. All drivers must have a valid driver's license with the appropriate class certification (if applicable). A copy of which must be on file with the PROVIDER.
- b. All vehicles must be insured as specified in Paragraph XIV, and
- c. A Transportation Permission Form must be signed by the parent or guardian of each child being transported. A copy of each Transportation Permission Form must be on file with the PROVIDER.

XVI. AUTHORITY - Each party represents and warrants to the other party that it has full power and authority to enter into and is fully licensed and able to perform its obligations under this Agreement, and this Agreement constitutes a legal, valid and binding obligation, enforceable in accordance with its terms.

XVII. APPROPRIATION OF FUNDS

- a. The COUNCIL's performance and obligation to pay under this Agreement are contingent upon an annual appropriation for its purpose by the COUNCIL. In the event funds to finance this Agreement become unavailable to or are not appropriated, the COUNCIL, at the COUNCIL's sole discretion, may terminate the Agreement upon no less than twenty-four (24) hours' notice, in writing, to the PROVIDER.
- b. Notwithstanding anything herein to the contrary, the parties agree that the dollar amount set forth in paragraph II above may be reduced in the event that the COUNCIL determines that the PROVIDER will not spend the entire amount allocated by the September 30th fiscal year end. This determination may be made (a) based upon the COUNCIL's review of PROVIDER's program and its expenditure history or (b) during the course of reviewing a budget revision submitted by the PROVIDER pursuant to the COUNCIL's procedures. Before any such reduction becomes final, the PROVIDER will be notified in writing of the proposed action and shall have the opportunity to address the COUNCIL regarding the proposed reduction. The decision of the COUNCIL on this issue shall be within its sole discretion and shall be final.

XVIII. ENTIRE AGREEMENT - This Agreement contains all the terms and conditions agreed upon by the parties with respect to the subject matter of this Agreement. No other agreements regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XIX. APPLICABLE LAW, VENUE AND REMEDIES - This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida and venue for any litigation commenced relating to this Agreement shall be in St. Lucie County, Florida.

XX. AMENDMENTS - This Agreement may only be amended by mutual agreement of the parties, provided that the amendment is in writing and is executed by both parties.

XXI. ASSIGNMENT - The PROVIDER shall be prohibited from sub-contracting, selling, assigning, or otherwise transferring its interest in this Agreement to any other person, governmental entity, firm or corporation except upon prior written agreement of the COUNCIL, which COUNCIL may withhold in their sole discretion.

XXII. WAIVER - No express or implied consent to or waiver of, any breach or default by the other party, in the performance of the obligations hereunder, shall be deemed or construed to be a consent to, or waiver of, any other breach or default in the performance by such hereunder. Failure on the part of either party to complain of any act of the other in default, irrespective of how long such failure continues, shall not constitute a waiver of a party's rights hereunder.

XXIII. SEVERABILITY - If any provision of this Agreement or the application thereof to any person or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

XXIV. NO THIRD-PARTY BENEFITS - The parties to this Agreement do not intend any provision of this Agreement to create any third-party beneficiaries or to confer any benefit or enforceable right upon anyone other than the parties hereto.

XXV. SOVEREIGN IMMUNITY - This Agreement shall not be construed as constituting a waiver of any rights to sovereign immunity granted to the COUNCIL under the laws or Constitution of the State of Florida. This Agreement shall not be construed as granting or extending the sovereign immunity to which the COUNCIL is entitled to the PROVIDER or any other third-party.

XXVI. OBTAINING ALTERNATIVE FUNDING SOURCES - The PROVIDER is responsible for identifying and obtaining funding sources to supplement COUNCIL's funding as provided herein. The PROVIDER shall submit written reports to the COUNCIL on a regular basis, on a no less than quarterly basis, setting forth the efforts that the PROVIDER has made to identify and secure alternative funding sources. The PROVIDER shall identify those funding sources which it has acquired since the commencement of this Agreement, as well as those alternative funding sources that it reasonably anticipates acquiring to replace or supplement some or all of the funding received from the COUNCIL pursuant to this Agreement.

XXVII. SPECIAL CONDITIONS – The following conditions apply to PROVIDER and all COUNCIL funded programs:

- a. PROVIDER shall distribute a press release announcing that it has been awarded funding by Children's Services Council of St. Lucie County.
- b. PROVIDER shall, if it possesses the appropriate technology, provide a link between PROVIDER's website and Children's Services Council of St. Lucie County's website (www.cscslc.org).
- c. PROVIDER shall include the Children's Services Council of St. Lucie County logo (square or horizontal

versions) and the following paragraph in all materials featuring programs funded by COUNCIL, including but not limited to, newsletters, press releases, brochures, flyers, homepage of website (linking logo to www.cscslc.org) or any other materials for dissemination to the media or general public:

- i. The (insert program name) is funded by Children's Services Council of St. Lucie County. The Children's Services Council is a dedicated source of revenue established by voter referendum to improve the lives of children and families in St. Lucie County.
- d. PROVIDER shall display the "funded/supported by Children's Services Council of St. Lucie County" sticker and 2'x3' sign at its program location. The provider shall make reasonable attempts to display the 2'x3' sign at all program events and off-site program promotion/recruitment venues.
- e. PROVIDER and all funded programs must participate and provide their agency's information to 211 Palm Beach/Treasure Coast with updated information submitted at least twice a year during the Contract Term.

XXVIII. NOTICES - All notices, including changes in the following addresses, required to be given pursuant to this Agreement shall be given by mail, certified or registered, and return receipt requested, or by personal delivery, evidenced by a receipt signed by the recipient of such personal delivery, and shall be effective when received. If to the COUNCIL, address to the Executive Director of the Children's Services Council of St. Lucie County, 546 NW University Blvd., Suite 201, Port St. Lucie, Florida, 34986. If to the PROVIDER, address to the Executive Director of Agency, [PO Box 3126, Winter Haven, FL 33885](#).

XXIX. WAIVER OF JURY TRIAL AND REMEDIES. To encourage prompt and equitable resolution of any litigation, each party hereby waives its rights to a trial by jury in any litigation related to this agreement. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

XXX. PUBLIC ENTITY CRIMES - PROVIDER acknowledges and agrees that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., for CATEGORY TWO for a period of 36 months following the date of

being placed on the convicted vendor list. The PROVIDER will advise the COUNCIL immediately if it becomes aware of any violation of this statute.

XXXI. **TIME** - Time is of the essence in all respects under this Agreement.

XXXII. **CONTRACT DOCUMENTS AND CONTROLLING PROVISIONS** - This Agreement consists of the terms and conditions herein and Provider's incorporated proposal. To the extent that there exists a conflict between this Agreement's terms and conditions and the Provider's incorporated proposal, the terms and conditions of this Agreement shall prevail. Wherever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officials, on the date first written above.



Sean Boyle, Executive Director
Children's Services Council of St. Lucie County



Ms. Deloris Johnson, Executive Director
ALPI

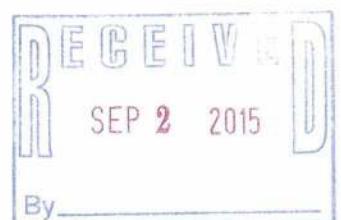
Approved as to form and legal sufficiency

BY: 

GLEN J. TORCIVIA, Esq.

REMAINDER OF THIS PAGE

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Program Name	Program Description	Priority Area	Council Approved Funding
ALPI - Computer Assisted Tutorial (C.A.T.) Program	Program designed to increase parental involvement and academic success through Computer Assisted Tutorial , while providing after-school and summer development activities to 90 Ft. Pierce students.	Keeping Kids Off the Street	\$84,599
Program Scope & Timeframe - This program focuses on providing year-round services for improving the academic abilities and success of 90 at-risk neighborhood children by involvement in the computer assisted tutoring program. Parental involvement is stressed in the learning process to provide further motivation for success for the children. Prior attendance has been 30-40 youth on a daily basis.			
Outcomes			
<p>90% of participants who participate in the program for at least 8 weeks will improve or maintain academic performance by measure of cumulative grade point average as measured by nine-week reports while enrolled in program. Baseline: grade point average as reported on (apply applicable) last end of year report card (for existing participants) or last report card prior to enrolling in program (for new participants).</p> <p>Provide individualized and personalized instruction in language arts, math, written grammar, and other basic subjects. Provide individualized FCAT instruction utilizing sample test as well as reinforcement exercises with classroom assignments.</p>			
<p>90% of participants will attend the program a minimum average of three days per week as measured by weekly attendance rosters.</p> <p>In addition to above activities, will provide recreational and social development programming that engages the youth in Kids At Hope related activities.</p>			
<p>90% of participants enrolled in the program for at least 8 weeks will have less than 3 unexcused school absences during each nine week period as measured by report cards.</p> <p>As part of the above activities program stresses the need for regular attendance and participation both at program and school.</p>			
<p>Increase the judgment, decision making and social interaction skills of participants enrolled in the program for at least 8 weeks so that 90 % of program participants will not have any new referrals to the Department of Juvenile Justice while enrolled in the program as measured by the Dept. of Juvenile Justice referral logs.</p> <p>As part of all of the above activities, will promote positive decision making and social development programming that enables the youth to remain out of the DJJ system.</p>			
Program Focus Area			
<p>This neighborhood based academic and social enrichment program provides a “safe haven” learning environment for Ft. Pierce children. ALPI serves as the program’s administrator. Program needs to be accurate in its documentation and accountable in completing timely reports. Program is moving to new resource center at ALPI administration site at Garden City location for 15/16.</p>			

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY
MONTHLY REIMBURSEMENT REQUEST
FISCAL YEAR 2015/2016-OCTOBER 1, 2015 THRU SEPTEMBER 30, 2016



AGENCY NAME: ALPI

Date: _____

PROGRAM NAME: COMPUTER ASSISTED TUTORIAL

Report Period: _____

EXPENDITURES	Approved Budget	Actual Expense This Month	Actual Expense Year-to-Date	% of Budget Expended Year-to-Date
Salaries	46,405.62	0.00	0.00	0.00%
FICA	3,327.28		0.00	0.00%
Retirement			0.00	NO BUDGET
Life/Health	6,360.00		0.00	0.00%
Workers Compensation	987.61		0.00	0.00%
Florida Unemployment	1,147.43		0.00	0.00%
Travel (Daily)			0.00	NO BUDGET
Travel/Conferences/Training			0.00	NO BUDGET
Office Supplies	900.00		0.00	0.00%
Telephone			0.00	NO BUDGET
Postage/Shipping	450.00		0.00	0.00%
Utilities	1,200.00		0.00	0.00%
Occupancy (Building & Grounds)	1,200.00		0.00	0.00%
Printing & Publications			0.00	NO BUDGET
Subscriptions/Dues/Memberships			0.00	NO BUDGET
Insurance	1,283.00		0.00	0.00%
Equipment: Rental & Maintenance	1,068.00		0.00	0.00%
Advertising			0.00	NO BUDGET
Equipment Purchases: Capital Expense	10,300.06		0.00	0.00%
Professional Fees (Legal, Consulting)	800.00		0.00	0.00%
Books/Educational Materials	1,800.00		0.00	0.00%
Food and Nutrition	1,800.00		0.00	0.00%
Administrative Costs	4,020.00	0.00	0.00	0.00%
Audit Expense	450.00		0.00	0.00%
Specific Assistance to Individuals			0.00	NO BUDGET
Other/Miscellaneous-Summer Field Trips	800.00		0.00	0.00%
Other/Contract-Water Cooler Rental	300.00		0.00	0.00%
TOTAL	84,599.00	0.00	0.00	0.00%



CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY

MONTHLY SALARY DETAIL
FISCAL YEAR 2015/2016-OCTOBER 1, 2015 THRU SEPTEMBER 30, 2016

AGENCY NAME: ALPI

Date: _____

PROGRAM NAME: COMPUTER ASSISTED TUTORIAL

Report Period: _____

POSITION TITLE & EMPLOYEE NAME	Approved Budget	Actual Expense This Month	Actual Expense Year-to-Date	% of Budget Expended Year-to-Date
Program Coordinator-K Singletary	14,469.44		0.00	0.00%
Teacher-16 hr school/6 hrs summer	13,255.07		0.00	0.00%
Teacher-16 hr school/6 hrs summer	13,255.07		0.00	0.00%
Rec Instructor-1.5 hrs school/3 hrs summer	5,426.04		0.00	0.00%
			#DIV/0!	
TOTAL	46,405.62	0.00	0.00	0.00%

PLEASE ENTER EMPLOYEE NAME FOR EACH POSITION

2

CHILDREN'S SERVICES COUNCIL OF ST. LUCIE COUNTY
ADMINISTRATIVE DETAIL FORM

ADMINISTRATIVE DETAIL FORM

FISCAL YEAR 2015/2016-OCTOBER 1, 2015 THRU SEPTEMBER 30, 2016

AGENCY NAME: ALPI

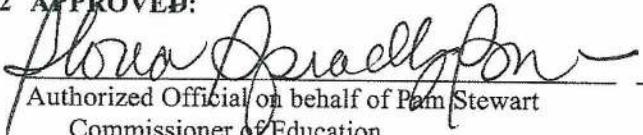
PROGRAM NAME: COMPUTER ASSISTED TUTORIAL

Date: _____

Report Period: _____

DOE/PROJECT AWARD-EMERGENCY SERVICES

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Agriculture and Labor Program, Inc.	2 PROJECT NUMBER 755-4056B-6CFJ1						
3 PROJECT/PROGRAM TITLE Migrant and Seasonal Farmworker Programs (WIOA)-Statewide Emergency Assistance TAPS 16B002	4 AUTHORITY 17.264 Migrant and Seasonal Farmworker Program Adult USDE or Appropriate Agency FAIN#: AC240081355A12						
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2015 - 06/30/2016 Program Period: 07/01/2015 - 06/30/2016						
7 AUTHORIZED FUNDING Current Approved Budget: \$60,000.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$60,000.00	8 REIMBURSEMENT OPTION Federal Cash Advance						
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2016</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2016</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2016</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>07/01/2015</u> 							
10 DOE CONTACTS <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Program: Mario Zuniga Phone: (813) 224-1920 Email: Mario.Zuniga@fldoe.org </td> <td style="width: 50%;"> Comptroller Office Phone: (850) 245-0411 </td> </tr> <tr> <td colspan="2"> Grants Management: Unit B (850) 245-0496 </td> </tr> <tr> <td colspan="2"> Duns#: 040210163 FEIN#: F591634148001 </td> </tr> </table>		Program: Mario Zuniga Phone: (813) 224-1920 Email: Mario.Zuniga@fldoe.org	Comptroller Office Phone: (850) 245-0411	Grants Management: Unit B (850) 245-0496		Duns#: 040210163 FEIN#: F591634148001	
Program: Mario Zuniga Phone: (813) 224-1920 Email: Mario.Zuniga@fldoe.org	Comptroller Office Phone: (850) 245-0411						
Grants Management: Unit B (850) 245-0496							
Duns#: 040210163 FEIN#: F591634148001							
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 							
12 APPROVED:  Authorized Official on behalf of Pam Stewart Commissioner of Education							
<u>10/1/15</u> Date of Signing							
 FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small>							

2015-2016 PER DIEM RATES

FY 2016 Per Diem Rates - Effective October 1, 2015

STATE	DESTINATION	COUNTY/LOCATION DEFINED	SEASON BEGIN	SEASON END	FY16 Lodging Rate	FY16 M&IE
	Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.				\$89	\$51
AL	Birmingham	Jefferson / Shelby	October 1	February 29	\$ 94	\$ 59
AL	Gulf Shores	Baldwin	March 1	July 31	\$ 101	\$ 64
AL	Gulf Shores	Baldwin	August 1	September 30	\$ 130	\$ 64
AL	Gulf Shores	Baldwin	October 1	December 31	\$ 101	\$ 64
AL	Mobile	Mobile	January 1	February 29	\$ 89	\$ 59
AL	Mobile	Mobile	March 1	September 30	\$ 99	\$ 59
AL	Mobile	Mobile			\$ 89	\$ 59
AR	Hot Springs	Garland			\$ 101	\$ 59
AR	Little Rock	Pulaski			\$ 91	\$ 59
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of	October 1	October 31	\$ 124	\$ 64
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of	November 1	February 29	\$ 89	\$ 64
AZ	Grand Canyon / Flagstaff	Coconino / Yavapai less the city of	March 1	September 30	\$ 124	\$ 64
AZ	Kayenta	Navajo			\$ 112	\$ 59
AZ	Phoenix / Scottsdale	Maricopa	October 1	December 31	\$ 113	\$ 59
AZ	Phoenix / Scottsdale	Maricopa	January 1	March 31	\$ 161	\$ 59
AZ	Phoenix / Scottsdale	Maricopa	April 1	May 31	\$ 120	\$ 59
AZ	Phoenix / Scottsdale	Maricopa	June 1	August 31	\$ 89	\$ 59
AZ	Phoenix / Scottsdale	Maricopa	September 1	September 30	\$ 113	\$ 59
AZ	Sedona	City Limits of Sedona	October 1	February 29	\$ 134	\$ 74
AZ	Sedona	City Limits of Sedona	March 1	August 31	\$ 141	\$ 74
AZ	Sedona	City Limits of Sedona	September 1	September 30	\$ 134	\$ 74
AZ	Tucson	Pima	October 1	December 31	\$ 89	\$ 59
AZ	Tucson	Pima	January 1	February 29	\$ 106	\$ 59
AZ	Tucson	Pima	March 1	September 30	\$ 89	\$ 59
CA	Antioch / Brentwood / Concord	Contra Costa			\$ 132	\$ 64
CA	Bakersfield / Ridgecrest	Kern			\$ 95	\$ 59
CA	Barstow / Ontario / Victorville	San Bernardino			\$ 96	\$ 54
CA	Death Valley	Inyo			\$ 102	\$ 64
CA	Eureka / Arcata / McKinleyville	Humboldt	October 1	May 31	\$ 94	\$ 74

CA	Eureka / Arcata / McKinleyville	Humboldt	June 1	August 31	\$ 112	\$ 74
CA	Eureka / Arcata / McKinleyville	Humboldt	September 1	September 30	\$ 94	\$ 74
CA	Fresno	Fresno			\$ 92	\$ 64
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa	October 1	December 31	\$ 150	\$ 64
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa	January 1	March 31	\$ 157	\$ 64
CA	Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa	April 1	September 30	\$ 150	\$ 64
CA	Mammoth Lakes	Mono	October 1	November 30	\$ 116	\$ 74
CA	Mammoth Lakes	Mono	December 1	February 29	\$ 159	\$ 74
CA	Mammoth Lakes	Mono	March 1	September 30	\$ 116	\$ 74
CA	Mill Valley / San Rafael / Novato	Marin	October 1	October 31	\$ 146	\$ 74
CA	Mill Valley / San Rafael / Novato	Marin	November 1	December 31	\$ 130	\$ 74
CA	Mill Valley / San Rafael / Novato	Marin	January 1	September 30	\$ 146	\$ 74
CA	Monterey	Monterey	October 1	June 30	\$ 134	\$ 74
CA	Monterey	Monterey	July 1	August 31	\$ 175	\$ 74
CA	Monterey	Monterey	September 1	September 30	\$ 134	\$ 74
CA	Napa	Napa	October 1	October 31	\$ 191	\$ 69
CA	Napa	Napa	November 1	April 30	\$ 149	\$ 69
CA	Napa	Napa	May 1	September 30	\$ 191	\$ 69
CA	Oakhurst	Madera	October 1	May 31	\$ 91	\$ 64
CA	Oakhurst	Madera	June 1	August 31	\$ 115	\$ 64
CA	Oakhurst	Madera	September 1	September 30	\$ 91	\$ 64
CA	Oakland	Alameda			\$ 140	\$ 69
CA	Palm Springs	Riverside	October 1	May 31	\$ 123	\$ 64
CA	Palm Springs	Riverside	June 1	August 31	\$ 92	\$ 64
CA	Palm Springs	Riverside	September 1	September 30	\$ 123	\$ 64
CA	Point Arena / Gualala	Mendocino			\$ 106	\$ 69
CA	Redding	Shasta			\$ 90	\$ 64
CA	Sacramento	Sacramento			\$ 112	\$ 64
CA	San Diego	San Diego	October 1	December 31	\$ 140	\$ 64
CA	San Diego	San Diego	January 1	July 31	\$ 153	\$ 64
CA	San Diego	San Diego	August 1	September 30	\$ 140	\$ 64
CA	San Francisco	San Francisco			\$ 250	\$ 74

CA	San Luis Obispo	San Luis Obispo	October 1	May 31	\$ 112	\$ 64
CA	San Luis Obispo	San Luis Obispo	June 1	August 31	\$ 133	\$ 64
CA	San Luis Obispo	San Luis Obispo	September 1	September 30	\$ 112	\$ 64
CA	San Mateo / Foster City / Belmont	San Mateo	October 1	December 31	\$ 178	\$ 69
CA	San Mateo / Foster City / Belmont	San Mateo	January 1	March 31	\$ 184	\$ 69
CA	San Mateo / Foster City / Belmont	San Mateo	April 1	September 30	\$ 178	\$ 69
CA	Santa Barbara	Santa Barbara	October 1	June 30	\$ 161	\$ 74
CA	Santa Barbara	Santa Barbara	July 1	August 31	\$ 211	\$ 74
CA	Santa Barbara	Santa Barbara	September 1	September 30	\$ 161	\$ 74
CA	Santa Cruz	Santa Cruz	October 1	May 31	\$ 129	\$ 59
CA	Santa Cruz	Santa Cruz	June 1	August 31	\$ 164	\$ 59
CA	Santa Cruz	Santa Cruz	September 1	September 30	\$ 129	\$ 59
CA	Santa Monica	City limits of Santa Monica	October 1	May 31	\$ 217	\$ 64
CA	Santa Monica	City limits of Santa Monica	June 1	August 31	\$ 252	\$ 64
CA	Santa Monica	City limits of Santa Monica	September 1	September 30	\$ 217	\$ 64
CA	Santa Rosa	Sonoma	October 1	October 31	\$ 134	\$ 64
CA	Santa Rosa	Sonoma	November 1	February 29	\$ 118	\$ 64
CA	Santa Rosa	Sonoma	March 1	September 30	\$ 134	\$ 64
CA	South Lake Tahoe	El Dorado	October 1	November 30	\$ 111	\$ 64
CA	South Lake Tahoe	El Dorado	December 1	June 30	\$ 136	\$ 64
CA	South Lake Tahoe	El Dorado	July 1	August 31	\$ 162	\$ 64
CA	South Lake Tahoe	El Dorado	September 1	September 30	\$ 111	\$ 64
CA	Stockton	San Joaquin			\$ 97	\$ 64
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	October 1	March 31	\$ 187	\$ 64
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	April 1	May 31	\$ 175	\$ 64
CA	Sunnyvale / Palo Alto / San Jose	Santa Clara	June 1	September 30	\$ 187	\$ 64
CA	Tahoe City	Placer			\$ 93	\$ 64
CA	Truckee	Nevada			\$ 120	\$ 74
CA	Visalia / Lemoore	Tulare / Kings			\$ 90	\$ 59
CA	West Sacramento / Davis	Yolo			\$ 113	\$ 64
CA	Yosemite National Park	Mariposa	October 1	December 31	\$ 118	\$ 69
CA	Yosemite National Park	Mariposa	January 1	May 31	\$ 107	\$ 69
CA	Yosemite National Park	Mariposa	June 1	August 31	\$ 132	\$ 69
CA	Yosemite National Park	Mariposa	September 1	September 30	\$ 118	\$ 69

CO	Aspen	Pitkin	October 1	November 30	\$ 115	\$ 74
CO	Aspen	Pitkin	December 1	March 31	\$ 266	\$ 74
CO	Aspen	Pitkin	April 1	May 31	\$ 114	\$ 74
CO	Aspen	Pitkin	June 1	August 31	\$ 193	\$ 74
CO	Aspen	Pitkin	September 1	September 30	\$ 115	\$ 74
CO	Boulder / Broomfield	Boulder / Broomfield			\$ 125	\$ 59
CO	Colorado Springs	E!Paso			\$ 91	\$ 59
CO	Cortez	Montezuma	October 1	May 31	\$ 91	\$ 59
CO	Cortez	Montezuma	June 1	September 30	\$ 114	\$ 59
CO	Crested Butte / Gunnison	Gunnison	October 1	November 30	\$ 108	\$ 64
CO	Crested Butte / Gunnison	Gunnison	December 1	March 31	\$ 154	\$ 64
CO	Crested Butte / Gunnison	Gunnison	April 1	September 30	\$ 108	\$ 64
CO	Denver / Aurora	Denver / Adams / Arapahoe /			\$ 172	\$ 69
CO	Douglas	Douglas			\$ 116	\$ 59
CO	Durango	La Plata	October 1	May 31	\$ 100	\$ 64
CO	Durango	La Plata	June 1	September 30	\$ 146	\$ 64
CO	Fort Collins / Loveland	Larimer			\$ 109	\$ 59
CO	Grand Lake	Grand	October 1	November 30	\$ 120	\$ 64
CO	Grand Lake	Grand	December 1	March 31	\$ 196	\$ 64
CO	Grand Lake	Grand	April 1	May 31	\$ 104	\$ 64
CO	Grand Lake	Grand	June 1	September 30	\$ 120	\$ 64
CO	Montrose	Montrose	October 1	May 31	\$ 89	\$ 64
CO	Montrose	Montrose	June 1	August 31	\$ 94	\$ 64
CO	Montrose	Montrose			\$ 89	\$ 64
CO	Silverthorne / Breckenridge	Summit	September 1	September 30	\$ 106	\$ 64
CO	Silverthorne / Breckenridge	Summit	October 1	November 30	\$ 167	\$ 64
CO	Silverthorne / Breckenridge	Summit	December 1	March 31	\$ 97	\$ 64
CO	Silverthorne / Breckenridge	Summit	April 1	May 31	\$ 106	\$ 64
CO	Silverthorne / Breckenridge	Summit	June 1	September 30	\$ 104	\$ 74
CO	Steamboat Springs	Routt			\$ 178	\$ 74
CO	Steamboat Springs	Routt	December 1	March 31	\$ 89	\$ 74
CO	Steamboat Springs	Routt	April 1	May 31	\$ 104	\$ 74
CO	Steamboat Springs	Routt	June 1	September 30	\$ 134	\$ 74
CO	Telluride	San Miguel	October 1	November 30	\$ 354	\$ 74
CO	Telluride	San Miguel	December 1	March 31	\$ 142	\$ 74
CO	Telluride	San Miguel	April 1	May 31	\$ 187	\$ 74
CO	Telluride	San Miguel	June 1	August 31	\$ 134	\$ 74
CO	Vail	San Miguel	September 1	September 30	\$ 130	\$ 74
CO	Vail	Eagle	October 1	November 30	\$ 350	\$ 74
CO	Vail	Eagle	December 1	March 31	\$ 144	\$ 74
CO	Vail	Eagle	April 1	June 30		

CO	Vail	Eagle	July 1	August 31	\$ 176	\$ 74
CO	Vail	Eagle	September 1	September 30	\$ 130	\$ 74
CT	Bridgeport / Danbury	Fairfield			\$ 129	\$ 64
CT	Cromwell / Old Saybrook	Middlesex			\$ 93	\$ 64
CT	Hartford	Hartford			\$ 117	\$ 59
CT	New Haven	New Haven			\$ 96	\$ 64
CT	New London / Groton	New London	October 1	October 31	\$ 98	\$ 64
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's)	November 1	February 29	\$ 222	\$ 69
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's)	March 1	June 30	\$ 226	\$ 69
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's)	July 1	August 31	\$ 174	\$ 69
DC	District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's)	September 1	September 30	\$ 222	\$ 69
DE	Dover		April 30		\$ 89	\$ 54
DE	Dover	Kent	May 1	September 30	\$ 104	\$ 54
DE	Lewes	Sussex	October 1	June 30	\$ 92	\$ 59
DE	Lewes	Sussex	July 1	August 31	\$ 148	\$ 59
DE	Lewes	Sussex	September 1	September 30	\$ 92	\$ 59
DE	Wilmington	New Castle			\$ 122	\$ 54
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	October 1	December 31	\$ 101	\$ 59

FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	January 1	April 30	\$ 175	\$ 59
FL	Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	May 1	September 30	\$ 101	\$ 59
FL	Bradenton	Manatee	October 1	January 31	\$ 89	\$ 54
FL	Bradenton	Manatee	February 1	March 31	\$ 142	\$ 54
FL	Bradenton	Manatee	April 1	September 30	\$ 89	\$ 54
FL	Cocoa Beach	Brevard	October 1	January 31	\$ 107	\$ 64
FL	Cocoa Beach	Brevard	February 1	March 31	\$ 130	\$ 64
FL	Cocoa Beach	Brevard	April 1	September 30	\$ 107	\$ 64
FL	Daytona Beach	Volusia	October 1	January 31	\$ 89	\$ 59
FL	Daytona Beach	Volusia	February 1	March 31	\$ 118	\$ 59
FL	Daytona Beach	Volusia	April 1	July 31	\$ 97	\$ 59
FL	Daytona Beach	Volusia	August 1	September 30	\$ 89	\$ 59
FL	Fort Lauderdale	Broward	October 1	December 31	\$ 141	\$ 64
FL	Fort Lauderdale	Broward	January 1	March 31	\$ 199	\$ 64
FL	Fort Lauderdale	Broward	April 1	May 31	\$ 144	\$ 64
FL	Fort Lauderdale	Broward	June 1	September 30	\$ 110	\$ 64
FL	Fort Myers	Lee	October 1	December 31	\$ 101	\$ 59
FL	Fort Myers	Lee	January 1	April 30	\$ 165	\$ 59
FL	Fort Myers	Lee	May 1	September 30	\$ 101	\$ 59
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton Springs	October 1	October 31	\$ 132	\$ 64
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton Springs	November 1	February 29	\$ 91	\$ 64
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton Springs	March 1	May 31	\$ 148	\$ 64
FL	Fort Walton Beach / De Funiak Springs	Okaloosa / Walton Springs	June 1	July 31	\$ 203	\$ 64
FL	Gainesville	Alachua	August 1	September 30	\$ 132	\$ 64
FL	Gulf Breeze	Santa Rosa	October 1	February 29	\$ 98	\$ 59
FL	Gulf Breeze	Santa Rosa	March 1	July 31	\$ 105	\$ 64
FL	Gulf Breeze	Santa Rosa	August 1	September 30	\$ 89	\$ 64
FL	Key West	Monroe	October 1	November 30	\$ 200	\$ 69
FL	Key West	Monroe	December 1	January 31	\$ 265	\$ 69
FL	Key West	Monroe	February 1	April 30	\$ 307	\$ 69
FL	Key West	Monroe	May 1	September 30	\$ 194	\$ 69
FL	Miami	Miami-Dade	October 1	November 30	\$ 148	\$ 64

FL	Miami	Miami-Dade	December 1	March 31	\$ 212	\$ 64
FL	Miami	Miami-Dade	April 1	May 31	\$ 160	\$ 64
FL	Miami	Miami-Dade	June 1	September 30	\$ 124	\$ 64
FL	Naples	Collier	October 1	December 31	\$ 145	\$ 64
FL	Naples	Collier	January 1	April 30	\$ 236	\$ 64
FL	Naples	Collier	May 1	September 30	\$ 125	\$ 64
FL	Orlando	Orange	October 1	March 31	\$ 127	\$ 59
FL	Orlando	Orange	April 1	September 30	\$ 110	\$ 59
FL	Panama City	Bay	October 1	February 29	\$ 89	\$ 59
FL	Panama City	Bay	March 1	May 31	\$ 120	\$ 59
FL	Panama City	Bay	June 1	July 31	\$ 131	\$ 59
FL	Panama City	Bay	August 1	September 30	\$ 89	\$ 59
FL	Pensacola	Escambia	October 1	February 29	\$ 100	\$ 59
FL	Pensacola	Escambia	March 1	May 31	\$ 114	\$ 59
FL	Pensacola	Escambia	June 1	July 31	\$ 140	\$ 59
FL	Pensacola	Escambia	August 1	September 30	\$ 100	\$ 59
FL	Punta Gorda	Charlotte	October 1	January 31	\$ 89	\$ 59
FL	Punta Gorda	Charlotte	February 1	March 31	\$ 137	\$ 59
FL	Punta Gorda	Charlotte	April 1	September 30	\$ 89	\$ 59
FL	Sarasota	Sarasota	October 1	November 30	\$ 98	\$ 59
FL	Sarasota	Sarasota	December 1	April 30	\$ 141	\$ 59
FL	Sarasota	Sarasota	May 1	September 30	\$ 98	\$ 59
FL	Sebring	Highlands			\$ 92	\$ 54
FL	St. Augustine	St. Johns			\$ 118	\$ 59
FL	Stuart	Martin	October 1	January 31	\$ 91	\$ 59
FL	Stuart	Martin	February 1	March 31	\$ 135	\$ 59
FL	Stuart	Martin	April 1	September 30	\$ 91	\$ 59
FL	Tallahassee	Leon	October 1	December 31	\$ 98	\$ 54
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	January 1	March 31	\$ 106	\$ 54
FL	Tampa / St. Petersburg	Pinellas / Hillsborough	April 1	September 30	\$ 106	\$ 54
FL	Vero Beach	Indian River	October 1	November 30	\$ 125	\$ 59
FL	Vero Beach	Indian River	December 1	April 30	\$ 169	\$ 59
FL	Vero Beach	Indian River	May 1	September 30	\$ 125	\$ 59
GA	Athens	Clarke			\$ 93	\$ 59
GA	Atlanta	Fulton / Dekalb / Cobb			\$ 138	\$ 69
GA	Augusta	Richmond			\$ 97	\$ 59
GA	Jekyll Island / Brunswick	Glynn	October 1	March 31	\$ 118	\$ 64
GA	Jekyll Island / Brunswick	Glynn	April 1	July 31	\$ 157	\$ 64
GA	Jekyll Island / Brunswick	Glynn	August 1	September 30	\$ 118	\$ 64

GA	Savannah	Chatham	October 1	February 29	\$ 108	\$ 59
GA	Savannah	Chatham	March 1	April 30	\$ 123	\$ 59
GA	Savannah	Chatham	May 1	September 30	\$ 108	\$ 59
IA	Cedar Rapids	Linn			\$ 91	\$ 54
IA	Dallas	Dallas			\$ 117	\$ 54
IA	Des Moines	Polk			\$ 101	\$ 59
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	October 1	May 31	\$ 89	\$ 64
ID	Bonner's Ferry / Sandpoint	Bonner / Boundary / Shoshone	June 1	September 30	\$ 111	\$ 64
ID	Coeur d'Alene	Kootenai	October 1	May 31	\$ 89	\$ 59
ID	Coeur d'Alene	Kootenai	June 1	August 31	\$ 131	\$ 59
ID	Coeur d'Alene	Kootenai	September 1	September 30	\$ 89	\$ 59
ID	Sun Valley / Ketchum	Blaine / Elmore			\$ 104	\$ 54
IL	Bolingbrook / Romeoville / Lemont	Will			\$ 94	\$ 54
IL	Chicago	Cook / Lake	October 1	November 30	\$ 212	\$ 74
IL	Chicago	Cook / Lake	December 1	February 29	\$ 141	\$ 74
IL	Chicago	Cook / Lake	March 1	April 30	\$ 160	\$ 74
IL	Chicago	Cook / Lake	May 1	August 31	\$ 200	\$ 74
IL	Chicago	Cook / Lake	September 1	September 30	\$ 212	\$ 74
IL	O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St.			\$ 125	\$ 54
IL	Oak Brook Terrace	Dupage			\$ 108	\$ 59
IN	Bloomington	Monroe			\$ 104	\$ 69
IN	Ft. Wayne	Allen			\$ 90	\$ 54
IN	Hammond / Munster / Merrillville	Lake			\$ 94	\$ 59
IN	Indianapolis / Carmel	Marion / Hamilton			\$ 107	\$ 54
IN	Lafayette / West Lafayette	Tippecanoe			\$ 93	\$ 54
IN	South Bend	St. Joseph			\$ 92	\$ 59
KS	Kansas City / Overland Park	Wyandotte / Johnson / Leavenworth			\$ 112	\$ 64
KS	Wichita	Sedgwick			\$ 95	\$ 59
KY	Boone	Boone			\$ 92	\$ 54
KY	Kenton	Kenton			\$ 135	\$ 69
KY	Lexington	Fayette			\$ 102	\$ 54
KY	Louisville	Jefferson	October 1	January 31	\$ 111	\$ 59
KY	Louisville	Jefferson	February 1	May 31	\$ 127	\$ 59
KY	Louisville	Jefferson	June 1	September 30	\$ 111	\$ 59
LA	Alexandria / Leesville / Natchitoches	Allen / Jefferson Davis / Natchitoches / Rapides / Vernon Parishes			\$ 97	\$ 64
LA	Baton Rouge	East Baton Rouge Parish			\$ 98	\$ 59

LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	October 1	December 31	\$ 153	\$ 64
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	January 1	April 30	\$ 160	\$ 64
LA	New Orleans	Orleans / St. Bernard / Jefferson / Plaquemine Parishes	May 1	September 30	\$ 122	\$ 64
MA	Andover	Essex			\$ 107	\$ 59
MA	Boston / Cambridge	Suffolk, city of Cambridge	October 1	October 31	\$ 275	\$ 69
MA	Boston / Cambridge	Suffolk, city of Cambridge	November 1	March 31	\$ 198	\$ 69
MA	Boston / Cambridge	Suffolk, city of Cambridge	April 1	June 30	\$ 247	\$ 69
MA	Boston / Cambridge	Suffolk, city of Cambridge	July 1	August 31	\$ 233	\$ 69
MA	Boston / Cambridge	Suffolk, city of Cambridge	September 1	September 30	\$ 275	\$ 69
MA	Burlington / Woburn	Middlesex less the city of Cambridge			\$ 136	\$ 64
MA	Falmouth	City limits of Falmouth	October 1	June 30	\$ 116	\$ 64
MA	Falmouth	City limits of Falmouth	July 1	August 31	\$ 199	\$ 64
MA	Falmouth	City limits of Falmouth	September 1	September 30	\$ 116	\$ 64
MA	Hyannis	Barnstable less the city of Falmouth	October 1	June 30	\$ 102	\$ 64
MA	Hyannis	Barnstable less the city of Falmouth	July 1	August 31	\$ 161	\$ 64
MA	Hyannis	Barnstable less the city of Falmouth	September 1	September 30	\$ 102	\$ 64
MA	Martha's Vineyard	Dukes	October 1	May 31	\$ 126	\$ 74
MA	Martha's Vineyard	Dukes	June 1	September 30	\$ 276	\$ 74
MA	Nantucket	Nantucket	October 1	December 31	\$ 163	\$ 74
MA	Nantucket	Nantucket	January 1	May 31	\$ 128	\$ 74
MA	Nantucket	Nantucket	June 1	August 31	\$ 275	\$ 74
MA	Nantucket	Nantucket	September 1	September 30	\$ 163	\$ 74
MA	Northampton	Hampshire			\$ 106	\$ 64
MA	Pittsfield	Berkshire			\$ 120	\$ 64
MA	Plymouth / Taunton / New Bedford	Plymouth / Bristol			\$ 103	\$ 59
MA	Quincy	Norfolk			\$ 139	\$ 59
MA	Springfield	Hampden			\$ 105	\$ 59
MA	Worcester	Worcester			\$ 111	\$ 59
MD	Aberdeen / Bel Air / Belcamp	Harford			\$ 59	\$ 59
MD	Annapolis	Anne Arundel	October 1	October 31	\$ 121	\$ 69
MD	Annapolis	Anne Arundel	November 1	April 30	\$ 101	\$ 69
MD	Annapolis	Anne Arundel	May 1	September 30	\$ 121	\$ 69
MD	Baltimore City	Baltimore City	October 1	November 30	\$ 158	\$ 69
MD	Baltimore City	Baltimore City	December 1	February 29	\$ 123	\$ 69
MD	Baltimore City	Baltimore City	March 1	August 31	\$ 151	\$ 69

MD	Baltimore City	Baltimore City	September 1	September 30	\$ 158
MD	Baltimore County	Baltimore			\$ 98
MD	Cambridge / St. Michaels	Dorchester / Talbot	October 1	March 31	\$ 111
MD	Cambridge / St. Michaels	Dorchester / Talbot	April 1	August 31	\$ 148
MD	Cambridge / St. Michaels	Dorchester / Talbot	September 1	September 30	\$ 111
MD	Centreville	Queen Anne	October 1	November 30	\$ 125
MD	Centreville	Queen Anne	December 1	January 31	\$ 102
MD	Centreville	Queen Anne	February 1	September 30	\$ 125
MD	Columbia	Howard			\$ 106
MD	Frederick	Frederick			\$ 98
MD	Lexington Park / Leonardtown	St. Mary's / Calvert			\$ 91
MD	Lexington Park / Leonardtown	/Lusby			\$ 59
MD	Ocean City	Worcester	October 1	May 31	\$ 89
MD	Ocean City	Worcester	June 1	August 31	\$ 212
MD	Ocean City	Worcester	September 1	September 30	\$ 89
ME	Bar Harbor	Hancock	October 1	October 31	\$ 132
ME	Bar Harbor	Hancock	November 1	June 30	\$ 106
ME	Bar Harbor	Hancock	July 1	August 31	\$ 168
ME	Bar Harbor	Hancock	September 1	September 30	\$ 132
ME	Kennebunk / Kittery / Sanford	York	October 1	November 30	\$ 106
ME	Kennebunk / Kittery / Sanford	York	December 1	March 31	\$ 89
ME	Kennebunk / Kittery / Sanford	York	April 1	June 30	\$ 96
ME	Kennebunk / Kittery / Sanford	York	July 1	August 31	\$ 142
ME	Kennebunk / Kittery / Sanford	York	September 1	September 30	\$ 106
ME	Portland	Cumberland / Sagadahoc	October 1	October 31	\$ 131
ME	Portland	Cumberland / Sagadahoc	November 1	June 30	\$ 103
ME	Portland	Cumberland / Sagadahoc	July 1	August 31	\$ 151
ME	Portland	Cumberland / Sagadahoc	September 1	September 30	\$ 131
ME	Rockport	Knox	October 1	June 30	\$ 89
ME	Rockport	Knox	July 1	August 31	\$ 113
ME	Rockport	Knox	September 1	September 30	\$ 89
MI	Ann Arbor	Washtenaw			\$ 111
MI	Benton Harbor / St. Joseph / Stevensville	Berrien			\$ 93
MI	Detroit	Wayne			\$ 115

MI	East Lansing / Lansing	Ingham / Eaton					\$ 96	\$ 59
MI	Grand Rapids	Kent					\$ 103	\$ 59
MI	Holland	Ottawa					\$ 98	\$ 59
MI	Kalamazoo / Battle Creek	Kalamazoo / Calhoun					\$ 96	\$ 54
MI	Mackinac Island	Mackinac	October 1	June 30			\$ 89	\$ 59
MI	Mackinac Island	Mackinac	July 1	August 31			\$ 103	\$ 59
MI	Mackinac Island	Mackinac	September 1	September 30			\$ 89	\$ 59
MI	Midland	Midland	October 1	May 31			\$ 102	\$ 54
MI	Muskegon	Muskegon	June 1	August 31			\$ 89	\$ 54
MI	Muskegon	Muskegon	September 1	September 30			\$ 89	\$ 54
MI	Petoskey	Emmet	October 1	November 30			\$ 94	\$ 59
MI	Petoskey	Emmet	December 1	August 31			\$ 101	\$ 59
MI	Petoskey	Emmet	September 1	September 30			\$ 94	\$ 59
MI	Pontiac / Auburn Hills	Oakland	October 1	May 31			\$ 103	\$ 54
MI	South Haven	Van Buren	June 1	August 31			\$ 89	\$ 59
MI	South Haven	Van Buren	September 1	September 30			\$ 106	\$ 59
MI	South Haven	Van Buren	October 1	October 31			\$ 89	\$ 59
MI	Traverse City / Leland	Grand Traverse / Leelanau	November 1	June 30			\$ 100	\$ 74
MI	Traverse City / Leland	Grand Traverse / Leelanau	July 1	August 31			\$ 89	\$ 74
MI	Traverse City / Leland	Grand Traverse / Leelanau	September 1	September 30			\$ 100	\$ 74
MI	Duluth	St. Louis	October 1	October 31			\$ 142	\$ 64
MN	Duluth	St. Louis	November 1	May 31			\$ 109	\$ 64
MN	Duluth	St. Louis	June 1	September 30			\$ 142	\$ 64
MN	Eagan / Burnsville / Mendota	Dakota					\$ 96	\$ 59
MN	Heights							
MN	Minneapolis / St. Paul	Hennepin / Ramsey					\$ 140	\$ 64
MN	Rochester	Olmsted					\$ 115	\$ 64
MO	Kansas City	Jackson / Clay / Cass / Platte					\$ 112	\$ 64
MO	St. Louis	St. Louis / St. Louis City / St. Charles / Crawford / Franklin / Jefferson / Lincoln / Warren / Washington					\$ 125	\$ 54
MS	Oxford	Lafayette					\$ 105	\$ 64
MS	Southaven	Desoto					\$ 100	\$ 59
MS	Starkville	Oktibbeha					\$ 98	\$ 54
MT	Big Sky / West Yellowstone	Gallatin	October 1	May 31			\$ 89	\$ 59
MT	Big Sky / West Yellowstone	Gallatin	June 1	September 30			\$ 138	\$ 59
MT	Butte	Silver Bow					\$ 93	\$ 64
MT	Glendive / Sidney	Dawson / Richland					\$ 146	\$ 69

MT	Helena	Lewis and Clark				\$ 92	\$ 64
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	October 1	June 30		\$ 95	\$ 59
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	July 1	August 31		\$ 136	\$ 59
MT	Missoula / Polson / Kalispell	Missoula / Lake / Flathead	September 1	September 30		\$ 95	\$ 59
NC	Asheville	Buncombe				\$ 107	\$ 59
NC	Atlantic Beach / Morehead City	Carteret	October 1	May 31		\$ 89	\$ 64
NC	Atlantic Beach / Morehead City	Carteret	June 1	August 31		\$ 114	\$ 64
NC	Atlantic Beach / Morehead City	Carteret	September 1	September 30		\$ 89	\$ 64
NC	Chapel Hill	Orange				\$ 119	\$ 69
NC	Charlotte	Mecklenburg				\$ 117	\$ 59
NC	Durham	Durham				\$ 99	\$ 59
NC	Fayetteville	Cumberland				\$ 102	\$ 54
NC	Greensboro	Guilford	October 1	April 30		\$ 100	\$ 54
NC	Greensboro	Guilford	May 1	September 30		\$ 91	\$ 54
NC	Kill Devil	Dare	October 1	March 31		\$ 91	\$ 64
NC	Kill Devil	Dare	April 1	May 31		\$ 104	\$ 64
NC	Kill Devil	Dare	June 1	August 31		\$ 163	\$ 64
NC	Kill Devil	Dare	September 1	September 30		\$ 91	\$ 64
NC	New Bern / Havelock	Craven				\$ 91	\$ 54
NC	Raleigh	Wake				\$ 104	\$ 59
NC	Wilmington	New Hanover				\$ 98	\$ 59
ND	Dickinson / Beulah	Stark / Mercer / Billings				\$ 120	\$ 69
ND	Minot	Ward				\$ 91	\$ 64
ND	Williston	Williams / Mountrail / McKenzie				\$ 146	\$ 69
NE	Omaha	Douglas				\$ 104	\$ 64
NH	Concord	Merrimack				\$ 94	\$ 59
NH	Conway	Carroll	October 1	February 29		\$ 125	\$ 54
NH	Conway	Carroll	March 1	June 30		\$ 102	\$ 54
NH	Conway	Carroll	July 1	August 31		\$ 170	\$ 54
NH	Conway	Carroll	September 1	September 30		\$ 125	\$ 54
NH	Durham	Strafford				\$ 99	\$ 54
NH	Laconia	Belknap	October 1	May 31		\$ 92	\$ 69
NH	Laconia	Belknap	June 1	September 30		\$ 116	\$ 69
NH	Lebanon / Lincoln / West Lebanon	Grafton / Sullivan				\$ 118	\$ 64
NH	Manchester	Hillsborough				\$ 95	\$ 64
NH	Portsmouth	Rockingham	October 1	June 30		\$ 107	\$ 59

NH	Portsmouth	Rockingham	July 1	August 31	\$ 142	\$ 59
NH	Portsmouth	Rockingham	September 1	September 30	\$ 107	\$ 59
NJ	Atlantic City / Ocean City / Cape May	Atlantic / Cape May			\$ 97	\$ 64
NJ	Cherry Hill / Moorestown	Camden / Burlington			\$ 98	\$ 59
NJ	Eatontown / Freehold	Monmouth			\$ 101	\$ 59
NJ	Edison / Piscataway	Middlesex			\$ 110	\$ 59
NJ	Flemington	Hunterdon			\$ 115	\$ 64
NJ	Newark	Essex / Bergen / Hudson / Passaic			\$ 136	\$ 64
NJ	Parsippany	Morris			\$ 142	\$ 59
NJ	Princeton / Trenton	Mercer			\$ 128	\$ 59
NJ	Somerset	Somerset			\$ 140	\$ 59
NJ	Springfield / Cranford / New Providence	Union			\$ 117	\$ 59
NJ	Toms River	Ocean	October 1	May 31	\$ 89	\$ 64
NJ	Toms River	Ocean	June 1	August 31	\$ 102	\$ 64
NJ	Toms River	Ocean	September 1	September 30	\$ 89	\$ 64
NM	Carlsbad	Eddy			\$ 148	\$ 54
NM	Las Cruces	Dona Ana			\$ 94	\$ 59
NM	Santa Fe	Santa Fe			\$ 99	\$ 64
NM	Taos	Taos			\$ 93	\$ 69
NV	Incline Village / Reno / Sparks	Washeoe	October 1	June 30	\$ 97	\$ 64
NV	Incline Village / Reno / Sparks	Washeoe	July 1	August 31	\$ 136	\$ 64
NV	Incline Village / Reno / Sparks	Washeoe	September 1	September 30	\$ 97	\$ 64
NV	Las Vegas	Clark	October 1	January 31	\$ 108	\$ 64
NV	Las Vegas	Clark	February 1	August 31	\$ 93	\$ 64
NV	Las Vegas	Clark	September 1	September 30	\$ 108	\$ 64
NY	Albany	Albany			\$ 115	\$ 59
NY	Binghamton / Owego	Broome / Tioga			\$ 99	\$ 59
NY	Buffalo	Erie			\$ 112	\$ 64
NY	Floral Park / Garden City / Great Neck	Nassau			\$ 150	\$ 69
NY	Glens Falls	Warren	October 1	June 30	\$ 99	\$ 64
NY	Glens Falls	Warren	July 1	August 31	\$ 160	\$ 64
NY	Glens Falls	Warren	September 1	September 30	\$ 99	\$ 64
NY	Ithaca / Waterloo / Romulus	Tompkins / Seneca			\$ 121	\$ 59
NY	Kingston	Ulster			\$ 115	\$ 69

NY	Lake Placid	Essex	October 1	November 30	\$ 115	\$ 74
NY	Lake Placid	Essex	December 1	February 29	\$ 140	\$ 74
NY	Lake Placid	Essex	March 1	June 30	\$ 107	\$ 74
NY	Lake Placid	Essex	July 1	August 31	\$ 172	\$ 74
NY	Lake Placid	Essex	September 1	September 30	\$ 115	\$ 74
NY	New York City	Bronx / Kings / New York / Queens / Richmond	October 1	December 31	\$ 306	\$ 74
NY	New York City	Bronx / Kings / New York / Queens / Richmond	January 1	February 29	\$ 181	\$ 74
NY	New York City	Bronx / Kings / New York / Queens / Richmond	March 1	June 30	\$ 270	\$ 74
NY	New York City	Bronx / Kings / New York / Queens / Richmond	July 1	August 31	\$ 242	\$ 74
NY	New York City	Bronx / Kings / New York / Queens / Richmond	September 1	September 30	\$ 306	\$ 74
NY	Niagara Falls	Niagara	October 1	June 30	\$ 89	\$ 59
NY	Niagara Falls	Niagara	July 1	August 31	\$ 114	\$ 59
NY	Niagara Falls	Niagara	September 1	September 30	\$ 89	\$ 59
NY	Nyack / Palisades	Rockland			\$ 112	\$ 64
NY	Poughkeepsie	Dutchess			\$ 104	\$ 64
NY	Riverhead / Ronkonkoma / Melville	Suffolk			\$ 126	\$ 64
NY	Rochester	Monroe			\$ 101	\$ 59
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	October 1	June 30	\$ 120	\$ 64
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	July 1	August 31	\$ 186	\$ 64
NY	Saratoga Springs / Schenectady	Saratoga / Schenectady	September 1	September 30	\$ 120	\$ 64
NY	Syracuse / Oswego	Onondaga / Oswego			\$ 100	\$ 59
NY	Tarrytown / White Plains / New Rochelle	Westchester			\$ 151	\$ 64
NY	Troy	Rensselaer			\$ 107	\$ 64
NY	Watertown	Jefferson			\$ 94	\$ 54
NY	West Point	Orange			\$ 106	\$ 59
OH	Akron	Summit			\$ 103	\$ 54
OH	Canton	Stark			\$ 106	\$ 59
OH	Cincinnati	Hamilton / Clermont			\$ 135	\$ 69
OH	Cleveland	Cuyahoga			\$ 125	\$ 69
OH	Columbus	Franklin			\$ 109	\$ 59

OH	Dayton / Fairborn	Greene / Darke / Montgomery		\$ 90	\$ 59
OH	Hamilton	Butler / Warren		\$ 101	\$ 54
OH	Medina / Wooster	Wayne / Medina		\$ 100	\$ 54
OH	Mentor	Lake		\$ 97	\$ 59
OH	Sandusky / Bellevue	Erie / Huron		\$ 96	\$ 54
OH	Youngstown	Mahoning / Trumbull		\$ 95	\$ 54
OK	Enid	Garfield		\$ 111	\$ 59
OK	Oklahoma City	Oklahoma		\$ 98	\$ 59
OR	Beaverton	Washington		\$ 119	\$ 59
OR	Bend	Deschutes	October 1	June 30	\$ 102
OR	Bend	Deschutes	July 1	August 31	\$ 130
OR	Bend	Deschutes	September 1	September 30	\$ 102
OR	Clackamas	Clackamas		\$ 102	\$ 59
OR	Eugene / Florence	Lane	October 1	June 30	\$ 106
OR	Lincoln City	Lincoln	July 1	August 31	\$ 98
OR	Lincoln City	Lincoln	September 1	September 30	\$ 125
OR	Lincoln City	Lincoln		\$ 98	\$ 59
OR	Portland	Multnomah	October 1	June 30	\$ 151
OR	Seaside	Clatsop	July 1	August 31	\$ 105
OR	Seaside	Clatsop	September 1	September 30	\$ 156
OR	Seaside	Clatsop		\$ 105	\$ 69
PA	Allentown / Easton / Bethlehem	Lehigh / Northampton		\$ 91	\$ 59
PA	Bucks	Bucks		\$ 100	\$ 59
PA	Chester / Radnor / Essington	Delaware		\$ 101	\$ 64
PA	Erie	Erie		\$ 95	\$ 54
PA	Gettysburg	Adams	October 1	October 31	\$ 98
PA	Gettysburg	Adams	November 1	March 31	\$ 89
PA	Gettysburg	Adams	April 1	September 30	\$ 98
PA	Harrisburg	Dauphin County excluding Hershey		\$ 106	\$ 69
PA	Hershey	Hershey	October 1	October 31	\$ 120
PA	Hershey	Hershey	November 1	May 31	\$ 108
PA	Hershey	Hershey	June 1	August 31	\$ 176
PA	Hershey	Hershey	September 1	September 30	\$ 120
PA	Lancaster	Lancaster		\$ 109	\$ 59
PA	Malvern / Frazer / Berwyn	Chester		\$ 124	\$ 59
PA	Mechanicsburg	Cumberland		\$ 90	\$ 54
PA	Montgomery	Montgomery		\$ 124	\$ 64
PA	Philadelphia	Philadelphia	October 1	November 30	\$ 174

PA	Philadelphia	Philadelphia	December 1	February 29	\$ 144	\$ 64
PA	Philadelphia	Philadelphia	March 1	June 30	\$ 168	\$ 64
PA	Philadelphia	Philadelphia	July 1	August 31	\$ 155	\$ 64
PA	Philadelphia	Philadelphia	September 1	September 30	\$ 174	\$ 64
PA	Allegheny				\$ 130	\$ 54
PA	Berks				\$ 99	\$ 54
PA	Reading				\$ 92	\$ 59
PA	Pittsburgh				\$ 95	\$ 59
PA	Scranton	Lackawanna			\$ 95	\$ 59
PA	State College	Centre			\$ 95	\$ 59
RI	East Greenwich / Warwick / Kent / Washington	North Kingstown			\$ 95	\$ 59
RI	Jamestown / Middletown / Newport	Newport	October 1	October 31	\$ 166	\$ 59
RI	Jamestown / Middletown / Newport	Newport	November 1	May 31	\$ 107	\$ 59
RI	Jamestown / Middletown / Newport	Newport	June 1	August 31	\$ 192	\$ 59
RI	Jamestown / Middletown / Newport	Newport	September 1	September 30	\$ 166	\$ 59
RI	Providence / Bristol	Providence / Bristol			\$ 138	\$ 59
SC	Aiken	Aiken			\$ 93	\$ 59
SC	Charleston	Charleston / Berkeley / Dorchester	October 1	November 30	\$ 171	\$ 69
SC	Charleston	Charleston / Berkeley / Dorchester	December 1	February 29	\$ 145	\$ 69
SC	Charleston	Charleston / Berkeley / Dorchester	March 1	May 31	\$ 203	\$ 69
SC	Charleston	Charleston / Berkeley / Dorchester	June 1	September 30	\$ 171	\$ 69
SC	Columbia	Richland / Lexington			\$ 99	\$ 59
SC	Hilton Head	Beaufort	October 1	March 31	\$ 103	\$ 64
SC	Hilton Head	Beaufort	April 1	August 31	\$ 144	\$ 64
SC	Hilton Head	Beaufort	September 1	September 30	\$ 103	\$ 64
SC	Myrtle Beach	Horry	October 1	March 31	\$ 89	\$ 59
SC	Myrtle Beach	Horry	April 1	May 31	\$ 105	\$ 59
SC	Myrtle Beach	Horry	June 1	August 31	\$ 151	\$ 59
SC	Myrtle Beach	Horry	September 1	September 30	\$ 89	\$ 59
SD	Hot Springs	Fall River / Custer	October 1	October 31	\$ 93	\$ 59
SD	Hot Springs	Fall River / Custer	November 1	May 31	\$ 89	\$ 59
SD	Hot Springs	Fall River / Custer	June 1	August 31	\$ 126	\$ 59
SD	Hot Springs	Fall River / Custer	September 1	September 30	\$ 93	\$ 59
SD	Rapid City	Pennington	October 1	May 31	\$ 89	\$ 59
SD	Rapid City	Pennington	June 1	August 31	\$ 137	\$ 59
SD	Rapid City	Pennington	September 1	September 30	\$ 89	\$ 59
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	October 1	May 31	\$ 89	\$ 59

SD	Sturgis / Spearfish	Meade / Butte / Lawrence	June 1	August 31	\$ 126	\$ 59
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	September 1	September 30	\$ 89	\$ 59
TN	Brentwood / Franklin	Williamson			\$ 114	\$ 59
TN	Chattanooga	Hamilton			\$ 95	\$ 64
TN	Knoxville	Knox			\$ 92	\$ 59
TN	Memphis	Shelby			\$ 106	\$ 59
TN	Nashville	Davidson			\$ 145	\$ 59
TX	Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine			\$ 149	\$ 59
TX	Austin	Travis	October 1	December 31	\$ 135	\$ 59
TX	Austin	Travis	January 1	March 31	\$ 159	\$ 59
TX	Austin	Travis	April 1	September 30	\$ 135	\$ 59
TX	Big Spring	Howard			\$ 171	\$ 54
TX	College Station	Brazos			\$ 114	\$ 59
TX	Corpus Christi	Nueces			\$ 105	\$ 59
TX	Dallas	Dallas	October 1	December 31	\$ 125	\$ 64
TX	Dallas	Dallas	January 1	May 31	\$ 138	\$ 64
TX	Dallas	Dallas	June 1	September 30	\$ 125	\$ 64
TX	El Paso	EIPaso			\$ 95	\$ 59
TX	Galveston	Galveston	October 1	May 31	\$ 99	\$ 64
TX	Galveston	Galveston	June 1	August 31	\$ 129	\$ 64
TX	Galveston	Galveston	September 1	September 30	\$ 99	\$ 64
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	October 1	January 31	\$ 131	\$ 59
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	February 1	May 31	\$ 147	\$ 59
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	June 1	September 30	\$ 131	\$ 59
TX	Laredo	Webb			\$ 99	\$ 59
TX	McAllen	Hidalgo			\$ 93	\$ 59
TX	Midland	Midland	October 1	October 31	\$ 185	\$ 64
TX	Midland	Midland	November 1	January 31	\$ 174	\$ 64
TX	Midland	Midland	February 1	September 30	\$ 185	\$ 64
TX	Pearsall	Frio / Medina / La Salle	October 1	March 31	\$ 119	\$ 54
TX	Pearsall	Frio / Medina / La Salle	April 1	May 31	\$ 142	\$ 54
TX	Pearsall	Frio / Medina / La Salle	June 1	September 30	\$ 119	\$ 54
TX	Pecos	Reeves			\$ 152	\$ 54
TX	Piano	Collin			\$ 114	\$ 59
TX	Round Rock	Williamson			\$ 96	\$ 59
TX	San Angelo	Tom Green			\$ 136	\$ 59

TX	San Antonio	Bexar				\$ 64
TX	South Padre Island	Cameron	October 1	May 31	\$ 120	\$ 64
TX	South Padre Island	Cameron	June 1	August 31	\$ 89	\$ 59
TX	South Padre Island	Cameron	September 1	September 30	\$ 117	\$ 59
TX	Waco	McLennan			\$ 89	\$ 59
UT	Moab	Grand	October 1	October 31	\$ 93	\$ 59
UT	Moab	Grand	November 1	February 29	\$ 143	\$ 64
UT	Moab	Grand	March 1	September 30	\$ 143	\$ 64
UT	Park City	Summit	October 1	November 30	\$ 118	\$ 74
UT	Park City	Summit	December 1	March 31	\$ 232	\$ 74
UT	Park City	Summit	April 1	September 30	\$ 118	\$ 74
UT	Provo	Utah			\$ 91	\$ 59
UT	Salt Lake City	Salt Lake / Tooele	October 1	December 31	\$ 108	\$ 59
UT	Salt Lake City	Salt Lake / Tooele	January 1	March 31	\$ 123	\$ 59
UT	Salt Lake City	Salt Lake / Tooele	April 1	September 30	\$ 108	\$ 59
VA	Abingdon	Washington			\$ 98	\$ 69
VA	Blacksburg	Montgomery			\$ 100	\$ 59
VA	Charlottesville	City of Charlottesville / Albemarle /			\$ 128	\$ 69
VA	Loudoun	Loudoun			\$ 97	\$ 59
VA	Lynchburg	Campbell / Lynchburg City			\$ 94	\$ 59
VA	Richmond	City of Richmond			\$ 121	\$ 64
VA	Roanoke	City limits of Roanoke	October 1	May 31	\$ 104	\$ 59
VA	Virginia Beach	City of Virginia Beach	June 1	August 31	\$ 96	\$ 59
VA	Virginia Beach	City of Virginia Beach	September 1	September 30	\$ 176	\$ 59
VA	Wallops Island	Accomack	October 1	June 30	\$ 96	\$ 64
VA	Wallops Island	Accomack	July 1	August 31	\$ 180	\$ 64
VA	Wallops Island	Accomack	September 1	September 30	\$ 99	\$ 64
VA	Warrenton	Fauquier			\$ 98	\$ 59
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	October 1	February 29	\$ 89	\$ 64
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	March 1	August 31	\$ 96	\$ 64
VA	Williamsburg / York	James City / York Counties / City of Williamsburg	September 1	September 30	\$ 89	\$ 64
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	October 1	October 31	\$ 128	\$ 64
VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	November 1	April 30	\$ 104	\$ 64

VT	Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	May 1	September 30	\$ 128	\$ 64
VT	Manchester	Bennington	October 1	October 31	\$ 119	\$ 69
VT	Manchester	Bennington	November 1	June 30	\$ 98	\$ 69
VT	Montpelier	Washington	July 1	September 30	\$ 119	\$ 69
VT	Stowe	Lamoille	October 1	October 31	\$ 115	\$ 74
VT	Stowe	Lamoille	November 1	June 30	\$ 119	\$ 74
VT	Stowe	Lamoille	July 1	September 30	\$ 136	\$ 74
VT	White River Junction	Windsor			\$ 100	\$ 69
WA	Everett / Lynnwood	Snohomish	October 1	June 30	\$ 113	\$ 64
WA	Ocean Shores	Grays Harbor	July 1	August 31	\$ 89	\$ 69
WA	Ocean Shores	Grays Harbor	September 1	September 30	\$ 110	\$ 69
WA	Olympia / Tumwater	Grays Harbor			\$ 89	\$ 69
WA	Port Angeles / Port Townsend	Thurston			\$ 99	\$ 69
WA	Port Angeles / Port Townsend	Clallam / Jefferson	October 1	June 30	\$ 100	\$ 74
WA	Port Angeles / Port Townsend	Clallam / Jefferson	July 1	August 31	\$ 137	\$ 74
WA	Port Angeles / Port Townsend	Clallam / Jefferson	September 1	September 30	\$ 100	\$ 74
WA	Richland / Pasco	Benton / Franklin			\$ 94	\$ 59
WA	Seattle	King	October 1	October 31	\$ 202	\$ 74
WA	Seattle	King	November 1	April 30	\$ 157	\$ 74
WA	Seattle	King	May 1	September 30	\$ 202	\$ 74
WA	Spokane	Spokane			\$ 96	\$ 64
WA	Tacoma	Pierce			\$ 112	\$ 64
WA	Vancouver	Clark / Cowlitz / Skamania			\$ 151	\$ 64
WI	Appleton	Outagamie			\$ 92	\$ 64
WI	Brookfield / Racine	Waukesha / Racine			\$ 97	\$ 59
WI	Madison	Dane	October 1	October 31	\$ 127	\$ 59
WI	Madison	Dane	November 1	August 31	\$ 105	\$ 59
WI	Madison	Dane	September 1	September 30	\$ 127	\$ 59
WI	Milwaukee	Milwaukee			\$ 115	\$ 64
WI	Sheboygan	Sheboygan	October 1	May 31	\$ 89	\$ 59
WI	Sheboygan	Sheboygan	June 1	August 31	\$ 94	\$ 59
WI	Sheboygan	Sheboygan	September 1	September 30	\$ 89	\$ 59
WI	Sturgeon Bay	Door	October 1	June 30	\$ 89	\$ 54
WI	Sturgeon Bay	Door	July 1	August 31	\$ 93	\$ 54
WI	Sturgeon Bay	Door	September 1	September 30	\$ 89	\$ 54

WI	Wisconsin Dells	Columbia	October 1	May 31	\$ 92
WI	Wisconsin Dells	Columbia	June 1	September 30	\$ 116
WV	Charleston	Kanawha			\$ 107
WV	Morgantown	Monongalia			\$ 102
WV	Wheeling	Ohio			\$ 119
WY	Cody	Park	October 1	May 31	\$ 102
WY	Cody	Park	June 1	September 30	\$ 139
WY	Evanston / Rock Springs	Sweetwater / Uinta			\$ 97
WY	Gillette	Campbell			\$ 104
WY	Jackson / Pinedale	Teton / Sublette	October 1	May 31	\$ 74
WY	Jackson / Pinedale	Teton / Sublette	June 1	September 30	\$ 179
					\$ 74

REQUEST FOR REPRESENTATIVE/DESIGNEE
(CareerSource)

November 3, 2015



Deloris C. Johnson
Chief Executive Officer

Corporate Office
300 Lynchburg Road
Lake Alfred, Florida 33850-2576
(863) 956-3491
Toll Free: 1 (800) 330-3491
Fax: (863) 956-3357
E-Mail: admin@alpi.org

**ADMINISTRATION & OPERATIONS
QUALITY CONTROL DIVISION**

ADMINISTRATION SERVICES
Budget & Finance
Human Resources
Operations and Quality Control
IT/Computer Support & Marketing

**COMMUNITY SERVICES & ECONOMIC
DEVELOPMENT DIVISION**

CSBG Services
Service Areas: Polk, Highlands
and Hendry Counties

Farmworker Emergency Services
Service Areas: Statewide

LIHEAP Services
Service Areas: Polk, Collier,
Glades, Hendry, Highlands, Martin,
and St. Lucie Counties

Housing Counseling Services
Service Area: Polk County

Training and Employment Services
Service Area: Volusia County

ALPI Technical Education Center
Service Area: Volusia County

**CHILD DEVELOPMENT &
FAMILY SERVICES DIVISION**

Head Start Services
Service Area: St. Lucie County

Early Head Start Services
Service Areas: Polk and St. Lucie Counties

Child Care
Service Areas: Polk (Frostproof)
and St. Lucie Counties

Child Care Food
Service Areas: Polk (Frostproof)
and St. Lucie Counties

Eastern Region Administration Office
2202 Avenue Q
Ft. Pierce, FL 34950
(772) 466-2631
Toll Free: 1 (800) 791-3099
Fax: (772) 464-3035

Mrs. Stacy Campbell-Domineck, President & CEO

CareerSource Polk
600 N. Broadway Ave., Suite B
Bartow, FL 33830

Dear Mrs. Campbell-Domineck:

To continue Career Source Polk representation on the ALPI Board, I would like to request your consideration in appointing a replacement for Alexis Echeverria. The appointment is for a continuing term of January 2015 – January 2017.

Should you have questions and/or concerns, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Deloris Johnson".

Deloris Johnson
Chief Executive Officer

DJ/ts

XC: William Holt, ALPI Board

PROGRAMS AND SERVICES ARE FUNDED IN PART BY:



City of Ft. Pierce, County of St. Lucie, Department of Education (Adult Migrant Division), Florida Department of Health, Early Learning Coalition of Polk County, Florida Non-Profit Housing, Inc., St. Lucie County School Board and Early Learning Coalition of St. Lucie County, Inc.

THE AGRICULTURAL AND LABOR PROGRAM, INC. — PROVIDING A CONSTANT FLOW OF COMMUNITY SERVICES SINCE 1968
AN EQUAL OPPORTUNITY EMPLOYER

**DIRECTIONS TO
DOUBLETREE/ DOWNTOWN ORLANDO**



BUILDING A BETTER I-4

Stay Informed:

- » Project Hotline: 844-ULT-INFO (858-4636)
- » Sign up for email and text alerts at I4Ultimate.com
- » For real-time traffic conditions call 511, download Florida 511 mobile apps or visit FL511.com
- » Follow @i4ultimate on Twitter

IMPORTANT I-4 ULTIMATE INFORMATION

EASTBOUND I-4 TO IVANHOE BOULEVARD EXIT RAMP CLOSING PERMANENTLY.

**FDOT recommends two alternative routes to reach W Ivanhoe Boulevard from Eastbound I-4.
Closure of the eastbound exit ramp is expected on Sunday June 21, 2015.**

Official Detour:

- A. Exit at Princeton St. (Exit 85)
- B. Destinations west of I-4:
 - i. Left (west) on Princeton St.
 - ii. Bear right on W Smith St.
 - iii. Left (south) on Edgewater Dr.
 - iv. Left (east) on Lakeview St. and continue to W Ivanhoe Blvd.

To Orange Avenue Business District:

- A. Exit at Princeton St. (Exit 85)
- B. Destinations east of I-4:
 - i. Right (east) on Princeton St.
 - ii. Right (south) on Orange Ave.

Alternate Route:

- A. Exit at Amelia St. (Exit 83A)
- B. Continue on Garland Ave. to Colonial Dr. (SR 50).
- C. Right (east) on Colonial Ave.
- D. Left (north) on Magnolia Ave.
- E. Continue straight to W Ivanhoe Blvd. or take Orange Ave. to go north or south.

PROJECT INFO

I-4 Ultimate is a \$2.3 billion project that will reconstruct 21 miles of the interstate from west of Kirkman Road to east of State Road 434 in Longwood. Work rebuilds 15 major interchanges; widens, replaces and adds more than 140 bridges; adds four dynamic tolled Express Lanes in the median; and increases the posted speed from 50 to 55 mph. Drivers in this area will also be able to exit at Colonial Drive when driving eastbound on I-4 once construction is complete. To see more renderings, other commuter options like SunRail (SunRail.com) and for more information on the project, visit I4Ultimate.com.

Download this flyer at bit.ly/1G6wKOD



Sign up for I-4 Construction Updates and Alerts at I4Ultimate.com
Get real-time traffic and incident alerts at FL511.com



UPCOMING CONFERENCES/MEETINGS

JANUARY 2016

- 6-8 CAP Management & Leadership Conference - New Orleans, LA
- 21 Community Action Legislative Day - Tallahassee, FL
- 22-23 ALPI Annual Corporate Meeting & Luncheon - Orlando, FL

FEBRUARY 2016

- 1-4 RIV Head Start Association Annual Training Conference - Atlanta, GA
- 27 ALPI Shared Governance Training Session - Winter Haven, FL

BOARD & ADMINISTRATOR

Board & Administrator

FOR BOARD MEMBERS

October 2015, Vol. 32 No. 2

Editor: Jeff Stratton

Use social media to promote your organization

Nonprofit consultant Terrie Temkin (Miami, Fla., *TerrieTemkin@CoreStrategies4Nonprofits.com*) believes that social media can help board members engage more deeply with their organization.

For instance, social media can be a terrific way for board members to obtain timely, current information about the nonprofit.

"I believe that board use of social media can work both ways," Temkin said. "Not only hearing from the community about what it is thinking—and using that critical information in decision-making—but also in getting the word out about the organization."

A couple of minutes a day or even a week spent on the board member's personal social media on behalf of the organization can pay dividends, Temkin said. It is as simple as saying: "As a director of this agency, I hope my Twitter, Facebook and LinkedIn friends will join me in XYZ."

Tips for the board and social media:

1. Sign up for Google Alerts. This allows board members to stay abreast of the organization's mission, Temkin said. "That's the board using social media in an intelligent way that engages them," she said.

2. Ask board members to target governance on the alerts they select. If board members pick topics like "nonprofit boards" or "governance," they will find information that will help them grow their skills.

3. Monitor and respond to your organization's social media. "That is a task a board member can perform and enjoy," Temkin said. "A board member

would need to be willing to be trained on how to do it. It is very valuable if you have a response from a board director to a social media post."

Temkin cites a response from her use of the travel website TripAdvisor. She noticed that a staff member from the hotel responded to every comment about a hotel she was considering. "When someone commented about a slow elevator, staff responded, for example," she said. "If an organization is this on top of their social media, they are more than likely on top of the upkeep of the room and its cleanliness."

Translate this example to the nonprofit world and it applies, Temkin said. "If somebody writes something good, bad or indifferent about your organization and a board member responds, that speaks volumes in a very positive way," she said.

4. Create your own social media policies.

Temkin said a social media policy should address concerns on how to use it, how to respond to posts about the organization, and who has the permission to be the voice of the organization. "That's a great discussion for the board to have, what they want those policies to say," she said.

When news of a problem at the organization starts to spread on social media, the organization needs to act. Not too long ago, that kind of news would appear in the next day's paper, Temkin said. "Now, the organization needs crisis management plans in place to deal with this kind of issue in a preemptive way," she said.

Editor's note: Be sure to check out B&A on Facebook at <https://www.facebook.com/BANnewsletter>. ■

3 easy ways to improve your next board meeting

If your board's meetings are bogging down, try these quick fixes:

1. Come to meetings prepared by reading the agenda packet and contacting the CEO with any questions you have in advance of the meetings.

2. Agree as a board that any decisions that belong to the executive director will not appear on the meeting agenda or be taken up during the meeting.

3. Ask that the board chair move the meeting along when discussion heads off track. ■

Try this to 'be a better board member'

A field trip might be just what your board needs to boost enthusiasm about the organization's mission.

Stanford Business's *Insights* article "How to Be a Better Board Member" suggests site visits to engage more meaningfully with your organization.

"To be truly effective, members of a nonprofit board must engage directly and deeply, and this often includes traveling to the field," the website states.

An example:

"Helen Keller International is somewhat unusual in that we required our board members to visit our programs in Africa and Asia at least once every three years," Kathy Spahn, CEO, explains. "They learn that dispensing a Vitamin A capsule is not as simple as it sounds!"

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

Fend off fraud at the organization

As stewards of the organization, the board should be sure that steps are taken to eliminate fraud.

In a leadership survey from Marks Paneth in late 2014, the firm reported that only 20% of nonprofit leaders say they have a "facilitated fraud risk assessment process."

"When pressed, nonprofit leaders suggest that

there are indeed significant issues when it comes to preventing and identifying instances of fraud," the Marks Paneth survey reports. "Many leaders — 43% — say the cost associated with facilitating a fraud risk assessment process is a top challenge to efforts to prevent and identify fraud."

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

D&O is well worth the cost

Pamela E. Davis' *Nonprofit Quarterly* article "Directors and Officers Liability Insurance: Why It's Worth the Cost" suggests employment practices liability is the area in which nonprofits face significant exposure.

"With 94 percent of the claims dollars under a D&O policy emanating from employment practices allegations, that is the area that demands atten-

tion," Davis writes. "This is also an area where targeted risk management can have the most immediate impact. Specifically, it is critical for organizations to have clear and up-to-date employment handbooks with policies that are strictly followed in both letter and spirit."

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

Board & Administrator

FOR BOARD MEMBERS

November 2015, Vol. 32, No. 3

Editor: Jeff Stratton

Controversial topics can damage teamwork (don't let it happen)

Discussion and conflict are a healthy part of any decision-making process. A problem arises when they generate hard feelings that create a counterproductive climate for the board to conduct business.

When board members nurse personal grudges, they can explode in the boardroom and subsequently disrupt the smooth operation of the organization.

The key to avoiding this is to understand that disagreements are inevitable, so board members should learn to take them in stride.

One area where this pops up frequently is the issue of publicly supporting a board decision even if a board member disagrees with it.

It's a tough one for some board members, but yes, once the full board has made its decision,

board members who opposed the action should bury the hatchet and move on.

One way to avoid hard feelings is for the board to ensure that all sides are heard and that each board member has the opportunity to share his or her opinion.

Do this by making a commitment to participate in meeting discussion. If some board members appear hesitant to contribute at meetings, the chair should work at drawing them out so that their views are on the record.

To develop your board into a cohesive team that takes disagreements in stride, the board should emphasize respect for all opinions and treat board colleagues with respect. One simple way to accomplish this is to place the good of the organization and those it serves above any personal agenda. ■

Consider your personal performance on the board

The board member who objectively considers his or her effectiveness can find those places where there is room to grow and improve.

Any self-improvement exercise should be focused on the board member's performance and whether or not the board member should continue his or her board service. Since this is what is at stake, the board's governance committee or board chairperson should be involved in the assessment.

"A Personal Growth Plan for a Board Member" will allow the board member to make this assessment. The board member should discuss the results with the administrator and the board's leadership before coming to any decisions about future board service.

Editor's note: Ask your executive director for a copy of "A Personal Growth Plan for a Board Member" that is included with this issue of *Board & Administrator*. ■

The full board and only the full board acts for the nonprofit

Want to hire your cousin Ed as development director for the nonprofit? Keep this in mind:

As an individual board member, you have no authority apart from the full board. This means, for example, that you can't ask a staff member to write a letter for you or tell the executive director which company to do business with. Or hire your cousin Ed.

Board members who act on their own create con-

flict and can be very disruptive to the operation of the nonprofit. When individual board members give staff orders, they disrupt the chain of command.

Look at it this way: The staff work under the direction of the administrator. When a board member gives a staff member verbal direction, confusion results. The employee wonders, "Who am I working for? The executive director or this board member?" ■

Board's personal touch boosts fundraising

Andy Robinson, in the *Guidestar.org* article, "An Exercise That Raises Money While You Do It," makes this observation: "In fundraising, personal contact trumps everything."

Here is what that can look like for board members:

Robinson describes a simple fundraising appeal letter in which the organization sought at least \$100 from all \$50-plus donors. The letter was personalized, and the board chair and executive director hand-signed all the letters.

"We brought the letters to the board meeting and passed them around, asking trustees to write personal notes to anyone they personally knew," Robinson writes. "When the exercise was over—it took about an hour—some letters included four or five hand-written notes."

To conclude the appeal, letters were hand-addressed and mailed with first-class stamps, Robinson wrote.

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

Set agenda collectively with a new executive director

In *Bridgespan.org*'s "The Nonprofit Board's Role in Onboarding and Supporting a New CEO," authors Lisa Walsh, Libbie Landles-Cobb and Leah Karlins suggest the new CEO and the board should collectively set the leadership agenda. In doing so, they second governance expert Tom Adams, author of *The Nonprofit Leadership Transition and Development Guide*, who says in the article that such an agenda is important to prevent clashes over expectations.

"The board and the incoming CEO must agree on what their accomplishments should be, and in what timeframe," said Adams. "If that discussion never takes place, the board and the new leader will likely form clashing assumptions about what is expected and when." This is important because when clashes occur between the board and its CEO, it is often because they never clarified what they were working toward at the beginning, he said.

Bridgespan suggests the leadership agenda should include:

- The organization's priorities.
- Action plans, roles and milestones for each priority.
- Awareness of the organization's capacity to achieve the priorities.

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

Your attendance is vital

One brass tacks sign of board member engagement with the nonprofit is regular attendance at board meetings.

When board members don't attend meetings, the board may not be able to achieve a quorum. That means the board cannot legally accomplish any work.

When you volunteer to serve on a board, you commit to being active and engaged. You attend meetings, participate, serve on committees, work as an officer and contribute your views and expertise. This requires your presence.

How many meetings have you missed this year? ■

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):