

The Agricultural and
Labor Program, Inc.



2023 *Annual Report*





*Legacy of Leadership ...
with Purpose and
Positive Results*



Accomplishments & Opportunities

During the 2021-2022 program year, The Agricultural and Labor Program, Inc. (ALPI) continued to work in partnership with communities in a coordinated and comprehensive manner to develop programs and deliver optimum services to continue making a critical difference in the lives of people in need. ALPI, like many community action agencies, is grounded in helping families and communities build this social capital for movement to self-sufficiency. ACCOMPLISHMENTS & OPPORTUNITIES included in this year's Annual Report continue to validate the organization's positive outcomes as demonstrated in the following CSBG Organizational Standards Center of Excellence (COE) focus areas:

- Maximum Feasible Participation
- Vision and Direction
- Operations and Accountability



Accomplishments & Opportunities

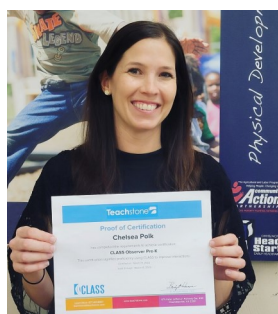
FOCUS AREA: Maximum Feasible Participation

Upward Mobility

Professional Development Opportunities are available for staff to increase engagement, job satisfaction, employee performance productivity, and overall morale, while creating a work culture of advancement and retention.

The CLASS observer tool helps me tune into the classroom interactions and provide constructive feedback to the teachers. Through Teachstone CLASS Observer training, I gained the skills to confidently and effectively coach our teachers in creating optimal learning experiences through intentional interactions with the children.

- Chelsea Polk, Child Development Services Manager



The ALPI 2022 Joint Management Training

The objective of the training is to identify each stage of the employee life cycle and develop and implement a strategy that aligns with the organization's vision and mission statement. By mapping out the employee journey in the same way you map out the customer experience, The ALPI will see two main benefits: better talent retention, and reputation improvement. The ability to effectively allocate resources and efforts to reduce turnover issues reduces the time and money that turnover costs cause for the company. Similarly, a better reputation increases the chances of hiring more new talent, meaning a more committed and driven workforce.



2022 Pre-Service Training

“Pre-Service” is the term we use to describe the education and training that occurs prior to the school year. This is the time during which ALPI prepares staff to meet the agency standards, policies and procedures, and practices. In August of 2021, over 150 staff from all program positions, including classroom staff, family services, clerical, facilities/maintenance, and management, participated in 4 days of pre-service training activities.



Accomplishments & Opportunities

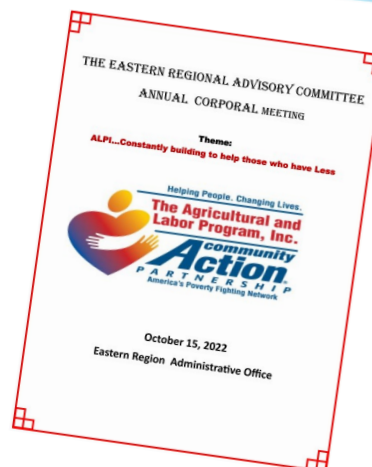
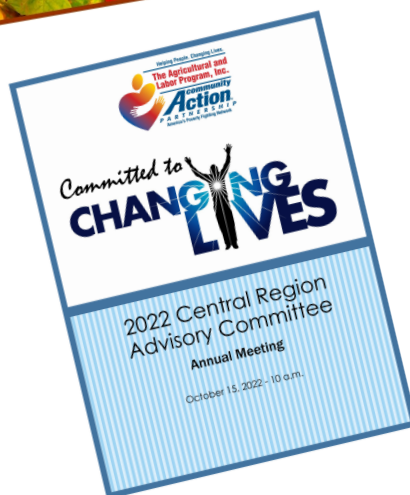
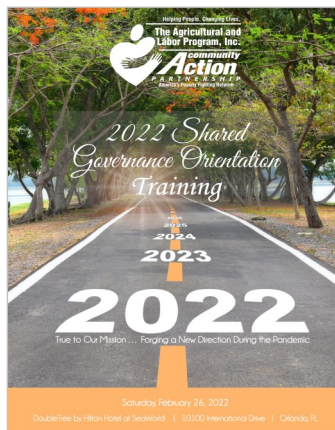
FOCUS AREA: Maximum Feasible Participation

Consumer Input and Involvement

Consumer Input and Involvement Community Action is rooted in the belief that people with low incomes are in the best position to express what they need to make a difference in their lives.

During the 2021-2022 program year, ALPI Board of Directors approved the renaming of the Regional Advisory Councils to Regional Advisory Committee to align with ALPI's Organization Structure. The Regional Advisory committees are structured for committee members to communicate community needs and share their perspectives on concerns as identified in the community.

In collaboration with ALPI, the Regional Advisory Committees and Head Start Policy Council have worked to develop programs and services that make a critical difference in the lives of children, families and farmworkers. Customers of ALPI are afforded opportunities to identify and share their needs and thus, enabled the organization to enhance its abilities to continue the implementation of high impact programs and services.



Accomplishments & Opportunities

FOCUS AREA: Maximum Feasible Participation

Community Engagement

ALPI, like many other CSBG eligible entities, cannot meet all of a community's needs independently. However, through many established formal and informal partnerships, ongoing community planning, advocacy, engagement of people with low incomes, faith-based organizations, educational institutions, government and businesses, ALPI works together with other Community Action Agencies and CSBG eligible entities to move families up the self-sufficiency ladder and revitalize communities.

Between 2013 and 2022 ALPI partnered with more than 300 different organizations, including, but not limited, to the following.

ALPI Housing Development Corporation

Suncoast Connection Center, Inc.

Bank of America

Big Brothers/Big Sisters of the Sun Coast

Boys and Girls Club of Lakeland

CareerSource Polk

Center for Independent Living of Florida

Children's Services Council of St. Lucie County

Early Learning Coalitions of Polk and St. Lucie Counties

Emergency Rental Assistance Program

First Missionary Baptist Church

Goodwill Industries of Southwest Florida

House of Hope

In the Image of Christ

Heartland Homeless Coalition

Macedonia Baptist Church of Naples

Mustard Seed

Polk County Government

Port Salerno Church of God

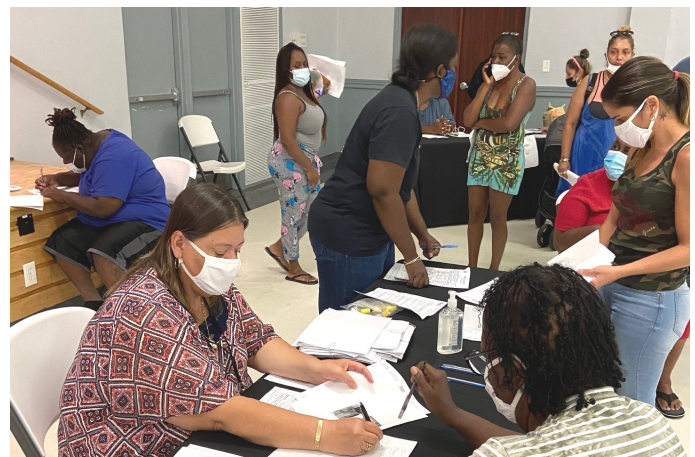
Salvation Army

School Boards of Polk and St. Lucie Counties

United Way

Wells Fargo Bank

Women's Resource Center of Winter Haven



Accomplishments & Opportunities

FOCUS AREA: Maximum Feasible Participation

Regional Advisory Committees

Central Region Advisory Committee

Committee reports were received from Program Planning; By-Laws; Membership; Budget and Finance; and Policy and Procedures for approval by the Board of Directors. Planning for the 55th Annual Meeting was reported as well underway. It was reported the meeting was to be held in January at the Hyatt Regency in Orlando. Mr. Holt, Board Chairperson, asked what projects the Regional Advisory Committees were doing in their communities. He advised that the projects must stay within the framework of the ALPI Mission. Outgoing committee members were recognized via Certificates of Appreciation. The following officers were re-elected: Johnnie McNair, Chairperson; Patricia Salary, Vice Chairperson; Annie Larkins, Secretary; and, Margaree Simon, Treasurer. Ruby Willix was re-elected as Board Representative (Low-Income Sector).

Northern Region Advisory Committee

Chester McNorton presented an update regarding the Board of Directors. The Board has been working to update Board activities, membership, budget and finances, and Policies and Procedures, to include revisions to ALPI By-Laws. Other updates included structure of the organization and committees, attendance policies, support of staff, as liaisons, councils and committees. Mr. Miller read the oath for the new advisory committees for the year 2023. Arlene Dobison, CEO, shared that certificates and portfolios will be mailed, to each member of the council. She also gave a big thank you to all committee members for their hard work and participation in the council. The following officers were elected: Chester McNorton, Vice Chairperson; Constance Anderson, Secretary; Evelyn Seabrook, Treasurer. Representatives re-elected to the Board of Directors include, Chester McNorton (Private Sector-ATEC) and David Rucker (Low-Income Sector).

Eastern Region Advisory Committee

A scholarship update was given, requesting \$200.00 per Committee member to meet obligations for (3) scholarships. Community outreach was discussed, specifically relating to getting the word out to the High Schools and community. Both Zoey Jarbath and Jayla Southall were selected as scholarship recipients. The revised Regional Advisory Handbook was shared with the group. Donita Brunson, Staff Liaison, facilitated the election process. The returning committee members on the ballot were: Beverly Richardson, Francis Cooper, Tiffany Wilder, Debra Williams, Sonya Allen-Baylor and Victoria Frazier. All named members were elected, with the exception of Sonya Allen-Baylor who was not present and did not communicate an intent to continue. Donita Brunson, Staff liaison, installed the 2022-2023 Advisory Committee Members. William Holt was re-elected as Board Representative (Low-Income Sector).

Southern Region Advisory Committee

Seigler, Sims & Wade 2022 Scholarships were given to: Hezekiah Austin and Brianna Martinez, both were in attendance via Zoom and expressed their deepest appreciation for the \$500.00 award. Regarding the Election/Installation of Committee Members/Officers, Ms. Arlene Dobison, Chief Executive Officer, facilitated the 2022-2023 election process for the SRAC. The CEO reviewed all submitted election ballots, as well as an active count from all committee members. The 2022-2023 Officers are as follows: Kimberly Ross, Chairperson; Yvette Wingate, Vice-Chair; Tracy Maloy, Secretary; and Annette Jones, Treasurer. Representatives elected to the Board of Directors include, Annette Jones and Tracy Maloy (both Low-Income Sector). Ms. Dobison expressed her sincere appreciation for the untiring commitment of the SRAC and shared each should have received ALPI's token of appreciation.

Accomplishments & Opportunities

Helping People ... Changing Lives

Meet Robert,

Robert Peace, 61, and his wife Loretta always loved their unique home in a quiet area of Lakeland, Florida. Their house stood tall and was an astonishing eight feet above the ground. They were proud of the home that they created until it became an inaccessible barrier to the both of them.



Robert and Loretta's home in Lakeland sits 98" off the ground.

Since Robert was diagnosed with Chronic Obstructive Pulmonary Disease (COPD), he has needed to use a wheelchair and walker to remain mobile. Loretta, his sole caretaker, has congenital heart failure which made it nearly impossible for her to assist her husband with getting in and out of their home. Robert's health and mobility continued to decline significantly between 2019 and now, especially during the COVID-19 pandemic. Without a safe way to leave his home he struggled to access necessary medical care. Since their home was so high off the ground, a standard ramp would not be an effective or efficient options for Mr. Peace and his wife.

With the assistance of **ALPI - Agricultural Labor Program**, which serves Polk and Highlands counties, CIL was able to match ALPI funds to provide Robert and his wife with an electric lift. Today, while Robert continues to struggle with medical needs and declining health, they no longer worry about getting him to routine medical services especially in an emergency.

The lift was a life saver in October of 2021, when Robert was hospitalized due to very low oxygen and blood pressure. His wife, Loretta, stated the lift worked very well for the EMTs when she called and expressed how grateful they are for the lift.



Robert's wife, Loretta, using the new lift.

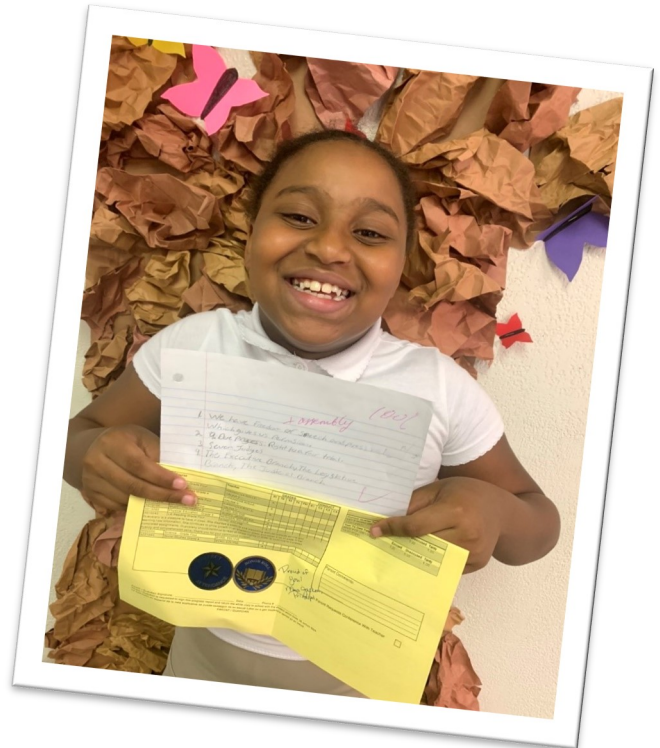
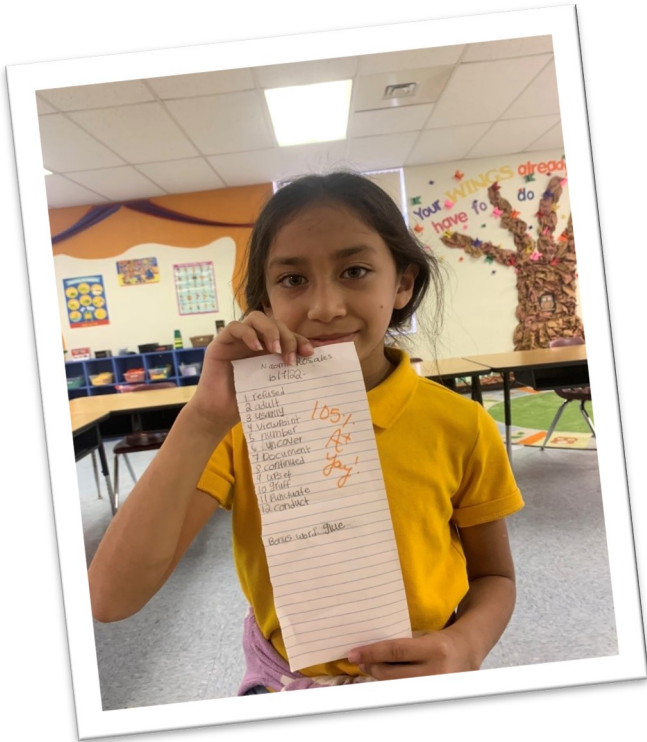
Accomplishments & Opportunities

Helping People ... Changing Lives

Children Services Council of St. Lucie County: The Children Services Council of St. Lucie County works towards improving the quality of life for all children in the community. ALPI's Computer Assisted Tutorial (CAT) Program receives funding in the area of Keeping Kids Off the Street.

In the Computer Assisted Tutorial Program we celebrated the success of three individuals for their growth in education! The three students were selected for a "gifted program" in their public school based off of their academic performance. All the hard work and dedication these individuals are providing in the Computer Assisted Tutorial Program is really showing, as the students are succeeding in their academics!

The highlights included students coming to the Computer Assisted Tutorial Program to thank us for the motivation and believing in them to pursue education, no matter the challenges they face. Staff were able to identify the lack of motivation in the students, as nothing more than their own self-doubt. After many deep conversations and continuously supporting the students, they were able to gain courage and succeed because they stated they had someone rooting them on! Inspiring our children to be the best and strive to obtain the very best education. The Computer Assisted Tutorial Program, inspiring our children to be the best and striving to obtain an elite education.



Accomplishments & Opportunities

ALPI In The Community



Accomplishments & Opportunities

ALPI In The Community



Accomplishments & Opportunities

ALPI In The Community



Accomplishments & Opportunities

ALPI In The Community

Music Monday



Music and Movement on the Playground

Work Together Wednesday



Build a fort with friends

Accomplishments & Opportunities

ALPI In The Community

family friday



Share Pictures and Stories



Artsy Thursday



Think, Wonder, Create!

Accomplishments & Opportunities

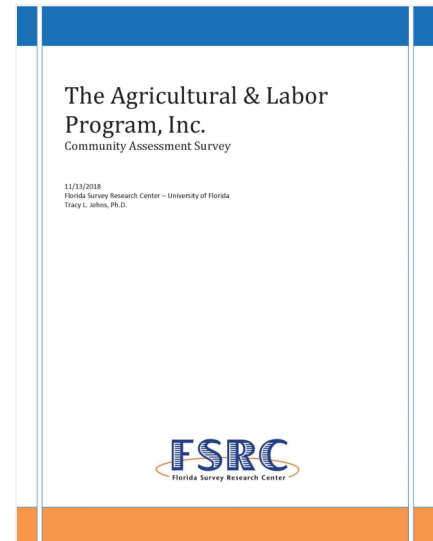
FOCUS AREA: Maximum Feasible Participation

Community Assessment

Local control of Federal CSBG resources is predicated on regular comprehensive community assessments that take into account the breadth of community needs, as well as the partners and resources available in a community to meet those needs. Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.

In 2018, the Agricultural and Labor Program, Inc. (ALPI) engaged the services of Florida Survey Research Center – University of Florida to assist ALPI in conducting a survey for the purpose to obtaining a better understanding of the changes, service needs, and demographic characteristics needed by its target population (low-income children, families, and farmworkers) throughout ALPI’s service areas. This included Polk, Highlands, St. Lucie, Indian River, Okeechobee, Martin, Volusia, Hillsborough, Palm Beach, Hendry, Glades, Collier, Orange, Seminole, and Hardee Counties. Two (2) surveys were completed – one with ALPI service recipients and the other with community organizations.

With the onset of the COVID-19 Pandemic (early 2020), it became obvious that the needs of ALPI’s target population would be severely impacted, although temporarily, and the population needs would shift for the duration of the pandemic. In ALPI’s effort to maintain a targeted response it conducted additional research into the impacts of the pandemic and updated its 2018 survey, in 2021. This caused ALPI to primarily focus on emergency assistance; however, it also continued to address the social services and children’s needs of its population.



REPORT: HIGHLIGHTS

Adult Services/Emergency Assistance

In the previous Annual Report, the largest unmet need was a “Home Ownership Program”; however, as a direct result of the pandemic, this need shifted to a significant larger number of households requiring emergency assistance for rent, utilities, housing, food, transportation, etc. Through the benefit of increased funding, ALPI increased its focus on emergency assistance to 60% for direct payments to vendors (i.e. landlords, mortgage holders, electric and utility companies, etc.) with 40% for the additional staff needed to deliver an, almost doubled, emergency assistance program. With the addition of newly hired staff, ALPI also attempted to increase job counseling and referral to job training, when available. Unfortunately, the continuation of the pandemic severely limited job opportunities for low-income individuals.

Social Services

ALPI continued to address the social service needs through the delivery of emergency assistance, as outlined above, along with a limited skills and job training program.

Children’s Services

Although impacted by the pandemic, ALPI also continued to address the needs of its children through the continuation of a modified program for its “Pre-kindergarten Programs” and “Head Start/Early Head Start”, both of which had been previously identified, in the 2018 survey, by 56.5% of its respondents.

Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

Organizational Leadership

Community Action leadership is exemplified at all levels across the organization and starts with a mission that clarifies Community Action's work on poverty. A well-functioning board, and a focused chief executive officer/executive director, well-trained and dedicated staff and volunteers giving of themselves to help others will establish Community Action as the cornerstone and leverage point to address poverty across the community. Ensuring strong leadership, both for today and into the future, is critical.

Annual Board of Directors Retreat



The ALPI hosts its annual board management retreat to present board issues for discussion and approval agency-wide, if required. Board of Directors, Policy Council, CEO and Leadership team come together to access prior year performance and upcoming goals. This retreat is to review strategic goals and address the performance and outcomes for the past program year.

The Board's assessment includes program planning; annual Financial Overview of Financial Position; Management Audit Findings and Recommendations; (draft) audit engagement proposal/timeline; Succession Plan Update; Risk Management; final closeout report, operating budget revisions; Workers Compensation assessment and Renewal; Fixed Assets and Property Improvement policy; Board Fundraising; fundraising activities; Board/Employee annual assessment; Review and/or revise Personnel Policies and Procedures.

Shared Governance Orientation

The purpose of the Shared Governance Orientation Session is to provide newly elected and experienced Board members, Head Start/EHS Policy Council Members and Regional Advisory Council Members with an overview of the agency's governance practices and regulatory requirements. The session ensures ongoing effective management oversight of the agency's governance practices by the Board of Directors and active participation in the decision-making process by the Head Start/EHS Policy Council and Regional Advisory Councils when applicable.

This formal Shared Governance Orientation session is the first step to ensure that board members, Head Start/EHS Policy Council Members, and Regional Advisory Council Members are active, engaged, educated, and ready to move forward collectively, in a participatory democracy, self-determined and in a genuinely shared governance partnership manner.



Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Board Governance

The Agricultural and Labor Program, Inc. (ALPI) Board, like many other community action boards, is uniquely structured to ensure maximum feasible participation by the entire community, including those the organization serves. The ALPI Community Action boards are comprised of at least 1/3 low-income individuals, 1/3 elected public officials (or their representative), and 1/3 private-sector. To make this structure work as intended, ALPI recruits board members thoughtfully, working within communities to promote opportunities for board service. We provide orientation and training, and support members in their oversight role. Boards are foundational to good organizational performance and the time invested to keep them healthy and active is significant, but necessary.

Thank You
2022 Board of Directors



Accomplishments & Opportunities

Strategic Plan Alignment

Relationship Initiative **Goal 1:** Broaden Partnerships with Human Service Entities; **National Goal #3:** People with low-incomes are engaged and active in building opportunities in communities.

Strategic Priorities #3: Strengthen Community Partnerships

Objective 1.1: Provide job placement services for adults.

Benchmark: Work with community partners to provide mentorship, apprenticeship, or on the job training.

Benchmark: Expand job training and educational opportunities

Objective 1.2: Supplement food supply for low income families.

Benchmark: Develop partnerships with local food bank agencies in each service area.

Performance Indicator 1: Clients receive certification in high demand occupations.		
Job Training/Certification Program	# of Registered Programs in Service Area	# of enrollments/ certifications received
Apprenticeship Training Program	0	0
On the Job Training	3	3 or 100%

Performance Indicator 2: Clients become employed by obtaining full-time positions.		
Job Placement	# of Client Assessments	# of Job Placements
Full time Employment	2	2 or 100%

Performance Indicator 3: Children and Families nutrition is improved. (Family)		
Delivery of Meals	# of Clients	# of meals Delivered
Local Food Banks	0	0
Meal Delivery	0	0
Food Card	100	64 or 64%

Accomplishments & Opportunities

Strategic Plan Alignment

Expansion Initiative **Goal 2:** Increase Service and Funding Capacity

National Goal #1: Individuals and families with low incomes are stable and achieve economic security.

National Goal #2: Communities where people with low incomes live are healthy and offer economic opportunity.

Strategic Priorities: Develop Opportunities for Unrestricted Funds

Objective 2.1: Create additional service opportunities.

Objective 2.1.1: Appoint a committee to explore the feasibility of a charter school.

Benchmark: Explore the feasibility of a charter school.

Benchmark: Identify health care assistance and transportation.

Benchmark: Become a contractor with local agencies to provide insurance enrollments to families.

Objective 2.2: Create additional funding opportunities.

Objective 2.2.1: Explore the feasibility of a low-income designated credit union.

Objective 2.2.2: Explore the feasibility of a foundation.

Objective 2.2.3: Explore the feasibility of a thrift store.

Performance Indicator 1: Establish a charter school. (Community)		
Planning/Committee Appointment/ Establishment	Recommended # of Members/ # of Ad-Hoc Committee Members	Charter School Established
Ad-Hoc Charter Committee	0	0
Charter School	0	0

Performance Indicator 2: Clients obtain transportation for medication and doctor's appointments. (Community)		
Community Support	# of Eligible Customers	# of transportation provided
Partnering Organization	0	0

Performance Indicator 3: Establish an on-site health insurance certified agency within each service area. (Agency)		
Community Support	# of Service Area's	# of agency's established
Certified Health Agency	0	0

Performance Indicator 4: Establish a low-income designated credit union.		
Planning/Committee Appointment/ Establishment	Recommended # of Members/ # of Ad-Hoc Committee Members	Credit Union Established
Ad-Hoc Charter Committee	7	0
Credit Union	7	0

Accomplishments & Opportunities

Strategic Plan Alignment

Relationship Initiative **Goal 3:** Enhance Brand Identity and Marketing

National Goals #3: People with low incomes are engaged and active in building opportunities in communities.

Strategic Priorities #4: Increase Brand Awareness

Objective 3.1: Strengthen communications to promote the organization's brand.

Benchmark: Enhance communications and marketing plan to strengthen presence within communities served.

Benchmark: Publish additional videos that showcase programs and services to strengthen presence in communities served.

Benchmark: Strengthen social media presence (Facebook, Instagram, and Twitter) to increase number of followings.

Benchmark: Ensure branding and marketing collateral is assessable to employees and regional advisory councils.

Objective 3.2: Strengthen community outreach and education regarding range of services.

Benchmark: Communicate regularly to staff about programs and services offered and any adjustments to those programs and services.

Benchmark: Ensure marketing collateral utilized by regional advisory councils promotes The ALPI's brand.

Benchmark: Host an annual open house for the communities served to learn about The ALPI's programs and services.

Performance Indicator 1: Increase community and awareness of services the organization provides. (Agency)		
Planned Event	Proposed Attendance	# in Attendance
Annual Corporate Meeting and Business Luncheon	250	265 or 106%
LIHEAP Energy Fairs	10 Fairs	4 or 40%
Community Events	500: Juneteenth; Unity in the Community	325 or 65%

Performance Indicator 2: Staff can adequately communicate program and appropriate services to assist families.		
Professional Plan Development	# of eligible ALPI Employees	% of Participation
Annual Staff Training	200	160 or 80%
Customer Financial Assistance		
Rent/Mortgage	750	659 or 87.9%
Eviction Prevention	50	8 or 16%
Gas Cards	325	267 or 82.2%
Utilities Assistance	15,000	11,572 or 77.1%
Training/Tuition	50	45 or 90%

Accomplishments & Opportunities

Strategic Plan Alignment

Performance Indicator 3: Low-income families are aware of The ALPI's services and can communicate to others.		
Planned Event	Proposed Attendance	# in Attendance
Annual Corporate Meeting and Business Luncheon	250	265 or 106%
LIHEAP Energy Fairs	1000	885 or 88.5%
Community Events	1000	560 or 56%

Highly Skilled Workforce Initiative Goal 4: Promote STEM education for children and adults.

National Goals #3: People with low incomes are engaged and active in building opportunities in communities.

Strategic Priorities #2: Improve Child and Adult Services Programs

Objective 4.1: Promote STEM education for children and adults.

Benchmark: Train staff to achieve proper skills to become STEM certified

Benchmark : Establish STEM workshops to encourage long-term mindset for STEM careers.

Objective 4.2: Enhance childcare and adult services identified in community assessment survey.

Benchmark: Extend service hours to accommodate working families.

Benchmark: Provide workshops to equip families with financial and budgeting tools for home ownership opportunities.

Performance Indicator 1: Staff obtain STEM Certification. (Agency)		
Professional Development	# of ALPI Employees	Eligible participation and maintain professional development plan
Certification Program (STEM)	176	1 or .05%
Professional Development Plan	217	204 or 94%

Performance Indicator 2: Children and adults improve their problem solving, critical thinking, and discovery skills leading to STEM educational opportunities and careers. (Community)		
Client Services	# of enrolled participants	# of Enrolled participation completion
STEM Enrollment	504	676 or 134%
Head Start/Early Head Start	947	877 or 93%
CAT Program/VPK/School Readiness	100	107 or 54%
Family Self Sufficiency	19	12 or 63%

Accomplishments & Opportunities

Strategic Plan Alignment

<i>Performance Indicator 3: Increase number of children receiving after hours and weekend childcare services.</i>		
Client Services	# of eligible children	# of children enrolled
Head Start/Early Head Start	350	307 or 87.7
CAT Program/VPK/School Readiness	250	414 or 165%

Expansion Initiative **Goal 5: Scale Operations for Future Growth**

National Goals #3: People with low incomes are engaged and active in building opportunities in communities.

Strategic Priorities #4: Increase Brand Awareness

Objective 5.1 - Invest in training staff on technology usage

Benchmark: Develop training plan for new hires on security policies, computer setup, and navigating within various software and platforms being utilized.

Benchmark: Facilitate semi-annually trainings for staff on proper email, computer and internet usage.

Objective 5.2: Create action plans for staff's professional development.

Benchmark: Identify staff's professional development needs.

Benchmark: Create training programs or identify training courses to address staff's professional development needs.

Benchmark: Evaluate and assess through annual reviews.

Objective 5.3: Streamline processes and procedures.

Benchmark: Train staff on shared drive usage and revamp security access of file folders.

Benchmark: Create an intranet site to connect staff to work-relevant information including other staff members, company culture, values, policies and procedures, and department information.

<i>Performance Indicator 1: Staff knowledge on the usage of technology is improved and effectiveness increased. (Agency)</i>		
Professional Plan Development	# of Eligible ALPI Employees	# of employees in attendance
Annual Corporate Meeting Training	217	204 or 94%
Zoom Training sessions	217	204 or 94%
Webinars	217	204 or 94%

Accomplishments & Opportunities

Strategic Plan Alignment

Performance Indicator 2: Increase staff resources and trainings to perform their job. (Agency)		
Professional Plan Development	# of Eligible ALPI Employees	# of employees in attendance
Annual Corporate Meeting Training	217	204 or 94%
Zoom Training Sessions	217	204 or 94%
Webinars	217	204 or 94%

Performance Indicator 3: Staff receive certifications that allow professional growth. (Agency)		
Professional Plan Development	# of Eligible ALPI Employees	% of Employee Certification Received
Certified Community Action	6	4 or 66.7%
Certified ROMA Trainer and/or Implementer	5	3 or 60%
Family Development Instructor Credential	1	1 or 100%
Family Development Credential	11	8 or 72%
Certified Housing Counselor	2	0 or 0%
Certified Class Reliable	10	7 or 70%
Lastinger Early Learning Certified Coach	1	1 or 100%

Performance Indicator 4: Reduce paper consumption of staff. (Agency)		
ALPI Locations	Departments	% Completed
Corporate Office	Human Resources	100%
Administrative Office	Head Start/EHS	25%
Satellite Offices	LIHEAP/ESG/CSBG/EHEAP	20%

Performance Indicator 5: Create an intranet as a communication bridge between the agency and staff. (Agency)		
ALPI Locations	# of employees	% Completed
Corporate Office	20	0
Administrative Office	15	0
Satellite Offices	131	0

Accomplishments & Opportunities

Governance Requirements: CSBG Organizational Standards

AGENCY:	Agricultural and Labor Program, Inc.
DATE:	2/23/2022

PART II - OS CHECKLIST

Standard Number	Standard	Met
MAXIMUM FEASIBLE PARTICIPATION – Category 1: Consumer Input and Involvement		
1.1	The organization demonstrates low-income individuals' participation in its activities.	X
1.2	The organization analyzes information collected directly from low-income individuals as part of the community assessment.	X
1.3	The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	X
MAXIMUM FEASIBLE PARTICIPATION – Category 2: Community Engagement		
2.1	The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	X
2.2	The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	X
2.3	The organization communicates its activities and its results to the community.	X
2.4	The organization documents the number of volunteers and hours mobilized in support of its activities.	X
MAXIMUM FEASIBLE PARTICIPATION – Category 3: Community Assessment		

Standard Number	Standard	Met
3.1	The organization conducted a community assessment and issued a report within the past 3 years.	X
3.2	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).	X
3.3	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	X
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	X
3.5	The governing board formally accepts the completed community assessment.	X
VISION AND DIRECTION – Category 4: Organizational Leadership		
4.1	The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1. The mission addresses poverty, and 2. The organization's programs and services are in alignment with the mission.	X
4.2	The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	X
4.3	The organization's Community Action plan and strategic plan document the continuous use of the full ROMA cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	X
4.4	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.	X
4.5	The organization has a written succession plan in place for the CEO/ executive director, approved by the governing board, which contains procedures for covering an emergency/ unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.	X

Standard Number	Standard	Met
4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	X
VISION AND DIRECTION – Category 5: Board Governance		
5.1	The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low income community; 2. With one-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.	X
5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.	X
5.3	The organization's bylaws have been reviewed by an attorney within the past 5 years.	X
5.4	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.	X
5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	X
5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	X
5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	X
5.8	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.	X
5.9	The organization's governing board receives programmatic reports at each regular board meeting.	X
VISION AND DIRECTION – Category 6: Strategic Planning		
6.1	The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.	X

Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

Governance Requirements: CSBG Organizational Standards

Standard Number	Standard	Met	Not Met
6.2	The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	X	
6.3	The approved strategic plan contains family, agency, and/or community goals.	X	
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.	X	
6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	X	
OPERATIONS AND ACCOUNTABILITY – Category 7: Human Resource Management			
7.1	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	X	
7.2	The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.	X	
7.3	The organization has written job descriptions for all positions, which have been updated within the past 5 years.	X	
7.4	The governing board conducts a performance appraisal of the CEO/ executive director within each calendar year.	X	
7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	X	
7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	X	
7.7	The organization has a whistleblower policy that has been approved by the governing board.	X	
7.8	All staff participate in a new employee orientation within 60 days of hire.	X	
7.9	The organization conducts or makes available staff development/ training (including ROMA) on an ongoing basis.	X	
OPERATIONS AND ACCOUNTABILITY – Category 8: Financial Operations and Oversight			

Standard Number	Standard	Met
8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.	X
8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.	X
8.3	The organization's auditor presents the audit to the governing board.	X
8.4	The governing board formally receives and accepts the audit.	X
8.5	The organization has solicited bids for its audit within the past 5 years.	X
8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	X
8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.	X
8.8	All required filings and payments related to payroll withholdings are completed on time.	X
8.9	The governing board annually approves an organization-wide budget.	X
8.10	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	X
8.11	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.	X
8.12	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	X
8.13	The organization has a written policy in place for record retention and destruction.	X

Standard Number	Standard	Met
OPERATIONS AND ACCOUNTABILITY – Category 9: Data and Analysis		
9.1	The organization has a system or systems in place to track and report client demographics and services customers receive.	X
9.2	The organization has a system or systems in place to track family, agency, and/or community outcomes.	X
9.3	The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	X
9.4	The organization submits its CSBG Annual Report and it reflects client demographics and organization-wide outcomes.	X

Accomplishments & Opportunities

Governance Requirements: Head Start Act: Head Start Program Performance Standards

Grantees are required to ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and grantee operations.

Head Start Act § 642(c)(1)(E)(iv)(IV) The organization's governing body has established procedures and guidelines for accessing and collecting information described in the Head Start Act at 642(d)(2).

Governance	Compliance	Validation
Board of Directors	Met	Head Start Operational Policies and Procedures
Policy Council	Met	Head Start Operational Policies and Procedures

HSPPS § 1301.2(b) The organization's governing body uses ongoing monitoring results, data on school readiness goals, and other information found in Head Start Performance Standards at § 1302.102 to conduct, and information described in the Head Start Act at 642(d)(2) to conduct its responsibilities.

Governance	Compliance	Validation
Board of Directors	Met	Bi-monthly Financial Statements Board Report Program Information Summary (i.e. enrollment reports, attendance reports, subsidized care, meals and snacks report) Annual External Financial Audit Annual Self-Assessment Communication and Guidance from the Secretary of State Program Information Report.



Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

Governance Requirements: Head Start Act: Head Start Program Performance Standards

HSPPS § 1301.2(b) The organization's governing body uses ongoing monitoring results, data on school readiness goals, and other information found in Head Start Performance Standards at § 1302.102 to conduct, and information described in the Head Start Act at 642(d)(2) to conduct its responsibilities.

Governance	Compliance	Validation
Policy Council	Met	Monthly Financial Statements Credit Card Expenditure Reports Program Information Summary (i.e. enrollment reports, attendance reports, subsidized care, meals and snacks report) Annual External Financial Audit Annual Self-Assessment Communication and Guidance from the Secretary of State Program Information Report

HSPPS § 1302.101(b)(4) The organization's governing body has approved procedures on data management.

Governance	Compliance	Validation
Board of Directors	Met	Head Start Operational Policies and Procedures
Policy Council	Met	Head Start Operational Policies and Procedures

HSPPS § 1302.102(a) The organization's governing body and policy council have jointly established goals and measurable objectives.

Governance	Compliance	Validation
Board of Directors	Met	Five-Year Strategic Plan Community Needs Assessment
Policy Council	Met	Five-Year Strategic Plan Community Needs Assessment (Revised 2021) Five-Year Program Goals

Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

HSPPS § 1301.2(a) : The organization's governing body is structured in compliance with the requirements of the Head Start Act, Sec. 642(c)(1)(B): 1. At least one member has background and expertise in fiscal management or accounting; 2. At least one member has a background and expertise in early childhood education and development; 3. At least one member is a licensed attorney familiar with issues that come before the governing body; and 4. Additional members are former or current Head Start parents and those with expertise in education, business administration or community affairs.

Governance	Compliance	Validation
Board of Directors	Met	Background and Expertise in Fiscal Management or Accounting – Marjorie Gaskin Background and Expertise in Early Childhood Education and Development – Josephine Howard Licensed Attorney – Tonmiel Rodriguez Former or Current Head Start Parent with expertise in educa- tion, etc. – Yolanda Robinson

Head Start Act § 642(c)(1)(E)(iv)(VI) The organization's governing body has developed procedures for how members of the policy council are selected.

Governance	Compliance	Validation
Board of Directors	Met	Policy Council By-Laws Head Start Program Operational Policies and Procedures
Policy Council	Met	Policy Council By-Laws Head Start Program Operational Policies and Procedures

Head Start Act § 642(c)(1)(E)(iv)(X) and HSPPS § 1301.2(a) The organization's governing body has established, adopted, and periodically updated written standards of conduct that address: 1. Conflicts of interest by members of the governing board, officers and employees of the organization, and consultants and agents who provide services or furnish goods to the organization; 2. Complaints, including investigations, when appropriate.

Governance	Compliance	Validation
Board of Directors	Met	ALPI's Policies and Procedures Manual Board of Directors Policy Manual

Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

<i>HSPPS § 1301.6 The organization has written procedures, including impasse procedures, for resolving internal disputes, which has been established jointly by the governing body and policy council.</i>		
Governance	Compliance	Validation
Board of Directors	Met	ALPI's Policies and Procedures Manual Head Start Program Operational Policies Annual Board Retreat
Policy Council	Met	ALPI's Policies and Procedures Manual Head Start Program Operational Policies Annual Board Retreat

<i>HSPPS §§ 1301.5 and 1302.12(m) The organization's governing body must receive appropriate training and technical assistance (T/TA), or orientation, to ensure that the members understand the information they receive and can effectively oversee and participate in the agency's programs. The training must cover program performance standards and specific eligibility requirements. The training on eligibility requirements must be completed by all governing body members within 180 days of the beginning of the term of a new governing body.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Shared Governance Orientation Training
Policy Council	Met	Shared Governance Orientation Training Annual Policy Council

<i>HSPPS § 1302.102(d) The organization's governing body receives Head Start program status reports at least semi-annually.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Bi-Monthly Board of Director's Meeting Approved Board of Directors Meeting Minutes ALPI's Board Portal
Policy Council	Met	Policy Council Monthly Meetings Approved Policy Council Meeting Minutes ALPI's Head Start Council Portal

Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

HSPPS § 1302.102(b)(2) The organization's governing body must communicate and collaborate with programs and policy council when conducting the annual self-assessment of progress meeting program goals.

Governance	Compliance	Validation
Board of Directors	Met	Annual Self-Assessment Programmatic Requirement Training and deadlines Attendance Roster Sign-In Sheet
Policy Council	Met	Annual Self-Assessment Programmatic Requirement Training and deadlines Attendance Roster Sign-In Sheet

Head Start Act § 642(c)(1)(E)(iv)(VIII) and HSPPS § 1302.102(b) The organization's governing body reviews results from a Head Start monitoring, including follow-up activities. It also works with program staff and the policy council to address issues during the ongoing oversight and correction process and during a monitoring.

Governance	Compliance	Validation
Board of Directors	Met	Board of Director's Task's and Timelines February 2022 Board of Director's Meeting Program Reports and Monitoring Results Approved Board of Directors Meeting Minutes



Accomplishments & Opportunities

FOCUS AREA: Vision and Direction

Head Start Policy Council

ALPI Head Start and Early Head Start successfully organized and maintained the 2021-2022 Policy Council and Parent Committees at each of the directly operating centers including the representation of parents from the child care providers.

During the 2021-2022 program year; the Parent Committees and Policy Council were established during the month of September and October 2021 at all the directly operated and contracted centers. The Parent Committees consisted of parents of children enrolled in the Head Start and Early Head Start Program. The Policy Council membership consisted of thirteen (13) parents whose children were enrolled in the program and five (5) were Community Representatives. The ALPI's Policy Council Chairperson along with other members participated in at least three joint events with the Board of Directors. These joint events included the following:

- Annual Board of Director's Retreat in November 2021
- Annual Corporate Board of Director's Meeting in January 2022
- Annual Board of Director's Orientation in February 2022
- Annual Program Self-Assessment in May 2022

During the 2021-2022 program year, the Policy Council conducted several tasks and monthly meetings. The Policy Council in their decision-making role; were able to approve the following:

- Impasse Policies and Procedures
- Program Annual Self-Assessment Report
- Funding Grant Applications
- Human Resources Actions
- Financial Reports
- Program Progress Reports
- School Readiness/Child Outcomes Reports

The Policy Council conducted a total of seven (7) business scheduled meetings; participated in a two-day Orientation/ Training and participated in a joint decision-making meeting with the Board of Directors. The first Policy Council meeting was held on November 2021, and the last meeting was held on August 2022, of which was facilitated by the Policy Council Executive Committee to review and approve items that needed approval.



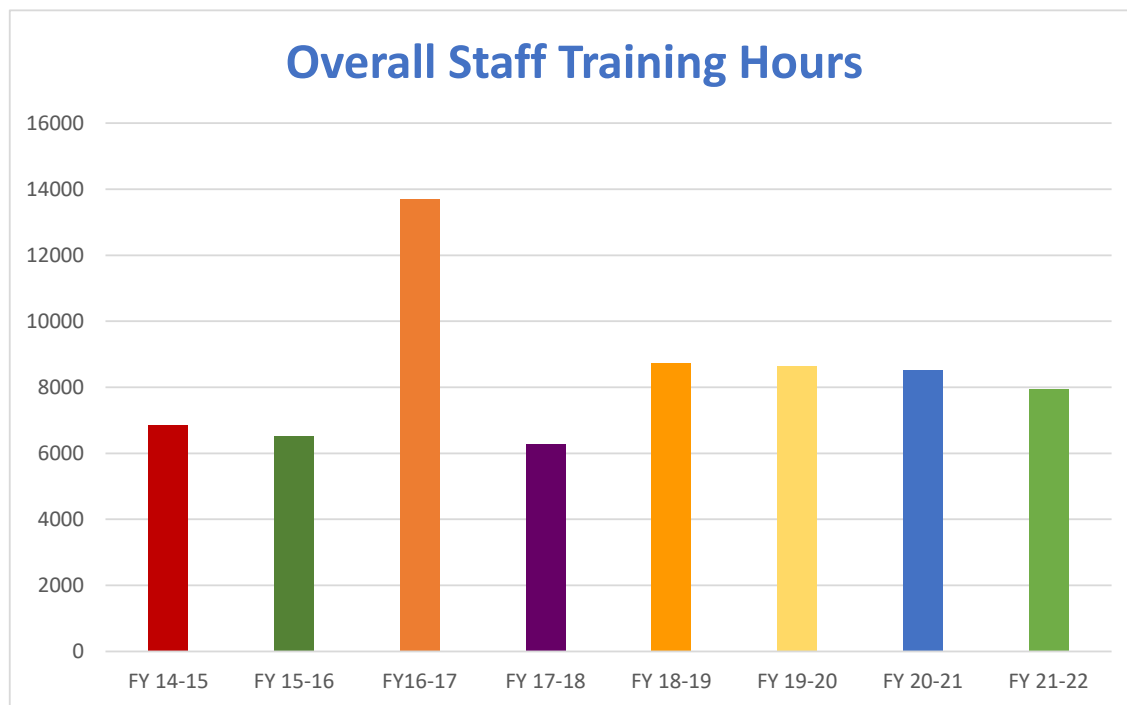
Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Human Resources Management

The human element of ALPI's work is evident at all levels of the organization and the relationship an organization has with its staff often reflects the organization's values and mission. Oversight of the chief executive officer/executive director and maintaining a strong human resources infrastructure are key responsibilities of board oversight. Attention to organizational elements, such as policies and procedures, performance appraisals and training, lead to strong organizations with the capacity to deliver high quality services in low-income communities.

PERFORMANCE: As shown below, between FY 14-15 through FY 21-22, employees received a total of 67,190 hours of professional development training, for an average of 8,399 staff training hours per year. Based on an average staff size of 275 employees, this equates to 31 hours of training per employee, per year.



Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Financial Operations and Oversight

The fiscal bottom line of ALPI is not isolated from its mission, it is a joint consideration. ALPI board and staff maintain a high level of fiscal accountability through audits, monitoring by State and Federal agencies and compliance with Federal Office of Management Budget circulars. The management of federal funds is taken seriously by the ALPI organization and reflect the board's oversight role as well as the day-to-day operational functions.

DRAFT
01/23/23

The Agricultural and Labor Program, Incorporated

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

Section I. Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

Yes ☒ No

Significant deficiency(ies) identified?

Yes ☒ None Reported

Noncompliance material to financial statements noted?

Yes ☒ No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?

Yes ☒ No

Significant deficiency(ies) identified?

Yes ☒ None Reported

Type of auditor's report issued on compliance for the major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

Yes ☒ No

Identification of major programs:

Assistance Listing Number(s)

21.023

93.568

93.569

Name of Federal Program or Cluster

COVID-19: Emergency Rental Assistance Program

Low Income Home Energy Assistance

Community Services Block Grant

Dollar threshold used to distinguish between

Type A and type B programs:

\$757,011

Auditee qualified as low-risk auditee?

☒ Yes ☐ No

Section II. Financial Statement Findings

No matters to report.

Section III. Findings and Questioned Costs for Federal Awards

No matters to report.

The Agricultural and Labor Program, Inc.

SUMMARY OF FINANCIAL AND COMPLIANCE REPORT FOR YEAR ENDED - JUNE 30, 2022

FINANCIAL STATEMENTS

- No weaknesses identified.
- No significant deficiencies identified.
- No noncompliance material to Financial Statement noted.

FEDERAL AWARDS

- No weaknesses identified.
- No significant deficiencies identified.
- No audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516 (a).
- **Qualified as low-risk auditee.**

FINANCIAL STATEMENT FINDINGS

- No matters to report.

FINDING & QUESTIONED COSTS FOR FEDERAL AWARDS

- No matters to report.

Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Head Start monitoring protocols are used by the Office of Head Start (OHS) to gather data and other information to assess grantee program operation and performance. Reviews are held for the Classroom Assessment Scoring System (CLASS®), Focus Area One, and Focus Area Two. OHS uses the information collected during reviews to understand the grantee's approach to program design and services. The information is also used to evaluate their performance and continuous program improvement.

In Compliance

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 ecikc.ohs.act.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson
Mr. William Holt
The Agricultural & Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, FL 33850 - 2576

From: Responsible HHS Official
Dr. Deborah Bergeron
Date: 03/20/2020
Dr. Deborah Bergeron
Director, I

Glossary of Terms

From December 9, 2019 to December 13, 2019, the Administration for Children and Families (ACF) conducted (FAI) monitoring review of the The Agricultural & Labor Program, Inc. Head Start and Early Head Start program. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their participation in the review process. The FAI review allows the OHS to understand how programs are progressing in providing services to children and families. The report includes the performance measures used to understand grantee progress towards program goals. This report identifies where your program was able to describe progress toward implementing program goals and outcomes for children and families. Please contact your Regional Office for guidance should you have any questions. Your Regional Office will follow up on the content of this report and can work with you to identify resources for your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Dr. Calvin Moore, Regional Program Manager
Ms. Arlene Dobson, Chief Executive Officer/Executive Director
Mrs. Caroline W Looney, Head Start Director
Mrs. Caroline W Looney, Early Head Start Director

Opportunity for Continuous Improvement (OCI)	An OCI is identified when the grantee is determined compliant in an area; however, through intentional, continuous improvement strategies, the agency has the opportunity to enhance overall program quality.
Area of Concern (AOC)	An area for which the agency needs to improve performance. These issues should be discussed with the grantee's Regional Office of Head Start for possible technical assistance.
Area of Noncompliance (ANC)	An area for which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the grantee's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.

Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

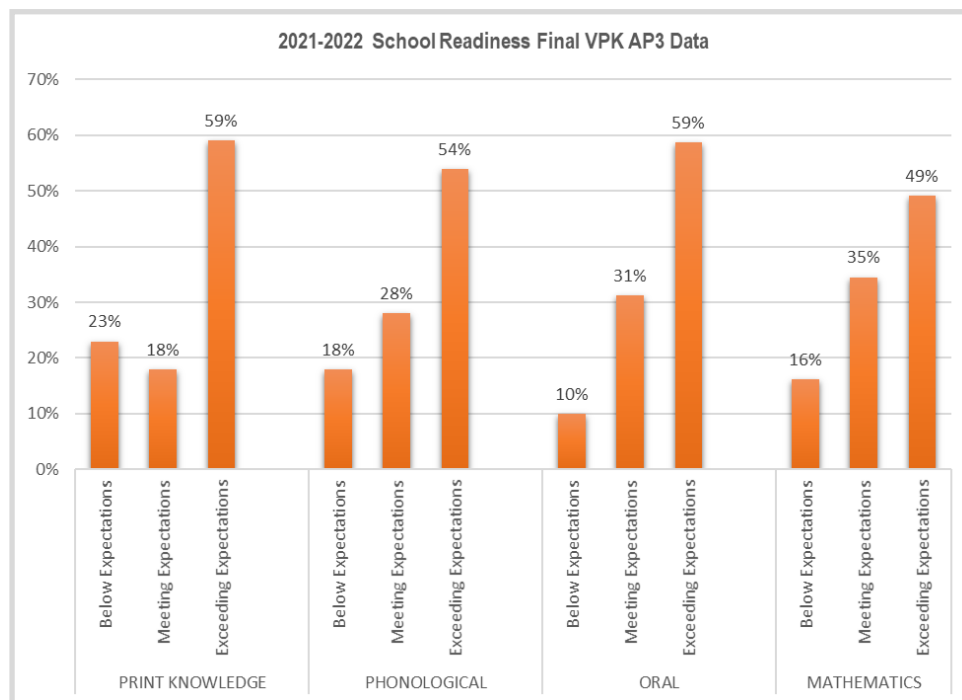
Data and Analysis

The ALPI's Head Start and Early Head Start Program provides high-quality early education and child development services, including children with disabilities, that promote children's cognitive, social and emotional growth for later success in school. This report represents a summary of the 2021-2022 Program's approach to service delivery and accomplished goals and objectives as mandated by federal and state regulations and requirements. The report includes data obtained from the unofficial Program Information Reports, Program Database Systems, and other formal and informal reports.

The Agricultural and Labor Program, Inc., (ALPI) Head Start/Early Head Start Program, aggregates and analyzes child assessments from various tools used during the program operating period to evaluate and measure the program's progress towards meeting the school readiness goals and objectives established in the Head Start and Early Head Start Baseline Funding Grant Application.

ALPI continues to aggregate, analyze, and compared data to develop strategies for continuous improvement. ALPI recognizing similarities, growth, stability, patterns, and trends has developed new strategies to meet 100% of the established goals and objectives. The School Readiness/Child Outcomes are based on a combination of data collected from various tools. The data below represents program progress towards achieving goal 1.

The graph below represents the VPK Assessment Period 3 results from the 2021-2022 school year. challenging years. The data demonstrates that the largest percentage of children are meeting or exceeding expectations in the 2021-2022 school year.



The Agricultural and Labor Program, Inc., Head Start and Early Head Start Programs, as its online child assessment system, utilize the Teaching Strategies GOLD. Teaching Strategies is an ongoing observational system for assessing children from birth through kindergarten.

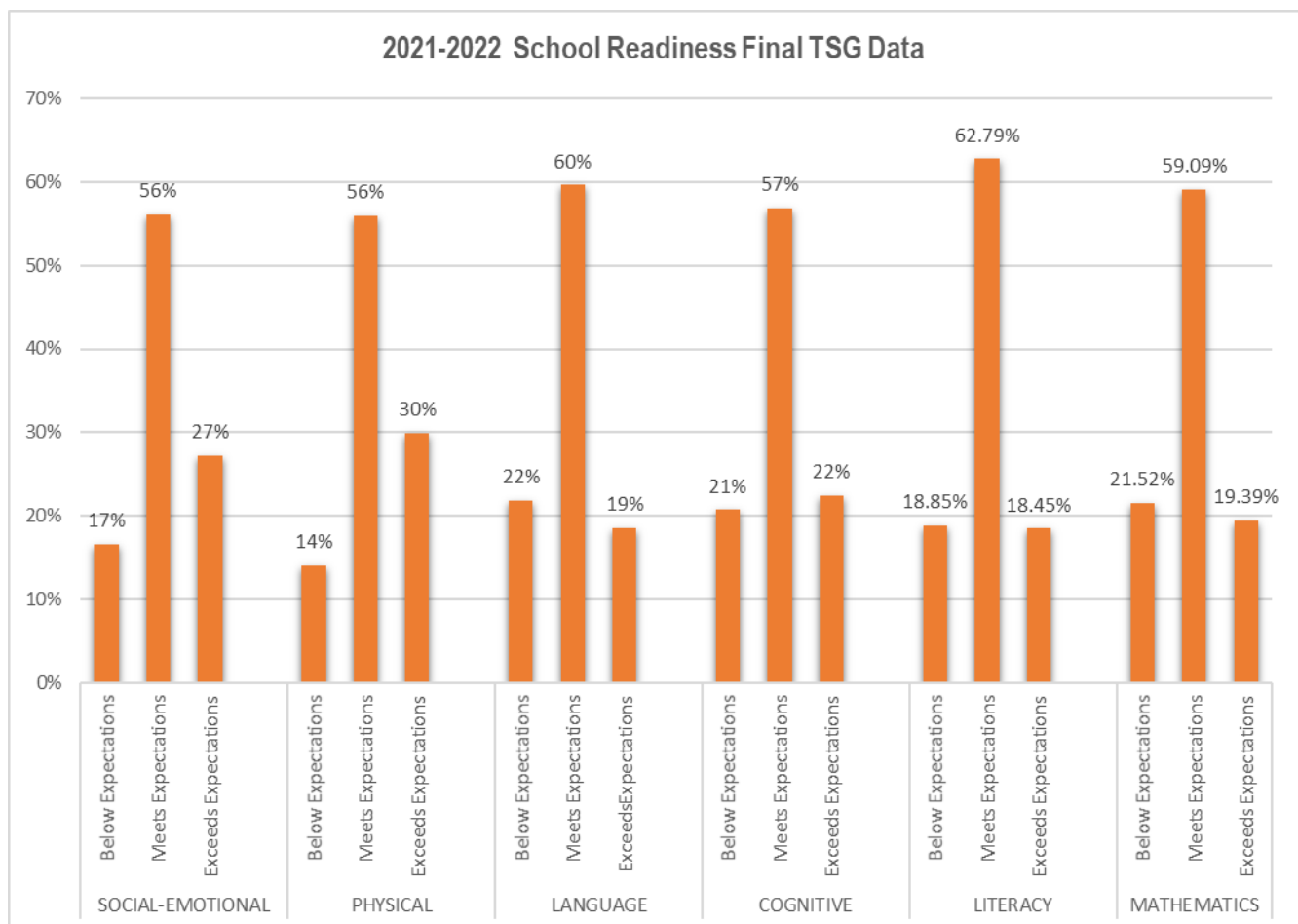
Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Florida Department of Education VPK Assessment Online Reporting System

The Agricultural and Labor Program, Inc., (ALPI) Head Start/Early Head Start Program, aggregates and analyzes child assessments from various tools used during the program operating period to evaluate and measure the program's progress towards meeting the school readiness goals and objectives established in the Head Start and Early Head Start Baseline Funding Grant Application.

The aggregated data below represents the Teaching Strategies GOLD (TSG) Spring School Readiness results. The data demonstrates that the largest percentage of children are meeting or exceeding expectations in the 2021-2022 school year.



Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

CLASS Scoring System Scores

The Agricultural and Labor Program, Inc., Head Start and Early Head Start Programs, use data from the classroom interactions utilizing the C.L.A.S.S. Scoring System tool, to measure teacher-child interactions, and to allow quality improvement of multiple domains in accordance with the child's age. In the fall of 2021, all infants, toddlers, and pre-k classrooms were observed, the scores revealed that we are improving in the area of instructional support; however, in the areas of emotional support, and classroom organization ALPI Pre-K Teacher-Child scores are below the national grantee level median. The graph below represents the 2021 CLASS Scores.

ALPI Fall 2021 CLASS Scores – Head Start	
Domain	Score
Emotional Support	5.62
Classroom Organization	4.57
Instructional Support	2.53

OHS CLASS Descriptive Statistics, 2020 - National Grantee-level Domain Scores			
Domain	Lowest 10%	Median 50%	Highest 10%
Emotional Support	5.6750	6.5	6.32
Classroom Organization	5.3175	5.80	6.17
Instructional Support	2.3389	2.94	3.52

As part of ALPI's continuous improvement in all aspects of the comprehensive early education, ALPI measures the responsiveness of care in the Early Head Start classrooms; although, as of today, the OHS does not use the CLASS Scoring System tool to measure responsiveness, the State School Readiness Program does; therefore, we used the same tool for our Early Head Start classrooms. The graphs below represent the fall of 2021 scores for Early Head Start CLASS Scores:

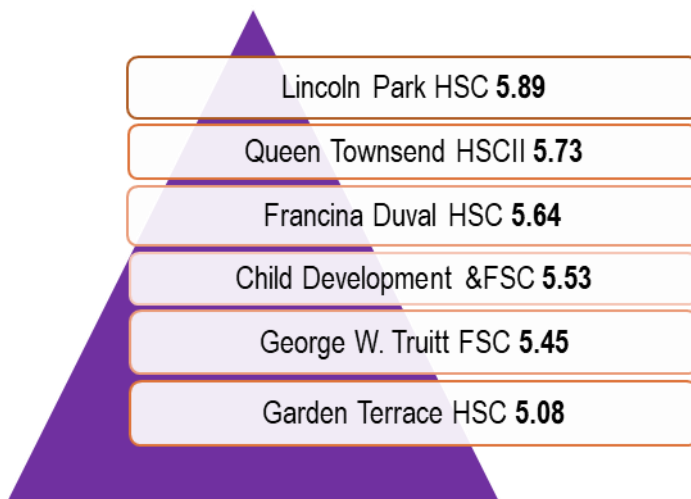
ALPI Fall 2021 CLASS Scores – Early Head Start	
Domain	Score
Emotional & Behavioral Support	5.64
Engaged Support for Learning	3.40

Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Responsiveness in Early Head Start

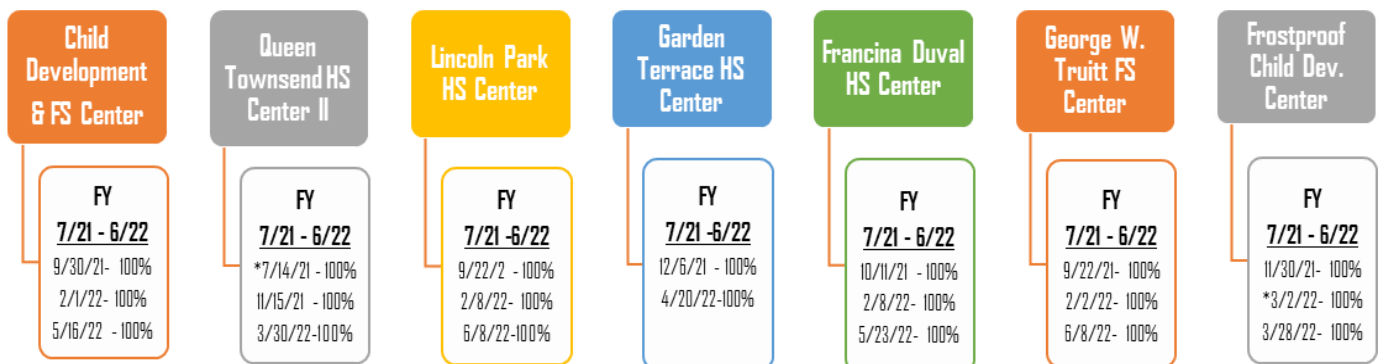
As part of ALPI's continuous improvement in all aspects of the comprehensive early education, ALPI measures the responsiveness of care in the Early Head Start classrooms; although, as of today, the OHS does not use the CLASS Scoring System tool to measure responsiveness, the State School Readiness Program does; therefore, we used the same tool for our Early Head Start classrooms. The graphs below represent the 2021–2022 scores for Toddlers and Infants CLASS Scores.



The Division of Early Learning in an effort to increase quality and accountability in the School Readiness (SR) Programs, implemented the Classroom Assessment Scoring System (CLASS) as part of the child care providers eligibility. The graph represents the composite scores of the 50% of Head Start/Early Head Start classrooms observed by the Early Learning Coalition of St. Lucie County in April 2021

Florida Department of Children and Families (DCF) Monitoring Reviews Compliance

The Agricultural and Labor Program, Inc., Head Start and Early Start Centers are licensed by the State of Florida. The seven directly operated Head Start/Early Head Start facilities, six located in St. Lucie County, and one in Polk County meet the licensing requirements in accordance with §1302.21 and §1302.23 of the Head Start Program Performance Standards (HSPPS) and the Florida Department of Children and Families (DCF). The seven facilities include areas to include, but are not limited to, learning, playing, sleeping, toileting, and eating. *At a minimum*, each facility is monitored for compliance by DCF two-times per school year; along with other annual inspections from the county Fire Districts. The graph below, represents a snap shot of suitability of compliance during the following reporting period, 7/1/2021 – 6/30/2022:



Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Health Program Services

ALPI continues to emphasize the importance of community relationships and building long lasting partnerships as we promote family and program advocacy for good health. During the 2021-2022 school year in collaboration with community partners and parents, we were able to provide quality services to children enrolled in the Head Start/Early Head Start Program.

Early Childhood Health Services

Continued to emphasize the importance of community relationships and building long lasting partnerships as we promote family and program advocacy for good health. During the 2021-2022 school year in collaboration with community partners and parents, we were able to provide quality services to children enrolled in the Head Start/Early Head Start Program; our records indicate the following services were provided:

Medical

- 884 of enrolled children received a physical exam and had up-to-date immunizations.
- 126 children were diagnosed with a chronic condition and received referral services.

Dental

- 843 of the enrolled children received preventive care or have access to dental care.
- 646 of the 843 children received a dental exam.
- 112 of the 843 children were diagnosed with needing dental treatment.
- 86 received dental treatment.

Disabilities Services

62 children were diagnosed with disabilities to include speech impairments, non-categorical/developmental delay, etc. Children received services through the Local Educational Agency or Early Steps with an Individual Education Program (IEP) or Individual Family Services Plan (IFSP).

Nutrition Services

Families continued to take advantage of the WIC Program. The WIC Program provided families with hemoglobin screenings, nutritional supplements, and nutritional counseling, as well as the program's Nutrition Consultant who provided individual counseling to families.

Mental Health/Disability

Mental Health classroom observations were conducted to ensure that the school environment is conducive to learning. In collaboration with community partners and a Mental Health Consultant, we provided referrals for assessments and/or evaluations. The program served 62 children that were diagnosed with disability and received special education and/or early intervention services through the LEA or Early Steps-Part C Agency.

Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

FAMILY AND COMMUNITY PARTNERSHIPS - Family Services

During the 2021-2022 program year the Head Start/Early Head Start Program served 840 families, the services included, but were not limited to the following:

Total number of families	840
Emergency/crisis intervention	103
Housing assistance (e.g. subsidies, utilities, repairs)	164
Asset building services (e.g. financial education, debt counseling)	42
Mental health services	840
Substance misuse prevention	0
Substance misuse treatment	0
English as a Second Language (ESL) training	75
Assistance in enrolling into an education or job training program	70
Research-based parenting curriculum	840
Involvement in discussing their child's screening and assessment results and their child's progress	840
Supporting transitions between programs (i.e. EHS to HS, HS to Kindergarten)	460
Education on preventive medical and oral health	840
Education on health and developmental consequences of tobacco product use	7
Education on nutrition	840
Education on postpartum care (e.g. breastfeeding support)	7
Education on relationship/marriage	0
Assistance to families of incarcerated individuals	3

Homelessness Families Served:

The number of families experiencing homelessness that were served during the 2021-2022 school year was 9.

Foster Care Children Served:

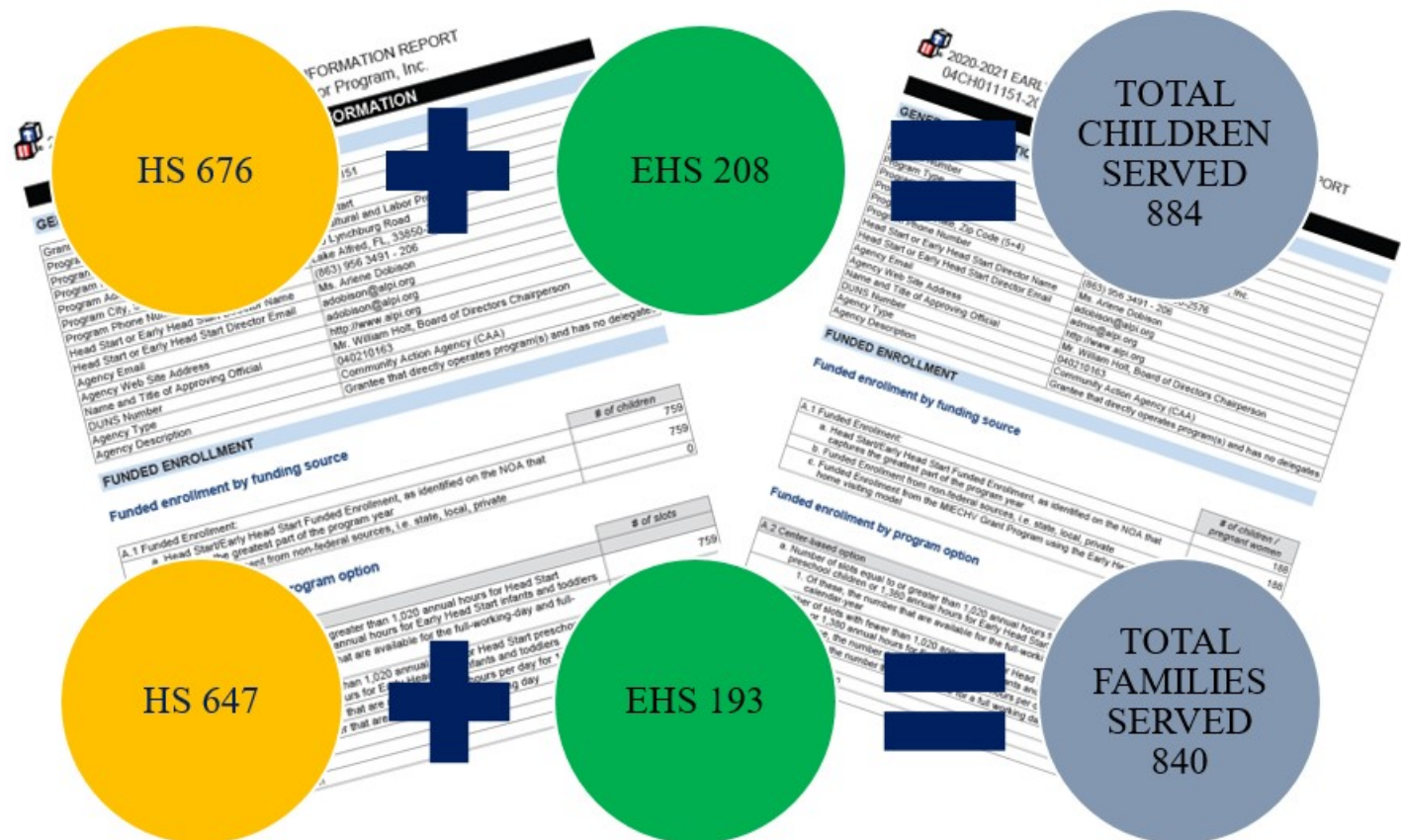
The number of children served that were in foster care and referred by community agency for the 2021-2022 school year was 2.

Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

ERSEA

The FY 2021-2022 funded enrollment for Head Start and Early Head Start was 947 infants, toddlers, preschool children, and pregnant women, which the program conducted mass recruitment efforts to meet and maintain the funded enrollment in all counties (Martin, St. Lucie and Polk). However, during the 2021-2022 school year the program continues to suffer the impact of COVID-19 Pandemic, and was not able to meet the funded enrollment level; however, the program met 88.7% of the funding level. The program validated the statistical data through the GoEngage.app reports. This data was used to complete the Program Information Reports (PIR) for Head Start and Early Head Start. The following breakdown represents children served by the program:



Accomplishments & Opportunities

FOCUS AREA: Operations and Accountability

Data and Analysis

Annually, ALPI is required to track and report on what happens to families, agencies and communities, as a result of services provided. The outcomes of clients and communities, as a result of agency program services and activities, are reported to the Board of Directors on an annual basis. The data is utilized as a planning tool to ensure the relevance of program services provided to children, families and farmworkers.

The Agricultural and Labor Program, Inc.

... Providing a constant flow of children and family support services since 1968.

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Community Wide Partnerships

275

FOR PROFITS or CORPORATIONS

31

OTHER



Child Care Food Program

252,960

MEALS SERVED

\$611,476

TOTAL FUNDING RECEIVED



Employment Support

45

TRAINING TUITION

120

OBTAINED SKILLS COMPETENCY REQUIRED FOR EMPLOYMENT

42

RECEIVED A CERTIFICATION OR DIPLOMA: ABE/ GED/POST-SECONDARY



Family Support

8

EVICION PREVENTION

97

FAMILIES OBTAINED SAFE AND AFFORDABLE HOUSING



Computer Assisted Tutorial Program

107

STUDENTS SERVED UNDER SUMMER EXPANSION PROGRAM, BIG BROTHERS BIG SISTERS, BOYS & GIRLS CLUB

ALPI MISSION STATEMENT

To collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.

Arlene Dobison, CCAP, NCRI - Chief Executive Officer

William Holt, Board Chairman

Programs and services are funded in part by:



Reporting Data Period: July 2021 - June 2022

The Agricultural and Labor Program, Inc.

... Providing a constant flow of children and family support services since 1968.



OUR PEOPLE

204

EMPLOYEES

7,956

STAFF TRAINING HOURS



COMMUNITY SERVICES

Regular, Cares and ARP

15,937

FAMILIES SERVED

\$11,368,174

CRISIS HOME ENERGY, FT. PIERCE UTILITIES & OTHER ASSISTANCE PAYMENTS

Child Development and Family Services

884

TOTAL CHILDREN ENROLLED

884

CHILDREN SERVED

303

CHILDREN WHO TRANSITIONED TO KINDERGARTEN

840

FAMILIES SERVED

70

FAMILIES WHO RECEIVED AND COMPLETED JOB TRAINING



EHEAP & EHEAP ARP

560

SENIORS RECEIVED ENERGY ASSISTANCE

\$248,789

CRISIS ENERGY ASSISTANCE PAYMENTS

Community Engagement

6,070

DONATED VOLUNTEER HOURS

\$485,986

BUSINESS IN-KIND SERVICES VALUE



Farmworker Housing

56

AFFORDABLE HOUSING UNITS

Emergency Assistance

267

GAS CARDS

572

INDIVIDUALS RECEIVED RENT OR MORTGAGE ASSISTANCE

Cares Act Assistance

LIHEAP

6,454
\$2,447,509

CSBG

68
\$61,155

POLK

859
\$2,815,565

Financials

Agency Budget: 2022 - 2023

The Agricultural and Labor Program, Inc.
Fiscal Year 2022-2023
Agency Budget

REVENUES	FY 23	FY 22
Head Start / Early Head Start (St. Lucie/Polk Counties)	10,846,335	9,816,095
Head Start COVID 19	-	0
HS EHS Amercian Rescue Plan	1,133,086	1,133,086
HS Disaster Relief funds	54,148	54,148
ALPI Child Care Centers (St. Lucie/Polk Counties)	65,000	82,755
ALPI CC Polk CARES	-	0
Polk ELC VPK	-	0
St Lucie County Early Learning VPK	681,912	681,912
USDA Food	782,469	967,460
Children's Services Council	108,359	114,870
Department of Economic Opportunity LIHEAP	6,960,228	6,960,228
Department of Economic Opportunity LIHEAP COVID 19	-	0
Department of Economic Opportunity LIHEAP ARP	-	5,960,849
Senior Connection Center, Inc. EHEAP	348,777	320,943
Department of Economic Opportunity CSBG	1,010,160	1,010,160
Department of Economic Opportunity CSBG COVID 19	-	1,368,681
Polk Co Emergency Rental Assistance (ERAP)	3,300,000	3,300,000
FPUA COVID 19	-	0
United Way COVID 19	-	0
Emergency Solutions Grant	-	45,100
Permanent Supportive Housing (PSH)	-	36,409
Department of Education EA	50,000	50,000
Florida Non Profit Housing	35,259	31,350
H.U.D. Housing Counseling	-	0
ATEC	12,250	12,250
E-rate	24,000	27,950
Fund Raiser	23,000	35,000
Other	1,145	1,145
In-Kind / Cash Match	-	0
TOTAL REVENUE	25,436,128	32,010,391
EXPENSES		
Salaries and Wages	7,808,688	8,349,687
Fringe Benefits	1,978,771	2,108,130
Communications	272,936	350,474
Travel	105,372	155,046
Food	420,712	543,800
Rent and Utilities	1,696,610	1,224,215
Contractual Services	451,428	452,300
Materials and Supplies	1,825,316	2,132,650
Training	192,257	241,357
Grants, Subsidies and Contributions	9,137,290	14,811,909
Subcontractors	1,457,809	1,526,783
In-Kind	-	0
Other	88,939	114,040
TOTAL EXPENSES	25,436,128	32,010,391

Financials

FY 2022 Financial Highlights

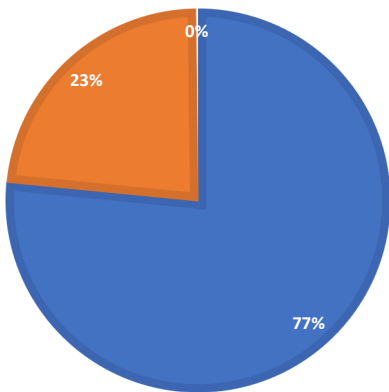
96%

OF ALL FUNDING RECEIVED GOES DIRECTLY TO PROGRAM SERVICES

STATEMENT OF FINANCIAL POSITION

ASSETS

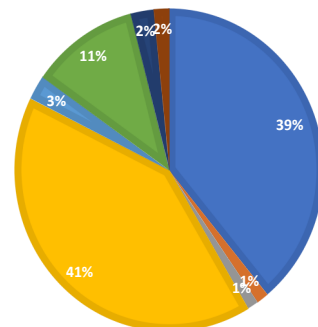
■ Cash ■ Property and Equipment



STATEMENT OF ACTIVITIES

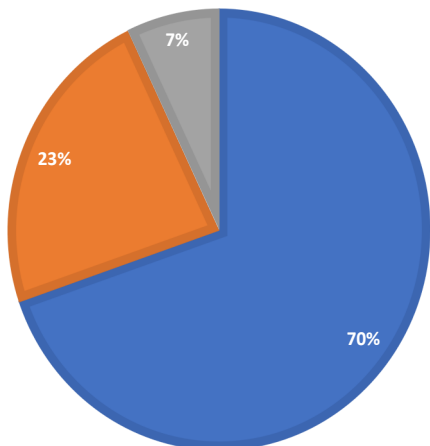
SUPPORT AND REVENUE

■ Dept. of Health and Human Services ■ VPK
■ Childcare ■ Department of Economic Opportunity
■ Education and Health ■ Polk County
■ In-Kind ■ Other Support and Revenue



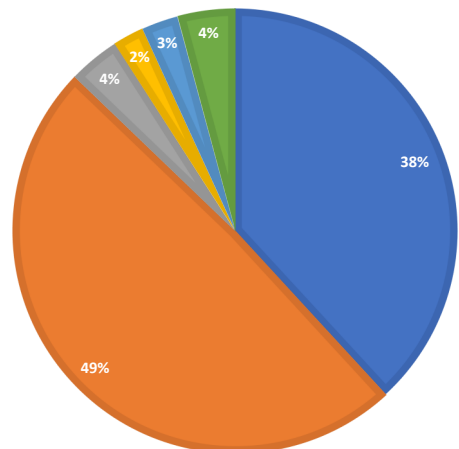
LIABILITIES AND NET ASSETS

■ Accounts Payable ■ Accrued Expenses ■ Refundable Advances



EXPENSES

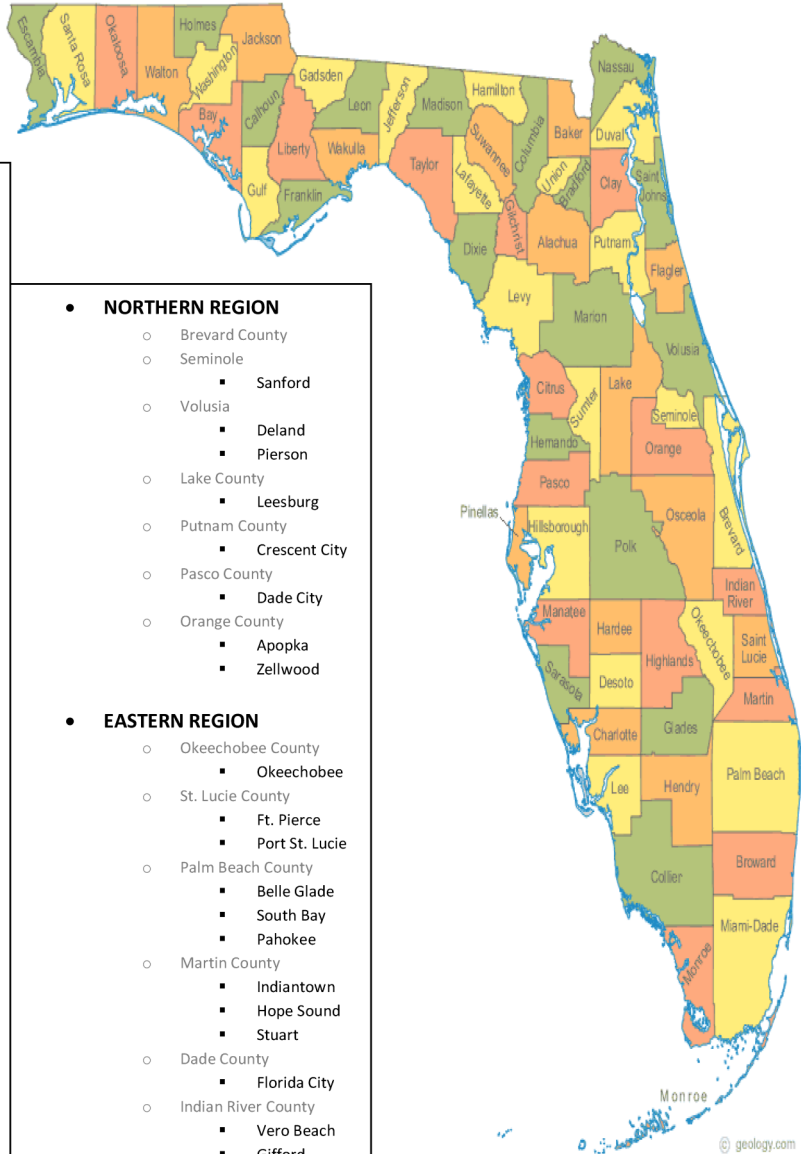
■ Head Start ■ Energy ■ Social Services
■ Child Development ■ Food ■ Management and General



Regional Geographic Target Areas



REGIONAL GEOGRAPHIC TARGET AREAS



• CENTRAL REGION

- North Osceola County
- Hillsborough County
 - Dover
 - Ruskin
 - Wimauma
 - Plant City
- North Polk County
 - Lakeland
 - Bartow
 - Lake Alfred
 - Auburndale
 - Winter Haven
 - Haines City
 - Mulberry
 - Polk City
 - Davenport
 - Bradley
 - Waverly
 - Poinciana
 - Juanita
 - Eagle Lake
 - Gordonville
 - Eloise
 - Gordon Heights

• SOUTHERN REGION

- Highlands County
 - Avon Park
 - Sebring
 - Lake Placid
- Southern Polk County
 - Lake Wales
 - Ft. Meade
 - Frostproof
- Southern Osceola County
- Hendry County
 - Labelle
 - Clewiston
- Glades County
 - Moore Haven
- Collier County
 - Immokalee
 - Naples
- Hardee County
 - Wauchula
 - Bowling Green
 - Zolfo Springs

• NORTHERN REGION

- Brevard County
- Seminole
 - Sanford
- Volusia
 - Deland
 - Pierson
- Lake County
 - Leesburg
- Putnam County
 - Crescent City
- Pasco County
 - Dade City
- Orange County
 - Apopka
 - Zellwood

• EASTERN REGION

- Okeechobee County
 - Okeechobee
- St. Lucie County
 - Ft. Pierce
 - Port St. Lucie
- Palm Beach County
 - Belle Glade
 - South Bay
 - Pahokee
- Martin County
 - Indiantown
 - Hope Sound
 - Stuart
- Dade County
 - Florida City
- Indian River County
 - Vero Beach
 - Gifford
 - Fellmere

January 2021

Head Start / Early-Head Start Centers

Locations

POLK COUNTY

Frostproof Child Development Center
701 Hopson Road
Frostproof, FL 33843

ST. LUCIE COUNTY

Lincoln Park Head Start Center
1400 Avenue M
Fort Pierce, FL 34950

Francina Duval Head Start Center
1035 South 27th Circle
Fort Pierce, FL 34950

G. W. Truitt Family Services Center
1814 North 13th Street
Fort Pierce, FL 34950

Garden Terrace Head Start Center
1110 North 32nd Street
Fort Pierce, FL 34950

Queen Townsend Head Start Center II
2202 Avenue Q
Ft. Pierce, FL 34950

ALPI Child Development and
Family Services Center
198 NW Marion Avenue
Port St. Lucie, FL 34983

CONTRACTED CENTERS ST. LUCIE COUNTY

Loving Care Child Development Center
1202 South 28th Street
Fort Pierce, FL 34947

CONTRACTED CENTERS MARTIN COUNTY

Dunbar Early Learning Center
12100 SE Lantana Avenue
Hobe Sound, FL 33455

Gertrude Walden Child Care Center, Inc.
601 SE Lake Street
Stuart, FL 34994

Hobe Sound Early Learning Center
11580 SE Gomez Avenue
Hobe Sound, FL 33455

Community Services Block Grant

Service Delivery Sites

The Community Services Block Grant (CSBG) Program is comprised of two components: the Family Self-Sufficiency Program (FSSP) and Emergency Services. Applicants may apply, through appointment only, for services at the following locations.

GLADES COUNTY

Glades County Community Development Dept.

HENDRY COUNTY

Glades County Community Development Dept.

HIGHLANDS COUNTY

Big Brothers/Big Sisters of the Sun Coast, Inc.

Avon Park Housing Authority

POLK COUNTY

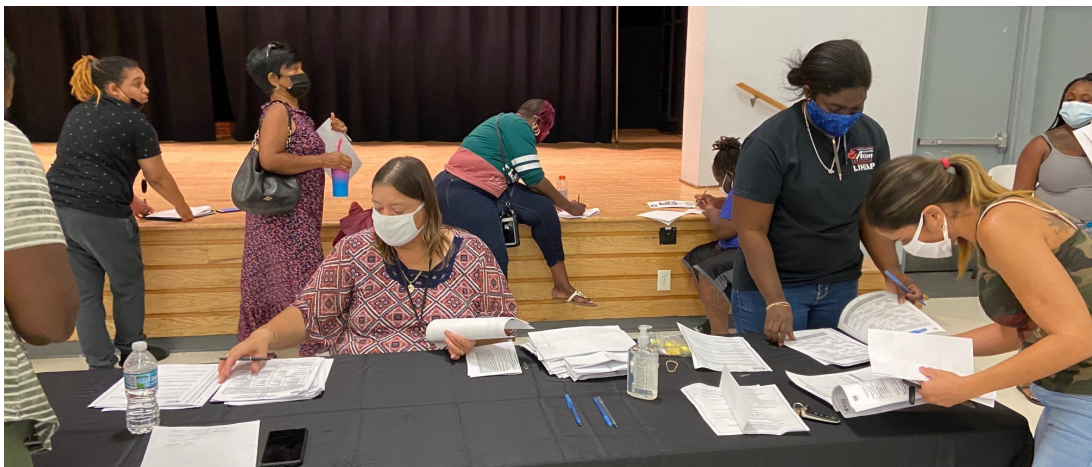
Agricultural and Labor Program, Inc.

Boys and Girls Club of Lakeland, Inc.

Center for Independent Living

New Horizons Apartment Complex

Women's Resource Center



Low-Income Home Energy Assistance

Service Delivery Sites

The Low-Income Home Energy Assistance Program (LIHEAP) provides assistance through payment of electric bills on behalf of eligible households. A client can receive one home energy payment and crisis payment per year. Services are provided in six counties at the following locations.

COLLIER COUNTY

COFFO
Macedonia Baptist Church
Goodwill Industries
of Southwest Florida

HENDRY COUNTY GLADES COUNTY

Goodwill Industries
of Southwest Florida

HIGHLANDS COUNTY

ALPI - Avon Park Office

MARTIN COUNTY

Port Salerno Church of God

POLK COUNTY

ALPI - Lake Alfred Corporate
Florence Villa CDC

ST. LUCIE COUNTY

In the Image of Christ, Inc.
Mustard Seed Ministries



Farmworker Assistance

Service Delivery Sites

COLLIER COUNTY

Collier County
Housing Authority
FCDP Immokalee
Technical College

MIAMI-DADE COUNTY

FCDP South Dade Skills Center

HILLSBOROUGH COUNTY

FCDP The Family Learning Center
RCMA Balm

MANATEE COUNTY

FCDP Manatee Adult, Career
and Technical Education

ORANGE COUNTY

Orange County School
District Westside Technical Center

PALM BEACH COUNTY

Farmworker Career Development

POLK COUNTY

Frostproof Care Center
FCDP East Area Adult School
Farmworker Ministry, Inc.
RCMA Mulberry
South Florida State College -
FCDP - Avon Park

PUTNAM COUNTY

FCDP

ST. LUCIE COUNTY

FCDP Indian River State College

VOLUSIA COUNTY

ALPI Technical Education Center (ATEC)

Contact Information

LAKE ALFRED, FL

EXECUTIVE DEPARTMENT

P.O. Box 3126
Winter Haven, Florida 33885

863-956-3491
Arlene Dobison, MBA, CCAP, NCRI
Chief Executive Officer
UCLA Head Start Management Fellow

863-956-3491, x204
Maria Crespo, Executive Office Administrator

ADMINISTRATION & OPERATIONS QUALITY CONTROL DIVISION

BUDGET & FINANCE
863-956-3491, x210
Dennis Gniewek, Director

HUMAN RESOURCES
863-956-3491, x202
Yolanda Garrett, SHRM-CP, Director

COMMUNITY SERVICES & ECONOMIC DEVELOPMENT DIVISION

863-956-3491, x212
Albert Miller, Division Director

LIHEAP/COMMUNITY SERVICES
863-956-3491, x224
Cheryl Burnham, Senior Manager

CSBG/ECONOMIC DEVELOPMENT
863-956-3491, x218
Pa Houa Lee-Yang, Senior Manager

FORT PIERCE, FL

CHILD DEVELOPMENT & FAMILY SERVICES DIVISION

Eastern Region Administration Office
2202 Avenue Q
Ft. Pierce, FL 34950

863-956-3491, x215

HEAD START/EARLY HEAD START PROGRAM OPERATIONS

772-466-2631, x11
Myrna Rodriguez, Division Director

Kathleen Winters, Compliance Officer
772-466-2631 (St Lucie and Martin Counties)
863-956-3491, x215 (Polk County)

Crystal Dames, Senior Manager
772-466-2631, x14

Maria Guerrero, Senior Manager
863-635-3396

FROSTPROOF, FL

EARLY HEAD START PROGRAM OPERATIONS (Polk County)

701 Hopson Road
Frostproof, FL 33843

www.alpi.org





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