



EXECUTIVE COMMITTEE MEETING
Doubletree by Hilton Orlando Downtown
60 South Ivanhoe Blvd. | Orlando, FL
November 17, 2023 | 6:00 P.M.

AGENDA

Quorum: Attendance meets quorum with four (4) voting members present.

WHAT	PAGES	HOW	WHO
1. Call to Order Moment of Silence Mission Statement Roll Call	2	Present	Chairperson Secretary
2. Public Comments (Limit two (2) minutes each)			
3. Mutual of America Presentation			
4. Secretary's Report Recommendation: Executive Committee Meeting Minutes: September 27, 2023	4-6	Present/ Approve	Chairperson
5. Consent Agenda:	127-179	Present/ Approve	Chairperson
6. Committee Recommendations/Action/Ratification Items <ul style="list-style-type: none"> • Eastern Region Advisory Committee Community Services Awardee Recommendation: Dr. Deborah Taylor-Long (Action) • Central Region Advisory Committee Services Awardee Recommendation: Dr. Geraldine Williams (Action) • Bouchard: Liability Insurance Renewal: October 2023 – June 2024 (Ratification) • Workers Compensation Renewal: November 2023 – November 2024 (Ratification) • Head Start Funding Opportunity (Action) • Head Start Board of Directors Liaison: Marjorie Gaskin (Action) • Southern Region Advisory Committee Board Representative, Dr. N’Kosi Jones (Action) 	8 9-10 11-29 30-38 39-40 41 42	Present/ Approve	Chairperson Committee CEO
7. CEO Report	43-126	Present/ Approve	CEO
8. Other Information:	180-220	Present/ Information	Chairperson
9. Other Business: CEO Performance Evaluation and Recommendations		Present/ Approve	Chairperson CEO
10. Approval of Board of Directors Agenda: November 19, 2023			
11. Adjournment		Present	Chairperson

The ALPI’s Mission Statement: The mission of The ALPI is to collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.

Community Action Promise: Community Action changes people’s lives, embodies the spirit of hope, improves communities and makes America a better place to live.



Roll Call



The Agricultural and Labor Program, Inc. 2023 Executive Committee Attendance Y-T-D Summary

Name	Jan 2023 Closeout	Feb Orientation & Board Meeting	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2024 Closeout
1. Stacy Campbell-Domineck	P	P		P		P			P				
2. Marjorie Gaskin	P	P		P		P			P				
3. William Holt	P	P		P		P			P				
4. Josephine Howard	P	P		P		P			P				
5. N'Kosi Jones	P	P		P		P			P				
6. Yolanda Robinson	P	P		P		P			P				
Attorney Jonathan Thiele, Board Counsel	P	P		P		P			P				
Staff Support: Arlene Dobison, CEO	P	P		P		P			P				
Total Present	6	6		6		6			6				

P = Present | E = Excused | A = Absent | = No Meeting Held





Executive Committee Meeting Minutes





Executive Committee Meeting Minutes: September 27, 2023



EXECUTIVE COMMITTEE MEETING

Zoom Meeting | <https://us02web.zoom.us/j/85379460730>
 Dial In: (929) 205-6099 | Meeting ID: 853 7946 0730
 September 27, 2023 | 6:00 P.M.

Board Members		Board Members		Board Support	
Stacy Campbell-Domineck	P	Josephine Howard	P	Jonathan Thiele, Board Counsel	P
Marjorie Gaskin	P	N'Kosi Jones	P	Arlene Dobison, CEO	P
William Holt	P	Yolanda Robinson	P		

The meeting was called to order, at 6:09 P.M. by Chairperson William Holt, a moment of silence was observed by all. The mission of the ALPI was recited in unison. "The mission of The ALPI is to collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient."

Roll Call

A quorum was established.

Public Comments

No Public Comments.

Board of Directors, The Agricultural and Labor Program, Inc., Staff and Customer Spotlight:

Rashondra Croskey, Board Member: Back to School Student Drive Sponsor: Thank you Ms. Croskey for your tireless efforts and support to help provide students with essential resources for a successful academic year.

Melvin Philpot, Board Member: Duke Energy: Florida Association of Community Action, Inc. Legacy Award Recipient. Congratulations Mr. Philpot on this remarkable achievement. It is a testament of your outstanding contributions and dedication to the community.

William Holt, Board Chairperson: Florida Association of Community Action, Inc. Volunteer of the Year Awardee. Congratulations Mr. Holt on your award. It is a testament of your selfless dedication to the organization and speaks volumes about your leadership and commitment.

The Agricultural and Labor Program, Inc. Best Places to Work, 2022 Recipient. We are humbled and very appreciative of the award. This recognition reflects ALPI's commitment to creating a positive and inclusive work environment for employees.

Myrna Rodriguez, CD&FS Division Director: UCLA Head Start Management Fellow Graduate. Congratulations to Myrna on the achievement. The UCLA program is known for its high standards. Thank you for your dedication in enhancing your knowledge and skills to have a positive impact on the children and families we serve.

Alisa Thornton, CD&FS Senior Manager: Florida Head Start Association Staff of the Year. Congratulations Alisa on this well-deserved honor and your exceptional contributions and dedication to early childhood education.

Shakira Andrews, Customer: Florida Association of Community Action, Inc. Sonny Walker Self-Sufficiency Award Recipient. This award recognizes individuals who have overcome challenges and achieved self-sufficiency. Shakira's story is an inspiration to many, and her ability to transform her life is deserving of this prestigious honor.

Secretary's Report

Yolanda Robinson moved to accept/approve the Executive Committee Meeting Minutes of June 20, 2023. Seconded by Marjorie Gaskin. The floor opened for questions. There were no questions. The motion carried unanimously.





Consent Agenda

Yolanda Robinson moved to accept/approve the consent agenda. Seconded by Dr. N’Kosi Jones. The floor opened for questions. There were no questions. The motion carried unanimously.

Committee Recommendations/Action/Ratification Items

Budget and Finance Committee

Marjorie Gaskin moved to accept/approve the Finance and Fundraiser report, as information. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

Board Activities Committee

Dr. N’Kosi Jones moved to accept/approve the Board Activities Committee report. Seconded by Marjorie Gaskin. The floor opened for questions. There were no questions. The motion carried unanimously.

Northern Region Advisory Committee

Marjorie Gaskin moved to accept/approve the Northern Region Advisory Committee’s Community Services Awardee, Kenneth Bailey. Seconded by Dr. N’Kosi Jones. The floor opened for questions. There were no questions. The motion carried unanimously.

Southern Region Advisory Committee

Yolanda Robinson moved to accept/approve the Southern Region Advisory Committee’s Community Services Awardee, Ada McGowan. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

Retirement Committee

Marjorie Gaskin moved to accept/approve plan amendment secure act 2.0 key provision and Empower’s investment liquidation replacement. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

Florida Non-Profit Grant Agreement

Dr. N’Kosi Jones moved to accept/ratify Florida Non-Profit’s Grant Agreement. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

Department of Commerce Agreement Modification 4: July 2023 – June 2024

Dr. N’Kosi Jones moved to accept/ratify the Department of Commerce Agreement Modification 4 for the period July 2023 – June 2024. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

Lakeview Park Drainage Right of Entry

Dr. N’Kosi Jones moved to accept/approve the County’s right of entry, to allow for the filling and sodding of existing drainage behind lakeview park community center. Seconded by Yolanda Robinson. The floor opened for questions. There were questions. The motion carried unanimously.

Head Start Community Representatives 2023-2024

Marjorie Gaskin moved to accept/approve Linda Halpin, John Cesar, Karen Bailey, Annie Marie Shultz as the Head Start Community representatives for 2023-2024. Seconded by Josephine Howard. The floor opened for questions. There were questions. The motion carried unanimously.

Computer Assisted Tutorial Program (CAT) Budget Transfer #2 PY 2023

Marjorie Gaskin moved to accept/approve the Computer Assisted Tutorial Program (CAT) Budget Transfer #2 PY





2023. Seconded by Yolanda Robinson. The floor opened for questions. There were no questions. The motion carried unanimously.

Community Action Plan 2023-2024

Dr. N’Kosi Jones moved to accept/approve the Community Action Plan for 2023-2024. Seconded by Marjorie Gaskin. The floor opened for questions. There were no questions. The motion carried unanimously.

Community Needs Assessment 2023

Dr. N’Kosi Jones moved to accept/approve the Community Needs Assessment of 2023. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

CEO Report

Yolanda Robinson moved to accept/approve the CEO’s report. Seconded by Dr. N’Kosi Jones. The floor opened for questions. There were no questions. The motion carried unanimously.

Other Information

No additional information

**Other Business
Program Planning**

Dr. N’Kosi Jones moved to accept/approve the Computer Assisted Tutorial grant for \$115,000; Modification one of the UMOS agreement and community action plan (CAP) for 2023-2024. Seconded by Josephine Howard. The floor opened for questions. There were no questions. The motion carried unanimously.

Succession Plan

Josephine Howard moved to accept/ratify the correction of the succession plan from final draft to plan approval. Seconded by Marjorie Gaskin. The floor opened for questions. There were no questions. The motion carried unanimously.

Government Shutdown

Ms. Dobison provided information on the possible government shutdown if the continuing resolution is not approved. The shutdown will not affect State programs.

Lakeview Park HOA

Ms. Dobison provided the Board with information on the property in the Lakeview Park Community. In addition, information was shared with the reengagement of Lakeview Park’s HOA. A special thank you to Tracy Maloy.

Approval of Board of Directors Agenda: September 30, 2023

Yolanda Robinson moved to accept/approve the Board of Directors meeting agenda for September 30, 2023. Seconded by Marjorie Gaskin. The floor opened for questions. There were no questions. The motion carried unanimously.

Adjournment

Marjorie Gaskin moved to adjourn the meeting at 7:04 P.M. Seconded by Josephine Howard. Meeting adjourned.

Submitted By:

Yolanda Robinson
ALPI Board Secretary

October 1, 2023
Date





Action/Ratification Items





Eastern Region Advisory Committee Community Services Awardee Recommendation: Dr. Deborah Taylor-Long



Dr. Deborah Taylor-Long is currently Director of Extended Learning Services for the School District of Indian River County and has been employed with the School District for 39 years. She has also formerly held the positions of Coordinator of Equity, Family and Community Engagement, Director for Secondary Education, Director of Human Resources, Director of Professional Development, ESE Resource Specialist, school principal of elementary, middle and alternative schools, and an English teacher. Dr. Taylor-Long was born and raised in Indian

River County (Gifford) and graduated from Vero Beach High School. After graduation from high school Dr. Taylor-Long began her educational journey matriculating to and graduating from Bethune-Cookman College in Daytona Beach, FL (now Bethune-Cookman University) with a BA in English and a minor in Education. She earned a master's degree in educational leadership from Nova Southeastern University in Ft. Lauderdale, as well as a Doctor of Education in Organizational Leadership, with a minor Human Resources from Nova. Dr. Taylor-Long is the mother of two exceptional children, Gretchen, and Grayson. She believes that all children can learn, and it is incumbent upon us to ensure that we foster a love of learning in children so that they may realize their fullest potential. She also believes "That diversity is universal, and it is my duty to ensure that all stakeholders understand their role as an agent for change to promote **Equity for All.**" With this belief, Dr. Taylor-Long is active in many community efforts to promote and support opportunities for youth and the underrepresented. She is chairwoman of Gifford Youth Achievement Center, sits on the advisory Board of Big Brothers Big Sisters, a Board member of Who Got Game, Inc., an active member of the local chapter of the NAACP, Board member of D5Alive, a life member of Alpha Kappa Alpha Sorority, Inc. and an active member of her church, Mt. Zion Missionary Baptist.





Central Region Advisory Committee, Community Services Awardee Recommendation: Dr. Geraldine Williams

Annotated Professional Summary

Dr. Geraldine Williams

Professional Summary: Geri Williams worked in state government for over 37 years. She began her professional career as a volunteer services coordinator in a mental health facility. This experience gave her the opportunity to navigate state and federal governments and corporate cultures. Rising in the ranks while academically, experientially and clinically preparing for greater challenges, she advanced from director to hospital administrator to deputy superintendent to regional operations manager for Florida's Suncoast Region to superintendent at both a forensic and civil institution under the purview of the state of Florida. She had oversight for over 1,000+ employees and managed a budget of over 65 million dollars. Geri earned undergraduate, graduate, and doctoral degrees in Human Development, Human Services, and Organizational Leadership and Psychology at regionally accredited universities. She also completed executive education in Performance Management at an Ivy League University. She is certified in forensics and board certified in human services.

For Geri, earning her degrees was not enough to effect change. She was destined to ensure that others, like her, had access to a quality education. This began post her graduate work; utilizing the cornerstones of Prayer, Intellect, and Education (PIE). This evolved into a learning space for women and men endeavoring to complete high school diplomas, college degrees, or seek better career opportunities. She made sure that others got a slice of the PIE by tutoring, mentoring, and coaching many student and adult learners.

Previous jobs also included: Adjunct College Professor, Lecturer, Forensic Consultant, and Professional Coach. Currently, she is president/CEO at Liberty Link Foundation 360 – Non-Profit. Liberty Link performs workforce training, academic tutoring for learners, and facilitates activities for seniors/elders. In the heart of Bartow, Liberty Link also serves as a community resource center equipped with computer technology to ensure access to services for individuals without equipment or limited skills, knowledge, and abilities.

Specialty: Working with individuals with Autism, Intellectual/Developmental Disabilities, and Mental Health Issues. Professionally and personally, Geri considers it a privilege to serve families with her husband Wendell T. Williams, Sr. owner of the Williams Funeral Home. She recognizes that end of life is a sacred journey and the transition from life to reward should be carefully navigated with compassion, dignity and respect.

In her spare time she enjoys writing and reading. Latest Published work, *Fully Persuaded: Drawing Strength from Scriptures to Deal with Life's Most Difficult Lessons* and Favorite works: The Bible and Paul Tillich's *Courage to Be*. An avid reader, she is currently reading *Broken: Transforming Child Protective Services – Notes of a Former Caseworker* by Dr. Jessica Pryce.





Liberty Link Foundation 360 Non-Profit, located at 1150 Martin Luther King Jr., Boulevard in Bartow, considers serving a privilege. Liberty Link has been serving Polk County since March 2020. The facility has computer equipment (hardware, software, printers), audio-visual equipment, materials, and resources necessary to facilitate programming and activities. To date, over 2,700 neighbors (people) have been served. Services include workforce training, Thursday Joy for Seniors, and Learning Café' for students. Workforce training supports all neighbors in the underserved community, neighbors returning from the Department of Corrections, and those involved with the judicial system. Employment is critical in reducing recidivism and helping neighbors reintegrate into the community as productive citizens. Thursday Joy brings out elder neighbors to engage in community activities, socialization, and educational activities. We help every level of the family system. As importantly, Liberty Link serves as a community-based hub for service collaboration with organizations like Agricultural and Labor Program, Incorporated to reach neighbors seeking assistance with utility or rental services who do not have transportation or need access to computers and assistance uploading documents.

Moreover, elder neighbors receive training in classes such as computer introduction and cellphone usage. In addition, elder neighbors benefit from speakers from UF/IFAS in areas such as educational Brain Health (dietitian) and agriculture–planting seasons (local agriculture instructor). The annual big event is Farmer's Market – A free vegetable giveaway. Recently added to the array of services is a Community Health Fair – Health Care providers from throughout Polk County partner with Liberty Link to offer services at no cost to elders. Another part of the services at Liberty Link is academic tutoring and character-building for students. School support accomplished in our Learning Café', specialized weekly tutoring, and Weekend Learning Café is our way to help students do their personal best. This service is unique because breakfast and lunch are provided at the Weekend Learning Café'. The intent is to fill a small gap in the food desert while providing academic support, character-building, and positive socialization.

Team members are formally educated and experientially prepared to work with diverse human services delivery system populations. The president/CEO has an earned doctorate in human services and over 40 years of experience in human services. The director, staff, and volunteers ensure that support, trainings, and activities are enthusiastic and positive. All neighbors who enter the doors at Liberty Link are treated with dignity and respect. In addition to personal academic coursework, the team receives two educational training sessions a year to stay abreast of things happening in the human services field. Latest training was Trauma-Informed Care.

Liberty Link was awarded the CC Corbett Award for distinction in diverse service delivery (2022); Seniors on the Move Award for Service (2022); and the prestigious City of Bartow Economic Development Champion's Cup/Non-Profit of the Year (2023); honored as parade grand marshals for Martin Luther King Jr. Parade (2023); and Delta Sigma Theta's Non-Profit of the Year Award (2023). New initiatives include Operation Fresh Start (clean clothes for students). For dignity purposes, we call it Operation Fresh Start. A number of children go to school wearing unclean clothes. This initiative supports laundry services. Operation Fed Up - This initiative fills the weekend hunger gap for individuals in the food deserts in our county. Operation Ed-U-Cation is our continual capstone. These programs are extremely successful. Liberty Link's Teen Summit Summer 2022 sponsored by CareerSource Polk was a gateway for two young men to join the United States Military. The programming at Liberty Link has proven transformative. We are so proud of these young men.





Bouchard: Liability Insurance Renewal: October 2023 – June 2024



The Agricultural and Labor Program, Inc. Executive Office Action Item(s)

Executive Committee	Date: November 17, 2023
Impacted Program: Agency-Wide	

Subject: Liability policy renewal coverage period October 2023 – June 1, 2024.

Purpose: To renew ALPI's insurance coverage for Property, General Liability, Auto, Excess liability, Crime Management liability, cyber liability, and accident.

Background Information: Insurance coverage is a critical aspect of risk management for ALPI. Having the right insurance policies is essential to protect ALPI, the employees, volunteers, and ALPI's assets. The insurance coverage provides comprehensive coverage against various potential threats, ensuring that ALPI can continue providing critical assistance to our communities without being crippled by unexpected financial burdens.

Due to the insurance atmosphere in Florida (fraudulent claims resulting in a loss for insurance companies), our long tenure insurance company did not renew with ALPI. Our agent has successfully negotiated coverage with Florida Insurance Trust (FIT). All coverage has been renewed at last year's coverage levels, except for sexual misconduct and molestation. Last year's abuse coverage totaled \$6,000,000, fit would only provide coverage for \$2,000,000. This has been a difficult market due to the increase in claims.

ALPI has options to purchase additional levels as follows:

As for the excess abuse liability options, here they are in summary:

- \$3M total abuse limit – additional \$13,000 plus an estimated taxes/fee of \$650
- \$4M total abuse limit – additional \$19,000 plus an estimated taxes/fee of \$950
- \$5M total abuse limit – additional \$24,000 plus an estimated taxes/fee of \$1,200
- \$6M total abuse limit – additional \$29,000 plus an estimated taxes/fee of \$1,450

Proposed Action Needed:

Ratification is required for the renewal coverage executed for the period of October 24, 2023 – June 1, 2024. Approval is required to purchase additional levels of \$4M, to bring to last year's levels.

Action Needed	Executive Committee	Board of Directors
Recommendation (s)	X	
Approval	X	X





PROPOSAL PREPARED FOR

THE AGRICULTURAL AND LABOR PROGRAM INC

PRESENTED BY

ADAM BOUCHARD, SENIOR VICE PRESIDENT

**BOUCHARD INSURANCE
MARSH & MCLENNAN AGENCY LLC
BOUCHARD REGION
CLEARWATER, FL 33765**

727 447-6481





MARKETING SUMMARY

PACKAGE

COMPANY	STATUS
FIT	See proposal for quotation
Arch (Incumbent)	Quoted for \$143,926.80
Berkley	Quoted for \$140,037.00
Church Mutual	Declined – Coverage limitations for professional liability and employee benefits
GuideOne	Indication – Not competitive
Hanover	Declined – Class of Business
Phly	Declined – Class of Business
USLI	Declined – Account size and daycare services

PROPERTY

COMPANY	STATUS
FIT	See proposal for quotation
Arch(Incumbent)	Non – renewed due to change in underwriting guidelines
Berkley	Declined
Arch Specialty	Declined – Not able to offer wind/ hail and building values too low
Avondale Insurance Associates	Declined – Building ages
Great American	Declined – Not able to offer wind/ hail and building values too low
Lynx Specialty	Declined - Not able to offer wind/ hail and building values too low
Munich Re	Declined – Building values lower than minimum TIV
RLI Insurance Company	Declined - Class and exposure
RSUI Insurance Company	Declined – Minimum premium of \$100K
Skyward	Declined - Outside scope of target operations
Starr Specialty	Declined - Outside scope of target operations
Waypoint Wholesale	Declined – Building ages
Westchester	Declined - Building age and geographic location.

Date: October 19, 2023





PROPERTY

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: Lloyds of London
 AM Best Rating: A, XV
POLICY TERM: 10/24/2023 to 06/01/2024

COVERAGE DETAIL

All locations

SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Blanket Business Income & Extra Expense	\$300,000	\$300,000

300 Lynchburg Road , Lake Alfred , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
ALPI Central Office	Building	\$715,000	\$715,000
	Business Personal Property	\$145,000	\$145,000
Storage	Building	\$6,452	\$6,452
	Business Personal Property	\$5,000	\$5,000

1814 N. 13th Street , Fort Pierce , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
ALPI George W Truitt Family Service	Building	\$706,981	\$706,981
	Business Personal Property	\$70,000	\$70,000

1400 Avenue M , Fort Pierce , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
ALPI Lincoln Park Head Start Center	Building	\$657,000	\$657,000
	Business Personal Property	\$150,000	\$150,000

1035 South 27 Circle , Fort Pierce , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
ALPI Francina C Duval Head Start	Building	\$237,555	\$237,555
	Business Personal Property	\$70,000	\$70,000

701 Hopson Road , Frostproof , FL

Date: October 19, 2023





DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Frostproof Ctr - Conference Room	Building	\$232,224	\$232,224
	Business Personal Property	\$30,000	\$30,000
Frostproof Ctr - Office	Building	\$87,500	\$87,500
	Business Personal Property	\$30,000	\$30,000
Frostproof Ctr - Office	Building	\$84,500	\$84,500
	Business Personal Property	\$10,000	\$10,000
Frostproof Ctr - Classroom	Building	\$211,000	\$211,000
	Business Personal Property	\$30,000	\$30,000
Frostproof Ctr - Classroom w Kitchen	Building	\$382,469	\$382,469
	Business Personal Property	\$30,000	\$30,000
Frostproof Ctr - Storage 1	Building	\$25,240	\$25,240
	Business Personal Property	\$10,000	\$10,000
Frostproof Ctr - Portable Classroom	Building	\$86,640	\$86,640
	Business Personal Property	\$30,000	\$30,000
Frostproof Ctr - Blk Main Bldg. & Storage	Building	\$17,000	\$17,000
	Business Personal Property	\$10,000	\$10,000
Frostproof Ctr - Resource Bldg.	Building	\$75,100	\$75,100

38 King Blvd , Frostproof , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Lakeview Community Center	Building	\$274,562	\$274,562
	Business Personal Property	\$7,000	\$7,000

1110 North 32nd Street , Fort Pierce , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
ALPI Garden Terrace Head Start	Building	\$483,894	\$483,894
	Business Personal Property	\$50,000	\$50,000

501 New Horizons Loop , Auburndale , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
New Horizon Leased Office	Business Personal Property	\$10,000	\$10,000

Date: October 19, 2023





230 B Street , Lake Wales , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Office Building / Cultural Organizations	Business Personal Property	\$1,480	\$1,480

1306 S Tulane Avenue , Avon Park , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Tulane Leased Office Space	Business Personal Property	\$10,000	\$10,000

111 Avenue R NE , Winter Haven , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Winter Haven Leased Office Space	Business Personal Property	\$10,000	\$10,000

198 NW Marion Avenue , Port Saint Lucie , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Child Development & Family Services Center	Business Personal Property	\$80,000	\$80,000

2202 Avenue Q , Fort Pierce , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Avenue Q Head Start	Business Personal Property	\$300,000	\$300,000
	Fence	\$30,000	\$30,000
	Playground Equipment	\$34,837	\$34,837

1324 E. International Speedway Blvd. Suite C-5 , Deland , FL

DESCRIPTION	SUBJECT	EXPIRING VALUES	RENEWAL VALUES
Office - Light Industries	Business Personal Property	\$10,000	\$10,000

Date: October 19, 2023





COVERAGE TERMS

- ◆ Cause of Loss: Special
- ◆ Valuation Clause: Stated Value with 105% Margin Clause (expiring Replacement Cost)
- ◆ Co-Insurance: N/A (expiring 80% Agreed Value)
- ◆ Business Income: Actual Loss Sustained
- ◆ Deductible: \$5,000 All Other Perils (expiring \$10,000)
\$1,000 Electronic Data processing

REMARKS

- ◆ 35 % Minimum Earned Premium Outside of Hurricane Season and 75% Hurricane Minimum Earned Premium
- ◆ Equipment Breakdown Property
- ◆ Loss Payable Provision
 1. Commercial Equipment; Leasing
 2. Xerox Financial Services, LLC C/o Insurance Center
 3. Bank of America, NA, ATIMA/ISAOA

EXCLUSIONS INCLUDE BUT ARE NOT LIMITED TO:

- ◆ Certain Computer Related Losses
- ◆ Terrorism
- ◆ Loss due to Virus or Bacteria
- ◆ Flood and Earthquake

Date: October 19, 2023





COMMERCIAL LIABILITY

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: Florida Insurance Trust
Reinsurers:

- Markel Global Reinsurance (AM Best Rating: A, XV)
- Greenlight Reinsurance Ltd (AM Best Rating: A-, X)
- Brit Reinsurance (Bermuda) Limited (AM Best Rating: A, XII)

POLICY TERM: 10/24/2023 to 06/01/2024
COVERAGE TYPE: Occurrence Occurrence

COVERAGE DETAIL

DESCRIPTION	LIMITS
Each Occurrence	\$1,000,000
Personal Injury & Advertising Injury	\$1,000,000
General Aggregate	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Expense - per person	\$10,000 (expiring \$25,000)
Deductible: Per Occurrence	\$0

ADDITIONAL COVERAGES

DESCRIPTION	LIMIT	AGGREGATE	DED
Professional Liability	\$1,000,000	\$3,000,000	\$0
Abuse and Molestation <small>Claims- Made, Retro date 10/24/2023</small>	\$1,000,000	\$3,000,000	\$0
Employee Benefits Liability <small>Claims- Made, Retro date 10/01/2006</small>	\$1,000,000	\$3,000,000	\$1,000

RATING DETAIL

Loc #	CLASS	DESCRIPTION	BASIS	EXPIRING	RENEWAL
300 Lynchburg Rd	47474	Schools-trade Or Vocational	# Of Children	52	52
	61227	Buildings or Premises Office	Area	6,924	6,924
	68707	Warehouses - Private	Area	480	480

Date: October 19, 2023





COMMERCIAL AUTOMOBILE

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: Florida Insurance Trust
Reinsurers:

- Markel Global Reinsurance (AM Best Rating: A, XV)
- Greenlight Reinsurance Ltd (AM Best Rating: A-, X)
- Brit Reinsurance (Bermuda) Limited (AM Best Rating: A, XII)

POLICY TERM: 10/24/2023 to 06/01/2024

COVERAGE DETAIL			
COVERAGE	SYMBOLS COVERED	LIMITS OF LIABILITY	
Liability Insurance	1,8,9	\$1,000,000	Combined Single Limit
Medical Payments	2	\$5,000	Each Person
Uninsured Motorists Underinsured Motorists (Non-stacked)	2	\$1,000,000	Bodily Injury/Person Bodily Injury/Accident
Personal Injury Protection	5	\$10,000	Per Florida Statute
Physical Damage	See Vehicle Schedule	ACV unless stated otherwise	Comprehensive &/or Collision

Definition of Symbols:	
1 = Any "Auto"	6 = Owned "Autos" Subject to a Compulsory UM Law
2 = Owned "Autos" Only	7 = Specifically Described "Autos"
3 = Owned Private Passenger "Autos" Only	8 = Hired "Autos" Only
4 = Owned "Autos" Other than Private Passenger "Autos" Only	9 = Non-Owned "Autos" Only
5 = Owned "Autos" Subject to No-fault	

ADDITIONAL COVERAGES

COVERAGE	LIMIT	DEDUCTIBLE(S)
Hired Car Physical Damage	N/A	Comprehensive \$500 Collision \$500
Towing & Labor	\$200	\$0
Rental Reimbursement	\$50/ day, 30 day max	\$0

- REMARKS**
- ◆ Blanket Additional Insured as Required by Written Contract
 - ◆ Blanket Waiver of Subrogation as Required by Written Contract

Date: October 19, 2023





EXCESS LIABILITY

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: Florida Insurance Trust
Reinsurers:
 - Markel Global Reinsurance (AM Best Rating: A, XV)
 - Greenlight Reinsurance Ltd (AM Best Rating: A-, X)
 - Brit Reinsurance (Bermuda) Limited (AM Best Rating: A, XII)

POLICY TERM: 10/24/2023 to 06/01/2024

COVERAGE	LIMITS	
Limit of Liability	\$4,000,000 (expiring \$5,000,000)	Each Occurrence
	\$4,000,000 (expiring \$5,000,000)	Aggregate
Self-Insured Retention	\$0	

UNDERLYING INSURANCE

TYPE OF INSURANCE	EFF DATE	EXP DATE	LIMIT	
Automobile Liability	10/24/2023	10/24/2024	\$1,000,000	Combined Single Limit
General Liability	10/24/2023	10/24/2024	\$1,000,000	Each Occurrence
			\$3,000,000	General Aggregate
			\$3,000,000	Prod/Comp Ops Aggregate
			\$1,000,000	Personal & Advertising Injury
Employee Benefit Liability	10/24/2023	10/24/2024	\$1,000,000	Each Occurrence
			\$3,000,000	General Aggregate
Professional Liability	10/24/2023	10/24/2024	\$1,000,000	Each Occurrence
			\$3,000,000	General Aggregate
*Abuse and Molestation	10/24/2023	10/24/2024	\$1,000,000	Each Occurrence
			\$3,000,000	General Aggregate

This Policy Is: Non-Auditable

REMARKS

- ◆ **Abuse Sublimited to \$1,000,000 only**

EXCLUSIONS INCLUDE BUT ARE NOT LIMITED TO:

- ◆ Care Custody Control
- ◆ Foreign Liability
- ◆ Nuclear Liability





EXCESS SEXUAL MISCONDUCT AND MOLESTATION

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: Lloyds of London
 AM Best Rating: A, XV
POLICY TERM: 10/24/2023 to 10/24/2024

COVERAGE	LIMITS	
Limit of Liability	\$3,000,000	Each Occurrence
	\$3,000,000	Aggregate
Self-Insured Retention	\$35,000	

UNDERLYING INSURANCE

TYPE OF INSURANCE	EFF DATE	EXP DATE	LIMIT	
Abuse and Molestation	10/24/2023	06/01/2024	\$1,000,000	Each Occurrence
			\$3,000,000	General Aggregate
Excess Liability	10/24/2023	06/01/2024	\$1,000,000	Each Occurrence
			\$3,000,000	General Aggregate

This Policy Is: Non-Auditable

REMARKS

- ◆ Professional Indemnity Cyber and Data Protection Law Endorsement

EXCLUSIONS INCLUDE BUT ARE NOT LIMITED TO:

- ◆ Sanction and Limitation
- ◆ War and Terrorism
- ◆ Nuclear Incident
- ◆ Radioactive Contamination

ADDITIONAL QUOTATIONS

- ◆ \$1m Excess for a premium of \$13,000 not including taxes and fees
- ◆ \$2m Excess for a premium of \$19,000 not including taxes and fees
- ◆ \$4m Excess for a premium of \$29,000 not including taxes and fees





CRIME

NAMED INSURED: The Agricultural and Labor Program, Inc.
COMPANY: Travelers Casualty and Surety Company of America
 AM Best Rating: A++, XV
POLICY TERM: 10/24/2021 to 10/24/2024 (3 year policy)

COVERAGE DETAIL			
INSURING AGREEMENT	COVERAGE DESCRIPTION	LIMIT	DEDUCTIBLE
A	Employee Theft ERISA Theft of Client Property	\$320,000 \$320,000 Not Covered	\$1,000 \$0
B	Forgery or Alteration	\$30,000	\$1,000
C	Theft of Money & Securities On Premises	Not Covered	N/A
D	Theft of Money & Securities in Transit	Not Covered	N/A
E	Money Orders & Counterfeit Money	Not Covered	N/A
F	Computer Crime	Not Covered	N/A
G	Computer and Funds Transfer Fraud	Not Covered	N/A
H	Personal Accounts Protection	Not Covered	N/A
I	Claims Expense	\$5,000	\$0

REMARKS

- ◆ Coverage Form – Discovery
- ◆ Automatic Inflation Guard for ERISA Limit
- ◆ Coverage Territory Worldwide

Date: October 19, 2023





MANAGEMENT LIABILITY

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: Lexington Insurance Company
 AM Best Rating: A, XV
POLICY TERM: 10/24/2023 to 10/24/2024
COVERAGE TYPE: Claims Made

COVERAGE DETAIL

DIRECTORS & OFFICERS AND EMPLOYMENT PRACTICES LIABILITY

LIABILITY LIMIT	AGGREGATE LIMIT	RETENTIONS
\$1,000,000	\$1,000,000	Directors & Officers \$15,000 Employment Practices \$50,000 (Expiring \$35,000) Fiduciary \$5,000

COVERAGE TERMS

- ◆ Prior & Pending Date: 10/24/2017
- ◆ Limits: Shared
- ◆ Defense Cost: Inside the Limits
- ◆ Extended Reporting Period: 1-Year at 100% of the Premium

REMARKS

- ◆ Third Party Liability - Included; \$50,000 Retention **(Expiring \$35,000)**
- ◆ Settlor Acts Coverage Amended Endorsement
- ◆ Multi-Employer Plan Administration Endorsement
- ◆ Violation Of Employee Privacy And Biometric Information Defense Expenses Endorsement
 - Aggregate Sub-Limit: 100,000
 - Retention: \$50,000 Retention **(Expiring \$35,000)**
- ◆ Antitrust Coverage Endorsement
 - Policy Maximum Aggregate Sub-Limit: 1,000,000
 - Each Claim Retention : 150,000
- ◆ Additional Side A Limited not to exceed 1,000,000
- ◆ Employed Lawyers Liability Coverage Endorsement
 - Sub-Limit : 1,000,000
 - Retention: 35,000
- ◆ Government Funding Endorsement
 - Aggregate Sub-Limit: 1,000,000
 - Retention: 1,000,000
- ◆ Crisis Management Expense Coverage Sub-Limit of \$25,000
- ◆ Retired Independent Directors Liability Coverage Sub-Limit of \$250,000

Date: October 19, 2023





- ◆ Workplace Violence Expenses Coverage Endorsement Sub-Limit of \$250,000
- ◆ Immigration Reform & Control Act Coverage Endorsement
 - Sub-Limit: 100,000
 - Retention : \$50,000 Retention (Expiring \$35,000)
- ◆ Training Costs maximum Limit of \$100,000
- ◆ Wage and Hour Defense Costs Coverage (Specific States Excluded)
 - State : CA & NY
 - Sub-Limit: 100,000
 - Retention: \$50,000 Retention (Expiring \$35,000)
- ◆ LexPro EPL PAK Premier Endorsement
- ◆ Penalty Sub-Limits Endorsement
 - HIPAA Penalties : 250,000
 - PPACA Penalties : 250,000
 - Section 4975 Tax Penalty : 250,000
 - Section 502(c) Penalties : 250,000
 - PPA Penalties : 250,000
- ◆ TCPA Sublimit
 - Sub-Limit: 50,000
 - Retention : 15,000
 - Retroactive Date for TCPA Claims : 10/24/2022

EXCLUSIONS INCLUDE BUT ARE NOT LIMITED TO:

- ◆ Absolute Bodily Injury / Property Damage Exclusion Endorsement
- ◆ Professional Services
- ◆ Physical/ Sexual Abuse
- ◆ Broadcasting, Advertising and Publishing
- ◆ Specific Matter Exclusion Endorsement





SECURITY & PRIVACY/ CYBER LIABILITY

NAMED INSURED: The Agricultural and Labor Program Inc.

COMPANY: Lloyds of London (CFC)
AM Best Rating: A, XV

POLICY TERM: 10/24/2023 to 10/24/2024

LIABILITY COVERAGE PARTS

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

COVERAGE SECTION	LIMIT OF LIABILITY	RETENTION
Incident Response Costs	\$1,000,000 Each and Every Claim	\$0 Each and Every Claim
Legal and Regulatory Costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
IT Security and Forensic costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Crisis Communication Costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Privacy Breach Management Costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Third Party Privacy Breach Management Costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Post Breach Remediation Costs	\$50,000, subject to a maximum of 10% of all sums we have paid Each and Every Claim	\$0 Each and Every Claim

INSURING CLAUSE 2: CYBER CRIME

COVERAGE SECTION	LIMIT OF LIABILITY	RETENTION
Funds Transfer Fraud	\$250,000 Each and Every Claim	\$10,000 Each and Every Claim
Theft of Funds Held in Escrow	\$250,000 Each and Every Claim	\$10,000 Each and Every Claim
Theft of Personal Funds	\$250,000 Each and Every Claim	\$10,000 Each and Every Claim
Extortion	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Corporate Identity Theft	\$250,000 Each and Every Claim	\$10,000 Each and Every Claim
Telephone Hacking	\$250,000 Each and Every Claim	\$10,000 Each and Every Claim
Push Payment Fraud	\$50,000 Each and Every Claim	\$10,000 Each and Every Claim
Unauthorized Use of Computer Resources	\$250,000 Each and Every Claim	\$10,000 Each and Every Claim

Date: October 19, 2023





INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION		
COVERAGE SECTION	LIMIT OF LIABILITY	RETENTION
System Damage and Rectification Costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Income Loss and Extra Expense	\$1,000,000 Each and Every Claim in respect of system failure	\$10,000 Each and Every Claim
Additional Extra Expense	\$100,000 Each and Every Claim	\$10,000 Each and Every Claim
Dependent Business Interruption	Sub-limited to \$1,000,000 Each and Every Claim, in respect of system failure	\$10,000 Each and Every Claim
Consequential Reputational Harm	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim
Claim Preparation Costs	\$25,000 Each and Every Claim	\$10,000 Each and Every Claim
Hardware Replacement Costs	\$1,000,000 Each and Every Claim	\$10,000 Each and Every Claim

INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY		
COVERAGE SECTION	AGGREGATE LIMIT OF LIABILITY	RETENTION
Network Security	\$1,000,000 in the Aggregate, Including Costs and Expenses	\$10,000 Each and Every Claim, Including Costs and Expenses
Privacy Liability	\$1,000,000 in the Aggregate, Including Costs and Expenses	\$10,000 Each and Every Claim, Including Costs and Expenses
Management Liability	\$1,000,000 in the Aggregate, Including Costs and Expenses	\$10,000 Each and Every Claim, Including Costs and Expenses
Regulatory Fines	\$1,000,000 in the Aggregate, Including Costs and Expenses	\$10,000 Each and Every Claim, Including Costs and Expenses
PCI Fines, Penalties and Assessments	\$1,000,000 in the Aggregate, Including Costs and Expenses	\$10,000 Each and Every Claim, Including Costs and Expenses

INSURING CLAUSE 5: MEDIA LIABILITY		
COVERAGE SECTION	AGGREGATE LIMIT OF LIABILITY	RETENTION
Defamation	\$1,000,000 in the Aggregate, Each and Every Claim, Including Costs and Expenses	\$10,000 Each and Every Claim
Intellectual Property Rights Infringement	\$1,000,000 in the Aggregate, Each and Every Claim, Including Costs and Expenses	\$10,000 Each and Every Claim

Date: October 19, 2023





INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS		
COVERAGE SECTION	AGGREGATE LIMIT OF LIABILITY	RETENTION
No Coverage Given		
INSURING CLAUSE 7: COURT ATTENDANCE COSTS		
COVERAGE SECTION	AGGREGATE LIMIT OF LIABILITY	RETENTION
Court Attendance Costs	\$100,000 in the Aggregate	\$0 Each and Every Claim

REMARKS

- ◆ Time Retention: 8 Hour Waiting Period
- ◆ Indemnity Period: 12 months
- ◆ Reputational Harm Period: 12 Months
- ◆ Breach Response outside the limit
- ◆ Continuity Date: 10/24/2018
- ◆ Incident Response Team is In-house
- ◆ Incident Response Coverage is Pay on Behalf of for incident coverage modules
- ◆ Criminal Reward Coverage
 1. Aggregate limit of liability: \$50,000
 2. Deductible \$0
- ◆ Coverage Territory Worldwide
- ◆ Extended Reporting Period:
 1. 12 months for 90% of the annual premium
 2. 24 months for 90% of the annual premium
 3. 36 months for 90% of the annual premium

EXCLUSIONS INCLUDE BUT ARE NOT LIMITED TO:

- ◆ Supply chain partner computer systems operator, design or architecture error
- ◆ Known claims and circumstances prior to the continuity date

Date: October 19, 2023





ACCIDENT - GROUP

NAMED INSURED: The Agricultural and Labor Program Inc
COMPANY: National Union Fire Insurance Company
 AM Best Rating: A, XV
POLICY TERM: 10/24/2023 to 10/24/2024

COVERAGE DETAIL

PLAN OF BENEFITS	LIMIT
Accidental Death Benefit	\$10,000
Accidental Dismemberment	\$20,000
Accidental Medical Expense Benefits	
- Maximum Benefit	\$35,000
- Deductible Amount	\$0
- Dental Maximum per Tooth	\$250 per Accident
Aggregate Limit of Indemnity	\$50,000

COVERAGE TERMS

- ◆ Classification of Eligible Persons: All registered children who are in attendance at or who participate in services provided by the Policyholder whose names are on file with the Policyholder
- ◆ Covered activities: While participating in scheduled, supervised and sponsored activities of the Policyholder including direct travel to and from such covered activities
- ◆ Based on Total Number of Students and Volunteers
 - Estimated Annual Number of Participants: 994 (expiring 1,079)

Date: October 19, 2023





PREMIUM SUMMARY

Coverage Type	Renewal premium
Property	*\$25,985.53
Taxes & Fees	\$1,691.47
General Liability	*\$37,155.22
Taxes & Fees	\$557.32
Auto	*\$25,905.14
Taxes & Fees	\$388.58
Excess Liability	*\$13,731.30
Taxes & Fees	\$205.97
Crime	\$699.00
Management Liability	*\$13,821.00
Taxes & Fees	\$953.55
Cyber Liability	*\$7,720.00
Taxes & Fees	\$963.50
Accident	*\$4,268.00
Subtotal	\$134,045.58

*Policies with a 06/01/2024 Expiration





Workers Compensation Renewal: November 2023 – November 2024



The Agricultural and Labor Program, Inc. Executive Office Action Item(s)

Executive Committee	Date: November 17, 2023
Impacted Program: Agency-Wide	

Subject: Workers Compensation coverage renewal November 2023 – November 2024.

Purpose: To renew ALPI's Workers Compensation policy.

Background Information: Insurance coverage is a critical aspect of risk management for ALPI and a legal requirement. This insurance policy is designed to protect both employees and ALPI in the event of workplace injuries or illnesses.

It is an ongoing goal to create a safer work environment. ALPI has worked diligently to place safety measures and training in place, to reduce workplace accidents and decreasing the number of claims. In 2020 and 2021, ALPI has been successful in reducing the number of claims, to include the timely closing of claims. Due to the reduction of claims, we were removed from the consent to rate. Consent to Rate happens when an insurance company believes that the risk associated with a policy is higher than their standard rates can adequately cover, they will request the policyholder's consent to charge a higher rate. This is where "Consent to Rate" comes into play.

For the 2023 – 2024 policy year, ALPI returns to Consent to Rate.

Proposed Action Needed:

Ratification is required for the renewal coverage executed for the period of November 2023 – November 2024.

Action Needed	Executive Committee	Board of Directors
Recommendation (s)	X	
Approval	X	X





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SUMMIT MANAGES

*RetailFirst Insurance Company
BusinessFirst Insurance Company
Retailers Casualty Insurance Company
Bridgefield Casualty Insurance Company
Bridgefield Employers Insurance Company*

www.summitholdings.com

October 4, 2023

Dutch
Acentria Insurance

Policy #: 0520-26279
Policy Name: The Agricultural and Labor Program, Inc.:

Enclosed you'll find the courtesy quote for your client's workers' compensation coverage. This courtesy quote reflects the following:

- Renewal quote
- Consent to Rate Plan

Due to the enactment of the Terrorism Risk Insurance Act of 2002, the enclosed disclosure must be presented along with this quotation.

We look forward to working with you to serve your client.

Sincerely,

Underwriting Department

P.O. Box 988 • Lakeland, FL 33802-0988 • 1-800-282-7648 • (863) 665-6060 • Fax (863) 666-1958

RetailFirst Insurance Company is managed by Summit, "the people who know workers' comp."[®]





WORKERS' COMPENSATION QUOTATION

CARRIER: RetailFirst Insurance Company
 P.O. Box 988
 Lakeland, FL 33802-0988
 (863)665-6060

AGENCY: Acentria Insurance - 6724
 PO Box 2
 LAKELAND, FL 33802
 (863)688-1751

INSURED: The Agricultural and Labor Program, Inc.
DBA:
 PO Box 3126
 Winter Haven, FL 33885

POLICY NUMBER: 520 - 26279 0000
POLICY PERIOD: 11/15/23 - 11/15/24 12:01 AM

GUARANTEED COST PLAN

CODE NO.	CLASSIFICATIONS	PREMIUM BASIS: Total Estimated Annual Remuneration	RATE PER \$100 OF REMUNERATION	ESTIMATED ANNUAL PREMIUM
8869	CHILD DAY CARE CENTER PROF EMPL & C, S	7,046,952.00	1.87	131,778.00
	Total Manual Premium			131,778.00
	Increased Employers Liability 500,000/500,000/500,000			1,449.56
				<u>133,227.56</u>
	Experience Mod			1.03
	Standard Premium			137,224.39
	Discount			-11,577.42
				<u>125,646.97</u>
	Expense Constant			160.00
	Terrorism			704.70
	Total Cost			126,511.67

Minimum Premium: \$277.00

THIS IS A QUOTATION ONLY AND IS NOT A BINDER OF INSURANCE OR GUARANTEE OF INSURABILITY. COVERAGE REMAINS CONTINGENT UPON INSPECTION AND UNDERWRITING REVIEW. ALL QUOTES AND COVERAGE ARE SUBJECT TO OFAC CLEARANCE. PLEASE VISIT OUR WEBSITE AT WWW.SUMMITHOLDINGS.COM FOR MORE INFORMATION ON OFAC REQUIREMENTS.

LP **Date Prepared:** 10/04/23

Time Prepared: 03:30 PM





**FLORIDA
WORKERS' COMPENSATION
CONSENT TO RATE FORM**

Policy Number: 520-26279

Insured Name: The Agricultural and Labor Program, Inc.

Insured Address: PO Box 3126 Winter Haven, FL 33885-3126

Carrier Name: RetailFirst Insurance Company

NAIC Number: 10700

Policy Effective - Expiration Date: 11/15/23 - 11/15/24

The above-referenced workers' compensation and employers liability insurance coverage will be written in accordance with the terms and conditions as outlined in Insurer's filed workers' compensation and employers liability insurance policy forms ("Policy"). Insured hereby consents to Insurer charging rates in excess of the Insurer's Filed Rates for purchase of the Policy.

Insurer's workers' compensation insurance rates that are currently filed for the following specific class codes ("Filed Rates"), as set forth below, are inadequate to cover Insured's workers' compensation exposure, based on the nature of the risk and/or Insured's historical loss data; therefore, Insured hereby consents to the following Charged Rates for all Policy class codes, in accordance with applicable state law:

<u>Class Code</u>	<u>Estimated Payroll</u>	<u>Filed Rate</u>	<u>Charged Rate</u>
8869	\$7,046,952	1.17	1.87

If any of Insured's employees, who are covered by the Policy during this policy period, fall under any class code that is not stated above, then the Charged Rate shall be the Filed Rate times the surcharge factor of 1.60. Approved Filed Rate changes that are applicable during the policy term will be applied appropriately and the Charged Rate shall be revised based on the approved Filed Rate times the surcharge factor listed above. Estimated Payroll is current as of the issuance of this contract but are subject to change at any time due to premium audits or revisions of payroll estimates.

Insured has reviewed this document and understands the impact of utilizing consent to rate in establishing an annual premium in excess of the Filed Rates and that such rates are deemed both fair and equitable for this particular risk.

William Holt
Officer Signature

October 9, 2023
Date

William Holt
Printed Name

ALPI Board Chairperson
Title

1
.





Mod Analysis

Agricultural & Labor Program Inc
Effective Date - 11/15/2024

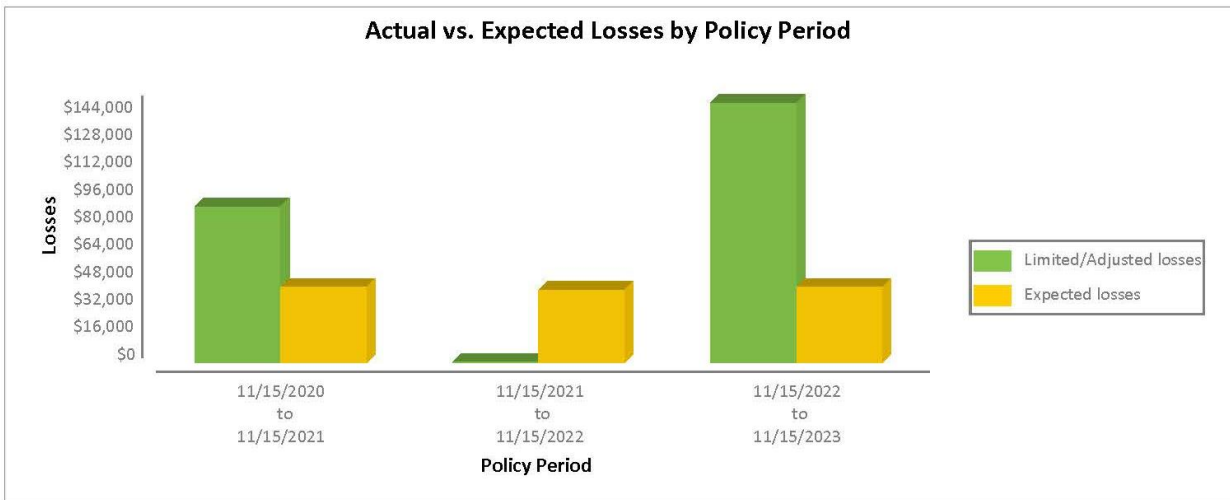
Prepared by Acentria Insurance, Lakeland
Dutch Ireland
26 Lake Wire Drive
Lakeland, FL 33815
dutch.ireland@acentria.com





Loss Analysis by Policy Period

This analysis shows the actual versus expected losses for each policy period in the mod. This data is important in identifying trends which may help you predict, generally, the direction of your mod in the future. As unfavorable policy periods – those with actual losses higher than expected – age out of the mod calculation, you can expect your mod to improve if your new loss experience shows actual losses less than expected. This is an achievable goal through specific loss control practices your broker advises. To view losses by policy year, see the *Loss Analysis by Policy Year* report.



Policy Period	Limited/Adjusted Losses	Expected Losses
11/15/2020 to 11/15/2021	\$90,187	\$43,508
11/15/2021 to 11/15/2022	\$229	\$41,811
11/15/2022 to 11/15/2023	\$150,155	\$43,508
Totals:	\$240,571	\$128,827
Number of periods where actual losses were less than expected:	1	





Mod Analysis for Agricultural & Labor Program Inc

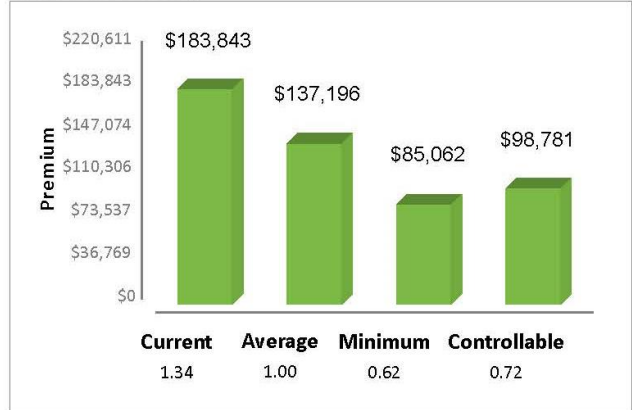
Mod Snapshot

Effective date: 11/15/2024

The Key Numbers

Total expected losses	\$128,827
Total expected primary losses	\$56,683
Total expected excess losses	\$72,144
Total unlimited losses	\$243,289
Total limited/adjusted losses	\$240,571
Total actual primary losses	\$107,527
Total actual excess losses	\$133,044
Computed ballast value	41,475
Computed weighting value	0.12
Modification factor	1.34
ARAP factor	1.16

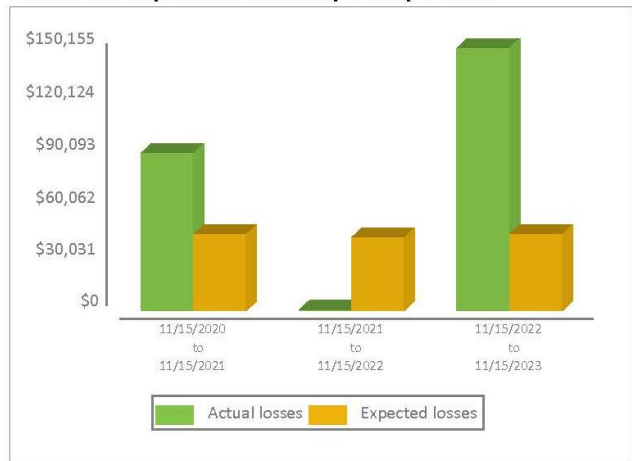
Mod Breakdown



Impact of Top Itemized Losses

State	Injury Date	Incurred Loss	Impact on Mod	Mod w/o Loss
FL	11/15/2022	\$68,326	0.1427	1.1977
FL	11/15/2022	\$52,023	0.1313	1.2092
FL	11/15/2020	\$49,020	0.1292	1.2113
FL	11/15/2020	\$37,675	0.1213	1.2193
FL	11/15/2022	\$17,502	0.1021	1.2386
FL	11/15/2022	\$12,304	0.0717	1.2692
FL	11/15/2020	\$3,265	0.0057	1.3357
FL	11/15/2020	\$2,380	0.0139	1.3274
FL	11/15/2021	\$177	0.0003	1.3411

Actual vs. Expected Losses by Policy Period



The Mod Formula

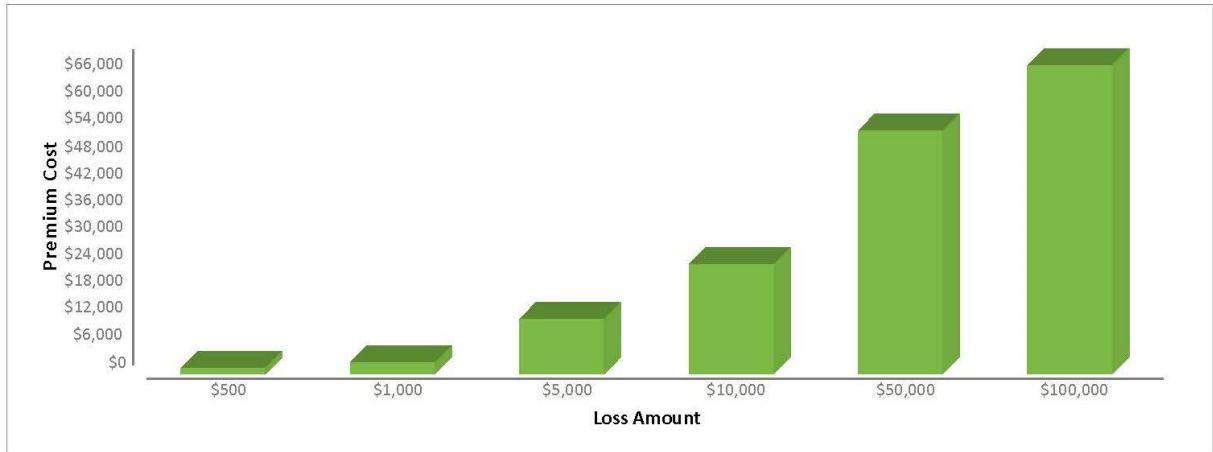
Actual primary losses	+	Ballast value	+	Weighting value	x	Actual excess losses	+	(1 - Weighting value)	x	Expected excess losses	=	Current mod
Expected primary losses	+	Ballast value	+	Weighting value	x	Expected excess losses	+	(1 - Weighting value)	x	Expected excess losses	=	1.34
\$107,527	+	41,475	+	0.12	x	\$133,044	+	(1 - 0.12)	x	\$72,144	=	1.34
\$56,683	+	41,475	+	0.12	x	\$72,144	+	(1 - 0.12)	x	\$72,144	=	1.34





Mod Analysis for Agricultural & Labor Program Inc

Three Year Premium Cost of Various Losses



Loss Amount	Impact on Mod	Three-Year Premium Cost	Premium to Loss Ratio
\$500	0.0029	\$1,194	238.72%
\$1,000	0.0059	\$2,428	242.84%
\$5,000	0.0294	\$12,101	242.01%
\$10,000	0.0587	\$24,160	241.60%
\$50,000	0.1308	\$53,836	107.67%
\$100,000	0.1661	\$68,365	68.36%

Medical-only (IJ code 6) losses are reduced by 70 percent in states where the experience rating adjustment (ERA) applies for the indicated effective date. Therefore, these losses may have less of an impact on the mod.

Impact and cost estimates based on a split point of \$18,500.

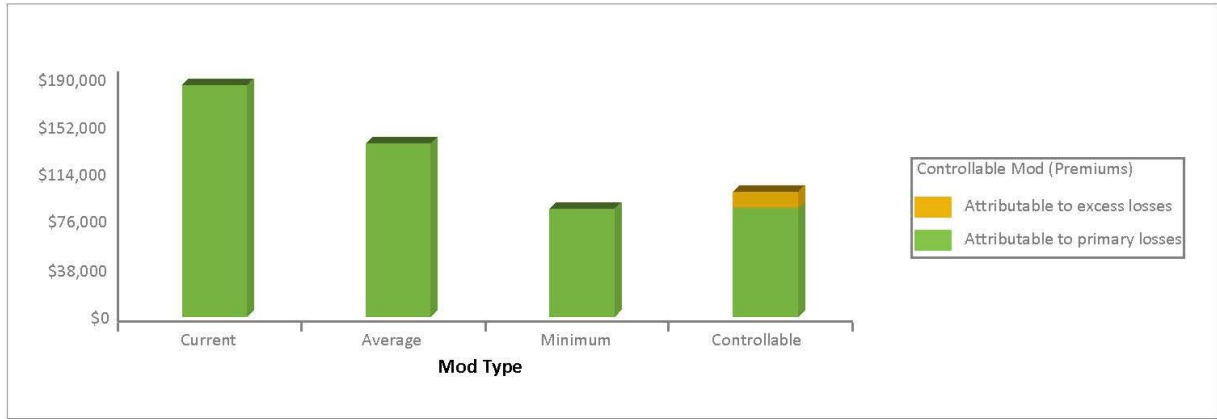
Depending on rating effective dates, other split point values may apply to actual losses in this mod.





Mod Analysis for Agricultural & Labor Program Inc

Your Mod and Potential Premium Savings



Mod Type	Mod Value	Premium	Description
Current	1.34	\$183,843	Your actual mod and estimated premium.
Average	1.00	\$137,196	The average mod is always 1.00. This premium represents what the average competitor in your industry is paying.
Minimum	0.62	\$85,062	The lowest mod and premium you could achieve if you had zero losses in the experience rating period.
Controllable	0.72	\$98,781	The mod points and premium amount you could have saved if you had zero losses in the experience rating period.

Compared to your average competitor, your company is at a: \$46,647 disadvantage.

More About the Minimum and Controllable Mod

The **minimum mod** is your mod and premium value if your company has zero losses; it is a real and attainable score. This value is unique to your company and may vary each year due to your unique payroll and industry.

The **controllable mod** is the difference between your current mod and the minimum mod. This value is a direct result of the losses your company has incurred during the experience period. By implementing good loss control practices, you can, over time, move your controllable mod to zero - and save the related premium costs.





Head Start/Early Head Start Funding Opportunity



Funding Opportunity

Office of Head Start

Head Start/Early Head Start Recipient – Communities in the State of Florida
HHS-2024-ACF-OHS-CH-R4-0105





PROJECT SUMMARY

Project Title: Head Start and Early Head Start

Applicant Name: The Agricultural and Labor Program, Inc.

Address: 300 Lynchburg Road, Lake Alfred, FL 33850

Contact Phone Numbers: (863) 956-3491(Voice) (863) 956-3357 (Fax)

Email Address: admin@alpi.org

Website Address: www.alpi.org

The Agricultural and Labor Program, Inc. (ALPI) is applying for the Funding Opportunity Number HHS-2024-ACF-OHS-CH-R4-0105 to provide low-income children with high-quality, comprehensive early education services designed to provide a healthy development, including physical and social/emotional development, and prepare them to school success and in life. ALPI's commitment is to provide early, continuous, intensive, and comprehensive child development and family support services through evidence-based practices. ALPI will establish and maintain a high-caliber classroom learning environment, which includes a well-trained, well-compensated, and credentialed workforce to ensure optimal development for children and the well-being of families.

As a passionate advocate for early childhood education, ALPI understands the importance of investing in young children and the significant returns that come from establishing and implementing policies and practices that ensure **continuity of care** in the Early Head Start and Head Start programs. ALPI's approach to **continuity of care** involves building strong relationships and minimizing disruptions in settings, such as changes in caregivers or teachers and staff turnover.

ALPI will provide full-year, full-day services to pregnant women, infants, and toddlers for at a minimum 1,380 operating hours annually and preschool children for at minimum 1,020 operating hours annually. To better meet the needs of families pursuing employment, training, education, and other opportunities to support their well-being, ALPI will partner with the Early Learning Coalition of Pinellas County to extend its hours of operation through the School Readiness or child care subsidies funding. Furthermore, ALPI has a policy that allows parents of children receiving extended-day services through childcare subsidies to waive their co-pay and registration fees. This policy ensures that parents can access the care their children need without any financial burden.

ALPI will provide continuous and seamless services for pregnant women, children and their families designed to be responsive to community needs, evidence-based and maximize resources in collaboration with community partners and early childhood providers in order to meet the need of families, including, Healthy Start, LEA, Early Steps, Public School, Health Departments, Housing Authority/Public Housing, CareSource, and child care providers. ALPI will develop and implement goals and objectives that will address the expected outcomes regarding, preparing children for school success and in life, parent/family engagement and well-being.

ALPI proposes to serve a total of **550** Head Start children, **70** pregnant women, infants, and toddlers, and their families in the Service Area of Pinellas County, targeting the zip codes 33755, 33756, 33711, and 33712 with the highest concentration of poverty, based on the community assessment data. ALPI will use the center-based options for Head Start and Early Head Start services. Estimated funding request \$7,332,483.





Board of Directors Liaison to Policy Council: Marjorie Gaskin



The Agricultural and Labor Program, Inc. Executive Office Action Item(s)

Executive Committee	Date: November 17, 2023
Impacted Program: Governance	

Subject: Board of Director Liaison to Policy Council, Marjorie Gaskin.

Purpose: To promote a collaborative, inclusive, and accountable approach to Head Start program management. .

Background Information: Shared governance is a fundamental requirement within the Head Start program, designed to ensure collaboration and active participation of parents and community members in decision-making processes. One of the specific shared governance requirements is the establishment of a close relationship between the Board of Directors and the Policy Council. This is achieved through the appointment of a Board member as the liaison to the Policy Council and a Policy Council member as their liaison to the Board.

They facilitate communication between the two bodies, bringing Policy Council concerns, recommendations, and decisions to the attention of the Board of Directors and the same to Policy Council. The primary goal is to ensure program's decisions and policies align with the priorities and input of parents and the community.

Proposed Action Needed: Approval of Marjorie Gaskin, as the Board of Directors Liaison to Policy Council

Action Needed	Executive Committee	Board of Directors
Recommendation (s)	X	
Approval	X	X





Southern Region Advisory Committee Board Representative, Dr. N’Kosi Jones



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD/ADVISORY COMMITTEE REPORT

INSTRUCTIONS: Complete and submit to the Board/Advisory Secretary after reporting to the board.

Southern Region Advisory Annual Meeting
Board Committee/ Advisory Committee

10/16/2023
Date of report

Members Present	Members Present	Members Absent
1. Kimberly Ross	8. Christine Wilson	
2. Tracy Maloy	9.	
3. Annette Jones	10	
4. Dr. N’Kosi Jones	11.	
5. Bernice Lopez	12.	
6. Katie Clarke	13.	
7. Dr. Marie Daniels		

Type of Report

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

Brief Statement of committee’s issues / Area of Reporting

- **Call to Order 5:05 pm**..... Kimberly Ross, Chair
- **Moment of Silence**
- **Mission Statement**.....Read in Unison
- **Roll Call**.....Tracy Maloy (quorum validated)
- ✓ **Approval of minutes**.....It was properly motion and second to approve SRAC’s minutes for 8/21/23.
- **Certification of Corporate Membership**.....Cheryl Burnham, Staff Liaison validated all voting members were noted on the Southern Region Corporate Membership Roster.
- **Election/Installation of Committee Members/Officers**..... Mr. Al Miller, Director, CS/ED Division facilitated the ‘2023-2024’ election process for the SRAC. The slate was approved by the nominating committee. It was properly motion and second that Dr. Marie Daniels fill the vacant office of Vice-Chair. It was properly motion and second Katie Clarke and Dr. N’Kosi Jones will continue their membership on the SRAC for three-year terms: ‘2023-2026’. It was properly motion and second to add Christine Wilson to the SRAC. Term: ‘2021-2024’.
 - **The ‘2023-2024’ Officers are as follows:**
Kimberly Ross, Chairperson, Dr. Marie Daniels, Vice-Chair, Tracy Maloy, Secretary and Annette Jones, Treasurer.
- **N’Kosi Jones was re-elected to serve as SRAC Board of Directors representative for Hendry County.**
Term: ‘2023-2025’, pending Board of Directors approval.
- **Seigler, Sims & Wade ‘2023’ Scholarships** were given to: Lillian Everett and Janelle Hamilton, both were in attendance and expressed their deepest appreciation for the \$500.00 donation.
- **Recognition of Committee Members**.....Ms. Dobison expressed her sincere appreciation for the untiring commitment of the SRAC as each received ALP’s token of appreciation.
- **Closing Remark and Thanks** were shared by Kimberly Ross, SRAC Chair.

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

- NA

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

Attach brief summary of Request.

- The SRAC is requesting the Board of Directors to approve recommendation for Dr. N’Kosi Jones to serve as the Board Representative for Hendry County. Term: ‘2023-2025’.

It was properly motion and second the SRAC Annual Meeting for ‘2023’ was adjourned at 5:46 PM.





The Agricultural and Labor Program, Inc.

Chief Executive Officer Report

November 2023

Helping People. Changing Lives.



The Agricultural and Labor Program, Inc.

community Action[®]
PARTNERSHIP
America's Poverty Fighting Network





Child Development and Family Services Division Program Compliance/Monitoring

The Department of Children and Families monitored three sites during this reporting period. These sites included:

- The Lincoln Park Head Start Center was monitored twice, on October 2, 2023, achieving 100% compliance.
- The Francina Duval Head Start Center was monitored on October 9, 2023, achieving 100% compliance.
- The Loving Care Child Development Center (contracted site) was monitored on October 9, 2023, achieving 100% compliance.
- The Banner Lake Early Learning Center (contracted site) was monitored on October 31, 2023, achieving 100% compliance.
- The KidShip Early Learning Academy (contracted site) was monitored on October 31, 2023 to validate the previous noncompliance was corrected.
- Head Start Act section 641 (A) (h) (3): Program Under enrollment.





The Agricultural and Labor Program, Inc.

Child Development and Family Services Division

**Monthly Narrative and Statistical Report:
October 2023**



DIVISION DIRECTOR



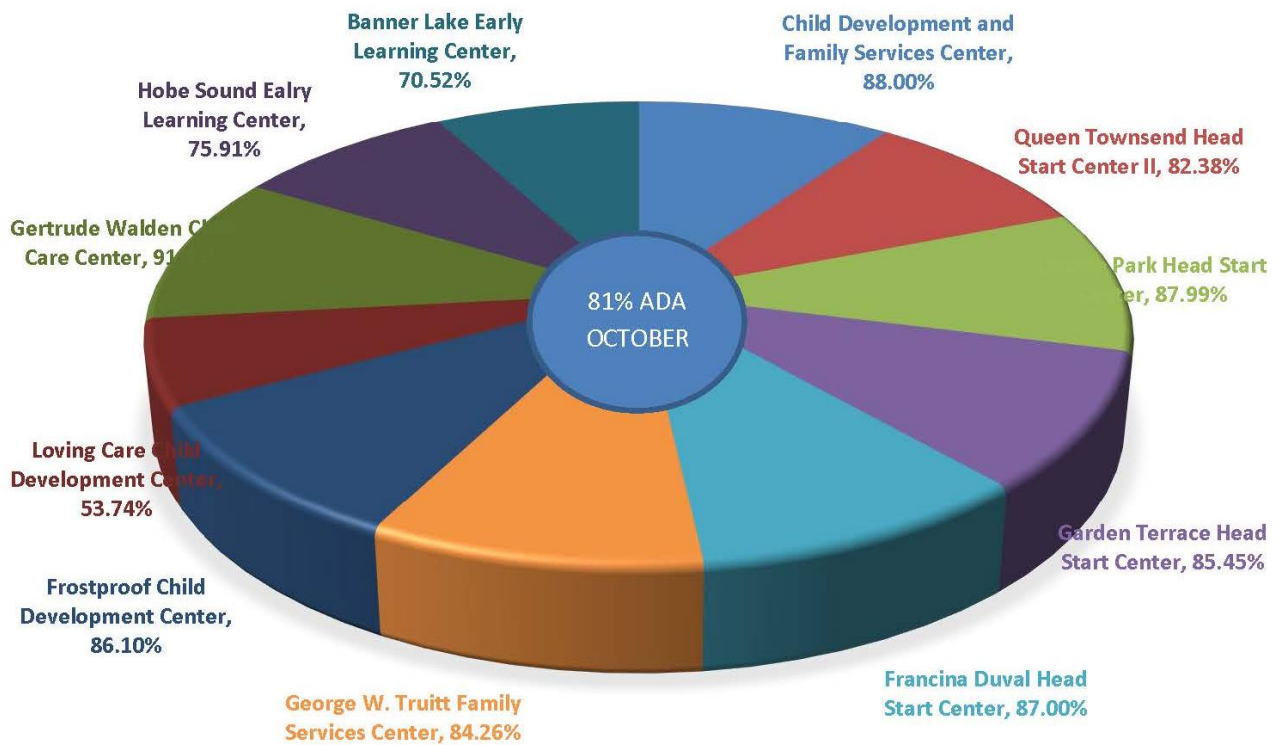


Child Development and Family Services Division
MONTHLY REPORT: October 2023



2023-2024 Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)

OCTOBER 2023 ATTENDANCE BY CENTER



1302.16 Attendance. (a) Promoting regular attendance. A program must track attendance for each child. (b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).





ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region 4 | 61 Forsyth Street, Suite 4M60, Atlanta GA 30303 | eclkc.ohs.acf.hhs.gov

October 31, 2023

Mr. William Holt, Board of Directors Chairperson
The Agricultural & Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, FL 33850-2576

Re: Grant No. 04CH011151

Dear Mr. Holt,

This letter is to inform you that, pursuant to Section 641A(h)(3) of the Head Start Act, Agricultural & Labor Program Inc, The is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current underenrollment status. OHS recognizes the challenges that the pandemic has created for Head Start recipients and the impacts on program operations including, but not limited to, enrollment.

Full Enrollment Requirements

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Based on the Head Start and Early Head Start enrollment levels reported by your agency, Agricultural & Labor Program Inc, The, will be given 12 months to achieve at least 97 percent enrollment, as described in Section 641A(h)(5) of the Head Start Act. The 12-month period goes into effect 10 days following the date of this letter. During the 12-month period, OHS would like to partner with your agency to ensure that you have a plan and the technical assistance support necessary to reach full enrollment. The 12-month period will conclude not later than November 10, 2024.

OHS requests a meeting with your agency leadership within the next 30 days to collaborate on the development of a plan for reaching at least 97% funded enrollment. OHS requests the Board Chair and/or a Governing Body Official be present during the meeting.

In preparation for the meeting, your organization should review available data and information including the community assessment as well as the factors outlined in Section 641A(h) of the Head Start Act (included as Attachment A). This review should help guide your agency in identifying the factors which may be contributing to your program's underenrollment.

Your assigned Program Specialist, Carolyn Tricoche, will contact you to schedule the meeting.





Underenrollment Reporting Requirements

During the 12-month period, the following is required:

- **Center Level Enrollment Reporting** –Monthly enrollment **must be** reported by center and program option using the Center Level Reporting Spreadsheet. A webinar training on this requirement is available in the Head Start Enterprise System. Please watch, "Training –Center Level Reporting Spreadsheet", under the Enrollment tab of the Resources page to learn how to download, complete, and upload this spreadsheet when reporting monthly enrollment.
- **Enrollment Plan Submission** –Your organization must develop, in collaboration with the Regional Office, a plan and timetable for reducing or eliminating underenrollment. A working plan to reduce underenrollment **must be** submitted to the Regional Office within 30 days of the meeting. Please note, the Regional Office does not formally approve plans; however, the plan will be used to support and facilitate conversations during the 12-month period.

Next Steps and Potential Actions

If your agency reaches at least 97 percent enrollment at the end of the 12-month period, then OHS will continue to evaluate enrollment to ensure your program maintains at least 97 percent enrollment for the next six consecutive months. If this is achieved, a Completion Letter at the end of the six consecutive months will be issued as formal recognition of satisfactory completion of the underenrollment plan.

If your agency does not reach at least 97 percent enrollment at the end of the 12-month period, then your program may be designated “chronically underenrolled” by OHS, consistent with Section 641A(h)(5)(A)(i) of the Head Start Act, and subject to the recapture, withholding, or reduction of your base grant. Any reduction in funding would lead to an adjustment of your funded enrollment to be consistent with the historical, actual enrollment level.

Based on your most recently reported enrollment levels, your Head Start program is underenrolled by 148 slots and your Early Head Start program is underenrolled by 56 slots. If OHS were to decrease your funded enrollment according to these figures, it would equate to recapturing \$1,383,353 from your Head Start base grant and \$1,057,934 from your Early Head Start base grant. Please note, OHS is **not** recapturing any funds from your agency at this time and the figures presented in this letter are provided to you for informational purposes only based on current data.

We look forward to working with you as you evaluate your community, plan strategically, and implement your plan to reach full enrollment. For more information about the Full Enrollment Initiative, please see [ACF-PI-HS-18-04](#).

Sincerely,

/Erika Lundy/

Regional Program Manager
Office of Head Start, Region 4

ATTACHMENT A

[Sec. 641A Standards; Monitoring of Head Start Agencies and Programs](#)





(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term 'actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term 'base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term 'funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than 4 consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start





agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97 percent of its funded enrollment, the Secretary may--

- (i) designate such agency as chronically underenrolled; and
- (ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

- (i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;
- (ii) the shortfall can reasonably be expected to be temporary; or
- (iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

- (i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Head Start programs.
- (ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more programs of the type from which such funds are derived.
- (iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Indian Early Head Start programs.
- (iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding

programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

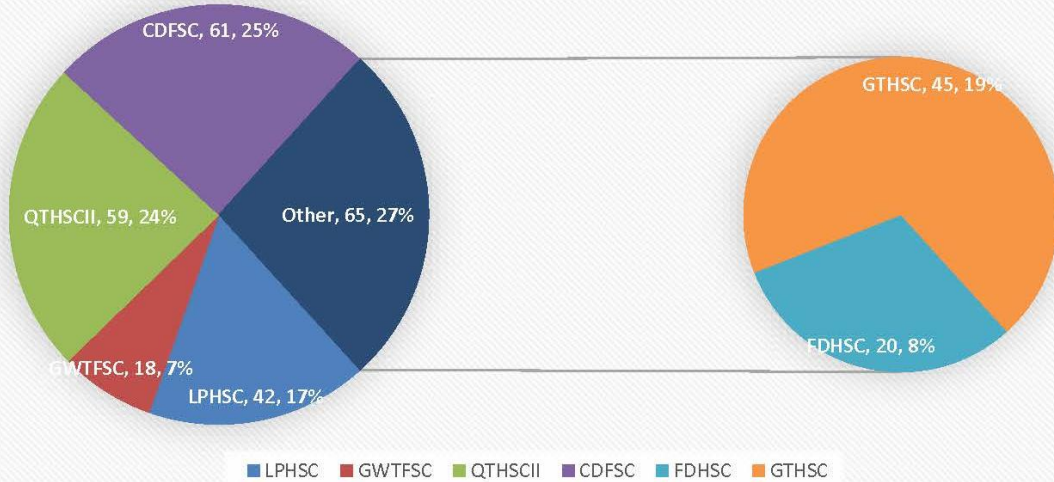




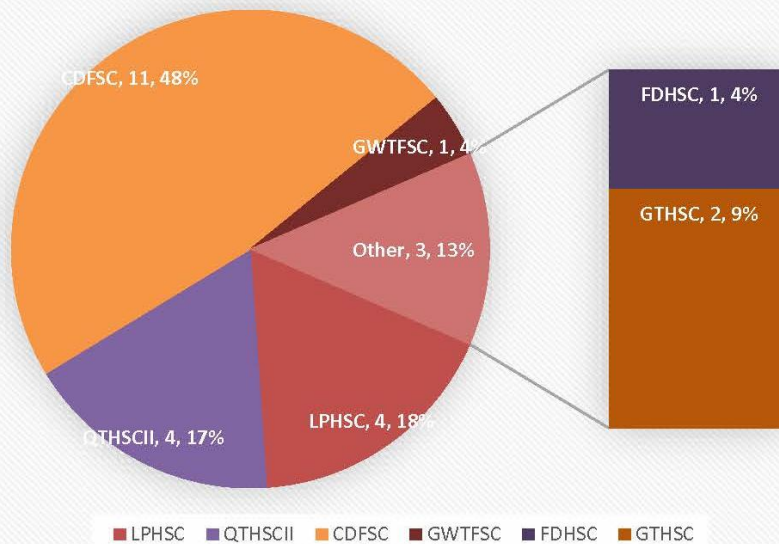
Child Development and Family Services Division
MONTHLY REPORT: October 2023



OCTOBER: 245 Children Received VPK Services



OCTOBER: 23 Children Received SR Services

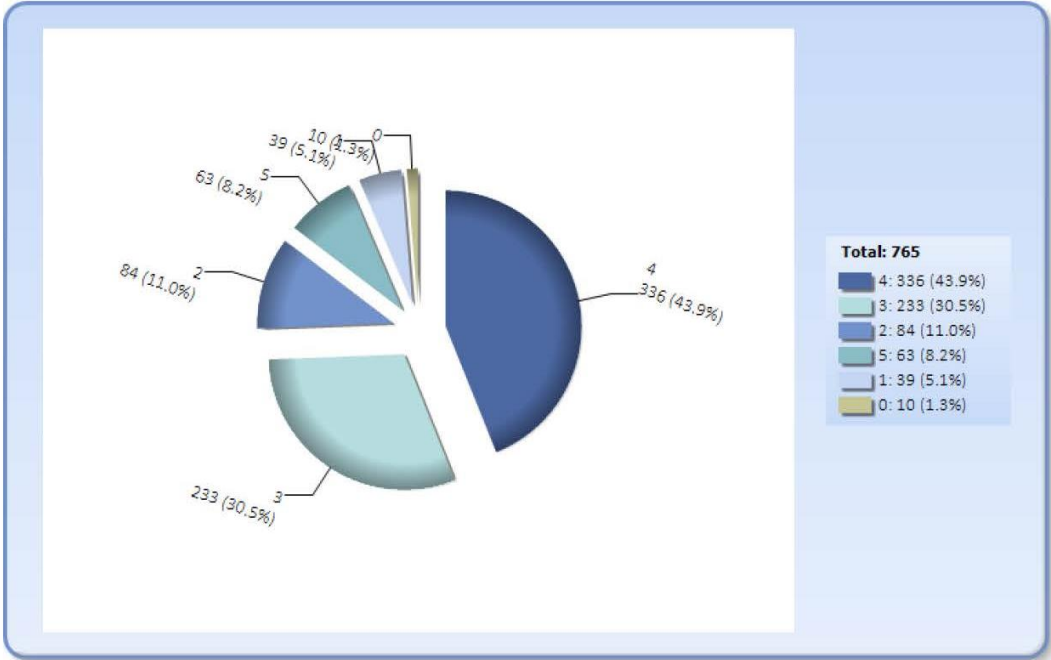




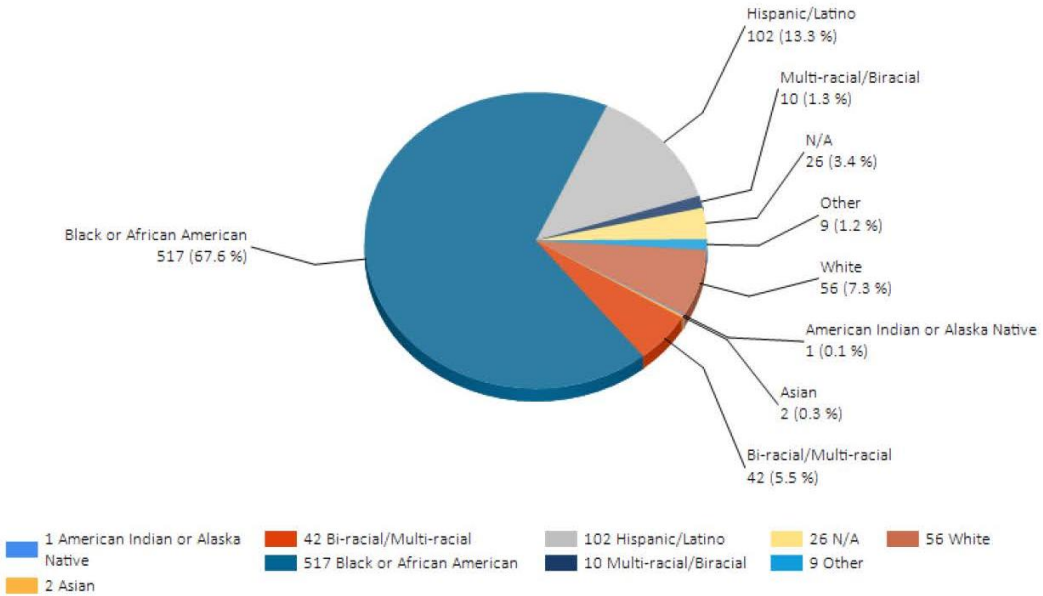
Child Development and Family Services Division
MONTHLY REPORT: October 2023



Children by Age: 765



Children by Race: 765



Child Race Demographics - Pie Chart

Total Number of: 765

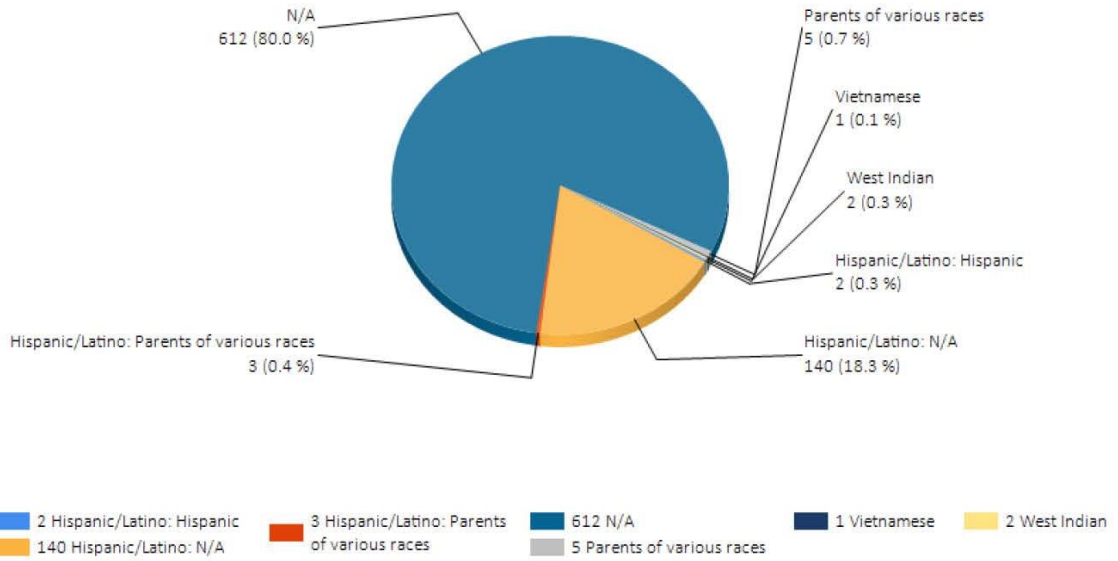




Child Development and Family Services Division
MONTHLY REPORT: October 2023



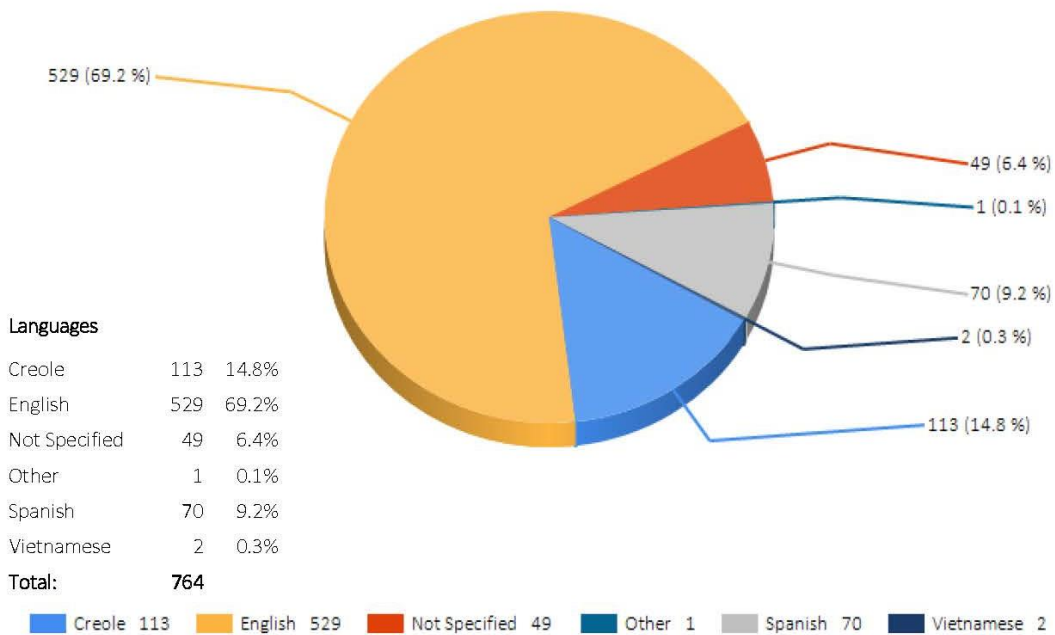
Children by Ethnicity: 765



Child Ethnicity Demographics - Pie Chart

Total Number of: 765

Children Language: 764





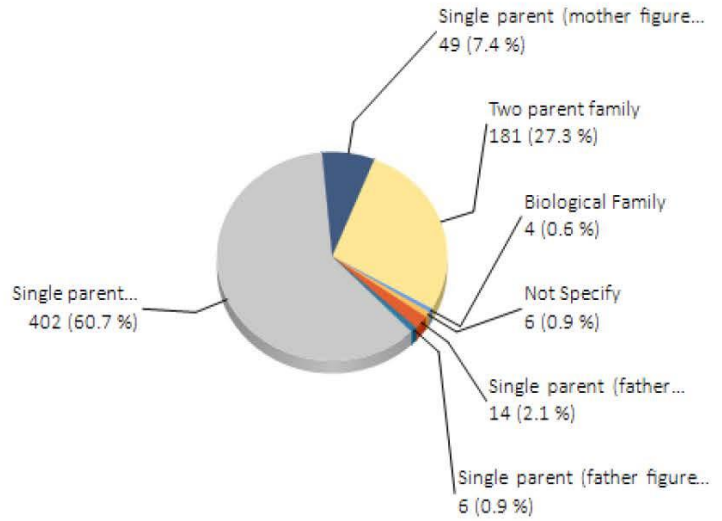
Child Development and Family Services Division
MONTHLY REPORT: October 2023



Family Type or Parent Type: 662

Family Type or Parent Type

- Biological Family
- Not Specify
- Single parent (father figure only)
- Single parent (father figure only) living w/partner
- Single parent (mother figure only)
- Single parent (mother figure only) living w/partner
- Two parent family



Family Type	Count of Families
Biological Family	614
Legal Guardianship	4
Other relative(s)	3
Foster family	1
Type Not Specified	34
Other family type	4
Grandparent	2
Total Single-Parent Families	471
Two Parent Families	
Grand Total:	662



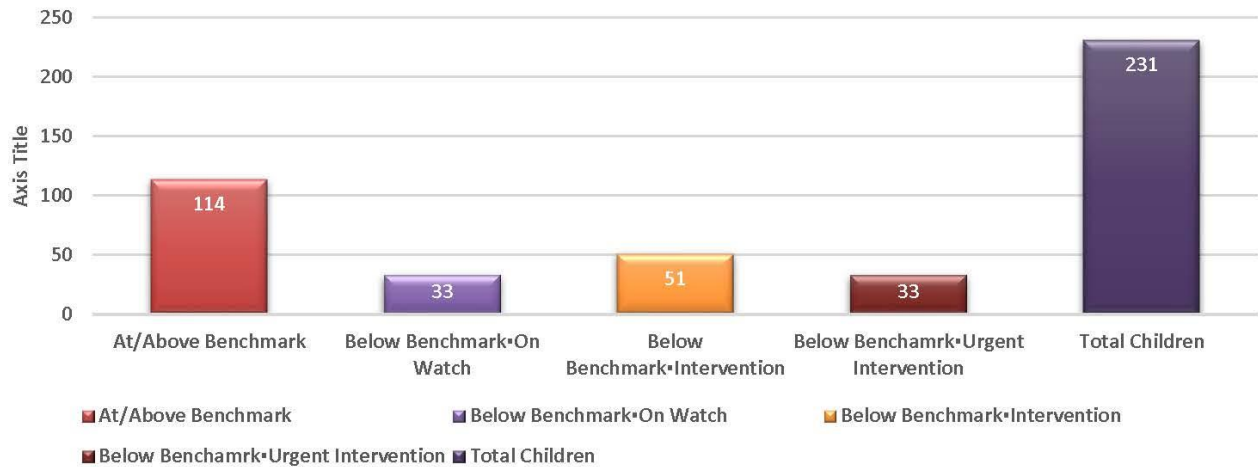


Child Development and Family Services Division
MONTHLY REPORT: October 2023

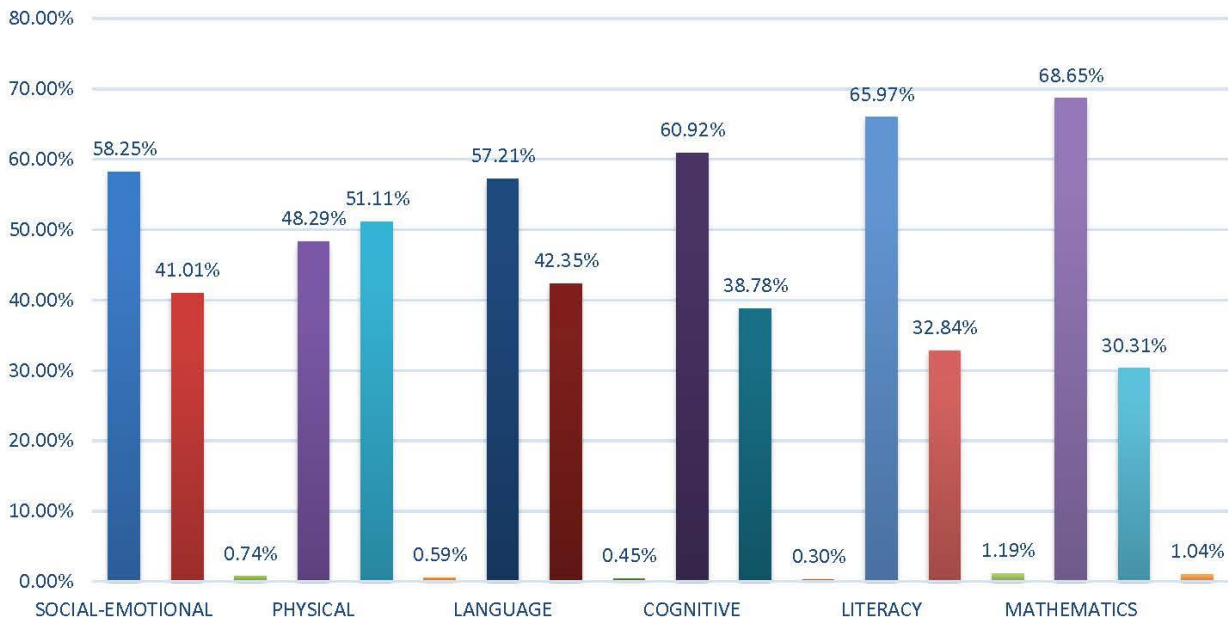


2023-2024 Baseline Head Start & Early Head Start School Readiness Data

2023-2024 VPK Start Early Literacy - AP1 - 231 Transitioning Children Data



Teaching Strategies GOLD 2023-2024 Baseline School Readiness Outcomes - Birth to Five - 673 Children's Data



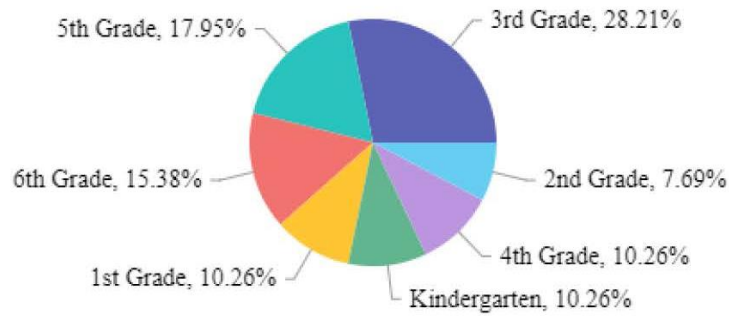


Child Development and Family Services Division
MONTHLY REPORT: October 2023

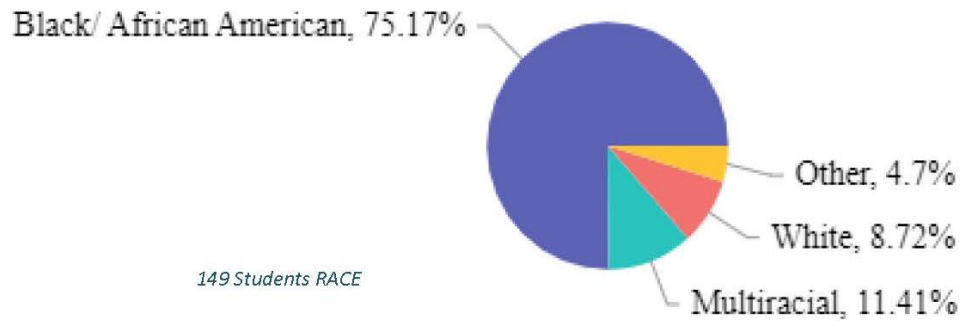


CAT Program - 2022-2023 Children Serve YTD: 149

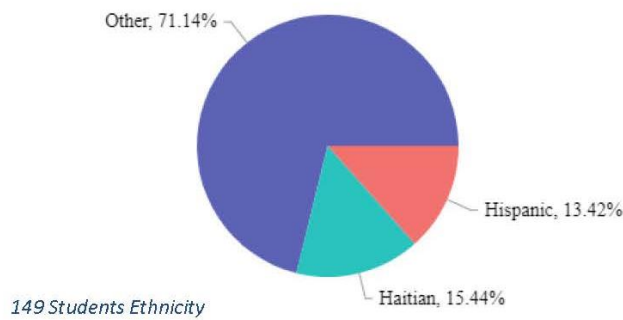
NO CHANGE AT THIS TIME



September 2023 Enrollment: 39



149 Students RACE



149 Students Ethnicity





Community Services and Economic Development Division Program Compliance/Monitoring

Concerns and/or Challenges

- Concern: HUD Housing Counseling Certification

Action to be taken: Three staff are currently preparing to take the certification exam.

Deficient area(s) and strategies

- Deficiency: Service Delivery Model
- Concern: Required to revise the service delivery model to ensure compliance with the 45 day payment requirement, to vendor, from time of commitment.

Action to be taken: Meet with staff to identify deficiencies and recommend solutions.

Table 1: OUTCOMES – Division Programs Only (# of clients obtaining an outcome) (07/01/23 through 10/31/23)			
Description	CSBG Dept.	LIHEAP Dept.	
	CSBG, ESG, & ERAP	LIHEAP & EHEAP	DOE & FNPH
FNPI 1a: Unemployed Youth obtaining employment	2		
FNPI 1e: Unemployed adults who obtained employment at or above living wage	1		
FNPI 2h: Number of individuals who obtained a recognized credential, certificate, or degree	1		
FNPI 4b: Households who obtained safe and affordable housing	389		
FNPI 4e: Households who avoided eviction	357		21
FNPI 4f: Households who avoided foreclosure.	0		
FNPI 4hh: Households receiving Utility Payment Assistance (including LIHEAP; LIHEAP Home Energy; and, LIHWAP	83	3355	0
FNPI 7d: Individuals received transportation assistance (i.e. gas cards)	1		0





Table 2: Direct Assistance Paid July 1, 2023 thru October 31, 2023 (Preliminary Reports – Final Reports will vary)								
COUNTY	LIHEAP/EHEAP		CSBG/ ERAP/ATEC Only		DOE/FNPH Only		TOTAL	
	# of Payments	Expended	# of Payments	Expended	# of Payments	Expended	# of Payments	Expended
Collier	59	\$39,714			9	\$1,962	68	\$41,676
Glades	28	\$25,560					28	\$25,560
Hendry	99	\$157,414					99	\$157,414
Highlands	225	\$239,360	10	\$11,592			236	\$250,952
Manatee					6	\$1,457	6	\$1,457
Martin	167	\$134,166					167	\$134,166
Polk	2,218	\$2,036,567	159	\$504,322	5	\$1,250	2,383	\$2,602,139
St. Lucie	272	\$207,833					272	\$207,833
Volusia					3	\$648	3	\$648
TOTAL	3,069	\$2,840,614	169	\$575,914	23	\$5,317	3,261	\$3,421,845

NOTE: Tables 1 and 2, report the number of services provided and may include households receiving multiple services.

Table 3: Five-Year Strategic Plan July 1, 2023 thru October 31, 2023	
Goal 1: Broaden Partnerships with Human Service Entities <u>Obj. 1.1: Provide job placement services for adults.</u> <ul style="list-style-type: none"> • Clients receive certification in high demand occupations. <u>Obj. 1.2: Supplement food supply for low income families.</u>	1
Goal 2: Increase Service and Funding Capacity <u>Obj. 2.1: Create additional service opportunities</u> <ul style="list-style-type: none"> • Clients obtain transportation for medication and doctor’s appointments. <u>Obj. 2.2: Create additional funding opportunities</u>	1
Goal 3: Enhance Brand Identity and Marketing <u>Obj. 3.1: Strengthen communications to promote the organization’s brand.</u> <u>Obj. 3.2: Strengthen community outreach and education regarding range of services.</u>	
Goal 4: Connect Community Resources to Enhance Family Services <u>Obj. 4.1: Promote STEM education for children and adults.</u> <u>Obj. 4.2: Enhance childcare and adult services identified in community assessment survey.</u>	
Goal 5: Scale Operations for Future Growth Objective <u>Obj. 5.1: Invest in training staff on technology usage.</u> <ul style="list-style-type: none"> • Staff knowledge on the usage of technology is improved and effectiveness increased. <u>Obj. 5.2: Create action plans for staff’s professional development.</u> <u>Obj. 5.3: Streamline processes and procedures.</u>	7 29





Human Resources Department

Open Positions

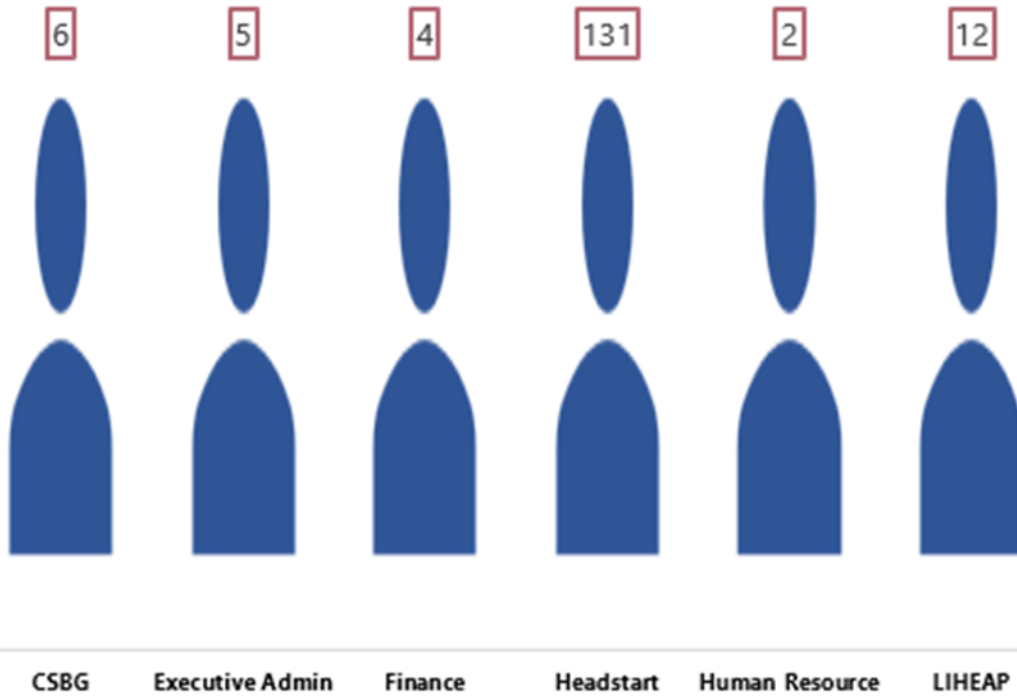
Location	Department	Job Title	# of Positions	New or Replacing
Child Dev. & Fam. Svc.	Head Start	Administrative Assistant	1	Replacement
Child Dev. & Fam. Svc.	Early Head Start	Caregiver **	2	Replacement
Child Dev. & Fam. Svc.	Head Start	Teacher Assistant	2	Replacement
Corporate	Finance	Senior Accountant	1	Replacement
Eastern Admin	Head Start	Administrative Assistant	1	Replacement
Francina Duval	Head Start	Teacher Assistant	1	Replacement
Frostproof Child Dev.	Early Head Start	Caregiver	1	Replacement
Frostproof Child Dev.	Head Start	FSW	1	Replacement
Garden Terrace	Head Start	Teacher Assistant **	3	Replacement
Garden Terrace	Head Start	Teacher **	2	Replacement
George W. Truitt	Head Start	Teacher	1	Replacement
George W. Truitt	Early Head Start	Caregiver	1	Replacement
George W. Truitt	Food Services	Kitchen Helper **	1	Replacement
Lincoln Park	Head Start	Teacher **	3	Replacement
Lincoln Park	Head Start	Teacher Assistant **	3	Replacement
Queen Townsend	Early Head Start	Caregiver **	1	Replacement

Critic



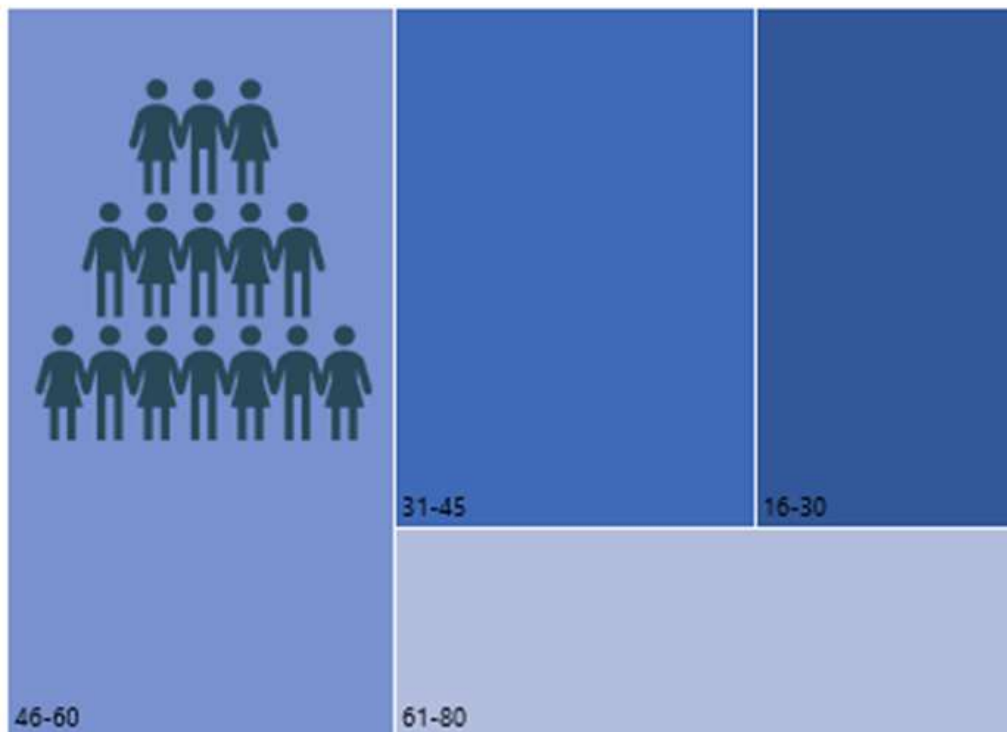


Current Headcount by Program



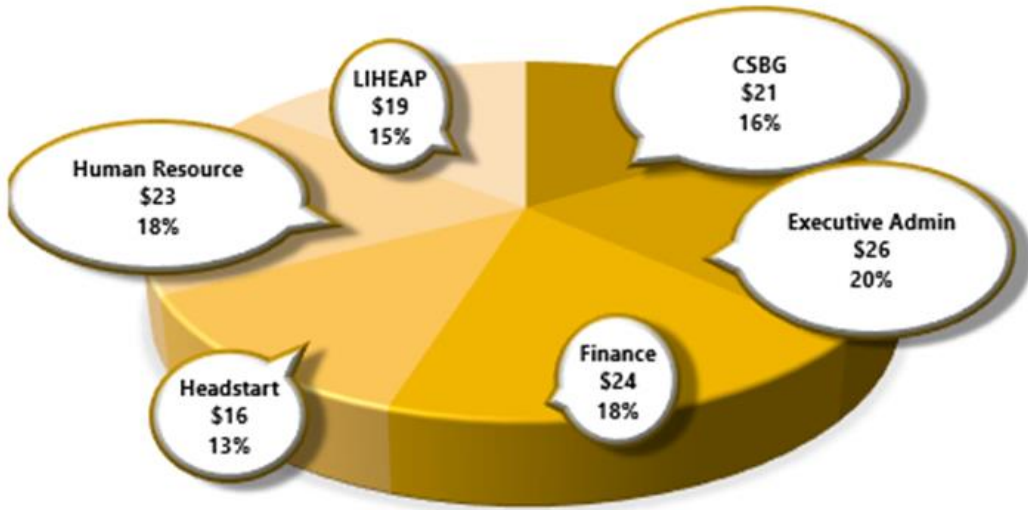
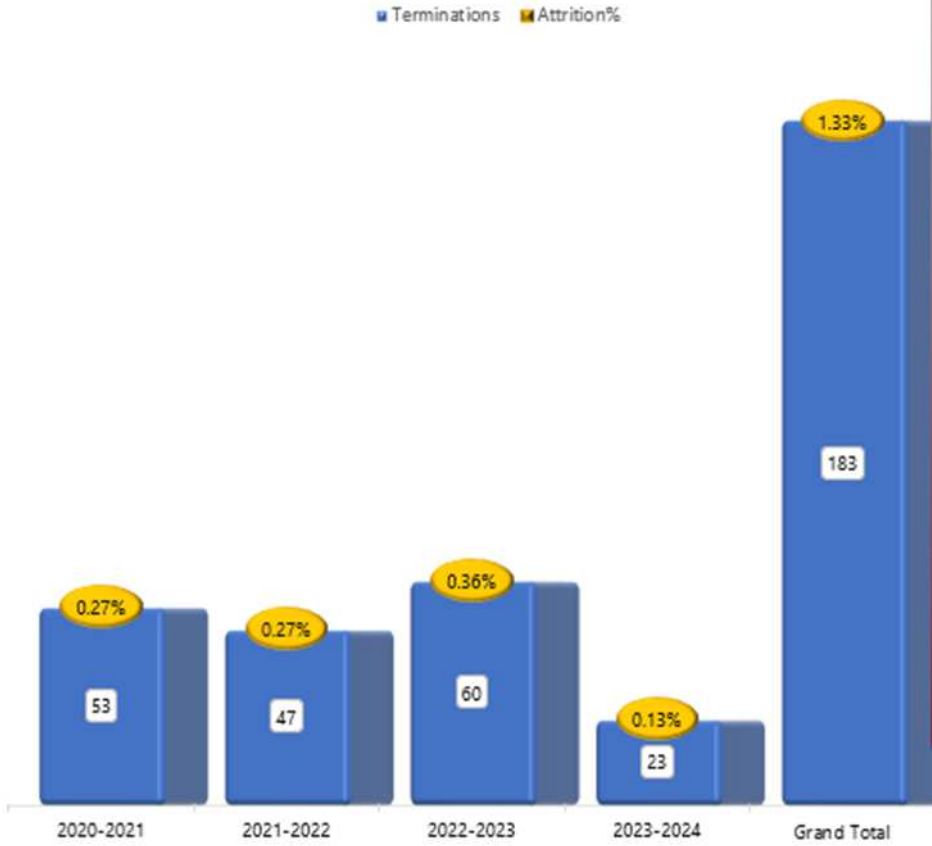
Active Employees by Age Group

■ 16-30 ■ 31-45 ■ 46-60 ■ 61-80





Attrition % by Fiscal Year



AVERAGE % PAYRATE BY PROGRAM





Financial Report for Month Ended October 2023

THE AGRICULTURAL AND LABOR PROGRAM, INC 2023 BOARD OF DIRECTORS

	Assessed	Contributed To Date	Balance Due
Dr. Donna Mills	1,000.00	-	1,000.00
Berniece Taylor	1,000.00	40.00	960.00
Emma Byrd	1,000.00		1,000.00
Marjorie Gaskin	1,000.00	2,627.00	(1,627.00)
William Holt	1,000.00	4,230.48	(3,230.48)
Josephine Howard	1,000.00	2,353.00	(1,353.00)
Melvin Philpot	1,000.00	10,000.00	(9,000.00)
Annette Jones	1,000.00	165.00	835.00
Chester McNorton	1,000.00	50.00	950.00
Gena Spivey	1,000.00	290.00	710.00
Linnes Finney, Jr.	1,000.00		1,000.00
Stacy Campbell-Domineck	1,000.00	25.00	975.00
Yolanda Robinson	1,000.00	120.01	879.99
Tracy Maloy	1,000.00		1,000.00
Ruby Willix	1,000.00	40.00	960.00
Dr. N'Kosi Jones	1,000.00	310.00	690.00
David Rucker	1,000.00	40.00	960.00
Rashonda Croskey	1,000.00	90.00	910.00
Total	18,000.00	20,250.49	(4,250.49)

If you should have any questions please see individual detail sheets or call Dennis Gniewek.





Agricultural & Labor Program Income Statement As of October 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
ACP - Administration Cost Pool							
Dept 10 - Operations							
Expense							
1-50000-10 Salaries	\$0.00		\$0.00	\$0.00	\$1,209.58	\$1,209.58	(\$1,209.58)
1-50600-10 Fringe - FICA	\$0.00		\$0.00	\$0.00	\$50.33	\$50.33	(\$50.33)
1-50800-10 Fringe - Life Insurance ALPI	\$0.00		\$0.00	\$0.00	\$15.52	\$15.52	(\$15.52)
1-50900-10 Fringe - Health Insurance	\$0.00		\$0.00	\$0.00	\$2,858.66	\$2,858.66	(\$2,858.66)
1-51000-10 Fringe - Retirement expense	\$0.00		\$0.00	\$0.00	\$48.39	\$48.39	(\$48.39)
1-52000-10 Direct Fringe - Workers Comp	\$0.00		\$0.00	\$0.00	\$16.93	\$16.93	(\$16.93)
Totals for Departments(s) 10 - Operations:	\$0.00		\$0.00	\$0.00	\$4,199.41	\$4,199.41	(\$4,199.41)
Total	\$0.00		\$0.00	\$0.00	(\$4,199.41)	(\$4,199.41)	\$4,199.41
Total Revenue	\$0.00		\$0.00	\$0.00	(\$4,199.41)	(\$4,199.41)	\$4,199.41
Dept 95 - Administrative Cost Pool							
Expense							
1-50000-95 Salaries	\$659,327.26		\$22,127.32	\$0.00	\$171,469.41	\$171,469.41	\$487,857.85
1-50500-95 Fringe Benefits	\$197,798.18		\$0.00	\$0.00	\$0.00	\$0.00	\$197,798.18
1-50600-95 Fringe - FICA	\$0.00		\$1,650.96	\$0.00	\$12,726.46	\$12,726.46	(\$12,726.46)
1-50800-95 Fringe - Life Insurance ALPI	\$0.00		\$51.03	\$0.00	\$190.47	\$190.47	(\$190.47)
1-50900-95 Fringe - Health Insurance	\$0.00		\$7,923.00	\$0.00	\$29,698.04	\$29,698.04	(\$29,698.04)
1-51000-95 Fringe - Retirement expense	\$0.00		\$892.01	\$0.00	\$6,865.69	\$6,865.69	(\$6,865.69)
1-52000-95 Direct Fringe - Workers Comp	\$11,010.77		\$312.20	\$0.00	\$2,403.00	\$2,403.00	\$8,607.77
1-52100-95 Professional Services	\$20,000.00		\$2,134.00	\$8,693.75	\$5,624.07	\$5,624.07	\$14,375.93
1-52300-95 Travel	\$50,000.00		\$4,823.76	\$980.00	\$20,941.94	\$20,941.94	\$29,058.06
1-52500-95 Board Expenses	\$45,000.00		\$0.00	\$0.00	\$1,342.79	\$1,342.79	\$43,657.21
1-52600-95 Advisory Council Expenses	\$17,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00
1-52700-95 Employee & Board Relations	\$32,000.00		\$14,646.84	\$0.00	\$16,147.76	\$16,147.76	\$15,852.24
1-52800-95 Community Relations	\$2,000.00		\$0.00	\$0.00	\$329.37	\$329.37	\$1,670.63
1-52900-95 Printing	\$8,000.00		\$143.92	\$0.00	\$296.68	\$296.68	\$7,703.32
1-53000-95 Office Supplies	\$10,000.00		\$971.13	\$0.00	\$2,126.25	\$2,126.25	\$7,873.75





Agricultural & Labor Program Income Statement As of October 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-53400-95 Lease/Rent - Facilities	\$17,000.00		\$1,304.67	\$0.00	\$5,218.68	\$5,218.68	\$11,781.32
1-53500-95 Utilities	\$15,000.00		\$250.40	\$0.00	\$923.77	\$923.77	\$14,076.23
1-53600-95 Telephone	\$17,557.65		\$475.87	\$0.00	\$18,750.88	\$18,750.88	(\$1,193.23)
1-53700-95 Data Communications	\$8,539.09		\$685.59	\$1,950.32	\$3,721.62	\$3,721.62	\$4,817.47
1-53800-95 Postage	\$3,000.00		\$509.27	\$0.00	\$1,200.35	\$1,200.35	\$1,799.65
1-53900-95 Dues & Subscriptions	\$500.00		\$1.00	\$0.00	\$1.00	\$1.00	\$499.00
1-54000-95 Insurance - Automobile	\$7,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00
1-54010-95 Insurance - Liability	\$7,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00
1-54020-95 Insurance - Property/Building/ Contents	\$7,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00
1-54050-95 Professional Liability & Crime	\$10,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
1-54600-95 Licenses and Fees	\$12,000.00		\$336.01	\$0.00	\$1,240.60	\$1,240.60	\$10,759.40
1-54700-95 Advertising	\$5,000.00		\$67.06	\$0.00	\$619.75	\$619.75	\$4,380.25
1-55000-95 In-Service Training	\$15,649.00		\$553.14	\$0.00	\$7,138.96	\$7,138.96	\$8,510.04
1-55100-95 Registration Fees	\$0.00		\$985.00	\$0.00	\$1,016.28	\$1,016.28	(\$1,016.28)
1-55500-95 Building Maintenance & Supplies	\$29,597.05		\$6,330.74	\$5,729.50	\$18,030.24	\$18,030.24	\$11,566.81
1-55600-95 Vehicle Operation and Maintenance	\$6,000.00		\$126.39	\$0.00	\$440.45	\$440.45	\$5,559.55
1-58200-95 Leases/Rent - Equipment	\$7,000.00		\$144.59	\$0.00	\$748.31	\$748.31	\$6,251.69
1-58300-95 Leases/ Rent Vehicles	\$10,000.00		\$588.12	\$5,293.08	\$2,352.48	\$2,352.48	\$7,647.52
1-58900-95 Indirect Adjustment	(\$7,392.00)		\$0.00	\$0.00	\$0.00	\$0.00	(\$7,392.00)
1-59700-95 Indirect Costs	\$0.00		\$0.00	\$0.00	(\$118,666.71)	(\$118,666.71)	\$118,666.71
Totals for Departments(s) 95 - Administration Cost Pool:	\$1,222,587.00		\$68,034.02	\$22,646.65	\$212,898.59	\$212,898.59	\$1,009,688.41
Total Expense	(\$1,222,587.00)		(\$68,034.02)	(\$22,646.65)	(\$212,898.59)	(\$212,898.59)	(\$1,009,688.41)
Total Dept 95	(\$1,222,587.00)		(\$68,034.02)	(\$22,646.65)	(\$212,898.59)	(\$212,898.59)	(\$1,009,688.41)





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Dept 95 - Administrative Cost Pool							
Expense							
1-52800-95 Community Relations	\$0.00	\$0.00	\$350.00	\$0.00	\$650.00	\$650.00	(\$650.00)
Totals for Departments(s) 95 - Administration Cost Pool:	\$0.00	\$0.00	\$350.00	\$0.00	\$650.00	\$650.00	(\$650.00)
Total Expense	\$0.00	\$0.00	(\$350.00)	\$0.00	(\$650.00)	(\$650.00)	\$650.00
Total Dept 95	\$0.00	\$0.00	(\$350.00)	\$0.00	(\$650.00)	(\$650.00)	\$650.00





Agricultural & Labor Program Income Statement As of October, 2023

		Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
ACA24 - 23/24 Advisory Council Activities								
Dept 71 - Northern Region								
Revenue								
1-46300-71	Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$1,128.28	\$1,128.28	(\$1,128.28)
Totals for Departments(s) 71 - Fundraising Northern Region:		\$0.00	\$0.00	\$0.00	\$0.00	\$1,128.28	\$1,128.28	(\$1,128.28)
Total Revenue		\$0.00	\$0.00	\$0.00	\$0.00	\$1,128.28	\$1,128.28	(\$1,128.28)
Total Dept 71		\$0.00	\$0.00	\$0.00	\$0.00	\$1,128.28	\$1,128.28	(\$1,128.28)
Dept 72 - Eastern Region								
Revenue								
1-46300-72	Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$1,611.70	\$1,611.70	(\$1,611.70)
Totals for Departments(s) 72 - Fundraising Eastern Region:		\$0.00	\$0.00	\$0.00	\$0.00	\$1,611.70	\$1,611.70	(\$1,611.70)
Total Revenue		\$0.00	\$0.00	\$0.00	\$0.00	\$1,611.70	\$1,611.70	(\$1,611.70)
Total Dept 72		\$0.00	\$0.00	\$0.00	\$0.00	\$1,611.70	\$1,611.70	(\$1,611.70)
Dept 73 - Central Region								
Revenue								
1-46300-73	Fundraising	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$51.00)	(\$51.00)	\$51.00
Totals for Departments(s) 73 - Fundraising Central Region:		\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$51.00)	(\$51.00)	\$51.00
Total Revenue		\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$51.00)	(\$51.00)	\$51.00
Total Dept 73		\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$51.00)	(\$51.00)	\$51.00
Dept 74 - Southern Region								
Revenue								
1-46300-74	Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$999.48	\$999.48	(\$999.48)
Totals for Departments(s) 74 - Fundraising Southern Region:		\$0.00	\$0.00	\$0.00	\$0.00	\$999.48	\$999.48	(\$999.48)
Total Revenue		\$0.00	\$0.00	\$0.00	\$0.00	\$999.48	\$999.48	(\$999.48)

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Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Expense							
1-52800-74 Community Relations	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)
Totals for Departments(s) 74 - Fundraising Southern Region:	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	(\$1,000.00)
Total Expense	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	(\$1,000.00)	\$1,000.00
Total Dept 74	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$0.52)	(\$0.52)	\$0.52





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
ATEC24 - 23/24 ALPI Technical Education Center							
Dept 10 - Operations							
Revenue							
1-41200-10 ATEC Tuition	\$12,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,250.00
Totals for Departments(s) 10 - Operations:	\$12,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,250.00
Total Dept 10	\$12,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,250.00
Expense							
1-53900-10 Dues & Subscriptions	\$4,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,300.00
1-55400-10 Subcontractor Expense	\$5,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,750.00
1-57820-10 Client Services- Other	\$2,200.00	\$0.00	\$240.00	\$2,240.00	\$240.00	\$240.00	\$1,960.00
1-59700-10 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$198.37	\$198.37	(\$198.37)
Totals for Departments(s) 10 - Operations:	\$12,250.00	\$0.00	\$240.00	\$2,240.00	\$438.37	\$438.37	\$11,811.63
Total	(\$12,250.00)	\$0.00	(\$240.00)	(\$2,240.00)	(\$438.37)	(\$438.37)	(\$11,811.63)
Total Revenue	\$0.00	\$0.00	(\$240.00)	(\$2,240.00)	(\$438.37)	(\$438.37)	\$438.37





Agricultural & Labor Program Income Statement As of October, 2023

CAT23 - 22/23 CSC CAT 10/1/22 - 9/30/23 Dept 10 - Operations	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Revenue							
1-41410-10 CSC St Lucie CAT	\$108,164.64	\$58,685.24	\$0.00	\$0.00	\$21,811.36	\$80,496.60	\$27,668.04
Totals for Departments(s) 10 - Operations:	\$108,164.64	\$58,685.24	\$0.00	\$0.00	\$21,811.36	\$80,496.60	\$27,668.04
Total Dept 10	\$108,164.64	\$58,685.24	\$0.00	\$0.00	\$21,811.36	\$80,496.60	\$27,668.04
Expense							
1-50000-10 Salaries	\$80,983.64	\$46,939.29	(\$27.40)	\$0.00	\$27,376.06	\$74,315.35	\$6,668.29
1-50600-10 Fringe - FICA	\$5,510.00	\$3,600.07	\$0.00	\$0.00	\$2,095.86	\$5,695.93	(\$185.93)
1-50700-10 Fringe - Unemployment	\$3,918.00	\$603.04	\$0.00	\$0.00	\$108.61	\$711.65	\$3,206.35
1-50800-10 Fringe - Life Insurance ALPI	\$2,150.00	\$32.28	\$0.00	\$0.00	\$23.28	\$55.56	\$2,094.44
1-50900-10 Fringe - Health Insurance	\$3,113.00	\$369.31	\$0.00	\$0.00	(\$243.84)	\$125.47	\$2,987.53
1-51000-10 Fringe - Retirement expense	\$0.00	\$983.43	\$0.00	\$0.00	\$1,096.15	\$2,079.58	(\$2,079.58)
1-52000-10 Direct Fringe - Workers Comp	\$1,475.00	\$652.08	\$0.00	\$0.00	\$383.62	\$1,035.70	\$439.30
1-52100-10 Professional Services	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
1-53100-10 Program Supplies	\$6,265.00	\$3,279.54	\$0.00	\$0.00	\$1,403.59	\$4,683.13	\$1,581.87
1-53300-10 Food Costs	\$4,450.00	\$2,629.11	\$0.00	\$0.00	\$1,448.24	\$4,077.35	\$372.65
Totals for Departments(s) 10 - Operations:	\$108,164.64	\$59,088.15	(\$27.40)	\$0.00	\$33,691.57	\$92,779.72	\$15,384.92
Total	(\$108,164.64)	(\$59,088.15)	\$27.40	\$0.00	(\$33,691.57)	(\$92,779.72)	(\$15,384.92)
Total Revenue	\$0.00	(\$402.91)	\$27.40	\$0.00	(\$11,880.21)	(\$12,283.12)	\$12,283.12





Agricultural & Labor Program Income Statement As of October, 2023

CAT24 - 23/24 CSC CAT	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Dept 10 - Operations							
Revenue							
1-41410-10 CSC St Lucie CAT	\$107,249.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,249.00
Totals for Departments(s) 10 - Operations:	\$107,249.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,249.00
Total Dept 10	\$107,249.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107,249.00
Expense							
1-50000-10 Salaries	\$84,351.00	\$0.00	\$1,917.46	\$0.00	\$1,917.46	\$1,917.46	\$82,433.54
1-50600-10 Fringe - FICA	\$6,146.00	\$0.00	\$146.74	\$0.00	\$146.74	\$146.74	\$5,999.26
1-50700-10 Fringe - Unemployment	\$435.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$435.00
1-50800-10 Fringe - Life Insurance ALPI	\$0.00	\$0.00	\$4.69	\$0.00	\$4.69	\$4.69	(\$4.69)
1-50900-10 Fringe - Health Insurance	\$4,852.00	\$0.00	\$10.61	\$0.00	\$10.61	\$10.61	\$4,841.39
1-51000-10 Fringe - Retirement expense	\$0.00	\$0.00	\$76.78	\$0.00	\$76.78	\$76.78	(\$76.78)
1-52000-10 Direct Fringe - Workers Comp	\$1,165.00	\$0.00	\$26.87	\$0.00	\$26.87	\$26.87	\$1,138.13
1-52100-10 Professional Services	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
1-52900-10 Printing	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
1-53100-10 Program Supplies	\$2,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,950.00
1-53300-10 Food Costs	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00
1-54010-10 Insurance - Liability	\$2,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,150.00
1-56500-10 Other Expense	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Totals for Departments(s) 10 - Operations:	\$107,249.00	\$0.00	\$2,183.15	\$0.00	\$2,183.15	\$2,183.15	\$105,065.85
Total	(\$107,249.00)	\$0.00	(\$2,183.15)	\$0.00	(\$2,183.15)	(\$2,183.15)	(\$105,065.85)
Total Revenue	\$0.00	\$0.00	(\$2,183.15)	\$0.00	(\$2,183.15)	(\$2,183.15)	\$2,183.15





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
CC24 - 23/24 Early Childhood Learning							
Dept 11 - Operations Frostproof							
Revenue							
1-40510-11 Polk ELC - CC	\$0.00	\$0.00	\$0.00	\$0.00	\$12,710.33	\$12,710.33	(\$12,710.33)
Totals for Departments(s) 11 - Operating Frostproof:	\$0.00	\$0.00	\$0.00	\$0.00	\$12,710.33	\$12,710.33	(\$12,710.33)
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$12,710.33	\$12,710.33	(\$12,710.33)
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$12,710.33	\$12,710.33	(\$12,710.33)
Dept 12 - Operations GWT							
Revenue							
1-40800-12 St Lucie ELC - Center	\$0.00	\$0.00	\$0.00	\$0.00	\$36,468.88	\$36,468.88	(\$36,468.88)
Totals for Departments(s) 12 - Operating GWT:	\$0.00	\$0.00	\$0.00	\$0.00	\$36,468.88	\$36,468.88	(\$36,468.88)
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$36,468.88	\$36,468.88	(\$36,468.88)
Expense							
1-55500-12 Building Maintenance & Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$10.63	\$10.63	(\$10.63)
Totals for Departments(s) 12 - Operating GWT:	\$0.00	\$0.00	\$0.00	\$0.00	\$10.63	\$10.63	(\$10.63)
Total	\$0.00	\$0.00	\$0.00	\$0.00	(\$10.63)	(\$10.63)	\$10.63
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$36,458.25	\$36,458.25	(\$36,458.25)





Agricultural & Labor Program Income Statement As of October, 2023

CSBG24 - CSBG24 7/1/23 - 6/30/24
Dept 10 - Operations

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Revenue							
1-41500-10 CSBG	\$672,138.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$672,138.00
Totals for Departments(s) 10 - Operations:	\$672,138.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$672,138.00
Total Dept 10	\$672,138.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$672,138.00
Expense							
1-50000-10 Salaries	\$353,677.00	\$0.00	\$8,501.88	\$0.00	\$60,461.64	\$60,461.64	\$293,215.36
1-50600-10 Fringe - FICA	\$27,056.00	\$0.00	\$618.40	\$0.00	\$4,349.53	\$4,349.53	\$22,706.47
1-50700-10 Fringe - Unemployment	\$5,305.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,305.00
1-50800-10 Fringe - Life Insurance ALPI	\$354.00	\$0.00	\$20.03	\$0.00	\$63.73	\$63.73	\$290.27
1-50900-10 Fringe - Health Insurance	\$70,735.00	\$0.00	\$5,066.73	\$0.00	\$14,350.94	\$14,350.94	\$56,384.06
1-51000-10 Fringe - Retirement expense	\$14,147.00	\$0.00	\$342.50	\$0.00	\$2,331.82	\$2,331.82	\$11,815.18
1-52000-10 Direct Fringe - Workers Comp	\$4,951.00	\$0.00	\$119.87	\$0.00	\$816.14	\$816.14	\$4,134.86
1-52100-10 Professional Services	\$7,838.00	\$0.00	\$0.00	\$0.00	\$361.75	\$361.75	\$7,476.25
1-52300-10 Travel	\$6,675.00	\$0.00	\$1,216.31	\$0.00	\$3,202.62	\$3,202.62	\$3,472.38
1-52700-10 Employee & Board Relations	\$12,000.00	\$0.00	\$213.86	\$0.00	\$360.28	\$360.28	\$11,639.72
1-52800-10 Community Relations	\$12,000.00	\$0.00	\$73.30	\$0.00	\$10,779.92	\$10,779.92	\$1,220.08
1-52900-10 Printing	\$3,000.00	\$0.00	\$158.05	\$1,068.64	\$343.84	\$343.84	\$2,656.16
1-53000-10 Office Supplies	\$14,400.00	\$0.00	(\$27.54)	\$0.00	\$3,184.59	\$3,184.59	\$11,215.41
1-53400-10 Lease/Rent - Facilities	\$16,800.00	\$0.00	\$1,550.00	\$3,500.00	\$7,350.00	\$7,350.00	\$9,450.00
1-53500-10 Utilities	\$24,000.00	\$0.00	\$1,059.92	\$0.00	\$2,150.56	\$2,150.56	\$21,849.44
1-53600-10 Telephone	\$24,000.00	\$0.00	\$856.68	\$0.00	\$23,806.09	\$23,806.09	\$193.91
1-53700-10 Data Communications	\$34,000.00	\$0.00	\$2,198.44	\$7,302.01	\$17,351.80	\$17,351.80	\$16,648.20
1-53800-10 Postage	\$2,400.00	\$0.00	\$381.60	\$0.00	\$592.78	\$592.78	\$1,807.22
1-55000-10 In-Service Training	\$26,600.00	\$0.00	\$2,612.73	\$0.00	\$24,365.08	\$24,365.08	\$2,234.92
1-55400-10 Subcontractor Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00	(\$5,200.00)
1-55410-10 Sub-Recipient Direct Services	\$0.00	\$0.00	\$0.00	\$0.00	\$16,378.33	\$16,378.33	(\$16,378.33)
1-55500-10 Building Maintenance & Supplies	\$6,000.00	\$0.00	\$2,877.21	\$2,012.89	\$8,661.09	\$8,661.09	(\$2,661.09)
1-55800-10 Equipment Purchase over 5000	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00

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Agricultural & Labor Program

Income Statement

As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-57810-10 Emergency Assistance	\$0.00	\$0.00	\$5,115.80	\$0.00	\$5,879.76	\$5,879.76	(\$5,879.76)
1-57820-10 Client Services- Other	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	(\$250.00)
1-58050-10 Rate Reduction	\$0.00	\$0.00	\$244.10	\$0.00	\$244.10	\$244.10	(\$244.10)
1-58100-10 Equipment Maintenance	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
1-58200-10 Leases/Rent - Equipment	\$3,000.00	\$0.00	\$233.97	\$1,931.37	\$851.05	\$851.05	\$2,148.95
Totals for Departments(s) 10 - Operations:	\$672,138.00	\$0.00	\$33,433.84	\$15,814.91	\$213,687.44	\$213,687.44	\$458,450.56
Total	(\$672,138.00)	\$0.00	(\$33,433.84)	(\$15,814.91)	(\$213,687.44)	(\$213,687.44)	(\$458,450.56)
Total Revenue	\$0.00	\$0.00	(\$33,433.84)	(\$15,814.91)	(\$213,687.44)	(\$213,687.44)	\$213,687.44
Dept 19 - Administration							
Revenue							
1-41510-19 CSBG Admin	\$159,208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159,208.00
Totals for Departments(s) 19 - Administration:	\$159,208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159,208.00
Total Revenue	\$159,208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159,208.00
Expense							
1-50000-19 Salaries	\$34,642.00	\$0.00	\$1,275.28	\$0.00	\$9,758.35	\$9,758.35	\$24,883.65
1-50600-19 Fringe - FICA	\$2,650.00	\$0.00	\$92.87	\$0.00	\$705.14	\$705.14	\$1,944.86
1-50700-19 Fringe - Unemployment	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00
1-50800-19 Fringe - Life Insurance ALPI	\$35.00	\$0.00	\$2.92	\$0.00	\$11.49	\$11.49	\$23.51
1-50900-19 Fringe - Health Insurance	\$6,928.00	\$0.00	\$858.48	\$0.00	\$2,735.22	\$2,735.22	\$4,192.78
1-51000-19 Fringe - Retirement expense	\$1,386.00	\$0.00	\$51.40	\$0.00	\$366.06	\$366.06	\$1,019.94
1-52000-19 Direct Fringe - Workers Comp	\$485.00	\$0.00	\$17.99	\$0.00	\$128.12	\$128.12	\$356.88
1-52100-19 Professional Services	\$1,200.00	\$0.00	\$0.00	\$0.00	\$628.42	\$628.42	\$571.58
1-52300-19 Travel	\$935.00	\$0.00	\$3.09	\$0.00	\$12.54	\$12.54	\$922.46
1-52700-19 Employee & Board Relations	\$10,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,130.00
1-52900-19 Printing	\$3,000.00	\$0.00	\$16.43	\$526.30	\$33.74	\$33.74	\$2,966.26
1-53000-19 Office Supplies	\$1,200.00	\$0.00	(\$2.94)	\$0.00	\$94.81	\$94.81	\$1,105.19
1-53400-19 Lease/Rent - Facilities	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1-53500-19 Utilities	\$1,200.00	\$0.00	\$13.69	\$0.00	\$32.97	\$32.97	\$1,167.03





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-53600-19 Telephone	\$8,700.00	\$0.00	\$21.63	\$0.00	\$4,774.06	\$4,774.06	\$3,925.94
1-53700-19 Data Communications	\$2,400.00	\$0.00	\$127.02	\$527.52	\$1,134.47	\$1,134.47	\$1,265.53
1-53800-19 Postage	\$602.00	\$0.00	\$6.60	\$0.00	\$33.00	\$33.00	\$569.00
1-53900-19 Dues & Subscriptions	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,250.00
1-54010-19 Insurance - Liability	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00
1-54020-19 Insurance - Property/Building/ Contents	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
1-54040-19 Insurance - Bonding	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
1-55000-19 In-Service Training	\$10,000.00	\$0.00	\$0.00	\$0.00	\$1,867.97	\$1,867.97	\$8,132.03
1-55500-19 Building Maintenance & Supplies	\$1,200.00	\$0.00	\$73.61	\$82.75	\$256.06	\$256.06	\$943.94
1-58200-19 Leases/Rent - Equipment	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
1-59700-19 Indirect Costs	\$56,845.00	\$0.00	\$0.00	\$0.00	\$6,980.29	\$6,980.29	\$49,864.71
Totals for Departments(s) 19 - Administration:	\$159,208.00	\$0.00	\$2,558.07	\$1,136.57	\$29,552.71	\$29,552.71	\$129,655.29
Total	(\$159,208.00)	\$0.00	(\$2,558.07)	(\$1,136.57)	(\$29,552.71)	(\$29,552.71)	\$129,655.29
Total	\$0.00	\$0.00	(\$2,558.07)	(\$1,136.57)	(\$29,552.71)	(\$29,552.71)	\$29,552.71
Dept 52 - Direct Services							
Revenue							
1-41500-52 CSBG	\$226,434.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,434.00
Totals for Departments(s) 52 - Direct Services:	\$226,434.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,434.00
Total Revenue	\$226,434.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,434.00
Expense							
1-50000-52 Salaries	\$11,025.00	\$0.00	(\$8.71)	\$0.00	\$8,704.69	\$8,704.69	\$2,320.31
1-50600-52 Fringe - FICA	\$788.00	\$0.00	\$0.00	\$0.00	\$624.72	\$624.72	\$163.28
1-50700-52 Fringe - Unemployment	\$127.00	\$0.00	\$0.00	\$0.00	\$105.95	\$105.95	\$21.05
1-50800-52 Fringe - Life Insurance ALPI	\$11.00	\$0.00	\$0.00	\$0.00	\$24.12	\$24.12	(\$13.12)
1-50900-52 Fringe - Health Insurance	\$2,437.00	\$0.00	\$0.00	\$0.00	\$4,497.56	\$4,497.56	(\$2,060.56)
1-51000-52 Fringe - Retirement expense	\$441.00	\$0.00	\$0.00	\$0.00	\$250.59	\$250.59	\$190.41
1-52000-52 Direct Fringe - Workers Comp	\$152.00	\$0.00	\$0.00	\$0.00	\$87.70	\$87.70	\$64.30
1-55410-52 Sub-Recipient Direct Services	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-57810-52 Emergency Assistance	\$37,953.00	\$0.00	\$7,135.94	\$0.00	\$31,173.22	\$31,173.22	\$6,779.78
1-57820-52 Client Services- Other	\$108,500.00	\$0.00	\$17,098.83	\$0.00	\$32,153.93	\$32,153.93	\$76,346.07
Totals for Departments(s) 52 - Direct Services:	\$226,434.00	\$0.00	\$24,226.06	\$0.00	\$77,622.48	\$77,622.48	\$148,811.52
Total Expense	(\$226,434.00)	\$0.00	(\$24,226.06)	\$0.00	(\$77,622.48)	(\$77,622.48)	(\$148,811.52)
Total	\$0.00	\$0.00	(\$24,226.06)	\$0.00	(\$77,622.48)	(\$77,622.48)	\$77,622.48
Dept 53 Summer Youth							
Revenue							
1-41500-53 CSBG	\$5,287.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,287.00
Totals for Departments(s) 53 - Summer Youth:	\$5,287.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,287.00
Total Revenue	\$5,287.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,287.00
Expense							
1-50000-53 Salaries	\$4,848.00	\$0.00	(\$3.97)	\$0.00	\$3,964.47	\$3,964.47	\$883.53
1-50600-53 Fringe - FICA	\$371.00	\$0.00	\$0.00	\$0.00	\$133.09	\$133.09	\$237.91
1-51000-53 Fringe - Retirement expense	\$0.00	\$0.00	\$0.00	\$0.00	\$126.84	\$126.84	(\$126.84)
1-52000-53 Direct Fringe - Workers Comp	\$68.00	\$0.00	\$0.00	\$0.00	\$44.40	\$44.40	\$23.60
Totals for Departments(s) 53 - Summer Youth:	\$5,287.00	\$0.00	(\$3.97)	\$0.00	\$4,268.80	\$4,268.80	\$1,018.20
Total Expense	(\$5,287.00)	\$0.00	\$3.97	\$0.00	(\$4,268.80)	(\$4,268.80)	(\$1,018.20)
Total Dept 53	\$0.00	\$0.00	\$3.97	\$0.00	(\$4,268.80)	(\$4,268.80)	\$4,268.80





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
DOE-EA25 - 24/25 DOE-EA - 7/1/23 - 9/30/24							
Dept 10 - Operations							
Revenue							
1-41100-10 DOE Emergency Services	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Totals for Departments(s) 10 - Operations:	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Total Dept 10	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Expense							
1-50000-10 Salaries	\$15,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,006.00
1-50600-10 Fringe - FICA	\$1,147.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,147.96
1-50700-10 Fringe - Unemployment	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$165.00
1-50800-10 Fringe - Life Insurance ALPI	\$187.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$187.00
1-50900-10 Fringe - Health Insurance	\$3,413.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,413.87
1-51000-10 Fringe - Retirement expense	\$600.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.24
1-52000-10 Direct Fringe - Workers Comp	\$270.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270.74
1-52300-10 Travel	\$445.00	\$0.00	\$0.00	\$0.00	\$460.50	\$460.50	(\$15.50)
1-53800-10 Postage	\$389.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$389.19
1-57810-10 Emergency Assistance	\$26,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
1-59700-10 Indirect Costs	\$2,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,375.00
Totals for Departments(s) 10 - Operations:	\$50,000.00	\$0.00	\$0.00	\$0.00	\$460.50	\$460.50	\$49,539.50
Total	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$460.50)	(\$460.50)	(\$49,539.50)
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	(\$460.50)	(\$460.50)	\$460.50





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
EHEAP24 - 23/24 EHEAP 7/1/23-6/30/24							
Dept 10 - Operations							
Revenue							
1-40150-10 EHEAP Operations	\$160,906.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,906.64
Totals for Departments(s) 10 - Operations:	\$160,906.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,906.64
Total Dept 10	\$160,906.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,906.64
Expense							
1-50000-10 Salaries	\$15,930.00	\$0.00	\$664.83	\$0.00	\$5,993.30	\$5,993.30	\$9,936.70
1-50600-10 Fringe - FICA	\$1,219.00	\$0.00	\$50.34	\$0.00	\$450.49	\$450.49	\$768.51
1-50700-10 Fringe - Unemployment	\$319.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$319.00
1-50800-10 Fringe - Life Insurance ALPI	\$50.00	\$0.00	\$1.54	\$0.00	\$2.94	\$2.94	\$47.06
1-50900-10 Fringe - Health Insurance	\$797.00	\$0.00	\$7.66	\$0.00	\$29.59	\$29.59	\$767.41
1-51000-10 Fringe - Retirement expense	\$637.00	\$0.00	\$26.83	\$0.00	\$239.97	\$239.97	\$397.03
1-52000-10 Direct Fringe - Workers Comp	\$287.00	\$0.00	\$9.39	\$0.00	\$83.98	\$83.98	\$203.02
1-52300-10 Travel	\$445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$445.00
1-53000-10 Office Supplies	\$2,046.82	\$0.00	(\$6.65)	\$0.00	\$834.81	\$834.81	\$1,212.01
1-58020-10 Crisis Energy Assistance	\$0.00	\$0.00	\$633.92	\$0.00	\$889.34	\$889.34	(\$889.34)
1-58030-10 Weather Related Crisis	\$3,572.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,572.93
1-58040-10 Crisis EHEAP Energy Assistance	\$132,989.89	\$0.00	\$5,954.57	\$0.00	\$44,151.61	\$44,151.61	\$88,838.28
1-59700-10 Indirect Costs	\$2,613.00	\$0.00	\$0.00	\$0.00	\$536.16	\$536.16	\$2,076.84
Totals for Departments(s) 10 - Operations:	\$160,906.64	\$0.00	\$7,342.43	\$0.00	\$53,212.19	\$53,212.19	\$107,694.45
Total	(\$160,906.64)	\$0.00	(\$7,342.43)	\$0.00	(\$53,212.19)	(\$53,212.19)	(\$107,694.45)
Total Revenue	\$0.00	\$0.00	(\$7,342.43)	\$0.00	(\$53,212.19)	(\$53,212.19)	\$53,212.19
Dept 19 - Administration							
Revenue							
1-40151-19 EHEAP Admin	\$2,669.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.90
Totals for Departments(s) 19 - Administration:	\$2,669.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.90





Agricultural & Labor Program
Income Statement
 As of October, 2023

	<u>Budget</u>	<u>Prior Year</u>	<u>Current</u>	<u>Encumbrances</u>	<u>YTD</u>	<u>Project Total</u>	<u>Variance</u>
Total Revenue	\$2,669.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.90
Expense							
1-53000-19 Office Supplies	\$2,669.90	\$0.00	(\$6.24)	\$0.00	\$202.52	\$202.52	\$2,467.38
Totals for Departments(s) 19 - Administration:	\$2,669.90	\$0.00	(\$6.24)	\$0.00	\$202.52	\$202.52	\$2,467.38
Total	(\$2,669.90)	\$0.00	\$6.24	\$0.00	(\$202.52)	(\$202.52)	(\$2,467.38)
Total	\$0.00	\$0.00	\$6.24	\$0.00	(\$202.52)	(\$202.52)	\$202.52





Agricultural & Labor Program Income Statement As of October, 2023

		Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
EHS24 - 23/24 Early Head Start - 12-01-22 - 11-30-23								
Dept 10 - Operations								
Revenue								
1-40300-10	Early Headstart	\$973,911.00	\$543,397.63	\$0.00	\$0.00	\$0.00	\$543,397.63	\$430,513.37
1-47000-10	In-Kind Revenue	\$0.00	\$95,666.72	\$0.00	\$0.00	\$0.00	\$95,666.72	(\$95,666.72)
Totals for Departments(s) 10 - Operations:		\$973,911.00	\$639,064.35	\$0.00	\$0.00	\$0.00	\$639,064.35	\$334,846.65
Total Dept 10		\$973,911.00	\$639,064.35	\$0.00	\$0.00	\$0.00	\$639,064.35	\$334,846.65
Expense								
1-52100-10	Professional Services	\$73,500.00	\$21,500.53	\$0.00	\$1,837.50	\$1,919.89	\$23,420.42	\$50,079.58
1-52300-10	Travel	\$20,500.00	\$5,574.61	\$450.09	\$0.00	\$1,115.29	\$6,689.90	\$13,810.10
1-52700-10	Employee & Board Relations	\$9,975.00	\$9,219.14	\$0.00	\$0.00	\$134.25	\$9,353.39	\$621.61
1-52800-10	Community Relations	\$0.00	\$21.39	\$0.00	\$0.00	\$0.00	\$21.39	(\$21.39)
1-53000-10	Office Supplies	\$0.00	\$78.88	\$7.19	\$0.00	\$66.77	\$145.65	(\$145.65)
1-53100-10	Program Supplies	\$45,060.00	\$5,189.03	\$0.00	\$20,165.33	\$14,659.95	\$19,848.98	\$25,211.02
1-53400-10	Lease/Rent - Facilities	\$76,991.00	\$71,003.31	\$12,731.93	\$0.00	\$50,927.72	\$121,931.03	(\$44,940.03)
1-53500-10	Utilities	\$76,501.00	\$19,130.84	\$1,852.95	\$0.00	(\$6,192.03)	\$12,938.81	\$63,562.19
1-53600-10	Telephone	\$38,000.00	\$43,027.79	\$3,802.10	\$0.00	\$45,949.90	\$88,977.69	(\$50,977.69)
1-53700-10	Data Communications	\$38,000.00	\$21,938.69	\$2,217.72	\$569.79	\$10,696.37	\$32,635.06	\$5,364.94
1-53800-10	Postage	\$3,500.00	\$1,582.66	\$362.36	\$0.00	\$745.72	\$2,328.38	\$1,171.62
1-54000-10	Insurance - Automobile	\$4,275.00	\$2,985.41	\$0.00	\$0.00	\$0.00	\$2,985.41	\$1,289.59
1-54010-10	Insurance - Liability	\$14,250.00	\$8,630.30	\$0.00	\$0.00	\$0.00	\$8,630.30	\$5,619.70
1-54020-10	Insurance - Property/Building/ Contents	\$19,000.00	\$1,826.10	\$0.00	\$0.00	\$0.00	\$1,826.10	\$17,173.90
1-54030-10	Insurance - Child Accident	\$4,500.00	\$593.22	\$0.00	\$0.00	\$0.00	\$593.22	\$3,906.78
1-54600-10	Licenses and Fees	\$3,500.00	\$2,530.46	\$96.10	\$650.00	\$762.35	\$3,292.81	\$207.19
1-55000-10	In-Service Training	\$0.00	\$0.00	\$258.86	\$0.00	\$258.86	\$258.86	(\$258.86)
1-55200-10	Parent Activities	\$4,500.00	\$681.33	\$0.00	\$0.00	\$0.00	\$681.33	\$3,818.67
1-55400-10	Subcontractor Expense	\$447,584.00	\$118,339.89	\$13,132.45	\$493,553.60	\$21,200.04	\$139,539.93	\$308,044.07
1-55500-10	Building Maintenance & Supplies	\$71,250.00	\$172,415.20	\$14,410.07	\$76,160.95	\$49,458.84	\$221,874.04	(\$150,624.04)
1-55600-10	Vehicle Operation and Maintenance	\$4,275.00	\$473.48	\$60.18	\$0.00	\$347.90	\$821.38	\$3,453.62
1-56500-10	Other Expense	\$0.00	\$45.74	\$0.00	\$0.00	\$81.57	\$127.31	(\$127.31)

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Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-56600-10 In-Kind Expense	\$0.00	\$95,666.72	\$0.00	\$0.00	\$0.00	\$95,666.72	(\$95,666.72)
1-56820-10 Depreciation - Equipment & Machinery	\$0.00	\$124.03	\$0.00	\$0.00	\$0.00	\$124.03	(\$124.03)
1-58200-10 Leases/Rent - Equipment	\$14,250.00	\$6,621.75	\$936.96	\$2,621.25	\$3,955.12	\$10,576.87	\$3,673.13
1-58300-10 Leases/ Rent Vehicles	\$4,500.00	\$4,210.53	\$422.50	\$106.03	\$1,251.74	\$5,462.27	(\$962.27)
1-59700-10 Indirect Costs	\$0.00	\$25,653.32	\$0.00	\$0.00	\$0.00	\$25,653.32	(\$25,653.32)
Totals for Departments(s) 10 - Operations:	\$973,911.00	\$639,064.35	\$50,741.46	\$595,664.45	\$197,340.25	\$836,404.60	\$137,506.40
Total	(\$973,911.00)	(\$639,064.35)	(\$50,741.46)	(\$595,664.45)	(\$197,340.25)	(\$836,404.60)	(\$137,506.40)
Total Revenue	\$0.00	\$0.00	(\$50,741.46)	(\$595,664.45)	(\$197,340.25)	(\$197,340.25)	\$197,340.25
Dept 19 - Administration							
Revenue							
1-40300-19 Early Headstart	\$380,206.00	\$155,912.72	\$0.00	\$0.00	\$0.00	\$155,912.72	\$224,293.28
Totals for Departments(s) 19 - Administration:	\$380,206.00	\$155,912.72	\$0.00	\$0.00	\$0.00	\$155,912.72	\$224,293.28
Total Revenue	\$380,206.00	\$155,912.72	\$0.00	\$0.00	\$0.00	\$155,912.72	\$224,293.28
Expense							
1-50000-19 Salaries	\$27,397.00	\$15,252.57	\$1,351.37	\$0.00	\$10,557.08	\$25,809.65	\$1,587.35
1-50500-19 Fringe Benefits	\$7,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,200.00
1-50600-19 Fringe - FICA	\$0.00	\$1,120.36	\$102.01	\$0.00	\$541.31	\$1,661.67	(\$1,661.67)
1-50700-19 Fringe - Unemployment	\$0.00	\$113.40	\$17.88	\$0.00	\$45.19	\$158.59	(\$158.59)
1-50800-19 Fringe - Life Insurance ALPI	\$0.00	\$15.83	\$2.57	\$0.00	\$9.20	\$25.03	(\$25.03)
1-50900-19 Fringe - Health Insurance	\$0.00	\$2,329.26	\$23,103.32	\$0.00	\$24,269.08	\$26,598.34	(\$26,598.34)
1-51000-19 Fringe - Retirement expense	\$0.00	\$301.34	\$54.48	\$0.00	\$330.07	\$631.41	(\$631.41)
1-52000-19 Direct Fringe - Workers Comp	\$466.00	\$213.78	\$19.07	\$0.00	\$115.54	\$329.32	\$136.68
1-52100-19 Professional Services	\$10,000.00	\$2,643.02	\$0.00	\$0.00	\$261.21	\$2,904.23	\$7,095.77
1-52300-19 Travel	\$4,500.00	\$1,308.67	\$38.31	\$0.00	(\$67.12)	\$1,241.55	\$3,258.45
1-52700-19 Employee & Board Relations	\$525.00	\$480.12	\$0.00	\$0.00	\$7.06	\$487.18	\$37.82
1-52800-19 Community Relations	\$1,000.00	\$1,147.79	\$0.00	\$0.00	\$0.00	\$1,147.79	(\$147.79)
1-52900-19 Printing	\$7,500.00	\$5,171.35	\$894.96	\$1,145.18	\$3,340.47	\$8,511.82	(\$1,011.82)
1-53000-19 Office Supplies	\$10,500.00	\$9,228.68	\$484.01	\$4,927.54	\$7,667.66	\$16,896.34	(\$6,396.34)





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-53400-19 Lease/Rent - Facilities	\$4,085.00	\$3,737.02	\$670.10	\$0.00	\$2,680.40	\$6,417.42	(\$2,332.42)
1-53500-19 Utilities	\$4,026.00	\$1,010.15	\$97.52	\$0.00	(\$325.91)	\$684.24	\$3,341.76
1-53600-19 Telephone	\$2,000.00	\$2,377.49	\$232.30	\$0.00	\$2,492.86	\$4,870.35	(\$2,870.35)
1-53700-19 Data Communications	\$2,000.00	\$953.71	\$56.15	\$30.00	\$311.54	\$1,265.25	\$734.75
1-53800-19 Postage	\$0.00	\$1,031.49	\$129.44	\$0.00	\$215.73	\$1,247.22	(\$1,247.22)
1-53900-19 Dues & Subscriptions	\$5,500.00	\$1,965.93	\$0.00	\$0.00	\$2,692.91	\$4,658.84	\$841.16
1-54000-19 Insurance - Automobile	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
1-54010-19 Insurance - Liability	\$750.00	\$784.56	\$0.00	\$0.00	\$0.00	\$784.56	(\$34.56)
1-54020-19 Insurance - Property/Building/ Contents	\$1,000.00	\$98.86	\$0.00	\$0.00	\$0.00	\$98.86	\$901.14
1-55500-19 Building Maintenance & Supplies	\$3,750.00	\$4,575.48	\$8,424.46	\$1,927.03	\$14,133.46	\$18,708.94	(\$14,958.94)
1-55600-19 Vehicle Operation and Maintenance	\$225.00	\$43.38	\$3.17	\$0.00	\$18.31	\$61.69	\$163.31
1-58200-19 Leases/Rent - Equipment	\$750.00	\$506.45	\$65.10	\$173.61	\$297.66	\$804.11	(\$54.11)
1-58300-19 Leases/ Rent Vehicles	\$1,000.00	\$496.96	\$93.88	\$23.57	\$278.14	\$775.10	\$224.90
1-59700-19 Indirect Costs	\$285,807.00	\$99,005.07	\$0.00	\$0.00	\$23,595.57	\$122,600.64	\$163,206.36
Totals for Departments(s) 19 - Administration:	\$380,206.00	\$155,912.72	\$35,840.10	\$8,226.93	\$93,467.42	\$249,380.14	\$130,825.86
Total	(\$380,206.00)	(\$155,912.72)	(\$35,840.10)	(\$8,226.93)	(\$93,467.42)	(\$249,380.14)	(\$130,825.86)
Total	\$0.00	\$0.00	(\$35,840.10)	(\$8,226.93)	(\$93,467.42)	(\$93,467.42)	\$93,467.42
Dept 20 - Child Health & Development							
Revenue							
1-40300-20 Early Headstart	\$1,913,131.00	\$852,190.03	\$0.00	\$0.00	\$0.00	\$852,190.03	\$1,060,940.97
Totals for Departments(s) 20 - Child Health & Development:	\$1,913,131.00	\$852,190.03	\$0.00	\$0.00	\$0.00	\$852,190.03	\$1,060,940.97
Total Revenue	\$1,913,131.00	\$852,190.03	\$0.00	\$0.00	\$0.00	\$852,190.03	\$1,060,940.97
Expense							
1-50000-20 Salaries	\$1,509,882.00	\$639,830.59	\$37,804.33	\$0.00	\$279,932.65	\$919,763.24	\$590,118.76
1-50500-20 Fringe Benefits	\$378,034.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$378,034.00
1-50600-20 Fringe - FICA	\$0.00	\$46,860.27	\$2,771.69	\$0.00	\$20,339.34	\$67,199.61	(\$67,199.61)
1-50700-20 Fringe - Unemployment	\$0.00	\$12,375.15	\$67.16	\$0.00	\$140.27	\$12,515.42	(\$12,515.42)
1-50800-20 Fringe - Life Insurance ALPI	\$0.00	\$688.13	\$80.16	\$0.00	\$373.80	\$1,061.93	(\$1,061.93)





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-50900-20 Fringe - Health Insurance	\$0.00	\$129,844.15	\$813.77	\$0.00	\$66,845.98	\$196,690.13	(\$196,690.13)
1-51000-20 Fringe - Retirement expense	\$0.00	\$13,625.14	\$1,523.38	\$0.00	\$11,208.54	\$24,833.68	(\$24,833.68)
1-52000-20 Direct Fringe - Workers Comp	\$25,215.00	\$8,966.60	\$533.18	\$0.00	\$3,925.75	\$12,892.35	\$12,322.65
1-59700-20 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$644.32	\$644.32	(\$644.32)
Totals for Departments(s) 20 - Child Health & Development:	\$1,913,131.00	\$852,190.03	\$43,593.67	\$0.00	\$383,410.65	\$1,235,600.68	\$677,530.32
Total	(\$1,913,131.00)	(\$852,190.03)	(\$43,593.67)	\$0.00	(\$383,410.65)	(\$1,235,600.68)	(\$677,530.32)
Total	\$0.00	\$0.00	(\$43,593.67)	\$0.00	(\$383,410.65)	(\$383,410.65)	\$383,410.65
Dept 21 - Family Community Partners							
Revenue							
1-40300-21 Early Headstart	\$201,137.00	\$52,318.51	\$0.00	\$0.00	\$0.00	\$52,318.51	\$148,818.49
Totals for Departments(s) 21 - Family Community Partners:	\$201,137.00	\$52,318.51	\$0.00	\$0.00	\$0.00	\$52,318.51	\$148,818.49
Total Revenue	\$201,137.00	\$52,318.51	\$0.00	\$0.00	\$0.00	\$52,318.51	\$148,818.49
Expenses							
1-50000-21 Salaries	\$158,942.00	\$38,351.37	\$1,855.02	\$0.00	\$13,868.18	\$52,219.55	\$106,722.45
1-50500-21 Fringe Benefits	\$39,541.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,541.00
1-50600-21 Fringe - FICA	\$0.00	\$2,786.30	\$139.97	\$0.00	\$1,039.68	\$3,825.98	(\$3,825.98)
1-50700-21 Fringe - Unemployment	\$0.00	\$755.43	\$0.00	\$0.00	\$0.00	\$755.43	(\$755.43)
1-50800-21 Fringe - Life Insurance ALPI	\$0.00	\$43.81	\$4.27	\$0.00	\$12.35	\$56.16	(\$56.16)
1-50900-21 Fringe - Health Insurance	\$0.00	\$8,874.60	\$51.34	\$0.00	\$1,323.65	\$10,198.25	(\$10,198.25)
1-51000-21 Fringe - Retirement expense	\$0.00	\$969.54	\$74.76	\$0.00	\$555.28	\$1,524.82	(\$1,524.82)
1-52000-21 Direct Fringe - Workers Comp	\$2,654.00	\$537.46	\$26.16	\$0.00	\$194.35	\$731.81	\$1,922.19
Totals for Departments(s) 21 - Family Community Partners:	\$201,137.00	\$52,318.51	\$2,151.52	\$0.00	\$16,993.49	\$69,312.00	\$131,825.00
Total	(\$201,137.00)	(\$52,318.51)	(\$2,151.52)	\$0.00	(\$16,993.49)	(\$69,312.00)	(\$131,825.00)
Total	\$0.00	\$0.00	(\$2,151.52)	\$0.00	(\$16,993.49)	(\$16,993.49)	\$16,993.49
Dept 30 - Training & Technical Assistance							
Revenue							
1-40300-30 Early Headstart	\$60,108.00	\$32,332.16	\$0.00	\$0.00	\$0.00	\$32,332.16	\$27,775.84





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Totals for Departments(s) 30 - Training & Technical Assistance:	\$60,108.00	\$32,332.16	\$0.00	\$0.00	\$0.00	\$32,332.16	\$27,775.84
Total Revenue	\$60,108.00	\$32,332.16	\$0.00	\$0.00	\$0.00	\$32,332.16	\$27,775.84
Expense							
1-55000-30 In-Service Training	\$60,108.00	\$32,332.16	\$775.88	\$1,765.34	\$21,336.66	\$53,668.82	\$6,439.18
Totals for Departments(s) 30 - Training & Technical Assistance:	\$60,108.00	\$32,332.16	\$775.88	\$1,765.34	\$21,336.66	\$53,668.82	\$6,439.18
Total Expense	(\$60,108.00)	(\$32,332.16)	(\$775.88)	(\$1,765.34)	(\$21,336.66)	(\$53,668.82)	(\$6,439.18)
Total Dept 30	\$0.00	\$0.00	(\$775.88)	(\$1,765.34)	(\$21,336.66)	(\$21,336.66)	\$21,336.66
Dept 55 - Other Personnel							
Revenue							
1-40300-55 Early Headstart	\$58,060.00	\$19,618.57	\$0.00	\$0.00	\$0.00	\$19,618.57	\$38,441.43
Totals for Departments(s) 55 - Other Personnel:	\$58,060.00	\$19,618.57	\$0.00	\$0.00	\$0.00	\$19,618.57	\$38,441.43
Total Revenue	\$58,060.00	\$19,618.57	\$0.00	\$0.00	\$0.00	\$19,618.57	\$38,441.43
Expense							
1-50000-55 Salaries	\$46,064.00	\$17,271.60	\$1,119.62	\$0.00	\$8,371.71	\$25,643.31	\$20,420.69
1-50500-55 Fringe Benefits	\$11,227.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,227.00
1-50600-55 Fringe - FICA	\$0.00	\$1,322.61	\$86.30	\$0.00	\$641.08	\$1,963.69	(\$1,963.69)
1-50700-55 Fringe - Unemployment	\$0.00	\$379.98	\$0.00	\$0.00	\$0.00	\$379.98	(\$379.98)
1-50800-55 Fringe - Life Insurance ALPI	\$0.00	\$18.12	\$2.56	\$0.00	\$7.45	\$25.57	(\$25.57)
1-51000-55 Fringe - Retirement expense	\$0.00	\$384.20	\$45.12	\$0.00	\$335.19	\$719.39	(\$719.39)
1-52000-55 Direct Fringe - Workers Comp	\$769.00	\$242.06	\$15.79	\$0.00	\$117.32	\$359.38	\$409.62
Totals for Departments(s) 55 - Other Personnel:	\$58,060.00	\$19,618.57	\$1,269.39	\$0.00	\$9,472.75	\$29,091.32	\$28,968.68
Total Expense	(\$58,060.00)	(\$19,618.57)	(\$1,269.39)	\$0.00	(\$9,472.75)	(\$29,091.32)	(\$28,968.68)
Total	\$0.00	\$0.00	(\$1,269.39)	\$0.00	(\$9,472.75)	(\$9,472.75)	\$9,472.75





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
ERAP23 - Polk Co. Emergency Rental Asst Proj - ERAP							
Dept 10 - Operations							
Revenue							
1-41536-10 Polk Co Emergency Rental Assist	\$8,110,000.00	\$7,272,417.36	\$0.00	\$0.00	\$541,050.34	\$7,813,467.70	\$296,532.30
Totals for Departments(s) 10 - Operations:	\$8,110,000.00	\$7,272,417.36	\$0.00	\$0.00	\$541,050.34	\$7,813,467.70	\$296,532.30
Total Dept 10	\$8,110,000.00	\$7,272,417.36	\$0.00	\$0.00	\$541,050.34	\$7,813,467.70	\$296,532.30
Expense							
1-50000-10 Salaries	\$515,016.00	\$300,157.35	\$6,764.90	\$0.00	\$52,605.09	\$352,762.44	\$162,253.56
1-50500-10 Fringe Benefits	\$5,032.61	\$5,032.61	\$0.00	\$0.00	\$0.00	\$5,032.61	\$0.00
1-50600-10 Fringe - FICA	\$33,593.39	\$22,061.67	\$473.57	\$0.00	\$3,667.69	\$25,729.36	\$7,864.03
1-50700-10 Fringe - Unemployment	\$8,000.00	\$7,210.92	\$0.00	\$0.00	\$0.00	\$7,210.92	\$789.08
1-50800-10 Fringe - Life Insurance ALPI	\$515.00	\$345.81	\$15.50	\$0.00	\$79.13	\$424.94	\$90.06
1-50900-10 Fringe - Health Insurance	\$113,819.00	\$62,137.95	\$8,704.27	\$0.00	\$27,762.31	\$89,900.26	\$23,918.74
1-51000-10 Fringe - Retirement expense	\$20,601.00	\$5,250.05	\$272.70	\$0.00	\$2,106.30	\$7,356.35	\$13,244.65
1-52000-10 Direct Fringe - Workers Comp	\$7,725.00	\$4,496.50	\$95.45	\$0.00	\$737.20	\$5,233.70	\$2,491.30
1-52300-10 Travel	\$445.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$445.00
1-53000-10 Office Supplies	\$20,790.00	\$162.05	\$0.00	\$0.00	\$0.00	\$162.05	\$20,627.95
1-56500-10 Other Expense	\$0.00	\$11,432.78	\$0.00	\$0.00	\$0.00	\$11,432.78	(\$11,432.78)
1-57810-10 Emergency Assistance	\$7,300,000.00	\$6,803,790.33	\$0.00	\$0.00	\$506,918.94	\$7,310,709.27	(\$10,709.27)
1-59700-10 Indirect Costs	\$84,463.00	\$50,085.50	\$0.00	\$0.00	\$4,092.22	\$54,177.72	\$30,285.28
Totals for Departments(s) 10 - Operations:	\$8,110,000.00	\$7,272,163.52	\$16,326.39	\$0.00	\$597,968.88	\$7,870,132.40	\$239,867.60
Total	(\$8,110,000.00)	(\$7,272,163.52)	(\$16,326.39)	\$0.00	(\$597,968.88)	(\$7,870,132.40)	(\$239,867.60)
Total Revenue	\$0.00	\$253.84	(\$16,326.39)	\$0.00	(\$56,918.54)	(\$56,664.70)	\$56,664.70





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
FNPH24 - 23/24 Florida Non-Profit Housing, Inc							
Dept 10 - Operations							
Revenue							
1-41600-10 FL Non Profit Housing	\$35,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,259.00
Totals for Departments(s) 10 - Operations:	\$35,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,259.00
Total Dept 10	\$35,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,259.00
Expense							
1-50000-10 Salaries	\$2,731.72	\$0.00	(\$0.40)	\$0.00	\$396.73	\$396.73	\$2,334.99
1-50600-10 Fringe - FICA	\$209.00	\$0.00	\$0.00	\$0.00	\$30.38	\$30.38	\$178.62
1-50700-10 Fringe - Unemployment	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
1-50900-10 Fringe - Health Insurance	\$153.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00
1-51000-10 Fringe - Retirement expense	\$109.00	\$0.00	\$0.00	\$0.00	\$15.89	\$15.89	\$93.11
1-52000-10 Direct Fringe - Workers Comp	\$37.00	\$0.00	\$0.00	\$0.00	\$5.56	\$5.56	\$31.44
1-52300-10 Travel	\$856.28	\$0.00	\$99.77	\$0.00	\$647.03	\$647.03	\$209.25
1-57810-10 Emergency Assistance	\$30,660.00	\$0.00	\$2,598.67	\$0.00	\$9,858.08	\$9,858.08	\$20,801.92
1-58010-10 Home Energy Assistance	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	(\$250.00)
1-59700-10 Indirect Costs	\$448.00	\$0.00	\$0.00	\$0.00	\$65.13	\$65.13	\$382.87
Totals for Departments(s) 10 - Operations:	\$35,259.00	\$0.00	\$2,948.04	\$0.00	\$11,268.80	\$11,268.80	\$23,990.20
Total	(\$35,259.00)	\$0.00	(\$2,948.04)	\$0.00	(\$11,268.80)	(\$11,268.80)	(\$23,990.20)
Total Revenue	\$0.00	\$0.00	(\$2,948.04)	\$0.00	(\$11,268.80)	(\$11,268.80)	\$11,268.80





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
FS23 - 22/23 Food Service Oper 10/1/22 - 9/30/23							
Dept 10 - Operations							
Revenue							
1-40000-10 DOH - Food Program	\$714,588.00	\$455,474.39	\$0.00	\$0.00	\$0.00	\$455,474.39	\$259,113.61
Totals for Departments(s) 10 - Operations:	\$714,588.00	\$455,474.39	\$0.00	\$0.00	\$0.00	\$455,474.39	\$259,113.61
Total Dept 10	\$714,588.00	\$455,474.39	\$0.00	\$0.00	\$0.00	\$455,474.39	\$259,113.61
Expense							
1-50000-10 Salaries	\$165,856.00	\$133,045.17	(\$30.46)	\$0.00	\$30,428.13	\$163,473.30	\$2,382.70
1-50500-10 Fringe Benefits	\$37,235.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,235.00
1-50600-10 Fringe - FICA	\$0.00	\$9,225.51	\$0.00	\$0.00	\$2,087.63	\$11,313.14	(\$11,313.14)
1-50700-10 Fringe - Unemployment	\$0.00	\$3,024.54	\$0.00	\$0.00	\$0.00	\$3,024.54	(\$3,024.54)
1-50800-10 Fringe - Life Insurance ALPI	\$0.00	\$110.46	\$0.00	\$0.00	\$58.06	\$168.52	(\$168.52)
1-50900-10 Fringe - Health Insurance	\$0.00	\$59,456.25	\$0.00	\$0.00	\$18,181.09	\$77,637.34	(\$77,637.34)
1-51000-10 Fringe - Retirement expense	\$0.00	\$3,001.90	\$0.00	\$0.00	\$1,218.35	\$4,220.25	(\$4,220.25)
1-52000-10 Direct Fringe - Workers Comp	\$2,770.00	\$1,810.31	\$0.00	\$0.00	\$550.28	\$2,360.59	\$409.41
1-52300-10 Travel	\$0.00	\$1,353.73	\$0.00	\$0.00	\$0.00	\$1,353.73	(\$1,353.73)
1-52700-10 Employee & Board Relations	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00
1-53200-10 Non-food Supplies	\$7,500.00	\$11,098.85	\$0.00	\$47.87	\$5,220.76	\$16,319.61	(\$8,819.61)
1-53300-10 Food Costs	\$418,912.00	\$450,481.39	\$0.00	\$0.00	\$71,171.23	\$521,652.62	(\$102,740.62)
1-53700-10 Data Communications	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
1-54000-10 Insurance - Automobile	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
1-55500-10 Building Maintenance & Supplies	\$14,115.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,115.00
1-55600-10 Vehicle Operation and Maintenance	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
1-55810-10 Equipment Purchase <5000	\$8,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500.00
1-56500-10 Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$119.59	\$119.59	(\$119.59)
1-58300-10 Leases/ Rent Vehicles	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
1-59700-10 Indirect Costs	\$27,200.00	\$22,320.06	\$0.00	\$0.00	\$1,478.89	\$23,798.95	\$3,401.05
Totals for Departments(s) 10 - Operations:	\$714,588.00	\$694,928.17	(\$30.46)	\$47.87	\$130,514.01	\$825,442.18	(\$110,854.18)
Total	(\$714,588.00)	(\$694,928.17)	\$30.46	(\$47.87)	(\$130,514.01)	(\$825,442.18)	\$110,854.18

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Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Total Revenue	\$0.00	(\$239,453.78)	\$30.46	(\$47.87)	(\$130,514.01)	(\$369,967.79)	\$369,967.79
Dept 19 - Administration							
Revenue							
1-44000-19 DOH Food Administration	\$67,881.00	\$80,377.83	\$0.00	\$0.00	\$0.00	\$80,377.83	(\$12,496.83)
Totals for Departments(s) 19 - Administration:	\$67,881.00	\$80,377.83	\$0.00	\$0.00	\$0.00	\$80,377.83	(\$12,496.83)
Total Revenue	\$67,881.00	\$80,377.83	\$0.00	\$0.00	\$0.00	\$80,377.83	(\$12,496.83)
Expense							
1-50000-19 Salaries	\$29,068.00	\$8,192.62	(\$0.76)	\$0.00	\$760.77	\$8,953.39	\$20,114.61
1-50500-19 Fringe Benefits	\$6,526.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,526.00
1-50600-19 Fringe - FICA	\$0.00	\$627.18	\$0.00	\$0.00	\$58.27	\$685.45	(\$685.45)
1-50700-19 Fringe - Unemployment	\$0.00	\$39.78	\$0.00	\$0.00	\$40.97	\$80.75	(\$80.75)
1-50800-19 Fringe - Life Insurance ALPI	\$0.00	\$9.29	\$0.00	\$0.00	\$0.00	\$9.29	(\$9.29)
1-51000-19 Fringe - Retirement expense	\$0.00	\$239.78	\$0.00	\$0.00	\$30.46	\$270.24	(\$270.24)
1-52000-19 Direct Fringe - Workers Comp	\$485.00	\$114.77	\$0.00	\$0.00	(\$118.76)	(\$3.99)	\$488.99
1-52300-19 Travel	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
1-53000-19 Office Supplies	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
1-53400-19 Lease/Rent - Facilities	\$6,268.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,268.00
1-53500-19 Utilities	\$6,267.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,267.00
1-53700-19 Data Communications	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
1-54000-19 Insurance - Automobile	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1-55000-19 In-Service Training	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
1-55600-19 Vehicle Operation and Maintenance	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1-59700-19 Indirect Costs	\$4,767.00	\$3,956.26	\$0.00	\$0.00	\$260.98	\$4,217.24	\$549.76
Totals for Departments(s) 19 - Administration:	\$67,881.00	\$13,179.68	(\$0.76)	\$0.00	\$1,032.69	\$14,212.37	\$53,668.63
Total	(\$67,881.00)	(\$13,179.68)	\$0.76	\$0.00	(\$1,032.69)	(\$14,212.37)	(\$53,668.63)
Total	\$0.00	\$67,198.15	\$0.76	\$0.00	(\$1,032.69)	\$66,165.46	(\$66,165.46)





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
FS24 - 23/24 Food Service Operations							
Dept 10 - Operations							
Expense							
1-50000-10 Salaries	\$0.00	\$0.00	\$8,393.99	\$0.00	\$8,393.99	\$8,393.99	(\$8,393.99)
1-50600-10 Fringe - FICA	\$0.00	\$0.00	\$593.83	\$0.00	\$593.83	\$593.83	(\$593.83)
1-50700-10 Fringe - Unemployment	\$0.00	\$0.00	\$56.64	\$0.00	\$56.64	\$56.64	(\$56.64)
1-50800-10 Fringe - Life Insurance ALPI	\$0.00	\$0.00	\$16.06	\$0.00	\$16.06	\$16.06	(\$16.06)
1-50900-10 Fringe - Health Insurance	\$0.00	\$0.00	\$8,824.82	\$0.00	\$8,824.82	\$8,824.82	(\$8,824.82)
1-51000-10 Fringe - Retirement expense	\$0.00	\$0.00	\$336.10	\$0.00	\$336.10	\$336.10	(\$336.10)
1-52000-10 Direct Fringe - Workers Comp	\$0.00	\$0.00	\$117.63	\$0.00	\$117.63	\$117.63	(\$117.63)
1-52300-10 Travel	\$0.00	\$0.00	\$483.89	\$0.00	\$483.89	\$483.89	(\$483.89)
1-53200-10 Non-food Supplies	\$0.00	\$0.00	\$798.26	\$14,334.00	\$798.26	\$798.26	(\$798.26)
1-53300-10 Food Costs	\$0.00	\$0.00	\$52,064.80	\$88,121.00	\$52,330.27	\$52,330.27	(\$52,330.27)
Totals for Departments(s) 10 - Operations:	\$0.00	\$0.00	\$71,686.02	\$102,455.00	\$71,951.49	\$71,951.49	(\$71,951.49)
Total	\$0.00	\$0.00	(\$71,686.02)	(\$102,455.00)	(\$71,951.49)	(\$71,951.49)	\$71,951.49
Total Revenue	\$0.00	\$0.00	(\$71,686.02)	(\$102,455.00)	(\$71,951.49)	(\$71,951.49)	\$71,951.49
Dept 19 - Administration							
Expense							
1-50000-19 Salaries	\$0.00	\$0.00	\$553.30	\$0.00	\$553.30	\$553.30	(\$553.30)
1-50600-19 Fringe - FICA	\$0.00	\$0.00	\$42.38	\$0.00	\$42.38	\$42.38	(\$42.38)
1-50700-19 Fringe - Unemployment	\$0.00	\$0.00	\$26.82	\$0.00	\$26.82	\$26.82	(\$26.82)
1-50800-19 Fringe - Life Insurance ALPI	\$0.00	\$0.00	\$0.47	\$0.00	\$0.47	\$0.47	(\$0.47)
1-51000-19 Fringe - Retirement expense	\$0.00	\$0.00	\$22.15	\$0.00	\$22.15	\$22.15	(\$22.15)
1-52000-19 Direct Fringe - Workers Comp	\$0.00	\$0.00	\$7.75	\$0.00	\$7.75	\$7.75	(\$7.75)
Totals for Departments(s) 19 - Administration:	\$0.00	\$0.00	\$652.87	\$0.00	\$652.87	\$652.87	(\$652.87)
Total	\$0.00	\$0.00	(\$652.87)	\$0.00	(\$652.87)	(\$652.87)	\$652.87
Total	\$0.00	\$0.00	(\$652.87)	\$0.00	(\$652.87)	(\$652.87)	\$652.87





Agricultural & Labor Program Income Statement As of October, 2023

		Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
HS24 - 23/24 Head Start - 12-01-22 - 11-30-23								
Dept 10 - Operations								
Revenue								
1-40200-10	Head Start	\$1,611,410.00	\$1,021,308.48	\$0.00	\$0.00	\$0.00	\$1,021,308.48	\$590,101.52
1-47000-10	In-Kind Revenue	\$0.00	\$285,099.92	\$0.00	\$0.00	\$0.00	\$285,099.92	(\$285,099.92)
Totals for Departments(s) 10 - Operations:		\$1,611,410.00	\$1,306,408.40	\$0.00	\$0.00	\$0.00	\$1,306,408.40	\$305,001.60
Total Dept 10		\$1,611,410.00	\$1,306,408.40	\$0.00	\$0.00	\$0.00	\$1,306,408.40	\$305,001.60
Expense								
1-50000-10	Salaries	\$0.00	\$4,159.98	\$0.00	\$0.00	\$0.00	\$4,159.98	(\$4,159.98)
1-50600-10	Fringe - FICA	\$0.00	\$18,081.77	\$0.00	\$0.00	\$0.00	\$18,081.77	(\$18,081.77)
1-50700-10	Fringe - Unemployment	\$0.00	\$6,024.82	\$0.00	\$0.00	\$0.00	\$6,024.82	(\$6,024.82)
1-50800-10	Fringe - Life Insurance ALPI	\$0.00	\$316.75	\$0.00	\$0.00	\$4.98	\$321.73	(\$321.73)
1-50900-10	Fringe - Health Insurance	\$0.00	\$47,664.10	\$0.00	\$0.00	\$0.00	\$47,664.10	(\$47,664.10)
1-51000-10	Fringe - Retirement expense	\$0.00	\$9,763.40	\$0.00	\$0.00	\$0.00	\$9,763.40	(\$9,763.40)
1-52000-10	Direct Fringe - Workers Comp	\$0.00	\$4,772.47	\$0.00	\$0.00	\$0.00	\$4,772.47	(\$4,772.47)
1-52100-10	Professional Services	\$74,500.00	\$26,070.52	\$160.00	\$12,297.06	\$2,346.01	\$28,416.53	\$46,083.47
1-52300-10	Travel	\$17,500.00	\$14,858.91	\$2,787.27	\$0.00	\$4,932.11	\$19,791.02	(\$2,291.02)
1-52700-10	Employee & Board Relations	\$8,075.00	\$28,046.36	\$0.00	\$0.00	\$316.68	\$28,363.04	(\$20,288.04)
1-52800-10	Community Relations	\$0.00	\$0.00	\$0.00	\$0.00	\$229.00	\$229.00	(\$229.00)
1-52900-10	Printing	\$0.00	\$984.64	\$0.00	\$1,123.29	\$0.00	\$984.64	(\$984.64)
1-53100-10	Program Supplies	\$29,500.00	\$11,214.00	\$0.00	\$1,291.85	\$1,690.41	\$12,904.41	\$16,595.59
1-53300-10	Food Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$337.48	\$337.48	(\$337.48)
1-53400-10	Lease/Rent - Facilities	\$95,000.00	\$42,602.00	\$7,639.16	\$0.00	\$30,556.64	\$73,158.64	\$21,841.36
1-53500-10	Utilities	\$124,165.00	\$49,130.41	\$3,725.83	\$0.00	(\$12,450.72)	\$36,679.69	\$87,485.31
1-53600-10	Telephone	\$57,000.00	\$68,215.90	\$6,307.51	\$0.00	\$70,131.71	\$138,347.61	(\$81,347.61)
1-53700-10	Data Communications	\$47,500.00	\$31,216.78	\$2,772.14	\$984.91	\$13,485.50	\$44,702.28	\$2,797.72
1-53800-10	Postage	\$4,612.00	\$1,954.86	\$477.49	\$0.00	\$982.64	\$2,937.50	\$1,674.50
1-54000-10	Insurance - Automobile	\$13,300.00	\$13,504.39	\$0.00	\$0.00	\$0.00	\$13,504.39	(\$204.39)
1-54010-10	Insurance - Liability	\$32,775.00	\$23,929.50	\$0.00	\$0.00	\$0.00	\$23,929.50	\$8,845.50
1-54020-10	Insurance - Property/Building/ Contents	\$32,775.00	\$17,335.83	\$0.00	\$0.00	\$0.00	\$17,335.83	\$15,439.17





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-54030-10 Insurance - Child Accident	\$7,500.00	\$2,928.00	\$0.00	\$0.00	\$0.00	\$2,928.00	\$4,572.00
1-54600-10 Licenses and Fees	\$6,500.00	\$4,835.70	\$97.90	\$0.00	\$1,201.65	\$6,037.35	\$462.65
1-55000-10 In-Service Training	\$0.00	\$3,662.30	\$325.17	\$0.00	\$325.17	\$3,987.47	(\$3,987.47)
1-55200-10 Parent Activities	\$5,000.00	\$3,034.29	\$0.00	\$0.00	\$1,236.00	\$4,270.29	\$729.71
1-55400-10 Subcontractor Expense	\$886,733.00	\$353,952.47	\$44,656.17	\$631,013.13	\$56,926.55	\$410,879.02	\$475,853.98
1-55500-10 Building Maintenance & Supplies	\$125,875.00	\$129,988.48	\$28,807.54	\$66,978.49	\$72,611.17	\$202,599.65	(\$76,724.65)
1-55600-10 Vehicle Operation and Maintenance	\$13,300.00	\$4,910.34	\$187.24	\$0.00	\$761.59	\$5,671.93	\$7,628.07
1-55800-10 Equipment Purchase over 5000	\$0.00	\$49,133.37	\$0.00	\$0.00	\$122,380.26	\$171,513.63	(\$171,513.63)
1-56500-10 Other Expense	\$0.00	\$66.25	\$251.06	\$0.00	\$590.99	\$657.24	(\$657.24)
1-56600-10 In-Kind Expense	\$0.00	\$285,099.92	\$0.00	\$0.00	\$0.00	\$285,099.92	(\$285,099.92)
1-58200-10 Leases/Rent - Equipment	\$15,200.00	\$11,394.84	\$1,201.86	\$9,120.56	\$5,266.46	\$16,661.30	(\$1,461.30)
1-58300-10 Leases/ Rent Vehicles	\$14,600.00	\$3,822.70	\$1,370.78	\$344.01	\$4,061.20	\$7,883.90	\$6,716.10
1-59700-10 Indirect Costs	\$0.00	\$33,732.35	\$0.00	\$0.00	\$0.00	\$33,732.35	(\$33,732.35)
Totals for Departments(s) 10 - Operations:	\$1,611,410.00	\$1,306,408.40	\$100,767.12	\$723,153.30	\$377,923.48	\$1,684,331.88	(\$72,921.88)
Total	(\$1,611,410.00)	(\$1,306,408.40)	(\$100,767.12)	(\$723,153.30)	(\$377,923.48)	(\$1,684,331.88)	\$72,921.88
Total Revenue	\$0.00	\$0.00	(\$100,767.12)	(\$723,153.30)	(\$377,923.48)	(\$377,923.48)	\$377,923.48
Dept 19 - Administration							
Revenue							
1-40200-19 Head Start	\$832,015.00	\$430,059.87	\$0.00	\$0.00	\$0.00	\$430,059.87	\$401,955.13
Totals for Departments(s) 19 - Administration:	\$832,015.00	\$430,059.87	\$0.00	\$0.00	\$0.00	\$430,059.87	\$401,955.13
Total Revenue	\$832,015.00	\$430,059.87	\$0.00	\$0.00	\$0.00	\$430,059.87	\$401,955.13
Expense							
1-50000-19 Salaries	\$89,075.00	\$46,560.17	\$5,194.71	\$0.00	\$25,575.57	\$72,135.74	\$16,939.26
1-50500-19 Fringe Benefits	\$21,419.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,419.00
1-50600-19 Fringe - FICA	\$0.00	\$3,420.61	\$389.54	\$0.00	\$1,890.63	\$5,311.24	(\$5,311.24)
1-50700-19 Fringe - Unemployment	\$0.00	\$453.47	\$104.29	\$0.00	\$263.62	\$717.09	(\$717.09)
1-50800-19 Fringe - Life Insurance ALPI	\$0.00	\$48.82	\$8.81	\$0.00	\$26.41	\$75.23	(\$75.23)
1-50900-19 Fringe - Health Insurance	\$0.00	\$8,575.50	\$1,757.78	\$0.00	\$6,427.51	\$15,003.01	(\$15,003.01)





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-51000-19 Fringe - Retirement expense	\$0.00	\$1,030.56	\$208.81	\$0.00	\$1,116.70	\$2,147.26	(\$2,147.26)
1-52000-19 Direct Fringe - Workers Comp	\$1,488.00	\$652.50	\$73.08	\$0.00	\$390.83	\$1,043.33	\$444.67
1-52100-19 Professional Services	\$12,000.00	\$10,075.29	\$170.50	\$0.00	\$3,638.20	\$13,713.49	(\$1,713.49)
1-52300-19 Travel	\$4,500.00	\$2,144.18	\$38.31	\$0.00	(\$391.22)	\$1,752.96	\$2,747.04
1-52700-19 Employee & Board Relations	\$425.00	\$34.78	\$0.00	\$0.00	\$5.72	\$40.50	\$384.50
1-52800-19 Community Relations	\$1,000.00	\$1,648.72	\$0.00	\$0.00	\$0.00	\$1,648.72	(\$648.72)
1-52900-19 Printing	\$8,000.00	\$5,211.59	\$954.62	\$80.49	\$3,563.17	\$8,774.76	(\$774.76)
1-53000-19 Office Supplies	\$7,000.00	\$7,665.17	\$239.32	\$3,285.02	\$5,407.04	\$13,072.21	(\$6,072.21)
1-53400-19 Lease/Rent - Facilities	\$5,000.00	\$2,242.17	\$402.06	\$0.00	\$1,608.24	\$3,850.41	\$1,149.59
1-53500-19 Utilities	\$6,535.00	\$2,585.79	\$196.11	\$0.00	(\$655.28)	\$1,930.51	\$4,604.49
1-53600-19 Telephone	\$3,000.00	\$3,585.93	\$330.35	\$0.00	\$3,675.10	\$7,261.03	(\$4,261.03)
1-53700-19 Data Communications	\$2,500.00	\$2,262.39	\$145.89	\$51.82	\$751.20	\$3,013.59	(\$513.59)
1-53800-19 Postage	\$0.00	\$1,684.75	\$170.56	\$0.00	\$284.27	\$1,969.02	(\$1,969.02)
1-53900-19 Dues & Subscriptions	\$6,500.00	\$2,971.09	\$0.00	\$0.00	\$757.67	\$3,728.76	\$2,771.24
1-54000-19 Insurance - Automobile	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00
1-54010-19 Insurance - Liability	\$1,725.00	\$784.56	\$0.00	\$0.00	\$0.00	\$784.56	\$940.44
1-54020-19 Insurance - Property/Building/ Contents	\$1,725.00	\$242.57	\$0.00	\$0.00	\$0.00	\$242.57	\$1,482.43
1-54600-19 Licenses and Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$1,736.17	\$1,736.17	(\$1,736.17)
1-55500-19 Building Maintenance & Supplies	\$6,625.00	\$6,577.88	\$620.21	\$3,413.21	\$2,204.48	\$8,782.36	(\$2,157.36)
1-55600-19 Vehicle Operation and Maintenance	\$700.00	\$95.50	\$9.85	\$0.00	\$33.85	\$129.35	\$570.65
1-58200-19 Leases/Rent - Equipment	\$800.00	\$1,582.90	\$158.91	\$696.64	\$764.44	\$2,347.34	(\$1,547.34)
1-58300-19 Leases/ Rent Vehicles	\$5,400.00	\$2,052.09	\$507.00	\$127.23	\$1,502.08	\$3,554.17	\$1,845.83
1-59700-19 Indirect Costs	\$645,898.00	\$315,870.89	\$0.00	\$0.00	\$54,764.81	\$370,635.70	\$275,262.30
Totals for Departments(s) 19 - Administration:	\$832,015.00	\$430,059.87	\$11,680.71	\$7,654.41	\$115,341.21	\$545,401.08	\$286,613.92
Total	(\$832,015.00)	(\$430,059.87)	(\$11,680.71)	(\$7,654.41)	(\$115,341.21)	(\$545,401.08)	(\$286,613.92)
Total	\$0.00	\$0.00	(\$11,680.71)	(\$7,654.41)	(\$115,341.21)	(\$115,341.21)	\$115,341.21
Dept 20 - Child Health & Development							
Revenue							
1-40200-20 Head Start	\$3,865,248.00	\$1,845,494.79	\$0.00	\$0.00	\$0.00	\$1,845,494.79	\$2,019,753.21
Totals for Departments(s) 20 - Child Health & Development:	\$3,865,248.00	\$1,845,494.79	\$0.00	\$0.00	\$0.00	\$1,845,494.79	\$2,019,753.21

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Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
Total Revenue	\$3,865,248.00	\$1,845,494.79	\$0.00	\$0.00	\$0.00	\$1,845,494.79	\$2,019,753.21
Expense							
1-50000-20 Salaries	\$3,071,930.00	\$1,475,669.67	\$81,666.92	\$0.00	\$577,823.43	\$2,053,493.10	\$1,018,436.90
1-50500-20 Fringe Benefits	\$741,917.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$741,917.00
1-50600-20 Fringe - FICA	\$0.00	\$84,300.89	\$6,128.06	\$0.00	\$42,995.83	\$127,296.72	(\$127,296.72)
1-50700-20 Fringe - Unemployment	\$0.00	\$21,575.86	\$1,065.87	\$0.00	\$6,792.68	\$28,368.54	(\$28,368.54)
1-50800-20 Fringe - Life Insurance ALPI	\$0.00	\$1,231.46	\$183.00	\$0.00	\$655.36	\$1,886.82	(\$1,886.82)
1-50900-20 Fringe - Health Insurance	\$0.00	\$220,921.51	\$29,319.05	\$0.00	\$121,019.82	\$341,941.33	(\$341,941.33)
1-51000-20 Fringe - Retirement expense	\$0.00	\$25,810.09	\$3,289.81	\$0.00	\$23,136.08	\$48,946.17	(\$48,946.17)
1-52000-20 Direct Fringe - Workers Comp	\$51,401.00	\$15,985.31	\$1,151.43	\$0.00	\$8,100.41	\$24,085.72	\$27,315.28
1-59700-20 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$644.32	\$644.32	(\$644.32)
Totals for Departments(s) 20 - Child Health & Development:	\$3,865,248.00	\$1,845,494.79	\$122,804.14	\$0.00	\$781,167.93	\$2,626,662.72	\$1,238,585.28
Total	(\$3,865,248.00)	(\$1,845,494.79)	(\$122,804.14)	\$0.00	(\$781,167.93)	(\$2,626,662.72)	(\$1,238,585.28)
Total	\$0.00	\$0.00	(\$122,804.14)	\$0.00	(\$781,167.93)	(\$781,167.93)	\$781,167.93
Dept 21 - Family Community Partners							
Revenue							
1-40200-21 Head Start	\$637,957.00	\$470,578.19	\$0.00	\$0.00	\$0.00	\$470,578.19	\$167,378.81
Totals for Departments(s) 21 - Family Community Partners:	\$637,957.00	\$470,578.19	\$0.00	\$0.00	\$0.00	\$470,578.19	\$167,378.81
Total Revenue	\$637,957.00	\$470,578.19	\$0.00	\$0.00	\$0.00	\$470,578.19	\$167,378.81
Expenses							
1-50000-21 Salaries	\$510,206.00	\$256,967.47	\$19,106.24	\$0.00	\$135,877.93	\$392,845.40	\$117,360.60
1-50500-21 Fringe Benefits	\$119,231.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119,231.00
1-50600-21 Fringe - FICA	\$0.00	\$19,260.12	\$1,411.02	\$0.00	\$9,951.94	\$29,212.06	(\$29,212.06)
1-50700-21 Fringe - Unemployment	\$0.00	\$5,025.61	\$144.68	\$0.00	\$1,135.99	\$6,161.60	(\$6,161.60)
1-50800-21 Fringe - Life Insurance ALPI	\$0.00	\$274.48	\$45.12	\$0.00	\$170.12	\$444.60	(\$444.60)
1-50900-21 Fringe - Health Insurance	\$0.00	\$55,594.40	\$10,035.07	\$0.00	\$37,171.41	\$92,765.81	(\$92,765.81)
1-51000-21 Fringe - Retirement expense	\$0.00	\$5,577.83	\$769.69	\$0.00	\$5,440.56	\$11,018.39	(\$11,018.39)





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-52000-21 Direct Fringe - Workers Comp	\$8,520.00	\$3,601.14	\$269.39	\$0.00	\$1,904.20	\$5,505.34	\$3,014.66
1-53500-21 Utilities	\$0.00	\$124,277.14	\$22,657.52	\$0.00	(\$81,447.31)	\$42,829.83	(\$42,829.83)
Totals for Departments(s) 21 - Family Community Partners:	\$637,957.00	\$470,578.19	\$54,438.73	\$0.00	\$110,204.84	\$580,783.03	\$57,173.97
Total	(\$637,957.00)	(\$470,578.19)	(\$54,438.73)	\$0.00	(\$110,204.84)	(\$580,783.03)	(\$57,173.97)
Total	\$0.00	\$0.00	(\$54,438.73)	\$0.00	(\$110,204.84)	(\$110,204.84)	\$110,204.84
Dept 30 - Training & Technical Assistance							
Revenue							
1-40200-30 Head Start	\$75,503.00	\$65,477.21	\$0.00	\$0.00	\$0.00	\$65,477.21	\$10,025.79
Totals for Departments(s) 30 - Training & Technical Assistance:	\$75,503.00	\$65,477.21	\$0.00	\$0.00	\$0.00	\$65,477.21	\$10,025.79
Total Revenue	\$75,503.00	\$65,477.21	\$0.00	\$0.00	\$0.00	\$65,477.21	\$10,025.79
Expense							
1-55000-30 In-Service Training	\$75,503.00	\$65,477.21	\$231.02	\$2,217.34	\$21,037.44	\$86,514.65	(\$11,011.65)
Totals for Departments(s) 30 - Training & Technical Assistance:	\$75,503.00	\$65,477.21	\$231.02	\$2,217.34	\$21,037.44	\$86,514.65	(\$11,011.65)
Total Expense	(\$75,503.00)	(\$65,477.21)	(\$231.02)	(\$2,217.34)	(\$21,037.44)	(\$86,514.65)	\$11,011.65
Total Dept 30	\$0.00	\$0.00	(\$231.02)	(\$2,217.34)	(\$21,037.44)	(\$21,037.44)	\$21,037.44
Dept 55 - Other Personnel							
Revenue							
1-40200-55 Head Start	\$334,176.00	\$131,080.58	\$0.00	\$0.00	\$0.00	\$131,080.58	\$203,095.42
Totals for Departments(s) 55 - Other Personnel:	\$334,176.00	\$131,080.58	\$0.00	\$0.00	\$0.00	\$131,080.58	\$203,095.42
Total Revenue	\$334,176.00	\$131,080.58	\$0.00	\$0.00	\$0.00	\$131,080.58	\$203,095.42
Expense							
1-50000-55 Salaries	\$267,196.00	\$90,366.65	\$5,785.68	\$0.00	\$43,086.40	\$133,453.05	\$133,742.95
1-50500-55 Fringe Benefits	\$62,519.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,519.00
1-50600-55 Fringe - FICA	\$0.00	\$6,689.87	\$432.19	\$0.00	\$3,197.55	\$9,887.42	(\$9,887.42)





Agricultural & Labor Program
Income Statement
 As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-50700-55 Fringe - Unemployment	\$0.00	\$1,617.29	\$0.00	\$0.00	\$0.00	\$1,617.29	(\$1,617.29)
1-50800-55 Fringe - Life Insurance ALPI	\$0.00	\$98.14	\$13.17	\$0.00	\$51.43	\$149.57	(\$149.57)
1-50900-55 Fringe - Health Insurance	\$0.00	\$29,005.46	\$2,608.87	\$0.00	\$11,669.12	\$40,674.58	(\$40,674.58)
1-51000-55 Fringe - Retirement expense	\$0.00	\$2,036.78	\$233.15	\$0.00	\$1,725.19	\$3,761.97	(\$3,761.97)
1-52000-55 Direct Fringe - Workers Comp	\$4,461.00	\$1,266.39	\$81.60	\$0.00	\$603.80	\$1,870.19	\$2,590.81
Totals for Departments(s) 55 - Other Personnel:	\$334,176.00	\$131,080.58	\$9,154.66	\$0.00	\$60,333.49	\$191,414.07	\$142,761.93
Total Expense	(\$334,176.00)	(\$131,080.58)	(\$9,154.66)	\$0.00	(\$60,333.49)	(\$191,414.07)	(\$142,761.93)
Total	\$0.00	\$0.00	(\$9,154.66)	\$0.00	(\$60,333.49)	(\$60,333.49)	\$60,333.49





Agricultural & Labor Program Income Statement As of October, 2023

		Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
LIHEAP23 - LIHEAP23 - 10/01/2022 - 09-30-23								
Dept 10 - Operations								
Revenue								
1-40100-10	LIHEAP	\$6,608,461.00	\$6,638,289.52	\$0.00	\$0.00	\$347,462.98	\$6,985,752.50	(\$377,291.50)
Totals for Departments(s) 10 - Operations:		\$6,608,461.00	\$6,638,289.52	\$0.00	\$0.00	\$347,462.98	\$6,985,752.50	(\$377,291.50)
Total Dept 10		\$6,608,461.00	\$6,638,289.52	\$0.00	\$0.00	\$347,462.98	\$6,985,752.50	(\$377,291.50)
Expense								
1-50000-10	Salaries	\$477,064.00	\$228,338.64	\$5.27	\$0.00	(\$5,269.71)	\$223,068.93	\$253,995.07
1-50500-10	Fringe Benefits	\$123,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,654.00
1-50600-10	Fringe - FICA	\$0.00	\$19,411.84	\$0.00	\$0.00	(\$263.09)	\$19,148.75	(\$19,148.75)
1-50700-10	Fringe - Unemployment	\$0.00	\$4,555.45	\$0.00	\$0.00	(\$41.79)	\$4,513.66	(\$4,513.66)
1-50800-10	Fringe - Life Insurance ALPI	\$0.00	\$393.68	\$0.00	\$0.00	\$23.89	\$417.57	(\$417.57)
1-50900-10	Fringe - Health Insurance	\$0.00	\$34,125.79	\$0.00	\$0.00	\$5,399.41	\$39,525.20	(\$39,525.20)
1-51000-10	Fringe - Retirement expense	\$0.00	\$6,677.99	\$0.00	\$0.00	\$1.01	\$6,679.00	(\$6,679.00)
1-52000-10	Direct Fringe - Workers Comp	\$6,679.00	\$3,328.20	\$0.00	\$0.00	\$0.36	\$3,328.56	\$3,350.44
1-52100-10	Professional Services	\$11,621.00	\$5,227.76	\$0.00	\$0.00	\$0.00	\$5,227.76	\$6,393.24
1-52300-10	Travel	\$6,675.00	\$3,106.10	\$0.00	\$0.00	\$19.16	\$3,125.26	\$3,549.74
1-52700-10	Employee & Board Relations	\$12,000.00	\$2,420.26	\$0.00	\$0.00	\$0.00	\$2,420.26	\$9,579.74
1-52800-10	Community Relations	\$2,000.00	\$1,466.25	\$0.00	\$0.00	\$0.00	\$1,466.25	\$533.75
1-52900-10	Printing	\$21,000.00	\$4,313.77	\$0.00	(\$15.39)	\$0.00	\$4,313.77	\$16,686.23
1-53000-10	Office Supplies	\$25,200.00	\$14,546.46	\$0.00	\$0.00	\$1.79	\$14,548.25	\$10,651.75
1-53400-10	Lease/Rent - Facilities	\$54,000.00	\$36,688.63	\$0.00	\$0.00	\$700.00	\$37,388.63	\$16,611.37
1-53500-10	Utilities	\$36,000.00	\$584.59	\$0.00	\$0.00	(\$13.19)	\$571.40	\$35,428.60
1-53600-10	Telephone	\$36,000.00	\$24,994.79	\$0.00	\$0.00	\$0.00	\$24,994.79	\$11,005.21
1-53700-10	Data Communications	\$30,000.00	\$27,057.99	\$0.00	\$0.00	\$129.92	\$27,187.91	\$2,812.09
1-53800-10	Postage	\$24,000.00	\$6,105.67	\$0.00	\$0.00	\$0.00	\$6,105.67	\$17,894.33
1-53900-10	Dues & Subscriptions	\$1,000.00	\$402.62	\$0.00	\$0.00	\$0.00	\$402.62	\$597.38
1-54010-10	Insurance - Liability	\$0.00	(\$12.19)	\$0.00	\$0.00	\$0.00	(\$12.19)	\$12.19
1-55000-10	In-Service Training	\$12,500.00	\$1,651.42	\$0.00	\$0.00	\$0.00	\$1,651.42	\$10,848.58
1-55410-10	Sub-Recipient Direct Services	\$114,000.00	\$67,080.00	\$0.00	\$0.00	\$0.00	\$67,080.00	\$46,920.00

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	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-55500-10 Building Maintenance & Supplies	\$12,000.00	\$6,738.18	\$79.09	\$0.00	(\$248.00)	\$6,490.18	\$5,509.82
1-56500-10 Other Expense	\$0.00	(\$1.58)	\$0.00	\$0.00	\$0.00	(\$1.58)	\$1.58
1-58000-10 LIHEAP Leveraging	\$0.00	\$149.53	\$0.00	\$0.00	\$0.00	\$149.53	(\$149.53)
1-58010-10 Home Energy Assistance	\$3,004,152.00	\$3,626,138.51	\$0.00	\$0.00	(\$3,769.78)	\$3,622,368.73	(\$618,216.73)
1-58020-10 Crisis Energy Assistance	\$2,586,916.00	\$2,508,250.25	\$0.00	\$0.00	(\$113.63)	\$2,508,136.62	\$78,779.38
1-58200-10 Leases/Rent - Equipment	\$12,000.00	\$3,530.06	\$0.00	\$0.00	\$0.00	\$3,530.06	\$8,469.94
1-59700-10 Indirect Costs	\$0.00	\$1,017.96	\$0.00	\$0.00	(\$463.14)	\$554.82	(\$554.82)
Totals for Departments(s) 10 - Operations:	\$6,608,461.00	\$6,638,288.62	\$84.36	(\$15.39)	(\$3,906.79)	\$6,634,381.83	(\$25,920.83)
Total	(\$6,608,461.00)	(\$6,638,288.62)	(\$84.36)	\$15.39	\$3,906.79	(\$6,634,381.83)	\$25,920.83
Total Revenue	\$0.00	\$0.90	(\$84.36)	\$15.39	\$351,369.77	\$351,370.67	(\$351,370.67)
Dept 19 - Administration							
Revenue							
1-40100-19 LIHEAP	\$547,884.00	\$293,676.54	\$0.00	\$0.00	\$38,041.92	\$331,718.46	\$216,165.54
Totals for Departments(s) 19 - Administration:	\$547,884.00	\$293,676.54	\$0.00	\$0.00	\$38,041.92	\$331,718.46	\$216,165.54
Total Revenue	\$547,884.00	\$293,676.54	\$0.00	\$0.00	\$38,041.92	\$331,718.46	\$216,165.54
Expense							
1-50000-19 Salaries	\$151,966.00	\$104,257.02	\$0.00	\$0.00	\$0.00	\$104,257.02	\$47,708.98
1-50500-19 Fringe Benefits	\$39,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,510.00
1-50600-19 Fringe - FICA	\$0.00	\$6,681.46	\$0.00	\$0.00	\$128.92	\$6,810.38	(\$6,810.38)
1-50700-19 Fringe - Unemployment	\$0.00	\$530.81	\$0.00	\$0.00	\$0.00	\$530.81	(\$530.81)
1-50800-19 Fringe - Life Insurance ALPI	\$0.00	\$74.26	\$0.00	\$0.00	\$13.32	\$87.58	(\$87.58)
1-50900-19 Fringe - Health Insurance	\$0.00	\$16,032.70	\$0.00	\$0.00	\$2,725.65	\$18,758.35	(\$18,758.35)
1-51000-19 Fringe - Retirement expense	\$0.00	\$2,222.56	\$0.00	\$0.00	\$104.03	\$2,326.59	(\$2,326.59)
1-52000-19 Direct Fringe - Workers Comp	\$2,128.00	\$1,358.10	\$0.00	\$0.00	\$36.41	\$1,394.51	\$733.49
1-52100-19 Professional Services	\$12,000.00	\$10,113.39	\$0.00	\$0.00	\$0.00	\$10,113.39	\$1,886.61
1-52300-19 Travel	\$2,225.00	\$754.13	\$0.00	\$0.00	\$3.07	\$757.20	\$1,467.80
1-52700-19 Employee & Board Relations	\$6,000.00	\$621.15	\$0.00	\$0.00	\$0.00	\$621.15	\$5,378.85
1-52800-19 Community Relations	\$6,000.00	\$4,398.75	\$0.00	\$0.00	\$0.00	\$4,398.75	\$1,601.25





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-52900-19 Printing	\$16,000.00	\$2,875.06	\$0.00	(\$46.15)	\$0.00	\$2,875.06	\$13,124.94
1-53000-19 Office Supplies	\$6,000.00	\$1,532.07	\$0.00	\$0.00	\$0.43	\$1,532.50	\$4,467.50
1-53400-19 Lease/Rent - Facilities	\$12,000.00	\$79.08	\$0.00	\$0.00	\$0.00	\$79.08	\$11,920.92
1-53500-19 Utilities	\$36,000.00	\$1,061.97	\$0.00	\$0.00	(\$13.19)	\$1,048.78	\$34,951.22
1-53600-19 Telephone	\$48,000.00	\$31,665.04	\$0.00	\$0.00	\$0.00	\$31,665.04	\$16,334.96
1-53700-19 Data Communications	\$36,000.00	\$22,231.26	\$0.00	\$0.00	\$147.84	\$22,379.10	\$13,620.90
1-53800-19 Postage	\$12,000.00	\$1,937.80	\$0.00	\$0.00	\$0.00	\$1,937.80	\$10,062.20
1-53900-19 Dues & Subscriptions	\$1,000.00	\$613.15	\$0.00	\$0.00	\$0.00	\$613.15	\$386.85
1-54010-19 Insurance - Liability	\$6,000.00	\$3,542.76	\$0.00	\$0.00	\$0.00	\$3,542.76	\$2,457.24
1-54020-19 Insurance - Property/Building/ Contents	\$2,000.00	\$649.29	\$0.00	\$0.00	\$0.00	\$649.29	\$1,350.71
1-54040-19 Insurance - Bonding	\$6,000.00	\$3,386.16	\$0.00	\$0.00	\$0.00	\$3,386.16	\$2,613.84
1-55000-19 In-Service Training	\$11,000.00	\$9,928.73	\$0.00	\$0.00	\$0.00	\$9,928.73	\$1,071.27
1-55500-19 Building Maintenance & Supplies	\$24,000.00	\$9,793.47	\$0.00	\$0.00	(\$763.27)	\$9,030.20	\$14,969.80
1-58200-19 Leases/Rent - Equipment	\$9,000.00	\$3,172.69	\$0.00	\$0.00	\$0.00	\$3,172.69	\$5,827.31
1-59700-19 Indirect Costs	\$103,055.00	\$53,677.04	\$0.00	\$0.00	\$0.00	\$53,677.04	\$49,377.96
Totals for Departments(s) 19 - Administration:	\$547,884.00	\$293,189.90	\$0.00	(\$46.15)	\$2,383.21	\$295,573.11	\$252,310.89
Total	(\$547,884.00)	(\$293,189.90)	\$0.00	\$46.15	(\$2,383.21)	(\$295,573.11)	(\$252,310.89)
Total	\$0.00	\$486.64	\$0.00	\$46.15	\$35,658.71	\$36,145.35	(\$36,145.35)





Agricultural & Labor Program Income Statement As of October, 2023

		Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
LIHEAP24 - LIHEAP24 7/1/23-6/30/24								
Dept 10 - Operations								
Revenue								
1-40100-10	LIHEAP	\$5,952,267.00	\$0.00	\$0.00	\$0.00	\$1,285,883.58	\$1,285,883.58	\$4,666,383.42
Totals for Departments(s) 10 - Operations:		\$5,952,267.00	\$0.00	\$0.00	\$0.00	\$1,285,883.58	\$1,285,883.58	\$4,666,383.42
Total Dept 10		\$5,952,267.00	\$0.00	\$0.00	\$0.00	\$1,285,883.58	\$1,285,883.58	\$4,666,383.42
Expense								
1-50000-10	Salaries	\$466,883.00	\$0.00	\$16,607.87	\$0.00	\$145,824.72	\$145,824.72	\$321,058.28
1-50600-10	Fringe - FICA	\$35,717.00	\$0.00	\$1,253.81	\$0.00	\$10,701.92	\$10,701.92	\$25,015.08
1-50700-10	Fringe - Unemployment	\$7,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,003.00
1-50800-10	Fringe - Life Insurance ALPI	\$467.00	\$0.00	\$49.20	\$0.00	\$49.20	\$49.20	\$417.80
1-50900-10	Fringe - Health Insurance	\$93,377.00	\$0.00	\$5,238.88	\$0.00	\$14,074.71	\$14,074.71	\$79,302.29
1-51000-10	Fringe - Retirement expense	\$18,675.00	\$0.00	\$670.15	\$0.00	\$5,579.99	\$5,579.99	\$13,095.01
1-52000-10	Direct Fringe - Workers Comp	\$6,536.00	\$0.00	\$234.55	\$0.00	\$1,994.92	\$1,994.92	\$4,541.08
1-52100-10	Professional Services	\$5,700.00	\$0.00	\$0.00	\$0.00	\$306.90	\$306.90	\$5,393.10
1-52300-10	Travel	\$2,670.00	\$0.00	\$805.09	\$0.00	\$2,448.81	\$2,448.81	\$221.19
1-52700-10	Employee & Board Relations	\$5,711.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,711.00
1-52800-10	Community Relations	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
1-52900-10	Printing	\$5,400.00	\$0.00	\$277.55	\$1,481.48	\$532.04	\$532.04	\$4,867.96
1-53000-10	Office Supplies	\$18,000.00	\$0.00	\$642.27	\$0.00	\$7,000.00	\$7,000.00	\$11,000.00
1-53400-10	Lease/Rent - Facilities	\$47,400.00	\$0.00	\$3,700.00	\$3,500.00	\$17,400.00	\$17,400.00	\$30,000.00
1-53500-10	Utilities	\$2,400.00	\$0.00	\$128.95	\$0.00	\$303.98	\$303.98	\$2,096.02
1-53600-10	Telephone	\$68,400.00	\$0.00	\$268.78	\$0.00	\$32,343.53	\$32,343.53	\$36,056.47
1-53700-10	Data Communications	\$55,200.00	\$0.00	\$1,936.25	\$7,211.08	\$15,328.42	\$15,328.42	\$39,871.58
1-53800-10	Postage	\$6,000.00	\$0.00	\$320.74	\$0.00	\$1,311.62	\$1,311.62	\$4,688.38
1-55000-10	In-Service Training	\$4,000.00	\$0.00	\$0.00	\$0.00	(\$111.01)	(\$111.01)	\$4,111.01
1-55410-10	Sub-Recipient Direct Services	\$95,220.00	\$0.00	\$210.00	\$0.00	\$7,380.00	\$7,380.00	\$87,840.00
1-55500-10	Building Maintenance & Supplies	\$6,900.00	\$0.00	\$2,877.21	\$2,116.21	\$8,096.92	\$8,096.92	(\$1,196.92)
1-58000-10	LIHEAP Leveraging	\$0.00	\$0.00	\$0.00	\$0.00	\$893.54	\$893.54	(\$893.54)
1-58010-10	Home Energy Assistance	\$2,924,448.00	\$0.00	\$228,858.45	\$0.00	\$1,220,177.77	\$1,220,177.77	\$1,704,270.23

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Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-58020-10 Crisis Energy Assistance	\$1,940,800.00	\$0.00	\$345,325.53	\$0.00	\$1,440,600.42	\$1,440,600.42	\$500,199.58
1-58022-10 Crisis Energy Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$23,662.00	\$23,662.00	(\$23,662.00)
1-58030-10 Weather Related Crisis	\$129,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129,000.00
1-58200-10 Leases/Rent - Equipment	\$4,560.00	\$0.00	\$589.15	\$2,514.75	\$1,680.41	\$1,680.41	\$2,879.59
1-59700-10 Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$4,022.88	\$4,022.88	(\$4,022.88)
Totals for Departments(s) 10 - Operations:	\$5,952,267.00	\$0.00	\$609,994.43	\$16,823.52	\$2,961,603.69	\$2,961,603.69	\$2,990,663.31
Total	(\$5,952,267.00)	\$0.00	(\$609,994.43)	(\$16,823.52)	(\$2,961,603.69)	(\$2,961,603.69)	(\$2,990,663.31)
Total Revenue	\$0.00	\$0.00	(\$609,994.43)	(\$16,823.52)	\$1,675,720.11	(\$1,675,720.11)	\$1,675,720.11
Dept 19 - Administration							
Revenue							
1-40100-19 LIHEAP	\$477,257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$477,257.00
Totals for Departments(s) 19 - Administration:	\$477,257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$477,257.00
Total Revenue	\$477,257.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$477,257.00
Expense							
1-50000-19 Salaries	\$134,333.00	\$0.00	\$5,303.47	\$0.00	\$46,944.06	\$46,944.06	\$87,388.94
1-50600-19 Fringe - FICA	\$10,276.00	\$0.00	\$400.29	\$0.00	\$2,808.49	\$2,808.49	\$7,467.51
1-50700-19 Fringe - Unemployment	\$2,015.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,015.00
1-50800-19 Fringe - Life Insurance ALPI	\$134.00	\$0.00	\$12.12	\$0.00	\$25.78	\$25.78	\$108.22
1-50900-19 Fringe - Health Insurance	\$26,867.00	\$0.00	\$1,106.26	\$0.00	\$2,956.27	\$2,956.27	\$23,910.73
1-51000-19 Fringe - Retirement expense	\$5,373.00	\$0.00	\$214.02	\$0.00	\$1,464.65	\$1,464.65	\$3,908.35
1-52000-19 Direct Fringe - Workers Comp	\$1,881.00	\$0.00	\$74.91	\$0.00	\$512.64	\$512.64	\$1,368.36
1-52100-19 Professional Services	\$12,000.00	\$0.00	\$0.00	\$0.00	\$265.64	\$265.64	\$11,734.36
1-52300-19 Travel	\$2,225.00	\$0.00	\$74.74	\$0.00	\$307.04	\$307.04	\$1,917.96
1-52700-19 Employee & Board Relations	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
1-52800-19 Community Relations	\$4,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,800.00
1-52900-19 Printing	\$3,600.00	\$0.00	\$291.93	\$1,263.41	\$599.80	\$599.80	\$3,000.20
1-53000-19 Office Supplies	\$4,680.00	\$0.00	(\$14.70)	\$0.00	\$414.68	\$414.68	\$4,265.32
1-53500-19 Utilities	\$2,400.00	\$0.00	\$128.95	\$0.00	\$303.98	\$303.98	\$2,096.02





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-53600-19 Telephone	\$72,673.00	\$0.00	\$325.01	\$0.00	\$42,701.69	\$42,701.69	\$29,971.31
1-53700-19 Data Communications	\$42,000.00	\$0.00	\$1,897.39	\$8,118.67	\$16,670.81	\$16,670.81	\$25,329.19
1-53800-19 Postage	\$3,000.00	\$0.00	\$53.32	\$0.00	\$266.60	\$266.60	\$2,733.40
1-53900-19 Dues & Subscriptions	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
1-54010-19 Insurance - Liability	\$7,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,200.00
1-54020-19 Insurance - Property/Building/ Contents	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,600.00
1-54040-19 Insurance - Bonding	\$6,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,800.00
1-55000-19 In-Service Training	\$10,000.00	\$0.00	\$0.00	\$0.00	\$2,720.55	\$2,720.55	\$7,279.45
1-55500-19 Building Maintenance & Supplies	\$14,400.00	\$0.00	\$980.74	\$1,040.41	\$3,503.49	\$3,503.49	\$10,896.51
1-58200-19 Leases/Rent - Equipment	\$6,000.00	\$0.00	\$314.92	\$759.57	\$1,250.28	\$1,250.28	\$4,749.72
1-59700-19 Indirect Costs	\$98,600.00	\$0.00	\$0.00	\$0.00	\$15,280.23	\$15,280.23	\$83,319.77
Totals for Departments(s) 19 - Administration:	\$477,257.00	\$0.00	\$11,163.37	\$11,182.06	\$138,996.68	\$138,996.68	\$338,260.32
Total	(\$477,257.00)	\$0.00	(\$11,163.37)	(\$11,182.06)	(\$138,996.68)	(\$138,996.68)	(\$338,260.32)
Total	\$0.00	\$0.00	(\$11,163.37)	(\$11,182.06)	(\$138,996.68)	(\$138,996.68)	\$138,996.68





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
LIHWAP24 - LIHWAP Water Assistance - 05-28-21 - 09-30-23							
Dept 10 - Operations							
Revenue							
1-40115-10 LIHWAP	\$3,211,683.00	\$32,750.00	\$0.00	\$0.00	\$0.00	\$32,750.00	\$3,178,933.00
Totals for Departments(s) 10 - Operations:	\$3,211,683.00	\$32,750.00	\$0.00	\$0.00	\$0.00	\$32,750.00	\$3,178,933.00
Total Dept 10	\$3,211,683.00	\$32,750.00	\$0.00	\$0.00	\$0.00	\$32,750.00	\$3,178,933.00
Expense							
1-50000-10 Salaries	\$126,307.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126,307.00
1-50500-10 Fringe Benefits	\$32,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,840.00
1-52000-10 Direct Fringe - Workers Comp	\$1,768.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,768.00
1-52300-10 Travel	\$1,848.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,848.00
1-53000-10 Office Supplies	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,920.00
1-53800-10 Postage	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
1-55410-10 Sub-Recipient Direct Services	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
1-58050-10 Rate Reduction	\$2,344,150.00	\$24,928.03	\$0.00	\$0.00	\$33,218.64	\$58,146.67	\$2,286,003.33
1-58060-10 Arrears	\$698,850.00	\$7,821.97	\$0.00	\$0.00	\$14,539.64	\$22,361.61	\$676,488.39
Totals for Departments(s) 10 - Operations:	\$3,211,683.00	\$32,750.00	\$0.00	\$0.00	\$47,758.28	\$80,508.28	\$3,131,174.72
Total	(\$3,211,683.00)	(\$32,750.00)	\$0.00	\$0.00	(\$47,758.28)	(\$80,508.28)	(\$3,131,174.72)
Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00	(\$47,758.28)	(\$47,758.28)	\$47,758.28
Dept 19 - Administration							
Revenue							
1-40115-19 LIHWAP	\$168,951.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,951.00
Totals for Departments(s) 19 - Administration:	\$168,951.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,951.00
Total Revenue	\$168,951.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168,951.00
Expense							
1-50000-19 Salaries	\$31,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,750.00





Agricultural & Labor Program Income Statement As of October, 2023

	Budget	Prior Year	Current	Encumbrances	YTD	Project Total	Variance
1-50500-19 Fringe Benefits	\$8,255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,255.00
1-52000-19 Direct Fringe - Workers Comp	\$445.00	\$0.00	\$0.00	\$0.00	\$11.00	\$11.00	\$434.00
1-52100-19 Professional Services	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
1-52300-19 Travel	\$1,780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,780.00
1-52800-19 Community Relations	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,400.00
1-52900-19 Printing	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
1-53000-19 Office Supplies	\$4,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,600.00
1-53400-19 Lease/Rent - Facilities	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
1-53500-19 Utilities	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
1-53600-19 Telephone	\$32,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,000.00
1-53700-19 Data Communications	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00
1-53800-19 Postage	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
1-55500-19 Building Maintenance & Supplies	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00
1-59700-19 Indirect Costs	\$25,921.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,921.00
Totals for Departments(s) 19 - Administration:	\$168,951.00	\$0.00	\$0.00	\$0.00	\$11.00	\$11.00	\$168,940.00
Total	(\$168,951.00)	\$0.00	\$0.00	\$0.00	(\$11.00)	(\$11.00)	(\$168,940.00)
Total	\$0.00	\$0.00	\$0.00	\$0.00	(\$11.00)	(\$11.00)	\$11.00





ALPI Strategic Plan Performance Indicators

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	
On the Job Training	3	

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

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





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/	Recommended # of Members/ # of Ad-Hoc	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
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/	Recommended # of Members/ # of Ad-Hoc	Credit Union Established
Ad-Hoc Charter Committee	7	0
Credit Union	7	0





Performance Indicator 5: Establish a foundation.		
Planning/Committee Appointment /Establishment	Recommended # of Members/ # of Ad-Hoc Committee Members	Foundation Established
Ad-Hoc Charter Committee	7	0
Foundation	7	0

Performance Indicator 6: Establish a thrift store.		
Planning/Committee Appointment/ Establishment	Recommended # of Members/ # of Ad-Hoc Committee Members	Thrift Store Established
Ad-Hoc Charter Committee	7	0
Thrift Store	7	0

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	
LIHEAP Energy Fairs	10 Fairs	
Community Events	500: Juneteenth; Unity in the Community; Polk State College Welcome Week; Family Fun Fair; Back to school fairs	2,132

Performance Indicator 2: Staff can adequately communicate program and appropriate services to assist families. (Community)		
Professional Plan Development	# of eligible ALPI Employees	% of Participation
Annual Staff Training	177	168
Customer Financial Assistance <ul style="list-style-type: none"> • Rent/Mortgage • Eviction Prevention • Gas Cards • Utilities Assistance • Training/Tuition 	750 50 325 15,000 50	

Performance Indicator 3: Low-income families are aware of The ALPI's services and can communicate to other families. (Family)		
Planned Event	Proposed Attendance	# in Attendance
Annual Corporate Meeting and Business Luncheon	250	
LIHEAP Energy Fairs	1000	
Community Events	1000	1832

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)	0	
Professional Development Plan	234	131

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	0	0
Head Start/Early Head Start	947	825
CAT Program/VPK/School Readiness	400	400
Family Self Sufficiency	19	

Performance Indicator 3: Increase number of children receiving after hours and weekend childcare services.		
Client Services	# of eligible children	# of children enrolled
Head Start/Early Head Start	947	0
CAT Program/VPK/School Readiness	400	400





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	425
Zoom Training sessions	30	15
Webinars	100	32

<i>Performance Indicator 2: Increase staff resources and trainings to perform their job. (Agency)</i>		
Professional Plan Development	# of Eligible ALPI Employees	# of employees in attendance
Annual Corporate Meeting Training	217	425
Zoom Training Sessions	30	15
Webinars	100	32





<i>Performance Indicator 3: Staff receive certifications that allow professional growth. (Agency)</i>		
Professional Plan Development	# of Eligible ALPI Employees	% of Employee Certification Received
Certified Community Action Professional's	7	4
Certified ROMA Trainer and/or Implementer	5	3
Family Development Instructor Credential	1	1
Family Development Credential	10	10
Certified Housing Counselor	3	0
Certified Class Reliable	3	3
Lastinger Early Learning Certified Coach	1	1
Society for HR Management	3	1

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

<i>Performance Indicator 4: Create an intranet as a communication bridge between the agency and staff. (Agency)</i>		
ALPI Locations	# of employees	% Completed
Corporate Office	24	0
Administrative Office	22	0
Satellite Offices	171	0





Governance Requirements: CSBG Organizational Standards

Maximum Feasible Participation – Category 1: Consumer Input and Involvement

<i>CSBG Organizational Standard 1.3: The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Revised 2023 Board Approval September 2023

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.

<i>Head Start Act § 642I(1)I(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).</i>		
Governance	Compliance	Validation
Board of Directors	Met	Head Start Operational Policies and Procedures
Policy Council	Met	Head Start Operational Policies and Procedures

<i>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.</i>		
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





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 Program Reports

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 Revised and approved September 2023 Five-Year Program Goals
Policy Council	Met	Five-Year Strategic Plan Community Needs Assessment revised and approved Sept. 2023 Five-Year Program Goals





Maximum Feasible Participation – Category 3: Community Assessment

CSBG Organizational Standard 3.5: The board formally accepts the completed community assessment. Every Three (3) Years

Governance	Compliance	Validation
Board of Directors	Met	Community Needs Assessment 2023 Approved Board of Director’s meeting minutes

Vision and Direction – Category 4: Organizational Leadership

CSBG Organizational Standard 4.1: The 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.*

Governance	Compliance	Validation
Board of Directors	Met	Five-Year Strategic Plan 2020-2024, Approved Board of Director’s meeting June 25, 2020 minutes

CSBG Organizational Standard 4.4: The board receives an annual update on the success of specific strategies included in the Community Action plan.

Governance	Compliance	Validation
Board of Directors	Met	Final CSBG FOCAS Report Board Retreat Approved Board of Director’s meeting minutes

CSBG Organizational Standard 4.5: The organization has a written succession plan in place for the CEO/ED, approved by the 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.

Governance	Compliance	Validation
Board of Directors	Met	Succession Plan April 2022 Approved Board of Director’s meeting minutes





<i>CSBG Organizational Standard 4.6: An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the board.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Risk Assessment 2023 Board Retreat Approved Board of Director's meeting minutes

Vision and Direction – Category 5: Board Governance

<i>CSBG Organizational Standard 5.1: The organization's board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director's By-Laws Board of Directors Roster <ul style="list-style-type: none"> • Seven Low-Income • Six Public Elected Officials or their representatives. • Five Private Sector

<i>CSBG Organizational Standard 5.2: The organization's 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.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director's By-Laws Regional Advisory Committee Election Procedures Approved Board of Directors Meeting

<i>CSBG Organizational Standard 5.3: The organization's bylaws have been reviewed by an attorney within the past 5 years.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Training/Board Roster Board of Director's Meeting Minutes Legal Counsel Invoice





CSBG Organizational Standard 5.4: The organization documents that each board member has received a copy of the bylaws within the past 2 years.

Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Training Attendance Roster Board of Directors Portal

CSBG Organizational Standard 5.5: The organization's board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

Governance	Compliance	Validation
Board of Directors	Met	Board of Director's By-Laws Approved Board of Directors Meeting Minutes

CSBG Organizational Standard 5.6: Each board member has signed a conflict of interest policy within the past 2 years.

Governance	Compliance	Validation
Board of Directors	Met	ALPI Policies and Procedures Manual Required signed copy on File

CSBG Organizational Standard 5.7: The organization has a process to provide a structured orientation for board members within 6 months of being seated.

Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Orientation Training Board Governance Cohort Trainings Attendance Signature Roster

CSBG Organizational Standard 5.8: Board members have been provided with training on their duties and responsibilities within the past 2 years.

Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Orientation Training 2023 Board Governance Cohort Trainings – 2023 Attendance Signature Roster





CSBG Organizational Standard 5.9: The organization’s board receives programmatic reports at each regular board meeting.		
Governance	Compliance	Validation
Board of Directors	Met	Board of Directors Tasks and Timelines Board of Directors Meeting Package ALPI’s Board Portal

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

<p><i>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):</i></p> <p><i>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.</i></p>		
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 – Linnes Finney, Esq. Former or Current Head Start Parent with expertise in education, etc. – Cassandra Lewis





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

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

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.

Governance	Compliance	Validation
Board of Directors	Met	ALPI’s Policies and Procedures Manual Head Start Program Operational Polices Annual Board Retreat
Policy Council	Met	ALPI’s Policies and Procedures Manual Head Start Program Operational Polices Annual Board Retreat





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

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.

Governance	Compliance	Validation
Board of Directors	Met	Shared Governance Orientation Training
Policy Council	Met	Shared Governance Orientation Training Annual Policy Council

HSPPS § 1302.102(d) The organization’s governing body receives Head Start program status reports at least semi-annually.

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

Governance Requirements: CSBG Organizational Standards

Vision and Direction – Category 6: Strategic Planning

CSBG Organizational Standard 6.1: The organization has an agency-wide strategic plan in place that has been approved by the board within the past 5 years.

Governance	Compliance	Validation
Board of Directors	Met	Five Year Strategic Plan – 2020-2024 Approved Board of Directors Meeting June 25, 2020 Minutes





Governance Requirements: CSBG Organizational Standards

<i>CSBG Organizational Standard 6.5: The board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.</i>		
Governance	Compliance	Validation
Board of Directors		Annual Board Retreat Board of Directors Meeting Reports Approved Board of Directors Meeting Minutes

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

<i>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.</i>		
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

Governance Requirements: CSBG Organizational Standards

Operations and Accountability – Category 7: Human Resource Management

<i>CSBG Organizational Standard 7.1: The organization has written personnel policies that have been reviewed by an attorney and approved by the board within the past 5 years.</i>		
Governance	Compliance	Validation
Board of Directors	Met	ALPI's Policies and Procedures – Last revision November 2022 Approved Board of Directors Meeting Minutes





Governance Requirements: CSBG Organizational Standards

<i>CSBG Organizational Standard 7.4: The board conducts a performance appraisal of the CEO/executive director within each calendar year.</i>		
Governance	Compliance	Validation
Board of Directors	Met	A Dobison November 2023 Approved Board of Director's Meeting Minutes

<i>CSBG Organizational Standard 7.5: The board reviews and approves CEO/executive director compensation within every calendar year.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Performance Evaluation Approved Board of Director's Meeting Minutes

<i>CSBG Organizational Standard 7.7: The organization has a whistleblower policy that has been approved by the board.</i>		
Governance	Compliance	Validation
Board of Directors	Met	ALPI's Policies and Procedures Manual , Revised September 2022 Approved Board of Director's Meeting Minutes

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

<i>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.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director's Task's and Timelines February 2023 Board of Director's Meeting Program Reports and Monitoring Results Approved Board of Directors Meeting Minutes





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

<i>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.</i>		
Governance	Compliance	Validation
Policy Council	Met	Policy Council Task’s and Timelines February 2023 Policy Council Meeting Program Reports and Monitoring Results Approved Policy Council Meeting Minutes

<i>Head Start Act § 642(c)(1)(E)(iv)(VII) The organization’s governing body has approved the organization’s financial management, accounting, and reporting policies.</i>		
Governance	Compliance	Validation
Board of Directors	Met	ALPI’s Accounting Procedures Manual, Revised September 2022 Approved Board of Director’s Meeting Minutes

<i>Head Start Act § 642(c)(1)(E)(iv) The organization keeps track of progress in carrying out the programmatic and fiscal provisions in the grantee’s grant application, which is approved by the governing body.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director’s Meeting Program Reports Board of Director’s Meeting Budget vs Actual Financial Report Approved Board of Director’s Meeting Minutes
Policy Council	Met	Policy Council Meeting Program Reports Policy Council Meeting Budget vs Actual Financial Report Approved Policy Council Meeting Minutes





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

<i>Head Start Act § 642(c)(1)(E)(iv)(II) The organization has procedures and criteria for recruitment, selection, and enrollment of children which have been established by the governing board.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Orientation Training Annual Board Retreat Approved Board of Director's Meeting Minutes
Policy Council	Met	Annual Shared Governance Orientation Training Annual Board Retreat Policy Council Annual Training Approved Board of Director's Meeting Minutes

<i>Head Start Act § 642(c)(1)(e)(iv)(V) The organization's governing body reviews and approves all major policies of the organization.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Orientation Training Annual Board Retreat Approved Board of Director's Meeting Minutes
Policy Council	Met	Annual Shared Governance Orientation Training Annual Board Retreat Policy Council Board of Director's Meeting Minutes

<i>Head Start Act § 642(c)(1)(E)(iv)(V), (IX) and HSPPS § 1302.90(a) The organization has written personnel policies and procedures that are available to all staff, and approved by the governing body. They include policies and procedures regarding the hiring, evaluation, compensation, and termination of all Head Start staff and those CAA employees primarily paid with Head Start funds (i.e., a majority of the salary) such as the Executive Director, Director of Human Resources, Chief Fiscal Officer and any other person in an equivalent position.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Employee Acknowledgment Receipt ALPI Policies and Procedures Manual





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

Head Start Act § 642(c)(1)(E)(iv)(V), (IX) and HSPPS § 1302.90(a) The organization has written personnel policies and procedures that are available to all staff, and approved by the governing body. They include policies and procedures regarding the hiring, evaluation, compensation, and termination of all Head Start staff and those CAA employees primarily paid with Head Start funds (i.e., a majority of the salary) such as the Executive Director, Director of Human Resources, Chief Fiscal Officer and any other person in an equivalent position.

Governance	Compliance	Validation
Policy Council	Met	ALPI Policies and Procedures Manual Head Start Program Operations Polices Approved Policy Council Meeting Minutes

Governance Requirements: CSBG Organizational Standards

Operations and Accountability – Category 8: Financial Operations and Oversight

CSBG Organizational Standard 8.2: All findings from the prior year’s annual audit have been assessed by the organization and addressed where the board has deemed it appropriate.

Governance	Compliance	Validation
Board of Directors	Met	Prior Year’s annual audit resulted in no findings July 2021- June 2022

CSBG Organization Standard 8.3: The organization’s auditor presents the audit to the governing board.

Governance	Compliance	Validation
Board of Directors	Met	Annual Board Retreat Approved Board of Director’s Meeting Minutes

CSBG Organization Standard 8.4: and Head Start Act § 642(c)(1)(E)(iv) The governing body/board formally receives, reviews, and approves the financial audit.

Governance	Compliance	Validation
Board of Directors	Met	Annual Board Retreat Board of Director’s Meeting Approved Board of Director’s Meeting Minutes





Governance Requirements: CSBG Organizational Standards

<i>CSBG Organization Standard 8.6: The IRS Form 990 is completed annually and made available to the board for review.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Executive, Budget and Finance Committee Meeting's and Board of Director's Meeting Approved Board of Director's Meeting Minutes

<i>CSBG Organization Standard 8.7: The 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.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director's Meeting Agenda Board of Director's Meeting Financial Reports; Organization Wide, revenue and expenditures, budget to actual, balance sheet/statement Approved Board of Director's Meeting Minutes (Information)

<i>CSBG Organization Standard 8.9 and Head Start Act § 642(c)(1)(E)(iv)(VII)(bb): The governing body annually approves an organization-wide budget, including a Head Start operating budget, including all major financial expenditures of the CAA.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Board Retreat Board of Director's Finance Report Approved Board of Director's Meeting Minuets

<i>CSBG Organization Standard 8.10: The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the board.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Updated September 2022





Governance Requirements: CSBG Organizational Standards

<i>CSBG Organization Standard 8.11: A written procurement policy is in place and has been reviewed by the board within the past 5 years.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Shared Governance Orientation February 2023 Attendance Roster Sign in Sheet

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

<i>Head Start Act § 642(c)(1)(e)(iv)(VII)(cc) The organization's governing body approves the selection of independent financial auditors who must report all critical accounting policies and practices to the governing body.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Approval Audit Firm 2023 and approved annually up to five years. Approved Board of Director's Meeting Minutes

<i>Head Start Act § 642(c)(1)(e)(iv)(VII)(dd) The organization's governing body monitors the grantee's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director's Meeting Program and Financial Reports Program Monitoring Reports Program Corrective Action Plan Approved Board of Director's Meeting Minutes
Policy Council	Met	Policy Council Meeting Head Start Program and Financial Reports Head Start Program Monitoring Reports Head Start Program Corrective Action Plan Approved Policy Council Meeting Minutes





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

<i>Head Start Act § 642(c)(1)(e)(iv)(I) The organization's governing body selects delegate agencies and the service areas for such agencies.</i>		
Governance	Compliance	Validation
Board of Directors	N/A	N/A

<i>Head Start Act § 642(c)(1)(e)(iv)(III) The organization's governing body approves all Head Start funding applications and amendments to applications for funding.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Board of Director's Meeting Agenda Board of Director's Meeting Funding Application Approved Board of Director's Meeting Minutes
Policy Council	Met	Policy Council Meeting Agenda Policy Council Meeting Funding Application Approved Policy Council Meeting Minutes

<i>HSPPS § 1302.20(c)(2) The organization's governing body approves any proposal for a conversion of Head Start services to Early Head Start services.</i>		
Governance	Compliance	Validation
Board of Directors	N/A	N/A





Governance Requirements: CSBG Organizational Standards

Operations and Accountability – Category 9: Data and Analysis

<i>CSBG Organization Standard 9.3: The organization has presented to the 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.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Corporate Meeting and Luncheon Annual Board Retreat Approved Board of Director’s Meeting Minutes

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

<i>Head Start Act § 642(c)(1)(E)(iv)(VII)(aa) The governing body annually approves all major financial expenditures of the Head Start program.</i>		
Governance	Compliance	Validation
Board of Directors	Met	Annual Corporate Meeting and Luncheon Annual Board Retreat Approved Board of Director’s Meeting Minutes





Consent Agenda





Northern Region/ ATEC Advisory Committee Nominating Meeting Minutes: September 12, 2023



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT NRAC Nominating Committee Meeting Minutes

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

Northern Region/ATEC Advisory Committee
Name of Committee

Monday September 12, 2023
Date of Report

Members Present

Members Absent

Constance Anderson (Secretary)

Charlie Harris (Committee Chair)

Joseph Washington

Evelyn Seabrook

Chester McNorton

Pa Houa Lee-Yang, Staff Liaison

Arlene Dobison, CEO

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

**Northern Region Advisory Committee
Nominating Committee
Monday September 12, 2023
6:00 PM - Via Zoom**

1. **Call to Order:** Meeting was called to order by Charlie Harris Jr., Sub-Committee Chair.
2. **Moment of Silent:** Directed by Mr. Charlie Harris Jr.
3. **Mission Statement:** Read by Secretary Constance Anderson.
4. **Roll Call:** Conducted by Secretary Constance Anderson

Members Present: Constance Anderson, Charlie Harris Jr., Chester McNorton, Evelyn Seabrook and Joseph Washington

Staff Present: Liaison Pa Houa Lee-Yang and CEO Arlene Dobison





Quorum was met five (5) members present

5. Nominating Committee Discussions: Conducted by Sub-Committee Chair, Charlie Harris Jr.

- Slate of Officers 2023-2024

Nominating Committee Slate

Donald Tillman: Chairperson

Chester McNorton: Vice Chair

Constance Anderson: Secretary

Evelyn Seabrook: Treasure

Nereida Jackson: Parliamentarian

- **2023-member (s) term**

Charles Daymon's term has expired. Mr. Daymon e-mailed a letter to Chairperson Donald Tillman and Liaison Pa Houa Lee-Yang excepting to serve another term on the NRAC. Mrs. Lee-Yang will forward a copy to CEO Dobison.

Nomination for Board Representative:

Mr. Daymon was nominated by Charlie Harris Jr. to serve as a representative on the Board of Directors finishing out Representative David Rucker's term. Mr. Rucker has resigned from the Board. Mr. Daymon was contacted and has accepted the position. This request will have to be presented to the Board for acceptance. The Board will send a letter notifying the Committee of its' decision.

Liaison Pa Houa Lee-Yang will send out an e-mail to the NRAC asking for a vote to submit Mr. Daymon's name to serve as a representative to the Board. Mr. Damon's name will also be submitted to the NRAC at the October 7, 2023 Annual Meeting to serve as our representative to the Board of Directors.

6. Adjournment: @ 6:30 PM





Department of Children and Families License Renewal Lincoln Park



ANNUAL LICENSE

State of Florida
Department of Children and Families
 OFFICE OF LICENSING
 901 Industrial Drive, Suite 110, Wildwood, Florida 34785
 407-317-7064



Child Care Facility

Certificate of License

Name of Provider: A L P I Lincoln Park Head Start Center
Certificate Number: 12971 **License Number:** C19SL0076
Address: 1400 Avenue M, **County:** Saint Lucie
City: Fort Pierce **Zip:** 34950
Owner: The Agricultural & Labor Program, Inc..

The Department of Children and Families being satisfied that this Child Care Facility had complied with Chapter 65C-22, Florida Administrative Code, Child Care Facility Standards, adopted by the Department and authorized is sections 402.301-402.319, Florida Statutes, approves an ANNUAL LICENSE to operate this Child Care Facility.

This certificate is effective 10/26/2023 through 10/25/2024

This license may be revoked or suspended for cause.

Maximum Licensed Capacity: 108

HOURS OF OPERATION

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00AM	7:00AM	7:00AM	7:00AM	7:00AM	Closed	Closed
5:30PM	5:30PM	5:30PM	5:30PM	5:30PM		

Secretary, Florida Department of Children and Families

Version Date: 8/15/2022

CF-FSP 5115





Department of Children and Families Center Inspection: Francina Duval Head Start Center



Child Care Facility Information

Name: A L P I Francina Duval Head Start Center
ID Number: C19SL0058
Address: 1035 S 27th Cir Fort Pierce FL 34947
Phone Number: (772) 461-0398 **Capacity:** 40
Owner/Director/Staff Responsible: Mary Brunson

Inspection Information

Type: Abbreviated **Date:** 10/09/2023 **Arrival/Departure Time:** 9:45 AM to 10:20 AM
Staff Present: 4 **Children Present:** 28 **Onsite Visit:** Yes

Pursuant to s. 402.3115, Fla. Statutes, the following provider has earned an abbreviated, Key Indicator System, inspection. The Key Indicator System inspection will only measure compliance with the Key Indicator System Standards, Supplemental Standards, and five randomly-selected standards.

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

03. Ratio Sufficient CCF Handbook, Section 2.3

Standard Comments

Ratio observed:

Three & Four 2:14

VPK 2:14

03-01 s.402.305(4), F.S.

Compliance

04. Supervision CCF Handbook, Section 2.4

04-01 CCF Handbook, Section 2.4

Compliance

04-18 s.435.06(2)(a), F.S. and CCF Handbook, Section 5.2, C

Compliance

05. Transportation CCF Handbook, Section 2.5

Standard Comments

Standard #5-#8 Do not provide transportation.

05-04 CCF Handbook, Section 2.5.2

Not Applicable

08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5

08-04 s. CCF Handbook, Section 2.5.5

Not Applicable

09. Planned Activities CCF Handbook, Section 2.6

09-02 CCF Handbook, Section 2.6

Compliance

09-11 CCF Handbook, Section 2.6, E

Compliance

11. Child Discipline CCF Handbook, Section 2.8

11-01 s. CCF Handbook, Section 2.8, E

Compliance

PHYSICAL ENVIRONMENT





Name: A L P I Francina Duval Head Start Center License #: C19SL0058
 Address: 1035 S 27th Cir Fort Pierce FL 34947
 Type: Abbreviated Date: 10/09/2023

12. Facility Environment CCF Handbook, Section 3.1

12-01 CCF Handbook, Section 3.1, A Compliance

12-02 CCF Handbook, Section 3.1, A Compliance

12-18 CCF Handbook, Section 3.1, I Compliance

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2

13-02 CCF Handbook, Section 3.2, B Compliance

14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3

14-03 CCF Handbook, Section 3.3.1, C Compliance

15. Licensed Capacity CCF Handbook, Section 3.4

15-01 CCF Handbook, Section 3.4.1, C Compliance

17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5

17-05 CCF Handbook, Section 3.5, F Compliance

20. Crib Requirements CCF Handbook, Section 3.6

Standard Comments

No Infants enroll.

20-06 CCF Handbook, Section 3.6.4, A Not Applicable

23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8

Standard Comments

The last fire drill was conducted on 9/14/2023.

23-07 CCF Handbook, Section 3.8.4, C Compliance

23-16 CCF Handbook, Section 3.8.5, A Compliance

FOOD AND NUTRITION

25. Meals and Snacks CCF Handbook, Section 3.9

25-04 CCF Handbook, Section 3.9.3, D Compliance

25-16 CCF Handbook, Section 3.9.5, D Compliance

26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7

26-01 CCF Handbook, Section 3.9.3, H Compliance





Name: A L P I Francina Duval Head Start Center License #: C19SL0058
 Address: 1035 S 27th Cir Fort Pierce FL 34947
 Type: Abbreviated Date: 10/09/2023

27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3

27-01 CCF Handbook, Section 7, B.15. Compliance

28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9

Standard Comments

No Infants enroll.

28-02 CCF Handbook, Section 3.9.5, B Not Applicable

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10

29-02 CCF Handbook, Section 3.10.1 Compliance

30. Diapering CCF Handbook, Section 3.10

30-06 CCF Handbook, Section 3.10.2, E Compliance

32. Outdoor Equipment CCF Handbook, Section 3.12

32-03 CCF Handbook, Section 3.12, B and F Compliance

32-07 CCF Handbook, Section 3.12, D Compliance

TRAINING

33. Training Requirements CCF Handbook, Section 4

Standard Comments

All staff completed In-Service for fiscal year 2022-2023.

33-03 CCF Handbook, Section 4.1 Compliance

33-09 CCF Handbook, Section 4.2.3 and 4.2.5 Compliance

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7

34-04 CCF Handbook, Section 4.7 Compliance

HEALTH REQUIREMENTS

36. CPR Requirements CCF Handbook, Section 4.2.4

36-03 s. CCF Handbook, Section 4.2.4, B Compliance

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2





Name: A L P I Francina Duval Head Start Center License #: C19SL0058
 Address: 1035 S 27th Cir Fort Pierce FL 34947
 Type: Abbreviated Date: 10/09/2023

37-02 s. CCF Handbook, Section 4.2.4, B Compliance

40. Medication CCF Handbook, Section 6.5

40-15 CCF Handbook, Section 6.5, G Compliance

40-18 s. CCF Handbook, Section 6.5, I Compliance

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1

Standard Comments

41-43 reviewed 50% of children records from A-K, including 0 newly enrolled.

41-01 CCF Handbook, Section 7.1, B Compliance

41-02 CCF Handbook, Section 7.1 Compliance

42. Student Health and Records CCF Handbook, Section 7.2

42-01 CCF Handbook, Section 7.2, C Compliance

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S.

Standard Comments

Distracted Adult flyer and Influenza.

43-02 CCF Handbook, Section 7.3 Compliance

43-06 CCF Handbook, Section 7.3, C.4. Compliance

44. Personnel Records CCF Handbook, Section 7.4

Standard Comments

Add one new staff.

44-04 CCF Handbook, Section 7.4, C Compliance

45. Background Screening Documents CCF Handbook, Section 7.4.1

45-01 s. CCF Handbook, Section 7.4.1, A Compliance

45-02 CCF Handbook, Section 7.4.1,C Compliance

45-07 CCF Handbook, Section 5.2 Compliance

45-11 CCF Handbook, Section 7.4.1, D, E, and F Compliance

46. Daily Attendance CCF Handbook, Section 7.5





Name: A L P I Francina Duval Head Start Center License #: C19SL0058
Address: 1035 S 27th Cir Fort Pierce FL 34947
Type: Abbreviated Date: 10/09/2023

46-07 CCF Handbook, Section 7.5, A

Compliance

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8

47-05 s. 402.311, F.S.

Compliance

Counselor Comments

Technical Assistance Statement Regarding Transportation and Vehicle Requirements for Child Care Facilities Prior to transporting children, the facility must be approved by the Department to offer transportation services. Transportation services will be approved if the conditions set forth in parts 2.5.1, 2.5.4., 2.5.5., and 4.2.6., of the Child Care Facility Handbook are met. Pursuant to 402.305(10)4(b), Florida Statutes, child care facilities are required to install an alarm system in each vehicle used by the facility or home to transport children by January 9, 2022. Alongside the alarm requirements, child care providers are required to continue conducting physical and visual sweeps of the vehicle and maintaining a log. Please visit the child care website at: www.myffamilies.com/childcare then click on Child Care Alarms for Transportation for more information or contact your licensing counselor. All the standards marked Not Applicable on the inspection were so marked because the facility does not provide those services.

Owner/Director/Staff Responsible Comments

NA



Name: A L P I Francina Duval Head Start Center License #: C19SL0058
Address: 1035 S 27th Cir Fort Pierce FL 34947
Type: Abbreviated Date: 10/09/2023

SUPPLEMENTAL INSPECTION SHEET

Comments:

Pursuant to Rule 65C-22.010(2) and 65C-20.012(3), Fla. Admin. Code, a fine of \$X will be imposed daily until the violation is corrected and the Department confirms the correction by acknowledging receipt of any verification submitted or conducts a reinspection.

Received by: Mary Brunson
Date: 10/09/2023

Inspected by: Marie Dubuisson
Date: 10/09/2023





Department of Children and Families Center Inspection: Lincoln Park Head Start Center



Child Care Facility Information

Name: A L P I Lincoln Park Head Start Center
ID Number: C19SL0076
Address: 1400 Avenue M, Fort Pierce FL, 34950-3227
Phone Number: (772) 464-7396 **Capacity:** 108
Owner/Director/Staff Responsible: Glenda Johnson

- DCF Standards
- DCF & SR Standards
- SR Standards

Inspection Information

Type: Renewal **Date:** 10/02/2023 **Arrival/Departure Time:** 12:00 PM to 01:10 PM
Staff Present: 8 **Children Present:** 65 **Onsite Visit:** Yes
[School Readiness Inspection]

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S. & CCF Handbook Section, 2.1	Compliance
02. Minimum Age Requirements CCF Handbook, Section 2.2 (Form OEL-SR-6202, Section 2 Minimum Age Requirements, Page 13)	Compliance
03. Ratio Sufficient CCF Handbook, Section 2.3 (Form OEL-SR-6202, Section 3 Ratios, Page 13)	Compliance
<u>Compliance Comments</u>	
Ratio observed:	
VPK 2:17	
Three 2:16	
VPK 2:17	
VPK 2:15	
04. Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17)	Compliance
05. Transportation CCF Handbook, Section 2.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Applicable
<u>Not Applicable Comments</u>	
Standard #5-#8 Do not provide transportation.	
06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Applicable
07. Vehicle Requirements CCF Handbook, Section 2.5.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Applicable
08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Applicable
09. Planned Activities CCF Handbook, Section 2.6 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20)	Compliance
10. Field Trip Permission CCF Handbook, Section 2.7 (Form OEL-SR-6202, Section 8 Field Trip Activity, Pages 20-21)	Not Applicable
<u>Not Applicable Comments</u>	





Name: A L P I Lincoln Park Head Start Center License #: C19SL0076
 Address: 1400 Avenue M, Fort Pierce FL, 34950-3227
 Type: Renewal Date: 10/02/2023

11. Child Discipline CCF Handbook, Section 2.8 (Form OEL-SR-6202, Section 9 Child Discipline, Pages 21-22) Compliance

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 23-24) Compliance

15. Licensed Capacity CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10) Compliance

16. Indoor Floor Space CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10),(Form OEL-SR-6202, Section 1.1 Indoor Floor Space, Pages 11-12) Compliance

17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20),(Form OEL-SR-6202, Section 10.7 Outdoor Play Area and Section 10.8 Fencing, Pages 25-26) Compliance

18. Bedding and Linens CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

20. Crib Requirements CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Not Applicable

Not Applicable Comments

No Infants enroll.

21. Restrooms and Bath Facilities CCF Handbook, Section 3.7 (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25) Compliance

22. Operable Phone CCF Handbook, Section 3.8.1 (Form OEL-SR-6202, Section 14.2 Fire Safety, Page 33) Compliance

23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 (Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response, Pages 32-34) Compliance

FOOD AND NUTRITION

24. Food Preparation Area CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food(s) Preparation Area and Section 17.2 Food Storage, Pages 37-38) Compliance





Name: A L P I Lincoln Park Head Start Center License #: C19SL0076
 Address: 1400 Avenue M, Fort Pierce FL, 34950-3227
 Type: Renewal Date: 10/02/2023

25. Meals and Snacks CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38),(Form OEL-SR-6202, Section 17 Food and Nutrition Services, Pages 36-42) **Compliance**

26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7 **Compliance**

27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3 **Compliance**

28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 17.4 Breastmilk, Infant Formula and Food, Pages 40-41) **Not Applicable**

Not Applicable Comments

No Infants enroll.

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10 (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28) **Compliance**

30. Diapering CCF Handbook, Section 3.10 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 12.3 Diapering, Pages **Compliance**

31. Indoor Equipment CCF Handbook, Section 3.11 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) **Compliance**

32. Outdoor Equipment CCF Handbook, Section 3.12 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) **Compliance**

TRAINING

33. Training Requirements CCF Handbook, Section 4 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27) **Compliance**

Compliance Comments

All staff completed In-Service for fiscal year 2022-2023.

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7 **Compliance**

HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1 (Form OEL-SR-6202, Section 13 Health-Related Requirements, Pages 30-31) **Compliance**

36. CPR Requirements CCF Handbook, Section 4.2.4 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) **Compliance**

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) **Compliance**

38. Emergency Telephone Numbers CCF Handbook, Section 6.3 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Pages 34-35) **Compliance**





Name: A L P I Lincoln Park Head Start Center License #: C19SL0076
 Address: 1400 Avenue M, Fort Pierce FL, 34950-3227
 Type: Renewal Date: 10/02/2023

39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Page 35) **Compliance**

40. Medication CCF Handbook, Section 6.5 (Form OEL-SR-6202, Section 16 Medication, Pages 35-36) **Compliance**

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) **Compliance**

Compliance Comments

41-43 reviewed 100% of children records from A-Z, including 0 newly enrolled.

42. Student Health and Records CCF Handbook, Section 7.2 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) **Compliance**

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) **Compliance**

Compliance Comments

Distracted Adult flyer and Influenza.

44. Personnel Records CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) **Compliance**

Compliance Comments

Add 7 new staff members.

45. Background Screening Documents CCF Handbook, Section 7.4.1 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27),(Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32),(Form OEL-SR-6202, Section 19.4 Record Keeping/Personnel Records, Page 48),(Form OEL-SR-6202, Section 19.5 Record Keeping/Background Screening, Page 49) **Compliance**

46. Daily Attendance CCF Handbook, Section 7.5 (Form OEL-SR-6202, Section 19.3 Record Keeping/Attendance, Page 48) **Compliance**

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8 (Form OEL-SR-6202, Section 20 Access and Section 21 Child Safety, Page 50) **Compliance**

SCHOOL READINESS

48. Group Size (Form OEL-SR-6202, Section 4 Group Size, Pages 14-15) **Compliance**





Name: A L P I Lincoln Park Head Start Center **License #:** C19SL0076
Address: 1400 Avenue M, Fort Pierce FL, 34950-3227
Type: Renewal **Date:** 10/02/2023

Counselor Comments

Technical Assistance Statement Regarding Transportation and Vehicle Requirements for Child Care Facilities Prior to transporting children, the facility must be approved by the Department to offer transportation services. Transportation services will be approved if the conditions set forth in parts 2.5.1, 2.5.4., 2.5.5., and 4.2.6., of the Child Care Facility Handbook are met. Pursuant to 402.305(10)4(b), Florida Statutes, child care facilities are required to install an alarm system in each vehicle used by the facility or home to transport children by January 9, 2022. Alongside the alarm requirements, child care providers are required to continue conducting physical and visual sweeps of the vehicle and maintaining a log. Please visit the child care website at: www.myffamilies.com/childcare then click on Child Care Alarms for Transportation for more information or contact your licensing counselor. All the standards marked Not Applicable on the inspection were so marked because the facility does not provide those services.

Owner/Director/Staff Responsible Comments

NA

Received by: Glenda Johnson
Date: 10/02/2023

Inspected by: Marie Dubuisson
Date: 10/02/2023





Department of Children and Families Center Inspection: Banner Lake Early Learning Center



Child Care Facility Information

Name: Banner Lake Early Learning Center
ID Number: C19MA0011
Address: 12100 SE Lantana Ave Hobe Sound FL 33455
Phone Number: (772) 545-0808 **Capacity:** 140
Owner/Director/Staff Responsible: Wendy Reynoso

Inspection Information

Type: Abbreviated **Date:** 10/31/2023 **Arrival/Departure Time:** 11:00 AM to 12:30 PM
Staff Present: 16 **Children Present:** 68 **Onsite Visit:** Yes

Pursuant to s. 402.3115, Fla. Statutes, the following provider has earned an abbreviated, Key Indicator System, inspection. The Key Indicator System inspection will only measure compliance with the Key Indicator System Standards, Supplemental Standards, and five randomly-selected standards.

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

03. Ratio Sufficient CCF Handbook, Section 2.3

Standard Comments

- Ratio Observed
- Infants 2:6
- Twos 3:13
- Ones, Twos 3:10
- Ones 2:7
- Twos, Threes 2:7
- Threes 3:17
- Fours 1:8

03-01 s.402.305(4), F.S. Compliance

04. Supervision CCF Handbook, Section 2.4

- 04-01 CCF Handbook, Section 2.4 Compliance
- 04-10 CCF Handbook, Section 2.4.1, B Compliance
- 04-18 s.435.06(2)(a), F.S. and CCF Handbook, Section 5.2, C Compliance

05. Transportation CCF Handbook, Section 2.5

Standard Comments

Do not provide transportation

05-04 CCF Handbook, Section 2.5.2 Not Applicable

08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5

- 08-04 s. CCF Handbook, Section 2.5.5 Not Applicable
- 08-06 CCF Handbook, Section 2.5.5 Not Applicable

09. Planned Activities CCF Handbook, Section 2.6





Name: Banner Lake Early Learning Center License #: C19MA0011
 Address: 12100 SE Lantana Ave Hobe Sound FL 33455
 Type: Abbreviated Date: 10/31/2023

09-02 CCF Handbook, Section 2.6 Compliance

09-11 CCF Handbook, Section 2.6, E Compliance

11. Child Discipline CCF Handbook, Section 2.8

11-01 s. CCF Handbook, Section 2.8, E Compliance

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1

12-01 CCF Handbook, Section 3.1, A Compliance

12-02 CCF Handbook, Section 3.1, A Compliance

12-18 CCF Handbook, Section 3.1, I Compliance

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2

13-02 CCF Handbook, Section 3.2, B Compliance

13-09 CCF Handbook, Section 3.1, E Compliance

15. Licensed Capacity CCF Handbook, Section 3.4

15-01 CCF Handbook, Section 3.4.1, C Compliance

17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5

17-05 CCF Handbook, Section 3.5, F Compliance

20. Crib Requirements CCF Handbook, Section 3.6

20-06 CCF Handbook, Section 3.6.4, A Compliance

23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8

Standard Comments

Last fire drill was on 10/25/23

23-04 CCF Handbook, Section 3.8.2, C Compliance

23-07 CCF Handbook, Section 3.8.4, C Compliance

FOOD AND NUTRITION

25. Meals and Snacks CCF Handbook, Section 3.9

25-04 CCF Handbook, Section 3.9.3, D Compliance





Name: Banner Lake Early Learning Center License #: C19MA0011
 Address: 12100 SE Lantana Ave Hobe Sound FL 33455
 Type: Abbreviated Date: 10/31/2023

27. CATERED FOOD AND FOOD PROVIDED BY OUTSIDE SOURCES CCF Handbook, Section 7 & Section 3.9.3

27-01 CCF Handbook, Section 7, B.15. Compliance

28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9

28-02 CCF Handbook, Section 3.9.5, B Compliance

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10

29-02 CCF Handbook, Section 3.10.1 Compliance

30. Diapering CCF Handbook, Section 3.10

30-06 CCF Handbook, Section 3.10.2, E Compliance

32. Outdoor Equipment CCF Handbook, Section 3.12

32-03 CCF Handbook, Section 3.12, B and F Compliance

32-07 CCF Handbook, Section 3.12, D Compliance

TRAINING

33. Training Requirements CCF Handbook, Section 4

Standard Comments

Review in service

33-03 CCF Handbook, Section 4.1 Compliance

33-09 CCF Handbook, Section 4.2.3 and 4.2.5 Compliance

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7

34-04 CCF Handbook, Section 4.7 Compliance

HEALTH REQUIREMENTS

36. CPR Requirements CCF Handbook, Section 4.2.4

36-03 s. CCF Handbook, Section 4.2.4, B Compliance

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2

37-02 s. CCF Handbook, Section 4.2.4, B Compliance

40. Medication CCF Handbook, Section 6.5





Name: Banner Lake Early Learning Center License #: C19MA0011
 Address: 12100 SE Lantana Ave Hobe Sound FL 33455
 Type: Abbreviated Date: 10/31/2023

40-15 CCF Handbook, Section 6.5, G Compliance

40-18 s. CCF Handbook, Section 6.5, I Compliance

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1

Standard Comments

41, 42, 43 Review 35 children files from A to M no newly enrolled.

41-01 CCF Handbook, Section 7.1, B Compliance

41-02 CCF Handbook, Section 7.1 Compliance

42. Student Health and Records CCF Handbook, Section 7.2

42-01 CCF Handbook, Section 7.2, C Compliance

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S.

Standard Comments

Review distracted adult and influenza.

43-02 CCF Handbook, Section 7.3 Compliance

43-06 CCF Handbook, Section 7.3, C.4. Compliance

44. Personnel Records CCF Handbook, Section 7.4

Standard Comments

44, 45 Review 22 staffs files

44-04 CCF Handbook, Section 7.4, C Compliance

45. Background Screening Documents CCF Handbook, Section 7.4.1

Standard Comments

Review 22 staffs background screenings

45-01 s. CCF Handbook, Section 7.4.1, A Compliance

45-02 CCF Handbook, Section 7.4.1,C Compliance

45-07 CCF Handbook, Section 5.2 Compliance

45-11 CCF Handbook, Section 7.4.1, D, E, and F Compliance

46. Daily Attendance CCF Handbook, Section 7.5

46-07 CCF Handbook, Section 7.5, A Compliance





Name: Banner Lake Early Learning Center **License #:** C19MA0011
Address: 12100 SE Lantana Ave Hobe Sound FL 33455
Type: Abbreviated **Date:** 10/31/2023

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8

47-05 s. 402.311, F.S.

Compliance

Owner/Director/Staff Responsible Comments

No comments



Name: Banner Lake Early Learning Center **License #:** C19MA0011
Address: 12100 SE Lantana Ave Hobe Sound FL 33455
Type: Abbreviated **Date:** 10/31/2023

SUPPLEMENTAL INSPECTION SHEET

Comments:

Pursuant to Rule 65C-22.010(2) and 65C-20.012(3), Fla. Admin. Code, a fine of \$X will be imposed daily until the violation is corrected and the Department confirms the correction by acknowledging receipt of any verification submitted or conducts a reinspection.

Received by: Wendy Reynoso
Date: 10/31/2023

Inspected by: Ronald Belfort
Date: 10/31/2023





Department of Children and Families Center Inspection: Loving Care Child Development Center, Inc.



Child Care Facility Information

Name: Loving Care Child Development Center, Inc.
ID Number: C19SL0026
Address: 1207 S 28th St Fort Pierce FL 34947
Phone Number: (772) 464-1518 **Capacity:** 276
Owner/Director/Staff Responsible: Mary Logsdon

Inspection Information

Type: Abbreviated **Date:** 10/09/2023 **Arrival/Departure Time:** 1:04 PM to 2:43 PM
Staff Present: 16 **Children Present:** 41 **Onsite Visit:** Yes

Pursuant to s. 402.3115, Fla. Statutes, the following provider has earned an abbreviated, Key Indicator System, inspection. The Key Indicator System inspection will only measure compliance with the Key Indicator System Standards, Supplemental Standards, and five randomly-selected standards.

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

03. Ratio Sufficient CCF Handbook, Section 2.3

Standard Comments

- 2:13 Three/Four's
- 1:5 Two's
- 1:9 Three/Four's
- 1:4 Two's
- 1:5 Two's
- 1:1 One's
- 1:4 Infant's

03-01 s.402.305(4), F.S. **Compliance**

04. Supervision CCF Handbook, Section 2.4

04-01 CCF Handbook, Section 2.4 **Compliance**

04-18 s.435.06(2)(a), F.S. and CCF Handbook, Section 5.2, C **Compliance**





Name: Loving Care Child Development Center, Inc. **License #:** C19SL0026
Address: 1207 S 28th St Fort Pierce FL 34947
Type: Abbreviated **Date:** 10/09/2023

05. Transportation CCF Handbook, Section 2.5

Standard Comments

Transportation inspection conducted with the Director and the Driver present. Technical assistance provided regarding the transportation logs and two different visual sweeps. Both Driver's tested the vehicle alarms and showed how they are deactivated.

2.5.2 Transportation Log

A. A log must be maintained for all children being transported in a vehicle or on foot away from and/or to the premises of the child care facility. The log must be retained on file at the facility for a minimum of 12 months and available for review by the licensing authority. The log must include:

1. Each child's name,
2. The date and time of departure,
3. Time of arrival at the destination,
4. The signature of the driver (or in the case of travelling on foot, the signature of the child care personnel), and
5. The signature of a second child care personnel or person(s) authorized by the provider to verify the transportation log and that all children have arrived safely and left the vehicle (if applicable).

Transportation By Vehicle E. Prior to transporting children by vehicle, the transportation log must be recorded with each child's name, the date and time of departure and initiated by child care personnel verifying that all children were accounted for and that the log is complete. F. Upon arrival at the destination by vehicle, the driver of the vehicle must: 1. Mark each child off the log as the child departs the vehicle; 2. Conduct a physical inspection and visual sweep of the vehicle interior to ensure that no child is left in the vehicle; and Child Care Facility Handbook Page | 16 3. Record, sign, and date the transportation log immediately, verifying that all children were accounted for, and that the visual sweep was conducted. 4. Ensure that a second child care personnel conducts a second visual sweep, signs and dates the transportation log verifying that all children were accounted for, and that the log is complete. 5. If the provider contracts with an outside entity to provide transportation, then the provider must assign a child care personnel to perform the duties of the driver outlined above in numbers 1-3. G. Upon arrival at the destination by vehicle, a second and different child care personnel must: 1. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle; and 2. Sign, date and record the transportation log immediately, verifying that all children were accounted for, and that the log is complete.

05-04 CCF Handbook, Section 2.5.2 **Compliance**

08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5

08-04 s. CCF Handbook, Section 2.5.5 **Compliance**

09. Planned Activities CCF Handbook, Section 2.6

09-02 CCF Handbook, Section 2.6 **Compliance**

11. Child Discipline CCF Handbook, Section 2.8

11-01 s. CCF Handbook, Section 2.8, E **Compliance**

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1

12-01 CCF Handbook, Section 3.1, A **Compliance**

12-02 CCF Handbook, Section 3.1, A **Compliance**





Name: Loving Care Child Development Center, Inc. License #: C19SL0026
 Address: 1207 S 28th St Fort Pierce FL 34947
 Type: Abbreviated Date: 10/09/2023

12-18 CCF Handbook, Section 3.1, I Compliance

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2

13-01 CCF Handbook, Section 3.2, B Compliance

13-02 CCF Handbook, Section 3.2, B Compliance

15. Licensed Capacity CCF Handbook, Section 3.4

15-01 CCF Handbook, Section 3.4.1, C Compliance

17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5

17-01 CCF Handbook, Section 3.5, A Compliance

17-05 CCF Handbook, Section 3.5, F Compliance

20. Crib Requirements CCF Handbook, Section 3.6

20-06 CCF Handbook, Section 3.6.4, A Compliance

23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8

Standard Comments

Fire drill logged for 9/5/23 at 2:30pm with (160) children and (30) adults present. Drill was conducted with both preschool and the elementary school.

23-07 CCF Handbook, Section 3.8.4, C Compliance

FOOD AND NUTRITION

25. Meals and Snacks CCF Handbook, Section 3.9

25-04 CCF Handbook, Section 3.9.3, D Compliance

25-11 CCF Handbook, Section 3.9.3, F Compliance

27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3

27-01 CCF Handbook, Section 7, B.15. Not Applicable

Not Applicable Comments

Meals and snacks are prepared in the facility onsite kitchen.

28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9

28-02 CCF Handbook, Section 3.9.5, B Compliance

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10





Name: Loving Care Child Development Center, Inc. License #: C19SL0026
 Address: 1207 S 28th St Fort Pierce FL 34947
 Type: Abbreviated Date: 10/09/2023

29-02 CCF Handbook, Section 3.10.1 Compliance

29-03 CCF Handbook, Section 3.10.1 Compliance

30. Diapering CCF Handbook, Section 3.10

30-06 CCF Handbook, Section 3.10.2, E Compliance

32. Outdoor Equipment CCF Handbook, Section 3.12

32-03 CCF Handbook, Section 3.12, B and F Compliance

32-07 CCF Handbook, Section 3.12, D Compliance

TRAINING

33. Training Requirements CCF Handbook, Section 4

Standard Comments

Personnel required in service hours have been completed for 2022/2023.

33-03 CCF Handbook, Section 4.1 Compliance

33-09 CCF Handbook, Section 4.2.3 and 4.2.5 Compliance

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7

34-04 CCF Handbook, Section 4.7 Compliance

HEALTH REQUIREMENTS

36. CPR Requirements CCF Handbook, Section 4.2.4

36-03 s. CCF Handbook, Section 4.2.4, B Compliance

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2

37-02 s. CCF Handbook, Section 4.2.4, B Compliance

40. Medication CCF Handbook, Section 6.5

40-15 CCF Handbook, Section 6.5, G Compliance

40-18 s. CCF Handbook, Section 6.5, I Compliance

RECORD KEEPING





Name: Loving Care Child Development Center, Inc. License #: C19SL0026
 Address: 1207 S 28th St Fort Pierce FL 34947
 Type: Abbreviated Date: 10/09/2023

41. Immunization Records CCF Handbook, Section 7.1

Standard Comments

#41 - #42 Reviewed (10) random children files and newly enrolled.

41-01 CCF Handbook, Section 7.1, B Compliance

41-02 CCF Handbook, Section 7.1 Compliance

42. Student Health and Records CCF Handbook, Section 7.2

42-01 CCF Handbook, Section 7.2, C Compliance

42-02 CCF Handbook, Section 7.2 Compliance

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S.

43-02 CCF Handbook, Section 7.3 Compliance

43-06 CCF Handbook, Section 7.3, C.A. Compliance

44. Personnel Records CCF Handbook, Section 7.4

44-04 CCF Handbook, Section 7.4, C Compliance

45. Background Screening Documents CCF Handbook, Section 7.4.1

45-01 s. CCF Handbook, Section 7.4.1, A Compliance

45-02 CCF Handbook, Section 7.4.1,C Compliance

45-07 CCF Handbook, Section 5.2 Compliance

45-11 CCF Handbook, Section 7.4.1, D, E, and F Compliance

46. Daily Attendance CCF Handbook, Section 7.5

46-07 CCF Handbook, Section 7.5, A Compliance

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8

47-05 s. 402.311, F.S. Compliance





Name: Loving Care Child Development Center, Inc. **License #:** C19SL0026
Address: 1207 S 28th St Fort Pierce FL 34947
Type: Abbreviated **Date:** 10/09/2023

Counselor Comments

Technical assistance provided with the infant staff and the Director regarding preparing of the bottles and the required sink with hot water not being adjacent to the diaper changing table. A copy of Licensing transportation log forwarded to the Director to view.

Owner/Director/Staff Responsible Comments

No comment.



Name: Loving Care Child Development Center, Inc. **License #:** C19SL0026
Address: 1207 S 28th St Fort Pierce FL 34947
Type: Abbreviated **Date:** 10/09/2023

SUPPLEMENTAL INSPECTION SHEET

Comments:

Technical assistance provided with the infant staff and the Director regarding preparing of the bottles and the required sink with hot water not being adjacent to the diaper changing table. Technical assistance with both owners/driver's regarding the transportation log. Pursuant to Rule 65C-22.010(2) and 65C-20.012(3), Fla. Admin. Code, a fine of \$X will be imposed daily until the violation is corrected and the Department confirms the correction by acknowledging receipt of any verification submitted or conducts a reinspection.

Received by: Mary Logsdon
Date: 10/09/2023

Inspected by: Temina Jefferson
Date: 10/09/2023





Department of Children and Families Center Inspection: Kidship Early Learning Academy, LLC



Child Care Facility Information

Name: KidShip Early Learning Academy, LLC.
ID Number: C10PO0415
Address: 207 Emerald Ave, Lake Wales FL, 33853-4611
Phone Number: (863) 589-5441 **Capacity:** 39
Owner/Director/Staff Responsible: Tiara Daniels

- DCF Standards
- DCF & SR Standards
- SR Standards

Inspection Information

Type: Reinspection **Date:** 10/31/2023 **Arrival/Departure Time:** 10:20 AM to 11:00 AM
Staff Present: 1 **Children Present:** 12 **Onsite Visit:** Yes
 [School Readiness Inspection]

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S. & CCF Handbook Section, 2.1	Not Monitored
02. Minimum Age Requirements CCF Handbook, Section 2.2 (Form OEL-SR-6202, Section 2 Minimum Age Requirements, Page 13)	Not Monitored
03. Ratio Sufficient CCF Handbook, Section 2.3 (Form OEL-SR-6202, Section 3 Ratios, Page 13)	Not Monitored
04. Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17)	Not Monitored
05. Transportation CCF Handbook, Section 2.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Monitored
06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Monitored
07. Vehicle Requirements CCF Handbook, Section 2.5.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Monitored
08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Monitored
09. Planned Activities CCF Handbook, Section 2.6 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20)	Not Monitored
10. Field Trip Permission CCF Handbook, Section 2.7 (Form OEL-SR-6202, Section 8 Field Trip Activity, Pages 20-21)	Not Monitored
11. Child Discipline CCF Handbook, Section 2.8 (Form OEL-SR-6202, Section 9 Child Discipline, Pages 21-22)	Not Monitored

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23)	Compliance
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Compliance Comments

At the time of the inspection, the air intake vent had been cleaned and the drawers had been cleaned placing this completed at the time of the inspection.





Name: KidShip Early Learning Academy, LLC. License #: C10P00415
Address: 207 Emerald Ave, Lake Wales FL, 33853-4611
Type: Reinspection Date: 10/31/2023

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23)	Not Monitored
14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 23-24)	Not Monitored
15. Licensed Capacity CCF Handbook , Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10)	Not Monitored
16. Indoor Floor Space CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10),(Form OEL-SR-6202, Section 1.1 Indoor Floor Space, Pages 11-12)	Not Monitored
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20),(Form OEL-SR-6202, Section 10.7 Outdoor Play Area and Section 10.8 Fencing, Pages 25-26)	Not Monitored
18. Bedding and Linens CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Not Monitored
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Not Monitored
20. Crib Requirements CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Not Monitored
21. Restrooms and Bath Facilities CCF Handbook, Section 3.7 (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25)	Not Monitored
22. Operable Phone CCF Handbook, Section 3.8.1 (Form OEL-SR-6202, Section 14.2 Fire Safety, Page 33)	Not Monitored
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 (Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response, Pages 32-34)	Not Monitored

FOOD AND NUTRITION

24. Food Preparation Area CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38)	Not Monitored
25. Meals and Snacks CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38),(Form OEL-SR-6202, Section 17 Food and Nutrition Services, Pages 36-42)	Not Monitored
26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7	Not Monitored
27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3	Not Monitored





Name: KidShip Early Learning Academy, LLC. License #: C10P00415
 Address: 207 Emerald Ave, Lake Wales FL, 33853-4611
 Type: Reinspection Date: 10/31/2023

28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 17.4 Breastmilk, Infant Formula and Food, Pages 40-41) Compliance

Compliance Comments

At the time of the inspection, the sippy cups were all labeled with the required first and last names.

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10 (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28) Not Monitored

30. Diapering CCF Handbook, Section 3.10 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 12.3 Diapering, Pages Not Monitored

31. Indoor Equipment CCF Handbook, Section 3.11 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) Not Monitored

32. Outdoor Equipment CCF Handbook, Section 3.12 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) Not Monitored

TRAINING

33. Training Requirements CCF Handbook, Section 4 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27) Not Monitored

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7 Not Monitored

HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1 (Form OEL-SR-6202, Section 13 Health-Related Requirements, Pages 30-31) Not Monitored

36. CPR Requirements CCF Handbook, Section 4.2.4 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) Not Monitored

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) Not Monitored

38. Emergency Telephone Numbers CCF Handbook, Section 6.3 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Pages 34-35) Not Monitored

39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Page 35) Not Monitored

40. Medication CCF Handbook, Section 6.5 (Form OEL-SR-6202, Section 16 Medication, Pages 35-36) Not Monitored

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Not Monitored





Name: KidShip Early Learning Academy, LLC. **License #:** C10P00415
Address: 207 Emerald Ave, Lake Wales FL, 33853-4611
Type: Reinspection **Date:** 10/31/2023

- 42. Student Health and Records CCF Handbook, Section 7.2 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Not Monitored
- 43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Not Monitored
- 44. Personnel Records CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Not Monitored
- 45. Background Screening Documents CCF Handbook, Section 7.4.1 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27),(Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32),(Form OEL-SR-6202, Section 19.4 Record Keeping/Personnel Records, Page 48),(Form OEL-SR-6202, Section 19.5 Record Keeping/Background Screening, Page 49) Not Monitored
- 46. Daily Attendance CCF Handbook, Section 7.5 (Form OEL-SR-6202, Section 19.3 Record Keeping/Attendance, Page 48) Not Monitored

ENFORCEMENT

- 47. Access/Child Safety CCF Handbook, Section 8 (Form OEL-SR-6202, Section 20 Access and Section 21 Child Safety, Page 50) Not Monitored

SCHOOL READINESS

- 48. Group Size (Form OEL-SR-6202, Section 4 Group Size, Pages 14-15) Not Monitored

Owner/Director/Staff Responsible Comments
 The provider had no comment.

Received by: Tiara Daniels
Date: 10/31/2023

Inspected by: Heidi Dumont
Date: 10/31/2023





Fire District Annual Inspections: Lincoln Park, Garden Terrace and Queen Townsend

St. Lucie County Fire District
5160 NW MILNER DRIVE
Port Saint Lucie, FL 34983



Capt Wayne Boyer
Fire Marshal
772-621-3322

A1 - REQUIRED ANNUAL Assigned To SELPH, Tanner on 9/22/2023

Start Date:
Business Name: ALPI LINCOLN PARK HEADSTART
Address: 1400 M AVE
Fort Pierce, FL 34950

Completion Date:
Business Phone:

A fire inspection conducted by the Fire Marshal's Office on the above date and time revealed the following:

<u>Violations</u>	<u>Date Found</u>	<u>Date Cleared</u>	<u>Fee</u>
NO VIOLATION			
NO VIOLATION FOUND			\$0.00

Standard: :

Long Desc: NO VIOLATION

Next Re-inspection: Scheduled

Signatures

Recipient:

Inspector





St. Lucie County Fire District
5160 NW MILNER DRIVE
Port Saint Lucie, FL 34983



Capt Wayne Boyer
Fire Marshal
772-621-3322

A1 - REQUIRED ANNUAL Assigned To SELPH, Tanner on 9/22/2023

Start Date:
Business Name: ALPI GARDEN TERRACE HEADSTART
Address: 1110 N 32ND ST
Fort Pierce, FL 34947

Completion Date:
Business Phone:

A fire inspection conducted by the Fire Marshal's Office on the above date and time revealed the following:

<u>Violations</u>	<u>Date Found</u>	<u>Date Cleared</u>	<u>Fee</u>
NO VIOLATION			
NO VIOLATION FOUND			\$0.00
Standard: :			
Long Desc: NO VIOLATION			

Next Re-inspection: Scheduled

Signatures

Recipient:

Inspector







St. Lucie County Fire District
5160 NW MILNER DRIVE
Port Saint Lucie, FL 34983



Capt Wayne Boyer
Fire Marshal
772-621-3322

A1 - REQUIRED ANNUAL Assigned To SELPH, Tanner on 9/22/2023

Start Date: _____ **Completion Date:** _____
Business Name: ALPI QUEEN TOWNSEND HEADSTART CENTER **Business Phone:** _____
Address: 2202 Q AVE
Fort Pierce, FL 34950

A fire inspection conducted by the Fire Marshal's Office on the above date and time revealed the following:

<u>Violations</u>	<u>Date Found</u>	<u>Date Cleared</u>	<u>Fee</u>
NO VIOLATION			
NO VIOLATION FOUND			\$0.00
Standard: _____			
Long Desc: NO VIOLATION			
Next Re-inspection: Scheduled			

Signatures

Recipient:

Inspector







City of Lake Alfred: Planning and Zoning Board Agenda: ALPI Property

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL 33850



Phone: (863) 291-5748
Fax: (863) 298-5403
www.mylakealfred.com

Community Development

Building | Code Enforcement | Planning | Zoning

PLANNING AND ZONING BOARD AGENDA

CITY COMMISSION CHAMBERS
September 25, 2023
6:00 P.M.

Workshop

Call to Order @5:30 P.M.

1. Planning and Zoning Board Authorizations

Call to Order @6:00 P.M.

Invocation and Pledge of Allegiance

Roll Call: Linda Bourgeois, City Clerk

Approval of Minutes: August 10, 2023

Business Items:

1. ALPI- FLU
2. ALPI-Zoning
3. Tree O Groves- FLU
4. Tree O Groves-Zoning

Public Comments:

Board Member Comments:

Next Meeting:

- Regular Meeting: October 12, 2023

Adjourn





Workshop Item No. 1: Planning and Zoning Board – Discussion item(s)

ISSUE: New Planning and Zoning Board members requested clarification on the Boards areas of review and authorization to include the certain sections of the Unified Land Development Code.

The training will focus on the following sections of the ULDC.

- Boards Recommending and Decision-Making Authority
- Section 2.3.2 DOD
- Section 3.1 and Table 3.14
- Section 9.2.2





Business Item No. 1: ALPI. FLU

Business Item No. 2: ALPI Zoning

ISSUE: The Planning Board will review the proposed future land use and zoning requests.

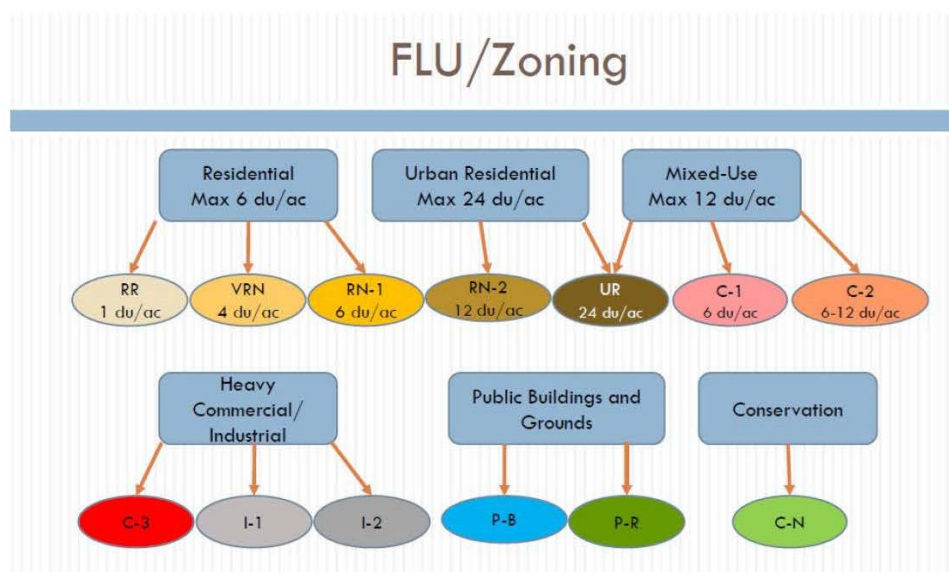
Comprehensive Plan amendments to the Future Land Use Map and Unified Land Development amendments to the Zoning map are considered Legislative items.

The Planning and Zoning Board shall review every plan amendment and zoning request in order to make a recommendation to the City Commission based on consistency with the Comprehensive Plan, maintenance of level of service standards for public facilities and services, and neighborhood compatibility. The Planning and Zoning Board shall make a recommendation of approval, approval with conditions, or denial to the City Commission regarding the application.

In addition, amendments within the Green Swamp Area of Critical State Concern are required to issue and to render to the Department of Economic Opportunity (DEO) development orders pursuant to FAC 73C-44.002.

Sec. 9.5.3. Legislative Review Criteria

- A. **Consistency with comprehensive plan.**
- B. **Concurrency analysis.**
- C. **Context compatibility.**
- D. **Community needs analysis.**





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

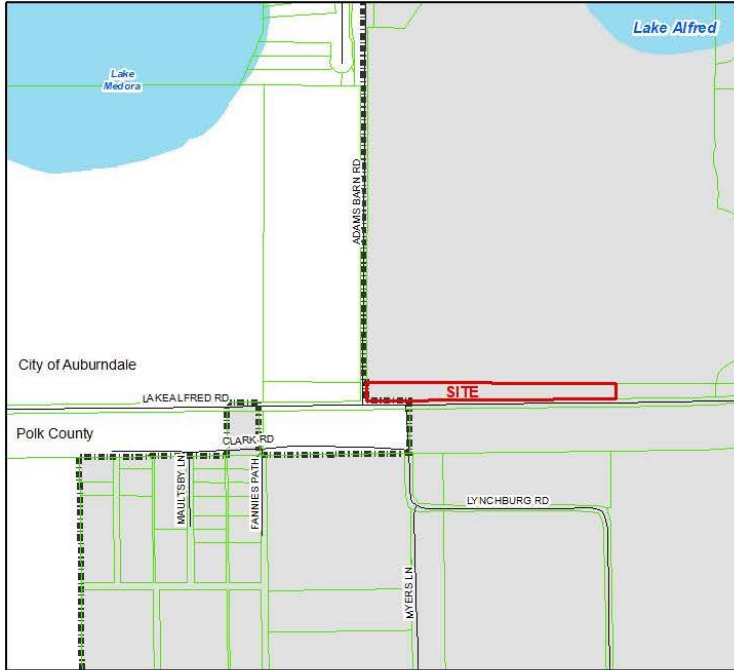


Figure 1: Parcel/location Map



Figure 2: Aerial view of Property





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

Future Land Use Requests:

The property is assigned Agriculture Residential Rural (A/RR) with unincorporated Polk County. The applicant is requesting the Future Land Use classification of Mixed Use (MU).

Table 1: FLU & Zoning Request Summary

FLU Categories	Zoning Categories	Existing	Proposed	Difference
Mixed Use (A/RR)		1.97 ± ac	0	-1.97± ac
Applicant's Request				
Mixed Use (MU)	Mixed Use Corridor 2 (C-2)	0	1.97± ac	+ 1.97± ac

Existing Future Land Use

Section 204(A)(1) of the Polk County Unified Land Development Code states that the purpose of the A/RR district is to provide lands for the continuation of productive agricultural uses and to provide for very low-density residential development within unincorporated rural areas. The residential gross density is one (1) dwelling unit per five (5) acres (1du/5ac).



Figure 3: Existing Future Land Use Districts





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

Future Land Use Requests:

Policy 1.1.12 of the Lake Alfred Comprehensive Plan states that the primary function of the Mixed-Use classification is to provide support economic development by providing a specific, defined location where multiple opportunities may occur for working, shopping, entertainment, lodging and living. The Mixed-Use classification shall encourage pedestrian friendly and transit oriented complete street design especially within the “core area” between the northbound and southbound sides of the US 17/92 one-way pair split. The Mixed-Use classification shall be served by central water and wastewater services. Residential uses shall be consistent with the densities allowed in the Urban Density Future Land Use. Residential densities shall not exceed a gross density of **24 dwelling units per acre**. Floor area ratios for non-residential uses shall not exceed 2.5. Through the City’s Land Development Regulations, the City shall establish a master plan for the “core area” including but not limited to public parking areas, pedestrian access; architectural standards; and signage.

Policy 1.1.13: Mixed Use development standards require different development approaches and strategies to achieve the best possible build-out. A mix of land uses, both non-residential and residential, should be contained in these areas. Adequate pedestrian connections between non-residential and residential development should be provided. Even though these areas have a specific land use focus, steps should be taken to ensure a mixture of uses that result in a live-work-play environment. This category shall apply to developments that are not singular in their uses but comprised of multiple or mixed uses which require specific or selected land uses in order to implement them. Fundamental elements within the Mixed-Use category should be present such as compact development, mixed uses, provision for multiple modes of transportation and responsiveness to the environmental and cultural attributes of the development site or community.





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

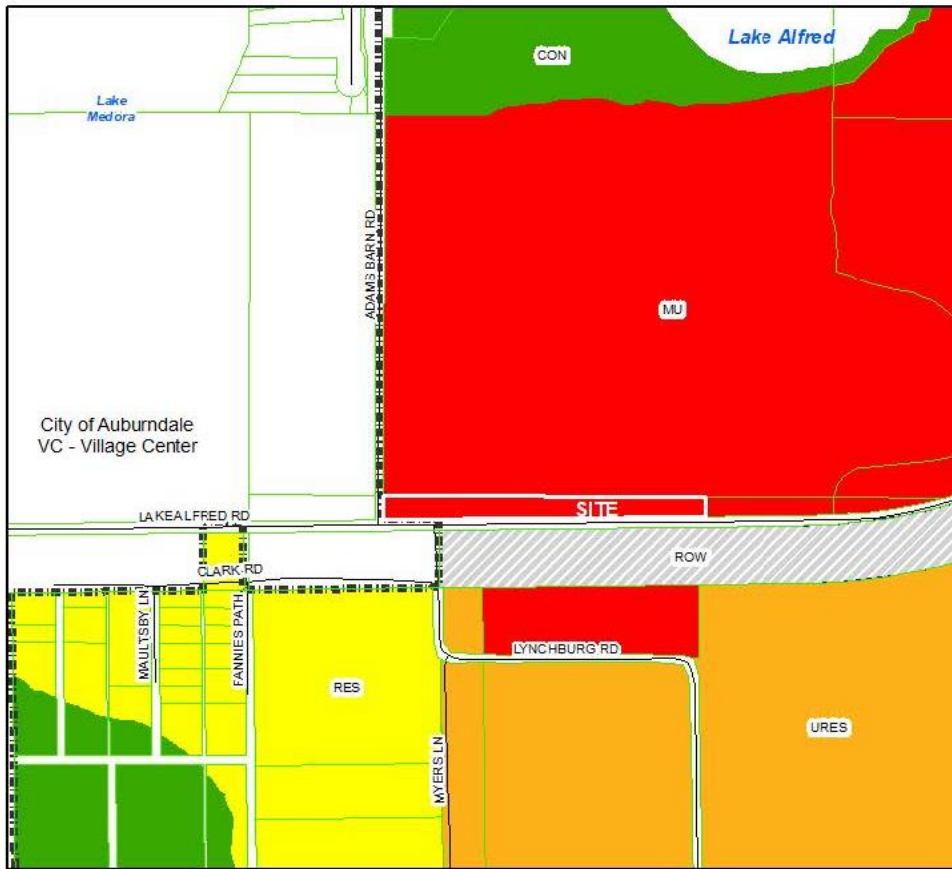


Figure 4: Proposed Future Land Use Districts

Existing Zoning

In the County, there are no zoning type subcategories for the Agriculture Residential Rural (A/RR) designation. The applicant is requesting the zoning district Mixed Use Corridor (C-2).

Section 204(A)(1) of the Polk County Unified Land Development Code states that the purpose of the A/RR district is to provide lands for the continuation of productive agricultural uses and to provide for very low-density residential development within unincorporated rural areas. The residential gross density is one (1) dwelling unit per five (5) acres (1 du/5ac).





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

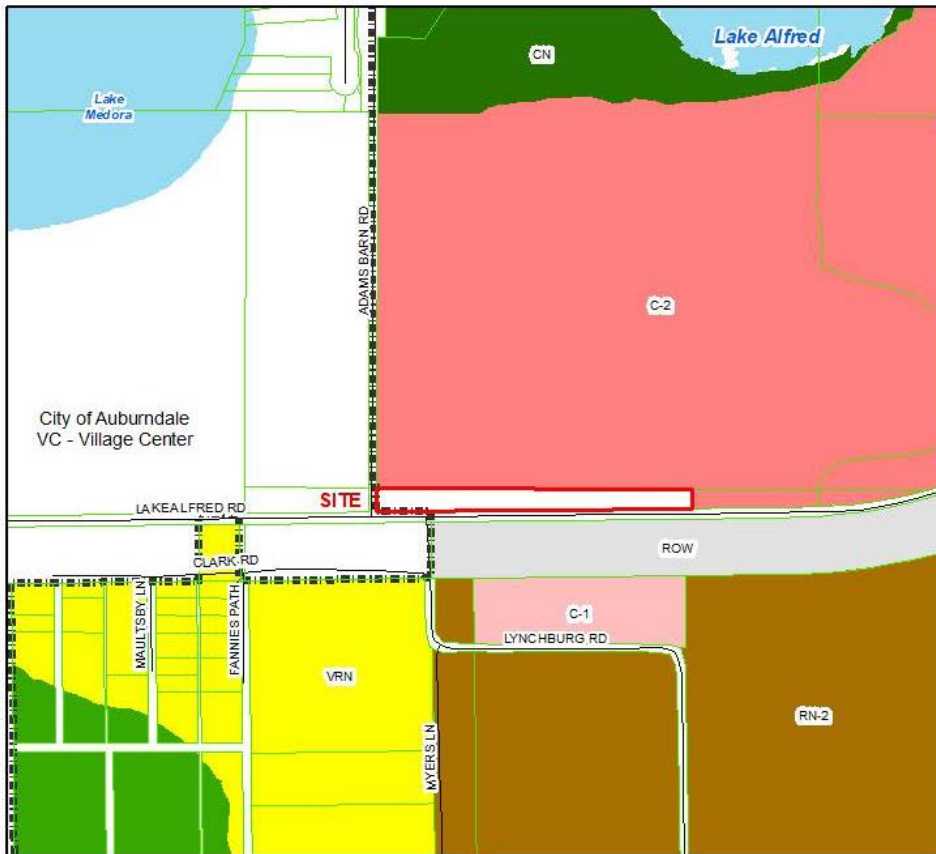


Figure 5: Existing Zoning Districts

Zoning Requests:

Section 2.2.3.A of the Unified Land Development Code states that the intent of the Mixed-Use Districts is to enable efficient use of land and energy resources by allowing a mix of uses to co-locate thus reducing the need for automobile trips and promoting a distinctive and compact walkable place. Higher densities of 6-24 units per/net area also support additional modes of transportation such as transit.

Section 2.2.3.B.3 of the Unified Land Development Code states that the Mixed-Use Corridor district provides for mixed residential and commercial uses extending along and oriented to collector and arterial roads, at intensities compatible with adjacent neighborhoods. A mixture of land uses is specifically encouraged.





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

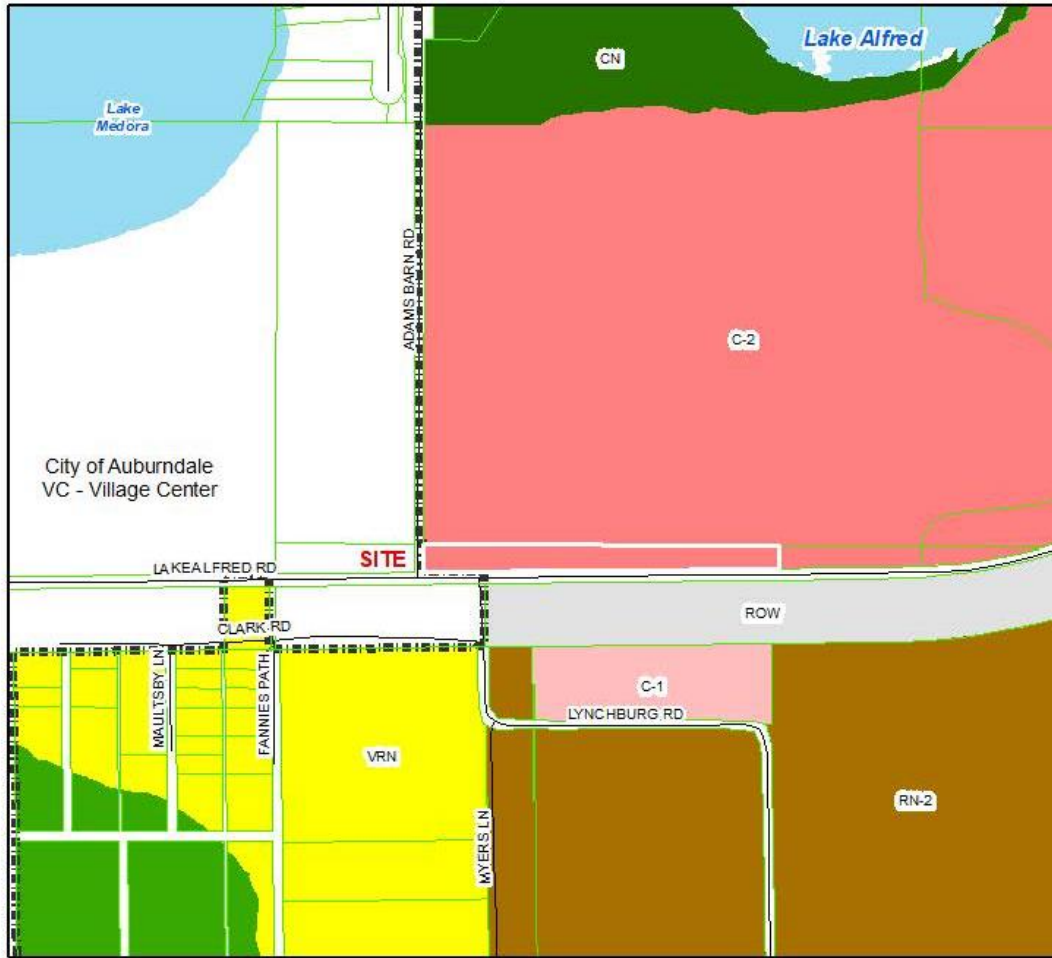


Figure 6: Proposed Zoning Districts

Property Information and Analysis

Existing Conditions

The property is currently an undeveloped grove, east of Adams Barn Road and north of Lake Alfred Road. The property is **not** located in the Green Swamp Area of Critical States Concern (GSACSC). The surrounding uses of the subject property are a mixture of residential, commercial, waterbody, wetland and vacant properties.





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

Table 2: Surrounding Uses		
Northwest:	North:	Northeast:
FLU: Aub-VC(Village Center) Zn: N/A Use: Waterbody (Lake Medora), wetland, grove	FLU: MU, RES, CON Zn: C-2, VRN, CN Use: citrus grove	FLU: MU, CON Zn:C-2, CN Use: citrus grove, Event Venue wetland, waterbody (Lake Alfred)
West:	Subject Properties:	East:
Zn: Aub-VC (Village Center) Use: citrus grove	FLU: Polk County A/RR Zn: N/A Use: citrus grove	FLU: MU, CON Zn:C-2, CN Use: citrus grove, wetland, waterbody (Lake Alfred)
Southwest:	South:	Southeast:
FLU: Polk County A/RR, City RES Zn: VRN Use: residential	FLU: MU, URES Zn: C-1, RN-2 Use: office	FLU: URES, CON ZN: RN-2, CN Use: vacant, waterbody (Lake Cummings)
Source: Site Visit and Aerials		

Compatibility

The City has worked with the property owner to determine the future land use and zoning designation that best meets the intended use of the property and that is compatible with the surrounding area. Based on the existing conditions and surrounding uses table above, the proposed future land use district assignment of Mixed-Use and zoning district of Mixed-Use Corridor (C-2) are compatible with the surrounding properties.

Public Facilities and Services

The proposed future land use and zoning district assignments are not anticipated to degrade the level of service (LOS) standards of infrastructure and public service facilities within the surrounding area.

Potable Water

City Potable water services are currently located in the area. There is a 12" water main along Adams Barn Road and Lake Alfred Road.

The 2030 Comprehensive Plan establishes a potable water level of service of 277 gallons per equivalent residential unit (ERU) per day. The City determines the potable water level of service rates based on land use and building use. Table 3 illustrates the impact of the current and maximum development potential.





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

The conversion of the entire 1.97± acres of developable land to Mixed Use has the potential to increase water usage. Tables 3(a) and 3(b) below illustrate the impact of the current maximum development potential. It has been determined that the City has the capacity to meet the demand if this proposed development connects to the City's potable water service.

Table 3(a): Potable Water Demands (Residential Use)

Future Land Use	Area Acres	Max. DU/Acre	Max Dwelling Units	Level of Service	Max. Impact
Existing – A/RR	1.97 ±	1 du/5 ac	0 du	277 Gal ERU	0 Gal ERU
Applicant's Request					
Proposed – Mixed Use	1.97 ±	24 du/ac	47	277 Gal ERU	13,019 Gal ERU
Proposed- Mixed Use Corridor (C-2)	1.97 ±	12 du/ac	24	277 Gal ERU	6,648 Gal ERU

Table 3(b): Maximum Potable Water Demands (Commercial Use)

Future Land Use	Acreage	Rate GPD	Maximum Impact
Proposed- Mixed Use Corridor (C-2)	1.97±	6,795	13,386 GPD/Acre

Central Wastewater

The City has existing sanitary sewer service lines (12" Force Main) within the vicinity of the subject property along Adams Barn Road and Lake Alfred Road.

The City determines the wastewater level of service rates based on land use and building use. The 2030 Comprehensive Plan establishes a wastewater level of service rate of 130 gallons per equivalent residential unit (ERU) per day.

Tables 4(a) and 4(b) below illustrate the impacts of the current Future Land Use maximum development potential and the proposed amendment on wastewater service. If the entire 1.97 ± acres of developable land were to be developed, the site could potentially generate additional wastewater. It has been determined that the City has the capacity to meet the demand if this proposed development connects to the City's central wastewater system.





LAKE ALFRED PLANNING AND ZONING BOARD
September 25, 2023

Table 4(a): Wastewater Demands (Residential Use)

Future Land Use	Acreage	Max. DU/Acre	Max. Dwelling Units	Level of Service	Max. Impact
Existing – A/RR	1.97±	1 du/5ac	0 du	130 Gal ERU	0 Gal ERU
Applicant's Request					
Proposed – Mixed Use (MU)	1.97 ±	24 du/ac	47	130 Gal ERU	6,110 Gal ERU
Proposed Mixed Use Corridor (C-2)	1.97 ±	12 du/ac	24	130 Gal ERU	3,120 Gal ERU

Table 4(b): Wastewater Demands (Commercial Use)

Future Land Use	Acreage	Rate GPD	Maximum Impact
Proposed- Mixed Use Corridor (C-2)	1.97±	0.80*13,386	10,709 GPD/Acre

Solid Waste

Lake Alfred transfers solid waste collected in the City to the Polk County Landfill. As the operators of the landfill, the County plans for the capacity of all municipalities in the county, and unincorporated areas. Polk County has determined that there is sufficient landfill space for the county, including the City of Lake Alfred, to dispose of household garbage for approximately 65 years. In addition, the City reduces materials sent to the landfill by collecting recyclable materials and disposing of them through a contract with Republic Services.

Traffic/Transportation

Services provided by the City through its Public Works Department are in the area. These services include maintenance and repair of streets owned by the City, and of sidewalks and stormwater drainage facilities which are dedicated to the City.

Access to the subject property is primarily via Lake Alfred Road and Adams Barn Road. The Polk County Transportation Planning Organization Roadway Network Database 2022 classifies Adams Barn Road and Stadium Rd/Lake Alfred Road as Urban Collectors. Adams Barn Road is owned and maintained by Polk County. It lies west of the property. Stadium Rd/Lake Alfred Road is owned and maintained by Polk County west of Lynchburg Road. Lake Alfred Road/Pierce Street is owned and maintained by Lake Alfred. Lake Alfred classifies the road as a neighborhood collector based on the 1444-20 Road Classification Map.





LAKE ALFRED PLANNING AND ZONING BOARD
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Public transit service is provided to the area by the Lakeland Area Mass Transit District, operating as Citrus Connection, which includes all public transportation within Polk County.

Table 5: ROADWAY NETWORK						
Link #	Direction	Road Name	Current LOS	Available Capacity	Minimum LOS Standard	5 Year Projected LOS
8112	N	Lake Mattie Road/ Adams Barn Road	C	790	D	C
8112	S	Lake Mattie Road/ Adams Barn Road	C	790	D	C
4150	E	Stadium Rd./Lake Alfred Rd./Pierce St.	C	790	E	C
4150	W	Stadium Rd./Lake Alfred Rd./Pierce St.	C	790	E	C

Source: 2020 Polk County Roadway Network Database

If the entire 1.97± acres of developable land were to be developed for Mixed Use (MU) uses, the site could generate additional trips. The road network has the capacity to support the additional residential trips. The property owner may be required to dedicate right of ways for future improvements as needs be.

TABLE 6: TRANSPORTATION IMPACT ANALYSIS

Future Land Use	Area acres	Max. DU/Acre	Max. Total	AADT	Peak Hour Trips
Existing –A/RR	1.97 ±	1du/5ac	0 du	0	0
Applicant's Request					
Proposed Mixed Use (MU)	1.97 ±	24 du/ac	47 du	447	47
Proposed Mixed Use Corridor (C-2) (Res. Use)	1.97 ±	12 du/ac	24 du	229	24
Proposed Mixed Use Corridor (C-2) (Comm. Use)	1.97± (85,813.2)	1.5 FAR	128,720 sqft	14,352	1,545

Source: Transportation Planning Organization:
 AADT = Average Annual Daily Trips
 ITE 210/Local Data was used to determine the impact of Single-family trips. A rate of 9.52 AADT and 1.01 PH rate per unit was used.
 Neighborhood Market 111.5 AADT/ 1000sf , 12.02 peak/ 1000sf

Airports

The property is not located in the Polk County Joint Airport Zoning District (JAZD).





LAKE ALFRED PLANNING AND ZONING BOARD
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Police and Fire

The Lake Alfred Fire Department and the Lake Alfred Police Department facilities are located approximately 2 miles from the subject property. The City has full capacity to serve this area with fire protection services, and emergency technician services. The existing County stations are a similar distance from the site. Additionally, the City of Lake Alfred has executed an agreement with the Polk County Fire Department which includes an automatic mutual aid agreement, as well as a dispatch agreement. Each agreement states that the department closest to a specific emergency will be the department dispatched on the first alarm that will provide aid for the incident.

As it relates to the provision of Police services, the City of Lake Alfred is capable of providing municipal police protection. The inclusion of this area into the City will increase the police protection coverage area but essentially will not alter the current designated police patrol zones. The department will maintain an average 5–7 minutes response time, and routine police patrols will be instituted.

Recreation

If the site is proposed to include any residential uses, it will generate recreation needs. The closest parks are Lions and Central Park with the former being the farthest, is situated approximately 2.2 miles away from the subject property. The City’s Comprehensive Plan, Policy 3.1 states that the City establishes a level of service a publicly accessible neighborhood park within a fifteen (15) minute walk (or approximately 0.75 miles) of all new residences within the city-limits. Neighborhood parks are required to meet or exceed ADA requirements, and include sidewalks access, a playground, shaded passive amenities, and at least 0.5 acres of upland open space. The distance from the subject property is not within the 0.75 miles radius and therefore does not currently meet our requirements. The developer would therefore have to make provisions for recreation facilities/open spaces.

School Impacts

The proposed Mixed Use, if includes a residential component, will generate students. The developer will be required to submit a school capacity determination to the City showing a finding of adequate capacity to serve the proposed development. The proposed residential use has the potential to yield the following needs for each category of school:

TABLE 7: STUDENT GENERATION (Residential)

Future Land Use	Acreage	Maximum Use	Elementary 0.205/du	Middle 0.126/du	High School 0.118/du
Existing – A/RR	1.97 ±	1 du/5ac 0 du	0	0	0
Applicant’s Request					





LAKE ALFRED PLANNING AND ZONING BOARD
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Proposed – Urban Residential	1.97 ±	24 du/ac 47 du	10	6	6
Proposed Residential Neighborhood 2 (RN-2)	1.97 ±	12 du/ac 24 du	5	3	3
<i>Source: Polk County School Board</i>					

Environmental Conditions and Impacts

Wetlands and Floodplains

There are no wetlands or floodplains on the property designated for Conservation.

Protected Species:

The properties are currently undeveloped. The applicant would be required to conduct a species survey if the property were developed.





Florida Health CCFP Sponsor Review Report

S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023



CCFP SPONSOR REVIEW

Date: 09/28/2023

REVIEW SUMMARY

Organization Name: **AGRICULTURAL LABOR PROG. INC.**
 Type of Site: **S**
 Authorization Number: **501**
 Site/Facility Address: **300 LYNCHBURG RD.**
LAKE ALFRED, FL 33850-2576
 Claim Month: **June, 2023**

Review Date: **09/27/2023**
 Arrival Time: **08:32 AM EST**
 Departure Date: **09/28/2023**
 Departure Time: **11:39 AM EST**
 Fiscal Year: **2023**
 Meals Approved to Claim: **Breakfast, Lunch, Afternoon Snack**

Overall Review Comments:

The review was conducted with the new program manager as the sponsor has experienced a great deal of employee turnover. Technical assistance was provided on several items during the review. The sponsor did not have all relevant food service personnel sign the sign-in sheets from the annual in-service training. The sponsor must fully demonstrate that all employees received training. The agenda was satisfactory. In the area of program administration, the Child Participation Form must be used in lieu of computerized enrollment forms, and a monthly attendance record instead of daily sign-in sheets. The sponsor's monitor completed the review of all facilities, however there were some errors on the reviews listed in the Monitoring Section of this review. Those errors included items on the 5-Day Reconciliation and the 5-Day Test. In the area of financial management, \$315.00 were claimed under administrative costs which actually were for food service labor, and should have been claimed under operational costs. This does not affect the reimbursement, so no claim revision is required. Food costs reported were a negative \$206.00 due to a vendor credit. The centers closed for the farming season and inventory was used to provide meal service. The prior months food costs were checked and the sponsor spent \$51,020.00 which accounted for 66% food costs. Future reviews will determine compliance with the aforementioned items. The review is closed at this time.

REVIEW QUESTIONS

TRAINING

- | | |
|--|------------|
| 1. The sponsor has provided adequate training for all CCFP personnel as outlined in the management plan. | Compliance |
| 2. The sponsor has agendas and sign-in sheets on file for training provided to sponsor and site staff. | Compliance |
| Comments:
The sign-in sheet for the annual in-service training did not contain the signatures of all trainees. | |
| 3. New CCFP personnel are trained in a timely fashion. | Compliance |

CIVIL RIGHTS

- | | |
|---|------------|
| 4. The "And Justice for All" non-discrimination poster is posted in a conspicuous place. FNS Instruction 113-1 | Compliance |
| 5. The sponsor allows equal access to its sites and provides meals regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. | Compliance |
| 6. The sponsor collects racial/ethnic data for enrolled children at the site annually and keeps this information on file for the required time period. | Compliance |
| 7. The sponsor announces publicly that admission is open to all regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. | Compliance |





S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023

- 8. Informational materials are provided in the appropriate translation concerning the availability and nutritional benefits of the program, as needed. Compliance
- 9. The sponsor makes CCFP information available to the public upon request. Compliance

FINANCIAL MANAGEMENT

10. Cost Portion of Financial Management

Claim Month: June, 2023 **Actual Claim Reimb. Amount:** \$1,765.47

	Food Costs	Total Oper. Costs	Total Admin Costs
Claimed	\$206.00	\$43,379.00	\$315.00
Verified	\$206.00	\$43,694.00	\$0.00
Difference		\$315.00	\$-315.00

% Spent on Food: 12

11. For the test month, food costs equal or exceed 50% of the total reimbursement, as recommended. Noncompliance
Multiple Procedure Manuals

Comments:

The centers closed for the farming season in June. The expenses for May were checked and the sponsor spent \$51,020.00 in food costs, which was 66%. The actual food costs reported were negative \$206.00 due to a credit. Excess inventory was consumed prior to the centers closing.

Deficiencies:

The review month was a partial month as the centers closed for the season in June. Excess inventory was used for the meal service. The contractor spent \$51,020.00 for the previous month.

Required Action:

No Further Action Required

12. Meal Portion of Financial Management

23890 - ALPI FROSTPROOF CHILD DEVELOPMENT CENTER

Claim Month: June, 2023 **Operating Days:** 1

	Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack	Free	Reduced	Non Needy	Actual Reimb.
Claimed	17	0	17	15	0	0	37	0	0	\$128.88
Verified	17	0	17	15	0	0	37	0	0	\$128.88
Difference	0	0	0	0	0	0	0	0	0	0

23902 - ALPI QUEEN TOWNSEND HEAD START CENTER II

Claim Month: June, 2023 **Operating Days:** 1

	Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack	Free	Reduced	Non Needy	Actual Reimb.
Claimed	42	0	43	41	0	0	140	0	0	\$327.39
Verified	42	0	43	41	0	0	140	0	0	\$327.39
Difference	0	0	0	0	0	0	0	0	0	0

SPONSOR CLAIM

Claim Month: **Operating Days:** 1

	Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack	Free	Reduced	Non Needy	Actual Reimb.
Claimed	232	0	231	214	0	0	609	0	0	\$1,765.47
Verified	232	0	231	214	0	0	609	0	0	\$1,765.47

Disregard Amount:0.00





S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023

- 13. Program expenses are equal to or exceed the total reimbursement. Compliance
- 14. For the test month, operating expenditures equal or exceed 85% of the total reimbursement. Compliance
- 15. Operating expenses reported are accurate and are allowable for the review month. Compliance
- 16. Administrative expenses reported are accurate and are allowable for the review month. Noncompliance

Comments:

\$315.00 were included in administrative costs which were fringes for food service labor and should have been included in operational.

Deficiencies:

The administrative costs claimed were fringes that should have been included in operating costs.

Required Action:

No Further Action Required

- 17. The sponsor correctly consolidates meal counts and records them accurately on the claim for the review month. Compliance

18. Sponsor Claim Edit Section

Site Number - Site Name	Licensed Capacity (Per Claim)	Total # Enrolled (Per Claim)	Highest Meal/Snack Count	# of Children in Attendance Records (Verified)	Total # Enrolled (Verified)	If For-Profit, # Title XX (Verified)	%	If For-Profit, # of F/R (Verified)	%
23902 - ALPI QUEEN TOWNSEND HEAD START CENTER II	325	140	43	140	140				
23890 - ALPI FROSTPROOF CHILD DEVELOPMENT CENTER	140	37	17	37	37				

- 19. Claim Edits Passed. Compliance

PROGRAM ADMINISTRATION

- 20. The sponsor is claiming only approved meal types. Compliance
- 21. Sponsor ensures that menus meet meal pattern requirements. Compliance
- 22. Claims are submitted on a timely basis. Compliance
- 23. Program staff are knowledgeable of CCFP requirements. Compliance

Comments:

The new program manager was present during the review as a training review.

- 24. Properly approved original Free and Reduced-Price Applications are on file in the central office or at each center. Not Applicable

Comments:

The contractor is Head Start, no Free and Reduced Priced Applications are required.

- 25. The sponsor has an up-to-date and accurate enrollment roster in the central office or at each center. Compliance
- 26. The sponsor correctly consolidates the enrollment numbers for all center rosters and reports them accurately on the review month claim. Compliance
- 27. The sponsor retains program records for the required three years (or number of years on program, if less than three years) plus the current fiscal year. Compliance





S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023

28. If for-profit, each site claimed has the required number of lowincome eligible children enrolled to file for the test month.	Not Applicable
Comments: The contractor is a not-for-profit organization.	
29. Sponsor is following procedures outlined in the Budget and the Management Plan.	Compliance
30. The sponsor has on file a written code of ethical conduct for all employees engaged in procurement of CCFP goods and services.	Compliance
31. Current, complete, and accurate Enrollment Forms and Child Participation Forms are on file for every child.	Compliance

SPONSOR OVERSIGHT & MONITORING

32. The sponsor is using the required DOH monitoring form or an approved alternative.	Compliance
33. The sponsor has performed the required number of monitoring visits for the current fiscal year and varies the timing of the visits.	Compliance
34. Milk Usage Tests are performed at least annually for each site that prepares their own meals.	Compliance
35. The sponsor edits the total number of children enrolled against the daily meal counts reported.	Compliance
36. The sponsor edits the number of meals observed during their monitoring visits to the number of meals claimed.	Compliance
37. The sponsor conducts household contacts in accordance with DOH policy.	Compliance
38. The sponsor monitors a variety of meal types (N/A for sites serving snack only).	Compliance
39. The sponsor issues meal disallowances when appropriate.	Not Applicable
Comments: There were no disallowances noted on the reviews.	
40. The sponsor requires Corrective Action Plans when necessary.	Compliance
41. Timely Follow-Up Reviews are performed to ensure that deficiencies found during previous reviews have been corrected.	Compliance
42. The sponsor conducts pre-approval visits for all new sites.	Not Applicable
Comments: There were no new sites added this fiscal year.	
43. The sponsor conducts reviews of new sites within the first 4 weeks of operation.	Not Applicable
Comments: NA	
44. The sponsor correctly completes all questions on the Review Form.	Compliance

MONITORING BY DOH





S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023

45. The institution has substantially implemented and maintained corrective action for any deficiencies identified during previous reviews. If "No" is marked, the Program Specialist may need to recommend that the contractor receive a Warning Letter, Serious Deficiency, or Propose to Terminate Letter. Compliance

46. When comparing the number of meals served during all DOH site reviews to the claimed number, the sponsor has claimed the correct number of meals. Compliance

MONITORING REVIEW SUMMARY

Site 23890 - ALPI FROSTPROOF CHILD DEVELOPMENT CENTER

Review Date	11/01/2022	2/28/2023	5/08/2023
Do arrival and departure times correspond to meal service times?	Yes	Yes	Yes
Is 5-day test completed correctly?	Yes	Yes	Yes
Is 5-day reconciliation completed correctly, (CCCs only)?	Yes	Yes	Yes
Is disallowance issued, if necessary?	NA	NA	NA
Did the sponsor require a CAP, if necessary?	NA	NA	NA
Is follow-up performed, if necessary?	NA	NA	NA
Is review form completed correctly? (If "No", provide explanation)	No	Yes	Yes

Comments:

Review Date (11/01/2022): On the 5-Day Reconciliation, the number of lunches claimed exceeded the attendance on 10-27-2022.

Site 23902 - ALPI QUEEN TOWNSEND HEAD START CENTER II

Review Date	11/15/2022	2/09/2023	4/12/2023
Do arrival and departure times correspond to meal service times?	Yes	Yes	Yes
Is 5-day test completed correctly?	No	Yes	Yes
Is 5-day reconciliation completed correctly, (CCCs only)?	Yes	Yes	No
Is disallowance issued, if necessary?	NA	NA	NA
Did the sponsor require a CAP, if necessary?	NA	NA	NA
Is follow-up performed, if necessary?	NA	NA	NA
Is review form completed correctly? (If "No", provide explanation)	Yes	Yes	Yes

Comments:

Review Date (11/15/2022): The Meal Count Total for the 5-Day Test was incorrectly summarized. The total listed was 607 and should have been 588.

Review Date (4/12/2023): One the 5-Day Reconciliation, the lunch and pm snack counts for all days listed, 4-4 through 4-11, exceeded the attendance for those days.

OVERALL

- 1. Are a variety of meal types monitored? Compliance
- 2. Are evening, weekend, &/or holiday meals monitored, if applicable? Not Applicable
- 3. Adequate number of reviews performed during the last 12 months? Compliance
- 4. Are there appropriate time period(s) between reviews? Compliance





S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023

ADDITIONAL ACTIONS


No Actions found!

S-501 AGRICULTURAL LABOR PROG. INC. 09/27/2023


SIGNATURES

Sponsor or Site Representative

DOH Representative



Sarah Buford | 09/28/2023



Kevin Whalen | 09/28/2023





Other Information





Code Enforcement Special Magistrate: Lakeview Park Community

CODE ENFORCEMENT SPECIAL MAGISTRATE IN AND FOR POLK COUNTY, FLORIDA

CASE: CMA-2023-736
IN RE: 0 Fort Meade RD, Frostproof, FL 33843
28320600000011000

POLK COUNTY,
Petitioner,
vs.

AGRICULTURAL AND LABOR PROGRAM INC
Respondent(s)

FIRST OFFENSE ORDER

THIS CAUSE, having come before the Special Magistrate on 09/21/2023, upon Code Enforcement's request for a First Offense Order, and the Special Magistrate, after due notice to Respondent(s), having heard testimony, argument, and receiving evidence, issues this Order pursuant to §162.07(4) and §162.08(5), Florida Statutes, as follows:

FINDINGS OF FACT

1. On or about 05/19/2023, there existed at or on the captioned real property the following conditions in violation of the Polk County Code of Ordinances and/or the Polk County Land Development Code, and/or the Florida Building Code (collectively "Codes and/or Ordinances"); such conditions constitute a nuisance and/or a serious threat to the public health, safety, and welfare within the meaning of §162.07(4), Florida Statutes:

VIOLATION(S) OF:

1 LDC Section 206

2. Such conditions continued and existed beyond the time specified for correction pursuant to §162.06(2), Florida Statutes, or were corrected and recurred, and a Notice of Violation and Notice of Hearing ("Notice") documenting same has been submitted to the Special Magistrate for consideration.
3. Captioned real property is located and exists within the unincorporated limits of Polk County, Florida.
4. Respondent(s), as owner(s) of captioned real property are responsible for maintaining the same in accordance with the Codes and/or Ordinances.
5. All required notices pursuant to §162.12, Florida Statutes and Polk County Ordinance 07-058, as amended, have been sent.

CONCLUSION OF LAW

6. The Special Magistrate has personal jurisdiction over the Respondent(s) and this matter is otherwise properly before the Special Magistrate. Further, the Special Magistrate has subject matter jurisdiction over the matter pursuant to Polk County Ordinance 07-058, as amended.
7. The above stated facts constitute a violation of the specific section(s) of the Codes and/or Ordinances cited in paragraph 1 herein.

ORDER

Based on the foregoing Findings of Facts and Conclusion of Law, and upon consideration of (i) testimony, argument, and evidence presented under oath, (ii) the gravity of the violation(s), (iii) any actions taken by the Respondent(s) to correct the violation(s), (iv) previous violation(s) committed by the Respondent(s), and/or (v) stipulation(s) signed by both Polk County and Respondent(s), it is hereby, ORDERED that:

() The stipulation of the parties attached hereto as Exhibit "A" is hereby approved by the Special Magistrate.

() The Respondent(s) are in violation of the Codes and/or Ordinances as fully set forth in the Notice filed in this case. Furthermore, the Respondent(s) shall comply with those Codes and/or Ordinances referred to in the Notice within: _____ Days (on or before) _____.

() In the event the violation(s) are not corrected by the date set forth herein, a fine of \$ _____ per day, plus applicable administration cost shall be imposed and shall continue until the date of compliance.

() In addition to the other fines imposed herein, costs of enforcement of \$ _____ plus applicable administrative cost is hereby imposed to cover all costs incurred by Polk County in enforcing those Codes and/or Ordinances.





() The violation(s) of _____ are irreparable or irreversible in nature and a one-time fine of \$ _____ (per violation), plus applicable administrative cost shall be imposed for total fine of \$ _____.

() All persons are to **cease and desist** _____ at the location stated above. **Notice: It is a violation of the Polk County Ordinance 07-058, as amended prosecuted in same manner as misdemeanors in accordance with Section §125.69, Florida Statute for any person to violate a cease-and-desist order issued by a Special Magistrate or Appellate Special Magistrate.**

() The violation(s) of _____ are found to present a serious threat to the public health, safety and welfare. In the event the violation(s) are not corrected by the date set forth herein, it is further ordered, that the County is hereby authorized to make all reasonable repairs which are required to bring the property into compliance. **If the violation is corrected by Polk County pursuant to this Order, the Respondent(s) shall be responsible for the costs to correct the violation(s) incurred by Polk County, all fine amounts, and for administrative costs listed herein.**

() The case is continued for _____ days or until the 19th day of Oct 2023 scheduled at **9:00 A.M. in the County Commission Board Room located at 330 W. Church Street, Bartow FL.**

() The Respondent(s) **were** in violation of the listed Codes and/or Ordinances and did not come into compliance within the time given by Polk County, but are now in compliance. Future offenses of the same nature as cited in this case will be considered repeat offenses and subject to fines as such. Costs of enforcement of \$ _____, plus applicable administrative cost is hereby imposed to cover all costs incurred by Polk County in enforcing its Codes and/or Ordinances in this case.

() The case was **withdrawn** from the hearing agenda and not heard by the Special Magistrate. No further action is required by the Respondent(s). At the discretion of the Polk County and with proper notice as required in §162.12 and Ordinance 07-058, as amended, the case may be presented at a later date.

() The evidence did not support the violation cited and the case was dismissed with no finding of a violation.

() Other _____

The order imposing the fine shall be recorded in the public records and thereafter shall constitute a lien against the real and personal property of Respondent(s). THE BURDEN SHALL REST UPON THE RESPONDENT(S) TO REQUEST A REINSPECTION, BY CALLING CODE ENFORCEMENT AT 863-534-6054, to determine whether the property is brought into compliance. Polk County may institute foreclosure proceedings if the lien remains unpaid for three months.

DATED this 21st day of September 2023

Tiffany Hawks, Special Magistrate

APPEAL PROCEDURES

Respondent(s) shall have ten (10) days from the date of the Certificate of Service below to appeal this Order by filing a Notice of Appeal detailing the reason(s) for the appeal. The Notice of Appeal **must be received** by the Polk County Special Magistrate Office (330 West Church Street, or Drawer CS04, P. O. Box 9005, Bartow, Florida 33831-9005) within ten (10) days of the Certificate of Service below. If an appeal is filed, you will receive written notice informing you of the date, time, and location of that hearing on that matter. If an appeal is filed and is denied by the Code Enforcement Appellate Special Magistrate, the date for compliance will continue to be that date designated in this First Offense Order.

CERTIFICATE OF SERVICE:

I certify that the foregoing was sent via U.S. mail on this 21st day of September 2023 to Respondent(s) at PO Box 3126, Winter Haven, FL 33885-3126.

Victoria Starling, Special Magistrate Paralegal





Department of Commerce Notice of Funding Award LIHWAP

Date of Notice: 10/11/2023

Notice of Grant Award/Fund Availability General Information

Subrecipient Name:	See Attachment	
Unique Entity Identification (UEI #):	See Attachment	
Federal Award Name:	Low Income Home Energy Assistance	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2102FLLWC6	
Federal Award Year:	PY2021	
CFDA/CSFA Title and Number:	Low Income Home Energy Assistance	93.499
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Q2 Release	

Award Information

Program Year in SERA:	PY2021
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Low Income Household Water Assistance
Project in SERA:	LIHWAP - Formula
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	LEH21
Award Period Begin Date:	July 1, 2023
Award Period End Date:	November 30, 2023
Close Out Due by:	December 15, 2023

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment





AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: Pursuant to paragraph (5) FUNDING/CONSIDERATION, of the Federally Funded Subgrant Umbrella Agreement (Umbrella Agreement) by and between FLORIDA COMMERCE and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by FLORIDA COMMERCE that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the lesser of the state authorized budget authority or the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by FLORIDA COMMERCE, and the Florida Legislature’s appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between FLORIDA COMMERCE and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

This Notice of Grant Award/Fund Availability will be updated for State Fiscal Year 2023-24 for the amount of funds that can be drawn on or before September 30, 2023.

At no point during the duration of the Umbrella Agreement shall the Subrecipient be reimbursed for any costs that exceed FLORIDA COMMERCE’s authorized budget authority per state fiscal year. Funding availability may be limited or expanded through one or more NFAs supplement to this Agreement.

Special Grant Conditions: The Additional Supplemental Appropriations for American Rescue Plan Act of 2021 and Consolidated Appropriations Act, 2021 [Public Law 116-260] provides funds to assist those with low-income with drinking water and wastewater services.

Funds from the supplemental appropriation were authorized for services related to those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, by providing funds to owners or operators of public water systems or treatment works to reduce arrearages of and rates charged to such households for such services.

Subrecipient will use the funds to provide additional financial assistance to individuals and families in Florida’s 67 counties. Low-income households, with the benefit of this assistance, will not be forced to choose between paying for water services and other necessities like housing, food, and medicine. The FY2021 Low-Income Household Water Assistance Program follows the 45 CFR 75, and the supplemental terms and conditions can be found at:

<https://bit.ly/3uTRUNW>

Information located in the link above is hereby incorporated into this NFA.

PROJECT DESIGN:

Page 2 of 7





FLORIDA COMMERCE will serve as the “Grantee” and manage the project from the state level in partnership with local service providers consisting of Community Action Agencies (CAAs), local governments and non-profit organizations, that will perform outreach activities and provide **FLORIDA COMMERCE** information for monitoring and reporting purposes.

LIHWAP Providers/Subrecipient will be responsible for administering this program to the public. **FLORIDA COMMERCE** will administer funds to Water Vendors/Providers through the Subrecipient until September 2023.

FLORIDA COMMERCE will further engage a contractor to provide guidance on implementing outreach activities as well as to provide monitoring of the outreach activities.

CLIENT ELIGIBILITY:

1. Subrecipient will certify that each household receiving **LIHWAP** services is income eligible. The sum of all countable income from all household members must be used in determining eligibility. For households with 1-8 members, the total gross household income cannot exceed 60% percent of the State Median Income. For households with 9+ members, the Federal Poverty Guidelines will be used.
2. Subrecipient will maintain information in a file for each **LIHWAP** Eligible Participant that includes information per the contract agreement.
3. Applicant must be a member of a household impacted by disconnection of drinking water and wastewater services and/or in need of assistance with arrearages in payment for these services to prevent future disconnection.
4. Applicant must reside in a Florida county.
5. Applicant must be a citizen, qualified alien, or permanent resident of the U.S.
6. In calculating total gross household income, Subrecipient will abide by the current year's Sources of Allowable Income to determine what is and is not counted as income.
7. The applicant will need to provide:
 - a. If the applicant pays a water provider directly, they will need: Water provider name, contact information, account number, and a copy of their most recent bill OR
 - b. If the applicant's water bill is an itemized portion of their rent, they will need: A copy of their rental/lease agreement showing the breakdown of the rental bill including water services OR
 - c. If the applicant rents and does not pay a separate water bill, they will need: The landlord's name and contact information (phone number or email) and a copy of their most recent rental receipt or lease agreement stating water service coverage and cost.

MONITORING:

FLORIDA COMMERCE will conduct onsite or virtual monitoring of the **LIHWAP** assistance funding program at least once prior to the expiration of **LIHWAP** funding through September 2023. Additional onsite or virtual visits will be conducted thereafter as necessary.





Subrecipient will allow **FLORIDA COMMERCE**'s approved contractor to carry out monitoring, evaluation, and technical assistance, and will ensure the cooperation of its employees and of any subcontractors with whom Subrecipient contracts to carry out program activities. Subrecipients will be required to be in compliance with **45 CFR 75** for appropriate monitoring activities.

FLORIDA COMMERCE's monitoring will also include verification of local outreach efforts performed and corresponding results achieved by the Subrecipients.

See Exhibit A below:

EXHIBIT A

CAA:		
Year:		
Month:		
Strategy #	Measure of Effort	Monthly Total
Strategy 1	Number of locations where flyers/posters were placed	
Strategy 1	Total number of flyers/posters distributed	
Strategy 1	Number of organizations partnering to disseminate flyers/posters	
Strategy 2	Number of media channels identified	
Strategy 2	Number of published articles/ads	
Strategy 2	Estimated readership	
Strategy 2	Number of PSAs aired	
Strategy 2	Estimated reach	
Strategy 3	Number of vendor agreements established	
Strategy 4	Number LIHEAP recipients contacted through mailing campaign	
Strategy 5	Number of social media platforms used	
Strategy 5	Number of posted messages	
Strategy 5	Number of views/impressions	
Strategy 5	Number of shares	
Strategy 6	Number of clients that benefit from LIHWAP that do not speak English.	
Strategy 7	Number of clients that applied for LIHWAP in conjunction with other low-income programs.	
Strategy 8	Number of recipients of Homeowner Assistance Fund that become clients of LIHWAP.	
Strategy 8	Number of recipients from other programs that become clients of LIHWAP	
Strategy 9	Number of religious institutions within your network that are willing to promote the use of LIHWAP services	
Strategy 9	Number of people that apply from the event	

OUTREACH ACTIVITIES:

Subrecipient will collaborate with **FLORIDA COMMERCE**'s assigned contractor to define a project specific outreach plan for administrative support to help move project towards completion.





Subrecipient outreach activities will be prioritized to households with elderly, disabled, and/or children 5 years or younger. Subrecipients will be required to provide their completed Local Outreach Report Template document to FLORIDA COMMERCE. This document will provide statistical data and activities on the type of outreach, number of contacts, etc. This report shall be due the 5th of every month.

At a minimum, the Subrecipient will be required to perform the following specific outreach efforts:

1. Display posters and distributing flyers in strategic locations
 - a. Subrecipients are required to place posters and distribute LIHWAP flyers in their counties to inform the public of LIHWAP.
 - b. Additional information, guidance, and strategy for posters and flyers placement can be found in the Posters and Flyers Toolkit.
2. Broadcasting public service announcements (PSA) via local TV and radio stations
 - a. Subrecipients are required to utilize newspapers, paid advertisements, television, radio, and phone calls to further reach the targeted audience, such as rural communities.
 - b. Additional information, guidance, and strategy for this outreach activity can be found in the Public Service Announcement Toolkit and Social Media Toolkit.
3. Partnering with other low-income program offices to assist in reaching our targeted population
 - a. Subrecipient should partner with multiple low-income program offices and other venues to distribute and post LIHWAP posters and flyers. Some examples would be tenants in Section 8 and public housing programs, Senior Citizen Centers, County courthouse, meal sites, grocery stores, laundromats, churches, hospitals, fast-food locations, day cares, local libraries, and other establishments.
 - b. Additional information, guidance, and strategy for these low-income programs can be found in the Low-Income Program Toolkit.
4. LIHWAP Providers need to identify local offices already supporting the non-English speaking population and high traffic locations that engage with the Hispanic, Haitian-Creole, and other culturally represented communities to share LIHWAP program benefits across various communities and ethnic groups.
 - a. Statistics show that over 30% of Florida residents are speakers of non-English languages. In 2019, 22.5% of the overall population of Florida is native Spanish speakers with the next closest being Haitian Creole at 2.3%.
 - b. Additional information, guidance, and strategy for these low-income programs can be found in the Multi-Lingual Toolkit.

PROGRAM REQUIREMENTS:





Subrecipient will use the funds within this NFA to carry out Eligible Activities that include, but are not limited to:

1. Providing services related to LIHWAP that fall within the goals of the LIHWAP program.
2. Supporting activities that are designed to assist families and individuals who are income eligible, including families and individuals receiving assistance through other programs, disabled individuals and families with low income, elderly individuals and families with low income, and families and individuals with children (5 years of age or younger) with low income.
3. Subrecipient will make the services available under this grant to income eligible individuals and families who continue to have human and social services needs because of the devastating impact of COVID-19.
4. Subrecipient will ensure that services provided through LIHWAP are not duplicative of the services provided through State, Federal, or other funding sources or entities unless the services to be provided by LIHWAP are significantly different than those provided through another source.
5. Subrecipient will keep track of populations served via the SERA LIHWAP Module data tracking system. Subrecipient will be required to update the SERA LIHWAP Module for monitoring purposes monthly.
6. Subrecipient must maintain the written policies outlined in the contract agreement. Subrecipients will comply with 2 CFR 200 including the required contractual provisions under Appendix II Part 200 A-I.
7. By accepting this award, Subrecipient certifies that it will use its best efforts to implement LIHWAP outreach activities expeditiously to maximize the benefits of the program.
8. Subrecipient will administer the LIHWAP Program in accordance with 45 CFR 75 and Agreement.
9. Subrecipient will perform outreach activities as specified in the Administration section.
10. Subrecipient acknowledges that failure to implement the LIHWAP project at an acceptable pace, as determined in FLORIDA COMMERCE's reasonable discretion, may result in FLORIDA COMMERCE taking action to modify or terminate the award in accordance with the LIHWAP Scope of Work attached to the Subgrant Agreement.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:

Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Direct Client Assistance	Home Energy Assistance Payments Crisis Benefit Payments





	Weather Related/Supply Shortage
Grantee Leveraging Expense	Crisis Assistance Home Energy Assistance
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions Fiscal questions regarding these funds should be addressed to Adrienne Orbigoso at (850) 245-7357 or via email to adrienne.orbigoso@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to the SERA Helpdesk via email to serahelpdesk@commerce.fl.gov.

FLORIDA  COMMERCE





**PY2022 LIHWAP
LEH21 - Issue Q2 Release**

SUBRECIPIENT	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Agricultural and Labor Program, Inc.	KSJHJBQ8ZM9	E1990	042624	\$ 385,294.00	\$ -	\$ 385,294.00	\$ 192,648.00	\$ 192,646.00	\$ 385,294.00
Bay County Council on Aging, Incorporated	UW19KMMKC144	E1991	042632	\$ 21,730.00	\$ -	\$ 21,730.00	\$ 14,950.00	\$ 6,780.00	\$ 21,730.00
Brevard County Board of County Commissioners	XSTGNLF9ZDJ5	E1992	042627	\$ 155,724.00	\$ -	\$ 155,724.00	\$ 77,862.00	\$ 77,862.00	\$ 155,724.00
Capital Area Community Action Agency, Inc.	X13EDG5RKDF1	E1994	042619	\$ 10,833.00	\$ -	\$ 10,833.00	\$ 5,417.00	\$ 5,416.00	\$ 10,833.00
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	042626	\$ 124,892.00	\$ -	\$ 124,892.00	\$ 62,446.00	\$ 62,446.00	\$ 124,892.00
Charlotte County	X3RBY2VEDJT3	E1998	042633	\$ 136,315.00	\$ -	\$ 136,315.00	\$ 98,158.00	\$ 38,157.00	\$ 136,315.00
Citrus County BOCC	H2TGV5FM16F8	E1999	042634	\$ 56,556.00	\$ -	\$ 56,556.00	\$ 28,278.00	\$ 28,278.00	\$ 56,556.00
City of Sanford	FJ52H6M3LY95	E2020	042639	\$ 42,400.00	\$ -	\$ 42,400.00	\$ 21,200.00	\$ 21,200.00	\$ 42,400.00
Community Action Program Committee, Inc.	QA8HEH6FZTB9	E1996	042620	\$ 66,757.00	\$ -	\$ 66,757.00	\$ 64,737.00	\$ 2,020.00	\$ 66,757.00
County of Broward	P62KF2SJJ237	E1993	042640	\$ 298,402.00	\$ -	\$ 298,402.00	\$ 179,204.00	\$ 119,198.00	\$ 298,402.00
COUNTY OF VOLUSIA	VY9UEK86CVW3	E2029	042631	\$ 160,558.00	\$ -	\$ 160,558.00	\$ 98,088.00	\$ 62,470.00	\$ 160,558.00
DeSoto County BOCC	GH9DBEQV5KK3	E2001	042635	\$ 126,651.00	\$ -	\$ 126,651.00	\$ 63,326.00	\$ 63,325.00	\$ 126,651.00
Economic Opportunities Council of Indian River Cou	YF9ZQ5SECJN7	E2005	042636	\$ 217,636.00	\$ -	\$ 217,636.00	\$ 108,818.00	\$ 108,818.00	\$ 217,636.00
Hillsborough, County of	PGWKT576NH72	E2003	042641	\$ 58,487.00	\$ -	\$ 58,487.00	\$ 29,244.00	\$ 29,243.00	\$ 58,487.00
JACKSON COUNTY SENIOR CITIZENS ORG., INC	F95VP5EB4C25	E2006	042623	\$ 3,898.00	\$ -	\$ 3,898.00	\$ 1,949.00	\$ 1,949.00	\$ 3,898.00
LAKE COMMUNITY ACTION AGENCY INC	JN1HBA41ANY4	E2007	042621	\$ 287,800.00	\$ -	\$ 287,800.00	\$ 143,900.00	\$ 143,900.00	\$ 287,800.00
Lee County Board of County Commissioners	SS8JCN35XH77	E2008	042628	\$ 319,672.00	\$ -	\$ 319,672.00	\$ 159,835.00	\$ 159,837.00	\$ 319,672.00
Miami-Dade, County of	MKEJWVSEURF3	E2009	042637	\$ 755,107.00	\$ -	\$ 755,107.00	\$ 377,553.50	\$ 377,553.50	\$ 755,107.00
Mid Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	042622	\$ 370,533.00	\$ -	\$ 370,533.00	\$ 237,142.00	\$ 133,391.00	\$ 370,533.00
Orange County Florida	ZAMZMX9ZHCM9	E2015	042629	\$ 396,707.00	\$ -	\$ 433,549.00	\$ 198,354.00	\$ 198,353.00	\$ 396,707.00
Pinellas County Urban League, Inc	X5ECCAJYYMF4	E2018	042625	\$ 128,897.00	\$ -	\$ 396,707.00	\$ 64,448.50	\$ 64,448.50	\$ 128,897.00
Salvation Army, The	CASLDMCECCMS7	E2019	042617	\$ 167,853.00	\$ -	\$ 128,897.00	\$ 83,927.00	\$ 83,926.00	\$ 167,853.00
Step UP Suncoast, Inc	JKMNP2K3JF13	E2025	042783	\$ 88,368.00	\$ -	\$ 167,853.00	\$ 44,184.00	\$ 44,184.00	\$ 88,368.00
SUWANNEE RIVER ECONOMIC COUNCIL INC	TF66NBMN9YB4	E2024	042638	\$ 64,704.00	\$ -	\$ 88,368.00	\$ 32,351.00	\$ 32,353.00	\$ 64,704.00
TOTAL				\$ 4,445,774.00	\$ -	\$ 4,814,619.00	\$ 2,388,020.00	\$ 2,057,754.00	\$ 4,445,774.00





Department of Commerce Notice of Funding Award LIHEAP: LEA22

Date of Notice:	10/05/2023
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Notice of Grant Award/Fund Availability General Information

Subrecipient Name:	SEE ATTACHED	
Unique Entity Identification (UEI #):	SEE ATTACHED	
Federal Award Name:	Low Income Home Energy Assistance	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2202FLLIEA	
Federal Award Year:	PY2022	
CFDA/CSFA Title and Number:	Low Income Home Energy Assistance	93.568
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Q2 Release	

Award Information

Program Year in SERA:	PY2022
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Low Income Home Energy Assistance
Project in SERA:	LIHEAP - Formula
FLAIR Contract #:	SEE ATTACHED
NFA ID #:	SEE ATTACHED
FLAIR Grant #:	LEA22
Award Period Begin Date:	July 1, 2023
Award Period End Date:	June 30, 2024
Close Out Due by:	September 30, 2024

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	SEE ATTACHED	SEE ATTACHED
This Action:	SEE ATTACHED	SEE ATTACHED
Revised Award/Release:	SEE ATTACHED	SEE ATTACHED





AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: Pursuant to paragraph (5) FUNDING/CONSIDERATION, of the Federally Funded Subgrant Umbrella Agreement (Umbrella Agreement) by and between Florida Commerce and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by Florida Commerce that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the lesser of the state authorized budget authority or the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by Florida Commerce, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between Florida Commerce and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

The current amount awarded and released to the Subrecipient under the Umbrella Agreement is limited to the amount shown on the attached Funding Table.

At no point during the duration of the Umbrella Agreement shall the Subrecipient be reimbursed for any costs that exceed Florida Commerce's authorized budget authority per state fiscal year. Funding availability may be limited or expanded through one or more NFAs supplement to this Agreement.

Special Grant Conditions: The purpose of these funds is to provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy. Use of these funds must be consistent with the PY2023 Low Income Home Energy Assistance State Plan (between FLORIDA COMMERCE and the HHS). The PY2023 Low Income Home Energy Assistance State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

Information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:





Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Direct Client Assistance	Home Energy Assistance Payments Crisis Benefit Payments Weather Related/Supply Shortage
Grantee Leveraging Expense	Crisis Assistance Home Energy Assistance
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Adrienne Orbigoso at (850) 245-7357 or via email to adrienne.orbigoso@commerce.fl.gov. Program policy questions should be addressed to Frankie Hernandez at (850) 717-8458 or via email to frankie.hernandez@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to SERA Helpdesk via email to serahelpdesk@commerce.fl.gov.





**PY2022 LIHEAP
LEA22 - Increase Release**

SUBRECIPIENT	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Agricultural and Labor Program, Inc.	KSJHBDQ8ZM9	E1990	042650	\$ 3,323,068.00	\$ -	\$ 3,323,068.00	\$ 1,607,381.00	\$ 1,607,381.00	\$ 3,214,762.00
Bay County Council on Aging, Incorporated	UW19KMMK144	E1991	042661	\$ 466,061.00	\$ -	\$ 466,061.00	\$ 308,318.00	\$ 157,743.00	\$ 466,061.00
Brevard County Board of County Commissioners	XSTGNLF9ZDJ5	E1992	042655	\$ 496,147.00	\$ -	\$ 496,147.00	\$ 459,892.00	\$ 36,255.00	\$ 496,147.00
Capital Area Community Action Agency, Inc.	X13EDG5RKDF1	E1994	042645	\$ 2,431,382.00	\$ -	\$ 2,431,382.00	\$ 736,184.00	\$ 736,184.00	\$ 1,472,368.00
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	042652	\$ 3,019,166.00	\$ -	\$ 3,019,166.00	\$ 754,789.00	\$ 1,055,015.00	\$ 1,809,804.00
Charlotte County	X3RBY2VEDJT3	E1998	042662	\$ 602,684.00	\$ -	\$ 602,684.00	\$ 156,627.00	\$ 156,627.00	\$ 313,254.00
Community Action Program Committee, Inc.	QA8HEH6FZTB9	E1996	042646	\$ 1,606,385.00	\$ -	\$ 1,606,385.00	\$ 401,595.00	\$ 401,595.00	\$ 803,190.00
County of Broward	P62KF2SJJ237	E1993	042656	\$ 6,921,304.00	\$ -	\$ 6,921,304.00	\$ 2,110,042.00	\$ 2,065,526.00	\$ 4,175,568.00
Palm Beach, County Of	XL2DNFMPCR44	E2016	042658	\$ 4,697,292.00	\$ -	\$ 4,697,292.00	\$ 1,212,477.00	\$ 1,212,479.00	\$ 2,424,956.00
DeSoto County BOCC	GH9DBEQV5KK3	E2001	042663	\$ 112,814.00	\$ -	\$ 112,814.00	\$ 70,418.00	\$ 42,396.00	\$ 112,814.00
JACKSON COUNTY SENIOR CITIZENS ORG., INC	F95VP5EB4C25	E2006	042649	\$ 289,508.00	\$ -	\$ 289,508.00	\$ 72,377.00	\$ 72,377.00	\$ 144,754.00
LAKE COMMUNITY ACTION AGENCY INC	JN1HBA41ANY4	E2007	042647	\$ 524,422.00	\$ -	\$ 524,422.00	\$ 375,451.00	\$ 148,971.00	\$ 524,422.00
Lee County Board of County Commissioners	SS8JCN35XH77	E2008	042657	\$ 738,044.00	\$ -	\$ 738,044.00	\$ 552,072.00	\$ 185,972.00	\$ 738,044.00
Mid Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	042648	\$ 1,812,584.00	\$ -	\$ 1,812,584.00	\$ 930,771.00	\$ 523,559.00	\$ 1,454,330.00
Monroe County	QKLSCT2LM7M9	E2012	042664	\$ 309,528.00	\$ -	\$ 309,528.00	\$ 93,608.00	\$ 79,261.00	\$ 172,869.00
Northeast Florida Community Action Agency, Inc.	YUJTX2YPG8V3	E2013	042660	\$ 6,890,471.00	\$ -	\$ 6,890,471.00	\$ 1,722,618.00	\$ 1,722,618.00	\$ 3,445,236.00
Pinellas County Urban League, Inc	X5ECCAJYMF4	E2018	042651	\$ 971,225.18	\$ -	\$ 971,225.18	\$ 867,365.00	\$ 103,860.18	\$ 971,225.18
Salvation Army, The	CASLDMFCCMS7	E2019	042642	\$ 1,186,888.00	\$ -	\$ 1,186,888.00	\$ 296,720.00	\$ 296,723.00	\$ 593,443.00
Step Up Suncoast, Inc.	JKMNP2K3JF13	E2025	042659	\$ 1,469,547.00	\$ -	\$ 1,469,547.00	\$ 387,347.75	\$ 387,347.75	\$ 774,695.50
SUWANNEE RIVER ECONOMIC COUNCIL INC	TF66NBMN9YB4	E2024	042644	\$ 599,357.00	\$ -	\$ 599,357.00	\$ 407,259.00	\$ 192,098.00	\$ 599,357.00
Tri County Community Council, Inc.	KSHUE4AZMR39	E2028	042643	\$ 2,227,064.00	\$ -	\$ 2,227,064.00	\$ 801,743.00	\$ 579,036.00	\$ 1,380,779.00
TOTAL				\$ 40,694,941.18	\$ -	\$ 40,694,941.18	\$ 14,325,054.75	\$ 11,763,023.93	\$ 26,088,078.68





Department of Commerce Notice of Funding Award LIHEAP: LEA23

Date of Notice: 10/05/2023

Notice of Grant Award/Fund Availability General Information

Subrecipient Name:	SEE ATTACHED	
Unique Entity Identification (UEI #):	SEE ATTACHED	
Federal Award Name:	Low Income Home Energy Assistance	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2302FLLIEA	
Federal Award Year:	PY2023	
CFDA/CSFA Title and Number:	Low Income Home Energy Assistance	93.568
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Q2 Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Low Income Home Energy Assistance
Project in SERA:	LIHEAP Emergency Supplement - Formula
FLAIR Contract #:	SEE ATTACHED
NFA ID #:	SEE ATTACHED
FLAIR Grant #:	LEA23
Award Period Begin Date:	July 1, 2023
Award Period End Date:	September 1, 2024
Close Out Due by:	September 30, 2024

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	SEE ATTACHED	SEE ATTACHED
This Action:	SEE ATTACHED	SEE ATTACHED
Revised Award/Release:	SEE ATTACHED	SEE ATTACHED





AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: Pursuant to paragraph (5) FUNDING/CONSIDERATION, of the Federally Funded Subgrant Umbrella Agreement (Umbrella Agreement) by and between Florida Commerce and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by Florida Commerce that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the lesser of the state authorized budget authority or the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by Florida Commerce, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between Florida Commerce and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

The current amount awarded and released to the Subrecipient under the Umbrella Agreement is limited to the amount shown on the attached Funding Table.

At no point during the duration of the Umbrella Agreement shall the Subrecipient be reimbursed for any costs that exceed Florida Commerce's authorized budget authority per state fiscal year. Funding availability may be limited or expanded through one or more NFAs supplement to this Agreement.

Special Grant Conditions: The purpose of these funds is to provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy. Use of these funds must be consistent with the PY2023 Low Income Home Energy Assistance State Plan (between FLORIDA COMMERCE and the HHS). The PY2023 Low Income Home Energy Assistance State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

Information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:





Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Direct Client Assistance	Home Energy Assistance Payments Crisis Benefit Payments Weather Related/Supply Shortage
Grantee Leveraging Expense	Crisis Assistance Home Energy Assistance
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Adrienne Orbigoso at (850) 245-7357 or via email to adrienne.orbigoso@commerce.fl.gov. Program policy questions should be addressed to Frankie Hernandez at (850) 717-8458 or via email to frankie.hernandez@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to SERA Helpdesk via email to serahelpdesk@commerce.fl.gov.





**PY2023 LIHEAP
LEA23 - Increase Release**

SUBRECIPIENT	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Bay County Council on Aging, Incorporated	UW19KMMKC144	E1991	042680	\$ 400,495.00	\$ -	\$ 400,495.00	\$ -	\$ 150,570.00	\$ 150,570.00
Brevard County Board of County Commissioners	XSTGNLF9ZDJ5	E1992	042674	\$ 1,343,423.00	\$ -	\$ 1,343,423.00	\$ -	\$ 423,637.00	\$ 423,637.00
Citrus County BOCC	H2TGV5FM16F8	E1999	042681	\$ 588,705.00	\$ -	\$ 588,705.00	\$ 150,126.00	\$ 150,118.00	\$ 300,244.00
City of Sanford	FJ52H6M3LY95	E2020	042673	\$ 1,060,387.00	\$ -	\$ 1,060,387.00	\$ 355,511.00	\$ 262,422.00	\$ 617,933.00
COUNTY OF VOLUSIA	VY9UEK8GCVW3	E2029	042678	\$ 2,085,361.00	\$ -	\$ 2,085,361.00	\$ 729,877.00	\$ 451,828.00	\$ 1,181,705.00
DeSoto County BOCC	GH9DBEQVSKK3	E2001	042682	\$ 96,857.00	\$ -	\$ 96,857.00	\$ -	\$ 5,022.00	\$ 5,022.00
Economic Opportunities Council of Indian River Cou	YF9ZQ5SECN7	E2005	042683	\$ 743,526.00	\$ -	\$ 743,526.00	\$ 430,936.00	\$ 89,306.00	\$ 520,242.00
Hillsborough, County Of	PGWKT576NH72	E2003	042675	\$ 5,293,992.00	\$ -	\$ 5,293,992.00	\$ 1,323,499.00	\$ 1,323,498.00	\$ 2,646,997.00
LAKE COMMUNITY ACTION AGENCY INC	JN1HBA41ANY4	E2007	042668	\$ 669,108.00	\$ -	\$ 669,108.00	\$ -	\$ 149,411.00	\$ 149,411.00
Lee County Board of County Commissioners	SS8JCN35XH77	E2008	042676	\$ 1,515,421.00	\$ -	\$ 1,515,421.00	\$ -	\$ 381,156.00	\$ 381,156.00
Miami-Dade, County Of	MKEJWVSEURF3	E2009	042684	\$ 11,774,157.00	\$ -	\$ 11,774,157.00	\$ 2,556,259.00	\$ 3,072,633.00	\$ 5,628,892.00
Orange County Florida	ZAMZMX92HCM9	E2015	042677	\$ 5,187,011.00	\$ -	\$ 5,187,011.00	\$ 1,296,754.00	\$ 1,296,754.00	\$ 2,593,508.00
Osceola County Council on Aging, Inc.	X6WFHB2KNCB5	E2014	042679	\$ 1,344,975.00	\$ -	\$ 1,344,975.00	\$ 336,244.00	\$ 336,244.00	\$ 672,488.00
Pinellas County Urban League, Inc	XSECCAJJYMF4	E2018	042669	\$ 2,569,025.82	\$ -	\$ 2,569,025.82	\$ -	\$ 770,584.82	\$ 770,584.82
SUWANNEE RIVER ECONOMIC COUNCIL INC	TF66NBMN9YB4	E2024	042666	\$ 974,080.00	\$ -	\$ 974,080.00	\$ -	\$ 200,878.00	\$ 200,878.00
TOTAL				\$ 35,646,523.82	\$ -	\$ 35,646,523.82	\$ 7,179,206.00	\$ 9,064,061.82	\$ 16,243,267.82





Department of Commerce Notice of Funding Award CSBG: SBG23

Date of Notice: 10/05/2023

Notice of Grant Award/Fund Availability General Information

Subrecipient Name:	See Attachment	
Unique Entity Identification (UEI #):	See Attachment	
Federal Award Name:	Community Service Block Grant	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G2301FLCOSR	
Federal Award Year:	PY2023	
CFDA/CSFA Title and Number:	Community Services Block Grant	93.569
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Q2 Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Community Services Block Grant
Project in SERA:	CSBG – Formula
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	SBG23
Award Period Begin Date:	October 1, 2022
Award Period End Date:	September 30, 2024
Close Out Due by:	December 29, 2024

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment





AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: Pursuant to paragraph (5) FUNDING/CONSIDERATION, of the Federally Funded Subgrant Umbrella Agreement (Umbrella Agreement) by and between FLORIDA COMMERCE and Subrecipient, this Notice of Fund Availability (NFA) is notice in writing by FLORIDA COMMERCE that Subrecipient may incur costs and submit for reimbursement in an amount not to exceed the lesser of the state authorized budget authority or the released amount shown above, subject to the terms of the Agreement and any amendments thereto, the availability of funds as determined solely by FLORIDA COMMERCE, and the Florida Legislature's appropriation of funds. These funds are available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Subrecipient and the federal government or, if no such rate exists, either a rate negotiated between FLORIDA COMMERCE and the Subrecipient, or if optionally elected by the Subrecipient, the de minimis rate or the cost allocation method.

This Notice of Grant Award/Fund Availability will be updated for State Fiscal Year 2023-24 for the amount of funds that can be drawn on or before September 30, 2024.

At no point during the duration of the Umbrella Agreement shall the Subrecipient be reimbursed for any costs that exceed FLORIDA COMMERCE's authorized budget authority per state fiscal year. Funding availability may be limited or expanded through one or more NFAs supplement to this Agreement.

Special Grant Conditions: The purpose of these funds is to alleviate the causes and conditions of poverty in communities. Use of these funds must be consistent with the PY2023 Community Services Block Grant State Plan (between FLORIDA COMMERCE and the HHS). The PY2023 Community Services Block Grant State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

Information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.





Cost Categories and Activities:

Cost Category	Activity
CSBG Expenditures Domains	A.2a. Employment
	A.2b. Education and Cognitive Development
	A.2c. Income, Infrastructure, and Asset Building
	A.2d. Housing
	A.2e. Health and Social/Behavioral Development (includes nutrition)
	A.2f. Civic Engagement and Community Involvement
	A.2g. Services Supporting Multiple Domains
	A.2h. Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)
	A.2i. Agency Capacity Building
	A.2j. Other (e.g. emergency management/disaster relief)
Administration	A.3 Administration Expenses

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Adrienne Orbigoso at (850) 245-7357 or via email to adrienne.orbigoso@FloridaCommerce.myflorida.com. Program policy questions may be addressed to Frankie Hernandez at (850) 717-8458 or via email to frankie.hernandez@FloridaCommerce.myflorida.com. Subrecipient Enterprise Resource Application (SERA) questions may be addressed to SERA Helpdesk via email to serahelpdesk@FloridaCommerce.myflorida.com.





**PY2023 CSBG
SBG23 - Increase Release**

SUBRECIPIENT	Unique Entity ID #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
Agricultural and Labor Program, Inc.	KSJHJBDQ8ZM9	E1990	042708	\$ 1,063,067.00	\$ -	\$ 1,063,067.00	\$ 265,767.00	\$ 265,767.00	\$ 531,534.00
Brevard County Board of County Commissioners	XSTGNLF9ZDJ5	E1992	042711	\$ 375,769.00	\$ -	\$ 375,769.00	\$ 93,942.00	\$ 93,942.00	\$ 187,884.00
Capital Area Community Action Agency, Inc.	XL3EDG5RKDF1	E1994	042701	\$ 586,851.00	\$ -	\$ 586,851.00	\$ 146,713.00	\$ 146,713.00	\$ 293,426.00
Central Florida Community Action Agency, Inc.	M5M3WACM2N33	E1997	042709	\$ 727,381.00	\$ -	\$ 727,381.00	\$ 181,844.00	\$ 181,844.00	\$ 363,688.00
Centro-Campesino Farmworker Center, Inc	CT9ZXHKVJLZ1	E1995	042707	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 50,001.00	\$ 50,000.00	\$ 100,001.00
Charlotte County	X3RBY2VEDJT3	E1998	042723	\$ 120,140.00	\$ -	\$ 120,140.00	\$ 48,035.00	\$ 24,035.00	\$ 72,070.00
Coalition of Florida Farmworker Organizations, Inc	N71XRN7RA576	E2000	042710	\$ 471,541.00	\$ -	\$ 471,541.00	\$ 112,712.00	\$ 119,610.00	\$ 232,322.00
Community Action Program Committee, Inc.	QA8HEH6FTB9	E1996	042702	\$ 382,096.00	\$ -	\$ 382,096.00	\$ 95,523.00	\$ 95,523.00	\$ 191,046.00
County of Broward	P62KF25IJ237	E1993	042712	\$ 1,574,891.00	\$ -	\$ 1,574,891.00	\$ 440,969.00	\$ 393,722.00	\$ 834,691.00
Palm Beach, County Of	XL2DNFMPCR44	E2016	042716	\$ 1,192,923.00	\$ -	\$ 1,192,923.00	\$ 235,958.00	\$ 350,124.00	\$ 586,082.00
County of Volusia	VY9UEK86CVW3	E2029	042719	\$ 528,468.00	\$ -	\$ 528,468.00	\$ 188,699.00	\$ 113,256.00	\$ 301,955.00
Economic Opportunities Council of Indian River Cou	YF9ZQSSECN7	E2005	042704	\$ 196,881.00	\$ -	\$ 196,881.00	\$ 49,174.00	\$ 55,030.00	\$ 104,204.00
Hillsborough, County of	PGWKT576NH72	E2003	042713	\$ 1,700,495.00	\$ -	\$ 1,700,495.00	\$ 603,217.00	\$ 397,517.00	\$ 1,000,734.00
Lee County Board of County Commissioners	SS8JCN35XH77	E2008	042714	\$ 489,233.00	\$ -	\$ 489,233.00	\$ 122,308.00	\$ 122,308.00	\$ 244,616.00
Miami-Dade, County of	MKEJWVSEURF3	E2009	042724	\$ 3,258,160.00	\$ -	\$ 3,258,160.00	\$ 814,540.00	\$ 814,540.00	\$ 1,629,080.00
Mid Florida Community Services, Inc.	FNA3CKDAEDN3	E2011	042706	\$ 813,402.00	\$ -	\$ 813,402.00	\$ 260,288.00	\$ 146,412.00	\$ 406,700.00
Northeast Florida Community Action Agency, Inc.	YUJTX2VP68V3	E2013	042721	\$ 1,779,123.00	\$ -	\$ 1,779,123.00	\$ 444,782.00	\$ 444,781.00	\$ 889,563.00
Orange County Florida	ZAMZMX9ZHCM9	E2015	042715	\$ 1,131,115.00	\$ -	\$ 1,131,115.00	\$ 119,191.00	\$ 332,779.00	\$ 451,970.00
Osceola County Council on Aging, Inc.	X6WFHB2KNCB5	E2014	042722	\$ 285,341.00	\$ -	\$ 285,341.00	\$ 71,335.00	\$ 71,335.00	\$ 142,670.00
Pinellas Opportunity Council, Inc.	G2H8KG99W5G6	E2017	042705	\$ 869,790.00	\$ -	\$ 869,790.00	\$ 217,448.00	\$ 260,848.00	\$ 478,296.00
Sarasota County, Florida	K4SXBE88XP88	E2021	042717	\$ 230,791.00	\$ -	\$ 230,791.00	\$ 57,698.00	\$ 57,698.00	\$ 115,396.00
Seminole County Government	JPJLF4QHYR13	E2022	042718	\$ 310,725.00	\$ -	\$ 310,725.00	\$ 77,681.00	\$ 77,681.00	\$ 155,362.00
St. Lucie County	FEZVGAHUF382	E2026	042698	\$ 413,927.00	\$ -	\$ 413,927.00	\$ 103,482.00	\$ 103,482.00	\$ 206,964.00
Step UP Suncoast, Inc	JKMNP2K3JF13	E2025	042720	\$ 494,542.00	\$ -	\$ 494,542.00	\$ 145,000.00	\$ 145,000.00	\$ 290,000.00
SUWANNEE RIVER ECONOMIC COUNCIL INC	TF66NBMN9YB4	E2024	042700	\$ 374,410.00	\$ -	\$ 374,410.00	\$ 96,002.00	\$ 96,002.00	\$ 192,004.00
Tri County Community Council, Inc.	KSHUE4AZMR39	E2028	042699	\$ 670,113.00	\$ -	\$ 670,113.00	\$ 221,137.00	\$ 261,334.00	\$ 482,471.00
TOTAL				\$ 20,241,175.00	\$ -	\$ 20,241,175.00	\$ 5,263,446.00	\$ 5,221,283.00	\$ 10,484,729.00





Department of Commerce Reimbursement Reports

SERA Reimbursement Printout

NFA ID: 042624

Contract Number: E1990

Financial Activity Name: FA-361141

Type: Reimbursement

Status: New

Reporting Time Period Start Date: 09/01/2023

Reporting Time Period End Date: 09/30/2023

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$48,879.05		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Subrecipient Outreach Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$19,233.00	\$15,978.22	\$585.07	\$15,393.15
Subrecipient Administrative Expense	Salaries Including Fringe, Rent, Utilities, Travel, Other	\$19,236.00	\$15,492.87	\$0.00	\$15,492.87
Direct Client Assistance	Rate Reduction Assistance Payments - Wastewater	\$11,250.00	\$11,250.00	\$0.00	\$11,250.00

Generated on 10/13/2023





Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Direct Client Assistance	Arrearage Benefit Payments - Wastewater	\$11,250.00	\$11,250.00	\$0.00	\$11,250.00
Direct Client Assistance	Rate Reduction Assistance Payments - Drinking Water	\$233,600.00	\$68,615.17	\$45,620.34	\$22,994.83
Direct Client Assistance	Arrearage Benefit Payments - Drinking Water	\$90,725.00	\$83,741.95	\$2,673.64	\$81,068.31

Recipient hereby certifies that it has been open and operating during its normal business hours for the month of September, as described in Attachment F, Warranties and Representations, of the FY2018 Agreement.

Date: 10.16.23

Signed: 





**Certification & Client Data Supplement Form
Low Income Household Water Assistance Program (LIHWAP)**

Agency Name: The Agricultural and Labor Program, Incorporated (ALPI)

Reporting Period (Month & Year): Sep-23

Total Amount for this Reporting Period: \$48,879.05

Notice of Fund Availability (NFA) #:

Financial Activity (FA) #:


Amount of Financial Activity:

NFA #1	NFA #2	NFA #3	NFA #4
NFA-042624			
FA-361141			
\$ 48,879.05		\$ -	\$ -

Type of Assistance		Approved Workplan	Served w/ these Funds	Served to Date
LIH21	Rate Reduction - Drinking Water	1,700	0	0
	Rate Reduction - Wastewater	401	0	0
	Arrearage - Drinking Water	1,302	0	0
	Arrearage - Wastewater	500	0	0
LEH21	Rate Reduction - Drinking Water	2,167	51	546
	Rate Reduction - Wastewater	1,432	0	0
	Arrearage - Drinking Water	998	12	447
	Arrearage - Wastewater	571	0	0
TOTALS:		9,071	63	993

Furthermore, Recipient hereby certifies that it has been open and operating during its normal business hours for the month of Sep-23, as described in Section B. PAYMENT AND DELIVERABLES, of the LIHWAP attachment.

I certify that I am authorized to sign financial reports and the information provided herein is true and accurate to the best of my knowledge.

Authorized Agency Representative: 
(Signature)

Date: 10.16.23

*If your reimbursement request for this reporting period includes more than one Notice of Fund Availability and Financial Activity, you must provide the detail in the space provided above.





SERA Reimbursement Printout

NFA ID: 042708

Contract Number: E1990

Financial Activity Name: FA-361640

Type: Reimbursement

Status: New

Reporting Time Period Start Date: 09/01/2023

Reporting Time Period End Date: 09/30/2023

Requested Date	Funds Requested	Approved Date	Funds Approved
	\$108,868.15		\$0.00

Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
Administrative Expenses	Salaries/Fringe, Rent, Utilities, Travel, Other	\$159,208.00	\$159,208.00	\$9,517.49	\$149,690.51
Program Expenses (CSBG Expenditure Domains)	Direct Client, Salaries/Fringe, Rent, Utilities, Travel, Other	\$903,859.00	\$903,859.00	\$0.00	\$903,859.00
Administration	A.3 Administration Expenses	\$0.00	\$0.00	\$0.00	\$0.00





Cost Category Name	Activity	Budget Allocation	Budget Remaining	Funds Requested	Unexpended Balance
CSBG Expenditures Domains		\$0.00	\$0.00	\$0.00	\$0.00
Agency Capacity Building (detailed below in Table A.4)		\$0.00	\$0.00	\$4,216.25	\$0.00
Education and Cognitive Development		\$0.00	\$0.00	\$9,397.45	\$0.00
Employment		\$0.00	\$0.00	\$0.00	\$0.00
Civic Engagement and Community Involvement		\$0.00	\$0.00	\$0.00	\$0.00
Health and Social/Behavioral Development (includes nutrition)		\$0.00	\$0.00	\$0.00	\$0.00

Generated on 10/18/2023





Department of Education Reimbursement Reports





(A) District/Agency Name: ALPI		FLORIDA DEPARTMENT OF EDUCATION PROJECT DISBURSEMENT REPORT - JULY 2023 Workforce Innovation and Opportunity Act, Title I, Section 167 Migrant and Seasonal Farmworkers				(F) Agency Number: 755	
(B) Project Name: FCDP						(G) Grant Number: 4054B	
(C) Effective Approval Date: 7/1/2023		<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report				(H) Project Code: 4CFE1	
(D) Termination Date: 9/30/2024						(I) Contact Person Name: Dennis Gniewek	
(E) Total Project Funds: \$ 50,000.00		(J) Phone: 863-956-3491 X 210					
(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 07/31/23	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
	1-59700-10	INDIRECT COSTS	\$ 2,375.00	\$ -		\$ 2,375.00	
(9) TOTAL ADMINISTRATIVE COST			\$ 2,375.00	\$ -	\$ -	\$ 2,375.00	\$ -
STAFF COSTS							
	1-50000-10	STAFF SALARIES	\$ 15,006.00	\$ -		\$ 15,006.00	
	1-50600-10, 1-50700-10, 1-50800-10, 1-50900-10, 1-51000-10, 1-52000-10	STAFF BENEFITS	\$ 5,784.83	\$ -		\$ 5,784.83	
	1-52300-10	TRAVEL	\$ 445.00	\$ -		\$ 445.00	
(10) TOTAL STAFF COSTS			\$ 21,235.83	\$ -	\$ -	\$ 21,235.83	\$ -
RELATED ASSISTANCE							
	1-57810-10	EMERGENCY ASSISTANCE	\$ 26,000.00	\$ -		\$ 26,000.00	
(11) TOTAL RELATED ASSISTANCE			\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	\$ -
SUPPORTIVE SERVICES							
(12) TOTAL SUPPORTIVE SERVICES			\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM COSTS							
	1-53800-10	POSTAGE	\$ 389.17	\$ -		\$ 389.17	
(13) TOTAL OTHER PROGRAM COSTS			\$ 389.17	\$ -	\$ -	\$ 389.17	\$ -
(14) TOTAL COSTS			\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements; were obligated after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

Dennis Gniewek 10/20/23
 Finance Officer or Authorized Representative Date

DOE Audited By: _____
Use Date: ____/____/____





(1) Function Code		(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 08/31/23	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION								
	1-59700-10		INDIRECT COSTS	\$ 2,375.00	\$ -		\$ 2,375.00	
				\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST				\$ 2,375.00	\$ -	\$ -	\$ 2,375.00	\$ -
STAFF COSTS								
	1-50000-10		STAFF SALARIES	\$ 15,006.00	\$ -		\$ 15,006.00	
	1-50600-10,1-50700-10 1-50800-10,1-50900-10 1-51000-10,1-52000-10		STAFF BENEFITS	\$ 5,784.83	\$ -		\$ 5,784.83	
	1-52300-10		TRAVEL	\$ 445.00	\$ -		\$ 445.00	
				\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS				\$ 21,235.83	\$ -	\$ -	\$ 21,235.83	\$ -
RELATED ASSISTANCE (For Clients Only)								
	1-57810-10		EMERGENCY ASSISTANCE	\$ 26,000.00	\$ -		\$ 26,000.00	
				\$ -	\$ -		\$ -	
				\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE				\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	\$ -
SUPPORTIVE SERVICES								
(12) TOTAL SUPPORTIVE SERVICES				\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM COSTS								
	1-53800-10		POSTAGE	\$ 389.17	\$ -		\$ 389.17	
				\$ -	\$ -		\$ -	
				\$ -	\$ -		\$ -	
				\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS				\$ 389.17	\$ -	\$ -	\$ 389.17	\$ -
(14) TOTAL COSTS				\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements; were obligated after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

Dennis Gniewek 10/20/23
 Finance Officer or Authorized Representative Date

DOE Audited By: _____
 Use Date: ___/___/___





(1) Function Code		(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 9/30/23	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION								
	1-59700-10		INDIRECT COSTS	\$ 2,381.00	\$ 2,381.00		\$ 0.00	\$ 446.69
				\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST				\$ 2,381.00	\$ 2,381.00	\$ -	\$ 0.00	\$ 446.69
STAFF COSTS								
	1-50000-10		STAFF SALARIES	\$ 17,230.00	\$ 17,204.21		\$ 25.79	\$ 6,917.94
	1-50800-10, 1-50700-10							
	1-50800-10, 1-50900-10							
	1-51000-10, 1-52000-10		STAFF BENEFITS	\$ 4,011.00	\$ 3,931.81		\$ 79.19	\$ 2,429.50
	1-53000-10		TRAVEL	\$ 278.00	\$ 278.00		\$ (0.00)	\$ (481.91)
				\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS				\$ 21,519.00	\$ 21,414.02	\$ -	\$ 104.98	\$ 8,865.53
RELATED ASSISTANCE (For Clients Only)								
	1-57810-10		EMERGENCY ASSISTANCE	\$ 26,000.00	\$ 26,100.00		\$ (100.00)	
				\$ -	\$ -		\$ -	
				\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE				\$ 26,000.00	\$ 26,100.00	\$ -	\$ (100.00)	\$ -
SUPPORTIVE SERVICES								
				\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES				\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM COSTS								
	1-53800-10		POSTAGE	\$ 100.00	\$ 104.88		\$ (4.88)	\$ 67.20
				\$ -	\$ -		\$ -	
				\$ -	\$ -		\$ -	
				\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS				\$ 100.00	\$ 104.88	\$ -	\$ (4.88)	\$ 67.20
(14) TOTAL COSTS				\$ 50,000.00	\$ 50,000.00	\$ -	\$ 0.00	\$ 9,379.42

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements; were obligated after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

Dennis Gniwew 10/20/23
 Finance Officer or Authorized Representative Date

DOE Audited By: _____
 Use Date: ____/____/____





(A) District/Agency Name: ALPI		FLORIDA DEPARTMENT OF EDUCATION PROJECT DISBURSEMENT REPORT - SEPTEMBER 2023 Workforce Innovation and Opportunity Act, Title I, Section 167 Migrant and Seasonal Farmworkers <input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report				(F) Agency Number: 755	
(B) Project Name: FCDP						(G) Grant Number: 4054B	
(C) Effective Approval Date: 7/1/2023				(H) Project Code: 4CFE1			
(D) Termination Date: 9/30/2024				(I) Contact Person Name: Dennis Gniewek			
(E) Total Project Funds: \$ 50,000.00				(J) Phone: 863-956-3491 X 210			
(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 09/30/23	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
	1-59700-10	INDIRECT COSTS	\$ 2,375.00	\$ 23.03		\$ 2,351.97	\$ 23.03
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ 2,375.00	\$ 23.03	\$ -	\$ 2,351.97	\$ 23.03
STAFF COSTS							
	1-50000-10	STAFF SALARIES	\$ 15,006.00	\$ -		\$ 15,006.00	
	1-50600-10, 1-50700-10 1-50800-10, 1-50900-10 1-51000-10, 1-52000-10	STAFF BENEFITS	\$ 5,784.83	\$ -		\$ 5,784.83	
	1-52300-10	TRAVEL	\$ 445.00	\$ 460.50		\$ (15.50)	\$ 460.50
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 21,235.83	\$ 460.50	\$ -	\$ 20,775.33	\$ 460.50
RELATED ASSISTANCE (For Clients Only)							
	1-57810-10	EMERGENCY ASSISTANCE	\$ 26,000.00	\$ -		\$ 26,000.00	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE			\$ 26,000.00	\$ -	\$ -	\$ 26,000.00	\$ -
SUPPORTIVE SERVICES							
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM COSTS							
	1-53800-10	POSTAGE	\$ 389.17	\$ -		\$ 389.17	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 389.17	\$ -	\$ -	\$ 389.17	\$ -
(14) TOTAL COSTS			\$ 50,000.00	\$ 483.53	\$ -	\$ 49,516.47	\$ 483.53

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements; were obligated after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

Dennis Gniewek 10/20/23
 Finance Officer or Authorized Representative Date

DOE Audited By: _____
 Use Date: ___/___/___







Florida Department of Health Reimbursement Reports

Florida Department of Health

10/17/2023
6:18PM

Child Care Food Program

Child Care Center Claim

S - 501 Region: C RPS: 6 Fiscal Year: 2023 Termination Date: _____
 Add'l Doc Required: _____ ADR Reason: _____ Meal Disallowance: _____
 Legal Name: AGRICULTURAL LABOR PROG. INC. FEIN: 591634148001
 D/B/A: AGRICULTURAL LABOR PROG. INC.
 Mailing Address: P.O. BOX 3126 WINTER HAVEN, FL 33885
 Program Manager: BUFORD, SARAH Phone: (863) 956-3491 Ext: 237
 Email: sbuford@alpi.org

Claim Information

Status: Submitted Entered By: 0501gniede
 Claim Month/Year: 8/2023 Date Received: 10/17/2023 18:18:45 PM
 Revision #: 0
 Operating Days: 16 Average Daily Participation: 460

Sites Operated:

PNP: 0 OSHCC: 0 For-Profit: 0 HS: 7 Church: 0 Public: 0 Total: 7

Children Enrolled by Category:

Free 567 Reduced 0 Non-needy 0 Total 567

Meals Claimed:

Breakfast	Morning Snack	Lunch	Afternoon Snack	Supper	Evening Snack
<u>7,353</u>	<u>0</u>	<u>7,355</u>	<u>7,142</u>	<u>0</u>	<u>0</u>

Operating Expenditures	<u>\$41,025.00</u>	Meal Earnings:	<u>\$56,379.73</u>
Administrative Expenditures	<u>\$261.00</u>	Cash-In-Lieu:	<u>\$2,169.70</u>
Total Expenditures	<u>\$41,286.00</u>	Total Earnings:	<u>\$58,549.43</u>
Income	<u>\$0.00</u>	Adjustments:	<u>\$0.00</u>
		Total Reimbursement:	<u>\$58,549.43</u>





Florida Department of Health

10/17/2023
6:18PM

Child Care Food Program

Child Care Center Claim

AN: 501 Fiscal Year: 2023 Claim Month/Year: 8/2023 Revision #: 0

Site Num/ Center Num	Site Name	Address	Meal Earnings	Cash-In-Lieu	Total Earnings
23901/23901	ALPI CHILD DEVELOPME	198 NW MARION AVENUE	\$17,439.52	\$670.53	\$18,110.05
23889/23889	ALPI FRANCINA C DUVA	1035 S. 27TH CIRCLE	\$3,436.05	\$131.86	\$3,567.91
23890/23890	ALPI FROSTPROOF CHIL	701 HOPSON RD.	\$2,157.98	\$83.48	\$2,241.46
23899/23899	ALPI GARDEN TERRACE	1110 32ND STREET	\$6,269.60	\$241.90	\$6,511.50
23898/23898	ALPI GEORGE W. TRUIT	1814 NORTH 13TH STREET	\$7,979.19	\$307.09	\$8,286.28
23892/23892	ALPI LINCOLN PARK HE	1400 AVENUE M	\$6,500.65	\$249.27	\$6,749.92
23902/23902	ALPI QUEEN TOWNSEND	2202 AVENUE Q	\$12,596.74	\$485.57	\$13,082.31
			\$56,379.73	\$2,169.70	\$58,549.43





Florida Department of Revenue Reimbursement Reports

Florida Department of Revenue Employer's Quarterly Report

0944-18130940

23273 TAXPAY®

RT-6

Employers are required to file quarterly tax/wage reports regardless of employment activity or whether any taxes are due.

Quarter Ending	Due Date	Penalty After Date	Tax Rate	RT Account Number
09/30/23	10/01/23	10/31/23	0.0538	2043585
Employer's Name THE AGRICULTURAL AND LABOR PRO				F.E.I. Number
Mailing Address 300 LYNCHBURG ROAD				591634148
City/State/ZIP LAKE ALFRED FL 33850				

1. Enter the total number of full-time and part-time covered workers who performed services during or received pay for the period including the 12th of the month.

1st Month	158
2nd Month	169
3rd Month	168

2. Gross wages paid this quarter (Must total all pages).....	1401131.55
3. Excess wages paid this quarter (See instructions).....	1296602.58
4. Taxable wages for this quarter(See instructions).....	104528.97
5. Tax Due (Multiply Line 4 by tax rate).....	5623.66
6. Penalty Due (See instructions).....	
7. Interest Due (See instructions).....	
8. Installment Fee (See instructions).....	
9a. Total Amount Due (See instructions).....	5623.66
9b. Amount Enclosed (See instructions).....	5623.66

All wage items must be reflected on the continuation sheet.

If you are filing as a sole proprietor, is this for domestic household employment only? Yes No

Check if you had out-of-state wages. Attach Employer's Quarterly Report for Out-of-State Wages (RT-8NF). Check if final return Date operations ceased. / / / / / / /

"Under penalties of perjury, I declare that I have read this return and the facts stated in it are true (sections 443.171(5), Florida Statutes). (DO NOT DETACH)"

Signature REFERENCE COPY PREPARED BY PAYCHEX	Date	Signature of Preparer
Title DO NOT FILE	Telephone No. ()	Preparer's Telephone No.

THE AGRICULTURAL AND
300 LYNCHBURG ROAD
LAKE ALFRED FL 33850

Check here if you transmitted funds electronically

RT-6

RT Account Number: 2043585

2043585	591634148	158	169
168	140113155	129660258	10452897
562366	0	0	0
562366	562366	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0



Florida Non Profit Reimbursement Reports



The Agricultural and Labor Program, Inc.
Community Services and Economic Development Division

REPORTING FORM TRANSMITTAL SLIP

Department: Community Services Date Submitted: 09/15/23
 Funding Agency: DOL Report Due Date: 09/10/23

Contract Name: FNPH Contract #: _____
 Reporting Period: July 1 through 06/30/24

TYPE OF REPORT: Expenditure: ✓
 Programmatic: _____
 Request for Reimbursement: _____
 Request for Advance: _____
 Other (Describe): _____

Required Review/Approval(s)	Date Received	Date Rejected	Date Approved	Initials
1. Department Director	<u>9/15</u>	_____	<u>9/15</u>	<u>[Signature]</u>
2. Division Director	_____	_____	_____	_____
3. Finance Director	<u>9/15</u>	_____	<u>9/15</u>	<u>[Signature]</u>

Signature(s) Required: _____ No Signature Required
 _____ BOARD CHAIRPERSON
 _____ BOARD SECRETARY
 _____ CEO
 _____ Finance Director

Other (if applicable): _____ # of Originals Required
 _____ Transmittal Letter Attached
 _____ # of Copies Required
 _____ Need Transmittal Letter

Name and Address of Agency, including Contact Person	

Additional Comments, Information, or Special Instructions:





**THE AGRICULTURAL AND LABOR PROGRAM, INC.
EXPENSES REPORT TO FLORIDA NON-PROFIT HOUSING**

MONTHLY REQUEST

DATE SUBMITTED: 15-Sep-23
FOR THE MONTH OF: JULY/AUGUST, 2023

AMOUNT OF THIS REQUEST \$633.97

	Budget Line Item	Budget	Cum.Cost	This Period	To Date	Bal. Of Budget
500	Salaries	\$2,732.00	\$0.00	\$397.13	\$397.13	\$2,334.87
505	Fringes	\$526.00	\$0.00	\$46.27	\$46.27	\$479.73
52000	Workmen's Comp.	\$330.00	\$0.00	\$125.44	\$125.44	\$204.56
57810	Housing Assist.Payment	\$ 30,660.00	\$0.00	\$0.00	\$0.00	\$30,660.00
52300	Travel	\$563.00	\$0.00	\$0.00	\$0.00	\$563.00
990	Sub-Total	\$34,811.00	\$0.00	\$568.84	\$568.84	\$34,242.16
597	Indirect	\$448.00	\$0.00	\$65.13	\$65.13	\$382.87
	Total Cost	\$ 35,259.00	\$0.00	\$633.97	\$633.97	\$34,625.03

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

DATE: 9/15/2023

Arlene Dobison, Chief Executive Officer
TYPED OR PRINTED NAME & TITLE





State Funding VPK and SR Reimbursement Reports

/Financial

Final SR Reimbursement Report

Reporting Period: 10/01/2023 - 10/31/2023

Report Run Date: 11/3/2023 2:14:17 PM

Coalition	Provider	Child	Service Period	Unit/Care Level	BG/Elig	Type	Days Paid	Daily Rate	Gross Amt	Daily Parent CoPay	Parent Amt	Net Amt
	Coalition Total						299	\$2,667.76	\$11,910.86	\$177.50	\$814.50	\$11,096.36
Grand Total							299	\$2,698.96	\$11,910.86	\$178.50	\$814.50	\$11,096.36





/Financial

Final VPK Reimbursement Report

Reporting Period: 10/01/2023 - 10/31/2023

Report Run Date: 11/3/2023 2:09:54 PM

Coalition	Provider	Classroom	Child	Service Period	Type	Days Present	Days Absent	Total Instructional Hours	Hours		Hours Paid	Hourly Rate	Net Amt
									Attended	Hours Absent			
Coalition Total						3,967	517	13,452	11,901	1,557	13,047	\$1,313.20	\$69,931.92
Grand Total						3,967	517	13,452	11,901	1,557	13,047	\$1,313.20	\$69,931.92

