

**Regular Session Agenda
September 20, 2012 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344**

- 1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
 - a) **Recognition of Jimmy Wilson** - Commissioner Nelson
 - b) **Presentation of Refund Check from Regional Landfill** – Frank Darabi/John McHugh
- 3. Consent Agenda**
 - a) **Approval of Agenda**
 - b) **Minutes of August 16, 2012 Regular Session**
 - c) **Minutes of September 6, 2012 Regular Session**
 - d) **Minutes of September 11, 2012 Tentative Budget Hearing**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
- 5. General Business**
 - a) **TDC 2012-2013 Budget/Marketing Plan** – Nancy Wideman
 - b) **Agricultural Center Funding Request Application/Resolution** – John Lilly
 - c) **Solid Waste Assessment Reduction Resolution** – Chairman Boyd
 - d) **Road Work Approval List** – Parrish Barwick
 - e) **Extension of Road Bond** – Commissioner Nelson
 - f) **Citizen Request RE: Tyson Road** – John Cobb
 - g) **Cash Reserve Resolution** – Chairman Boyd
 - h) **Personnel Policy Proposed Revisions** – Commissioner Monroe
- 6. 7 PM - PUBLIC HEARING: 2012 CDBG Housing Application & Housing Assistance Plan**
 - a) **Resolution No. 2012-092012-01**
 - b) **Resolution No. 2012-092012-02**
- 7. County Coordinator’s Report**
 - a) **Department Head Reports**
- 8. Citizen’s Forum (3 Minute Limit, Commissioner Discussion Allowed)**
- 9. Commissioner Discussion Items**
- 10. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
August 16, 2012

The Board met this date in regular session. Present were Chairman Hines Boyd, Commissioners Betsy Barfield, Stephen Fulford, Danny Monroe and John Nelson. Also present were County Coordinator Parrish Barwick, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 3: Consent Agenda

1. Commissioner Barfield requested that the minutes be pulled in order to address a question. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved the agenda.** Commissioner Barfield asked whether the county had pledged funds to the Cookseys, to which Clerk of Court Kirk Reams stated that the county agreed to borrow the money to build the building and pledged General Fund revenues as collateral. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the minutes of the July 19th, 2012 Special Session were approved.**

ITEM 4: Citizens Request and Input on Non-Agenda Items

2. Citizen Jerry Sutphin asked the Board to consider inviting new Commissioners to workshops and meetings.
3. Citizen Phil Calandra expressed concern over using fiscally constrained revenues for operating budget purposes.
4. Citizen Edna Henry expressed frustration with the frustration of Cook Road.
5. Citizen Paul Henry stated that privatization of jail operations placed people's civil liberties at risk and spoke in favor of the Sheriff's budget request.
6. Citizen Jeri Kimbrel requested funding for the Jefferson County Humane Society.

ITEM 5(a): Fire Grant

7. Chief Mark Matthews presented a resolution in support of a Fire grant for his operations. **On motion by Commissioner Fulford, seconded by Commissioner Nelson and unanimously carried, the resolution was approved.**

ITEM 5(b): First Floridians Conference Request

8. Citizen Dick Bailar presented a request for \$2000 from the First Floridians conference. Commissioner Barfield stated it was difficult to appropriate money without a policy. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and carried 4 to 1 (Barfield opposed), the Board approved \$1000 towards the First Floridians Conference.**

ITEM 5(c): Agricultural Center Funding Application

9. Dick Bailar, representing the Legislative Committee, stated that the county currently had an application on file for an agricultural center. Commissioner Barfield requested

updating the application. The consensus of the Board was to have the application reviewed and possibly updated.

ITEM 5(d): Citizen Request regarding Tyson Road

10. Citizen Jerry Sutphin stated that the county needed to take care of its own people first. Citizen John Cobb inquired as to whether the Commission had given any thoughts to paving Tyson Road. Chairman Boyd stated it was easier to perform the work over time with local resources. Commissioner Nelson stated strong support for continuing the Road Bond. Mr. Cobb stated that the road used to be maintained at an appropriate level when he first moved there in 1999. This discussion was tabled until after the public hearing.

ITEM 6: PUBLIC HEARING – Unsafe Building Abatement Ordinance

11. Attorney Rudolph appeared on behalf of Attorney Scott Shirley and read the ordinance title and heading. There was no public comment. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board approved the Unsafe Building Abatement ordinance.**

ITEM 5(d) – cont’d: Citizen Request Regarding Tyson Road

12. County Coordinator Parrish Barwick stated that the Board has to decide to continue to Bond and then decide whether roads have adequate space/right of ways. Citizen Phil Calandra stated that prioritization, planning and finance have been performed by Clerk of Court Kirk Reams and the committee. Citizen Marvin Graham asked why the county could not do the prep and then contract out for the asphalt. County Coordinator Parrish Barwick stated he would be willing to meet with the landowners along Tyson Road. Clerk of Court Kirk Reams asked to be involved since he had been working over 4 years on the issue. Citizen C.P. Miller stated that the right thing to do would be to continue the Road Bond and start stabilizing roads immediately. Citizen John Cobb asked why his road was in poor shape. Commissioner Barfield stated it was because of poor leadership in the Road Department. **On motion by Commissioner Nelson, seconded by Commissioner Barfield and unanimously carried, the Board requested the County Coordinator to work on this issue with assistance from the County Engineer.**

ITEM 5(e): Housing Services Proposal Selection

13. **On motion by Commissioner Nelson, seconded by Commissioner Barfield and unanimously carried, the Board accepted the proposal of Guardian.**

ITEM 5(f): CDBG Economic Development Waiver Request

14. Commissioner Fulford stated that the county could apply for economic development grant funding to provide a natural gas tap for Harrell Nut Company operational needs. Gayle Brett, representing Guardian, stated that the first step in pursuing CDBG funds was requesting a waiver to ask for more than the \$700,000 grant amount. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved submitting a waiver request.**

ITEM 5(g): Personnel Policy Proposed Revisions

15. Commissioner Monroe presented his requested changes to the personnel policy. Commissioner Nelson stated that HR needed to be included in the review process. County Coordinator Parrish Barwick stated that any changes made needed to be

consistent. Commissioner Barfield stated that the changes totally stripped the County Coordinator from being able to manage personnel. Commissioner Monroe stated the intent was to not have the Coordinator running the county in regards to hiring and firing personnel. Chairman Boyd stated that the intent was that the County Coordinator recommend hiring and firing of Department Heads to the Board and asked that Commissioner Monroe work with Attorney Bird and County Coordinator Barwick on this issue.

ITEM 5(h): Solid Waste Service Presentation

16. County Coordinator Parrish Barwick asked that this item be removed from the agenda.

ITEM 7: County Coordinator's Report

17. County Coordinator Parrish Barwick gave an update on the RESTORE ACT.

ITEM 8: Citizen's Forum

18. Citizen Paul Henry that an agricultural center was not a function of government and money should be spent on primary functions of government.
19. Citizen Tina Cummings requested that the flooding issues affecting her home on Horseshoe Road be addressed.

ITEM 9: Commissioner Discussion Items

20. Commissioner Nelson announced that the ceremony for Ernest Snead receiving his Congressional Gold Medal would be next Saturday at 12 noon at JCMHS.
21. Commissioner Barfield gave an update on CRTPA projects and requested that the county explore resurfacing Wacissa Springs Road.

ITEM 9: Adjournment

22. The warrant register was reviewed and bills ordered paid.
23. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
September 6, 2012

The Board met this date in regular session. Present were Chairman Hines Boyd, Commissioners Betsy Barfield, Stephen Fulford, Danny Monroe and John Nelson. Also present were County Coordinator Parrish Barwick, County Attorney Buck Bird and Chief Deputy Clerk Tyler McNeill.

ITEM 2: Public Announcements, Presentations & Awards

1. Citizen Paul Henry stated that he worked with some other people to raise money to save a house from foreclosure without government assistance.
2. Property Appraiser Angela Gray stated there would be a community remembrance for September 11th at 6 pm at the Methodist Church.

ITEM 3: Consent Agenda

3. Chairman Boyd stated minutes only needed to be kept of official record and substantive information. Commissioner Nelson stated that as long as Roberts Rules of Order were followed, the minutes would be fine. **On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, the consent agenda, consisting of the Approval of the Agenda and the Minutes of the August 2nd, 2012 Regular Session, was approved.**

ITEM 4: Citizens Request and Input on Non-Agenda Items

4. Citizen Phil Calandra told the Board about an article in the *Tallahassee Democrat* regarding JCI and asked them to check into the impact any changes at JCI could possibly have.

ITEM 5(a): RESTORE ACT Presentation

5. John Wayne Smith, an attorney on behalf of Florida Association of Counties, gave an informational presentation on federal legislation known as the RESTORE ACT.
6. It was the consensus of the Board to have the Public Hearing before Doug Darling (FAC) gave his presentation.

ITEM 6: PUBLIC HEARING: CDBG Application

7. Corbett Alday with Guardian gave an informational public hearing on the CDBG application and timeline for hearings and the process. Mr. Alday with Guardian also gave an informational presentation on Fair Housing.
8. **On motion by Commissioner Monroe, seconded by Commissioner Barfield and unanimously carried, the Board approved the appointments presented for the Citizens Advisory Task Force (CATF).**
9. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board approved moving forward with the CDBG application and holding a second hearing at the next regular session.**

ITEM 5(a) – cont'd: RESTORE ACT Presentation

10. Doug Darling with FAC continued the presentation on the RESTORE ACT. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board moved to participate in the RESTORE ACT. On motion by Commissioner Fulford, seconded by Commissioner Nelson and unanimously carried, the Board designated County Coordinator Parrish Barwick as the primary contact with regard to the RESTORE ACT with Commissioner Barfield as the primary Commissioner of contact and voting representative of the Board.**
11. Peggy Matthews, with MW Consulting of Tallahassee, stated her company could provide potential services to help with processes and planning related to the RESTORE ACT. It was the consensus of the Board that any proposals be submitted to County Coordinator Parrish Barwick for review.

ITEM 5(b): Appointment of EDC BOCC Representative

12. Deputy Clerk Nick Flynt stated that Julie Conley requested to wait until after elections for an appointment. Commissioner Fulford also stated that citizen Katrina Walton was stepping down and recommended advertising for volunteers to receive a broader pool of applicants. It was the consensus of the Board to wait until after the November Elections for a new commissioner appointee and also to advertise in the meantime for interested volunteers to serve as citizen appointee.

ITEM 5(c): Appointment of Legislative Committee BOCC Representative

13. Dick Bailar, with the Legislative Committee, stated that Commissioner Monroe is the current Board representative and that the Board would need to appoint someone for the upcoming session. It was the consensus of the Board to wait until after the November elections to make an appointment.

ITEM 5(d): Legislative Committee Request for 12/13 Legislative Priorities

14. Dick Bailar, with the Legislative Committee, stated that legislative priorities were needed by the 2nd meeting in October. He mentioned one item not currently on the priority list but that may be needed is JCI. Mr. Bailar also stated that Wendy Bitner and Chris Doolin stated their willingness to work at a minimal fee for the Board if needed for any sort of special project.

ITEM 5(e): Resurfacing of Wacissa Springs Road

15. County Engineer Alan Wise stated the issue of Wacissa Springs Road had been brought up a few meetings ago. He stated there was a project on SR-59 and that the Board could possibly negotiate with DOT's contractor for a side deal. He also presented another option of working with the asphalt contractor currently performing work on CR-259 to put another inch of asphalt on Wacissa Springs. Mr. Wise's estimated that for approximately \$37,000, the county could get 2500 linear feet (21 feet wide and 1 inch thick) of asphalt. After discussing with the Board, Mr. Wise stated he would wait until the contractor was done but before he de-mobilized equipment to re-visit the topic with the Board.

ITEM 5(f): NRCS Projects for Approval and Prioritization

16. County Engineer Alan Wise requested the Board to approve the prioritization for submittal of 8 projects to NRCS. Commissioner Monroe stated he would try to get at least 90% funding from NRCS if he could not get 100%. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board approved the recommendation and prioritization as presented.**

ITEM 5(g): Solid Waste Assessment Reduction Resolution

17. Commissioner Fulford stated there was still clarification needed on some issues about implementation, specifically commercial billing and splitting parcels. Property Appraiser Angela Gray stated that a flat rate for commercial would require a considerable amount of work and time on her end.

ITEM 5(h): Agricultural Center Discussion

18. Commissioner Barfield stated that the grant needs to be updated and wanted the Board to reaffirm that they wanted an agricultural center. It was the consensus of the Board to have Extension Director John Lilly update the application and plan and to also be the contact for this project moving forward.

ITEM 5(i): Commissioner Meeting Date Change

19. Commissioner Barfield stated she would be attending the FAC Advanced County Commissioner training on scholarship and that the training would be conflict with the October 4th and April 18th regular sessions. Commissioner Nelson stated he also would be attending on scholarship. Commissioner Barfield stated her desire to see the meetings moved to Tuesday. Commissioner Fulford stated that this vote and decision should wait until the new Board was seated. **On motion by Commissioner Nelson, seconded by Commissioner Fulford and unanimously carried, the October 4th Regular Session was moved to October 2nd at 9 am.**

ITEM 7: County Coordinator's Report

20. County Coordinator Parrish Barwick stated that Roy Schleicher volunteered for the Planning Commission. Commissioner Barfield stated that Mr. Schleicher was in her district and she would consider him when an opening became available.
21. County Coordinator Barwick stated that at a future meeting he would be bringing a list of roads and criteria for the Board to study and give staff direction on these roads. He requested that this item be placed on the agenda for the next meeting.
22. County Coordinator Barwick requested action in regards to action performed by Road Department employees and equipment at the Harrell Nut Company site. Chief Deputy Clerk Tyler McNeill read an email from Clerk of Court Kirk Reams stating he would not sign off on any expenditures associated with this work as a legal use of county taxpayer funds as it was not authorized by majority vote of the Board. Chairman Boyd explained his stance on why he requested the work be performed. Commissioner Nelson expressed displeasure at not knowing what was taking place and not being able to explain to his constituents. Commissioner Barfield expressed displeasure that an emergency meeting was not held and that she had no say in the decision. County Coordinator Barwick requested clear cut direction from the Board anytime private property was involved. Citizen Phil Calandra stated that this looked bad and was not fair to other people on

private property that needed help. County Coordinator Barwick requested a motion from the Board for County Vehicles to move topsoil and perform work on this site. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and carried 3 to 2 (Barfield and Nelson opposed), the Board approved the use of county vehicles and personnel to move topsoil and perform work at the Harrell Nut Company site.**

23. County Coordinator Barwick requested a workshop to discuss solid waste proposals. Commissioner Fulford recommended waiting until the new Commissioners were in office.

ITEM 8: Citizen's Forum

24. Citizen Paul Henry stated that the government should not be involved in the private sector.

ITEM 9: Commissioner Discussion Items

25. Commissioner Barfield stated that the Big Bend Horseman's Association was having its first horse show this weekend at the Horse Arena. Lastly, she stated she was displeased with the situation that transpired at the Harrell Nut Company site and as a professional, would like to have input and a vote on such action in the future.
26. Commissioner Nelson thanked people for attending the ceremony for Mr. Ernest Snead. He also stated he would provide updates on Veteran's Day activities in the future.
27. County Attorney Buck Bird stated there was a citizen, Robert Daniels, requesting a permit from FWC to have a bobcat on his property. He also stated he was always available to give his opinion on the use of county equipment on private property but that anytime this is done, it should be for a public use and the public should have access. He stated it was important for the Board to get the procedures straight in the future and that these items should come before the Board for a decision.

ITEM 9: Adjournment

28. The warrant register was reviewed and bills ordered paid.
29. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
TENTATIVE BUDGET HEARING
September 11, 2012

The Board met this date for the tentative budget hearing. Present were Chairman Hines Boyd, Commissioners Betsy Barfield, Stephen Fulford, Danny Monroe and John Nelson, County Coordinator Parrish Barwick and Clerk of Court Kirk Reams.

1. Clerk of Court Kirk Reams announced that the tentative millage rate set for adoption for the Board would be 8.3114 mills.
2. On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board tentatively adopted the millage rate of 8.3114 mills.
3. Clerk of Court Kirk Reams announced the tentative budget of \$21,863,795.
4. On motion by Commissioner Fulford, seconded by Commissioner Monroe, and unanimously carried, the Board tentatively adopted the budget at \$21,863,795.
5. Clerk of Court Kirk Reams announced the Final Budget Hearing set for Monday, September 24th at 6:00 pm at the Courthouse Annex.
6. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.

Chairman

Attest: _____
Clerk

**ITEM 5 (a): TDC 2012-2013 BUDGET &
MARKETING PLAN**

	2011-2012	PROJECTED	2012-2013
	BUDGET	THRU 9/30/2012	PROVISIONAL
REVENUE			
Tax Receipts	24,500	23,200	23,800
Grant Revenue VF	0	0	1,000
Main Street VF Grant	0	0	500
From Reserve	0	0	5,000
TOTAL REVENUE	24,500	23,200	30,300
EXPENSES			
Contract Labor	10,000	10,000	10,000
Supplies	200	175	200
Trade Show Expenses	1,000	420	500
Travel	1,000	700	800
Associations	2,500	2,500	2,500
Print Ads	500	1,500	1,250
Billboard Co-Op Program	0	0	5,000
Web Services	1,000	125	400
Event/Activity Advertising Grants	7,500	6,000	6,750
Visti FL grant	0	0	1,750
FAM Expenses	200	600	300
OF Lunch	250	250	250
Legal notices	50	100	100
Miscellaneous	300	460	500
TOTAL EXPENSES	24,500	22,830	30,300
BEGINNING BALANCE RESERVE			
			20,000.00
ENDING BALANCE RESERVE			
			15,000.00
Administrative cost			
	11,100		
Marketing costs			
	12,450		
Grants			
	6,750		

Jefferson County TDC Marketing Plan – 2012-2013

1. Mission Statement

The mission of the Jefferson County Tourist Development Council is to enhance the tourist economy of Jefferson County by expanding awareness of our natural and historic resources to current and potential overnight visitors.

2. Demographics – Drawing Area -Targeted Market

	<u>Drawing Area</u>	<u>Target Market</u>
Primary	Monticello Thomasville Surrounding Counties	Brides Outdoor enthusiasts Event attendees
Secondary	Tampa, St. Pete Jacksonville Atlanta Birmingham Panhandle of Florida	Fishermen and hunters Retirees Event Attendees Outdoor enthusiasts History enthusiasts Travelers on I-10
Tertiary	Northeastern US US and International	Outdoor enthusiasts History enthusiasts

3. Strengths – Opportunities

Beautiful, Friendly, Quaint Historic small town
Variety of Historic Homes, Churches and buildings
Historic B & Bs
Willow Pond
Modern clean Motels
Campgrounds and RV parking
Most Haunted Small Town in America
Monticello Karting
Lake Miccosukee

Near St. Mark's Wildlife Refuge
Canoeing, and kayaking on Rivers of AWE
Biking trails shown at www.cccyclists.org
Birding on Great Florida Birding Trail-Willow Pond and Wacissa River
Indian Mounds and Archeological Finds
Dog Track and Poker Room
Monticello Opera House musical and theatrical productions
Monticello Opera House, occasions, weddings and small conferences
Jefferson Arts Gallery exhibitions and classes
Watermelon Festival
Southern Music Rising Music Festival
Local home grown and organic food and wine
Wedding destination
Cotton Trail
Tour of Homes and cemeteries
Wildflowers
Easy access from I-10

4. Weaknesses

Lack of retail shops
Restaurant availability
Businesses staying open more hours
Lack of funds to do major campaign
Lack of community support for events
No Tracking - Need Research to see where, when and how often
visitors are coming
Limited highway visibility

5. Strategies and Tactics

Gain Visibility
Through PR, advertising and free Internet Listings
Research for results
To spend money wisely and justify existence
Increase events for weekend activity
Participation in Original Florida, Visit Florida and Visit Tallahassee
Encourage TDC grants for events

6. Public Relations

- Develop media list - for media/press releases
- TV and radio stations
- Articles in magazines and newspapers
- Media page on web site
- Develop Photo Opportunities
- Free Internet links
- Networking – attend tourism meetings and promote town at clubs and organizations
- Familiarization Tours for Media (FAMs)
- Travel Fairs –Tallahassee and Thomasville Bride Expos
- Welcome Centers
- Visit Florida grants
- Brochure and map distribution
- Promotional items for travel agents
- Increase use of social media – Discover Monticello Facebook page

8. Advertising

- TV and Radio ads through the TDC grant program
- Newspaper and Magazines – ads in bridal supplements in Monticello, Tallahassee and Thomasville
- Coop ads with Original Florida
- Coop billboards on I-10
- Coop ads and creative packages for the B&Bs, motels and businesses to offer incentives to visitors.

**ITEM 5 (b): AGRICULTURAL CENTER
FUNDING REQUEST APPLICATION**



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Marketing and Development
Bureau of State Farmers' Markets

**AGRICULTURE EDUCATION AND
PROMOTION FACILITY REQUEST FOR FUNDING**

Section 288.1175, Florida Statutes
Rule 5H-25.001
Phone (850) 617-7380; Fax (850) 617-7381

Please return to:

Florida Department of Agriculture
and Consumer Services
Bureau of State Farmers' Markets
Suite 209
407 South Calhoun Street
Tallahassee, Florida 32399-0800

COUNTY: Jefferson

Project Name (Include project County location if not part of project name): <u>Jefferson County Agriculture and Community Development Center</u>	Name of Applicant Organization (Municipality, County, Fair Association, Local Agency, Authority, Local Government or Public Body): <u>Jefferson County Board of County Commissioners</u>
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Project Physical Address: <u>2729 West Washington St, Monticello, FL</u> <u>2.7 miles west of Courthouse on US 90</u> <u>T2N R4E Sec 27&34</u>	Organization Mailing Address: <u>Parrish Barwick - County Coordinator</u> <u>450 West Walnut Street</u>
Monticello FL 32344	Monticello FL 32344

Business Phone Number: 850-342-0287

Business FAX Number: 850-342-0225

FEID Number: 596000690

Agent Name: <u>John G. Lilly</u>	Agent Telephone Numbers:
Agent Address: <u>Jefferson County Extension Dir</u>	<u>(850) 342-0187</u>
<u>275 North Mulberry St</u>	()
<u>275 North Mulberry St</u>	()
Monticello FL 32344	()

Answers entered will be weighted in compliance with F.S. 288.1175.

1. Amount Requested: \$ 1250000
2. Will the requested funds be used to;
A. Construct a new building/s? YES XX
B. Renovate an existing Building/s? YES
C. Construct or renovate facilities other than buildings? YES
3. Is the municipality in which the facility is located, or the county if the facility is located in an unincorporated area, certified by resolution after a public hearing that the proposed agriculture education and promotion facility serves a public purpose?
YES XX NO **If yes, attach copy of formal resolution.**
4. Is the applicant providing, or is the applicant capable of providing, or does the applicant have financial or other commitments to provide more than 40 percent of costs incurred or related to the planning, design, permitting, construction, or renovation of the facility (The applicant may include the value of the land and any improvements thereon in determining its contribution to the development of the facility.)? (Matching percentage to be calculated by dividing the local contribution by the requested amount, times 100.)
YES XX NO **If more than 40%, what is the actual value?** 42 %
5. Does financial or other commitment in (question #4) include any State funding of any kind? If yes, what is the source and amount:
YES XX NO
Source: DEP land lessor; County lessee **Amount:** \$ 200K
6. Does the applicant have a local match for the project funding? YES XX NO
If yes, show amount of the local match \$5250000 **(Attach additional pages)**
7. Is the location of the facility in a Brownfield site as defined in section 376.79 (3), F.S., a rural enterprise zone as defined in section 290.004 (6), F.S., an agriculturally depressed area as defined in section 570.242 (1), F.S., a redevelopment area established pursuant to section 373.461(5)(g), F.S., or a county that has lost agricultural land to environmental restoration projects?
YES XX NO
If yes, please attach a copy of the applicable documentation.
8. Will there be a net increase as a result of this request, of total available exhibition, arena, or civic center space within the jurisdictional limits of the local government in which the facility is to be located?
YES XX NO **(Attach additional pages)**
If yes, how much is the increase? ~75%
9. Will your facility serve more than 25,000 visitors annually?
YES XX NO
If yes, summarize visitor totals by event. (Attach additional pages)
10. Does the applicant historically promote agriculture and educate the public about agriculture, including, without limitation, awards, premium, scholarships, auctions, and other such activities?
YES XX NO
If yes, provide historical information. (Attach additional pages)

Applications for funding must be submitted to and date stamped by the Department of Agriculture and Consumer Services by the close of business on October 1 of each year in order to be evaluated for inclusion in the Department's budget request. The applicant must be a unit of local government (as defined in s. 218.369), or a fair association (as defined in 616.001(9)), which is responsible for the planning, designing, permitting, constructing, renovating, managing, and operating of the Agriculture Education and Promotion facility or holds title to the property on which such facility is to be developed and located.

The information to be supplied herein is required for use by the Department of Agriculture and Consumer Services to evaluate and prioritize budget requests. Funding requested herein is to be used for an Agriculture Education and Promotion facility including exhibition halls, arenas, civic centers, exposition centers, or other capital projects or facilities which can be used for exhibitions, demonstrations, trade shows, classrooms, civic events, and other purposes that promote agriculture, horticulture, livestock, equestrian, and other resources of the state and educate the residents as to these resources. Funding provided pursuant to this application may be used for the purpose of paying for the planning, designing, permitting, constructing, or renovating of an Agriculture Education and Promotion facility or to pay or pledge for the payment of debt service on, or to fund debt service reserve funds, arbitrage rebate obligations, or other amounts payable with respect to, bonds issued for the planning, designing, permitting, constructing, or renovating of such facility or for the reimbursement of such costs or the refinancing of bonds issued for such purposes.

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION #XX-XXXX**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, ESTABLISHING ITS SUPPORT FOR THE JEFFERSON COUNTY AGRICULTURE AND COMMUNITY DEVELOPMENT CENTER

WHEREAS, Agriculture, Livestock and Forestry historically have been, and continue as, essential contributors to the county's economy, its income and employment; and

WHEREAS, agriculture has given strength to the cultural and social history of the county from Florida's territorial day to the present; and

WHEREAS, the nature of agricultural production and marketing are constantly changing, perhaps at an accelerating rate; and

WHEREAS, plantations, dairies, nurseries, cattle operations, producers of watermelons, cotton, peanuts, tobacco and other crops, and other agricultural enterprises provide jobs, water recharge areas, wildlife habitat and clean air; and

WHEREAS, citizens in this critical industry need up-to-date information to remain productive, competitive, efficient, knowledgeable of marketing/ markets, and profitable; and

WHEREAS, University of Florida IFAS/Extension, the local offices of the United States Department of Agriculture, the Florida Department of Agriculture and Consumer Services, the North Florida Community College, Florida Farm Bureau and numerous commodity groups and other organizations provide vital and timely information services; and

WHEREAS, there are no other suitable facilities to serve the educational and promotional needs of farms, ranches, nurseries, dairies, wildlife enthusiasts, plantations, foresters and rural small farm residents, nor are there facilities to educate the general public of the vital role the agricultural industry plays; and

WHEREAS, facilities for community economic development, exhibition, and other civic uses are limited,

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Jefferson County, Florida, in Regular Session this (date) as follows:

The Board of County Commissioners strongly supports the construction and use of an Agriculture and Community Development Center. Such a center for agriculture education, promotion, and general community development will serve a vital public purpose for the county.

The Board of County Commissioners encourages all local government and elected officials to voice their support to state elected officials, and

1. This Resolution shall be signed by the Chairman of the Board and attested by the Clerk to the Board.
2. A copy of the Resolution shall be forwarded to: the Commissioner of Agriculture; the Speaker of the House; President of the Senate; Governor of the State of Florida; Members of the State and Federal Legislative Delegation; the Florida Farm Bureau; the Florida Cattlemen's Association; the Florida Forest Association; the Florida Nurserymen, Growers and Landscapers Association; the Vice President for Agriculture and Natural Resources, University of Florida/IFAS; The Jefferson County Coordinator, and the Jefferson County Legislative Committee.

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA

By: _____
Hines Boyd, Chairman

ATTEST:

Kirk Reams, Clerk of Court

6.) Does the applicant have a local match for the project funding?

\$ 200,000	20 Acres (of a total 82 Ac) @ \$10,000 each
\$ 100,000	Site Preparation for combined Ag/Rural development Center and Horse Arena, including Storm Water Management infrastructure, road base, land clearing from 2007-2010
\$ 70,000	Additional engineering and storm water supplement, 2011
\$ 55,000	Acquire, transport, set, restore, wire, HVAC, ramps & steps, Rest Room and Classroom at site
\$ 100,000	Additional Road Work, other site development by Public Works/Road Dept (NEW)
\$ 525,000	TOTAL

7.) Is the location of the facility in an agriculturally depressed area as defined in S.570.242(1)?

Jefferson County is an "agriculturally depressed area," showing a decline in profitability of agricultural enterprises. The 2002 Census of Agriculture shows a Net Cash Return from Sales **loss** of \$701 per farm, and a further decline to a **loss** of \$1,086 in the most recent census, 2007. The 1997 Census showing positive average farm net cash returns of \$7,005, and an average return of \$9,523 in the 1992 Census. (sources: 2007 Census of Agriculture Jefferson County Profile Census Quick Facts; Jefferson County Economic Profile; Jefferson County Property Tax Overview-2011 2010; Jefferson Extension summary data for census periods 1964 through 2007)

The Jefferson County economy is traditionally dependent on agriculture. Cotton, peanuts, tobacco, naval stores, tung, milk, beef calves, pulpwood and saw timber, and watermelon seed and fruit have contributed significantly to county incomes in the past, and declined. Some, such as cotton production and dairying have made recent resurgences. Beef and timber continue, but with periodic market declines reducing profitability.

Unique to the Big Bend area (primarily Leon and Jefferson Counties in Florida and Thomas and Brooks Counties in Georgia) are the number of large "plantations" that combine agriculture, timber and wildlife management for recreational hunting. About 20 of these holding ranging from 3,500 to 35,000 acres together with large blocks of commercial timber dominate land use in the county. There are over 90,000 acres in plantations with 39,000 acres in conservation easements, limiting some future agricultural expansion. Over 23,000 acres were reported in the 2007 Census of Agriculture in Conservation Reserve or Wetland Reserve Programs, prohibiting crop expansion. Conservation Reserves and Easements thus are almost double the current 39,951 acres of cropland in the most recent Census.

Since Statehood (1840 Census), Jefferson County population has been relatively stable. The 2010 Census of Population for the county of 14,761 is almost identical to the population in 1920, 14,502. The county is considered a "fiscally constrained county." Jefferson County taxable value for 2012 was \$541M, ranking 8th lowest in the state. The ranking was also 8th lowest in 2000. Significant acreage has been diverted to public, (un-taxed) mostly by purchases of the Suwannee River Water Management District. The State DOR reports Real Property Tax Base by Type for counties and statewide. In 2011, Florida averaged 3% of land in Agricultural use; Jefferson was 45%. Ag Homestead was 1% statewide, and 15% in the County. State percentage of land for residence was 72% of total; it was one third of that (24%) for Jefferson. Finally, commercial land was 15 state average, and only 3% of all land in Jefferson County Jefferson indeed has a traditional ag economy and a severely limited tax base.

Census Year	1840*	1860	1880	1900	1920	1940	1960	1970	1980	1990	2000	2010**
Population	5,713	9,876	16,065	16,195	14,502	12,032	9,543	8,778	10,703	11,296	12,902	14,761

* representing over 10% of the state's population of 54,477
 ** representing about 0.08% of Florida's population of 18,801,311

8.) Will there be a net increase as a result of this request, of total available exhibition, arena, or civic center space within the jurisdictional limits of the local government in which the facility is to be located?

There are no comparable facilities currently

Conference Room of existing Extension Office, 32'x19.5', is suitable for no more than 18-20 people in classroom seating, using small tables. Three offices opening onto the room, those of the County Extension Director, the FDACS DPI Plant Inspector and the secretary make use disruptive for room users and staff alike. It is used for 4-H Fashion Review and County Events, but limited to about 25, auditorium seating with no stage or podium. BOCC uses the Extension Conference Room for Traffic Safety and Utilities Advisory Committees; Cattlemen's Board meetings and SWCD monthly luncheon meeting are held there. The Planning Commission and Licensing Board meet there. Most 4-H activities are conducted there, in a smaller computer lab and an extremely small demonstration kitchen.

No adequate facilities for County Employee training sessions, larger hearings for BOCC, Schools, Planning Commission, etc. Civic activities are limited to Jefferson Country Club, Fellowship Halls at three of the larger Monticello churches, or the "Cafetorium" at Middle/High School. Annual meetings of Florida Pecan Grower's Association/Pecan Field Day with 120-140 attendance at Country Club for \$250, with inappropriate facilities for demonstrations, field equipment shows. Likewise, Cattlemen's Annual Business and General Membership meetings are occasionally held at Waukeenah Cattlemen's Building. It is not handicapped accessible. Farm Bureau uses the Methodist Church Fellowship Hall. It has no heat and no air conditioning, no parking, no kitchen, poor acoustics and limited restrooms. A new County Annex at the former Jefferson County High School offers a small Board room. The "new" JC Middle/High School Cafeteria is unsuitable for meetings due to unacceptable acoustics, conflicting school activities and limited seating.

Two open adjoining bays, each 26'x52', at the Monticello Opera House seat about 180-200 for dinners and social/cultural affairs. It offers a small, limited industrial kitchen suitable more for caterers to bring in meals. The MOH theater seats approximately 180 with excellent acoustics, but is unsuitable for workshops, seminars, instructional meetings. The MOH has poor acoustics for public meetings downstairs with limited downtown parking. It is not suitable for agricultural expositions, equipment shows, livestock demonstrations or general educational use. Not a comfortable environment for minority audiences, most agricultural use of those facilities poorly attended. It is assumed that MOH is perceived as a cultural and social center, but not appropriate for agricultural education and promotional use by the ag community.

For lack of facilities, we must send our youth to Madison, Crawfordville, Tallahassee and Quincy for youth stock shows. For lack of both facilities and infrastructure, must send our citizens 35-90 miles for Master Tree Farmer, Master Wildlife Manager, Hunter Safety, etc. Extension has recently begun recertification training (by means of CEU-granting curriculum) of builders, contractors, architects and landscape architects with the University of Florida Build Green and Profit program, but facilities are inadequate. Master Gardener training is limited due to space and appropriateness of facilities.

9.) Will your facility serve more than 25,000 visitors annually?

Initially, in anticipating a phased implementation of the components of this project, the facilities will serve the 14,000 population of Jefferson County and some additional users from adjacent counties. We anticipate more than 25,000 visitors annually as the project is complete for horse and other stock shows, commodity group meetings, educational events, educational conferences and activities.

Initial projections of usage are:

Cooperative Extension	Ag	4200
	4-H	5250
	FCS	2200
	Other	900
USDA	FSA	1200
	NRCS	1350
FDACS DPI	Inspector	100
FDACS DOF	Forester	300
Pecan Association & Events		240
Forest Association		300
Wildlife/Plantation, Landowner Associations		500
Soil & Water Conservation District		300
Big Bend Chapter FNGLA		450
Trade Fair, Chamber of Commerce		1500
Civic Clubs		750
Farm Bureau		600
Cattlemen's Association		600
Horse Shows, Big Bend Assoc		1000
Community Organizations		1800
Watermelon Festival		1000
BOCC, Departments		750
Others		2500
Total Annual		27790

10.) Does the applicant historically promote agriculture and educate the public about agriculture, including, without limitation, awards, premium, scholarships, auctions, and other such activities?

Education is the primary role of the Florida Cooperative Extension Service local office of University of Florida/IFAS. Jefferson County also cooperates with Extension activities of Florida A&M University. The County Extension Service includes a strong informal youth education function through 4-H. Meeting the informational needs of families and consumers is the role of Extension's FCS program. Instruction is the primary purpose of the Green Industries Institute (a collaborative of NFCC, UF/IFAS and FAMU). Information services and education are secondary but vital roles of the FDACS Division of Forestry County Forester, and the USDA agencies, Farm Service Agency and Natural Resources Conservation Services. Commodity oriented groups also carry out educational missions for their members and the general public.

Promotional role carried out primarily by commodity and member-based groups such as Florida Farm Bureau, Cattlemen's Association, Florida Nurseryman's, Grower and Landscape Association (Big Bend Chapter), Pecan Growers. The facility will provide a site for plantation managers and owners to complement Tall Timbers in educating landowners in topics such as habitat and fire management.

12.) Indicate the highest projection on paid attendance that will be attracted by the agriculture education and promotion facility to be funded and identify the projected economic impact on the local community?

Potential revenues are undetermined. Estimated attendance and participation as indicated in section 9 and the business plan following in section 13 will determine values. No Fair exists where admission is charged exists in the county, as we collaborate with other Counties (particularly Leon) in the North Florida Fair.

13.) Does the applicant have a project Business Plan?

The Board of County Commissioners will establish a governance group to establish the Business Plan for the facilities. Primary among its duties will be to establish funding for the Center, and to oversee for the Board the project schedule implementation. Guiding principles for the Business Plan will be the following concepts:

- The Board of County Commissioners will appoint a coordinator of the facilities to assure maintenance, to facilitate operation and scheduling of shared or common-use areas, Initially, that coordinator shall be the Agent for the Applicant — that is to say, the County Extension Director on behalf of the Board.
- Assure compliance with ADA, and assure access for minority clientele and socially disadvantaged individuals/groups related to the intended purpose and role of the center (agricultural/forestry/livestock and related audiences, community development organizations, 4-H Youth development, Family and Consumer Science audiences, etc.)
- Rental of space - as is the custom elsewhere - to the occupying USDA agencies to cover facility maintenance and operational costs (routine utilities)
- Establish rental rates or extend rent-free utilization for BOCC, its departments and agencies, to Green Industries Institute instructional and promotional activities, and to USDA, UF/IFAS and FDACS sponsored events and activities in common educational, community development (civic center) and promotional spaces.
- Modest rental schedule will be established for community-based users to cover cost of utilities and maintenance (custodial services, janitorial expendables, liability insurance coverage, outdoor lighting if used, breakage).

The facilities themselves are envisioned as part of the educational process and goals of the Center. To promote energy efficiency, the center should be constructed, equipped and operated as an Energy Star demonstration, with landscaped surrounding following Environmental Landscape Management concepts and standards. This would create in the Center a demonstration site similar to "Florida House" in Sarasota County. Low-input, environmentally rational landscaping and gardens will serve as demonstrations for the increasing sub-urbanization of the County, particularly on the western region as Tallahassee sprawls. Further, construction should demonstrate commercial construction standards similar to Windstorm Mitigation buildings (Hurricane Houses) in Escambia and St. Lucie Counties.

Jefferson County frequently serves as an evacuation destination, especially for our neighbors from both the peninsula and the panhandle. In event of evacuations, Jefferson County High School facilities are activated, disrupting school, or necessitating school closing. The Community Development Center (Component V) should serve as an auxiliary Evacuation Center for both host and risk situations, relieving the demands on JCM/HS as the only storm-worthy evacuation center within the county. With implementation of Component VIII and IX, the county may serve as evacuation site for livestock, especially equine, and of evacuees with companion animals in event of severe storms requiring shelter.

14. Project Schedule:

Component I	Planning, Design and Architecture
Component II	Infrastructure (well, septic system, site preparation, utilities including broadband digital access)
Component III	Office, instructional and activity suite for County Extension; offices for FDACS staff
Component IV	USDA Agencies: FSA, NRCS (with desire for Rural Development and Risk Management presence)
Component V	Multi-purpose Community Development/Civic Center, with stage, industrial kitchen, large auditorium for auditorium seating for 300 and banquet/classroom seating for 225, small conferencing space, including acoustical dividers in larger auditorium. Facility will facilitate distance learning with satellite downlink, interactive video conferencing.

Not to be funded by this proposal

Component VI	Livestock Show area — Arena for horse and cattle shows, rodeos — completed and in use by Big Bend Horsemen’s Association and others, beginning spring, 2012
Component VII	Outdoor Restroom and Concession facilities with limited activity/classroom accommodations, install at County cost during development of arena
Component VIII	Activity Pavilion for livestock, fairs, farm equipment exhibitions, environmental education, shooting sports center
Component IX	Horse Stalls and Tack/Feed to accommodate area and regional horse shows, and storm evacuations

The priority for carrying out the project obviously depends on local, state and federal governmental funding as well as solicitation of support from private and non-governmental sources.

1. Earliest priority for Component I, with completion within 4-6 months following funding
2. Commence immediately with Component II
3. Continue with Components III, IV and V

Jefferson County developed a livestock arena with FDEP FRDAP funding 2006-09. The County will apply for Additional FRDAP funds for outdoor recreational facilities and stalls for Components VIII AND XI.

Jefferson County received a \$200,000.00 grant from the Florida Department Environmental Protection, Florida Development Assistance Program (FRDAP) on July 1, 2006



The 5 acre proposed site is part of a 20 acre parcel of the former UF/IFAS North Florida Research and Education Center-Monticello (Big Bend Lab). A block of mature pecans is located along the east boundary. The west joins the Green Industries, operated by North Florida Community College.

UF/IFAS currently leases the site to Jefferson County.





The County Cooperative Extension Service (Jefferson County and UF/IFAS) occupied the former County Health Department facilities (constructed in 1956) in January 1992. FADACS DPI Plant is located in



USDA Offices of Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA) have been located in the Storefront about 1 mile north of the courthouse in Monticello since 1982. FAS serves Leon, Wakulla and Jefferson Counties.



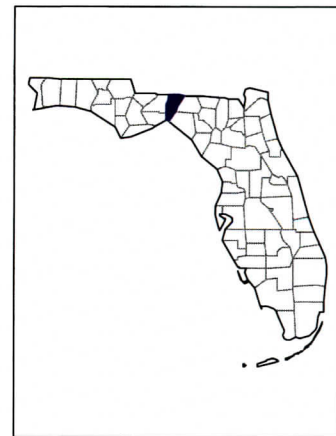


FDACS Division of Forestry County Forester is located on US 19 about 2 miles south of Monticello at the DOF work site.



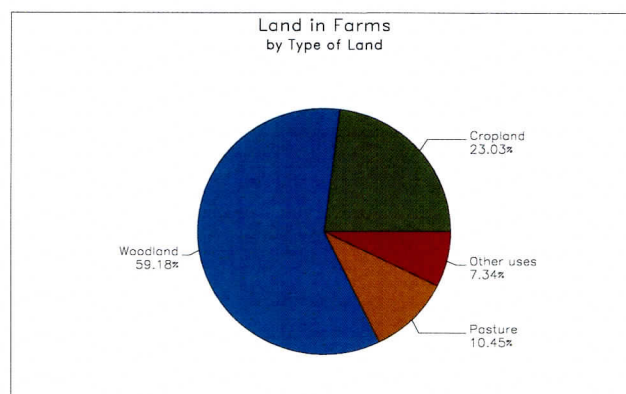
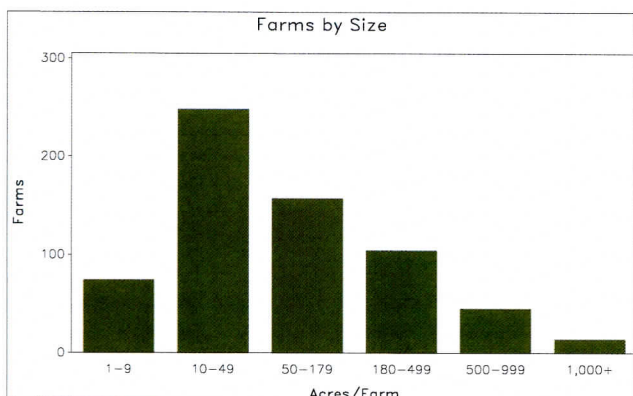
2007 CENSUS OF AGRICULTURE

County Profile



Jefferson County Florida

	2007	2002	% change
Number of Farms	642	418	+ 54
Land in Farms	147,432 acres	132,727 acres	+ 11
Average Size of Farm	230 acres	318 acres	- 28
Market Value of Products Sold	\$22,102,000	\$21,154,000	+ 4
Crop Sales \$11,877,000 (54 percent)			
Livestock Sales \$10,226,000 (46 percent)			
Average Per Farm	\$34,427	\$50,608	- 32
Government Payments	\$1,201,000	\$606,000	+ 98
Average Per Farm Receiving Payments	\$5,974	\$5,509	+ 8



United States Department of Agriculture
National Agricultural Statistics Service

www.agcensus.usda.gov

2007 CENSUS OF AGRICULTURE

County Profile

Jefferson County – Florida

Ranked items among the 67 state counties and 3,079 U.S. counties, 2007

Item	Quantity	State Rank	Universe ¹	U.S. Rank	Universe ¹
MARKET VALUE OF AGRICULTURAL PRODUCTS SOLD (\$1,000)					
Total value of agricultural products sold	22,102	44	67	2,185	3,076
Value of crops including nursery and greenhouse	11,877	43	66	1,766	3,072
Value of livestock, poultry, and their products	10,226	30	67	2,034	3,069
VALUE OF SALES BY COMMODITY GROUP (\$1,000)					
Grains, oilseeds, dry beans, and dry peas	689	12	56	2,077	2,933
Tobacco	-	-	8	-	437
Cotton and cottonseed	(D)	8	9	(D)	626
Vegetables, melons, potatoes, and sweet potatoes	(D)	39	64	(D)	2,796
Fruits, tree nuts, and berries	2,201	30	64	284	2,659
Nursery, greenhouse, floriculture, and sod	6,529	35	65	389	2,703
Cut Christmas trees and short rotation woody crops	(D)	2	23	(D)	1,710
Other crops and hay	(D)	(D)	66	(D)	3,054
Poultry and eggs	28	46	65	1,968	3,020
Cattle and calves	(D)	(D)	66	(D)	3,054
Milk and other dairy products from cows	(D)	12	45	(D)	2,493
Hogs and pigs	21	27	64	1,936	2,922
Sheep, goats, and their products	42	23	63	1,786	2,998
Horses, ponies, mules, burros, and donkeys	134	45	65	1,461	3,024
Aquaculture	(D)	(D)	60	(D)	1,498
Other animals and other animal products	(D)	(D)	67	(D)	2,875
TOP CROP ITEMS (acres)					
Forage - land used for all hay and haylage, grass silage, and greenchop	3,825	32	66	2,482	3,060
Peanuts for nuts	1,815	15	25	133	347
Pecans, all	1,681	1	49	90	1,315
Soybeans for beans	1,318	4	16	1,490	2,039
Corn for silage	845	11	27	1,102	2,263
TOP LIVESTOCK INVENTORY ITEMS (number)					
Cattle and calves	13,120	32	66	1,793	3,060
Horses and ponies	1,163	30	66	1,195	3,066
Quail	1,120	15	41	371	1,386
Goats, all	1,057	17	65	708	3,023
Layers	1,046	36	65	1,587	3,024

Other County Highlights

Economic Characteristics	Quantity	Operator Characteristics	Quantity
Farms by value of sales:			
Less than \$1,000	292	Principal operators by primary occupation:	
\$1,000 to \$2,499	57	Farming	222
\$2,500 to \$4,999	69	Other	420
\$5,000 to \$9,999	51	Principal operators by sex:	
\$10,000 to \$19,999	66	Male	520
\$20,000 to \$24,999	18	Female	122
\$25,000 to \$39,999	26	Average age of principal operator (years)	
\$40,000 to \$49,999	16		59.1
\$50,000 to \$99,999	25	All operators by race ² :	
\$100,000 to \$249,999	11	American Indian or Alaska Native	10
\$250,000 to \$499,999	3	Asian	2
\$500,000 or more	8	Black or African American	66
Total farm production expenses (\$1,000)	27,279	Native Hawaiian or Other Pacific Islander	3
Average per farm (\$)	42,491	White	852
Net cash farm income of operation (\$1,000)	-1,086	More than one race	7
Average per farm (\$)	-1,692	All operators of Spanish, Hispanic, or Latino Origin ²	16

See "Census of Agriculture, Volume 1, Geographic Area Series" for complete footnotes, explanations, definitions, and methodology.

(D) Cannot be disclosed. (Z) Less than half of the unit shown.

¹ Universe is number of counties in state or U.S. with item. ² Data were collected for a maximum of three operators per farm.

Selected Statistics for Jefferson County from the Census of Agriculture

	2007	2002	1997	1992	1987	1982	1978	1974	1969	1964
Number of Farms	642	418	342	297	296	314	308	283	363	531
Farms with Sales of \$20,000 or more	103	72	74	85	82	104	95	72	55	35
Farms with Sales of Less than \$20,000	535	346	268	212	214	210	214	211	308	496
Operators with Principal Farm Employment	222	147	126	119	113	119	138	180	(na)	(na)
Operators with Principal Non-Farm Employment	420	271	216	178	183	195	170	98	(na)	(na)
Black Farm Operators	66	37	33	26	21	47	44	60	102	257
Female Farm Operators	122	89	36	28	26	23	25	(na)	(na)	(na)
Average Age of Farm Operator	59	57	57	57	52	51	51	56	56	54
Land in Farms	147,432	132,727	126,590	118,352	130,376	137,431	155,833	142,747	162,298	169,645
Average Farm Size	230	318	370	398	440	438	506	504	447	319
Jefferson County Farms Producing:										
Corn	18	26	45	45	54	101	138	162	206	365
Tobacco	0	2	3	5	9	15	19	36	73	115
Soybeans	6	5	10	5	13	48	38	17	3	2
Peanuts	10	11	17	11	14	15	23	25	30	56
Cotton	1	5	5	1	4	(na)	(na)	1	15	139
Hay & Forage	87	43	76	63	52	56	50	26	35	(na)
Vegetables	24	29	23	24	30	30	43	21	34	59
Watermelon	10	11	14	15	17	26	21	(na)	(na)	(na)
Orchards (including Pecans)	140	81	81	95	77	74	70	53	78	156
Nursery Products	21	33	37	33	28	27	25	(na)	(na)	(na)
Cattle & Calves	166	110	148	133	153	177	149	160	189	265
Dairy Products	1	4	5	4	8	7	9	(na)	(na)	(na)
Swine	24	21	20	22	27	70	84	88	121	297
Total Cropland Acres	33,951	29,884	33,477	37,031	45,665	55,712	50,326	46,117	62,217	76,976
Value of Crops Sold (\$1,000)	\$11,877	\$9,317	\$13,970	\$10,202	\$7,539	\$11,219	\$7,118	\$6,389	\$2,244	\$2,668
Value of Nursery Products Sold (\$1,000)	6,529	\$5,086	\$8,644	\$5,840	\$3,296	\$5,004	\$3,221	\$2,264	\$417	\$498
Irrigated Acres	2,148	4,081	1,432	4,257	6,573	4,821	639	1,431	509	307
Total Pasture Acres (incl woodland pastured)	34,593	31,352	38,628	35,808	50,186	37,366	41,375	45,102	43,422	12,180
Total Woodland Acres (less pastured)	78,714	64,238	46,589	50,579	58,887	55,345	64,619	66,952	72,314	74,610
Value Livestock/Livestock Pdts Sold (\$1,000)	10,226	\$11,837	\$4,080	\$10,844	\$9,197	\$10,493	\$10,000	\$4,535	\$2,736	\$1,757
Cattle Inventory	13,120	12,525	11,320	18,750	16,835	23,322	24,760	17,839	15,004	13,294
Hog and Pig Inventory	239	431	574	2,011	3,976	4,568	6,083	3,291	4,675	5,860
Value of Land and Buildings per Farm	\$1,035,244	\$584,211	\$498,805	\$575,501	\$433,835	\$427,564	\$456,118	\$194,099	\$77,335	\$34,949
Value of Machinery and Equipment per Farm	\$35,153	\$44,245	\$24,207	\$26,932	\$23,459	\$27,312	\$22,855	\$16,937	\$7,459	(na)
Value of Hired Farm Labor (\$1,000)	\$3,440	\$3,695	\$3,110	\$3,222	\$3,692	\$2,911	\$2,305	\$1,603	\$976	\$881
Value of Purchased Livestock Feed (\$1,000)	\$2,371	\$3,939	\$1,022	\$3,863	\$2,765	\$3,795	\$2,936	\$1,996	\$653	\$360
Value of Fertilizer Purchased (\$1,000)	\$2,175	\$1,298	\$1,384	\$1,351	\$1,760	\$1,810	\$1,249	\$1,220	\$675	\$552
Value of Energy Consumed (\$1,000) *	\$2175	\$1,823	\$710	\$975	\$1,242	\$1,203	\$803	(na)	(na)	(na)
Value of Interest Expenses (\$1,000)	\$3,327	\$2,681	\$997	\$821	\$1,387	\$2,143	(na)	(na)	(na)	(na)

	2007	2002	1997	1992	1987
Net Cash Returns from Sales (per farm)	-\$1,066	-\$701	\$7,005	\$9,523	-\$1,912
Government Payments Received (\$1,000)	\$1,201	\$606	\$351	\$467	\$825
Total Farm Expenses (\$1,000)	\$22,279	\$26,189	\$12,637	\$18,451	\$17,598
Ag Chemicals Purchased (\$1,000)	\$517	\$895	\$693	\$1,063	\$661
Property Taxes Paid (\$1,000)	\$1,870	\$1,136	\$808	\$501	\$426
Acres in CRP or Wetland Reserve Programs	23,247	7,603	5,910	4,098	1,899

- New methods used in the US Census of Agriculture beginning in 2007 include a larger number of small, marginal farms for example, using the methods, 1997 total farms were reported as 422, an increase of 80 farms more than the 1997 reported 342 farms beginning with the 2002 Census, total operators include multiple - up to three - operators per farm
16 farms are operated by Spanish, Hispanic or Latino operators and 3 by American Indian operators
- Through 2002, Energy Consumed was total of "Petroleum Products" and "Electricity"; in 2007, it is sum of "Gasoline, fuels and oils" plus "Utilities"

State & County QuickFacts

Jefferson County, Florida

People QuickFacts	Jefferson County	Florida
Population, 2011 estimate	14,658	19,057,542
Population, 2010 (April 1) estimates base	14,761	18,801,311
Population, percent change, April 1, 2010 to July 1, 2011	-0.7%	1.4%
Population, 2010	14,761	18,801,310
Persons under 5 years, percent, 2011	5.3%	5.6%
Persons under 18 years, percent, 2011	18.5%	21.0%
Persons 65 years and over, percent, 2011	17.5%	17.6%
Female persons, percent, 2011	47.6%	51.1%
White persons, percent, 2011 (a)	62.1%	78.5%
Black persons, percent, 2011 (a)	35.8%	16.5%
American Indian and Alaska Native persons, percent, 2011 (a)	0.3%	0.5%
Asian persons, percent, 2011 (a)	0.6%	2.6%
Native Hawaiian and Other Pacific Islander persons, percent, 2011 (a)	Z	0.1%
Persons reporting two or more races, percent, 2011	1.2%	1.8%
Persons of Hispanic or Latino Origin, percent, 2011 (b)	3.9%	22.9%
White persons not Hispanic, percent, 2011	58.9%	57.5%
Living in same house 1 year & over, 2006-2010	88.4%	83.1%
Foreign born persons, percent, 2006-2010	3.9%	19.2%
Language other than English spoken at home, pct age 5+, 2006-2010	6.5%	26.6%
High school graduates, percent of persons age 25+, 2006-2010	79.9%	85.3%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	14.7%	25.9%
Veterans, 2006-2010	1,673	1,672,288
Mean travel time to work (minutes), workers age 16+, 2006-2010	25.7	25.7
Housing units, 2010	6,632	8,989,580
Homeownership rate, 2006-2010	77.2%	69.7%
Housing units in multi-unit structures, percent, 2006-2010	4.4%	30.0%
Median value of owner-occupied housing units, 2006-2010	\$127,600	\$205,600
Households, 2006-2010	5,233	7,152,844
Persons per household, 2006-2010	2.66	2.53
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$19,647	\$26,551
Median household income 2006-2010	\$41,359	\$47,661
Persons below poverty level, percent, 2006-2010	18.7%	13.8%
Business QuickFacts	Jefferson County	Florida
Private nonfarm establishments, 2009	262	491,249 ²
Private nonfarm employment, 2009	1,789	6,861,612 ²
Private nonfarm employment, percent change 2000-2009	10.4%	10.4% ²
Nonemployer establishments, 2009	977	1,603,533
Total number of firms, 2007	1,092	2,009,589
Black-owned firms, percent, 2007	S	9.0%
American Indian- and Alaska Native-owned firms, percent, 2007	F	0.5%
Asian-owned firms, percent, 2007	S	3.2%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.1%
Hispanic-owned firms, percent, 2007	F	22.4%
Women-owned firms, percent, 2007	S	28.9%
Manufacturers shipments, 2007 (\$1000)	0 ¹	104,832,907

Merchant wholesaler sales, 2007 (\$1000)	43,717	221,641,518
Retail sales, 2007 (\$1000)	88,713	262,341,127
Retail sales per capita, 2007	\$6,403	\$14,353
Accommodation and food services sales, 2007 (\$1000)	7,035	41,922,059
Building permits, 2011	28	42,360
Geography QuickFacts	Jefferson County	Florida
Land area in square miles, 2010	598.10	53,624.76
Persons per square mile, 2010	24.7	350.6
FIPS Code	065	12
Metropolitan or Micropolitan Statistical Area	Tallahassee, FL Metro Area	

1: Counties with 500 employees or less are excluded.
 2: Includes data not distributed by county.

(a) Includes persons reporting only one race.
 (b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information
 F: Fewer than 100 firms
 FN: Footnote on this item for this area in place of data
 NA: Not available
 S: Suppressed, does not meet publication standards
 X: Not applicable
 Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report
 Last Revised: Thursday, 16-Aug-2012 10:29:32 EDT



Jefferson County Profile

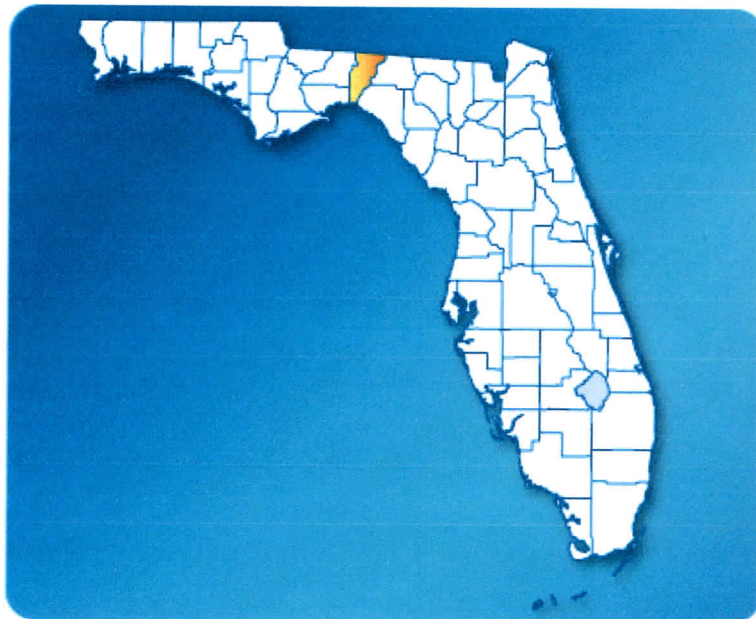
Visit eFlorida.com to learn more.

GEOGRAPHY

Primary Economic Development Contact

Nearest MSA:	Tallahassee
Time Zone:	Eastern
Local Area Code(s):	850
Largest Cities:	1 Monticello
Miles* To:	
Tallahassee	24
Orlando	206
Tampa	200
Jacksonville	134
Miami	402
Atlanta	224
Chicago	812
Dallas	774
New York	897

*Miles are calculated from county seat.



POPULATION

	Jefferson	Florida
1980:	10,703	9,746,961
1990:	11,296	12,938,071
2010:	14,761	18,801,310
2020(p):	15,900	21,326,800
2040(p):	18,000	26,081,800

(p) Denotes Projected Population

PER CAPITA PERSONAL INCOME

	Jefferson	Florida
2007	\$29,406	\$39,449
2008	\$29,980	\$40,133
2009	\$30,014	\$38,965

CLIMATE

Average Temperature	High	Low
January:	62	37
July:	91	70
Florida Mean Annual Precipitation		53
Average Annual Rain Days		115

MIGRATION

(2010)	
In-Migration	622
Out-Migration	634
Net-Migration	-12

*Estimates based on IRS Statistics of Income data

LABOR FORCE

(2010)

EXISTING EMPLOYMENT

Major Private Sector Employers

Labor Force	6,621
Labor Force % of County Population	44.9
Number in County Unemployed	613
Unemployment Rate	9.3%

Brynwood Center	
Business Line: Nursing Facility	
Number of Employees	125

Monthly labor force data are available from the [Florida Agency for Workforce Innovation](#).

EMPLOYMENT BY INDUSTRY

<i>N/D = No Data</i>	Jefferson	Florida
Average Annual Employment (2010)	2,529	7,109,630
Natural Resources & Mining	N/D	
Construction	4.9%	5.0%
Manufacturing	1.2%	4.3%
Trade, Transportation and Utilities	16.3%	21.2%
Information	1.1%	1.9%
Financial Activities	2.5%	6.6%
Professional & Business Services	4.1%	14.8%
Education & Health Services	0.0%	22.0%
Leisure & Hospitality	0.0%	13.2%
Other Services	3.3%	3.3%
Public administration	13.8%	6.6%
Unclassified	N/D	

Simpson Nurseries	
Business Line: Wholesale Tree Nursery	
Number of Employees	100

Crosslandings Health & Rehab Center	
Business Line: Skilled Nursing Facility	
Number of Employees	90

Jefferson County Kennel Club	
Business Line: Greyhound Racing	
Number of Employees	90

Farmers & Merchants Bank	
Business Line: Financial Institution	
Number of Employees	60

Con-way Freight	
Business Line: Ground Transportation	
Number of Employees	27

Florida Auto Tag Agency, Inc.	
Business Line: Data Processor (auto title)	
Number of Employees	17

Average Annual Wage

(2010)	
All Industries	\$28,650
Construction	\$29,737
Education & Health Services	N/D
Financial Activities	\$35,886
Information	\$35,098
Leisure & Hospitality	N/D
Manufacturing	\$19,683
Natural Resources & Mining	N/D
Other Services	\$18,466
Professional & Business Services	\$24,914
Public administration	\$35,652
Trade, Transportation and Utilities	\$27,819
Unclassified	N/D

TRANSPORTATION

Federal Interstates	I-10	Nearest Airport with Scheduled Commercial Airline Service:	Tallahassee Regional Airport
Federal Highways	US-19, US-27, US-90, US-98, US-221	# Runways	2
State Highways	SR-59	Longest Paved Runway(ft.)	8000
Railroads	CSX	General Aviation Airports	The Flightline Group
		Local Deep Water Port	Port St. Joe
		Miles to Closest Port	99

STATE AND LOCAL TAXATION

COUNTY		STATE	
Countywide Ad Valorem Millage Rates:			
Government	8.3226	Corporate Income Tax	5.5%
Schools	7.9380	Personal Income Tax	0.0%

Special 0.0000
 Total 16.2606

Retail Sales Tax 6.0%

Ad Valorem Tax Exemption: No
 Retail Sales Tax (Local Option) 1.00
 Federal Enterprise Zone No
 State Enterprise Zone

COMMERCIAL/INDUSTRIAL SERVICES

Electric Companies:

- Progress Energy
- Tri-County Electric Cooperative

Natural Gas Companies:

- none listed

Telephone Companies:

- Embarq

Water & Sewer Companies:

- City of Monticello
- Jefferson Communities Water System

Existing Industrial Zoned Land Yes
 Number of Acres 1,200
 Largest Available Contiguous Parcel 0

Industrial Parks Yes
 Number of Acres 200
 Largest Available Contiguous Parcel 0

Foreign Trade Zones No
 Zone Number(s)

MEDIA

Local Radio Stations:

- none listed

Local Television Stations:

- none listed

Locally Printed Newspapers:

- The Monticello News
- The Jefferson Journal

EDUCATION

	Public Schools	Teachers	Enrollments
Totals:	8	89	1,104

Private Schools Available: Yes

POST SECONDARY EDUCATION SERVING THE COUNTY:

Colleges/Universities:

- Florida A&M University
- Florida State University
- University of Florida
- Valdosta State University, GA
- Thomas University, GA

Junior/Community Colleges:

- Tallahassee Community College
- North Florida Community College

Technical Schools:

- The Green Industries Institute
- Lively Technical Center
- Southwest Georgia Technical Center, GA

Other Schools:

- none

FINANCIAL INSTITUTIONS

Number of Banks: 2

Number of Savings and Loans: 0

Number of Credit Unions: 1

QUALITY OF LIFE

Cost of Living

Price Level Index, (2010)

Florida State Average = 100

2008	91.34
2009	90.97
2010	92.50

Medical Services:

- Archhold Memorial Hospital - Thomasville
- Tallahassee Community Hospital
- Tallahassee Memorial Healthcare

Recreational Opportunities:

- Canoe Trips (Aucilla & Wacissa Rivers)
- Dog Track
- Golf & Tennis
- Hunting & Fishing

Historical Points Of Interest:

- County Court House
- Jefferson County High School
- Opera House
- Presbyterian Church
- Wirick-Simmons House

Cultural Events/Festivals:

- Downtown Christmas
- Market Days
- Opera House (Tours & Events)
- Self Guided Tours of Historic Downtown
- Southern Music Rising
- Watermelon Festival (June)

Enterprise Florida, Inc. 800 North Magnolia Avenue, Suite 1100 Orlando, Florida 32803 Phone 407-956-5600 Fax(407)956-5599
 Visit us on the World Wide Web: <http://www.eflorida.com>

Jefferson County Property Tax Overview (2011)

Property Valuation	
Total Just Value	\$1,600,276,323
Assessment Limitations and Classifications	\$774,511,189
Total Assessed Value*	\$825,765,134
Total Value of Exemptions (School Taxable Value)	\$238,880,479
County Taxable Value as a Percent of Just Value	36.67%
Prior Year School Taxable Value	\$592,326,490
Percent Change (2010 vs. 2011)	-0.92%
* Includes Real, Tangible Personal, and Railroad and Private Carline Properties	

Value Adjustment Board Results	
Number of Petitions Approved	0
Number of Petitions Heard/Approved	0
Percent of Petitions Withdrawn	0.00%
Percent of Petitions Withdrawn	0.00%
Number of Petitions Heard	0
Level of Assessment	Current FL Median: 99.60, FL Average: 99.60
Level of Assessment	Current FL Median: 99.60, FL Average: 99.60

Tax Collections	
Number of Parcels	281
Just Value	\$41,776,217
Commercial	\$345,628,072
Govt Taxable	\$11,403,978
Govt Non-Taxable	\$44,084,221
Other	\$10,287,084

Parcel Information	
Number of parcels	12,088
2011	12,086
2010	12,086
Difference	2
Difference	0.02%

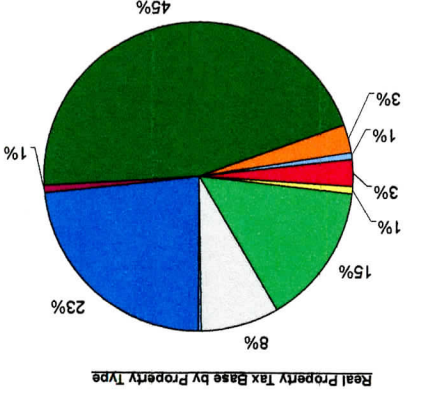
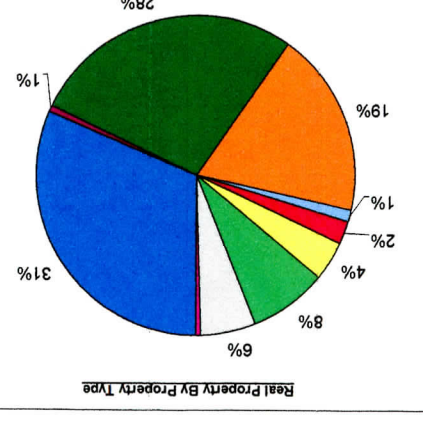
Real Property Parcel and Value Information (Part 1)	
Property Type	Just Value
Single Family Residential	3,801
Multi-Family Residential	76
Agricultural	3,336
Vacant Residential	2,268
Vacant Non-Agricultural	145
Other	\$10,287,084
Govt Non-Taxable	\$44,084,221
Govt Taxable	\$11,403,978
Commercial	\$345,628,072
Multi-Family Residential	\$11,448,278
Govt Taxable	\$11,448,278
Govt Non-Taxable	\$121,853,605
Other	\$4,475,103

Property Taxes Levied	
County Taxes*	\$4,445,278
School Taxes*	\$4,658,689
Municipal Taxes*	\$534,827
Other Taxes**	\$78,045
Total Non-Ad Valorem	\$2,132,030
Total Taxes (2011)*	\$11,848,869
Total Taxes (2010)*	\$11,917,202
Change from Previous Year** (2010 vs. 2011)	-\$68,333
Percent of Total	-0.58%

County Taxable Value differs from School Taxable Value due to the additional \$25,000 homestead exemption passed into law in 2008. The additional \$25,000 does not apply to the school portion of property taxes. Also, it only applies to the third \$25,000 of a property's total assessed value (i.e., that portion of a property's value between \$50,000-\$75,000).

Non-School Millage Rates	
2010 Rate	8.3226
Roll-Back Rate	8.4530
Majority Rate	9.2940
2011 Rate	8.3226
Extraordinary Vote Required	no

* Taxes include both Ad Valorem and Non-Ad Valorem levies
 ** See Definitions for detailed information



Prepared by:
 State of Florida
 Department of Revenue
 Property Tax Oversight
 03/2012



The 2012 Florida Statutes

Title XXXV	AGRICULTURE, HORTICULTURE, AND ANIMAL	INDUSTRY	SERVICES
Chapter 570	DEPARTMENT OF AGRICULTURE AND CONSUMER		
View Entire Chapter			

570.242 Definitions relating to Agricultural Economic Development Act.—For purposes of this act, the following terms shall have the following meanings:

(1) "Agriculturally depressed area" means a rural area which has **declining profitability** from agricultural enterprises and one or more of the following characteristics:

- (a) **A stable or declining population.**
- (b) A stable or declining real per capita income.
- (c) A traditional economy based on agriculture or extraction of solid minerals.
- (d) **A low ad valorem tax base.**
- (e) A need for agribusiness and leadership training.
- (f) Crop losses or economic depression resulting from a natural disaster or socioeconomic conditions or events which negatively impact a crop.

- (2) "Assistance" means financial or nonfinancial assistance issued pursuant to the provisions of this act.
- (3) "Commissioner" means the Commissioner of Agriculture.
- (4) "Department" means the Department of Agriculture and Consumer Services.
- (5) "Financial assistance" means the providing of funds to an agribusiness.
- (6) "Nonfinancial assistance" means the providing of personnel to work with an agribusiness to establish an infrastructure, including, but not limited to, the development of an accounting system, management procedures, and a marketing plan. Nonfinancial assistance shall also include the providing of equipment.

History.—ss. 2, 10, ch. 91-268; s. 4, ch. 91-429; s. 12, ch. 92-291; s. 24, ch. 2000-308.

Select Year:

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION No. 2012-092012-03**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, ESTABLISHING ITS SUPPORT FOR THE JEFFERSON COUNTY AGRICULTURE AND COMMUNITY DEVELOPMENT CENTER

WHEREAS, Agriculture, Livestock and Forestry historically have been, and continue as, essential contributors to the county's economy, its income and employment; and

WHEREAS, agriculture has given strength to the cultural and social history of the county from Florida's territorial day to the present; and

WHEREAS, the nature of agricultural production and marketing are constantly changing, perhaps at an accelerating rate; and

WHEREAS, plantations, dairies, nurseries, cattle operations, producers of watermelons, cotton, peanuts, tobacco and other crops, and other agricultural enterprises provide jobs, water recharge areas, wildlife habitat and clean air; and

WHEREAS, citizens in this critical industry need up-to-date information to remain productive, competitive, efficient, knowledgeable of marketing/ markets, and profitable; and

WHEREAS, University of Florida IFAS/Extension, the local offices of the United States Department of Agriculture, the Florida Department of Agriculture and Consumer Services, the North Florida Community College, Florida Farm Bureau and numerous commodity groups and other organizations provide vital and timely information services; and

WHEREAS, there are no other suitable facilities to serve the educational and promotional needs of farms, ranches, nurseries, dairies, wildlife enthusiasts, plantations, foresters and rural small farm residents, nor are there facilities to educate the general public of the vital role the agricultural industry plays; and

WHEREAS, facilities for community economic development, exhibition, and other civic uses are limited,

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Jefferson County, Florida, in Regular Session this (date) as follows:

The Board of County Commissioners strongly supports the construction and use of an Agriculture and Community Development Center. Such a center for agriculture education, promotion, and general community development will serve a vital public purpose for the county.

The Board of County Commissioners encourages all local government and elected officials to voice their support to state elected officials, and

1. This Resolution shall be signed by the Chairman of the Board and attested by the Clerk to the Board.
2. A copy of the Resolution shall be forwarded to: the Commissioner of Agriculture; the Speaker of the House; President of the Senate; Governor of the State of Florida; Members of the State and Federal Legislative Delegation; the Florida Farm Bureau; the Florida Cattlemen's Association; the Florida Forest Association; the Florida Nurserymen, Growers and Landscapers Association; the Vice President for Agriculture and Natural Resources, University of Florida/IFAS; The Jefferson County Coordinator, and the Jefferson County Legislative Committee.

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA

By: _____
Hines Boyd, Chairman

ATTEST:

Kirk Reams, Clerk of Court

**ITEM 5 (c): SOLID WASTE ASSESSMENT
REDUCTION RESOLUTION**

RESOLUTION NO. 1-092012-01a

RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS ESTABLISHING SOLID
WASTE ASSESSMENT FEES

WHEREAS it is the intent of the Board to establish Solid Waste Assessment fees that represent the current cost of operating the Board's Solid Waste Program, and

WHEREAS the Board has accumulated a surplus in the Solid Waste Trust Fund, and

WHEREAS the surplus exceeds the monies required to fund reasonable operating cost and long term capital expenditure needs of the Solid Waste Department, together with a reasonable reserve, and

WHEREAS much of the surplus in this fund has been accumulated using Solid Waste Assessment fees, grant funds, and other sources of revenue, and

WHEREAS residential customers are supplementing the cost of solid waste services to certain commercial customers:

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA THAT:

1. The Board shall establish a fee structure that charges commercial customers a supplemental usage and pick up fee based on the amount of solid waste each customer generates.
2. The base solid waste assessment annual fee for the 2012-2013 fiscal year for residential customers shall be reduced to \$174.88 per residential customer.
3. The base solid waste assessment annual fee for the 2012-2013 fiscal year for commercial customers shall be \$174.88 per commercial customer plus a usage fee based on the amount of solid waste generated by and picked up from the commercial customer. A schedule of commercial usage fees shall be determined by the Board.
4. A commercial customer who generates less than an average of one cubic yard of solid waste per week and who does not desire onsite pickup may request to be designated a Small Commercial Customer and may pay only the base solid waste assessment fee for commercial customers. Such designation shall be made in writing and at the discretion of the Solid Waste Director.
5. During the budget process preceding each fiscal year, the Board shall review the Solid Waste Assessment fees and may make adjustments to meet the intent of this resolution.

RESOLVED this 20th day of September 2012.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

BY: _____
Kirk Reams, Clerk

BY: _____
Hines Boyd, Chairman
(As approved by the Board on September 20, 2012)

RESOLUTION NO. 1-092012-01b

RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS ESTABLISHING SOLID
WASTE ASSESSMENT FEES

WHEREAS it is the intent of the Board to establish Solid Waste Assessment fees that represent the current cost of operating the Board's Solid Waste Program, and

WHEREAS residential customers are supplementing the cost of solid waste services to certain commercial customers:

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA THAT:

1. The Board shall establish a fee structure that charges commercial customers a supplemental usage and pick up fee based on the amount of solid waste each customer generates.
2. The base solid waste assessment annual fee for the 2012-2013 fiscal year for residential customers shall be reduced to \$174.88 per residential customer.
3. The base solid waste assessment annual fee for the 2012-2013 fiscal year for commercial customers shall be \$174.88 per commercial customer plus a usage fee based on the amount of solid waste generated by and picked up from the commercial customer. A schedule of commercial usage fees shall be determined by the Board.
4. A commercial customer who generates less than an average of one cubic yard of solid waste per week and who does not desire onsite pickup may request to be designated a Small Commercial Customer and may pay only the base solid waste assessment fee for commercial customers. Such designation shall be made in writing and at the discretion of the Solid Waste Director.
5. During the budget process preceding each fiscal year, the Board shall review the Solid Waste Assessment fees and may make adjustments to meet the intent of this resolution.

RESOLVED this 20th day of September 2012.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

BY: _____
Kirk Reams, Clerk

BY: _____
Hines Boyd, Chairman
(As approved by the Board on September 20, 2012)

**ITEM 5 (d): ROAD WORK APPROVAL
REQUEST**

	ROAD NAME	
District 1	Clark Road	1.8
	Barnes Road	0.5
	Government Farms Road	3.5
	Blue Lake Road	2.6
	Jefferson Heights	0.7
	Brock	3.3
District 2	West Lake	2.9
	Oetinger	1.1
	New Monticello ??	
District 3	Casa Bianca	2.1
	Pine View	0.7
	Cook	1.7
	Curtis Mill	1.4
	Thompson Valley/Turkey Scratch Drainage	
District 4	New Monticello	1.3
	Indian Hills	1.6
	Wild Turkey /Quail Lane	2.4
	Springfield Church	1.5
	(NCRS) Lloyd Acres	1
	Jefferson	1.1
District 5	Armstrong	1.7
	Tyson	2.2
	Limestone	2.1
	Fanlew/Natural Bridge	2.3
	TOTAL MILES	39.5

ITEM 5 (g): CASH RESERVE RESOLUTION

RESOLUTION NO. 1-092012-02

RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS ESTABLISHING A MINIMUM AND
MAXIMUM GENERAL FUND CASH RESERVE

WHEREAS it is the intent of the Board to establish and maintain a reasonable Cash Reserve in the General Fund to address fiscal emergencies;

WHEREAS the maintenance of said Cash Reserve is essential to the financial health of county government;

WHEREAS the funding of basic county services is partially dependent on special state funding for small county governments, and

WHEREAS such special state funding could be withdrawn at anytime by a decision of the State Legislature, creating a fiscal emergency for the County; and

WHEREAS the County is always at risk of unanticipated expenses which could contribute to a fiscal emergency:

THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA THAT:

1. The Board shall recognize the "Unassigned General Fund Balance" on its audited Balance Sheet of Governmental Funds as the measure of the County's Cash Reserve.
2. When establishing its budget and making decisions on any expenditures, except during times of a declared fiscal emergency, the Board shall maintain a Cash Reserve equal to at least three months but no more than four and one-half months of its budgeted recurring General Fund expenses.
3. The County's Chief Financial Office, in consultation with the County Coordinator, shall perform a quarterly review of unanticipated changes in budgeted revenues and expenses, prepare a projection of the County's year-end Cash Reserve for the current fiscal year, and make a quarterly report to the Board of the projected year-end Cash Reserve.
4. Until the first projected Cash Reserve report is completed, the current Cash Reserve shall be presumed to be a minimum of \$2,000,000 and a maximum of \$3,000,000.
5. If the projected Cash Reserve exceeds the maximum targeted amount, during its budgeting process the Board shall make the appropriate adjustments, including a reduction in ad valorem taxes.

RESOLVED this 20th day of September 2012.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

BY: _____
Kirk Reams, Clerk

BY: _____
Hines Boyd, Chairman
(As approved by the Board on September 20, 2012)

**ITEM 5 (h): PERSONNEL POLICY PROPOSED
REVISIONS**

positions when it is determined to be in the best interests of the County and when economically feasible to do so.

1.03 Administration

- A. The County Coordinator shall be ultimately responsible for the administration and direction of the County's personnel program, but not to include the powers to hire, suspend or terminate as set forth in Section 4, Section 8 and Section 10 hereinafter included.
- B. The County Coordinator, with the advice of the Board of County Commissioners when appropriate, shall have responsibility over the selection of new personnel; reassignment, promotion, demotion, reinstatement and retention of employees. The Board of Commissioners will provide input when appropriate and whenever sought by the County Coordinator.
- C. Department Heads will be responsible for the proper and effective administration of these Personnel Policies within their respective departments. Routine matters pertaining to enforcement may be delegated within the operating department.
- D. The County Coordinator shall report to the Board of County Commissioners and shall from time-to-time, and when requested, report to the Board on personnel related matters and the administration of the County's personnel program.
- E. The County Coordinator is an appointed official whose responsibilities are generally to manage the affairs of the County on a day-to-day basis. While it is impossible to define all of the roles and responsibilities of the County Coordinator, this position has the following primary responsibilities:
- Carry out the orders and policies of the Board of County Commissioners in the operation of Jefferson County Government; see that all orders, resolutions, and regulations of the Board are faithfully executed.
 - Submit to the Board recommendations concerning affairs of the County, its future financial needs, and its offices, departments and agencies.
 - Actively participate in the annual budget and levy setting process.
 - Act as County personnel administrator; develop general work rules and personnel policies; interpret personnel actions; interview prospective County Department Head employees; support Departments in hiring procedures as requested and as explained in more detail below; review all Unemployment Compensation and Worker's Compensation cases and related personnel duties.
 - Coordinate and monitor activities between the Board and the various operating Departments and between and within these Departments, providing follow up as needed.
 - Organize and direct the preparation of agenda for regular and special meetings of the Board.
 - Prepare necessary correspondence.

Comment [C1]: ADD:
"but not to include the powers to hire, suspend or terminate as set forth in Section 4, Section 8 and Section 10 hereinafter included."

Comment [C2]: DELETE
entire Paragraph 1.03 (B)

SECTION 4

EMPLOYMENT POLICIES

4.01 *Appointing Authority*

The County ~~Coordinator~~ has the authority of appointment and removal of personnel . Such authority may be delegated to a Department Head or other designated employee of the County, but only in writing, ~~and if approved by the County Coordinator~~.

Comment [C4]: change
to: COMMISSION
BOARD

Comment [C5]: DELETE

4.02 *Position Control*

All positions in the County are established and maintained through a personnel budget each fiscal year. The establishment of new or additional positions can be authorized by the Board of County Commissioners subject to adequate justification on need and availability of funds. The number of positions to be funded may also be decreased at the discretion of the Board of County Commissioners.

4.03 *Types of Appointments*

- A. Regular – Employees who work full time.
- B. Seasonal – Employees appointed in the same manner and subject to the same procedure as regular employees, except that their employment shall cease at the close of the season for which they were appointed.
- C. Part Time – Employees who work less than the normal scheduled hours per week.
- D. Temporary – Positions (whether part-time, full-time, or hourly) that are anticipated to be of comparatively short or definitely limited duration, for special projects, grants, or programs.
- E. Trainee – Employees who do not meet the minimum qualification of the position. The length of training is at the discretion of the County.
- F. Interim Appointments – Individual(s) hired by the Board of County Commissioners for a limited period of time for a given assignment. This type of assignment is of a temporary nature and can be unilaterally by the Board of County Commissioners at any time. Compensation is given for the period of time of the assignment as determined by the Board of County Commissioners.
- G. Seasonal, part-time and temporary employees, trainees and interim appointments shall

not be entitled to accumulate annual or sick leave. The only leave benefits to which such employees are entitled, if at all, are those mandated by law.

4.04 Application Procedures

- A. When a Department Head submits a notification for persons to fill vacancies, the notification shall be made to the County Coordinator on the approved "Personnel Notification" form, including the title of the position and other pertinent information as may be needed to locate qualified applicants. Requests for personnel should be made reasonably far in advance of actual need when circumstances permit.
- B. Upon being notified of a vacancy, the County Coordinator or designee shall prepare a notice and advertisement where appropriate, outlining the qualification for the position.
- C. The Department Head concerned will make his or her recommendation to the County Coordinator as to which candidate should be selected. The County ~~Coordinator~~ has the authority for making the decision as to which applicant should be hired after considering all job related factors in the hiring process and the recommendation of the Department Head. The person to be hired by the County ~~Coordinator~~ shall be the individual who, given the needs and resources of the County at the time, is best suited for the position.
- D. All job offers will be formally communicated by the Department Head as the designated representative of the Board of County Commissioners. Any offer may be conditioned on the successful completion of a medical examination that is job related, so long as such examinations are done for all entering employees in that job category.
- E. When a vacancy has been filled, the remaining Employment Applications become inactive after one year.
- F. Employment with the County shall be based on merit, which includes considerations of qualifications such as ability, skill, experience, training, and other merit factors.
- G. As part of the pre-employment procedure, references provided by applicants or reference sources may be checked.
- H. All job vacancies will be advertised. The Department Head has the authority to make a temporary emergency appointment to fill a vacancy. The temporary appointment is to be no more than thirty (30) days, but may be extended for an additional thirty (30) days upon approval of the County Coordinator.
- I. With respect to the hiring and selection of Department Heads, the County Coordinator shall accept applications for any vacancy which may exist and interview the prospective candidate(s). Thereafter, the County Coordinator shall make his/her recommendation to the Board regarding the best suited candidate or candidates for the position. The Board may, consistent with Chapter 286, Florida Statutes, interview the candidate or candidates

Comment [C6]: change to: COMMISSIONER

Comment [C7]: change to: COMMISSIONER

1. During the probationary period, and at any time thereafter, an employee can be terminated upon recommendation of the Department Head and approval of the County ~~Coordinator~~.

Comment [C9]: change to: COMMISSIONER

2. ~~Directly by the County Coordinator~~.

Comment [C10]: DELETE entire paragraph 8.07 (D) (2)

3. With respect to Department Heads specifically, the County Coordinator shall make a recommendation to the Board whether a Department Head should be terminated, which shall be accepted or rejected by the Board by majority vote. ~~With respect to employees who are below the level of County Coordinator, the County Coordinator shall make the final decision as to whether the employee should be terminated.~~

Comment [C11]: DELETE

E. The Department Head may, upon ~~approval by~~ the County Coordinator, suspend an employee with or without pay for disciplinary reasons or pending court proceedings concerning actions that may result in dismissal.

Comment [C12]: Change to: NOTICE TO AND ADVICE FROM

1. An employee may be suspended with or without pay for acts involving unsatisfactory performance, conduct unbecoming an employee of the County, violation of these Policies, conduct prejudicial to the public interest or for any other lawful reason. Any employee may also be suspended with or without pay pending the outcome of an internal or external investigation.

2. An employee may be suspended without pay indefinitely if the employee has been arrested for a felony or for a misdemeanor involving moral turpitude. If the employee is restored to the employment of the Board, accrual of leave credits shall not have been interrupted by the suspension.

3. The employee shall receive written notice, stating the nature and reason for the action, the duration and rights of appeal, if any.

8.08 Exit Interview

It is the desire of the Board to determine why employees leave the County Service. An exit interview program may be established and administered to determine the causes of and possible solutions for turnover within the work force.

- b. Employees should report the incident to their Department Head or, if the Department Head cannot be found, to the County Coordinator's office.
- c. Evaluate the threat for additional incidences of violence, warn other potential victims, inform victims of available medical services and cooperate with law enforcement.
- d. Refer media representatives to the County Coordinator.
- e. Contact the Department Head and/or the County Coordinator's office at the earliest possible time
- f. Once the immediate threat has been addressed and the work environment has been secured, the County Coordinator will initiate an investigation of the incident.

2. Immediate Threat Exists

- a. Employees should not put themselves or anyone else at risk during a threat or dangerous situation that is about to happen.
- b. Employees should report the incident to their Department Head or, if the Department Head cannot be found, to the County Coordinator's office..
- c. If the situation does not defuse and come under control by eliminating all threats of danger and violence, employees should warn potential targets, and take reasonable actions to immediately exit the area.
- d. Call 911.
- e. Once the immediate threat has been addressed and the work environment has been secured, the County Coordinator's office will initiate an investigation of the incident.

3. Threat Made, No Immediate Danger Apparent

- a. Employees should immediately report incident to their Department Head, or, if the Department Head cannot be found, to the County Coordinator's office.
- b. Call 911.
- c. Once the immediate threat has been addressed and the work environment has been secured, the County Coordinator's office will initiate an investigation of the incident.
- d. Department Heads shall develop a plan of action in collaboration with the County Coordinator, to include appropriate corrective action based upon assessment of the incident.

D. Weapons

~~The County prohibits the possession of weapons on County premises or properties, including housing/carrying a weapon in a private vehicle parked on County owned or leased property.~~

Comment [C13]: DELETE

- 1. Possession of a weapon shall be interpreted to include, but not limited to, an employee:
 - a. Having a weapon on or about one's person concealed or unconcealed.
 - b. Unlawfully or recklessly displaying a weapon.

- G. In addition to the general types of offenses listed, infractions of departmental rules and regulations will subject the employee to disciplinary action.
- H. The employee's file will be considered cleared for purposes of disciplinary action if a similar offense does not occur within one (1) year from the date of the last offense.
- I. Final decisions will be made by the County Coordinator.

10.02 Authority and Procedure

- A. Reprimands, suspensions, return to probationary status, demotions and dismissals for cause are effected by the Department Head with the permission of the County Coordinator.
- B. Whenever the Department Head determines that there are reasons for the suspension, demotion or discharge of a regular employee under their supervision, the Department Head shall notify the County Coordinator or his/her designee. The County Coordinator will make the final decision regarding all suspensions.
- C. In all cases of disciplinary action, the person initiating the action is required to complete an Employee Notice Form informing the employee of the action taken. A copy of the Notice must be given the Board or designee and a copy placed in the employee's file.

Comment [C14]: change to: AFFECTED

Comment [C15]: change to: NOTICE TO AND ADVICE FROM

Comment [C16]: change to: DEPARTMENT HEADS

10.03 Types of Offenses

The three (3) groups of offenses and guides for recommended penalties are as follows:

GROUP I OFFENSES

FIRST OFFENSE: VERBAL WARNING

SECOND OFFENSE: WRITTEN REPRIMAND AND/OR RETURN TO PROBATIONARY STATUS AND/OR UP TO FIVE (5) DAYS SUSPENSION

THIRD OFFENSE: UP TO DEMOTION AND/OR DISCHARGE

1. Operating, using, possessing tools, equipment or machines which the employee has not been assigned or performing other than assigned work.
2. Quitting work, wasting time, loitering or leaving assigned work area during working hours without permission.
3. Washing up or changing clothes during working hours without specific

of time for improvement may be allowed before initiating disciplinary measures.

- B. In situations where a verbal warning has not resulted in the expected improvement, a written reprimand may be issued defining the nature of the infraction under the rules. The written reprimand will be issued on the Employee Notice form issued to the employee. A copy shall be placed in the employee's personnel file. The employee's immediate supervisor usually initiates a written reprimand, but the County Coordinator or his/her designee is authorized to do so as well.

10.05 Suspensions

- A. An employee may be suspended for an indefinite period or for a specified period of time without pay for an offence as defined in the Personnel Policies or for violation of department rules and regulations by the immediate supervisor or other designated supervisor subject to the approval of the department head. In the case of Fire Rescue personnel, the immediate supervisor may suspend an employee and later obtain the necessary approval of the department head.
- B. In all cases of suspension, the Employee Notice Form must be completed and submitted to the employee along with a copy to the County Coordinator or designee.
- C. Except in cases of suspensions in contemplation of dismissal, and except where the employee's presence poses a continuing danger to persons or to the orderly operation of County government, the employee shall be notified orally or in writing of the accusations/charges against the employee and the factual basis therefore prior to the effective date of the suspension.
- D. Concurrently with or after said notice, but prior to suspension, the supervisor, superior, or department head must give the accused employee a reasonable opportunity to explain the employee's version of the facts surrounding the accusations. Immediately thereafter, the supervisor, superior, or department head may take such action as deemed appropriate.
- E. In cases where the employee's presence poses a continuing danger to persons or to the orderly operation of the County government, the employee may be suspended immediately but shall be notified in writing of the charges against the employee and shall be given an opportunity to rebut the charges within ten (10) days after suspension.
- F. ~~The County Coordinator shall make the final decision regarding whether a suspension is warranted.~~

Comment [C17]: DELETE

10.06 Demotion and Decrease in Pay

- A. A Department Head may recommend to the County Coordinator that an employee be demoted with a decrease in pay and job responsibilities for such times as necessary to

correct deficiencies in job performance or job qualifications.

- B. The duration of the demotion and reduction in pay and responsibilities may be temporary or permanent as appropriate, based on the circumstances involved.
- C. A permanently demoted employee is entitled to advance in pay within the pay plan similar to any other employee, after the demotion, based on future job performance.
- D. Prior to the proposed demotion, the employee shall be given written notice of the reasons for the proposed demotion and shall be given the opportunity to rebut the reasons for the demotion, before the department head. If the department head determines that the demotion is proper, the appropriate personnel form shall be completed and shall include the specific reasons for the demotion.
- E. The County Coordinator shall make the final decision as to whether a demotion and decrease in pay is warranted.

Comment [C18]: CHANGE
TO: Department Heads

Comment [C19]: ADD:
with notice to and
advice of the County
Coordinator

10.07 Discharge

- A. A probationary employee may be discharged with or without cause at the discretion of the department head.
- B. A regular employee may be discharged with or without cause as set forth in these Personnel Policies and other Board policies and procedures as may be written, by the Department Head with the approval of the County Coordinator and/or directly by the County Coordinator.

Comment [C20]: DELETE

Comment [C21]: CHANGE
TO: with notice to
and advice from the

Comment [C22]: DELETE

- ~~A. County department heads or employees appointed directly by the Board.~~

10.08 Employee Appeals

- A. If an employee disagrees with any disciplinary action taken against him/her or any other action or application of these Personnel Policies, except for discharge, the employee may pursue the grievance procedure set forth in these Personnel Policies.

**ITEM 6: PUBLIC HEARING: CDBG HOUSING
APPLICATION AND HOUSING ASSISTANCE
PLAN**

Agenda Summary for Community Development Block Grant 2nd Public Hearing – Jefferson County -

The County held its CDBG first public hearing on September 6, 2012, to explain the Florida CDBG program, types of grant categories available and to provide for citizen input and obtain the views on community needs. After public input and discussion, the BOCC voted to pursue 2012 CDBG applications.

The Citizen's Advisory Task Force (CATF) met after the first public hearing on September 12, 2012, to review the draft application, scope and budget for a Housing Rehabilitation project. After review and discussion of the Florida CDBG program and Housing category, the CATF made a motion to recommend to the BOCC the 2012 Housing CDBG application. The motion passed. The CATF also made a motion to recommend to the BOCC that \$75,000 from the SHIP fund be used as leverage for the CDBG Housing application to gain additional points. The motion passed.

In accordance with the FDEO CDBG guidelines, a second public hearing is to be held following a meeting with the Citizens Advisory Task Force to discuss and accept public comments on the proposed CDBG Housing Rehabilitation application.

Agenda items before the BOCC today:

- 1)Second Public Hearing to review the proposed 2012 CDBG Housing Application including the Housing Assistance Plan and receive public input**
- 2)Pass Resolution to authorize the Chairman to sign the application, including adopting the CDBG Housing Assistance Plan, and all required certifications and attachments**
- 3)Pass Resolution in support of using \$75,000 of SHIP funds as leverage to gain additional points for the 2012 CDBG Housing Application.**



Application for Funding

Florida Small Cities Community Development Block Grant (CDBG)

Applicant: Jefferson County
(Name of Local Government)

- Commercial Revitalization Housing Rehabilitation
 Neighborhood Revitalization Economic Development

Federal Fiscal Year 2012

Application Due Date: October 1, 2012

Mailing Address: Department of Economic Opportunity
Bureau of Housing and Community Development
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405

Fax: (850) 922-5609

Web: <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/community-development-block-grant-program>

Part II – Application Profile and General Scoring Criteria

Application Profile Form G-1

Local Government Contact Information:

Local Government Name: Jefferson County		
Street Address: 1 Courthouse Circle		
Mailing Address (if different):		
City: Monticello	Zip Code: 32344	County: Jefferson
Main Telephone: 850-342-0218	Main Facsimile: 850-342-0222	
Chief Elected Official: Hines Boyd	Title: Chairman	
Telephone: 850-342-0218	Facsimile: 850-342-0222	
E-mail Address: pbarwick@jeffersoncountyfl.gov		
Financial Officer: Kirk Reams (Local Government)	Title: Clerk of the Court	
Telephone: 850-342-0218	Facsimile: 850-342-0222	
E-mail Address: kreams@jeffersonclerk.com		
Project Contact: Parrish Barwick (Local Government)	Title: County Coordinator	
Telephone: 850-342-0287	Facsimile: 850-342-0225	
E-mail Address: pbarwick@jeffersoncountyfl.gov		
Street Address: 1 Courthouse Circle		
City: Monticello	State: Florida	Zip Code: 32344
Local Government's Grant Consultant: Christine M. Alday (if applicable)	Name and Address of Firm: Guardian CRM, Inc. 930 Marcum Road, Suite 3, Lakeland, FL 33809	Telephone Number: 863-937-9035

**Application Profile
Form G-1 (Continued)**

Application Preparer Information		
Preparer's Name: Christine M. Alday, President and CEO		Organization Preparing Application: <input checked="" type="checkbox"/> Private <input type="checkbox"/> RPC <input type="checkbox"/> Local Government
Street Address: 930 Marcum Road, Suite 3		
City: Lakeland	State: Florida	Zip Code: 33809
Telephone: 863-937-9035		Facsimile: 863-583-0357
E-mail Address: Christine.Alday@GuardianCRM.com		
<p>Application Type: Indicate the type(s) of funding requested. A completed application must include the appropriate sections as provided below. A Planning and Design Specifications grant will not be offered unless the appropriate Planning and Design Specifications Grant box(es) are checked. (These grants are not a separate category but may be offered to an applicant in Neighborhood Revitalization or Commercial Revitalization with an application score below the fundable range for a full grant and which does not have completed construction plans and specifications.)</p>		
<input type="checkbox"/> Commercial Revitalization (Part IV)	<input type="checkbox"/> Economic Development (Part V)	
<input checked="" type="checkbox"/> Housing Rehabilitation (Part VI)	<input type="checkbox"/> Neighborhood Revitalization (Part VII)	
<input type="checkbox"/> Planning and Design Specifications Grant – Neighborhood Revitalization	<input type="checkbox"/> Planning and Design Specifications Grant – Commercial Revitalization	
If you will accept a Planning and Design Specifications Grant, indicate amount being requested for:		
Basic Engineering \$N/A	Additional Engineering \$N/A	Administration \$N/A
<p>Funding Preference: The applicant may submit a Commercial Revitalization and a Housing Rehabilitation application, or a Commercial Revitalization and a Neighborhood Revitalization application, but not a Housing and a Neighborhood application. Applicants will not be considered for an additional Commercial Revitalization, Housing Rehabilitation or Neighborhood Revitalization grant until all previously awarded Planning and Design Specifications grants have been administratively closed by the Department.</p>		
Did you submit more than one application? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If so, what category of funding do you prefer? <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Commercial Revitalization <input type="checkbox"/> Housing Rehab.		
Date First Public Hearing Notice was Published: August 30, 2012		Date Second Public Hearing Notice Was Published: September 13, 2012
Date of First Public Hearing: September 6, 2012		Date of Second Public Hearing: September 20, 2012

**Application Profile
Form G-1 (Continued)**

Demographics			
U.S. Congressional District Number: 2, 4			
Florida Senate District Number: 6, 3		Florida House District Number: 9,10	
Census Place:	Census Tract(s): 2501.01, 2501.02, 2502, 9900	Census Block Group(s):	
Grant Request: Maximum grant requests are based on the jurisdiction's LMI population as determined by HUD. Please see the table below.			
LMI Population		Maximum Grant Request	
1 – 499		\$600,000.00	
500 – 1,249		\$650,000.00	
1,250 – 3,999		\$700,000.00	
4,000 – and above		\$750,000.00	
Local Government's LMI Population: 2,487		Grant Request: \$700,000	
Answer the following questions by circling the correct response.			
Historic Preservation Will the project impact a building, public improvement or planned open space more than 50 years old? (See instructions.)		Yes	No
Interlocal Agreement Will project activities require an interlocal agreement? If yes , the interlocal agreement must be provided in the Supporting Documentation Section. (See instructions.)		Yes	No
State of Financial Emergency Has the local government been declared to be in a state of financial emergency pursuant to Section 218.50 – 218.504, F.S., at any time during the two years prior to submission of the application? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees		Yes	No
Grant Preparation Costs The applicant may request grant funds for the cost of grant application preparation. See instructions if funds are requested.			
Does the applicant wish to request grant funds for the cost of grant application preparation?		Yes	No
Amount: \$1,500 cost of ads	If yes , grant preparation cost documentation must be included in the Supporting Documentation Section.		
National Flood Insurance Program – Indicate whether or not the local government is a current participant in the NFIP.		Yes	No

Project Narrative Form G-2

Describe the proposed project using the guidelines in the instructions. Use additional pages as needed.
Please see the instructions on the following page relating to applications for Economic Development loans. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions provided for each respective category.

Describe the proposed project using the guidelines in the instructions. Use additional pages as needed.

Please see the instructions on the following page relating to applications for Economic Development loans. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions provided for each respective category.

CDBG funds will be used to rehabilitate (or demolish and replace) a minimum of ten (10) houses. Funds will also be used for temporary relocation activities. The project budget, LMI benefit and project activities are shown in the table below. Benefit for Low to Moderate Income Persons is the national objective.

Activity	CDBG Budget	Accomplishment	LMI Benefit
Housing Rehabilitation/Demolition/Replacement	\$580,000.00	10	100%
Temporary Relocation	\$7,500.00	10	100%
Administration	\$112,500.00		
Grant Total	\$700,000.00	10	

Additional Information:

1. The service area for this project will be the unincorporated area of Jefferson County. No activities will occur outside of the applicant’s jurisdiction. Only units in the unincorporated area of Jefferson County will be addressed.
2. A minimum of ten (10) LMI housing units are proposed to be addressed of which no less than four (4) will be “low income” households (households with incomes that do not exceed 50% of the area median income for Jefferson County are classified as “low income”). Also, no less than two (2) households will be classified as “very low income” (households with incomes that do not exceed 30% of the area median income for Jefferson County are classified as “very low” income).
3. Based on a project cost of \$587,500, the average CDBG cost per house for the ten (10) houses will be \$58,750 for rehabilitation/replacement & temporary relocation.
4. There is no leveraged planned.
5. The County participates in the National Flood Insurance Program. Units addressed will be required to have flood insurance.
6. CDBG funds are needed to rehabilitate/repair/replace deteriorated homes of LMI persons.
7. No DOT or county roads will be impacted by this project.
8. After the ten (10) homes are addressed, and if funds are available, CDBG funds will be used to rehabilitate additional LMI homes as funds permit.

**Project Narrative
Form G-2-ED-LOAN**

Specific directions for Economic Development application narratives can be found in the instructions provided for the Economic Development category.

If applying for a CDBG Economic Development grant, and a loan will be made from the CDBG funds, provide the following information:

1. Specify the exact corporate, personal, or partnership name of the proposed borrower(s) and guarantor(s).			
N/A			
2. Specify the amount of the CDBG loan request, the proposed interest rate, the proposed term of the loan, and the frequency and amount of payment. The interest rate may be no less than 5.5 percent per annum below the prime interest rate as of the date of the application, but in no case may be it less than 4.0 percent per annum.			
Loan Request: \$	Proposed Interest Rate: %	Proposed Term of Loan:	Frequency and Amount of Payment:
3. Specify the type and value of collateral offered and proposed lien or mortgage position of the CDBG loan.			
Type of Collateral:	Value of Collateral: \$	Proposed Lien or Mortgage Position:	
4. Specify why a loan of CDBG funds to a Participating Party is necessary for the project to work. A declarative statement by the Participating Party or the local government is not adequate. A quantitative explanation must be provided that justifies the amount and terms of the CDBG loan based on:			
<ul style="list-style-type: none"> • Filling a documented and quantified financial gap, or • Providing a funding mechanism to motivate a Participating Party to locate within an economically distressed area of the jurisdiction by paying the increased cost of locating to that distressed area, or • Creating a reasonable rate of return for a Participating Party when, without the infusion of CDBG funds, the rate of return is such that the Participating Party will not make the investment necessary for the job creation to occur, or • Providing a funding mechanism to “level the playing field,” from a cost perspective in a Participating Party’s decision to choose between locating in the local government’s jurisdiction and locating in another state. 			

**General Scoring Criteria
Form G-3**

1. Enter the Local Government's Community-Wide Needs Score This document is posted to the Department's website at: http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants (Transfer this score to line 1. of the Application Scoring Summary page – Part VIII, page 4.)		Score: <u>127.84</u>
2. Special Designation Score Check all applicable designations and enter a score of 20 if all activities are within any of the boundaries of the following designated areas. (Transfer this score to line 3a. of the Application Scoring Summary page.)		Score: <u>20</u>
<input type="checkbox"/> Empowerment Zone, Enterprise Community, or Champion Community, pursuant to the Economic Empowerment Act of 1993 <i>(Note: These designations have expired.)</i>	<input checked="" type="checkbox"/> Rural Area of Critical Economic Concern designated by the Governor <u>or</u> <input checked="" type="checkbox"/> Rural Economic Development Initiative (REDI) community	
<input type="checkbox"/> Area of Critical State Concern pursuant to Chapter 380.05, F.S.	<input type="checkbox"/> Florida Enterprise Zone pursuant to Chapter 290.0065, F.S.	
<input type="checkbox"/> HUD-designated Renewal Community	<input type="checkbox"/> Front Porch Community	
3. Grant History Score: If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. (Transfer this score to line 3b. of the Application Scoring Summary page.)		Score: <u>0</u>
4. Outstanding Performance in Equal Employment Opportunity (EEO)		
M/WBE Contracting: The applicant may claim up to 25 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent CDBG grant administratively closed out not more than four years before application deadline date. Review the M/WBE reports submitted to DCA/DEO for that grant and enter a score based on the achievement reported.		
Most Recent Administratively Closed CDBG Contract Number:		<u>05DB-2Q-02-43-01-H 02</u>
<u>\$100,000</u> Amount Awarded to M/WBE firms	÷	<u>\$637,500</u> Total Prime Contracts Amount
		X 100 =
		<u>15.68</u> M/WBE %
M/WBE %	Points	<div style="text-align: right;"> 4a. M/WBE Contracting Score: <u>20</u> (Maximum 25 points) </div>
5.0 – 9.99%	5	
10.0 – 14.99%	10	
15.0 – 19.99%	20	
20.00%+	25	
If the applicant has not administratively closed out a CDBG grant within four years of the application deadline date, score 5 points.		

**General Scoring Criteria
Form G-3 (Continued)**

Local Government Minority Employment: The applicant may claim **up to 60 points** for meeting minority employment goals. Complete the table below to calculate the applicant's percentage of minority employees. See instructions for calculations.

Number of Permanent Full-time Equivalent Minority Applicant Employees _____ 25 _____	÷	Number of Permanent Full-time Equivalent Applicant Employees _____ 85 _____	=	Applicant's Percentage of Minority Employees _____ 29 % _____
---	---	---	---	---

Enter percentage of minorities in the applicant's county: 36.4%

If the "Prorated 60 Points Score" is claimed, complete the following equation:

Applicant's Percentage of Minority Employees _____ 29% _____	÷	Percentage of Minorities in Applicant's County _____ 36.4% _____	=	Applicant's Percentage of Minority Employees _____ 79% _____	X 60 =	Points Claimed _____ 47 _____
--	---	--	---	--	--------	--------------------------------------

If the applicant has three (3) or less employees, 40 points may be claimed.

4b. Local Government Minority Employment Score (60 Points Maximum):

_____ 47 _____

5. Outstanding Performance in Fair Housing

The applicant may claim five points for each of the following Fair Housing goals. See instructions for guidelines and documentation requirements.

	Date	Score
5a. Date Fair Housing Ordinance Adopted:	5/20/1993	_____ 5 _____
5b. Date of training or educational program designed for the general public and elected officials:	9/6/2012	_____ 5 _____
5c. Date of training or educational program designed for professionals:	9/12/2012	_____ 5 _____
5d. Total Fair Housing (5a+5b+5c) Score (15 Points Maximum):		_____ 15 _____

Outstanding Performance in EEO and Fair Housing (4a+4b+5d) Score: _____ 82
(Transfer this score to line 2. on the Application Scoring Summary page – Part VIII, page 4.)
(100 points maximum.)

Part III – Sources and Uses of Non-CDBG Funds (Leverage)

Sources and Uses of Non-CDBG Funds
Private, Participating Party, Public Leverage from Non-Local and Local Funding Sources
Form L-1

Activity #	Source	Amount Claimed for Scoring	Amount Not Claimed for Scoring	Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage)
14A	COUNTY SHIP FUNDS	\$75,000	\$0	N/A
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
	Totals	\$75,000	\$	
	Total Leverage Claimed for Scoring	\$75,000		

Use the preceding totals to compute the number of points you are claiming for leverage scoring on the next page.

Leverage Score Summary

<p style="text-align: center;">Leverage Points Calculation for NR, CR, and HR</p> <p style="text-align: center;"><u> \$75,000 </u> ÷ \$5,000 = <u> 15 </u> Points</p> <p style="text-align: center;">(25 Points Maximum)</p>
<p style="text-align: center;">Leverage Points Calculation for ED</p> <p style="text-align: center;"><u> \$ </u> ÷ \$10,000 = <u> </u> Points</p> <p style="text-align: center;">(125 Points Maximum)</p>

Leverage Score: 15

(Transfer this score to line 3c. on the Application Scoring Summary page – Part VIII, page 4.)

Part VI – Housing Rehabilitation (CDBG-H)

**Category Impact
CDBG Funds and Activity Goals Score
Form H-1**

	A	B	C	D	E	F
Activity #	Activity Name	Enter CDBG Activity \$	% of CDBG Project Cost (B ÷ B1)	Goal Points	Activity Goal Score (C x D)	# of Housing Units To be Addressed by Activity
01	Acquisition (in support of)	\$		*		
01	Acquisition in 100 Year Floodplain	\$		75		
04	Clearance	\$		35		
15	Code Enforcement	\$		45		
04A	Demolition <u>(without subsequent construction)</u>	\$		50		
16A	Historic Preservation - Residential	\$		35		
14A	Housing Rehab/Demolition/Replacement	\$580,000.00	98.82	75	74.12	10
08	Permanent Relocation as a part of Hazard Mitigation	\$		75		
08	Permanent Relocation – Other	\$		50		
14A	Potable Well Installation**	\$		75		
14A	Removal of Housing Architectural Barriers	\$		75		
14A	Septic System Installation**	\$		75		
14A	Sewer Hookups**	\$		75		
08	Temporary Relocation	\$7,500.00	1.18	75	.88	10
14A	Utility Hookups, Other**	\$		60		
14A	Water Hookups**	\$		75		
	1. Total Column B - CDBG Project Cost	\$587,500.00	1a. Total Activity Goal Score: <u>75</u> (75 Points Maximum)			
	2. Enter CDBG Administrative Funds (Maximum of .15 of total below)	\$112,500.00	* Goal points are same as activity supported. ** Use only if no housing rehabilitation is required. Otherwise, treat as complementary activity to housing rehabilitation activity.		Total Unduplicated Number of Housing Units to be Addressed By All Activities <u>10</u>	
	3. Add B1 and B2 for Total CDBG Funds Requested	\$700,000.00				

Low Income and Very Low Income Beneficiary Impact Score

4a. Number of homes to be addressed whose occupants qualify as "low income:"
 (Note: "low income" means household income does not exceed **50%** of median for your county)

"low income" beneficiary impact points: 4 homes X 45 = 180 points (180 Points Maximum)

4b. Number of homes to be addressed whose occupants qualify as "very low income:"
 (Note: "very low income" (VLI) means household income does not exceed **30%** of median for your county)
 1 home: score = 30 points; 2 homes: score = 55 points:

"very low income" beneficiary impact points: 2 home(s) = 55 points (55 Points Maximum)

4c. Total "Low Income" and "Very Low Income" (4a+4b) Beneficiary Score: 235
 (235 Points Maximum)

Average CDBG Cost per LMI Housing Unit

5a. Use the CDBG Funds and Activity Goal Score Spreadsheet to calculate the average CDBG LMI housing unit cost:

$$\frac{\$587,500.00}{\text{Total CDBG Project Cost (1B)}} \div \frac{10}{\text{Total number of LMI Housing Units}} = \frac{\$58,750.}{\text{Average CDBG LMI Housing Unit Cost}}$$

Based on the average CDBG cost per LMI housing unit, enter the appropriate score from the chart on page 6 in the instructions:

5b. Average CDBG Cost per LMI Housing Unit Score: 120
 (120 points maximum)

"Green" Rehabilitation Standards

6a. If Housing Assistance Plan (HAP) requires all the minimum "green" standards identified in the instructions, **score 40 points:** 40

6b. If Housing Assistance Plan (HAP) requires all the supplemental "green" standards identified in the instructions, **score 35 points:** 35

6c. "Green" Rehabilitation Standards (6a + 6b) Score: 75
 (75 Points Maximum)

Category Summary Score (1a+4c+5b+6c=): 505

**(Transfer this score to line 3d. in the HR column on the Application Scoring Summary page – Part VIII, page 4.)
 (Cannot exceed 505 points.)**

Part VIII – Certification and Score Summary

I, the undersigned chief elected official or authorized representative of the local government, certify that, to the best of my knowledge, this application for Small Cities Community Development Block Grant funding was prepared in accordance with state and federal rules and regulations, contains information that is true and correct, and has been approved by the local governing body.

I, the undersigned, certify that the local government (Applicant):

1. Has met all citizen participation requirements:
 - Public hearings were conducted by a member of the local governing body or a duly authorized employee;
 - The first public hearing was conducted to obtain citizen views about community development needs and potential uses of CDBG funding;
 - A second public hearing was conducted to obtain citizen comments on the application; and
 - Public notice for the second public hearing was published after the first public hearing was conducted.
2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
3. Will comply with the Intergovernmental Coordination and Review requirements by submitting the required information to the local Regional Planning Council and to the State Clearinghouse.
4. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
5. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
6. Will administer the grant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
7. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
8. Has adopted a Community Development Plan or has adopted the Local Comprehensive Plan as the Community Development Plan.
9. Has adopted an Anti-Displacement and Relocation Plan and will minimize the displacement of persons.
10. Has presented accurate information and has documentation on file and readily accessible to the Department of Economic Opportunity.
11. Has authorized the submission of this application by vote of the local governing body.

Failure of the Chief Elected Official to properly sign the application by the deadline, or failure to include a copy of the ordinance or resolution of the governing body authorizing another individual to sign the application, will result in a 50-point penalty being assessed against the application that cannot be eliminated during the completeness process.

Signature of Chief Elected Official or Designee (If signed by a person designated by the local governing body, a copy of the resolution must be included.)		
Signature: _____		
Typed Name and Title: Hines Boyd, Chairman		
Date:		
If signed by a person other than the chief elected official, is a copy of the required resolution included in the Appendices?	Yes	No
Signature of Application Preparer if other than an employee of the Local Government		
Signature: _____		
Typed Name and Title: Christine M. Alday, President and CEO		
Name of Firm or Agency: Guardian Community Resource Management, Inc.		

Application Scoring Summary

This form is the applicant's evaluation of the application score. Use the "scores" identified in the application to complete this form when you have finished filling out the application. Enter the scores or other information in the appropriate columns. If additional pages are needed (number them with a lowercase letter such as 7a, 7b, 7c, etc.). When all of the scores have been transferred to this form, add the scores and enter the total.

Enter Name of Local Government Applicant: <u>Jefferson County</u>					(For DEO Use Only) Application Number: _____	
Enter Type of Application(s): <u>HR</u> (Complete this form for each application submitted.)						
Form	Title/Score	Page	CR	ED	HR	NR
	1. Community-Wide Needs Score (250 Points Maximum)				127.84	
	2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (100 points maximum)				82	
	3. Program Impact:					
	3a. Special Designation Score (20 Points Maximum)				20	
	3b. Grant History Score (100 Points Maximum)				0	
	3c. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)				15	
	3d. Category Summary Score				505	
	3e. Total Program Impact Score (3a+3b+3c+3d) (650 Points Maximum)				540	
	4. Total Application Score (1+2+3e) (1000 Points Maximum)				749.84	
	Less Penalties Assessed (For DEO Use Only)					
	Final Score (For DEO Use Only)					

Part IX– Forms and Supporting Documentation

Place all supporting documentation, in the order it is referenced in the application in this section. Separate the documents with a titled tab or titled colored paper.

Appendix	Title	Page
A	Maps - Jurisdiction, Service Area, 100-Year Flood Plain (Required)	
B	Comprehensive Plan Documents, as Amended (Required)	
C	Joint Agreements, Contingency Funding Documentation and/or Interlocal Agreements	
D	Historic Preservation Documents	
E	Leverage Documentation (Letter of Commitment, etc.)	
F	Grant Application Preparation	
G	Readiness to Proceed Documentation	
H	VLI/LMI Worksheets or Census Data and/or Census Maps	
I	Health and Safety Impact Documentation	
J	Local Governing Body's Resolution for Signature Designation	
K	Housing Assistance Plan	
L	Public Hearing Documentation	
M	Special Designation	
N	Economic Development Documentation (not included above)	
O		
P		
Q		
R		

Appendix A: Maps

According to Section 73C-23.0041(9)(f), F.A.C., failure to submit any of the required maps will result in a 250-point score reduction. To avoid this score reduction, please carefully review the following map requirements. Three clearly legible maps must be included with the application:

1. Jurisdiction Map

- A scale;
- A north arrow;
- The boundaries of the locality;
- The boundaries of the service area where the activities will be conducted;
- The boundaries of a special designation if claiming points for a special designation;
- The City Hall or the County administration building; and
- The location of the CDBG program office, if other than at the City Hall or County administration building.

2. **Service Area Map(s)** – a map for each service area (a properly marked jurisdiction map will suffice for a city-wide activity)
 - A scale;
 - A north arrow;
 - The boundaries of the service area reflecting project beneficiaries;
 - The location of all proposed service area activities;
 - The boundaries of a special designation, if smaller than the jurisdiction's boundaries, if claiming points for a special designation;
 - A visual representation of all the housing units and, for surveyed homes, color or other coding indicating whether the home is LMI, VLI or exceeds the income limits for these categories;
 - A method of reference from the housing unit displayed on the map to a Household Income Survey Form;
 - The names, streets, route numbers or easily identifiable landmarks where all service area activities are located;
 - The location of all "number of units to be addressed" and all "number of units needed" for each activity in the service area and the major components of those activities;
 - All affected Historic structures, planned open spaces, or public improvements; and
 - If applicable, duplicated housing units if any service areas overlap.

3. **100-Year Flood Prone Area Map** unless the U.S. Federal Emergency Management Agency has not issued an official flood map covering the location of the service area.
 - The boundaries of the service area where the activities will be concentrated; and
 - An enlarged portion or portions of the flood prone area if any activities are located in whole or in part in the flood prone areas.

Appendix B: Comprehensive Plan Documents, as Amended

Attach relevant portions/excerpts to document that the activities proposed in the application are not inconsistent with the adopted plan. Include the relevant data and analysis portions supporting the plan. If the adopted plan is silent on the activities requested, the local government must provide a statement to this effect on local government letterhead.

- Appendix C: Joint Agreements/Contingency Funding Documentation/Interlocal Agreements**
- Appendix D: Historic Preservation Documentation**
- Appendix E: Leverage Documentation (Letter of Commitment, etc.)**
- Appendix F: Grant Application Preparation**
- Appendix G: Readiness to Proceed Documentation**
- Appendix H: VLI/LMI Worksheets or Census Data and/or Census Maps**
- Appendix I: Health and Safety Impact Documentation**
- Appendix J: Local Governing Body's Resolution for Signature Designation**
- Appendix K: Housing Assistance Plan (Required for all Housing Applications)**
- Appendix L: Public Hearing Documentation**
- Appendix M: Special Designation Documentation**
- Appendix N: Economic Development Documentation (not included above)**

Requirements for Housing Assistance Plan

The local government must adopt a policy for selecting beneficiaries and housing units for housing assistance. If the Department awards a grant to the local government, the local government must follow this policy. The policy can only be modified with DEO approval. A copy of the policy must accompany the application. Each of the following criteria must be marked or highlighted for easy location by Department staff during the application review. The policy must address at least the following issues:

- a. The terms and conditions under which assistance will be provided.
- b. The process for soliciting, accepting, reviewing, and approving requests for assistance, including any proposed geographic distribution. This should include a reasonable notice or advertisement in the community that specifies the following:
 - The period during which applications will be received, if appropriate;
 - Criteria for selection;
 - A ranking/scoring process with higher points given for extenuating circumstances (age or handicap), and
 - A process to notify members of the local governing body of the names of the beneficiaries selected to ensure that potential conflicts of interest are timely addressed.
- c. Pursuant to 24 CFR Section 570.489 and Chapter 112.311-112.3143, *Florida Statutes*, address conflicts of interest by establishing a process for the following:
 - Identifying potential conflicts of interest;
 - Acknowledging beneficiaries by name in the minutes of CATF and commission/council meetings so that previously unknown conflicts may be surfaced;
 - Making those conflicts publicly known along with the final rankings based on the criteria outlined in the local government's housing assistance plan;
 - Dealing with those conflicts on a local level; and
 - Requesting waivers of those conflicts when appropriate.
- d. The process for determining what work must be done on each housing structure to ensure that upon completion, it will meet the HUD Section 8 Housing Quality Standards and the local housing code.
- e. Establishes a maximum amount of CDBG funds that may be expended on any one housing unit. If desired, this amount may be exceeded only by a recorded vote of the governing body.
- f. States whether or not the local government will assist in the rehabilitation of rental housing structures. If so, the policy must address the following:
 - Under what terms and conditions (i.e., loan or grant) it will provide such assistance;
 - How ownership will be verified; and
 - What steps the local government will take to ensure that, after rehabilitation, tenants will not be charged more than affordable rents, pursuant to 24 CFR Section 570.483(b)(3).
- g. States whether or not the local government will assist in the rehabilitation of mobile homes, modular homes, or other forms of manufactured housing.
- h. Establishes a ratio of the cost of rehabilitating a housing structure to the value of the housing structure after rehabilitation (i.e., the ratio of the rehabilitation cost to the post-rehabilitation value should not be greater than one-to-one). Based on that ratio, the local government should define the criteria under which a house will be demolished and replaced rather than rehabilitated. For example, this section should indicate that if a post-rehabilitation value (\$30,000) is less than the cost of rehabilitation (\$35,000), the local government may opt to cover the costs for a site built home to be replaced with a new site-built home, a manufactured home or a mobile home. Similar criteria should be given for those houses which are chosen as unfeasible to repair. Such options should specify that replacement will only be made for owner occupied units.
- i. Establishes a formal written notification process that advises a homeowner/tenant when a previously selected housing unit is deleted from the rehabilitation program.
- j. Establishes what types of insurance (fire, casualty, flood) will be required, at what points in time the insurance must be in place, and for how long after

administrative closeout it must be maintained in force.

- k. Establishes a process for determining when the rehabilitation is completed, including final acceptance of a contractor's work and final inspection of a housing structure.
- l. Establishes a process for ensuring ownership of non-rental housing units by the occupying beneficiary or the process for ensuring the legal status of the occupying beneficiary to encumber the property and to provide permission for a contractor to undertake construction work on the housing unit.
- m. Establishes the conditions under which a housing structure will be demolished or converted to non-LMI housing structures.
- n. Establishes the process that will be used to solicit contractors and assist beneficiaries in reviewing the contractor's performance including the following requirements:
 - Bids for rehabilitation or reconstruction of housing units must specify that they shall only be accepted from contractors licensed by the State of Florida, Department of Business and Professional Regulation.
 - The Contractor must agree in his bid that any change orders for rehabilitation or reconstruction of housing units which cumulatively exceed one thousand dollars (\$1,000) above the original contract amount, shall only be paid with CDBG funds if those change orders are to correct documented code violations based on a bonafide code violation report.
 - The Contractor must agree in his bid and contract that all change orders for housing rehabilitation or reconstruction shall be approved by the housing unit owner or his or her representative and the contractor and a representative of the local government prior to any initiation of additional work based on that change order.
- o. Establishes a process to ensure that before initiation of housing rehabilitation, the property on which the unit is located meets other appropriate local codes (i.e., nuisance, trash, and other environmental or health codes).
- p. Specifies the process of determining the age of housing units to be addressed and the actions to take with the Bureau of Historic Preservation when addressing units more than 50 years old.
- q. Specifies a lead-based paint abatement procedure to follow when addressing pre-1978 houses.
- r. Specifies a procedure for addressing structures in the 100-year flood plain.
- s. Specifies that the local government will document the completion of construction by ensuring that each housing unit case file shall contain the following information:
 - A statement from the contractor that all items on the initial work write-up as modified through change orders have been completed;
 - An acknowledgment that the housing unit meets the applicable local code and Section 8 Housing Quality Standards, signed and dated by the local building inspector or the local government's housing rehabilitation specialist;
 - A signed statement by the housing unit owner, or his or her representative, that the work has been completed based on the work write-up and change orders. Should all requirements be fulfilled and the homeowner or their representative refuse to acknowledge completion of the work, the housing unit case file shall be documented with a statement detailing the stated reason for said refusal;
 - This documentation shall be completed prior to the submission of the administrative closeout package and shall accompany the administrative closeout package when submitted to the Department; and
- t. The following data will be provided by housing unit and summarized by activity as part of the administrative closeout for each activity providing direct benefit (i.e., housing rehabilitation, temporary relocation, hookups, etc.):
 - Address of each housing unit rehabilitated with CDBG funds, the date the construction was completed on the housing unit, and the amount of CDBG funds spent on that housing unit.
 - Whether the household is headed by a female, the number of handicapped persons in the household, the number of elderly persons in the household, and the LMI or VLI status of the household;
 - The number of occupants in the household, categorized by sex; and
 - The racial demographics of the household by number (White, Black, Hispanic, Asian/Pacific Islander, or American Indian/Alaskan Native.)

Maximum Engineering Fee Percentages from Florida RUS Bulletin 1780-9 Revised 10/2009 (Applicable to Basic Engineering)				Maximum Engineering Fee Percentages from Florida RUS Bulletin 1780-9 Revised 06/2007 (Applicable to Inspection)	
Estimated Construction Cost	Basic Fee Table I Maximum	Basic Fee Table II Maximum		Inspection Fee Table IA Maximum	Inspection Fee Table IIA Maximum
100,000	12.3	10.1		6.9	6.5
200,000	11.2	9.4		6.3	5.9
300,000	10.4	8.9		5.8	5.3
400,000	10.0	8.5		5.5	4.9
500,000	9.6	8.2		5.3	4.7
600,000	9.2	7.9		5.1	4.6
800,000	8.6	7.5		4.6	4.1
1,000,000	8.2	7.2		4.1	3.8
2,000,000	7.8	6.8		3.5	2.9
3,000,000	7.4	6.4		3.1	2.4
4,000,000	7.1	6.1		3.0	2.2
5,000,000	6.8	5.9		2.8	2.0
7,500,000	6.6	5.7		2.7	1.95
10,000,000	5.9	4.6		2.5	1.8
15,000,000	6.1	5.2		2.3	1.6
20,000,000	5.9	5.1		2.2	1.45

Chapter 73C-23, FAC, establishes the above schedule as the maximum amount of CDBG funds that may be used to pay for basic engineering and inspection.

To comply with 24 CFR 85.36, the local government must negotiate a fee, including profit, as a separate amount, and conduct a cost analysis of the fee. Non-CDBG funds may be used to pay for basic engineering and inspection costs exceeding the schedule.

Tables I and I-A shall be used for water treatment plants, sewers, sewage treatment plants, and rehabilitation of existing treatment facilities. For all other projects, use Tables II and II-A. For project costs falling between the amounts shown in the tables, percentages shall be interpolated to the nearest one-tenth percent. Projects with both Table I and Table II activities shall be prorated using the percentage of estimated cost for each table to the total estimated construction cost. Do not calculate based on the Table I cost and the Table II cost. (Example: if 35% of estimated construction cost is Table I, use 35% of Table I amount as calculated using the estimated construction cost; then use 65% of the Table II amount as calculated using the estimated construction cost.

The engineering fee may include any services defined as additional engineering in Chapter 73C-23, FAC. All additional engineering fees must be justified as outlined in Technical Memo 93-13. The engineering fee may also include preliminary engineering costs not to exceed one-half of one percent of total estimated construction costs. If readiness to proceed points are part of the final application score, then preliminary engineering costs may not be requested and the maximum engineering paid from CDBG funds shall not exceed \$10,000 plus the amount calculated from Table 1-A, Table II-A, or a prorated amount of both tables, as appropriate, depending on the activities to be funded from the grant.

**JEFFERSON COUNTY, FLORIDA
CONTRACT FOR FISCAL FUNDING YEAR (FFY) 2012
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**HOUSING REHABILITATION (HR)
Planning, Program Administration
And General Construction Inspection Services**

THIS CONTRACT is made and entered into by and between JEFFERSON COUNTY (hereinafter the COUNTY) and Guardian Community Resource Management, Inc., (hereinafter GUARDIAN). This Contract shall become effective immediately, with Program Administration Services commencing subject to the effective date of the COUNTY'S Grant Award Agreement between the COUNTY and the Florida Department of Economic Opportunity (hereinafter FDEO).

WHEREAS, the COUNTY has solicited for competitive proposals, and selected GUARDIAN to perform Planning, Program Administration Services for a Community Development Block Grant (CDBG) for the FFY 2012 funding cycle in the Housing Rehabilitation (HR) category and General Construction Inspection Services. Other services for FFY 2012 may be included for additional sources of grant/public loan funding at the discretion of the COUNTY, as outlined in the RFP but shall not be paid for with CDBG funds.

NOW THEREFORE, in consideration of the mutual covenants and agreements as contained herein to be kept by and between the parties, the COUNTY and GUARDIAN agree as follows:

A. Covenant for Services

The COUNTY does hereby contract with GUARDIAN to perform the services described herein and GUARDIAN does hereby agree to perform such services under the terms and conditions set forth in this Contract. The obligations of the COUNTY hereunder are subject to annual appropriation and budget as required by law. The proposal marked '**Jefferson County Request for Proposals: Planning, Program Administration and General Construction Inspection Services**' by GUARDIAN and all presentations to the COUNTY therein shall be a part of this Contract, except as otherwise provided for in this agreement.

B. Availability of Funds

Payment of funds pursuant to this Contract is subject to and conditioned upon the release of authorized appropriations from FDEO. GUARDIAN shall be paid in accordance with Section D of this Contract. The COUNTY'S Grant Award Agreement from FDEO shall become part of this Contract consistent with the requirements established in Florida Administrative Code, Section 73C-23.0041.

C. Scope of Services

(1) Intent of this Contract

GUARDIAN agrees, under the terms and conditions of this Contract and the applicable federal, state and local laws and regulations, to undertake, perform, and complete the necessary Program Administration Services required to implement and complete the COUNTY'S FFY 2012 CDBG HR application and subsequent project in compliance with applicable laws and regulations. GUARDIAN will comply with Chapter 119, Florida Statutes.

(2) Scope of Services – Program Administration Services

GUARDIAN will provide Planning, Program Administration Services as described in the Approach section of the proposal marked '**Jefferson County Request for Proposals: Planning, Program Administration and General Construction Inspection Services.**'

D. Consideration and Method of Payment for Services

(1) Amount of Consideration

For Program Administration Services for the task outlined and for rates bid, the COUNTY will pay GUARDIAN the sum of \$84,000. The COUNTY shall issue the fee amount to GUARDIAN over a period of twenty-four (24) months. If the project is completed in less than twenty-four (24) months, the balance of the administration fee will be paid to GUARDIAN after completion and submission of the Closeout Status Report to FDEO. An amount not-to-exceed 0.5% of grant funds shall be set aside for the COUNTY's auditing costs incurred on this grant and/or other administration costs of the COUNTY.

(2) Method of Payments

GUARDIAN will submit monthly invoices beginning upon the COUNTY's receipt of the Grant Award Agreement from FDEO, estimated to be on or about January 1, 2013, as follows: One kickoff payment of \$5,000 upon the COUNTY's receipt of the Grant Award Agreement from FDEO, twenty-three (23) monthly payments of \$3,217.39 (total of \$73,999.97), and one closeout payment of \$5,000.03. The invoices shall be submitted to the COUNTY for review and approval. Payment will be issued within twenty-five (25) days of receipt of the invoice. Final payment shall be made upon submission of the closeout report to FDEO.

(3) Additional Services

If additional services are requested or required, then the additional services shall be established based on the hourly rates identified in Attachment C of this Contract and a work order or equivalent shall be submitted for approval. Additional services shall include additional project management due to construction delays beyond the construction contract period. Where possible, a liquidated damages fee clause established in the construction contract would be utilized to pay for the additional services caused by the construction delays.

E. Subcontracts

(1) If GUARDIAN subcontracts any of the work required under this Contract, GUARDIAN agrees to include in the subcontract that the Subcontractor is bound by the terms and conditions of this Contract with the COUNTY.

(2) GUARDIAN agrees to include in the subcontract that the Subcontractor shall indemnify and hold harmless the FDEO, the COUNTY and GUARDIAN from and against all claims of whatever nature by the Subcontractor arising out of the Subcontractor's performance of work under this Contract.

F. Modification of Contract

All modifications or amendments to this Contract shall be in writing, executed with the same formalities as this Contract, and addressed to the appropriate parties hereto and given personally, by registered or certified mail, return receipt requested, by facsimile, or by a national recognized overnight courier service. All modifications or amendments shall be effective upon the date of receipt and attached to the original of this Contract. The amount of compensation to be paid to

GUARDIAN will not be amended without mutual agreement by the COUNTY and GUARDIAN, formally executed in writing, subject to availability of funds.

G. Termination (Cause and/or Convenience)

(1) This Contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given; (1) not less than thirty (30) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity (with thirty (30) additional days to schedule) direct (in-person) consultation with the terminating party prior to termination. During the notice and consultation period, both parties are expected to comply with all agreements and regulations affecting the project as required.

(2) This Contract may be terminated in whole or in part in writing by the COUNTY for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in G (1) above.

(3) If termination for default is effected by the COUNTY, an equitable adjustment in the price for this Contract shall be made, however, (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to GUARDIAN at the time of termination may be adjusted to cover any additional costs to the COUNTY because of GUARDIAN's default.

For any termination, the equitable adjustment shall provide for payment to GUARDIAN for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by GUARDIAN relating to commitments (e.g., suppliers, subcontractors) which had become contracted prior to receipt of the notice of intent to terminate.

(4) Upon receipt of a termination action under paragraphs (1) or (2) above, GUARDIAN shall (1) discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the COUNTY all data, drawings, reports, specifications, summaries and other such information, as may have been accumulated by GUARDIAN in performing this Contract, whether completed or in process, within the sixty (60) day notice and consultation period.

(5) Upon termination, the COUNTY may take over the work and may award another party a Contract to complete the work described in this Contract.

(6) If, after termination for failure of GUARDIAN to fulfill contractual obligations, it is determined that GUARDIAN had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the COUNTY. In such event, adjustment of the contract price shall be made as provided in paragraph (3) above.

H. Remedies

Unless otherwise provided in this Contract, all other matters in question between the COUNTY and GUARDIAN, arising out of or relating to this Contract, or the breach of it, will be decided by a Florida court of competent jurisdiction. The venue for any legal action or other proceedings, which might arise from this Contract, shall be in Jefferson County, Florida.

I. Liability

(1) GUARDIAN shall be responsible for all damages to persons or property that occur as a result of GUARDIAN's fault or negligence in connection with work performed

under the provisions of this Contract, and GUARDIAN shall be financially and otherwise responsible for the proper care and protection of all such work performed until completion thereof and final acceptance by the COUNTY. Guardian shall maintain General Liability Insurance. Documentation regarding insurance will be made available upon request.

(2) GUARDIAN shall indemnify and hold harmless the COUNTY, its agents, and employees from liability for any injury or damages to persons or property resulting from GUARDIAN's prosecution of work pursuant to the provisions of this Contract.

J. Project Representatives

The COUNTY's Project Manager/Coordinator for this Contract is: **Parrish Barwick, County Coordinator, Jefferson County, 1 Courthouse Circle, Monticello, FL32344, 850-342-0287.**

GUARDIAN's Primary Contact responsible for the administration of this Contract is **Christine Alday, President, Guardian Community Resource Management, Inc., 930 Marcum Road Suite 3, Lakeland, FL 33809, 863-937-9035.** In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the party and said notification attached to the original of this Contract.

K. Terms and Conditions

This Contract contains all the terms and conditions agreed upon by the parties.

L. Eligibility

GUARDIAN certifies that it is eligible to receive state and federally funded contracts. GUARDIAN also certifies that no party ineligible for such work will be subcontracted to perform services under this Contract.

M. Conflict of interest

No member of or Delegate to the Congress of the United States, or County Commissioner, and no elected state official or state employee shall share in any proceeds of this Contract, or in any benefit to arise from it. No officer or employee of the local jurisdiction or its designers or agents, no member of the governing body, and no other official of the locality who exercises any function or responsibility with respect to this Contract, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed.

N. Federal Statutory Requirements

When applicable, GUARDIAN and the COUNTY shall comply with the provisions contained in Attachment A and incorporated herein.

O. Attachments

This Contract is subject to the provisions of the following Attachments, which are attached to and made a part of this Contract:

- (1) Attachment A, "Federal Provisions."
- (2) Attachment B, "Section 3 and Affirmative Action Plan."
- (3) Attachment C, "Fee Schedule."

IN WITNESS WHEREOF, the parties have executed this Contract on this the _____ day of _____, 2012.

GUARDIAN COMMUNITY RESOURCE MANAGEMENT, INC.

By: _____

Name and Title: Christine Alday, President and CEO

Attest: _____

Name and Title: _____

JEFFERSON COUNTY,

By: _____

Name and Title: Parrish Barwick, County Coordinator

Attest: _____

Name and Title: _____

ATTACHMENT A

FEDERAL PROVISIONS

1. Equal Employment Opportunity

During the performance of this Contract, GUARDIAN agrees as follows:

a. GUARDIAN will not discriminate against any employee or applicant for employment because of age, race, sex, national origin, ethnic background, and handicap status. GUARDIAN will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, creed, sex, color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. GUARDIAN agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the COUNTY setting forth the provisions of this non-discrimination clause.

b. GUARDIAN will, in all solicitation or advertisements for employees placed by or on behalf of GUARDIAN, state that all qualified applicants will receive consideration for employment without regard to age, race, sex, national origin, ethnic background, and handicap status.

c. GUARDIAN will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

d. GUARDIAN will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60).

e. GUARDIAN will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the COUNTY and the state of Florida or United States Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

f. In the event of GUARDIAN's non-compliance with the equal opportunity clauses of this Contract or with any of such rules, regulations or orders, this Contract may be cancelled, terminated or suspended in whole or in part and GUARDIAN may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

g. GUARDIAN will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. GUARDIAN will take such action with respect to any subcontract or purchase order as the local governing authority(s) representative may direct as a means of enforcing such provisions including sanction for non-compliance: Provided, however, that in the event GUARDIAN becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the

COUNTY, GUARDIAN may request the United States to enter into such litigation to protect the interests of the United States.

2. Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

3. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under Title I of the Housing and Community Development Act.

4. "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities

a. The work to be performed under this Contract is assisted by direct federal assistance from the U.S. Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135), as amended, 12 U.S.C. 170. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

b. The parties to this Contract will comply with the provisions of said Section 3 and regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these requirements.

c. GUARDIAN will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

d. GUARDIAN will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, CFR Part 135. GUARDIAN will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of this Contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan

agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

5. Access and Retention to Records

The COUNTY, the FDEO, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of GUARDIAN which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions. GUARDIAN shall retain all records relating to this Contract for six (6) years after the COUNTY makes final payment and all other pending matters are closed.

ATTACHMENT B

SECTION 3 AND AFFIRMATIVE ACTION PLAN

1. GUARDIAN will solicit and evaluate applications for employment in a manner that is non-discriminatory based upon age, race, sex, national origin, ethnic background, and handicap status.
2. When training and/or employment opportunity arises in connection with this project, GUARDIAN will, to the greatest extent feasible, provide maximum opportunity to lower income residents of the project. Employment opportunities will be locally advertised in a manner that will ensure that potentially eligible applicants are 1) made aware of the opportunity, and 2) provided a convenient way to apply for employment.
3. During this project, GUARDIAN will seek to purchase necessary goods and/or services from businesses that are located in, or owned by persons residing in the jurisdiction.
4. GUARDIAN will utilize the Florida lists of minority businesses in filling subcontracting and/or purchasing needs, where applicable.
5. GUARDIAN will include applicable equal opportunity provisions in subcontracts issued in connection with this project.
6. GUARDIAN shall publicize and post this policy in a conspicuous place available to employees and applicants for employment and training, where applicable.
7. GUARDIAN is under no contractual or other disability which would prevent compliance with this policy.

ATTACHMENT C

FEE SCHEDULE

Proposed Fee Schedule for General and Other Services as needed for additional public grant, loan or other funding opportunities for FFY2012:

Standard Rates (for technical assistance, developer agreements, policy review, administration, housing rehab specialist, project delivery, contract management, planning, etc by the hour):

Hourly Rates for Additional Services, When and If Applicable

Grant Contracts Manager, Principal	\$140/hour
Grant Projects Manager, Officer	\$125/hour
Project Coordinator or Technical Support Specialist	\$115/hour
Project or Construction Manager	\$100/hour
Legislative Liaison or Public Relations Manager	\$100/hour
Grants or Program Administrator	\$90/hour
Grant Writer or Planner or Accountant	\$80/hour
Housing or Construction Specialist	\$80/hour
Grants or Program Specialist or Technical Assistant	\$70/hour
Office Manager/Grants Assistant/Case or Financial Clerk	\$50/hour

Typical Fees by Work Order (examples)

Affordable Housing Finance Proposals	\$25,000
USDA Water/Waste Grant-Loan Applications	\$25,000**
SRF Water or Waste Loan or Grant Pre-Application or App	\$20,000
EDA Infrastructure Grant Application	\$25,000**
EPA STAG or SPAP Grant Application	\$20,000
Economic Development Transportation Grant Application	\$10,000**
Rural Infrastructure Grant Application	\$10,000**
FCT Land Acquisition Application	\$25,000**
FRDAP Application	\$10,000

** Typically does not allow for administrative fees, but there are other ways to pay Guardian which can be negotiated on a case by case basis, such as the Developer pays on funding award or Guardian is hired for owner's representative services during construction.



**Community Development Block Grant
(CDBG)
Housing Assistance Plan**

For

JEFFERSON COUNTY

EFFECTIVE
Adoption date, 2012

Contents

INTRODUCTION AND KEY TERMS 4

1.0 OVERALL REQUIREMENTS 6

- Citizen Participation.....6
- Conflict of Interest6
- Permanent Relocation / Displacement.....6
- Appeals / Complaints.....6
- Fraud.....7

2.0 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 7

- 2.1 Overview and National Objectives 7**
- 2.2 Local Objectives 8**
- 2.3 Homeowner Qualifications 9**
 - General9
 - Household Income.....11
- 2.4 Deferred Payment Loans (DPLs) 11**
- 2.5 Identification of Units 12**
- 2.6 Approval of Ranking, and Removal of Units from the Program 14**
- 2.7 Rehabilitation and Replacement Assistance..... 15**
 - General15
 - Structural Requirements.....15
 - Structural Integrity.....16
 - Cost Feasibility16
 - Demolition / Replacement.....17
- 2.8 Contractor Listing 18**
 - Recruiting.....18
 - Contractor Eligibility18
 - Disqualification19
- 2.9 Rehabilitation and Replacement Procedures 19**
 - Inspections and the Scope of Work (SOW).....19
 - Bidding.....19
 - Temporary Relocation20
 - Contracting and Commencement of Construction.....20
 - Construction Progress Inspections21
 - Change Orders21
 - Payment.....21
 - Disputes and Contract Termination.....22
 - Follow-Up22

2.10 Program Income	23
2.11 Property Acquisition Policy	23
Voluntary Acquisition	23
Non-Voluntary Acquisition Plan.....	24
Timing / Planning.....	24
2.12 Close Out	24
APPENDIX A	26

INTRODUCTION AND KEY TERMS

This Housing Assistance Plan is a guide for implementing the County's housing strategies. The following terms and abbreviations will be used throughout this document:

Program Implementation:

HAP: Housing Assistance Plan
LHAP: Local Housing Assistance Plan
CDBG: Community Development Block Grant
PA: Program Administrator
HR: Housing Rehabilitation
HRS: Housing Rehabilitation Specialist
DPL: Deferred Payment Loan
SOW: Scope of Work

Governing bodies:

BOCC: Board of County Commissioners
CATF: Citizens Advisory Task Force
FDEO: Florida Department of Economic Opportunity
HUD: United States Department of Housing and Urban Development
Section 8 HQS: HUD Section 8 Minimum Housing Quality Standards
SHPO: State Historic Preservation Office
EPA: Environmental Protection Agency

Income Status:

AMI: Area Median Income
VL: Very Low Income: 30% of AMI
LI: Low Income: 50% of AMI
LMI: Low-to-Moderate Income: 80% of AMI
OI: Over Income

Other terms:

Section 3: Under Section 3 of the HUD Act of 1968, a person or business that meets the Federal Section 3 definition
SHIP: State Housing Initiatives Partnership, a separate housing program governed by a separate Plan, but referred to in this Plan.
RFQ: Request for Qualifications
RFP: Request for Proposals
LBP: Lead Based Paint
ACM: Asbestos Containing Material
NTB: Notice to Bidders
NTP: Notice to Proceed
DRI: Disaster Recovery Initiative

In addition to other appropriate parties, this Plan specifically addresses the roles and responsibilities of the County, program applicants, construction contractors, PA and HRS. The PA shall be the County Designee for oversight of this Plan his/her duties are addressed herein. The PA shall be the CDBG, program administrator assigned by the County Coordinator or BOCC. The PA shall approve all HRS work, including but not limited to any Consultant or contract work, such as grants administration or delivery services. The PA makes all final recommendations and decisions as to awards, monitoring reports, procedures or other work generated by Contractors or Consultants.

The major focus of this Plan is on housing finance, housing rehabilitation, demolition/clearance, and replacement of eligible dwellings. Relocation of households is also covered to a limited extent, as described herein. Other elements covered to a limited extent in this plan, include but are limited to: qualification criteria, selection of applicants and properties, conflicts of interest, structural requirements, community involvement, contractor and vendor participation, appeals and complaints.

DISCLAIMER: *The policies and procedures in this Plan may be amended or expanded by any requirements set forth in the individual strategies and programs guidelines as required. The County reserves the right to make final interpretation(s) of this Plan. Further, in the event of any conflict between or among any provision(s) herein, applicable Florida Administrative Rules, statutes, or HUD regulations, the more stringent may be applied by the County.*

1.0 Overall Requirements

Citizen Participation

As required by CDBG, rules, and appropriate public hearings will be held to provide information and discuss proposed activities to be undertaken, as well as address questions or concerns from the public. All public hearings and workshops shall be advertised in accordance with CDBG (HUD and FDEO) requirements.

Conflict of Interest

Adherence to rules and regulations with regard to conflict of interest is mandatory. All applicants that may have a business or familial relationship with a member of the BOCC, CATF, HRS, PA or participating contractors must fully disclose this relationship on the Application for Assistance. All conflicts of interest must be disclosed to the public, BOCC, and FDEO where applicable, before any award is made.

NOTE:

In some cases, conflicts of interest may be waived by submitting a completed request for a Waiver of Conflict of Interest form. Conflict of Interest waivers must be approved by the BOCC and FDEO on a case-by-case basis.

In addition, all beneficiary names, whether or not there is a disclosed conflict of interest, must be disclosed at the regular meetings of the BOCC and the CATF as selection of beneficiaries occur and these names must be included in the minutes of both the County and the CATF meetings. The BOCC and CATF members must disclose any relationship with an Applicant. Further, no County Commissioner or CATF member may receive a monetary benefit related to this program, and as such, must abstain from any vote if related to or have a business relationship with a participating applicant, vendor, or contractor.

As soon as a final determination of award is made for any applicant, any cases of conflict of interest must be made known at a meeting of the BOCC. Before an Applicant, Vendor, or Contractor with a potential or real conflict is given final approval for participation, the County must notify FDEO in writing. Where there is a disclosed conflict of interest, and prior to the expenditure of grant funds, the County must receive written notification of FDEO's approval of the application and waiver of conflict of interest, pursuant to the most current applicable law, which was "24 CFR Section 570.489 and Chapter 112.11-112.3143, Florida Statutes, conflicts of interest".

Permanent Relocation / Displacement

The County will comply with the Uniform Relocation Act (URA) and Real Property Acquisition Policies Act of 1970. Except as provided for herein under a Federally Declared Disaster (and then only by Commission Waiver and FDEO approval), the County will not engage in any project under this Plan that displaces any legal, URA-covered occupants. Participation by program applicants in any activities described in this Plan shall be strictly voluntary. For owner-occupied housing assistance, temporary relocation services will be provided under the HAP Anti-Displacement and Relocation Policy.

Program applicants previously approved for proposed housing assistance may voluntarily withdraw their application for assistance, which must be confirmed in writing. If the PA determines the applicant to be ineligible for assistance, the HRS shall recommend, and the County will send written notification to the applicant stating that the application has been rejected and the reason for the rejection.

Appeals / Complaints

The HRS and the PA are authorized by the County to make all determinations of eligibility for assistance, level of assistance, scheduling of rehabilitation, demolition and temporary relocation, and contract management. Citizens and/or Contractors should issue complaints to the HRS, who will in turn submit it to the PA. For a complaint to be considered valid, it must be issued in writing within a period of fifteen (15) calendar days of its occurrence. Responses also shall be issued in writing. The County's Citizen Compliant and Grievance Policy, Citizen Participation Plan and Fair Housing Ordinance shall be adhered to in addressing any complaints.

Any appeals will be made according to the County CDBG policies and procedures. Further appeals, if necessary, must be addressed to the appropriate funding agency.

Fraud:

Jefferson County is committed to the highest standards of moral and ethical behavior by its employees, managers, elected officials, and constituents seeking assistance from the various programs administered by the County. The purpose of this requirement is to prohibit dishonest acts and/or fraudulent activity and to advise employees, managers, committee members, and elected officials of their responsibility in detecting, preventing, and reporting suspected fraudulent activity to the appropriate governing office. In addition, this program requirement assigns responsibility for the development of adequate internal controls and performance of investigations relating to fraud, waste, and abuse.

This requirement applies to any fraud, or suspected fraudulent behavior, involving employees, managers, and elected officials, as well as consultants, vendors, contractors, outside agencies, constituents and/or any other parties having a business relationship, contract, or partnership with Jefferson County. This requirement also applies to employees of local boards, committees, agencies and commissions over which Jefferson County has authority to require general policies to be followed.

CDBG POLICY

Jefferson County Management and all levels of County department management are responsible for the detection and prevention of fraud, misappropriations, waste, and other inappropriate conduct as it pertains to the use of CDBG funding.

Fraud is defined in this document as a willful or deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Any fraud that is detected or suspected will be reported immediately to the PA, who will conduct or employ on his/her behalf to conduct an objective and impartial investigation into the fraudulent activity, along with other applicable departments and/or law enforcement agencies, as deemed necessary or appropriate. Any individual found to have engaged in fraudulent activity, as defined by this policy, is subject to disciplinary action by Jefferson County, which may include program, service, and/or employment dismissal, as well as prosecution by appropriate law enforcement authorities, when appropriate.

ACTIONS CONSTITUTING FRAUD

As used in this policy, the term "fraud" includes, but is not limited to, the following:

- Any dishonest or fraudulent act.
- Forgery or alteration of any financial document used for the purpose of program eligibility.
- Deliberately including and/or providing false information from the program assistance application.
- Deliberately withholding any required information requested to properly determine eligibility status.
- Destruction or concealment of records, income and/or assets.
- Failure to disclose or an attempt to conceal any conflicts of interest relationships.
- Failure to disclose or an attempt to conceal any required information on employment.
- Any similar or related inappropriate conduct.

NON FRAUD IRREGULARITIES AND CONDUCT

This Section covers allegations of personal improprieties or other irregularities not constituting fraud, such as drug abuse or distribution, vandalism, assault, murder, sex offense or other such public nuisances, or criminal activity. Suspected improprieties concerning employees, managers, committee members, elected officials, or constituents seeking assistance from the various programs administered by the County, as it pertains to moral, ethical, or behavioral conduct should be resolved by the appropriate County Department Director and County Management whenever possible. This section uses 24 CFR part 5 subpart I; PREVENTING CRIME IN FEDERALLY ASSISTED HOUSING--DENYING ADMISSION AND TERMINATING TENANCY FOR CRIMINAL ACTIVITY OR ALCOHOL ABUSE (5.851-5.861) and 24 CFR part 5 subpart J; ACCESS TO CRIMINAL RECORDS AND INFORMATION (5.901-5.905), as a guide when referencing non fraud irregularities and conduct.

2.0 Community Development Block Grant (CDBG)

2.1 Overview and National Objectives

CDBG is a federal program that provides funding for housing and community development. In 1974, Congress created the program by passing the Housing and Community Development Act, Title I. The national objectives of the program are to:

Benefit low-to-moderate-income persons

- Prevent or eliminate slum or blight
- Address urgent community development needs

The preceding goals are met by undertaking activities that include, but are not limited to, the rehabilitation or replacement of substandard units, and rehabilitation or replacement of blighted units or units affected by natural disasters by:

- Addressing neighborhoods with slum and blight based on HUD census and local statistical data.
- Providing housing rehabilitation/replacement improvements to owner-occupied LMI households.
- Providing temporary relocation for households when necessary due to rehabilitation/replacement activities.

2.2 Local Objectives

To achieve the National Objectives set forth above, the objectives of the County's CDBG programs are:

1. To encourage the revitalization of very low income (VLI) and low-to-moderate income (LMI) neighborhoods.
2. To remove unhealthy or hazardous conditions in VLI and LMI households.
3. To use CDBG funds as a catalyst to encourage residents of VLI and LMI to improve their community.
4. To preserve existing housing stock or replacement of substandard housing.
5. To enable VLI and LMI families to rehabilitate their homes by providing financial and technical assistance to those unable to obtain private financing.
6. To reduce utility costs and to improve the comfort of VLI and LMI families through green construction standards and weatherization activities related to rehabilitation.
7. To improve the property tax base in VLI and LMI neighborhoods.
8. To increase employment and training activities for local residents and minority persons through the hiring of individuals and small businesses owned and operated by Section 3 persons and business or persons residing in the vicinity of the local projects.
9. To make homes accessible to elderly/handicapped occupants as may be required by code, accessibility requirements, or as determined at the County's discretion.
10. To minimize the impact of program participation on recipients and to limit direct costs encountered because of program participation.
11. To adopt modern, green building and energy-efficient improvements for building rehabilitation and construction.
12. To assure that CDBG programs are administered in strict conformance with all applicable local, state, and federal requirements.
13. To treat all participating property Owners, residents and contractors fairly, with sensitivity and respect for their needs, and in accordance with program rules.
14. To provide all program participants with reasonable assistance necessary to carry out these objectives, bearing in mind:

- i. property Owners hold the primary responsibility for maintaining their property and personal finances,
 - ii. contractors are primarily responsible for the quality of their work and their obligations to suppliers, creditors, subcontractors and employees; and
 - iii. any assistance provided must be authorized at the proper level.
- 15. To assure that no member of the Congress of the United States, the CATF, County Staff, BOCC, or any other elected official shall share in proceeds or benefits of CDBG funded rehabilitation work, unless otherwise approved through a Conflict of Interest Waiver from the granting authority. In the case of the CATF, that no member of that Board may vote or discuss during the selection process on any award of CDBG funds where they might become an applicant or housing partner.
- 16. To allow some flexibility in administering the programs in order to meet the overall CDBG goals and objectives of rehabilitating each addressed dwelling to attain HUD Section 8 HQS, the current Florida Residential Building Code and any local codes that may apply. The BOCC may waive program rules to achieve such objectives and benefits only when the result will be consistent with established goals and objectives, and applicable federal, state or local regulations.
- 17. To assure that with regard to CDBG funds, housing rehabilitation will be the first priority, with housing replacement units being addressed when program funds are available.

2.3 Homeowner Qualifications

General

In order for a Homeowner to be eligible for assistance, the following criteria must be met:

1. Total household income must not exceed the very low income (VLI), to low-to-moderate income (LMI) or no greater than eighty percent (80%) of AMI limits set forth by HUD.
2. The Owner must possess and provide clear title to the property, although it may be jointly owned and the property may be mortgaged. Ownership through life estate, heir property or other legal satisfactorily documented ownership is considered satisfactory for program participation. Providing proof of title is an Owner responsibility and expense.
3. Any property that contains a reverse mortgage will not be eligible for CDBG assistance.
4. Property tax, mortgage payments and utility bills must be current and ownership must not be jeopardized by code violations or any other threat of foreclosure, default or clouded title.
5. The property must be fully insured for basic homeownership and flood insurance, where applicable, with the County named as a policyholder if the unit is in the 100-year flood plain. Flood insurance must remain in effect for the entire period of the Deferred Payment Loan (DPL). Any unit to be addressed with CDBG funds must be elevated to at least one foot (1') above base flood elevation (or to local code) whichever is greater, or disqualified due to cost infeasibility. This applies to all categories and all activities involving construction.
6. All applicants that may have a business or familial relationship with a member of the BOCC, CATF, HRS, PA and participating construction contractors must fully disclose this relationship at the time of the application. Even if there is no conflict of interest at the time of application, should one arise prior to the signing of the construction contract or at any time during the construction work, the conflict MUST be disclosed immediately in writing to the County. Failure to disclose a conflict of interest may result in denial of funding and recapture of any grant funds expended on the unit.

7. If a boundary survey is required, the Owner is responsible for providing necessary proof or documentation, where feasible the Owner may be responsible for the cost of obtaining the survey.
8. Rental, lease, or other income generating properties are not eligible to participate in the CDBG owner-occupied rehabilitation program. Only units occupied by the applicant(s) with clear title as a primary residence are eligible. Lease / rental units may be eligible under DRI, depending on current grant rules.
9. The CDBG DPL may not occupy a lien position less than third (3rd) in order of collection of recapture.
10. The County shall take all reasonable measures to avoid fraud and abuse, using the Jefferson County Fraud Detection & Prevention Policy as referenced in this document or as adopted by the BOCC. Any fraud or abuse of housing funds shall be grounds for disqualification.

To ensure proper homeowner qualification, each applicant will also be required to provide, at a minimum, the following documentation, as applicable, on a case-by-case basis. The County reserves the right to amend this list, and to require more or less documentation at its discretion:

- Completed Application for Assistance and disclosures with signatures and date.
- Photo Identification for applicant and any co-applicants.
- Proof of Ownership, e.g. recorded copy of Property Deed.
- Current Property Tax Receipt.
- Most current year's Tax Returns or current year's Tax Transcripts from IRS.
- Paycheck Stubs (Last 3 pay stubs for each working member, with additional and updated stubs required at the County's discretion).
- Most current Social Security Statement of Benefits.
- Most current documentation for other assets - 401(k), retirement/pension, IRA, CDs, annuities, etc.
- Most current self-employment income statement with schedule C, E, or F.
- Documentation on dependents claimed (including birth certificate, school records, court-ordered letter of guardianship, divorce decree and/or letter of adoption).
- Three most current bank statements for all open checking, savings, or other interest bearing accounts at the time of application and contract signing.
- Documentation showing what year the unit was built.
- Third party contact information and release to obtain third party verification of employment signed by employer and notarized. This documentation must be received for eligibility determination.

Household Income

The income eligibility of each household will be determined in accordance with current HUD "annual income" rules and regulations or those adopted through the FDEO Consolidated Plan and approved by HUD. The following defines income eligibility based on these requirements (AMI is the Average Median Income):

- a. VLI shall mean extremely low income or thirty percent (30%) AMI
- b. LI shall mean low income or fifty percent (50%) AMI
- c. LMI shall mean low to moderate income or eighty percent (80%) AMI
- d. OI shall mean over income. OI households cannot receive direct benefits from CDBG.

The following rules are applicable in determining household income:

1. The gross income of all household members occupying the dwelling is included in calculating household income with the exception of wages earned by dependent minor children (under age 18).
2. For applicants who are self employed the net income as outlined on a provided Schedule C, E, or F will be used in calculating household income.
3. All household members will be subject to third-party income verification.
3. Rental income or other household support contributed by non-household occupants of a dwelling is included in household income.
4. Homeowner assets, with the exception of the housing unit in which he/she resides and certain personal property (e.g., the family automobile), will be considered in determining eligibility. The actual annual income from the asset will be calculated as part of the total household income. Inclusion of such assets, if any, will be in strict accordance with current HUD rules.

2.4 Deferred Payment Loans (DPLs)

CDBG program(s) provide financing for eligible activities to Homeowners in the form of zero-interest DPLs, the amount of which shall include the accepted bid amount plus any approved change orders. In the case of DRI, this can also include acquisition, depending on current grant rules.

DPLs are zero-interest loans with deferred payments that become grants when and if applicants meet all criteria. The DPL is provided to a) Homeowners who are unable or unlikely to obtain conventional financing due to their income limits, or b) to assist disaster-affected Homebuyers in acquiring/rehabilitating a home under DRI.

DPLs involve a security instrument in the form of a recorded mortgage that requires repayment if the Homeowner sells or transfers ownership, ceases to use the housing unit as his/her primary residence within the date specified in the terms of the DPL, or fails to maintain reasonable required standards of care and maintenance (local nuisance, trash, and other environmental or health codes). The assistance provided to each Homeowner, upon completion of all grant-funded work (acquisition, rehabilitation, replacement); will be in the form of either a primary or secondary mortgage. The mortgage will be recorded in the Public Records of the County. The County will monitor possible triggers of DPL repayment with annual title verification using on-line County services through the Clerk of Court, the County Appraiser's office and through visits to the assisted units.

In the event that a sole Owner dies or both/all Owners die during the term of the DPL, at the County's discretion and based on recommendations from the HRS and the PA, repayment of the loan will not be required and the remaining DPL balance will be forgiven.

Assistance Amount / Affordability Period / Amount Forgiven Annually

- Under \$15,000.00 - \$40,000.00 / 5 years / forgiven twenty percent (20%) annually
- \$40,001.00 - \$60,000 / 10 years / forgiven ten percent (10%) annually
- (Demo/Replacement) \$60,000.01- \$85,000 / 15 years / forgiven twenty percent (20%) annually after year 10: there is no annual reduction between years 1 and 9.

There will be a yearly write-down of the DPL after the end of each full year. The write-down will be directly correlated to the amount of the mortgage. The mortgage and note shall provide for pro-rated repayment, which shall be due if the unit is sold, title is transferred or conveyed, or the unit ceases to be the primary residence of the Owner during the affordability period. At the County's discretion, a deed restriction may also be recorded for the term of the affordability period. The HRS will consider each unit and applicant

and make recommendations to the County as to any deed restrictions that may be appropriate. All properties assisted will have a deed restriction for the duration of the affordability period. Deed restrictions must be recorded at the same time as the DPL and any associated lien documents.

If repayment of a DPL is triggered, the prorated principal balance will be due in full within thirty (30) days of the sale/transfer of ownership or the Owner's cessation of primary residence. If the Owner is unable to make such payment, the BOCC may, at their discretion and with FDEO approval, allow repayment of the DPL over a term not-to-exceed fifteen (15) years, at a yield of not more than one percent (1%) interest per annum, and/or allow transfer or sale of the unit to another income qualified household for the remainder of the affordability period.

The maximum DPL per unit for an owner-occupied single family dwelling for repairs is \$60,000 and for demo/replacement is \$85,000. If rehabilitation costs require more than the maximum allowed DPL and the Owner is unable to finance the additional cost, the dwelling unit may be disqualified by the HRS unless alternative funding is available. If the HRS considers it appropriate and in the best interest of the program, CDBG funds may be used in lieu of alternative funding only upon 1) availability of CDBG construction funds and 2) the approval of the BOCC of a waiver of the maximum DPL. Very high costs can adversely impact grant scoring and application requirements, and can adversely impact other units planned for rehabilitation. Therefore, the ability to maintain the necessary average cost per unit must enter into the decision process of the HRS.

Any use (leveraging) of SHIP funds or other federal, state funds with CDBG funds shall require a separate DPL with applicable forgiveness or repayment provisions for those funds expended.

2.5 Identification of Units

Housing Rehabilitation will be performed only on units approved by the County and in accordance with grant requirements established by FDEO and HUD. Alternate units may be utilized to replace any primary units that may become ineligible. The County will solicit applications either from other housing assistance providers that have knowledge of need within the County, by placing notices in public areas throughout the County and/or by advertising in appropriate publicly circulated media, in accordance with any applicable CDBG rules or guidance. Mobile Homes are not eligible for this program.

Eligible Property Types:

- Single-Family Homes.
- Townhomes, Condominiums units and Duplexes.

All properties must be within the limits of the unincorporated County.

The County will review applications received using the following selection criteria:

1. Whether or not the recipient previously has been furnished assistance under any County housing assistance program including but not limited to SHIP, and if so, when and under what circumstances. A former recipient under the regular CDBG category cannot be assisted for five (5) years in the case of rehabilitation and ten (10) years in the case of total replacement and in any event will not be served again until all other eligible recipients have received assistance.
2. Income eligibility.
3. Type of construction (i.e., block, metal, wood frame, etc.), state of deterioration of the residence and estimated cost to rehabilitate as compared to 1) average residence cost calculated in the application and 2) the value of the residence after rehabilitation.
4. Any home eligible for assistance where the cost of rehab will be in excess of fifty percent (50%) of the appraised value of the home as listed with the County Property Appraiser's office will automatically be considered a replacement home.

5. Location of the residence with reference to defined areas, i.e., floodplain, zoning, incompatible use, historic preservation, hazards, etc.
6. Consistency of the proposed residence rehabilitation with the local comprehensive plan and/or land development regulations.
7. Whether or not the applicant is current on all payments to the local government (i.e., garbage/trash bill, utility bills, code violations, taxes, etc.) and mortgage/lien holders.
8. Recipients' willingness to maintain reasonable standard of care and maintenance to protect and enhance the investment by meeting local nuisance, trash, and other environmental or health codes.
9. Whether or not the applicant has clear title to the property. The applicant shall have fifteen (15) calendar days from the date of the County's review, which will include the results of a title search to provide additional documentation. If fifteen (15) days pass without proper documentation or compliance, the application will become an alternate (falling to the bottom of the list on the sixteenth (16th) day) and shall not be considered until 1) all other applications are exhausted with funds remaining and 2) the applicant has a completed file with full compliance with this requirement and all others.
10. Whether or not the structure is more than fifty (50) years old. The applicant shall indicate on the application form whether to his/her knowledge the structure is older than fifty (50) years. If the answer is "yes," or if other evidence suggests the structure is more than fifty (50) years old, the County must notify the State Bureau of Historic Preservation and receive written approval for the rehabilitation prior to the start of rehabilitation. Property Appraiser, tax records, or other government agencies' records will be researched to verify the age of the structure.
11. In addition to the above, the priority ranking in Appendix A shall be strictly adhered to in the selection of qualifying applicants for regular CDBG clients, and when applicable, under DRI. The County shall make the final interpretation of when the ranking criteria applies and when it does not, such as in DRI when 'first complete, first approved, first awarded' is used by the County.
12. The HRS shall make the final evaluation and recommendation for each applicant and unit as to whether they are appropriate and eligible under CDBG or DRI and in compliance with the HUD and FDEO requirements. The PA makes the final determination of acceptance of an applicant and of award of any units, subject to the guidelines of this HAP as set forth by the BOCC.
13. Partner-assisted programs (with "partners" being affordable housing developers, community based organizations, housing authorities, non-profits and similar affordable housing providers) may be implemented as outlined in this HAP. Partners shall be selected using the Request for Qualifications (RFQ) or Request for Proposals (RFP) competitive selection process. Deed restrictions and Deferred Payment Loans (DPLs) apply. All unit and applicant qualifications and monitoring by the HRS and PA apply. Partners must agree to comply with all CDBG requirements and submit to monitoring and directions of the HRS before any funds are released or payments made.
14. For owner-occupied rehabilitation, owner-occupied shall mean a residential unit with the title in the personal name of the applicant(s) used as a primary residence of the applicant(s). This does not include any non-residential unit or shared space with non-residential uses or income generating property.

2.6 Approval of Ranking, and Removal of Units from the Program

The HRS shall review and rank the applications from regular category CDBG where applicable based on pledged VLI assistance requirements as listed in the Grant Award Agreement with FDEO. Once the VLI assistance requirements have been met, all other assistance applications will be serviced on a first come, first complete, first approved basis. This process is further detailed in “**Appendix A**” of this document.

The application process shall have a noticed start and a noticed cut-off date for the receipt of applications. Applications received after that date shall only be considered on a ‘first complete, first approved’ basis as alternates after the primary list of applicants has been considered and exhausted, where sufficient funds remain to address more units. “First complete, first approved” means the applicant has complied with all program criteria and has furnished all required documentation, and the housing unit has been deemed eligible. Income qualification and unit qualification both apply. For example, an applicant might complete their file and is qualified, but the unit is in the flood plain or is historic, and insufficient funds remain to address those issues. However, the next applicant who is “first complete, first approved” qualifies and only needs roof and window repairs, and there are sufficient funds remaining to address these issues.

The HRS or the PA may remove an applicant from any CDBG program for changes in household income or approved selection criteria. Applicants may also be removed for not complying with the minimum qualification procedures, refusing to comply with the program requirements or HRS directions (such as temporary relocation from an unsafe dwelling or work area), and /or not accepting the program standards or HRS recommendations for eligible repairs or other just cause that would expose the County to unacceptable risk. If it is determined that it is necessary to remove an applicant from the program, a certified letter will be drafted and recommended by the HRS and sent by the County to the applicant stating the reasons for the removal. The applicant will have the right to appeal the decision as identified in the Citizen Participation Plan. The HRS’s best judgment shall be the guide in determining whether it is in the best interest of the program or the County to reject a unit or application. The practical housing rehabilitation experience of the HRS is critical in dealing with potential risk to the County or program, or the safety of the occupant(s) in cases where applicants refuse to cooperate with program guidelines or HRS directions.

2.7 Rehabilitation and Replacement Assistance

General

All rehabilitation and replacement construction work shall include and address Section 8 Minimum Housing Quality Standards (Section 8 HQS), the current Florida Residential Building Code and relevant local codes (whichever is most stringent for each code-related item). Additionally, any major rehabilitation work or replacement units will be designed to meet the most stringent of heating, refrigerating and air-conditioning standards, plus twenty percent (20%) . Other construction work will meet those standards to the extent applicable to the rehabilitation work being undertaken, e.g. replacing older obsolete products and appliances with Energy-Star labeled or equally documented energy efficient products. Where feasible and cost effective as determined by the County, all construction work, major or otherwise, shall include the installation of water-efficient toilets, showers, and faucets. Where relevant, housing will be improved to mitigate the impact of disasters, such as earthquakes, hurricane, flooding, and fire.

CDBG financing of housing rehabilitation and replacement is available for the following purposes:

1. Addressing local housing code repairs under the current Florida Residential Building Code or Section 8 HQS violations, whichever is most stringent for each code-related repair need;
2. Providing cost-effective ‘Green’ features. The HRS shall determine the feasibility and eligibility of any such repairs. The most current Florida Green Building Coalition checklist of green features appropriate for the type dwelling shall be used as a list of options for including affordable green features;
3. Providing reasonable repairs and modifications to make the dwelling accessible to handicapped and elderly occupants as necessary and technically feasible. The HRS shall determine the feasibility and eligibility of any such repairs;
4. Correcting health and/or safety violations that may be present, including replacement of dilapidated or malfunctioning stoves or refrigerators and interim controls or abatement of lead-based paint hazards. The HRS shall determine the feasibility and eligibility of any such repairs.

5. Addressing cosmetic needs, such as painting, pressure washing, and other similar needs as recommended by the HRS to eliminate the appearance of blight in the neighborhood.

New construction such as adding a room or closing in a carport is eligible for rehabilitation assistance only to eliminate overcrowding or to provide a bathroom. General property improvements are eligible for program funds when necessary to obtain an accurate level of utility, to decrease high maintenance costs, or to eliminate blight. Examples of eligible general property improvements include, but are not limited to, installation of cabinets and linen closets, improving inadequate or vacant heating/cooling, making functional changes in room layout, replacement of unapproved or damaged floor coverings, and enclosure of a porch for use as a bathroom where the dwelling does not have adequate interior space. General property improvements that are not required by code and/or Section 8 HQS, or other eligible reasons listed above and recommended by the HRS may be provided at the Owner's expense, under a separate contract and agreement with the approved contractor. **The County is not responsible for funding or approving any work done under such separate contracts.**

Structural Requirements

In order for rehabilitation funds to be expended on a housing unit, it must meet (or through feasible repairs meet) Section 8 HQS and be feasible for rehabilitation. In order for a unit to be considered feasible for rehabilitation, proposed construction must:

1. Correct all violations of the local housing code, the current Florida Residential Building Code and Section 8 HQS;
2. For units constructed prior to 1978, provide interim controls or abatement for lead-based paint hazards as required by HUD and the Environmental Protection Agency (EPA). All units built prior to 1978 will be tested for lead-based paint. If lead-based paint is found, interim control procedures will be used for all houses rehabilitated at or below \$25,000. Houses rehabilitated at a cost above \$25,000 will be rehabilitated using abatement procedures. Occupants will be notified of the hazards of lead-based paint, the symptoms and treatment of lead poisoning, how to avoid lead poisoning, lead level screening requirements and appropriate abatement procedures;
3. Meet applicable local zoning requirements, as well as local, State and Federal housing code requirements for rehabilitation work;
4. Leave at least twenty percent (20%) of the original structure based upon the formula provided in the Structural Integrity section;
5. Not exceed program costs as determined by the County and the available budget.
6. Be made reasonably accessible to handicapped/elderly occupants, when the unit is occupied by such.
7. For rehabilitation or replacement (new construction) of any eligible housing unit located within the 100 year flood plain, elevate the lowest floor, including any basement, no lower than one foot (1') above the base flood elevation (or per local code). Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided.
8. Provide interim controls or abatement for asbestos hazards as required by HUD, FDEO and EPA that will be assisted by the program.

Where rehabilitation is not feasible, the housing unit must be suitable for redevelopment or replacement. Sufficient funds (CDBG and other, where applicable) must be available to complete a new or replacement housing unit. New or replacement units must meet all requirements above and throughout this Plan to be eligible.

The HRS will determine and advise the County of any additional requirements due to the type of property and consider them accordingly during the eligibility determination process.

Structural Integrity

In order to be eligible for rehabilitation work, a housing unit must be structurally sound. Therefore, post-construction, at least twenty percent (20%) of the original structure must remain, based upon the following formula. Three (3) major components of the house are considered, with each component weighted to total 100% of the structural value of the house. These components and ratios are: roof - 20%, exterior walls - 60%, and flooring system - 20%.

As an illustration, assume 50% of the roof must be replaced, 50% of the walls must be replaced and 25% of the flooring system (including framing) must be replaced. The factors are then weighted based on the 20/60/20 formula, so that 50% replacement of the roof is equal to replacing 10% of the structure, 50% replacement of the exterior walls is equal to 30% replacement of the structure, and 25% replacement of the flooring system is equal to 5% replacement of the structure. Thus, replacement equals 10% + 30% + 5%, or a total of 45% of the structure. This leaves 55% of the original structure, indicating that the structure is feasible for rehabilitation.

This calculation will be performed by the HRS. Should significant deterioration occur between application and time the unit is scheduled for rehabilitation, the unit will be re-evaluated for continued eligibility and a decision made by the HRS whether to replace it with an alternate unit or to request a change in type of rehabilitation (demolition, permanent relocation, etc.).

Cost Feasibility

As an additional means of guarding against program penalties for substantial reconstruction of a dwelling, the following cost limits are applicable to all rehabilitation areas. The County must first comply with all applicable CDBG limits, as set forth in current grant rules. Therefore, these average limits may be above the allowable CDBG financing limits, and accordingly assume requirements for Owner contributions or leveraging with other funding sources. The average limits may be exceeded for rehabilitation costs when alternative funds are available for leveraging, but must be specifically approved by the BOCC or PA as exceeding the described limits.

\$60,000 per single family detached house

\$50,000 per unit of a duplex, Townhome, or Condominium unit

In addition, the cost of rehabilitation and improvements may not exceed the after-rehabilitation value of the dwelling. In the absence of conflicting information, the mobile home cost limits shall be assumed to meet this requirement. For site-built units, the total cost of rehabilitation (plus other improvements, if any) may not exceed \$75 per square foot of dwelling space, excluding septic tank, well, or water/sewer hook-ups, which is less than the cost of new construction (\$85 per square foot average assumed) and will be assumed to meet the cost/value limit.

Demolition / Replacement

When eligible and feasible, CDBG funds will be used to replace owner-occupied units. The PA will decide with the HRS whether to utilize a slab "site built" replacement unit, a prefabricated unit, or a modular housing unit. Decision factors will include budget, zoning, replacement requirements, building cost estimates, and a number of other items that may vary on a case-by-case basis. Once the decision is made, the HRS prepares bid specifications based on Owner input from review of available plans from the Contractors. Bidding contracting and inspections then proceed as in the rehabilitation process.

Additionally, the following applies:

1. Clearance of property requirements. These are identified by the HRS and are included in the replacement unit bid package. In this way, the same Contractor is responsible for site cleanup and preparation as for provision of the replacement unit. Disposal of debris and associated activities are also included. When demolition or clearance is conducted separately, bid packages are prepared with procedures following those identified for rehabilitation in this manual.
2. Program disbursements are made from the local CDBG operating account. As a result, attention must be paid to the ordering and receipt of funds, to ensure that disbursements are made in a timely manner and that any limitation for cash on hand is not violated.
3. Cost feasibility limits are based on number of bedrooms to be provided for site built housing units. These limits may not be exceeded without approval from the PA, and are as follows:
 - (a) four or more bedrooms - \$85,000 CDBG/DRI
 - (b) three bedrooms - \$70,000 CDBG/DRI

- (c) two bedrooms - \$70,000 CDBG/DRI

If the existing housing unit is inadequately sized, the replacement housing unit will be sized to include the appropriate bedrooms needed to meet Section 8 HQS and local housing code requirements for occupancy. In no case will the total assistance be greater than those limits listed above, unless approved by the BOCC or its PA.

Necessary site improvements, including water supply, sewage disposal, and clearance, will also be provided along with the actual dwelling replacement.

Budgetary and scoring constraints, as well as priorities for assisting other households, may dictate that some Homeowners will be offered less than the maximum amounts shown hereto, even if their demolition and replacement housing costs are above the offered amount. In these cases, Homeowners must provide non-CDBG funds from other sources, or they may decline the offer and withdraw from the program.

2.8 Contractor Listing

Recruiting

The CDBG Housing Rehabilitation Program will establish and maintain a current listing of eligible, BOCC approved Contractors for bidding on all phases of a program. Only those Contractors who are so listed and approved by the BOCC will be considered for work on a program. Establishment of this list will include maximum outreach to allow for utilization of qualified local vicinity, and minority Contractors. At the BOCC's request the PA may be granted permission to approve Contractors for program eligibility.

The County will make every effort to notify Contractors residing or maintaining offices in the local area through public notices, as part of complying with Federal Section 3 and Minority-Owned Business Enterprise (MBE) requirements. This special effort will be based upon the list of Contractors licensed in the jurisdiction including residential, building and general contractors. Letters sent to Contractors, or solicitation advertisements, will be placed in the appropriate program file. In addition to active efforts to comply with Federal Section 3 and MBE requirements, the County will follow all CDBG requirements in its advertising and will promote fair and open competition, with no restrictions to promote advantages for local firms or businesses.

The Contractor listing will include all Contractors who apply and are determined eligible based upon program qualification standards.

Maintenance of a pool of competitive, qualified, and capable Contractors is essential to program completion.

Contractor Eligibility

In order to participate in the CDBG Housing Rehabilitation Program, a Contractor must be approved as eligible by the HRS, the PA, and the BOCC. In cases where there is uncertainty about a Contractor's eligibility, and given that it does not violate CDBG rules, the current purchasing policy of the County will be used to determine eligibility of the Contractors.

Basic Contractor qualifications include:

1. Current license(s) with the appropriate jurisdiction.
2. A satisfactory record regarding complaints filed against the Contractor at the State, Federal or local level.
3. Insurance:
 - a. Contractor's Public Liability Insurance in an amount not less than \$1,000,000 coverage
 - b. A certificate evidencing Worker's Compensation insurance in statutory limits in accordance with Florida law.
 - c. A certificate evidencing Auto Insurance, including bodily injury, in an amount not less than \$1,000,000 per accident.
 - d. A certificate evidencing General Liability insurance covering bodily injury, including death and property damage, in an amount not less than \$1,000,000 combined single limit per

occurrence. Copies of certificates shall be provided to the PA. The Contractor shall provide the PA with a certificate of insurance from the insurer guaranteeing thirty (30) day notice to the Housing Rehabilitation Program before discontinuing coverage.

4. A satisfactory credit record, including:
 - (a) References from two (2) suppliers who have done business with the Contractor involving credit purchases.
 - (b) References from three (3) subcontractors who have subcontracted with the Contractor.
 - (c) The ability to finance rehabilitation contract work so all bills are paid before requesting final payment.
5. Satisfactory references from at least three (3) parties for whom the Contractor has performed construction work.
6. Absence from any list of debarred contractors issued by the Federal or State DOL, HUD or FDEO.
7. Acceptance of all program requirements, including, but not limited to Section 3 goals and reporting, MBE goals and reporting and where applicable, prevailing wage requirements.

The HRS and the PA will ensure that current and past performance of the Contractor are satisfactory based upon readily available information, and reserve the right to check any reliable source to establish such determination.

The HRS and the PA will explain to the Contractors their obligations under Federal Equal Opportunity regulations and other contractual obligations at the pre-bid conference. Program procedures, such as bidding and payment are also explained to the Contractors.

Disqualification

Contractors may be prohibited or removed from program participation for:

1. Poor workmanship, use of inferior materials, or overall inability to perform quality work.
2. Evidence of bidding irregularities such as "low-balling" (submitting an unreasonably low bid in the hopes of increasing the bid amount through change orders once construction has commenced), bid rigging, collusion, kickbacks, and any other unethical practice.
3. Failure to abide by the Scope of Work (SOW), failure to complete SOW (and bid) accomplishments, and any attempts to avoid specific tasks in attempts to reduce costs.
4. Failure to pay creditors, suppliers, laborers or subcontractors promptly and completely.
5. Disregarding contractual obligations or program procedures.
6. Loss, cancellation and or termination of license(s), insurance or bonding.
7. Lack of reasonable cooperation with Owner(s), rehabilitation staff or the others involved in the work.
8. Abandonment of a job.
9. Failure to complete work in a timely manner.

2.9 Rehabilitation and Replacement Procedures

Inspections and the Scope of Work (SOW)

After a unit and applicant are initially screened and tentatively deemed eligible, a preliminary inspection is then conducted to determine feasibility of rehabilitation or replacement. If rehabilitation or replacement is determined to be feasible, the HRS will continue the inspection process and develop a scope of work (SOW) with a cost estimate. The Homeowner(s) and the PA must approve the SOW. The cost estimate for the job is considered confidential information until bid opening.

If special financing arrangements (such as the Homeowner covering excessive costs or general property improvements) are required or anticipated, arrangements must be made prior to bidding to prevent soliciting bids on a housing unit / applicant that cannot be financed.

Once the SOW is finalized, and all special financing arrangements are in place and fully executed, bids are solicited for the job.

Bidding

Bidding of potential units is conducted by the HRS in conjunction with the County Procurement/Purchasing Department when applicable or required. Homeowners have the right to remove any Contractor(s) from the list of prospective bidders for their unit with legal or justifiable cause and approval by the PA, as long as at least three (3) eligible Contractors are allowed to bid. The Owner must be willing to justify the removal of Contractor(s) from the bidding list. Owner may also request additional Contractors as bidders. If these owner-requested Contractors submit the Contractor Application and are approved by the PA and are otherwise eligible, they may be added to the bidders list and bid on the housing rehabilitation work. The HRS makes maximum effort to ensure participation by minority and/or Section 3 owned contracting firms. In compliance with this Plan and County policies governing the qualifying, approval, and award process, the HRS shall recommend contractors and other necessary vendors (lead based paint, asbestos, title search, mold, appraisal, land survey, environmental, etc) for work the HRS recommends or the program requires on eligible units.

No Homeowner, occupant, or immediate relative of the same, either personally or corporately, shall serve on their own housing unit as a Contractor or Sub-contractor to be paid with CDBG funds, nor shall they be paid for their own labor with CDBG funds.

A NTB notice will be sent via email, fax or mail to each eligible bidder to inform all pre-approved Contractors of all bidding notices. Bidding notices will also be posted at the applicable Jefferson County Department from which the CDBG grant is being administered. Newspaper advertising for individual jobs is not required, as Contractors must be pre-qualified. All notifications will be posted a minimum of five (5) business days before the actual pre-bid conference is to take place.

Each Contractor is required to attend a pre-bid conference held at a specified location that will be stated on the NTB notice. Failure to do so will result in automatic rejection of his/her bid(s) for the house(s).

No Contractor or contracting firm will contact the HRS after the mandated question and answer period as established in the NTB document has passed. Failure to abide by this regulation will result in rejection of the violating firms' bids.

Sealed bids will be opened at a public bid opening. The HRS will generally recommend that the contract be awarded to the lowest responsible bidder within plus or minus fifteen percent (15%) of the established cost estimate. Bidding procedures will adhere to County purchasing policy. Bids below the fifteen percent (15%) threshold will be reviewed upon County request and are not automatically disqualified.

The County reserves the right to reject any and all bids and to award in the best interest of the Owner, the program, and the County. The Owner must approve the bid award prior to signing contracts.

Each new Contractor to the program must satisfactorily complete rehabilitation (or demo/replacement) on one unit before receiving any additional contracts. No Contractor will be allowed to have more than three (3) jobs under construction at one time without consent of the PA unless:

- 1) The anticipated date of commencement is after the scheduled and estimated date of completion of current jobs; or
- 2) The Contractor has demonstrated, through past performance as recommended by the PA, his/her ability to satisfactorily complete multiple contracts in a timely manner thereby causing no impact on project quality, project deadlines and program completions.

This rule may be waived by the PA if it is determined that there is not an inadequate pool of qualified bidders, if the other bids are excessive, or if other extenuating circumstances arise.

The County shall monitor all bids and awards of Contractors before closing and any payments are released. The County will ensure that there is open and fair competition and for Section 3 and MBE goals prior to award of bids.

Temporary Relocation

When provided for in the County's grant budget, temporary relocation assistance is available to qualified persons who need to relocate while construction work is completed. The County will 1) assist eligible applicants with up to upon move out, \$1,000.00 of assistance with no receipts required or 2) based upon eligible receipts for reimbursement. Eligibility of relocation expense receipts will be determined by the HRS based upon current HUD and FDEO guidance and County policies and will not exceed \$2,000.00 to be paid at fifty percent (50%) completion of construction and/or at one-hundred percent (100%) completion of construction.

Permanent relocation is not considered to be a normal and customary use of CDBG funds, and will be addressed only when absolutely necessary, taking into account current grant rules, and all eligibility and feasibility criteria noted in this HAP.

Contracting and Commencement of Construction

Prior to the execution of the DPL and the construction contract, the HRS presents each case to the PA. The DPL and contract amount, Contractor, unit address and Owner eligibility are all approved by the PA. The construction contract is then executed between the Homeowner and the Contractor. The DPL is executed by the PA on behalf of the County simultaneously with the construction contract, with the three (3) day rescission period running simultaneously for both legal agreements.

For all units, the DPL is recorded within three (3) business days of execution. CDBG funds can be used to pay for DPL recording costs. The recording and filing of the Notice of Commencement shall be the responsibility of the Contractor and shall take place not more than ten (10) calendar days after execution.

The Notice to Proceed (NTP) is issued to the Contractor on the execution date of the construction contract, but will not take effect until the three (3) day rescission period has ended. When temporary relocation of the occupants is required, the NTP may be delayed until the house is vacated. The contract time of performance (generally 25 to 45 days for rehabilitation and 90 to 120 days for demo/replacement begins with issuance of the Notice to Proceed. The HRS shall recommend the appropriate contract period based on the type, size and complexity of the work.

Construction Progress Inspections

Periodic inspections of the rehabilitation construction are performed by the HRS and the PA throughout the contract period. These inspections are conducted to assure compliance with the contract standards for workmanship and materials, to detect any unauthorized deviations and to identify necessary changes to the contract work in its early stages. Inspections must be conducted at a minimum at each payment request by the Contractor.

Change Orders

Any additions to, deletions from, or changes in the construction contract work, time, or price must be approved in a written change order before the additional work is started. The Change Order is executed by the Contractor and is approved by the HRS, the Owner and the PA. Change orders may be issued to correct code deficiencies or to obtain any other desired change in the work due to unforeseen repair needs. CDBG funds can be used for Change Orders that correct code violations as acknowledged by the local building department to meet Section 8 HQS found after construction begins. Additional work that addresses non-essential or non code/HQS-related changes will be at the Owner's expense.

Payment

Contracts of \$15,000 or less will not be paid until the Contractor has completed the job. Contracts in excess of \$15,000 allow a partial payment upon satisfactory completion of sixty percent (60%) and 100% of the construction work (less punch list items). A retainage of twenty percent (20%) of the completed contract amount may be held until all punch list items are corrected where circumstances warrant such action. Depending on extenuating circumstances and contract balance, more or fewer partial payments may be authorized at the recommendation of the HRS for approval by the PA.

Construction Completion / Percentage of Funds Paid

> 60%	0 %
60%	40%
100%	100%

Final payment will be made as noted below.

Approval of a partial payment requires:

1. A determination by the HRS that the claimed percentage of completion of the work has been satisfactorily completed. Payment will be issued for the amount claimed less retainage (if required) depending on the physical progress as long as the contract funds remaining are sufficient to complete the work in the event of default by the Contractor.
2. Approval of the work by the Owner and/or PA.
3. An affidavit from the Contractor stating that there are no claims for unpaid goods and/or services connected with the job and all laborers, suppliers and subcontractors have received just compensation for their goods and services up to the date of the request (as evidenced by full or partial waiver of lien from subcontractors).

The final payment approval requires:

1. Acceptance of all work by the property Owner, the HRS and the PA. When required, the County Building Department must also accept all work.
2. Submission of all manufacturers' and other warranties (e.g., appliances, roofing, extermination, Contractor's warranty covering the entire scope of work and any change orders for a minimum one year, etc.).
3. Waivers of liens from all subcontractors, all parties who were not paid when the Contractor received partial payment, and from any other party supplying notice.
4. A Certificate of Occupancy or final approval from the Building Department to show compliance of the rehabilitation work with the locally adopted building (and other applicable) code requirements.
5. Completion of all punch-list items.
6. An affidavit from the Contractor stating that all bills have been paid and there are no claims for subcontracted jobs or materials, or any outstanding Notices to Owner.

If the Owner refuses to authorize payment due to a dispute with the Contractor, the PA may recommend disbursement without the Owner's approval if the claim is shown to be without merit or inconsistent with policies and the goal of the program. Such disbursement shall be issued only after the PA has reviewed the facts and circumstances involved in the dispute and has determined that the Owner's refusal to issue payment is without just cause. If a person or party feels that his/her complaint has not been sufficiently addressed by the HRS or PA, an appeal may be made to the Citizen's Advisory Task Force (CATF) in accordance with the County's CDBG Citizen Participation Plan. If a response satisfactory to the aggrieved is not issued by the Committee, an appeal may be made to the BOCC. The BOCC has the authority to uphold, rescind or reverse a previous CATF determination.

An appeal of the local determination/decision made by the BOCC should be filed with FDEO, as set forth in the County's CDBG Citizen Participation Plan. Sufficient documentation to this effect shall be placed in the case file.

Disputes and Contract Termination

Regarding disputes, and as authorized and outlined in the construction contract, the Owner and/or the County have/has the right to stop work and terminate the contract.

Follow-Up

After completion of the contract, it is the Owner's responsibility to notify the Contractor in writing of any defect in the work or material. The Owner(s) shall make themselves available to the Contractor to resolve all and any issues that might facilitate completion. The Owner is also requested to notify the HRS and the PA of any complaints to the Contractor so assistance in follow-up can be provided. If the Contractor does

not respond to the written complaint within a reasonable time frame and in a satisfactory manner, the HRS will verify the complaint and report it to the PA. If the PA judges the complaint to be valid, he/she will send a written request for warranty service to the Contractor and a copy to the Owner. The Contractor will then take action as monitored by the HRS and the PA. Upon receiving notice that the complaint has been satisfied, the HRS will inspect the work and make such note in the case file. Failure to resolve complaints shall be justification for removing a Contractor from participation with the program.

- Inability or failure to direct the work in a competent and independent manner.
- Failure to honor warranties.
- Ineligibility to enter into federally or state assisted contracts as determined by the U.S. Secretary of Labor, HUD, E-Verify or FDEO.
- Other just cause that would expose the County, the Program or Owner to unacceptable risk.
- Failure to respond to a minimum of three (3) consecutive requests for bids.
- At the Contractor's request.

2.10 Program Income

No Program Income is planned to result from CDBG activities. Program Income should only result in the case of DPL repayment where, during the affordability period (the term of the DPL) the unit is sold, title is transferred or the unit is no longer the primary residence of the beneficiary. DPLs will be monitored by the HRS and the PA during the term of the grant. After the term of the grant has ended, i.e., upon expiration of the agreement between the County and FDEO, the monitoring will be performed by the PA annually through site visits and title verification through the Clerk of Court and the County Appraiser office. The County's DPL mortgage documents and liens shall always include a notice to the County as soon as the title changes ownership.

If repayment of CDBG funds is received during the term of the grant, it will be relegated back FDEO. Outside the term of the grant, but within the period covered by the DPL, the County will accept the repayment of funds to be used for additional eligible CDBG activities as may be authorized by FDEO.

Unless otherwise permitted, authorized, or instructed by FDEO, Program Income will be returned to FDEO within the time frame required by grant rules, usually ten (10) days. Upon receipt of any Program Income, the PA shall contact their FDEO grant manager and confirm how FDEO would like the County to treat the Program Income.

2.11 Property Acquisition Policy

Although the County does not anticipate the need to acquire property using CDBG funds, the rare opportunity could arise for this activity to be undertaken. Fundamental steps that occur in each purchase, or acquisition, may vary case by case. However, in general terms, the following should take place:

- (1) Confirm source of funds and authority to acquire,
- (2) Identify the property/site and determine its suitability,
- (3) Perform legal description/survey/preliminary title search (services procured as necessary),
- (4) Send notice of intent to acquire to Owner,
- (5) Solicit appraisal services and retain Appraiser,
- (6) Where recommended by the HRS or program required, solicit review appraisal services and retain review appraiser,
- (7) Receive appraisal review (when required), then solicit and retain Title Company (ies) (title insurance amount and necessity determined in advance),
- (8) Send offer to purchase and notice of just compensation to Owner,
- (9) Finalize contract for purchase with Owner after County legal reviews and approves,
- (10) Title Company calculates settlement costs and closing date is set,
- (11) Closing conducted with funds changing hands and,
- (12) Records of proceedings retained.

Voluntary Acquisition

The County may purchase property with CDBG funds for use on eligible activities. Property acquisition must follow the procedures outlined in the Uniform Relocation Act and Real Property Acquisition Act. Residential property to be used for relocation purposes shall be purchased only on a voluntary basis.

The County shall determine the features needed and the funds available for land purchases, and shall follow its current and standard solicitation and purchasing procedures. In addition, any RFPs or RFQs issued must state the specifications and budget, and indicate that the purchase is voluntary.

All property acquisitions shall meet all CDBG requirements and shall be used only for eligible CDBG/DRI activities, including affordability and income limits.

No displacement of tenants (or other legal occupants) will occur as a result of any of the County CDBG Housing programs. For lease property, Owners do not receive any relocation assistance. Owner-occupants under rehabilitation must voluntarily participate.

A voluntary acquisition occurs when real property is acquired from an Owner who has submitted a proposal to the County for purchase of their property in response to a public invitation or solicitation of offers. The BOCC is committed to this mode of acquisition to the maximum practicable extent.

Voluntary acquisition shall be permitted only if the property being acquired is not site-specific and at least two properties in the community meet the criteria established by the local government for usage, location and/or interest to be acquired. The BOCC, prior to publication of a public notice or attendance of any local government representative at a property auction, must approve all voluntary acquisitions in principle.

A public notice must be published inviting offers from Property Owners. At a minimum, this notice must:

1. Accurately describe the type, size and approximate location of the desired property;
2. Describe the purpose of the purchase;
3. Specify all terms and conditions of sale, including maximum price;
4. Indicate whether or not an owner-occupant must waive relocation benefits as a condition of sale;
5. Announce a time and place for offers to be accepted; and
6. Announce that local powers of condemnation shall not be invoked to acquire any property offered for which a mutually agreed to sale price cannot be reached.

Property may also be acquired at auction. The Uniform Relocation Act will be followed, but all acquisitions shall be voluntary and without displacing legal, URA-eligible occupants.

Offers shall be sealed and opened at the same time, in the same place, by a designated official. Records of offers shall be kept. Appraisals are not required for purchases less than \$10,000 if a mutually agreed-to sales price can be reached. Clear title must be present in every transaction. The PA must decide at the time of approving the acquisition whether or not appraisals and review appraisals will be necessary and what the maximum permissible sales price will be. The decision to acquire will rest with the BOCC that can reject or accept any and all offers. Written records shall be maintained documenting decisions and rationale for selected courses of action.

Non-Voluntary Acquisition Plan

Although the County does not anticipate the need for non-voluntary property acquisitions, the need could arise for emergency purposes, e.g., following a disaster.

Non-voluntary acquisition of property (including easements and right-of-way) using federal funds shall occur in accordance with the Uniform Relocation Act of 1970 (as amended) and with any State and Federal regulations that may apply.

Timing / Planning

Properties to be acquired shall be identified as early in the planning stage as is practicable. Every attempt shall be made to affect a design that is not wholly site-dependent (i.e., where two or more sites are

suitable for the project). It is recognized that this may not always be possible; however, a policy of minimizing single-site alternatives is emphasized.

In general terms, the voluntary acquisition process shall be utilized to identify possible sites early in the project. Sites shall be evaluated for suitability prior to the final design phase to the maximum practicable extent. As soon as alternative sites are identified and evaluated, applicable acquisition procedures should commence.

Projects shall not normally be sent out for bids unless properties to be acquired or utilized for easements have been formally acquired or a commitment exists which is sufficiently firm and binding to be considered safe for the project to proceed with start up. The PA shall make the determination as to whether or not bidding, award and start-up may proceed to closing on the property.

In those cases where need for easements and/or acquisition is not identified until after the project is underway, procedures shall be expedited to the maximum practicable extent and utilization of funds, the value of which would be unrecoverable if the transaction did not occur, minimized. The County's Anti-Displacement and Citizen Compliant policies shall be followed in these cases.

2.12 Data Provided to FDEO for Administrative-Closeout

The following data will be provided by housing unit as part of the administrative closeout for each activity providing direct benefit. (I.e. housing rehabilitation, temporary relocation, hookups, etc...) and summarized by activity and submitted with the administrative closeout package:

- a) Name of each recipient and address of each housing unit rehabilitated with CDBG funds, the date the construction was completed on the housing unit, and the amount of CDBG funds spent on that housing unit;
- b) Whether the household is headed by a female, the number of handicapped persons in the household, the number of elderly persons in the household and the VLI or LMI status of the household.
- c) The number of occupants in the household, categorized by gender;
- d) The racial demographics of the household by number (white, black, Hispanic, Asian/Pacific Islander, Hasidic Jew or American Indian/Alaskan native).
- e)
- f) Before and after pictures

This Housing Assistance Plan and its Operational Procedures is adopted this _____ **day of**
_____, **2012**

Hines Boyd
Chairman

ATTEST:

Kirk Reams
Clerk of the Court

APPENDIX A

CDBG RANKING CRITERIA

Applicants must complete and submit all required information on all household members for a determination of income eligibility and must be willing to execute all necessary documents on a timely basis.

Applicant Qualification Criteria and Requirements

Applicants will not be served until they have submitted a complete application with all documentation required and have been found by the HRS to be income-eligible and can document clear and/or unencumbered title.

Income-eligible applicants are those applicants with household incomes that fall between Very Low Income (VLI or 30% AMI) to Low-to-Moderate (LMI or 80% AMI). Income eligibility is determined by using the total household gross income and shall be determined upon completion of the application process.

Applicant Selection Criteria and Requirements

Applicants will be selected on a first-come, first-qualified, first-served basis and will be documented by the individual(s) receiving the applications by date and time stamp. Assistance is subject to funding availability. No other ranking or scoring process will be used.

Applicant Priority

While the County will be using a first-come, first-qualified, first-served basis for selecting applicants for CDBG funding, the County recognizes there are times when priority must be given to certain underserved groups or to meet CDBG requirements.

CDBG rules require that a minimum number of VLI applicants be served. Therefore, priority will be given to VLI applicants until the required number of VLI units has been satisfactorily addressed in accordance as outlined in the CDBG Award Agreement with FDEO.

Other applicant priority consideration factors are:

- Applicants who are elderly (Greater than 62 years of age)
- Applicants who are handicapped/disabled (with acceptable proof of handicap/disability)
- Applicants who are veterans of any war as declared by the Congress of the United States of America

These other applicant priority consideration factors will take effect in the event that applicants simultaneously submit an application and it is not discernible by the individual(s) receiving the application which applicant entered the facility to submit the application first, or in the event that the applicants enter the facility to submit the application at the same time and there is only one individual to receive the applications causing one person to have a later date and time stamp on their application.

In addition, if the HRS, in consultation with the PA and other applicable County Departments (Housing, Building, Fire, Health Department or Code, etc) it is determined that one applicant's housing unit poses a greater hazard to health and safety than another's, the applicant at greater risk of physical harm may be given priority (i.e. roof replacement would take precedence over a window repair).

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA

RESOLUTION NUMBER 2012-092012-01

A RESOLUTION AUTHORIZING THE CHAIR TO MAKE APPLICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (FDEO) FEDERAL FISCAL YEAR 2012 SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND OTHER RELATED FEDERAL AND STATE ECONOMIC DEVELOPMENT GRANTS AND PROGRAMS, PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES

WHEREAS, Jefferson County is experiencing high unemployment along with the economic recession, along with aging housing needs and

WHEREAS, the Florida Department of Economic Opportunity (FDEO) provides funding for economic development and housing rehabilitation through the Small Cities Community Development Block Grant (CDBG) program and other related Federal and State economic development grants and programs and

WHEREAS, there is a critical need for improving employment opportunities to benefit low and moderate income individuals in our community as well as alleviating other affects of the economic decline, including below standard housing structures;

Now, therefore, be it resolved by the Jefferson County Board of County Commissioners that:

SECTION 1. That the Small Cities Community Development Block Grant program and other related Federal and State economic development grants and programs are declared to be workable programs for the improvement of overall employment and economic development as well as providing physical improvements to housing needs within the County.

SECTION 2. The County Commission hereby directs the Board Chair, or the County Coordinator in the Chair's absence, to sign all necessary certifications for the application.

SECTION 3. That the County Commission directs the Board Chair, or the County Coordinator in the Chair's absence, to execute and submit the application(s) to FDEO.

SECTION 4. That the Board Chair or the County Coordinator, in the Chair's absence, is authorized and directed to submit any additional information and to approve any documentation to complete, or comply with, the resulting grant award agreement(s) as may be required by FDEO.

SECTION 5. The proposed application is/ consistent with the local comprehensive plan.

SECTION 6. That this Resolution shall take effect immediately upon its passage.

DULY PASSED AND ADOPTED THIS ____ DAY OF _____, 2012.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA

KIRK REAMS
CLERK OF THE CIRCUIT COURT

HINES BOYD
CHAIR

APPROVED AS TO FORM AND
CORRECTNESS:

BIRD & SPARKMAN, P.A.
COUNTY ATTORNEY

COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA

RESOLUTION NO. 2012-092012-02

A RESOLUTION REGARDING THE EXPENDITURE OF LOCAL FUNDS ON FLORIDA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT ELIGIBLE ACTIVITIES AS LEVERAGE FOR THE FFY2012 COMMUNITY DEVELOPMENT BLOCK GRANT, HOUSING REHABILITATION APPLICATION.

WHEREAS, it is desirable to assist in the scoring of the County's FFY2012 Community Development Block Grant (CDBG) Housing Rehabilitation (HR) application to increase its competitiveness and expand the scope of that grant to benefit the citizens of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of County Commissioners, in regular session this 20th day of September 2012, as follows:

1. The County Commission does hereby commit to spend \$75,000.00 in County SHIP funds on CDBG eligible activities identified in the Jefferson County FFY2012 CDBG Housing Rehabilitation application as local government leverage in accordance with the applicable rules and guidelines as set forth by the Florida Department of Economic Opportunity, subject to grant award.
2. The County Commission does hereby commit to expend all local government leverage between the time of site visit and the time of administrative close-out for said application, in accordance with applicable rules and guidelines as set forth by the Florida Department of Economic Opportunity.

PASSED AND ADOPTED THIS ____ DAY OF SEPTEMBER 2012 BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, FLORIDA.

HINES BOYD
CHAIR

ATTEST:

KIRK REAMS
CLERK OF THE CIRCUIT COURT

APPROVED AS TO FORM AND
CORRECTNESS:

BIRD & SPARKMAN, P.A.
COUNTY ATTORNEY

**ITEM 7 (a): COUNTY COORDINATOR'S
REPORT/DEPARTMENT HEAD REPORTS**

JEFFERSON COUNTY/CITY OF MONTICELLO
BUILDING INSPECTION AND CONTRACTOR LICENSING
 445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
 Fax: (850) 342-0225

MONTHLY REPORT			
August 2012		August 2011	
Building	18	Building	18
Electrical	10	Electrical	18
Plumbing	6	Plumbing	2
Mechanical	14	Mechanical	15
Mobile Homes	1	Mobile Homes	3
Relocate	0	Relocate	0
Demolish	0	Demolish	1
Miscellaneous	1	Miscellaneous	1
City Permit	11	City Permits	17
City Fees	\$1,627.91	City Fees	\$1,833.25
County Permits	39	County Permits	41
County Fees	\$5,890.37	County Fees	\$4,031.59
Total		Total	
City/County Permits	50	City/County Permits	58
City/County Fees	\$7,518.28	City/County Fees	\$5,864.84

August 2012		August 2011	
Radon Fee	\$274.02	Radon Fee	\$242.41
Building Permit Fee	\$6,914.26	Building Permit Fee	\$4,792.43
Mobile Home Permit Fee	\$330.00	Mobile Home Permit Fee	\$830.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$120.00	Contractor Licenses Fee	\$240.00
Business & Home Occup Fee	\$100.00	Business & Home Occup Fee	\$100.00
Total	\$7,738.28	Total	\$6,204.84

August 2012		August 2011	
New Construction Permits (Residential)	1	New Construction Permits (Residential)	0
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	2
Mobile Home Permits	1	Mobile Home Permits	3
Repair & Addition Permits	47	Repair & Addition Permits	52
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	1	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	1
Total	50	Total	58
Valuation		Valuation	
Valuation Home Permits	\$195,026	Valuation Home Permits	\$0
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$53,653
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$663,672	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$170,103

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223

Fax: (850) 342-0225

August 2012		August 2011	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$200.00	Simple Lot Split Fee	\$500.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$100.00
Major Development Fee	\$0.00	Major Development Fee	\$0.00
Minor Re-plat Fee	\$100.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$150.00	Development Permits Fee (Mobile Homes)	\$1,005.00
Development Permits Fee (Residential)	\$1,911.07	Development Permits Fee (Residential)	\$0.00
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc:Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$100.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$115.00
Total	\$2,461.07	Total	\$1,720.00

August 2012		August 2011	
Simple Lot Splits (No. Lots Created _____)	2	Simple Lot Splits (No. Lots Created _____)	5
Family Subdivisions (No. Lots Created _____)	0	Family Subdivisions (No. Lots Created _____)	0
Variances	0	Variances	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	1
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	0
Minor Replats	1	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	1	Development Permits (Mobile Homes)	4
Development Permits (Residential)	2	Development Permits (Residential)	0
Development Permits (Commercial)	0	Development Permits (Commercial)	0
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	1	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	1
Total	7	Total	11

August 2012		August 2011	
Emergency Medical Impact Fee	\$61.86	Emergency Medical Impact Fee	\$123.72
Fire/Rescue Impact Fee	\$48.16	Fire/Rescue Impact Fee	\$96.32
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$0.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$0.00
911 Address Fee	\$200.00	911 Address Fee	\$426.00
Driveway Permit Fee	\$53.00	Driveway Permit Fee	\$159.00
Total	\$363.02	Total	\$805.04

Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
August 2012 (submitted to County Coordinator, September 4)

4-H Youth Activities

- JGL - 4-H Newsletter prepared and sent
- JGL - Ag. Adventure Planning Meeting - Aug. 16
- JGL - 4-H Program Implementation Team Meeting , Aug. 15
- JGL - Community Health Forum, Aug 16
- JGL - North Florida Fair Planning Meeting, Aug 21
- JGL - 4-H District III Agent's Meeting, Aug 21
- JGL - Post Wildlife Camp Meeting, Aug 22
- JGL - 4-H & American Legion Auxiliary Car-wash, Aug 25
- JGL - National Association of Extension 4-H Agents planning meeting, Aug 27
- JGL - Presented 4-H Abstract at Extension Professional Association of Florida Conference, Orlando, FL, Aug. 29
- JED - Jubilee Wildlife Planning Meeting Leon County; AUG 22

Family & Consumer Sciences

- KDJ-Poverty Simulation-August 14
- KDJ-Canning Class-August 16
- KDJ-Tobacco Partnership Meeting- August 20
- KDJ-Financial Focus Team Webinar- August 20
- KDJ-HCE Planning Meeting- August 21
- KDJ-Canning Class-August 22
- KDJ-Overall Advisory Committee Meeting- August 23

Agriculture and Natural Resources Activities

- JED - ATTRA Farm planning and Goat Production Program Live Oak, AUG 7
- JED - Tri-state Row Crop Climate Adaptation Workshop, Headland, AL AUG 9
- JED - Panhandle Agriculture Web article on flood mosquitoes , AUG 10
- JED - Pecan Field Day Program Planning Meeting, AUG 13
- JED - Ag Adventures Planning Meeting, AUG 14
- JED - Presentation of Ag Innovators, Jay, FL AUG 17
- JED- CEU Day-Pesticide Applicator Training, Polycom, AUG 21
- JED- County Extension Advisory Committee Meeting, AUG 23
- JED - Annual Meeting Extension Professional Associations of Florida, Orlando, AUG 27-30

FAMU, 4-H & Ag Agent – Jefferson County

- CW -Taught Annie's Project (extension office) – August 2
- CW - Met with NRCS and Forestry Service about upcoming trainings – August 3
- CW - Youth Gardening Webinar on projects in Jefferson County (FAMU) – August 8
- CW - Met with Gulf Coast Tung Oil CEO and CFO about potential Clientele (FAMU) – August 9
- CW - Taught Annie's Project (extension office) – August 9
- CW - Taught Annie's Project (extension office) – August 16
- CW - Pre-Fair meeting (Leon County extension office) – August 21
- CW - Camp Jubilee Post-Camp meeting (Leon County extension office)

August 22

- CW - Taught Annie's Project (extension office) – August 23
- CW - Attended EPAF Conference (Kissimmee, FL) - August 27- 30
- CW - Taught Annie's Project (extension office) – August 30

Administrative and Other Activities, Faculty and Staff

- JGL - Overall Extension Advisory Committee Meeting, Aug. 23
- JGL - Meeting with Commissioner Boyd, Aug. 16
- JGL - 4-H Statewide Educational Design Specialist Search Committee, Aug. 24
- JGL - Meeting with Commissioner Boyd, Aug. 24
- JGL - Award- Extension Professional Association of Florida Annual Meeting, Orlando, 2012, Epsilon Sigma Phi, **Distinguish Service Award** – Aug. 29
- JGL - Award- Extension Professional Association of Florida Annual Meeting, Orlando, 2012, from Florida Association of Extension 4-H Agents, **25 Year of Award**, Aug. 31
- JGL - Extension Professional Association of Florida Annual Meeting, Aug 27-31
- JGL - Mgt. with Dallas Garrett, Small Business Dev. Coordinator, Aug 31
- JGL - Meeting with Patricia Garner, Aug. 31
- KDJ - Whole Child Advisory Update – August 7
- KDJ - Best Project-August 7
- KDJ - Meeting with Chastity SWAT/Partnership Planning-August 9
- KDJ - VITA Training meeting Tom and Rose- August 10
- KDJ - Community Health Improvement Planning-August 16
- KDJ - EPAF-August 27-30

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Parrish Barwick
County Coordinator

DATE: September 12, 2012

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: August 2012 Report
ATTACHMENTS: 0

JCFR CALLS FOR SERVICE – ALL CALLS-----

2012	August	YEAR to DATE
FIRE	36	378
EMS	210	1602

TOTAL: 246 TOTAL: 1980

JCFR FIRE CALLS WITH MONTICELLO --

2012	August	JULY '11 to DATE
JCFR Response in City	7	106
MVFD Response in County	0	11

11/12 FISCAL YEAR EMS COLLECTIONS-----

2012	August	11/12 F/Y to DATE
	\$50,944.93	\$591,270.62

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2012	August	JULY '11 to DATE
	\$0	\$4,963.84

NEW STATION UPDATE Station has been let out for bid.

BUDGET UPDATE There have been no unexpected expenditures from either the Fire or EMS budgets.

VOLUNTEER TRAINING No training in August.

COURTESY BLOOD PRESSUER and GLUCOSE CHECKS We had 9 people come to the station for either blood pressure or blood sugar checks in August.

GRANT UPDATES We have received notice of our annual EMS County Grant Award for the amount of \$5,056.00. We have not received any new updates on our two AFG grants.

AMBULANCE PURCHASE We have taken delivery of the used ambulance and are awaiting permitting from the Department of Health before it can be placed in service.

Jefferson County Bailer Public Library Monthly Report for August, 2012

Statistics of Interest

6442	Door Count	2862	Materials Checked Out
1775	Computer Usage	467	Program Attendance
44	Inter Library Loans		

Community Room Usage

Democratic Party	Weight Watchers
Crochet Club	Vocational Rehab
Jefferson County Quilters	Book Club

Projects

- Continued work on federal E Rate forms
- Completed and submitted yearly State Aid grant
- Award winning books on CD and fiction best sellers ordered
- Completed and submitted summer youth programs report for State Library
- Began work on two mini grants involving children's books and adult classic film titles

Other

Held classes in Basic Computers, Internet, Keyboarding for adults and children, and Excel
Signed community partnering agreement with Early Head Start to provide monthly storytime
Back lab assisted 262 customers for 195 hours
Ongoing staff training on Florida Electronic Library
Director spoke at Howard Middle School Second Annual Parent University Outreach
Director attended JCES Open House with library materials
Director and P. Hackett met with new JCES school principal to discuss outreach
Held five storytimes with crafts
Held four in house day care storytimes
Doris Andrews represented the library in two back to school church based programs
Discussed fall training schedule possibilities with trainer Deanna Ramsey
Participated in Wilderness Coast conference call with e book vendor to discuss roll out
Director attended North Florida Workforce recognition dinner with youth library worker
Very successful summer science camp held in community room
Sonitrol security rep at library; system to be removed

Jefferson County Recreation Department

August 2012- Monthly Report

Park Lighting- Ball field lighting is almost complete.

Ball fields- The expansion of the ball field is not completed as of this date. The Road Department is now starting to bring fill dirt into the park to expand the ball fields.

Restrooms and Concession Stand-still waiting to hear the direction we are going to take on this matter.

Upcoming Events-Registration for tackle football, flag football and cheerleading taking place at this time. Practice has started for these programs.

Tackle Football and Flag Football starts in October.

Adult co-ed softball will start on Sept. 24th.

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

To: **Jefferson County Board of County Commissioners**

From: **David R. Harvey, Road Superintendent**

Date: **September 10, 2012**

Re: **Informational Item – Road Department Summary of Monthly Activities for August 2012**

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 103 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 15 Road. Mowing on 61 roads.
- C) Patching also occurred on 2 roadways.

Driveway Connections

A total of 1 driveways were inspected.

Roadway and Drainage Repairs

Working on Connell Tram Rd

- 1. Connell Tram Rd closed 9/10 thru 9/13 for ditch work**
- 2. FEMA and NRCS, review road damaged by T. S. Debbie**



JEFFERSON COUNTY SOLID WASTE DEPARTMENT

1591 S. Waukeenah Street
 Monticello, Florida 32344
 Phone: (850) 342-0184
 Fax: (850) 342-0185

Memorandum

Date: September 12, 2012
To: Parish Barwick/County Coordinator
 Jefferson County Commissioners
From: Beth Letchworth, Director
Subject: Monthly Report for August, 2012

Tonnage

In August, 2012, the total tonnage transported to the area landfill increased by 133.40 tons over the total in July, 2012, resulting in 266,800 more pounds of garbage collected. The breakdown follows:

Aucilla site	45.14	Pinckney Hill site	20.47
Bassett site	41.05	Recreation Park site	52.40
Fulford site	25.29	Wacissa site	58.08
Lamont site	28.39	Waste tires	18.38
Lloyd site	96.08	County commercial	243.63
Nash site	34.76	City of Monticello	315.56
New Monticello site	81.84		
Main Office site	25.04		
		Total:	1086.11

Jefferson County

As a result of the increase in tonnage, there were an additional 25 trips to the area landfill.

Front Load Garbage Truck	15 loads to area landfill	186.43 tons
Grapple Trucks	64 loads to area landfill	257.91 tons
Roll-off Trucks	17 compactor pulls	201.48 tons
	9 construction container pulls	49.70 tons
	22 collection site container pulls	73.78 tons

City of Monticello

In August, 2012, the City collected an additional 34.38 tons of garbage than collected in July, 2012. As a result, an additional 7 trips were made to the area landfill.

Rear Load Garbage Truck	18 loads to area landfill	132.65 tons
Grapple Truck	46 loads to area landfill	184.16 tons