

BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"
Bishop**
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

**Regular Session Agenda
September 3, 2013 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344**

1. **9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
3. **Consent Agenda**
 - a) **Approval of Agenda**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **TDC Action Items – Nancy Wideman**
 - b) **Professional Services Agreement w/ CPI Consulting – Chairman Nelson/Julie Conley**
 - c) **Small Grant Program Guidelines – Comm. Boyd/Julie Conley/Dick Bailar**
 - d) **Redistricting Issues/Discussion**
 - e) **Dallas Garrett Resignation – Comm. Boyd**
 - f) **Fire Assessment Discussion – Chief Matthews/Chairman Nelson**
6. **County Coordinator's Report**
 - a) **Flood Map Issues/Discussion – Bill Tellefsen/Scott Shirley**
 - b) **CDBG Proposals – Parrish Barwick**
 - c) **Natural Gas Lines Feasibility Study – Parrish Barwick/Comm. Barfield**
 - d) **Small Grant Program Request – Concerned United People**
7. **Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)**
8. **Commissioner Discussion Items**
9. **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.

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

Bird & Sparkman, P.A.
County Attorney

ITEM 5(a): TDC ACTION ITEMS

August 26, 2013

MEMORANDUM

TO: Jefferson County Board of County Commissioners

FROM: Nancy Wideman
TDC Coordinator

IN RE: Tourist Development Council
Annual Report // Action Items Requested

I am pleased to present the following Annual Report to the Board:

During 2012-2013 the TDC has continued to encourage overnight visitation to the county. Although our bed tax revenue dipped the first of our fiscal year the funds began to increase the last several months. Since we had anticipated less in revenue due to the economy, we were pleasantly surprised to end the year with a small carry over to be used in the upcoming fiscal year.

We have given 6 grants for advertising to local event planners. These include the Historical Society, Monticello Opera House productions, the Watermelon Festival Southern Music Rising Festival and a Wildflower photo exhibit at the Jefferson Arts Gallery.

We completed a Visit Florida grant in partnership with Main Street Monticello to build a kiosk on the Courthouse Circle to welcome visitors and provide information. We have been awarded another Visit Florida grant to produce a brochure on the cultural events in Jefferson County which will be completed this coming year.

Our website www.VisitJeffersonCountyFlorida.com continues to attract attention and give direct information about the county to potential visitors. Along with the Chamber of Commerce we have developed a Facebook page, "Discover Monticello", and have listings on other social media sites such as Trip Advisor. As the Chair of The Original Florida Tourism Task Force, I have been able to increase the presence of Jefferson County in all of their marketing for the region. (Please see the attached information sheet on Original Florida.)

We have also continued to market to brides to bring their weddings to our area, encouraged the Seminole Classic Bike Race to occur here, helped to sponsor the Annual New Leaf Farm Tour, and conducted bus tours of our beautiful historic district.

ACTION ITEMS:

1. Annual Budget Approval

Attached please find a proposed budget for Commission approval. This budget has been reviewed by the Tourist Development Council and recommended for adoption.

2. Marketing Plan Adoption

The attached updated Marketing Plan has been reviewed by the Tourist Development Council and recommended for adoption.

3. Board Member Vacancies

By state law and local ordinance, the TDC consists of representatives from several sectors of the economy. Appointments are made by the County Commission.

Presently, there are several four-year term vacancies which need to be filled:

City Elected Government Representatives (2 Slots):

Current Representatives – Emily Anderson and John Jones

*The City reports that Clerk Emily Anderson is willing to serve an additional term and City Council Member Gerrold Austin is willing to serve.

Lodging/Accommodations Representative (2 Slots):

Current Representatives – Gretchen Avera and Clyde Simpson

*Both Mrs. Avera and Mr. Simpson are willing to continue to serve.

Tourism Industry (1 Slot):

Current Representative – Merry Ann Frisby

*Mrs. Frisby is willing to continue to serve.

4. Housekeeping Issues

As we progress into the next fiscal year, I want to bring to your attention some “housekeeping” issues. Since the time of implementation of the tourist development tax, the County Commission has relied heavily on the Tourist Development Council to oversee the various aspects of carrying out the County Tourist Development Marketing Plan, as adopted, as well as performing revenue estimating and expenditure approvals. Although the County Commission technically approves the checks issued for TDC purposes, it has participated indirectly in the actual determination of revenue expenditures, such as grant approvals.

To simplify the process for Board approval of TDC expenditures and to confirm actions with Florida Statute and actual wording nuances of the County Code of Ordinances, requests for approval of expenditures of tourist development tax revenue will be submitted directly to the Board of County Commissioners, using the adopted budget and the marketing plan as a guide.

Since the award of local marketing grants is an integral part of the proposed budget, assuming the Commission approves the recommended budget as suggested, the Tourist Development Council will be happy to assist in immediately preparing a grant process and timetable for Commission approval. In fact, the Council has been working on a streamlined program which would simplify the award of grants by creating a bi-annual or quarterly submission cycle and hope to have a plan to present at the next board meeting.

If you have any questions regarding the above, please do not hesitate to contact me.

Nancy Wideman, Coordinator
Jefferson County Tourist Development Council
Nancyw1100@yahoo.com
997-0517

	2012-2013 PROPOSED	2012-2013 PROJECTED ACTUAL	2013-2014 PROPOSED	
REVENUE				
Tax Receipts	23,800	26,200	25,000	
Grant Revenue - VF	1,000	1,000	875	
Main Street VF Grant	500	500	0	
From Reserve	5,000	0	8,800	
Carryforward	0	0	4,534	
TOTAL REVENUE	30,300	27,700	39,209	
EXPENSES				
Contract Labor	10,000	10,000	10,500	
Supplies/Postage	200	200	280	
Trade Show Expenses	500	450	0	itemized for 13/14
<i>Tallahassee Bride Trade Show</i>			200	
<i>Honey Lake Plantation Trade Show</i>			250	
Travel	800	400	400	
Associations	2,500	2,500	0	itemized for 13/14
<i>Association Membership-Visit Florida</i>	0		400	
<i>Association Membership-Original Florida</i>	0	0	2,000	
<i>Association Membership-Chamber</i>	0	0	100	
Print Ads	1,250	1,551	0	itemized for 13/14
<i>Monticello News Wedding Suppliment Ad</i>			450	
<i>Times Enterprise Wedding Supplement Ad</i>			210	
<i>KOA RV map ad</i>			230	
<i>Watermelon Festival ad</i>			160	
<i>Printing Monticello Informational map</i>			320	
<i>Opera House Season Program Ad</i>			150	
<i>New Leaf Farm Tour</i>			250	
Billboard Program	5,000	0	8,000	
Web Services	400	150	300	
Event/Activity Advertising Grants	6,750	6,600	9,000	
Visit FL grant	1,750	500	625	
FAM Expenses	300	100	0	
<i>Original Florida Conference Expense</i>	250	140	200	
Legal notices	100	75	150	
Miscellaneous	500	500	500	
Undesignated			4,534	
Carryforward		4,534	0	
TOTAL EXPENSES	30,300	27,700	39,209	
BEGINNING BALANCE RESERVE				
	25,000.00			
ENDING BALANCE RESERVE				
	16,200.00			

Jefferson County TDC Marketing Plan – 2013-2014

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 for all markets (not prioritized)</u>
Primary	Monticello	Brides
	Thomasville	Outdoor enthusiasts
	Tallahassee	Event attendees
Secondary	Tampa, St. Pete	Fishermen and hunters
	Jacksonville	Retirees
	Atlanta	Event Attendees
	Birmingham	Outdoor enthusiasts
	Panhandle of Florida	History enthusiasts
Tertiary	Northeastern US	Travelers on I-10
	US and International	Outdoor enthusiasts
		History enthusiasts
		Cyclists

3. Strengths – Opportunities

Jefferson County and Monticello are rich in historic, cultural and natural resources. Monticello is home to over 600 buildings that were built before 1920, including the Monticello Opera House with its perfect acoustics. It is located 5 miles from an interstate and a short drive along a road bursting with crape myrtles, from Florida’s capital city of Tallahassee. Cultural events are plentiful at the Opera House’s theatrical and musical productions as well as at Jefferson Arts Gallery, Monticello’s turn of the century jail, Main Street’s lecture series, the Lloyd Pavilion and the Jefferson County Historical Society’s tour of homes and cemeteries. Monticello also has the distinction of being the most haunted small town in America. Annual events that occur in the city include the Watermelon Festival, a Fourth of July Celebration, a Martin Luther King parade and Southern Music Rising.

The natural resources of Jefferson County are abundant. The Rivers of AWE (Aucilla, Wacissa and Ecofina) are pristine for canoeing, kayaking, fishing and bird watching. Additional areas that provide great outdoor recreation such as fishing and hunting include Lake Miccosukee, the Aucilla Wildlife Management Area and the nearby St. Marks Wildlife Refuge. Other activities that a visitor may enjoy are racing at Jefferson County Kennel Club and Monticello Karting,

biking on our wildflower strewn country and heritage roads, hiking on the Florida Trail, driving the old Cotton Trail and exploring the Letchworth Indian Mounds.

Jefferson County is fortunate to have many small farms that produce home grown and organic food. There are also sheep, goat and pig ranches and several apiaries. Jefferson County always has the largest number of stops on the New Leaf Market Farm Tour. The county is also home to Monticello Vineyards.

Jefferson County has become known as a wedding destination through Willow Pond, the B&Bs, the Opera House and the nearby Honey Lake Plantation. Accommodations for visitors include four Bed and Breakfasts, five modern motels, the KOA Campground and RV Resort and several smaller campgrounds.

4. Weaknesses

The major weaknesses facing tourist development in Jefferson County include lack of funds for professional branding, marketing and research, available dinner options, shopping opportunities, a lack of community support for events and a limited visibility on the highways.

5. Strategies and Tactics

Increase weddings

Attend bridal trade shows and print advertising

Gain Visibility

Through PR, advertising and free Internet Listings and billboard program

Participation in Original Florida, Visit Florida and Visit Tallahassee

Take advantage of their web site listings

Increase articles written about the county

FAMS and networking with writers

Aggressively encourage TDC grants for regional advertising for local events

Develop phone apps for travelers

Continue posting on Discover Monticello

Increase cycling and hunting through heritage roads and wildlife management areas

Develop and print a brochure describing annual cultural events through an awarded

Visit Florida grant

6. Public Relations

Develop media list - for media/press releases

TV and radio stations

Articles in magazines and newspaper

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 and phone app

8. Advertising

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

What is Original Florida?

Since its founding in 1993, the Original Florida Tourism Task Force has been the regional voice which educates both citizens and travelers about the natural, historic, and cultural attractions of the north central Florida region through branding and marketing activities.

Jefferson County has been, along with Madison, Wakulla, Taylor, Dixie, Levy, Lafayette, Alachua, Union and Gilchrist counties, a member of the task force since our bed tax was adopted. The membership dues vary according to the amount of bed tax collected. Membership dues vary from \$1,000 to \$12,000 per year. I have been active in the task force since I became the coordinator of our TDC and will serve as the chair for 2013-2014. We are awarded two positions on the task force and Rev. Dick Bailar serves along with me. The task force meets monthly.

The task force brands and markets the area as Visit Natural North Florida. They have an extensive web site at www.VisitNaturalNorthFlorida.com and at www.FishNaturalNorthFlorida.com. These websites provide our county with an expanded online presence, resulting in additional travel to our county.

In addition to providing an additional web presence to advertise our county's attractions and events funds are used for:

- Familiarization tours which bring writers to the county to experience our attractions and then write articles which appear in the mainstream media
- Professional bloggers who are hired to blog about events and outdoor activities in the area.
- The creation and distribution of brochures at welcome centers and motels on the interstates
- Five trade shows during the year where information about the area is distributed
- The creation of a four minute video about the area that is uploaded on the web site and each of the member's web sites
- Targeted internet advertising
- A visitor research project
- Partnering with Brand USA to create a video for the European market
- Promotional items such as shirts, hats, key chains, etc

Our membership in Original Florida Tourism Task Force has aided us in our mission to increase visitation, generate tourism related revenue, grow our small businesses and promote Jefferson County as a tourism destination.

Nancy Wideman, Coordinator
Jefferson County Tourist Development Council

**ITEM 5(b): PROFESSIONAL SERVICES
AGREEMENT w/ CPI CONSULTING**

PROFESSIONAL SERVICES AGREEMENT

This agreement, effective the ____ day of _____, 2013, is made and entered into by and between the Board of County Commissioners of Jefferson County, Florida, hereinafter referred to as the "County"; and CPI Consulting, hereinafter referred to as "CPI".

WHEREAS the County has been awarded a Comprehensive Planning Technical Assistance Grant by the State of Florida, Department of Economic Opportunity, in the amount of \$35,000; and

WHEREAS, in response to a request for proposals, CPI submitted a proposal to provide assistance to the County for completion of the project; and

WHEREAS the proposal of CPI was accepted by the County,

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the County and CPI hereby agree as follows:

1. CPI agrees to provide to the County the services as outlined in the Scope of Work, attached hereto as Exhibit "A".
2. The County agrees to pay CPI, as compensation for the services provided herein, a fixed fee of \$35,000.
3. Payments shall be made in accordance with the Payment Plan attached hereto as Exhibit "B".
4. This agreement shall be governed in all respects by the laws of the State of Florida. The jurisdiction and venue of any action to enforce the terms of this agreement, or to resolve any disputes arising out of or relating to this agreement, shall be in the appropriate State court in Jefferson County, Florida.

IN WITNESS WHEREOF, the parties have affixed their signatures.

Witnesses:

CPI CONSULTING

By: _____
Marcia K. Elder
President

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

Witnesses:

By: _____
John Nelson
Chairman

Exhibit A

Scope of Work

Tasks

1. **Rural Economic Development Opportunities Report and Economic Diversification Strategy** – Conduct a review of approaches and strategies for economic development in Florida rural communities, with emphasis on relevance to Jefferson County, including:
 - a. Rural local governments with community vision plans, economic development elements, economic diversification plans and strategies for sustainable agriculture;
 - b. Opportunities for economic development consistent with the goals and objectives identified in the County's Vision and articulated in Volume III of the adopted vision including but not limited to: heritage and eco-tourism, clean energy, small farm viability and innovative planning and economic development; and
 - c. Funding sources to implement identified opportunities.

An initial Report of findings and recommendations will be completed in the first quarter, with a supplemental report to follow. This report will include a review of the Apalachee Regional Planning Council's Comprehensive Economic Development Strategy (CEDS), the 2006 City of Monticello's Vision Plan, plans and priorities of the Jefferson County Economic Development Council, the local Main Street Program, Tourism Development Council, and Regional Workforce Board along with local government economic diversification models, examples of innovative economic development approaches for local governments and other related strategies and information. The information in this report will be tapped in formulation of a Jefferson County Economic Diversification Strategy, Community Vision Action Plan, Online Clearinghouse and statewide Webinar series.

Deliverables:

- 1a. Draft Rural Economic Development Opportunities Report (due November 15, 2013)
- 1b. Final Rural Economic Development Opportunities Report addressing comments from DEO (due March 1, 2014)
2. **Jefferson County Community Vision Implementation Action Plan** – Implementation of the Jefferson County Vision will be pursued through development of a cohesive, practical and action-oriented Implementation Plan. Subtasks include:
 - a. Creation of a detailed Action Plan identifying specific projects and activities for priority implementation. Where possible the Plan will include such detail as the project name; project description; project duration; project timing; necessary resources; primary project lead and projected partners. At a minimum the Action Plan will address the goals and strategies identified in the County's Vision and will include an Economic Diversification Strategy for Jefferson County. In addition, the Plan will include consideration of infrastructure planning and downtown revitalization for the City of Monticello as articulated in the County and City vision documents and the feasibility of extending natural gas to the Jefferson County Industrial Park.

- b. The County will form a committee that will oversee the process and be designed to continue the implementation of the Action Plan after this contract has been completed. The committee will meet periodically over the course of the planning process. The process and project will be well publicized to inform local citizens and provide the opportunity for citizen input and involvement. An informal stakeholder advisory team will be invited to offer input on Action Plan priorities and implementation approaches, and to review and comment on draft documents and plans. The process also will utilize innovative means of public engagement through the use of new media technologies. Through the technology component, local stakeholders and citizens will have opportunity to be informed and involved in a local planning process. The County Commission will convene at least one public workshop on the Action Plan.
- c. A realistic budget of the costs associated with implementing the Action Plan will be developed to include costs for as many implementation priorities as reasonably practicable. Estimates will be included where more detailed data is not yet available or where project time-spans dictate.
- d. The Plan will describe how the community will ensure continued coordination over the next three years to implement the Action Plan. Plans for maintenance of the project Website past the contract term will also be included.

Deliverables:

- 2a. Draft plan for committee operations, committee membership list, and draft plan for public participation. (due October 1, 2013)
 - 2b. Draft priorities for detailed action Plan development and draft Action Plan framework, with subsequent incorporation of input from DEO. (due October 15, 2013)
 - 2c. Draft Action Plan as described above. The action plan should identify specific tasks, timeframes, and potential funding sources, and responsible parties for completion. (due January 31, 2014)
 - 2d. Final Action Plan as described above addressing all comments from DEO on the previously reviewed draft version. (due May 15, 2014)
- 3. Innovative Planning Outreach & Technical Assistance** – For the benefit of Jefferson County, while at the same time benefiting other statewide rural communities, Internet technologies will be used to create a Webinar Series and an Online Technical Assistance Clearinghouse (Clearinghouse) on economic development resources and solutions for rural communities. Experts on a range of economic development topics will be the featured speakers for 4 facilitated Web events on topics of relevance for Jefferson County and its Diversification Strategy and Action Plan development and implementation. . A Simulcast will air from Jefferson County with the option of statewide public participation. On-demand event replays will be provided for ongoing access. The Clearinghouse Website will be designed as a hub for public awareness and engagement in the Action Plan development and implementation process. It will be a high-profile dedicated Website for the Action Plan initiative and be linked to the County and Economic Development Council sites. All events and Clearinghouse will be promoted statewide and available free of charge.

Deliverables:

- 3a. Schedule of Web events, topics and invited speakers/organizations and creation of project Website with information resources. (due December 15, 2013)
- 3b. Completed Web events, conducted and facilitated live and recorded, with event summary report and CDs of video recordings. (due April 15, 2014)

Exhibit B**Payment Plan**

Payments shall be made in accordance with the Scope of Work (Exhibit A), based on acceptance and approval of deliverables by the Department of Economic Opportunity according to the schedule below. No partial or pro-rated payments will be made without prior written modification in accordance with Section 5 of this Agreement.

Deliverable	Task(s) Due Date(s)	Payment
2a: Draft plan for committee operations, committee membership and advisory team lists, and draft plan for public participation	October 1, 2013	\$3,000
2b: Draft priorities for detailed Action Plan development and draft Action Plan framework	October 15, 2013	\$3,000
1a: Draft Rural Economic Development Opportunities Report	November 15, 2013	\$3,000
3a: Schedule of web events, topics and invited speakers/organizations and creation of project website with public participation capabilities	December 15, 2013	\$3,000
2c: Draft Action Plan	January 31, 2014	\$5,000
1b: Final Rural Economic Development Opportunities Report	March 1, 2014	\$7,000
3b: Completed web events, with event summary report and CDs of video recordings	April 15, 2014	\$4,000
2d: Final Action Plan	May 15, 2014	\$7,000
TOTAL		\$35,000

**ITEM 5(c): SMALL GRANT PROGRAM
GUIDELINES**

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
SMALL GRANT PROGRAM

Purpose. The purpose of this program is to provide economic support for activities and initiatives that encourage economic development and enhance the quality of life in our community.

Eligibility. Applicants must be volunteer-based, non-profit organizations, located in and serving Jefferson County. To be eligible, the applicant must demonstrate the activity for which funding is sought will:

1. Increase economic activity in the county; and/or
2. Improve and promote the county's image and, thereby, enhance the prospect for increased economic activity in the future.

The maximum award available through the Small Grant Program is \$1500. This amount may be adjusted by the County, based on budgetary considerations.

Only one application per organization, per fiscal year, will be considered. The County will not consider applications from cemetery associations, veterans' or labor organizations, religious groups or fraternal organizations. Social and/or civic organizations may be eligible, depending on the nature of the request.

How to Apply. Application forms are available in the County Coordinator's Office or online at www.jeffersoncountyfl.gov. Completed applications should be forwarded to:

County Coordinator's Office
490 West Walnut Street
Monticello, Florida 32344

Additional instructions and timelines are contained in the application. All questions regarding the process should be directed to the County Coordinator at 850-342-0287 or pbarwick@jeffersoncountyfl.gov.

Evaluation. Proposals will be evaluated by the Small Grant Review Committee which shall consist of the Executive Directors of the Economic Development Council, Tourist Development Council and Chamber of Commerce, and the County Coordinator. The Committee's nonbinding recommendations will be submitted to the Board of County Commissioners for final approval and notification of awards. The following criteria will be used to evaluate grant proposals:

- Does the proposal respond to a demonstrated or emerging community need?
- Is the project tied to economic development?
- Will existing and/or additional volunteer and fundraising efforts be used as leverage to promote the project?
- Are matching funds available?
- Does the proposal offer a plan for financial sustainability without continued grant assistance?
- Does the applicant have the demonstrated ability to implement the project?
- Does the applicant receive public financial support?

SMALL GRANT PROGRAM
APPLICATION

Thank you for your interest in Jefferson County's Small Grant Program. Our goal is to provide support for activities and initiatives that encourage economic development and enhance the quality of life in our community.

Please complete this application (typewritten applications are preferred) and return it to the County Coordinator's office at least 60 days prior to the date on which the funds are needed.

The process for evaluation of applications is as follows:

1. Within 30 days of receipt of a completed application, the Small Grant Program Review Committee will meet to evaluate the application. This meeting will be advertised and open to the public. You will be personally notified of the meeting and invited to have an open discussion with the Committee regarding your project. This will be the only forum in which your application will be discussed.
2. The Committee's evaluation and recommendation will be forwarded to the Board of County Commissioners and placed on the Consent Agenda for the next available meeting (but no later than 30 days following the Review Committee's meeting). You will receive notice of the meeting. However, there will be no further input or discussion and the Board will either accept or reject the Committee's recommendation.
3. The County Coordinator will notify applicants of the County Commission's decision regarding the grant request.

Project name: _____

Organization name: _____

Type of organization (charitable, 501(c)(3), etc.) _____

Name, address, telephone number and
e-mail address of primary contact: _____

Please describe how the project meets the criteria established for this program. You may create your own narrative or respond by answering the questions below. Please limit your narrative or responses to one page and attach it to this application.

- **How does the project respond to a demonstrated or emerging community need?**
- **What product or service will be rendered as a result of receiving funding?**
- **Is the project tied to economic development?**
- **How will the project be implemented?**
- **Are volunteer services and fundraising efforts being used as leverage to implement the project?**
- **Is the project currently receiving public funding from other sources?**
- **Are matching funds available?**
- **How will the project be sustained when the requested funds are exhausted?**

Amount of funds requested: \$ _____

Anticipated project completion date: _____

If you are successful in your funding request, we encourage you to provide feedback on the development, implementation and an overall assessment the project. You may send your report or comments to the County Coordinator for dissemination to the County Commission.

Signature of Applicant

Title

Date

PROPOSAL SCORE SHEET: Small Grant Program

Evaluator - _____

Ranking Criteria:	Reponds to demonstrated or emerging need	Supports economic development	Matching funds available	Fundraising and other volunteer efforts available	Track record/demonstrated ability to implement project	Recieves other public funding			Rank
FIRM	5 points	5 points	5 points	5 points	5 points	5 points			

*Knowledge, experience and skills in the areas of:

**ITEM 5(e): DALLAS GARRETT
RESIGNATION**

Small Business Development Program Director Resignation

Please accept my resignation as of September 30, 2013. I will finish as many business plans as possible this month and will ensure that the files are well organized. I have appreciated the opportunity to work for Jefferson County, but it is impossible for me to keep up with client requests at 20 hours per week.

Sincerely,

A handwritten signature in cursive script that reads "Dallas Garrett".

Dallas Garrett, Ph.D.

Date: August 27, 2013

ITEM 6(a): FLOOD MAP ISSUES/DISCUSSION

Note: This REVISED version includes inland flood hazard areas (zones shown on FIRMs that start with the "A") and coastal high hazard areas (zones that start with letter "V"). It does not include any "higher standards." Contact Technical Assistance for assistance with higher standards.

Please download the Instructions and Notes that go with this REVISED version (April 12, 2012).

Please make any and all changes using <track changes> to facilitate DEM's review. See the Instructions and Notes for contact email and phone for Technical Support.

ORDINANCE NO. XX-XX

AN ORDINANCE BY THE {community's governing body} JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS AMENDING THE {name of community} JEFFERSON COUNTY CODE OF ORDINANCES TO REPEAL {insert appropriate chapter/section numbers} Jefferson County Ordinance No. 91.4, Ordinance 91-8, and Ordinance No. 2003-03 and Sections 4.01.00 (FLOOD PROTECTION) through 4.01.06 of the Jefferson County Land Development Code; TO ADOPT A NEW {insert appropriate chapter/section numbers} FLOODPLAIN MANAGEMENT ORDINANCE; TO ADOPT FLOOD HAZARD MAPS, TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS, AND FOR OTHER PURPOSES; TO ADOPT LOCAL ADMINISTRATIVE AMENDMENTS TO THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY; REPEALER; SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, the Legislature of the State of Florida has, in {Chapter 125 – County Government or Chapter 166 – Municipalities}, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of {name of community} JEFFERSON COUNTY, FLORIDA and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare, and

WHEREAS, the {name of community} JEFFERSON COUNTY, FLORIDA was accepted for participation in the National Flood Insurance Program on {date of regular program entry} June 19, 1991 and the {community's governing body} JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation; and

Comment [L1]: Just FYI; FEMA's records show 7/16/91, but perhaps yours is the date of an acceptance letter? In any case, your date is fine.

WHEREAS, Chapter 553, Florida Statutes, was adopted by the Florida Legislature to provide a mechanism for the uniform adoption, updating, amendment, interpretation and enforcement of a state building code, called the *Florida Building Code*; and

WHEREAS, section 553.73(5), Florida Statutes, allows adoption of local administrative amendments to the *Florida Building Code* to implement the National Flood Insurance Program; and

WHEREAS, the ~~{community's governing body}~~ JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS has determined that it is in the public interest to adopt the proposed floodplain management regulations that are coordinated with the *Florida Building Code*.

NOW, THEREFORE, BE IT ORDAINED by the ~~{community's governing body}~~ BOARD OF COUNTY COMMISSIONERS of ~~{name of community}~~ JEFFERSON COUNTY that the following floodplain management regulations, and the following local administrative amendments to the 2010 *Florida Building Code*, are hereby adopted.

SECTION 1. RECITALS.

The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

SECTION 2. This ordinance specifically repeals and replaces the following ordinance(s) and regulation(s): ~~{insert citation to existing flood damage reduction regulations that will be replaced by these regulations and citation(s) to other ordinances that have flood provisions, such as subdivision regulations that also will be replaced by these regulations}~~ Section 4.01.00 (FLOOD PROTECTION) through 4.10.06 of the JEFFERSON COUNTY LAND DEVELOPMENT CODE.

CHAPTER 1 ADMINISTRATION

SECTION 101 GENERAL

101.1 Title. These regulations shall be known as the *Floodplain Management Ordinance of {name of community} JEFFERSON COUNTY, FLORIDA*, hereinafter referred to as "this ordinance."

101.2 Scope. The provisions of this ordinance shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of buildings, structures, and facilities that are exempt from the *Florida Building Code*; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development.

101.3 Intent. The purposes of this ordinance and the flood load and flood resistant construction requirements of the *Florida Building Code* are to establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:

1. Minimize unnecessary disruption of commerce, access and public service during times of flooding;
2. Require the use of appropriate construction practices in order to prevent or minimize

future flood damage;

3. Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
4. Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain;
5. Minimize damage to public and private facilities and utilities;
6. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
7. Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events; and
8. Meet the requirements of the National Flood Insurance Program for community participation as set forth in the Title 44 Code of Federal Regulations, Section 59.22.

101.4 Coordination with the Florida Building Code. This ordinance is intended to be administered and enforced in conjunction with the *Florida Building Code*. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the *Florida Building Code*.

101.5 Warning. The degree of flood protection required by this ordinance and the *Florida Building Code*, as amended by this community, is considered the minimum reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with this ordinance.

101.6 Disclaimer of Liability. This ordinance shall not create liability on the part of ~~{governing body}~~ JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS of ~~{name of community}~~ JEFFERSON COUNTY or by any officer or employee thereof for any flood damage that results from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION 102 APPLICABILITY

102.1 General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

102.2 Areas to which this ordinance applies. This ordinance shall apply to all flood hazard areas within the ~~{name of community}~~ JEFFERSON COUNTY, FLORIDA, as established in Section 102.3 of this ordinance.

102.3 Basis for establishing flood hazard areas. The Flood Insurance Study for ~~{insert title of FIS}~~ Jefferson County, Florida, Unincorporated Areas, dated ~~{insert date of FIS}~~ June

~~19 July 16, 1991~~, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this ordinance and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file at the ~~{Office/agency and address}~~ **JEFFERSON COUNTY BUILDING AND PLANNING DEPARTMENT, 445 W. Palmer Mill Road, Monticello, Florida.**

Comment [L2]: Mandatory: this date must be changed to show 7/16/91.

102.3.1 Submission of additional data to establish flood hazard areas. To establish flood hazard areas and base flood elevations, pursuant to Section 105 of this ordinance the Floodplain Administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed professional surveyor or digital topography accepted by the community indicates that ground elevations:

1. Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of this ordinance and, as applicable, the requirements of the *Florida Building Code*.
2. Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the special flood hazard area.

102.4 Other laws. The provisions of this ordinance shall not be deemed to nullify any provisions of local, state or federal law.

102.5 Abrogation and greater restrictions. This ordinance supersedes any ordinance in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including but not limited to land development regulations, zoning ordinances, stormwater management regulations, or the *Florida Building Code*. In the event of a conflict between this ordinance and any other ordinance, the more restrictive shall govern. This ordinance shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by this ordinance.

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102.6 Interpretation. In the interpretation and application of this ordinance, all provisions shall be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and
3. Deemed neither to limit nor repeal any other powers granted under state statutes.

SECTION 103 DUTIES AND POWERS OF THE FLOODPLAIN ADMINISTRATOR

103.1 Designation. The ~~{insert position title}~~ **Planning Official** is designated as the Floodplain Administrator. The Floodplain Administrator may delegate performance of certain duties to other employees.

103.2 General. The Floodplain Administrator is authorized and directed to administer and enforce the provisions of this ordinance. The Floodplain Administrator shall have the authority to render interpretations of this ordinance consistent with the intent and purpose of this ordinance and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in this ordinance without the granting of a variance pursuant to Section 107

of this ordinance.

103.3 Applications and permits. The Floodplain Administrator, in coordination with other pertinent offices of the community, shall:

1. Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
2. Review applications for modification of any existing development in flood hazard areas for compliance with the requirements of this ordinance;
3. Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
4. Provide available flood elevation and flood hazard information;
5. Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
6. Review applications to determine whether proposed development will be reasonably safe from flooding;
7. Issue floodplain development permits or approvals for development other than buildings and structures that are subject to the *Florida Building Code*, including buildings, structures and facilities exempt from the *Florida Building Code*, when compliance with this ordinance is demonstrated, or disapprove the same in the event of noncompliance; and
8. Coordinate with and provide comments to the Building Official to assure that applications, plan reviews, and inspections for buildings and structures in flood hazard areas comply with the applicable provisions of this ordinance.

103.4 Determinations for existing buildings and structures ~~Substantial improvement and substantial damage determinations.~~ For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

Comment [L3]: Mandatory change per FEMA

1. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
2. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
3. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
4. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the *Florida Building Code* and this ordinance is required.

103.5 Modifications of the strict application of the requirements of the *Florida Building Code*. The Floodplain Administrator shall review requests submitted to the Building Official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the *Florida Building Code* to determine whether such requests require the granting of a variance pursuant to Section 107 of this ordinance.

103.6 Notices and orders. The Floodplain Administrator shall coordinate with appropriate local agencies for the issuance of all necessary notices or orders to ensure compliance with this ordinance.

103.7 Inspections. The Floodplain Administrator shall make the required inspections as specified in Section 106 of this ordinance for development that is not subject to the *Florida Building Code*, including buildings, structures and facilities exempt from the *Florida Building Code*. The Floodplain Administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.

103.8 Other duties of the Floodplain Administrator. The Floodplain Administrator shall have other duties, including but not limited to:

1. Establish, in coordination with the Building Official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to Section 103.4 of this ordinance;
2. Require that applicants proposing alteration of a watercourse notify adjacent communities and the Florida Division of Emergency Management, State Floodplain Management Office, and submit copies of such notifications to the Federal Emergency Management Agency (FEMA);
3. Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps if the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available;
4. Review required design certifications and documentation of elevations specified by this ordinance and the *Florida Building Code* and this ordinance to determine that such certifications and documentations are complete;
5. Notify the Federal Emergency Management Agency when the corporate boundaries of ~~{name of community}~~ Jefferson County are modified; and
6. Advise applicants for new buildings and structures, including substantial improvements, that are located in any unit of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act (Pub. L. 97-348) and the Coastal Barrier Improvement Act of 1990 (Pub. L. 101-591) that federal flood insurance is not available on such construction; areas subject to this limitation are identified on Flood Insurance Rate Maps as "Coastal Barrier Resource System Areas" and "Otherwise Protected Areas."

103.9 Floodplain management records. Regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of this ordinance and the flood resistant construction requirements of the *Florida Building Code*, including Flood Insurance Rate Maps; Letters of Change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement

or repair of substantial damage; required design certifications and documentation of elevations specified by the *Florida Building Code* and this ordinance; notifications to adjacent communities, FEMA, and the state related to alterations of watercourses; assurances that the flood carrying capacity of altered watercourses will be maintained; documentation related to appeals and variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to this ordinance and the flood resistant construction requirements of the *Florida Building Code*. These records shall be available for public inspection at ~~location and instructions to request access, if applicable~~ the Jefferson County Building and Planning Department.

SECTION 104 PERMITS

104.1 Permits required. Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of this ordinance, including buildings, structures and facilities exempt from the *Florida Building Code*, which is wholly within or partially within any flood hazard area shall first make application to the Floodplain Administrator, and the Building Official if applicable, and shall obtain the required permit(s) and approval(s). No such permit or approval shall be issued until compliance with the requirements of this ordinance and all other applicable codes and regulations has been satisfied.

104.2 Floodplain development permits or approvals. Floodplain development permits or approvals shall be issued pursuant to this ordinance for any development activities not subject to the requirements of the *Florida Building Code*, including buildings, structures and facilities exempt from the *Florida Building Code*. Depending on the nature and extent of proposed development that includes a building or structure, the Floodplain Administrator may determine that a floodplain development permit or approval is required in addition to a building permit.

104.2.1 Buildings, structures and facilities exempt from the *Florida Building Code*.

Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), floodplain development permits or approvals shall be required for the following buildings, structures and facilities that are exempt from the *Florida Building Code* and any further exemptions provided by law, which are subject to the requirements of this ordinance:

1. Railroads and ancillary facilities associated with the railroad.
2. Nonresidential farm buildings on farms, as provided in section 604.50, F.S.
3. Temporary buildings or sheds used exclusively for construction purposes.
4. Mobile or modular structures used as temporary offices.
5. Those structures or facilities of electric utilities, as defined in section 366.02, F.S., which are directly involved in the generation, transmission, or distribution of electricity.
6. Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
7. Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.

8. Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.
9. Structures identified in section 553.73(10)(k), F.S., are not exempt from the *Florida Building Code* if such structures are located in flood hazard areas established on Flood Insurance Rate Maps

104.3 Application for a permit or approval. To obtain a floodplain development permit or approval the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:

1. Identify and describe the development to be covered by the permit or approval.
2. Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
3. Indicate the use and occupancy for which the proposed development is intended.
4. Be accompanied by a site plan or construction documents as specified in Section 105 of this ordinance.
5. State the valuation of the proposed work.
6. Be signed by the applicant or the applicant's authorized agent.
7. Give such other data and information as required by the Floodplain Administrator.

104.4 Validity of permit or approval. The issuance of a floodplain development permit or approval pursuant to this ordinance shall not be construed to be a permit for, or approval of, any violation of this ordinance, the *Florida Building Codes*, or any other ordinance of this community. The issuance of permits based on submitted applications, construction documents, and information shall not prevent the Floodplain Administrator from requiring the correction of errors and omissions.

104.5 Expiration. A floodplain development permit or approval shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated.

104.6 Suspension or revocation. The Floodplain Administrator is authorized to suspend or revoke a floodplain development permit or approval if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of this ordinance or any other ordinance, regulation or requirement of this community.

104.7 Other permits required. Floodplain development permits and building permits shall include a condition that all other applicable state or federal permits be obtained before commencement of the permitted development, including but not limited to the following:

1. The ~~{insert name}~~ Northwest Florida Water Management District or Suwanee River Water Management District; section 373.036, F.S.
2. Florida Department of Health for onsite sewage treatment and disposal systems; section 381.0065, F.S. and Chapter 64E-6, F.A.C.

3. Florida Department of Environmental Protection for construction, reconstruction, changes, or physical activities for shore protection or other activities seaward of the coastal construction control line; section 161.141, F.S.
4. Florida Department of Environmental Protection for activities subject to the Joint Coastal Permit; section 161.055, F.S.
5. Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.
- 5-6. Federal permits and approvals.

Comment [L4]: Mandatory change per FEMA

SECTION 105 SITE PLANS AND CONSTRUCTION DOCUMENTS

105.1 Information for development in flood hazard areas. The site plan or construction documents for any development subject to the requirements of this ordinance shall be drawn to scale and shall include, as applicable to the proposed development:

1. Delineation of flood hazard areas, floodway boundaries and flood zone(s), base flood elevation(s), and ground elevations if necessary for review of the proposed development.
2. Where flood hazard areas, base flood elevations, or floodway data are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with Section 105.2(2) or (3) of this ordinance.
3. Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than 5 acres and the base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in accordance with Section 105.2(1) or (2) of this ordinance.
4. Location of the proposed activity and proposed structures, and locations of existing buildings and structures; in coastal high hazard areas, new buildings shall be located landward of the reach of mean high tide.
5. Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
6. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
7. Delineation of the Coastal Construction Control Line or notation that the site is seaward of the coastal construction control line, if applicable.
8. Extent of any proposed alteration of sand dunes or mangrove stands, provided such alteration is approved by the Florida Department of Environmental Protection.
9. Existing and proposed alignment of any proposed alteration of a watercourse.

Comment [L5]: Mandatory changes per FEMA

The Floodplain Administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by this ordinance but that are not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain

compliance with this ordinance.

105.2 Information in flood hazard areas without base flood elevations (approximate Zone A). Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the Floodplain Administrator shall:

1. Require the applicant to include base flood elevation data prepared in accordance with currently accepted engineering practices.
- 1.2. Obtain, review, and provide to applicants base flood elevation and floodway data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation and floodway data available from a federal or state agency or other source; ~~or~~
- 2.3. Where base flood elevation and floodway data are not available from another source, where the available ~~the~~ data are deemed by the Floodplain Administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
 - a. Require the applicant to ~~develop~~ include base flood elevation data prepared in accordance with currently accepted engineering practices; or
 - b. Specify that the base flood elevation is two (2) feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two (2) feet.
- 3.4. Where the base flood elevation data are to be used to support a Letter of Map Change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.

Comment [L6]: Mandatory changes per FEMA

105.3 Additional analyses and certifications. As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this section, the applicant shall have the following analyses signed and sealed by a Florida licensed engineer for submission with the site plan and construction documents:

1. For development activities proposed to be located in a regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in Section 105.4 of this ordinance and shall submit the Conditional Letter of Map Revision, if issued by FEMA, with the site plan and construction documents.
2. For development activities proposed to be located in a riverine flood hazard area for which base flood elevations are included in the Flood Insurance Study or on the FIRM and floodways have not been designated, ~~a floodway encroachment analysis which hydrologic and hydraulic analyses that demonstrates that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one (1) foot at any point within the community. This requirement does not apply in isolated flood hazard areas not connected to a riverine flood hazard area or in flood hazard areas~~

Comment [L7]: Mandatory changes per FEMA

identified as Zone AO or Zone AH.

3. For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity; the applicant shall submit the analysis to FEMA as specified in Section 105.4 of this ordinance.
4. For activities that propose to alter sand dunes or mangrove stands in coastal high hazard areas (Zone V), an engineering analysis that demonstrates that the proposed alteration will not increase the potential for flood damage.

105.4 Submission of additional data. When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

SECTION 106 INSPECTIONS

106.1 General. Development for which a floodplain development permit or approval is required shall be subject to inspection.

106.1.1 Development other than buildings and structures. The Floodplain Administrator shall inspect all development to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits or approvals.

106.1.2 Buildings, structures and facilities exempt from the *Florida Building Code*. The Floodplain Administrator shall inspect buildings, structures and facilities exempt from the *Florida Building Code* to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits or approvals.

106.1.2.1 Buildings, structures and facilities exempt from the *Florida Building Code*, lowest floor inspection. Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building, structure or facility exempt from the *Florida Building Code*, or the owner's authorized agent, shall submit to the Floodplain Administrator:

1. If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
2. If the elevation used to determine the required elevation of the lowest floor was determined in accordance with Section 105.2(3)(b) of this ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.

Comment [L8]: Mandatory change per FEMA

106.1.2.2 Buildings, structures and facilities exempt from the *Florida Building Code*, final inspection. As part of the final inspection, the owner or owner's authorized agent shall submit to the Floodplain Administrator a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such

certifications and documentations shall be prepared as specified in Section 106.1.2.1 of this ordinance.

106.1.3 Manufactured homes. The ~~{Floodplain Administrator or Building Official}~~ **Building Official** shall inspect manufactured homes that are installed or replaced in flood hazard areas to determine compliance with the requirements of this ordinance and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor prepared by a Florida licensed Professional Land Surveyor shall be submitted to the ~~{Floodplain Administrator or Building Official}~~ **Building Official**.

SECTION 107 VARIANCES AND APPEALS

107.1 General. The ~~{body designated to hear variances}~~ **Jefferson County Board of County Commissioners** shall hear and decide on requests for appeals and requests for variances from the strict application of this ordinance. Pursuant to section 553.73(5), F.S., the ~~{body designated to hear variances}~~ **Jefferson County Board of County Commissioners** shall hear and decide on requests for appeals and requests for variances from the strict application of the flood resistant construction requirements of the *Florida Building Code*. This section does not apply to Section 3109 of the *Florida Building Code, Building*.

107.2 Appeals. The ~~{body designated to hear appeals}~~ **Jefferson County Board of County Commissioners** shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator in the administration and enforcement of this ordinance. Any person aggrieved by the decision of ~~{body designated to hear variances}~~ **Jefferson County Board of County Commissioners** may appeal such decision to the Circuit Court, as provided by Florida Statutes.

107.3 Limitations on authority to grant variances. The ~~{body designated to hear variances}~~ **Jefferson County Board of County Commissioners** shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in Section 107.6 of this ordinance, the conditions of issuance set forth in Section 107.7 of this ordinance, and the comments and recommendations of the Floodplain Administrator and the Building Official. The ~~{body designated to hear variances}~~ **Jefferson County Board of County Commissioners** has the right to attach such conditions as it deems necessary to further the purposes and objectives of this ordinance.

107.3.1 Restrictions in floodways. A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in Section 105.3 of this ordinance.

107.4 Historic buildings. A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the *Florida Building Code, Existing Building*, Chapter 11 Historic Buildings, upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the *Florida Building Code*.

107.5 Functionally dependent uses. A variance is authorized to be issued for the construction

or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this ordinance, provided the variance meets the requirements of Section 107.3.1, is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.

107.6 Considerations for issuance of variances. In reviewing requests for variances, the ~~{body designated to hear variances}~~ Jefferson County Board of County Commissioners shall consider all technical evaluations, all relevant factors, all other applicable provisions of the *Florida Building Code*, this ordinance, and the following:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
2. The danger to life and property due to flooding or erosion damage;
3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
4. The importance of the services provided by the proposed development to the community;
5. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
6. The compatibility of the proposed development with existing and anticipated development;
7. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
8. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

107.7 Conditions for issuance of variances. Variances shall be issued only upon:

1. Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site limit compliance with any provision of this ordinance or the required elevation standards;
2. Determination by the ~~{body designated to hear variances}~~ Jefferson County Board of County Commissioners that:
 - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
 - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and

- c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
3. Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and
4. If the request is for a variance to allow construction of the lowest floor of a new building, or substantial improvement of a building, below the required elevation, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25 for \$100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

SECTION 108 VIOLATIONS

108.1 Violations. Any development that is not within the scope of the *Florida Building Code* but that is regulated by this ordinance that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this ordinance, shall be deemed a violation of this ordinance. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this ordinance or the *Florida Building Code* is presumed to be a violation until such time as that documentation is provided.

108.2 Authority. For development that is not within the scope of the *Florida Building Code* but that is regulated by this ordinance and that is determined to be a violation, the Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.

108.3 Unlawful continuance. Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law ~~{or insert specific reference to state or local law}~~.

CHAPTER 2 DEFINITIONS

SECTION 201 GENERAL

201.1 Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this ordinance, have the meanings shown in this section.

201.2 Terms defined in the *Florida Building Code*. Where terms are not defined in this ordinance and are defined in the *Florida Building Code*, such terms shall have the meanings ascribed to them in that code.

201.3 Terms not defined. Where terms are not defined in this ordinance or the *Florida Building Code*, such terms shall have ordinarily accepted meanings such as the context implies.

SECTION 202 DEFINITIONS

Alteration of a watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal. A request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.

ASCE 24. A standard titled *Flood Resistant Design and Construction* that is referenced by the *Florida Building Code*. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Base flood. A flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 1612.2.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood."

Base flood elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

Basement. The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 1612.2.]

Coastal construction control line. The line established by the State of Florida pursuant to section 161.053, F.S., and recorded in the official records of the community, which defines that portion of the beach-dune system subject to severe fluctuations based on a 100-year storm surge, storm waves or other predictable weather conditions.

Coastal high hazard area. A special flood hazard area extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources. Coastal high hazard areas are also referred to as "high hazard areas subject to high velocity wave action" or "V Zones" and are designated on Flood Insurance Rate Maps (FIRM) as Zone V1-V30, VE, or V. [Note: The FBC, B defines and uses the term "flood hazard areas subject to high velocity wave action" and the FBC, R uses the term "coastal high hazard areas."]

Design flood. The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

1. Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or
2. Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet. [Also defined in FBC, B, Section 1612.2.]

Development. Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Encroachment. The placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Existing building and existing structure. Any buildings and structures for which the "start of construction" commenced before ~~{date the community's first floodplain management ordinance was adopted}~~ June 19, 1991. [Also defined in FBC, B, Section 1612.2.]

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before ~~{date the community's first floodplain management ordinance was adopted}~~ June 19, 1991.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 1612.2.]

1. The overflow of inland or tidal waters.
2. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 1612.2.]

Flood hazard area. The greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

1. The area within a floodplain subject to a 1-percent or greater chance of flooding in any year.
2. The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood Insurance Rate Map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 1612.2.]

Flood Insurance Study (FIS). The official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and

Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 1612.2.]

Floodplain Administrator. The office or position designated and charged with the administration and enforcement of this ordinance (may be referred to as the Floodplain Manager).

Floodplain development permit or approval. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this ordinance.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot. [Also defined in FBC, B, Section 1612.2.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: *Florida Building Code, Building*; *Florida Building Code, Residential*; *Florida Building Code, Existing Building*; *Florida Building Code, Mechanical*; *Florida Building Code, Plumbing*; *Florida Building Code, Fuel Gas*.

Functionally dependent use. A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the *Florida Building Code, Existing Building*, Chapter 11 Historic Buildings.

Letter of Map Change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or

parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light-duty truck. As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

1. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
2. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
3. Available with special features enabling off-street or off-highway operation and use.

Lowest floor. The lowest floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, other than a basement, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the Florida Building Code or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

Formatted: No underline

Comment [L9]: Mandatory changes per FEMA

Manufactured home. A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than four hundred (400) square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market value. The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this ordinance, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, Actual Cash Value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser.

New construction. For the purposes of administration of this ordinance and the flood resistant construction requirements of the *Florida Building Code*, structures for which the "start of construction" commenced on or after ~~{date the community's first floodplain management ordinance was adopted}~~ **June 19, 1991** and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to

be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after ~~{date the community's first floodplain management ordinance was adopted}~~ **June 19, 1991.**

Park trailer. A transportable unit which has a body width not exceeding fourteen (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in 45C-1.0401, F.A.C section 320.01, F.S.]

Recreational vehicle. A vehicle, including a park trailer, which is: [Defined in See section 320.01(b), F.S.]

1. Built on a single chassis;
2. Four hundred (400) square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light-duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Sand dunes. Naturally occurring accumulations of sand in ridges or mounds landward of the beach.

Special flood hazard area. An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. [Also defined in FBC, B Section 1612.2.]

Start of construction. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 1612.2.]

Substantial improvement. Any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however,

include either: [Also defined in FBC, B, Section 1612.2.]

1. Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure.

Comment [L10]: You can delete this and restructure the sentence if you are going to handle all historic structures by variance (See Sec 107.4)

Variance. A grant of relief from the requirements of this ordinance, or the flood resistant construction requirements of the *Florida Building Code*, which permits construction in a manner that would not otherwise be permitted by this ordinance or the *Florida Building Code*.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

CHAPTER 3 FLOOD RESISTANT DEVELOPMENT

SECTION 301 BUILDINGS AND STRUCTURES

301.1 Design and construction of buildings, structures and facilities exempt from the *Florida Building Code*. Pursuant to Section 104.2.1 of this ordinance, buildings, structures, and facilities that are exempt from the *Florida Building Code*, including substantial improvement or repair of substantial damage of such buildings, structures and facilities, shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24. Structures exempt from the *Florida Building Code* that are not walled and roofed buildings shall comply with the requirements of Section 307 of this ordinance.

301.2 Buildings and structures seaward of the coastal construction control line. If extending, in whole or in part, seaward of the coastal construction control line and also located, in whole or in part, in a flood hazard area:

1. Buildings and structures shall be designed and constructed to comply with the more restrictive applicable requirements of the *Florida Building Code, Building Section 3109* and Section 1612 or *Florida Building Code, Residential Section R322*.
2. Minor structures and non-habitable major structures as defined in section 161.54, F.S., shall be designed and constructed to comply with the intent and applicable provisions of this ordinance and ASCE 24.

SECTION 302 SUBDIVISIONS

302.1 Minimum requirements. Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:

1. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
2. All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
3. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

302.2 Subdivision plats. Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:

1. Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats ~~and final plats~~;
2. Where the subdivision has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with Section 105.2(1) ~~or (2)~~ of this ordinance; and
3. Compliance with the site improvement and utilities requirements of Section 303 of this ordinance.

Comment [L11]: Several communities have recommended deletion of this phrase and we concur.

Comment [L12]: Mandatory change per FEMA

SECTION 303 SITE IMPROVEMENTS, UTILITIES AND LIMITATIONS

303.1 Minimum requirements. All proposed new development shall be reviewed to determine that:

1. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
2. All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
3. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwaters around and away from proposed structures.

303.2 Sanitary sewage facilities. All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems.

303.3 Water supply facilities. All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.

303.4 Limitations on sites in regulatory floodways. No development, including but not limited to site improvements, and land disturbing activity involving fill or regrading, shall be authorized in the regulatory floodway unless the floodway encroachment analysis required in Section 105.3(1) of this ordinance demonstrates that the proposed development or land disturbing activity will not result in any increase in the base flood elevation.

303.5 Limitations on placement of fill. Subject to the limitations of this ordinance, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support buildings and structures (Zone A only), fill shall comply with the requirements of the *Florida Building Code*.

303.6 Limitations on sites in coastal high hazard areas (Zone V). In coastal high hazard

areas, alteration of sand dunes and mangrove stands shall be permitted only if such alteration is approved by the Florida Department of Environmental Protection and only if the engineering analysis required by Section 105.3(4) of this ordinance demonstrates that the proposed alteration will not increase the potential for flood damage. Construction or restoration of dunes under or around elevated buildings and structures shall comply with Section 307.8(3) of this ordinance.

Comment [L13]: Mandatory change per FEMA

SECTION 304 MANUFACTURED HOMES

304.1 General. All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to section 320.8249, F.S., and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of this ordinance. If located seaward of the coastal construction control line, all manufactured homes shall comply with the more restrictive of the applicable requirements.

Comment [L14]: Mandatory change per FEMA

304.2 Foundations. All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that:

1. In flood hazards areas (Zone A) other than coastal high hazard areas, are designed in accordance with the foundation requirements of the *Florida Building Code, Residential* Section R322.2 and this ordinance.
2. In coastal high hazard areas (Zone V), are designed in accordance with the foundation requirements of the *Florida Building Code, Residential* Section R322.3 and this ordinance.

Comment [L15]: To fix our typo

304.3 Anchoring. All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.

304.4 Elevation. Manufactured homes that are placed, replaced, or substantially improved shall comply with Section 304.4.1 or 304.4.2 of this ordinance, as applicable.

304.4.1 General elevation requirement. Unless subject to the requirements of Section 304.4.2 of this ordinance, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the *Florida Building Code, Residential* Section R322.2 (Zone A) or Section R322.3 (Zone V).

304.4.2 Elevation requirement for certain existing manufactured home parks and subdivisions. Manufactured homes that are not subject to Section 304.4.1 of this ordinance, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

1. Bottom of the frame of the manufactured home is at or above the elevation required, as

applicable to the flood hazard area, in the *Florida Building Code, Residential Section R322.2 (Zone A) or Section R322.3 (Zone V)*; or

2. Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.

304.5 Enclosures. Fully enclosed areas below elevated manufactured homes shall comply with the requirements of the *Florida Building Code, Residential Section R322* for such enclosed areas, as applicable to the flood hazard area.

Comment [L16]: Mandatory change per FEMA

304.6 Utility equipment. Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the *Florida Building Code, Residential Section R322*, as applicable to the flood hazard area.

SECTION 305 RECREATIONAL VEHICLES AND PARK TRAILERS

305.1 Temporary placement. Recreational vehicles and park trailers placed temporarily in flood hazard areas shall:

1. Be on the site for fewer than 180 consecutive days; or
2. Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.

305.2 Permanent placement. Recreational vehicles and park trailers that do not meet the limitations in Section 305.1 of this ordinance for temporary placement shall meet the requirements of Section 304 of this ordinance for manufactured homes.

SECTION 306 TANKS

306.1 Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.

306.2 Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Section 306.3 of this ordinance shall:

1. Be permitted in flood hazard areas (Zone A) other than coastal high hazard areas, provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.
2. Not be permitted in coastal high hazard areas (Zone V).

306.3 Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be attached to and elevated to or above the design flood elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.

306.4 Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:

1. At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
2. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

SECTION 307 OTHER DEVELOPMENT

307.1 General requirements for other development. All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in this ordinance or the *Florida Building Code*, shall:

1. Be located and constructed to minimize flood damage;
2. Meet the limitations of Section 303.4 of this ordinance if located in a regulated floodway;
3. Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
4. Be constructed of flood damage-resistant materials; and
5. Have mechanical, plumbing, and electrical systems above the design flood elevation, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

307.2 Fences in regulated floodways. Fences in regulated floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Section 303.4 of this ordinance.

307.3 Retaining walls, sidewalks and driveways in regulated floodways. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Section 303.4 of this ordinance.

307.4 Roads and watercourse crossings in regulated floodways. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Section 303.4 of this ordinance. Alteration of a watercourse that is part of a road or watercourse crossing shall meet the requirements of Section 105.3.3(3) of this ordinance.

Comment [L17]: To correct our typo

307.5 Concrete slabs used as parking pads, enclosure floors, landings, decks, walkways, patios and similar nonstructural uses in coastal high hazard areas (Zone V). In coastal high hazard areas, concrete slabs used as parking pads, enclosure floors, landings, decks, walkways, patios and similar nonstructural uses are permitted beneath or adjacent to buildings and structures provided the concrete slabs are designed and constructed to be:

1. Structurally independent of the foundation system of the building or structure;
2. Frangible and not reinforced, so as to minimize debris during flooding that is capable of causing significant damage to any structure; and

3. Have a maximum slab thickness of not more than four (4) inches.

307.6 Decks and patios in coastal high hazard areas (Zone V). In addition to the requirements of the *Florida Building Code*, in coastal high hazard areas decks and patios shall be located, designed, and constructed in compliance with the following:

1. A deck that is structurally attached to a building or structure shall have the bottom of the lowest horizontal structural member at or above the design flood elevation and any supporting members that extend below the design flood elevation shall comply with the foundation requirements that apply to the building or structure, which shall be designed to accommodate any increased loads resulting from the attached deck.
2. A deck or patio that is located below the design flood elevation shall be structurally independent from buildings or structures and their foundation systems, and shall be designed and constructed either to remain intact and in place during design flood conditions or to break apart into small pieces to minimize debris during flooding that is capable of causing structural damage to the building or structure or to adjacent buildings and structures.
3. A deck or patio that has a vertical thickness of more than twelve (12) inches or that is constructed with more than the minimum amount of fill necessary for site drainage shall not be approved unless an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to the building or structure or to adjacent buildings and structures.
4. A deck or patio that has a vertical thickness of twelve (12) inches or less and that is at natural grade or on nonstructural fill material that is similar to and compatible with local soils and is the minimum amount necessary for site drainage may be approved without requiring analysis of the impact on diversion of floodwaters or wave runup and wave reflection.

307.7 Other development in coastal high hazard areas (Zone V). In coastal high hazard areas, development activities other than buildings and structures shall be permitted only if also authorized by the appropriate federal, state or local authority; if located outside the footprint of, and not structurally attached to, buildings and structures; and if analyses prepared by qualified registered design professionals demonstrate no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures. Such other development activities include but are not limited to:

1. Bulkheads, seawalls, retaining walls, revetments, and similar erosion control structures;
2. Solid fences and privacy walls, and fences prone to trapping debris, unless designed and constructed to fail under flood conditions less than the design flood or otherwise function to avoid obstruction of floodwaters; and
3. On-site sewage treatment and disposal systems defined in 64E-6.002, F.A.C., as filled systems or mound systems.

307.8 Nonstructural fill in coastal high hazard areas (Zone V). In coastal high hazard areas:

1. Minor grading and the placement of minor quantities of nonstructural fill shall be permitted for landscaping and for drainage purposes under and around buildings.
2. Nonstructural fill with finished slopes that are steeper than one unit vertical to five units horizontal shall be permitted only if an analysis prepared by a qualified registered design

Comment [L18]: Mandatory change per FEMA

professional demonstrates no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures.

- 3. Where authorized by the Florida Department of Environmental Protection or applicable local approval, sand dune construction and restoration of sand dunes under or around elevated buildings are permitted without additional engineering analysis or certification of the diversion of floodwater or wave runup and wave reflection if the scale and location of the dune work is consistent with local beach-dune morphology and the vertical clearance is maintained between the top of the sand dune and the lowest horizontal structural member of the building.

SECTION 3. ~~The [current insert citation, if any]~~ Section 10-20. of the Code of Ordinances of Jefferson County, Florida, is hereby amended by the following administrative amendments to the Florida Building Code, Building.

Sec. 104.10.1, Florida Building Code, Building

Add a new Sec. 104.10.1 as follows: ~~[See instructions before including this provision]~~

104.10.1 Modifications of the strict application of the requirements of the Florida Building Code. The Building Official shall coordinate with the Floodplain Administrator to review requests submitted to the Building Official that seek approval to modify the strict application of the flood resistant construction requirements of the Florida Building Code to determine whether such requests require the granting of a variance pursuant to Section 117.

Sec. 107.6.1, Florida Building Code, Building

Add a new Sec. 107.6.1 as follows:

107.6.1 Building permits issued on the basis of an affidavit. Pursuant to the requirements of federal regulation for participation in the National Flood Insurance Program (44 C.F.R. Sections 59 and 60), the authority granted to the Building Official to issue permits, to rely on inspections, and to accept plans and construction documents on the basis of affidavits and plans submitted pursuant to Section 105.14 and Section 107.6, shall not extend to the flood load and flood resistance construction requirements of the Florida Building Code.

Comment [L19]: Mandatory change per FEMA

Sec. 117, Florida Building Code, Building

Add a new Sec. 117 as follows:

117 VARIANCES IN FLOOD HAZARD AREAS

117.1 Flood hazard areas. Pursuant to section 553.73(5), F.S., the variance procedures adopted in the local floodplain management ordinance shall apply to requests submitted to the Building Official for variances to the provisions of Section

1612.4 of the Florida Building Code, Building or, as applicable, the provisions of R322 of the Florida Building Code, Residential. This section shall not apply to Section 3109 of the Florida Building Code, Building.

SECTION 4. FISCAL IMPACT STATEMENT.

In terms of design, plan application review, construction and inspection of buildings and structures, the cost impact as an overall average is negligible in regard to the local technical amendments because all development has been subject to the requirements of the local floodplain management ordinance adopted for participation in the National Flood Insurance Program. In terms of lower potential for flood damage, there will be continued savings and benefits to consumers.

SECTION 5. APPLICABILITY.

For the purposes of jurisdictional applicability, this ordinance shall apply in ~~in {insert name of community or all unincorporated areas of the county}~~ all unincorporated areas of Jefferson County. This ordinance shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after ~~{insert date}~~ the effective date of this ordinance.

SECTION 6. REPEALER.

Any and all ordinances and regulations in conflict herewith are hereby repealed to the extent of any conflict. This ordinance specifically repeals and replaces the following ordinance(s) and regulation(s): ~~{insert citation to existing flood damage reduction regulations that will be replaced by these regulations and citation(s) to other ordinances that have flood provisions, such as subdivision regulations that also will be replaced by these regulations}~~ Jefferson County Ordinance No. 91.4, Ordinance 91-8 and Ordinance No. 2003-03 and Sections 4.01.00 (FLOOD PROTECTION) through 4.01.06 of the Jefferson County Land Development Code.

SECTION 7. INCLUSION INTO THE CODE OF ORDINANCES.

It is the intent of the ~~{community's governing body}~~ Jefferson County Board of County Commissioners that the provisions of this ordinance shall become and be made a part of the ~~{name of community's}~~ Jefferson County Code of Ordinances, and that the sections of this ordinance may be renumbered or relettered and the word "ordinance" may be changed to "section," "article," "regulation," or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 8. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared.

SECTION 9. EFFECTIVE DATE.

This ordinance shall take effect on ~~{insert date}~~.

PASSED on first reading ~~{insert date}~~.

PASSED and ADOPTED in regular session, with a quorum present and voting, by the ~~{governing body}~~ Jefferson County Board of County Commissioners, upon second and final reading this ~~{insert date}~~.

~~{Governing body}~~ Jefferson County Board of County Commissioners

ATTEST:

~~{Chief Elected Officer}~~ Chairman

~~{Manager/Clerk}~~ Kirk Reams
Clerk of Court & CFO

APPROVED AS TO FORM:

~~{Attorney}~~ Scott Shirley
Planning and Land Use Attorney

Inter-Local Agreement between

Jefferson County, Florida

and

The City of Monticello, Florida

THIS INTER-LOCAL AGREEMENT is made and entered into on this _____ day of _____, _____, by and between the Board of County Commissioners, ***Jefferson County***, a political subdivision of the State of Florida (hereinafter "COUNTY") and ***Monticello*** a municipal corporation of the State of Florida (hereinafter "CITY"), both of which understand and agree as follows:

WHEREAS, COUNTY and CITY have legal authority to perform general government services within their respective jurisdictions; and

WHEREAS, in accordance with Chapters 125, 163, 166, and 553, Florida Statutes, the Parties hereto have the common power and responsibility to adopt, administer, and enforce land development regulations, including floodplain management regulations, and to enforce the Florida Building Code within their jurisdictional limits; and

WHEREAS, CITY desires and requests the COUNTY to provide services necessary to administer and enforce the floodplain management regulations adopted by COUNTY within the corporate limits of CITY; and

WHEREAS, the COUNTY is willing and able to provide such services subject to the terms and conditions set forth herein; and

WHEREAS, pursuant to Chapter 163, Florida Statutes, the Parties are authorized to enter into Inter-Local agreements;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, COUNTY and CITY hereby agree as follows:

1. **PURPOSE.** Pursuant to Section 163.01, Florida Statutes, the purpose of this Agreement is to establish the responsibilities of the Parties and procedures whereby COUNTY will provide specified services to administer and enforce the floodplain management regulations of COUNTY within the corporate limits of CITY.
2. **ADMINISTRATION AND ENFORCEMENT OF FLOODPLAIN MANAGEMENT REGULATIONS DEFINED.** The Parties agree that the administration and enforcement duties contemplated by this Agreement are those duties that are necessary and appropriate to enforce the floodplain management regulations of Jefferson County, which are found in

Chapter 10 of the Code of Ordinances of Jefferson County, Florida, involving, in general, the duties of the Floodplain Administrator set forth therein, and other duties that shall generally and naturally stem from the participation of COUNTY and CITY in the National Flood Insurance Program. Activities required to be performed only by the CITY under the National Flood Insurance Program are not included in this Agreement.

The Parties expressly agree that, unless explicitly identified in writing by CITY, no performance standards other than those which are generally applicable to similar enforcement activities by COUNTY elsewhere outside of the corporate limits of the Town, are intended or should be inferred as a result of this Agreement.

The Parties also expressly agree that COUNTY may elect to enforce the regulations of CITY using any of the methods established under Chapter 10 of the Jefferson County Code of Ordinances.

- 3. **REPRESENTATIVES OF THE PARTIES.** The Parties hereby designate the following as their duly authorized representatives responsible for the implementation of this Agreement, including establishment of specific procedures and processes to facilitate the purpose and intent: *[Explanatory Note: this allows the representatives to develop written procedures that identify which party will fulfill or perform specific functions and duties of the floodplain administrator and that may be modified from time to time by the representatives, without requiring formal amendment of the Agreement.]*

<u>Jefferson County</u>	<u>Monticello</u>
<i>Planning Official</i>	<i>City Manager</i>

- 4. **DUTIES OF MONTICELLO.** CITY, acting through its designated representative, shall:
 - a. Be responsible to the National Flood Insurance Program for administration and enforcement of the floodplain management regulations of CITY.
 - b. Upon request by the Florida Division of Emergency Management or the Federal Emergency Management Agency, attend meetings and/or participate in telephonic and electronic communications related to CITY's participation in the National Flood Insurance Program, including but not limited to Community Assistance Visits, Community Assistance Contacts, and Community Rating System verification visits, if applicable.
 - c. In coordination with COUNTY, undertake appropriate actions identified in writing by the Florida Division of Emergency Management or the Federal Emergency Management Agency as necessary to resolve matters related to continued participation in good standing in the National Flood Insurance Program.

- d. In coordination with COUNTY, support actions deemed appropriate after events that damage buildings, to determine whether such buildings, if located in special flood hazard areas, have sustained substantial damage as such term is defined in the floodplain management regulations of Jefferson County.
5. **DUTIES OF COUNTY.** COUNTY, acting through its designated representative, shall administer and enforce the floodplain management regulations of Jefferson County and the City of Monticello throughout the term of this Agreement, and shall:
- a. Maintain records identified in said regulations in a form and manner that allows production of records pertinent to CITY upon request by CITY, the Florida Division of Emergency Management, or the Federal Emergency Management Agency.
 - b. Upon request by the Florida Division of Emergency Management or the Federal Emergency Management Agency, attend meetings and/or participate in telephonic and electronic communications related to CITY's participation in the National Flood Insurance Program, including but not limited to Community Assistance Visits, Community Assistance Contacts, and Community Rating System verification visits, if applicable.
 - c. In coordination with CITY, undertake appropriate actions identified in writing by the Florida Division of Emergency Management or the Federal Emergency Management Agency as necessary to resolve matters related to continued participation in good standing in the National Flood Insurance Program.
 - d. In coordination with CITY, undertake actions deemed appropriate after events that damage buildings, to determine whether such buildings, if located in special flood hazard areas, have sustained substantial damage as such term is defined in the floodplain management regulations of COUNTY.
6. **MODIFICATION.** This Agreement may not be modified unless such modifications are in the form of a written amendment, executed by both Parties.
7. **TERMINATION.** This Agreement shall remain in effect unless terminated by either party. This Agreement may be terminated by either, without cause and for any reason upon Ninety (90) Days written notice to the other party.

The Parties further agree that:

Upon termination, the Parties shall concur on an appropriate transition that ensures adequate administration and enforcement of the floodplain management regulations of CITY, with particular attention to the delivery by the COUNTY to CITY, of all records and

data in its possession, regardless of the medium. Costs associated with delivery of records and data to CITY shall be borne by the party requesting termination.

8. **REIMBURSEMENT.** As compensation for COUNTY's services, COUNTY shall collect and retain all revenues derived from permit and/or inspection fees generated within CITY; such fees shall not exceed fees charged COUNTY residents for similar services.
9. **LIABILITY.** The Parties, their respective elected officials, officers, and employees shall not be deemed to assume any liability for the acts, omissions, or negligence of the other party:
 - a. CITY, as a subdivision of the State of Florida and pursuant to Section 768.28, Florida Statutes, agrees to be fully responsible for its negligent acts or omissions or tortuous acts which result in claims or suits against COUNTY and agrees to be fully liable for any damages proximately caused by said acts or omissions.
 - b. COUNTY, as a subdivision of the State of Florida and pursuant to Section 768.28, Florida Statutes, agrees to be fully responsible for its negligent acts or omissions or tortuous acts which result in claims or suits against CITY and agrees to be fully liable for any damages proximately caused by said acts or omissions.

Nothing herein is intended to serve as a waiver of sovereign immunity by CITY or by COUNTY, nothing herein shall be construed to create any indemnification by one party of another, and nothing herein shall be construed as consent by CITY or COUNTY to be sued by third parties in any matter arising out of this Agreement.

10. **CLAIMS.** COUNTY shall notify CITY in writing, within 5 working days of its receipt or knowledge of any claims or pending claims arising out of the performance of the services rendered hereunder.
11. **SEVERABILITY.** If any part of this Agreement is found invalid or unenforceable by any court, such invalidity or unenforceability, or the occurrence of any event rendering any portion or provision of this Agreement void, shall not be deemed to affect the validity and enforceability of any other parts of the Agreement.
12. **ASSIGNMENT.** This Agreement shall be binding on the Parties, their representatives, successors and assigns, and any interest herein shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by either party, without the prior written consent of the Parties; specifically, no duty or responsibility of the Parties shall be assigned or contracted to a third party, whether a public or private entity, unless the Parties first modify this Agreement to set forth the duties of said third party.
13. **APPLICABLE LAW.** This Agreement shall be construed, controlled and interpreted according to the laws of the State of Florida. The parties agree that any action relating to this Agreement shall be instituted and prosecuted in the courts of Jefferson County,

Florida, and therefore, each party to this Agreement hereby waives the right to any change of venue.

14. **PRIOR AGREEMENTS SUPERSEDED.** This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understanding applicable to the matters contained herein, and the Parties agree that there are no commitments that are not contained in this Agreement or the written procedures and processes developed by the representatives of the Parties.
15. **ENTIRETY OF AGREEMENT.** This Agreement sets forth the entire agreement between the Parties and that there are no promises or understands other than those stated herein.
16. **EXECUTION.** This Agreement shall be executed in triplicate, with each fully executed copy treated as an original.
17. **EFFECTIVE DATE.** This Agreement shall become effective upon the filing of fully executed copies with the Clerk of the Circuit Court of Jefferson County, Florida. A copy of the executed Agreement shall be provided to the Florida Division of Emergency Management.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature: Jefferson County, Florida through its Board of County Commissioners, signing by and through its authorized Chair, and Monticello, signing by and through its authorized Mayor.

ADD APPROPRIATE SIGNATURE BLOCKS

ITEM 6(b): CDBG PROPOSALS

**Jefferson County CDBG/Housing Proposals
2013-14 Grants Management**

Criteria

**Fred Fox
Enterprises, Inc.**

**Guardian Community
Resource
Management, Inc.**

<p>10 Points: Profile Management, Organization and History: Provide a detailed listing of all grants awarded through the efforts of your firm similar to housing programs of the County; amount of grant; grant category; grant work description; administration responsibilities; completion period; and whether the work has been completed on time and within budget. Indicate any alternate funding (leveraging) that you mhave obtained for any of the grants awarded.</p>		
<p>25 Points: Professional Staff Experience: Describe experience and expertise of key individuals that will be providing services to the County; include resumes, certifications and information related to the program service delivery for Jefferson County.</p>		
<p>30 Points: Experience: Provide a detailed profile of your firm that includes accomplishments and program experience in providing grant administration services of a similar nature as the services in this RFP. Describe client responsiveness and firm's ability to respond.</p>		
<p>20 Points: Approach/Leveraging: Describe in detail the proposed types of projects and level of services your firm proposes to provide and the approach you will take to provide the required services. Provide a time line and a separate outline of how the grant process will proceed and how the grant process will be handled, including evaluation of appropriateness of the grant(s) to the County's needs. Discuss the application process, also the implementation and administration process. Discuss success in leveraging resources; federal, state, local and private.</p>		
<p>10 Points: References: Provide a list of references for not less than three (3) governmental entities that your firm is currently providing or has provided for similar services within the last five (5) years.</p>		
<p>5 Points: Proposed Fee: Provide a detailed fee schedule that includes the following: percentage of grant to be used to provide services. Identify total cost of all direct and indirect costs, including overhead, profit, operating, cost, reproduction, advertising, communication costs, travel costs and legal fees. (Please note requirements from Florida Statutes 112.061 and any additional requirements of CDBG.)</p> <p>List position disciplines to be used and identify corresponding staff hourly rate.</p>		
<p>Total Score (100 Possible)</p>		

Ranking: #1: _____
Ranking: #2: _____

Signature: _____ Date: _____

Jefferson County CDBG/Economic Development Proposals 2013-14 Grants Management

Criteria

Fred Fox
Enterprises, Inc.

Guardian Community
Resource
Management, Inc.

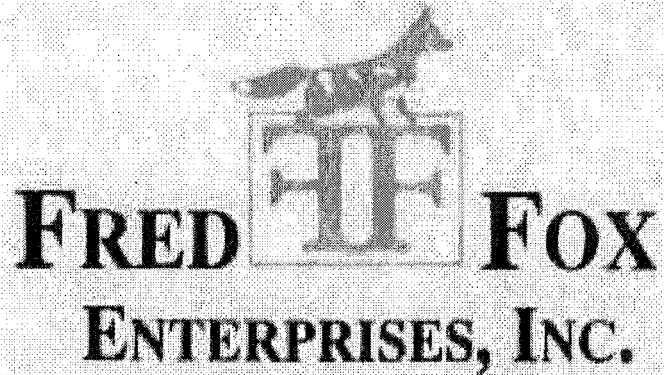
<p>10 Points: Profile Management, Organization and History: Provide a detailed listing of all grants awarded through the efforts of your firm similar to housing programs of the County; amount of grant; grant category; grant work description; administration responsibilities; completion period; and whether the work has been completed on time and within budget. Indicate any alternate funding (leveraging) that you have obtained for any of the grants awarded.</p>		
<p>25 Points: Professional Staff Experience: Describe experience and expertise of key individuals that will be providing services to the County; include resumes, certifications and information related to the program service delivery for Jefferson County.</p>		
<p>30 Points: Experience: Provide a detailed profile of your firm that includes accomplishments and program experience in providing grant administration services of a similar nature as the services in this RFP. Describe client responsiveness and firm's ability to respond.</p>		
<p>20 Points: Approach/Leveraging: Describe in detail the proposed types of projects and level of services your firm proposes to provide and the approach you will take to provide the required services. Provide a time line and a separate outline of how the grant process will proceed and how the grant process will be handled, including evaluation of appropriateness of the grant(s) to the County's needs. Discuss the application process, also the implementation and administration process. Discuss success in leveraging resources; federal, state, local and private.</p>		
<p>10 Points: References: Provide a list of references for not less than three (3) governmental entities that your firm is currently providing or has provided for similar services within the last five (5) years.</p>		
<p>5 Points: Proposed Fee: Provide a detailed fee schedule that includes the following: percentage of grant to be used to provide services. Identify total cost of all direct and indirect costs, including overhead, profit, operating, cost, reproduction, advertising, communication costs, travel costs and legal fees. (Please note requirements from Florida Statutes 112.061 and any additional requirements of CDBG.)</p> <p>List position disciplines to be used and identify corresponding staff hourly rate.</p>		
<p>Total Score (100 Possible)</p>		

Ranking: #1: _____

Ranking: #2: _____

Signature: _____ Date: _____

PROPOSAL FOR SERVICES SUBMITTED BY:



Specializing in Public & Private Partnerships

SUBMITTED TO:

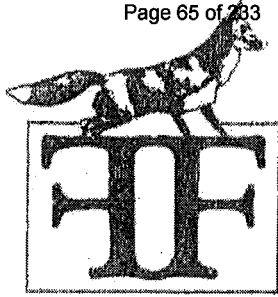
JEFFERSON COUNTY, FLORIDA



REQUEST FOR QUALIFICATIONS
FOR
GRANT WRITING/ADMINISTRATION SERVICES
JEFFERSON COUNTY COORDINATOR'S OFFICE
450 WEST WALNUT STREET
MONTICELLO, FL 32344

COPY

Letter of Transmittal



FRED FOX ENTERPRISES, INC

Providing Grant Writing and Administration Services

August 8, 2013

Mr. Parrish Barwick, County Coordinator
Jefferson County
450 West Walnut Street
Monticello, FL 32344

**RE: REQUEST FOR PROPOSALS (RFP) FOR GRANT WRITING
AND/OR ADMINISTRATION SERVICES RELATED TO A FFY
2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROJECT APPLICATION CYCLE**

Dear Mr. Barwick:

Please consider this my firm's response to your Request for Proposals for the above referenced services. We are addressing the County's request in two completely separate sections. First, we will address the writing of Jefferson County's Small Cities Community Development Block Grant application and grant applications for other programs, then we will address the administration of the project(s), if funded by the Florida Department of Economic Opportunity or other funding agencies.

Fred Fox Enterprises has also been successful in obtaining funding for and administering numerous projects which were funded through a myriad of state and federal agencies, including but limited to the following:

- The Florida Department of Environmental Protection (DEP) State Revolving Fund (SRF) and Small Disadvantaged Community Wastewater Program Grants for wastewater treatment plant construction, sewer plant construction, sanitary sewer expansion and storm drainage projects through the State of Florida;
- The Florida Department of Environmental Protection (DEP) Drinking Water State Revolving Fund Program (DWSRF), Pre-Construction and Construction Grants for financially Disadvantaged Small Communities for potable water system improvements;

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- The Florida Department of Environmental Protection (DEP) nonpoint source Management Program - Section 319 grants for reducing non-source water pollution;
- The Federal Economic Development Administration's (EDA) Economic Development Grant Program;
- The Florida Economic Development Transportation Fund (EDTF) program through Enterprise Florida and FDOT;
- USDA Rural Business Enterprise Grants (RBEG);
- USDA Community Facility Loan and Grants;
- USDA Water and Sewer Facilities Loan and Grants;
- DEP – Florida Recreation Development Assistance Program (FRDAP) Grants
- Florida Communities Trust – Preservation 2000 and Florida Forever recreational property acquisition grants;
- The Florida Boating Improvement Fund (FBIF) Grant Program;
- HUD 108 Loan Program;
- Florida Housing Finance Corporation – Home Again Program;
- Florida Department of State – Historic Preservation Grants;
- Florida Department of State – Historic Preservation – Special Category Grants;
- Florida Legislature – Special Appropriations; and
- Federal Emergency Management Administration (FEMA) – Hazard Mitigation Grant Program (HMGP).

Our experience utilizing the different funding resources that are available through both the State and Federal government allow for a comprehensive approach to carrying out the proposed activities for our client communities.

SECTION I PLANNING AND GRANT/LOAN APPLICATIONS SERVICES

In this section, we will be addressing the writing of Jefferson County's Florida Small Cities Community Development Block Grant (CDBG) application.

As evidenced by our successful funding rate and combined ninety-seven (97) years of Small Cities CDBG staff experience, our firm has a unique understanding of the CDBG program's requirements and guidelines. Our successful funding rate over the past twenty-nine (29) years our firm has been in existence is due to our understanding of the CDBG program requirements and working with our client communities, to achieve the maximum possible score, while submitting applications for projects the local governments can achieve with the available funds.

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For 29 years, since our firm's inception in 1984, we have secured and administered HUD funded CDBG projects through the Florida Department of Economic Opportunity for our client communities in the following categories:

- One hundred two (102) Small Cities Neighborhood Revitalization projects;
- Sixty-three (63) Small Cities Housing Rehabilitation projects;
- Thirty-three (33) Small Cities Commercial Revitalization projects;
- Forty (40) Small Cities Economic Development projects;
- Twelve (12) Disaster Recovery Initiative projects.

During the four most recent CDBG application cycles FFY 2009, FFY 2010, FFY 2011 and FFY 2012, Fred Fox Enterprises was successful in obtaining the following contracts for our client communities:

- In the FFY 2009 CDBG application cycle Fred Fox Enterprises was able to obtain eleven (11) of the twenty-six (26) or 42.3% of the contracts awarded in the Neighborhood Revitalization category and all three (3) or 100% of the contracts awarded in the Commercial Revitalization category for our client communities.
- In the FFY 2010 CDBG application cycle Fred Fox Enterprises was able to obtain five (5) of the twenty-one (21) or 23.8% of the contracts awarded in the Neighborhood Revitalization category and one (1) of the four (4) or 25% of the contracts awarded in the Commercial Revitalization category for our client communities.
- In the FFY 2011 CDBG application cycle Fred Fox Enterprises was able to obtain six (6) of the sixteen (16) or 37.5% of the contracts awarded in the Neighborhood Revitalization category for our client communities.
- **In the FFY 2012 CDBG application cycle Fred Fox Enterprises was able to obtain five (5) of the fourteen (14) or 35.7% of the contracts awarded in the Neighborhood Revitalization category and four (4) of the nine (9) or 44.4% of the contracts initially awarded in the Economic Development category for our client communities.**

As reflected by Fred Fox Enterprises 29 years in business, we take pride in our ability to quickly become familiar with local needs and suggest CDBG projects to satisfy some of those needs.

Because of FFE's extensive knowledge of the four (4) categories included in the CDBG Small Cities programs, as well as other potential funding sources, we are able to work with our local government client communities to develop solid competitive applications for worthwhile projects. We have the ability to quickly become familiar with ongoing projects and how to use them to obtain leverage points in a CDBG application. This is due not only to our extensive knowledge of the CDBG Small Cities program but in our

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ability to work closely and productively with the local government and the Florida Department of Economic Opportunity.

My staff has represented our client community's interests regarding funding requests that were submitted to both the federal and state governments. Fred Fox Enterprises, Inc. has assembled a staff that has represented government entities before numerous federal and state agencies. Our experience extends beyond merely filling out and submitting grant and loan applications. We understand that to effectively represent the interests of our client communities, we must work closely with the local public officials in our client communities as well as their representatives in Washington, DC and Tallahassee to achieve success. Understanding our client communities' needs as well as the requirements of the federal and state programs we work with has resulted in a very high funding success rate.

Based upon our knowledge of the Small Cities CDBG program we could work with the County to develop a competitive CDBG application in any one or a combination of these areas or in any other eligible project area in which the County wanted to submit an application.

As part of the application process, we would meet with County Staff, the County Commission, the County's Citizens Advisory Task Force and the County's engineer to develop a list of activities that will be included in each application. Based upon these meetings, our firm will compile the information and prepare the County's Community Development Block Grant application(s) in the Neighborhood Revitalization, Housing Rehabilitation and/or Commercial Revitalization depending on which category the County chooses to apply in.

Included as part of the application preparation process, we would undertake the following steps:

1. Prepare all required notices of Public Hearing to be published in an area newspaper of general circulation;
2. Hold all Public Hearings before Jefferson County's County Commission;
3. Review the County's possible projects and recommend to County Staff, the Citizens Advisory Task Force and the County Commission the most competitive project and activities to include in the application;
4. Develop Jefferson County's household income survey form, determine which households need to be surveyed and perform all required household surveys necessary to complete the application;
5. Work with Jefferson County to develop a strategy to obtain as many points in the application as possible to insure the County's funding;
6. Provide SAMPLE resolutions and/or ordinances for adoption to insure that Jefferson County attains the maximum possible points in the application.

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7. Submit the completed application to the Department of Economic Opportunity and to the required clearinghouses, i.e., State Clearing House and Regional Planning Council, prior to the Department of Economic Opportunity deadline.
8. Coordinate and be present at the State site visit for the project.

Our firm currently has four (4) employees as outlined herein. All four are skilled in different facets of Community Development Block Grant application preparation and administration. These four (4) individuals working together have ample time to complete the County's Community Development Block Grant application.

If selected, we would immediately begin to work with County Staff, the Citizens Advisory Task Force and the County Commission to decide on one or more specific projects to include in the County's application. As part of the process, we would conduct the first of two (2) public hearings, scheduled for the County Commission meeting, as required by the Department of Economic Opportunity. The purpose of the first public hearing would be to discuss the various aspects of the CDBG Program and the role of the Citizens Advisory Task Force in relationship to the program and to allow local citizens to bring projects they would like to see considered to the attention of the County Commission. At the completion of the first public hearing the County Commission would decide on one or more projects for which to prepare a CDBG Small Cities application for submission to the State.

Prior to the submission of the County's application to the Florida Department of Economic Opportunity, a Citizen's Advisory Task Force meeting would be held where the submission of an application for a specific project would be recommended to the County Commission. Shortly after the Citizen's Advisory Task Force meeting is held, notice of the second public hearing would be published. The second public hearing would be held in front of the County Commission where a DRAFT copy of the CDBG application would be presented to the County Commission for approval. After County Commission approval, the application would be submitted to the Florida Department of Economic Opportunity.

If our firm is selected for comprehensive grant administration, Fred Fox Enterprises would not charge Jefferson County a fee for preparing a Small Cities CDBG application.

The cost of the required advertising associated with CDBG grant preparations would be the responsibility of the County.

The next section of our response will address the administration of the County's Community Development Block Grant in the Neighborhood Revitalization or

Mr. Parrish Barwick
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Commercial Revitalization category, if funded by the Florida Department of Economic Opportunity.

**JEFFERSON COUNTY
NEIGHBORHOOD REVITALIZATION OR COMMERCIAL
REVITALIZATION PROJECT
MANAGEMENT APPROACH**

The work items and time line that would be utilized to carry out Jefferson County's CDBG project in any of the three categories referenced above are as follows:

WORK ITEM	DATE OF COMPLETION
1. County selects project administrator	August 15, 2013
2. County receives CDBG contract from the State for completion and execution.	March 15, 2014
3. Administrator working with the County begins Environmental Review process.	March 15, 2014
4. County submits administrator desktop monitoring package and engineer single source request package, along with contracts for both disciplines to DEO for approval.	March 15, 2014
5. The County obtains approval for the administrator selection process and engineer single source request, as well as the contracts for both, from the State.	April 1, 2014
6. County returns completed contract with attachments to the State for execution.	April 1, 2014
7. The County receives a fully executed contract from the State.	May 1, 2014
8. The Environmental Review process is completed.	May 1, 2014
9. The County receives "Release of Funds" notification from the State.	May 15, 2014
10. The State approves the plans and specifications for the project.	May 16, 2014

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WORK ITEM	DATE OF COMPLETION
11. The engineer is given "Notice to Proceed" with finalizing the design and bidding of the project.	May 16, 2014
12. The project is bid out.	June 1, 2014
13. The County awards the bids and obtains the State's approval of the contractor.	August 15, 2014
14. The County holds the Pre-construction conferences and issues the "Notice to Proceed" to the contractor.	September 1, 2014
15. The Contractor begins construction of the project.	September 15, 2014
16. The Contractor completes construction of the project.	February 15, 2015
17. The administrator prepares close-out documents for the project and the County submits the documents to the State.	March 15, 2015

**JEFFERSON COUNTY
NEIGHBORHOOD REVITALIZATION OR COMMERCIAL
REVITALIZATION PROJECT
MANAGEMENT TEAM**

The team that would be in charge of the administration of Jefferson County's CDBG Project would be as follow:

1. Fred D. Fox – Project Manager

Mr. Fox, with over thirty (30) years Small Cities CDBG experience, would work with the County's Citizen Advisory Task Force (CATF), County Commission and County Staff to coordinate the general operation of the project including, but not limited to:

- Work with the County to develop an administrative contract that is acceptable to the State;
- Work with the Engineer and the County to develop an engineering contract that is acceptable to the State;
- Insure all record-keeping and reporting procedures are followed;
- Attend all State and Federal monitoring meetings regarding the project;

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MANAGEMENT TEAM (cont.)

1. Fred D. Fox – Project Manager (cont.)

- Conduct Citizens Advisory Task Force (CATF) meetings as well as attend all County Commission meetings where grant items are to be discussed.

2. David A. Fox – Project Coordinator

Mr. David Fox with over twenty-two (22) years Small Cities CDBG experience would coordinate the bidding and Davis-Bacon compliance for the project as follows:

- Work with the County and the project engineer to coordinate the bidding, construction, contract award and pre-construction meeting for the project;
- Insure that Davis Bacon and other federal employee tracking requirements are met;
- Conduct contractor and subcontractor employee interviews;

3. Melissa Fox – Grants Compliance/Bookkeeping Specialist

Ms. Fox, with over twenty (20) years Small Cities CDBG experience, would coordinate the financial administration of the program with the County including, but not limited to the following:

- Coordinate the establishment of the bookkeeping system required for the project with County staff;
- Prepare "Request for Funds" for the project;
- Review and approve all requests for payments from the contractors including obtaining appropriate Release of Liens;
- Prepare samples of required correspondence to the State and draft responses to State correspondence for County review and execution;
- Provide ongoing coordination of all required record-keeping for the project;
- Review all payrolls and employee interview forms for Davis Bacon and other Federal compliance.

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**JEFFERSON COUNTY
 NEIGHBORHOOD REVITALIZATION OR COMMERCIAL
 REVITALIZATION PROJECT
 PRICE/FEE SCHEDULE**

The fee schedule for the management of Jefferson County's CDBG Project in the Neighborhood Revitalization or Commercial Revitalization project would be as follows:

SERVICE	AMOUNT
1. <u>Prepare the Environmental Review</u>	
<ul style="list-style-type: none"> • Prepare the Environmental Review including all required mail-outs. • Prepare the required advertising. 	\$ 4,000.00
2. <u>Attendance at the Project Site Visit and Monitoring Visits as well as the Completion of all Required Reports</u>	
<ul style="list-style-type: none"> • Prepare Project Amendments (Estimate - 2). • Prepare all required advertisements. • Participate in all State Monitoring visits (Estimate - 2). • Prepare the Preliminary Contract and Final close-out documents for the project. 	\$ 6,000.00
3. <u>Project Administration/Financial Supervisor</u>	
<ul style="list-style-type: none"> • Create and maintain an independent set of financial records for the project. • Prepare all Request for Funds for the project. • Coordinate 504 (handicapped accessibility) requirements with the County. • Carry out required Fair Housing Activities. • Coordinate with the State on any new program requirements. 	\$ 12,500.00
4. <u>Coordination with the Engineer and Contractor</u>	
<ul style="list-style-type: none"> • Coordinate with the engineer on all Federal and State requirements associated with the project. • Participate in the Pre-bid conference for the project. • Obtain the contractor approval from the State. • Coordinate the Pre-construction conference with the engineer. • Review contractor package for grant information completion. • Insure Notice to Proceed is issued to the contractor. • Conduct required Employee Interviews. • Review and approve contractor payroll requests along 	

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PRICE/FEE SCHEDULE (cont.)

SERVICE	AMOUNT
<p>4. <u>Coordination with the Engineer and Contractor (cont.)</u> with the engineer.</p> <ul style="list-style-type: none"> • Review and recommend approval of all change orders as they relate to State contract compliance. • Insure all Release of Liens are obtained and all Notice of Commencements are filed. 	<p>\$ 18,500.00</p>
<p>5. <u>Community Coordination</u></p> <ul style="list-style-type: none"> • Meet with the Citizen's Advisory Task Force to keep them updated on the progress of the project. • Meet with the County Commission and County Staff on a regular basis to keep them updated on the progress of the project. 	<p>\$ 4,000.00</p>
<p>6. <u>Coordination with State Staff</u></p> <ul style="list-style-type: none"> • Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system. • Walk any required amendments and approvals through the State to insure a quick approval. 	<p><u>\$ 4,000.00</u></p>
<p>GRAND TOTAL -----</p>	<p>\$ 49,000.00</p>

If the grant is funded for an amount less than Seven Hundred Thousand Dollars (\$700,000.00), the fee for management of the project would be seven percent (7%) of the funded grant amount.

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**JEFFERSON COUNTY
HOUSING REHABILITATION PROJECT
MANAGEMENT APPROACH**

The work items and time line that would be utilized to carry out a Housing Rehabilitation project are as follows:

WORK ITEM	DATE OF COMPLETION
1. County selects project administrator	August 15, 2013
2. Receipt of CDBG contract from the State for completion and execution	March 15, 2014
3. Return completed contract to the state for acceptance	April 1, 2014
4. Submit an Administrative Selection process package and contract to the State for approval	April 15, 2014
5. Begin Environmental Review process	April 1, 2014
6. Receive fully executed contract from the State	May 1, 2014
7. Receive State approval of the Administrative process and contract	May 1, 2014
8. Complete Environmental Review process	June 1, 2014
9. Obtain Release of Funds from the State	June 2, 2014
10. Advertise for clients for the project (Homeowners)	April 1, 2014
11. Select clients for the project	June 15, 2014
12. Take intake applications on all selected clients and verify income	August 1, 2014
13. Obtain title reports on all income eligible clients	August 15, 2014

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WORK ITEM	DATE OF COMPLETION
14. Prepare work write-ups on all eligible properties for either rehabilitation or replacement	October 15, 2014
15. Complete site specific Environmental Reviews for all properties being addressed and obtain clearance from the state agency administering the program	October 15, 2014
16. Obtain approval on all conflicts of interest from the State	October 15, 2014
17. Bid out the rehabilitations	December 1, 2014
18. Select contractors for the replacements units and bid out demolitions	December 1, 2014
19. CDBG construction is begun	December 15, 2014
20. CDBG construction is completed	September 1, 2015
21. Prepare and submit close-out documents and submit items to the State	October 1, 2015

**JEFFERSON COUNTY
HOUSING REHABILITATION PROJECT
MANAGEMENT TEAM**

The team that would be in charge of your Housing Rehabilitation Project is as follows:

1. Fred D. Fox – Project Manager

Mr. Fox would work with the Citizen's Advisory Task Force (CATF), County Commission and County Staff to coordinate the general operation of the project including, but not limited to:

- A. Developing acceptable client ranking procedures and presenting them to the County for consideration;
- B. Working with the County to develop acceptable contractor solicitation and selection format;
- C. Developing acceptable contracts;

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MANAGEMENT TEAM (cont.)

1. Fred D. Fox – Project Manager (cont.)

- D. Insuring all record-keeping and reporting procedures are followed;
- E. Being present for all State and Federal project monitoring;
- F. Conducting all required Citizens Advisory Task Force (CATF) meetings and being present for any County Commission meetings where grant items are scheduled for discussion.

2. David A. Fox – Project Coordinator

Mr. David Fox would be responsible for the following:

- A. CDBG and SHIP client intake applications;
- B. Housing Inspections;
- C. Obtaining client title searches;
- D. Obtaining property owner's income verifications;
- E. Homeowner relocation coordination;
- F. New construction and demolition contract coordination and execution;
- G. Client relocation payments;

3. Melissa Fox – Grants Compliance/Bookkeeping Specialist

Ms. Fox would coordinate the financial administration of the program with the County including, but not limited to the following:

- A. Coordinating the establishment of the required bookkeeping system within the County;
- B. Prepare Request for Funds for the project;
- C. Review and approve all requests for payments from the contractors including obtaining appropriate Release of Liens;
- D. Prepare samples of required correspondence to the State and respond to State correspondence;
- E. Provide ongoing coordination of all required record-keeping for the project;

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**JEFFERSON COUNTY
HOUSING REHABILITATION PROJECT
PROJECT ADMINISTRATION SERVICES
FEE SCHEDULE**

This fee schedule is for the Housing Rehabilitation category.

SERVICE	AMOUNT
1. <u>Prepare the Environmental Review</u> <ul style="list-style-type: none">• Prepare the documents including all mail-outs required for the Environmental Review• Prepare the required advertising• Prepare site specific environmental reviews for each property	\$ 5,000.00
2. <u>Attendance at State Monitoring Visits and Completion of Required Reports</u> <ul style="list-style-type: none">• Prepare Amendments (Estimate – 2)• Prepare required advertisements• Participate in State Monitoring visits (Estimate – 2)• Prepare the Preliminary and Final close-out documents	\$ 14,500.00
3. <u>Project Administration/Financial Supervisor</u> <ul style="list-style-type: none">• Keep an independent set of books on the project• Prepare Request for Funds for the project• Coordinate 504 requirements with the County• Hold required Fair Housing Workshops• Coordinate with the state on any new program requirements	\$ 20,000.00
4. <u>Coordination of the Client Selection through New Home Construction Process</u> <ul style="list-style-type: none">• Develop and coordinate the client selection process• Meet with the clients and complete all CDBG and SHIP intake applications• Verify all household members' incomes• Order and review title searches on all properties• Insure no conflicts of interest exist between potential clients, CATF members, County Commission or County staff involved in the project. If any conflicts exist, obtain waiver of these conflicts from the State	

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**JEFFERSON COUNTY
HOUSING REHABILITATION PROJECT
PROJECT ADMINISTRATION SERVICES
FEE SCHEDULE (cont.)**

SERVICE	AMOUNT
4. <u>Coordination of the Client Selection through New Home Construction Process (cont.)</u>	
<ul style="list-style-type: none">• Coordinate the ranking of all clients by the County's Citizen Advisory Task Force and County Commission• Order surveys on all residences being replaced• Bid out demolition of all residences being replaced• Coordinate the relocation of the clients during construction• Coordinate both the signing of the demolition and new construction contracts with the appropriate contractors• Inspect the demolition of all structures and recommend payment to the contractor where appropriate• Oversee the construction of the new residences, reviewing and approving draw requests and insuring coordination with the County building department is ongoing• Work with the clients to insure an orderly relocation back into the new residence• Insure all Release of Liens are obtained from the contractors prior to making final payment	\$ 42,500.00
5. <u>Community Coordination</u>	
<ul style="list-style-type: none">• Meet with the Citizen's Advisory Task Force to keep them updated on the progress of the project• Meet with the County Commission on a regular basis to keep them updated on the progress of the project	\$ 8,000.00
6. <u>Coordination with State Staff</u>	
<ul style="list-style-type: none">• Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system• Walk any required amendments and approvals through the State to insure a quick approval	<u>\$ 8,000.00</u>

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**JEFFERSON COUNTY
HOUSING REHABILITATION PROJECT
PROJECT ADMINISTRATION SERVICES
FEE SCHEDULE (cont.)**

GRAND TOTAL ----- \$ 98,000.00

Fred Fox Enterprises would propose to provide all management services associated with the administration of the County's fully funded Housing Rehabilitation project for the lump sum of Ninety-Eight Thousand and No/100 Dollars (\$98,000.00). If the grant is funded for less than Seven Hundred Thousand Dollars (\$700,000.00), the fee for management of the project would be fourteen percent (14%) of the funded grant amount.

Please find enclosed a copy of our resume and work experience for the twenty-nine (29) years since the Department of Economic Opportunity assumed administration of the CDBG program.

If you have any questions, please do not hesitate to call (904) 810-5183.

Sincerely,



Fred D. Fox
President

FDF/mff

Enclosures

CDBG Small Cities Program Experience

**FRED FOX ENTERPRISES, INC'S
WORK EXPERIENCE AND CLIENT CONTACT INFORMATION
RELATED TO THE SMALL CITIES CDBG PROGRAM**

FFY 2012

As part of the 2012 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. Town of Branford - Neighborhood Revitalization, \$600,000.00
Contact Person: Donna Harden, Town Clerk (386) 935-3873
2. City of Chiefland – Economic Development \$877,177.00
Contact Person: Laurie Copeland, Financial Projects Coordinator (352) 493-6711– Ext. 814
3. City of Fort Meade – Economic Development \$2,484,929.00
Contact Person: April Brown, City Planner (863) 285-1124
4. Town of Interlachen – Neighborhood Revitalization \$650,000.00
Contact Person: Pam Wilburn, Town Clerk (386) 684-3811
5. Town of Lady Lake – Neighborhood Revitalization \$750,000.00
Contact Person: C. T. Eagle, Sr., Public Works Director (352) 751-1526
6. Town of Lake Hamilton – Neighborhood Revitalization \$650,000.00
Contact Person: Doug Leonard, Town Planner (863) 439-1910
7. City of Leesburg – Neighborhood Revitalization \$750,000.00
Contact Person: Ken Thomas, Director of Economic Dev. & Housing (352) 728-9765
8. City of Sebring – Economic Development \$750,000.00
Contact Person: Jim Polatty, Zoning and Planning Director (863) 471-5102
9. Saint Johns County – Economic Development \$750,000.00
Contact Person: Benjamin Coney, Acting Director Housing and Community Services Division (904) 827-6892

FFY 2011

As part of the 2011 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bunnell – Neighborhood Revitalization, \$650,000.00
Contact Person: Judi Stetson, Director of Grants & Special Projects (386) 437-7500 Ext 33
2. City of Hawthorne – Neighborhood Revitalization, \$650,000.00
Contact Person: Ellen Vause, City Manager (352) 481-2432

3. City of Vernon – Neighborhood Revitalization, \$600,000.00
Contact Person: Dian Hendrix, City Clerk (850) 535-2444
4. City of Waldo – Neighborhood Revitalization, \$650,000.00
Contact Person: Kim Worley, City Manager (352) 468-1001
5. Town of Bell – Neighborhood Revitalization, \$600,000.00
Contact Person: Dan Cavanah, Town Manager (352) 463-6288
6. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Gordon Onderdonk, City Engineer/Public Works Director (352) 523-5054

FFY 2010

As part of the 2010 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, \$700,000.00
Contact Person: Jerry Conerly, City Manager (863) 375-2255
2. Clay County – Neighborhood Revitalization, \$750,000.00
Contact Person: Shawn Thomas, Engineer Project Manager (904) 541-3815
3. City of Davenport – Neighborhood Revitalization, \$650,000.00
Contact Person: Amy Arrington, City Manager (863) 419-3300
4. Gilchrist County – Planning and Design, \$57,200.00
Contact Person: Bobby Crosby, County Administrator (352) 463-3198 Ext. 1
5. City of St. Marks – Commercial Revitalization, \$600,000.00
Contact Person: Zoe Mansfield, City Manager (850) 925-6224
6. City of Zephyrhills – Planning and Design, \$55,600.00
Contact Person: Todd Vande Berg, Director of Development (813) 780-0000

FFY 2009

As part of the 2009 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bronson – Housing Rehabilitation, \$650,000.00
Contact Person: Kelli Brettel, Town Clerk (352) 486-2365
2. City of Callahan – Neighborhood Revitalization, \$650,000.00
Contact Person: Michael Williams, Town Manager (904) 879-3801

3. City of Carrabelle – Commercial Revitalization, \$650,000.00
Contact Person: Courtney Millender, City Manager (850) 697-2727
4. City of Chiefland – Neighborhood Revitalization, \$650,000.00
Contact Person: Laurie Copeland, Financial Project Coordinator (352) 493-6711
5. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Dan Miner, City Administrator (850) 638-6350
6. City of Fruitland Park – Neighborhood Revitalization, \$700,000.00
Contact Person: Diane Gibson Smith, City Clerk (352) 360-6727
7. City of Haines City – Commercial Revitalization, \$750,000.00
Contact Person: Kari Giddens, Assistant Finance Director, (863) 421-9902
8. City of Hampton – Neighborhood Revitalization, \$600,000.00
Contact Person: Jane Hall, Town Clerk, (352) 468-1201
9. Town of Hilliard – Neighborhood Revitalization, \$700,000.00
Contact Person: Lisa Purvis, City Clerk, (904) 845-3555
10. City of Moore Haven – Neighborhood Revitalization, \$650,000.00
Contact Person: Maxine Brantley, City Clerk, (863) 946-0711
11. Town of Noma – Neighborhood Revitalization, \$600,000.00
Contact Person: Robert Skipper, Mayor (850) 263-3303
12. City of Palatka – Commercial Revitalization, \$750,000.00
Contact Person: Jonathon Griffith, Assistant City Manager, (386) 329-0103
13. City of Quincy – Neighborhood Revitalization, \$750,000.00
Contact Person: Charles Hayes, CRA Director (850) 618-0030 Ext. 6692
14. City of St. Augustine – Neighborhood Revitalization, \$750,000.00
Contact Person: Tim Fleming, Deputy Dir. of General Services (904) 209-4302
15. Town of Welaka – Neighborhood Revitalization, \$600,000.00
Contact Person: Gordon Sands, Mayor (386) 467-9800
16. City of Williston – Neighborhood Revitalization, \$650,000.00
Contact Person: Adam Hall, Land Dev. Reg. Administrator (352) 528-3060

FFY 2008

As part of the 2008 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Crestview – Commercial Revitalization, \$750,000.00
Contact Person: Fred Cook, City Engineer, (850) 682-6132
2. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Gordon Onderdonk, City Engineer/Public Works Director (352) 523-5054
3. City of Leesburg – Neighborhood Revitalization, \$750,000.00
Contact person: Ken Thomas, Dir. of Housing and Community Development, (352) 728-9700
4. Town of Noma – Planning, \$70,000.00
Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Palatka – Neighborhood Revitalization, \$750,000.00
Contact Person: Jonathan Griffith, assistant City Manager, (386) 329-0103
6. City of Umatilla – Neighborhood Revitalization, \$650,000.00
Contact Person: Karen Howard, City Clerk, (352) 669-3125
7. City of Vernon – Neighborhood Revitalization, \$600,000.00
Contact Person: Dian Hendrix, City Clerk, (850)535-2444
8. Town of Wausau – Neighborhood Revitalization, \$600,000.00
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
9. City of Graceville – Neighborhood Revitalization, \$650,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Dunnellon – Neighborhood Revitalization, \$650,000.00
Contact Person: Jan Smith, Finance Officer, (352) 465-8500
11. City of Trenton – Neighborhood Revitalization, \$650,000.00
Contract Person: Taylor Brown, City Manager, (352) 463-4000

FFY 2007

As part of the 2007 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. has received funding for and is providing project management for the following communities:

1. Town of Caryville – Neighborhood Revitalization, \$600,000.00
Contact Person: Jewette Tadlock, Town Clerk, (850) 548-5571
2. City of Haines City – Commercial Revitalization, \$750,000.00
Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
3. City of Homestead – Commercial Revitalization, \$750,000.00
Contact Person: Dan Wicks, CRA Director, (305) 224-4484

4. City of St. Marks – Neighborhood Revitalization, \$483,900.00
Contact person: Zoe A Mansfield, City Manager, (850) 925-6224
5. City of Vero Beach – Neighborhood Revitalization, \$750,000.00
Contact Person: Monte Fall, Public Works Director, (772) 978-5151
6. Town of Westville – Neighborhood Revitalization, \$600,000.00
Contact Person: Donna Gillis, Town Clerk, (850) 548-5858
7. City of Palatka – Economic Development, \$349,900.00
Contact Person: Woody Boynton, City Manager, (386) 329-0100
8. City of Graceville – Economic Development, \$650,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250

FFY 2006

As part of the 2006 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. received funding for and is providing project management for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, \$700,000.00
Contact Person: David Elbertson, City Manager, (863) 375-2255
2. City of Bristol – Neighborhood Revitalization, \$575,900.00
Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
3. City of Bristol – Economic Development, \$600,000.00
Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
4. City of Carrabelle – Economic Development, \$650,000.00
Contact Person: John McInnis, City Administrator, (850) 687-2727
5. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Patrice Yates, City Clerk, (850) 638-6350
6. City of Clermont – Neighborhood Revitalization, \$750,000.00
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
7. City of Dunnellon – Neighborhood Revitalization, \$70,000.00
Contact person: Dawn M. Boone, City Clerk, (352) 465-8500
8. City of Graceville – Neighborhood Revitalization, \$70,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250
9. City of Graceville – Economic Development, \$650,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Haines City – Economic Development, \$750,000.00
Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
11. Martin County – Neighborhood Revitalization, \$750,000.00

Contact Person: Eric Brent, Planner, (772) 288-5495

12. City of Trenton – Neighborhood Revitalization, \$70,000.00

Contact Person: Jered Ottenwess, City Manager, (352) 463-4000

13. City of Umatilla – Neighborhood Revitalization, \$650,000.00

Contact Person: Karen Howard, City Clerk, (352) 669-3125

FFY 2005

As part of the 2005 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. received funding for and provided project management for the following communities:

1. City of Sebring – Commercial Revitalization, \$750,000.00

Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104

2. Town of Lake Placid – Neighborhood Revitalization, \$650,000.00

Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747

3. City of Williston – Neighborhood Revitalization, \$650,000.00

Contact Person: Barbara Henson, City Clerk, (352) 528-3060

4. Town of Interlachen – Neighborhood Revitalization, \$650,000.00

Contact Person: Pamela S. Wilburn, Town Clerk, (386) 684-3811

5. City of Palatka – Neighborhood Revitalization, \$750,000.00

Contact Person: Allen Bush, City Manager, (386) 329-0100

6. Town of Grand Ridge – Neighborhood Revitalization, \$600,000.00

Contact person: J. R. Moneyham, City Manager, (850) 592-4621

7. City of Crestview – Neighborhood Revitalization, \$750,000.00

Contact Person: Mike Wing, Administrative Assistant to Council, (850) 689-1618

8. Gulf County – Neighborhood Revitalization, \$638,500.00

Contact Person: Donald Butler, Chief Administrator, (850) 229-6106

9. City of Belle Isle – Economic Development, \$650,000.00

Contact Person: Larry Williams, City Manger, (407) 851-7730

10. City of Palm Coast – Economic Development, \$450,000.00

Contact Person: Ira Corliss, Special Projects Manager, (386) 986-3717

11. City of Crystal River – Economic Development, \$650,000.00

Contact Person: Roger Goettelmann, AIBD Director (352) 795-4216

12. City of Sebring – Economic Development, \$750,000.00

Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104

FFY 2005

As part of the special 2005 **Disaster Recovery Initiative** Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. provided project management for the following communities:

1. City of Belle Isle – Storm Drainage Improvements, \$1,093,750.00
Contact Person: Larry Williams, City Manager, (407) 851-7730
2. City of Bowling Green – Water plant improvements, sewer plant improvements, lift station refurbishment, sanitary sewer line replacement, storm drainage improvements, street improvements, \$2,250,000.00
Contact Person: David Elbertson, City Manager, (863) 375-2255
3. Town of Eatonville – Sanitary sewer lift station renovations, installation of emergency generators at lift stations, drainage improvements, \$1,093,750.00
Contact Person: Roger Dixon, Public Works Director, (407) 623-1313
4. Hardee County – New sanitary sewer lines, water line replacement, \$2,250,000.00
Contact Person: Janet Gilliard, Director, (863) 773-6349
5. City of Haines City – Neighborhood center renovation, fire station renovation, \$634,273.50
Contact Person: Donald Carter, Finance Director, (863) 421-9901
6. Indian River County – Fire station reconstruction, water line extensions including hook-ups, vacuum sanitary sewer construction, construction of storm surge/flood protection project, \$7,500,000.00
Contact Person: Sasan Rohani, Chief of Long Range Planning, (772) 567-8000 Ext. 1250
7. City of Kissimmee – Storm drainage improvements, road reconstruction, \$1,458,333.33
Contact person: Caroline Bell, Community Development Program Coordinator, (407) 518-2155
8. Martin County – Installation of emergency generators at existing lift stations, replacement of existing traffic signalization with mast arms systems, \$2,187,500.00
Contact Person: Ronald Siegwald, Project Coordinator, (772) 223-7907
9. City of New Smyrna Beach – Drainage improvements including the acquisition of property and the construction of a retention pond, \$625,000.00
Contact Person: R. Lynne Kunkle, C.E.P., Code Enforcement Supervisor, (386) 424-2137
10. City of Oak Hill – Installation of an emergency generator at the City's Emergency operations Center, drainage improvements, \$625,000.00
Contact Person: Kim Terwilliger, City Clerk, (407) 343-3177

11. Polk County – Storm drainage projects, park renovation, building renovation, building demolition, emergency generator installation, sewer line replacement, sewer line “Insituform” installation, retention pond restoration, \$2,606,453.00
Contact Person: Nancy Hurley, Grants Manager (863) 534-5252
12. City of St. Cloud – Fire Station Replacement, \$1,458,333.33
Contact Person: John Pham, PE Project Manager, (407) 957-8421

FFY 2004

As part of the 2004 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Alford – Neighborhood Revitalization, \$600,000.00
Contact Person: George Gay, Mayor, (850)579-4684
2. City of Cottondale – Neighborhood Revitalization, \$600,000.00
Contact Person: Judy Powell, City Clerk, (850) 352-4361
3. City of Dade City – Neighborhood Revitalization, \$700,000.00
Contact Person: Laura Beagles, Assistant to City Manager, (352) 523-5050
4. City of Haines City – Economic Development, \$750,000.00
Contact Person: Richard Greenwood, Planning Dir., (863) 429-3229
5. City of Leesburg – Neighborhood Revitalization, \$750,000.00
Contact Person: Kenneth Thomas, Dir. of Housing and Econ. Dev, (352) 728-9708
6. City of Sebring – Economic Development, \$750,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
7. City of St. Augustine – Commercial Revitalization, \$750,000.00
Contact person: Tim Fleming, Grants Coordinator, (904) 825-1010
8. Town of Welaka – Neighborhood Revitalization, \$600,000.00
Contact Person: Gordon Sands, Mayor, (386) 467-9800
9. City of Wewahitchka – Neighborhood Revitalization, \$650,000.00
Contact Person: Don Minchew, City Manager, (850) 639-2605
10. City of Zephyrhills – Commercial Revitalization, \$750,000.00
Contact Person: Todd Vande Berg, Director of Development, (813) 780-0006
11. Gulf County – Economic Development, \$700,000.00
Contact Person: Don Butler, Chief Administrator, (850) 229-6106
12. City of Bunnell – Economic Development, \$650,000.00
Contact Person: Richard Diamond, City Manager (386) 437-7500

FFY 2003

As part of the 2003 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Chipley – Neighborhood Revitalization, \$700,000.00
Contact Person: Jim Morris, City Administrator, (850) 638-6350
2. City of Graceville – Neighborhood Revitalization, \$700,000.00
Contact Person: Eugene Adams, City Manager, (850) 263-3250
3. Town of Grand Ridge – Neighborhood Revitalization, \$433,670.83
Contact Person: J R Moneyham, Town Manager, (850) 592-4621
4. Town of Noma – Neighborhood Revitalization, \$600,000.00
Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Haines City – Commercial Revitalization, \$750,000.00
Contact Person: Richard Greenwood, (863) 421-3600
6. Town of Yankeetown – Neighborhood Revitalization, \$600,000.00
Contact Person: Debra Stines, Town Clerk, (352) 447-2511
7. Town of Wausau – Neighborhood Revitalization, \$600,000.00
Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
8. City of Williston – Economic Development, \$600,000.00
Contact Person: James F. Coleman, City Manager, (352) 528-3060

FFY 2002

As part of the 2002 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Leesburg – Commercial Revitalization Application, \$750,000.00
Contact Person: Ken Thomas, Dir. Of Housing & Econ. Dev., (352) 728-9700
2. City of Sebring – Commercial Revitalization Application, \$700,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5014
3. City of Crestview – Commercial Revitalization Application, \$750,000.00
Contact Person: Don Morrison, Administrative Assistant, (850) 689-1618
4. Indian River County – Housing Rehabilitation Application, \$750,000.00
Contact Person: Gale Carmoney, Senior Planner, (772) 567-8000
5. City of Flagler Beach – Commercial Revitalization Application, \$648,202.00
Contact Person: Libby Kania, Assistant to City Manager, (386) 517-2000
6. Martin County – Neighborhood Revitalization Application, \$750,000.00
Contact Person: Eric Brent, Planner, (561) 288-5495

FFY 2001

As part of the 2001 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Interlachen – Neighborhood Revitalization Application, \$500,000.00
Contact Person: Pamela Wilburn, Town Clerk, (386) 684-3811
2. City of Dade City – Neighborhood Revitalization Application, \$600,000.00
Contact Person: Laura Beagles, Assistant City Manager, (352) 523-5050
3. City of Bowling Green – Neighborhood Revitalization Application, \$550,000.00
Contact Person: David Elbertson, City Manager, (863) 375-2255
4. City of Crescent City – Neighborhood Revitalization Application, \$436,597.00
Contact Person: Marcus Collins, City Manager, (386) 698-2525
5. City of Palatka – Neighborhood Revitalization Application, \$750,000.00
Contact Person: Allen Bush, City Manager, (386) 329-0100
6. City of Cottdale – Neighborhood Revitalization Application, \$497,282.00
Contact Person: Judy Powell, City Clerk, (850) 352-4361
7. Town of Lake Placid – Neighborhood Revitalization Application, \$550,000.00
Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
8. City of Crystal River – Commercial Revitalization Application, \$600,000.00
Contact Person: Roger Goettelmann, CRA Manager, (352) 795-4216

FFY 2000

As part of the 2000 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Neighborhood Revitalization Application, \$550,000.00
Contact Person: Doug Drymon, City Manager, (352) 495-2880
2. Clay County – Housing Revitalization Application, \$750,000.00
Contact Person: Barbara Taylor, SHIP Coordinator, (904) 284-6376
3. City of Clermont – Commercial Revitalization Application, \$600,000.00
Contact Person: Wayne Saunders, City Manager, (352) 394-4081
4. City of Green Cove Springs – Neighborhood Revitalization Application, \$600,000.00
Contact Person: Karen Ingle, Planning, (904) 529-2200
5. City of Williston – Neighborhood Revitalization Application, \$550,000.00
Contact Person: James F. Coleman, City Manager, (352) 825-1005
6. City of Zephyrhills – Commercial Revitalization Application, \$600,000.00
Contact Person: Todd Vande Berg, Director of Development, (813) 788-2313
7. City of Kissimmee – Commercial Application, \$750,000.00
Contact: Gail Hamilton, Main Street Director, (407) 931-1370
8. City of St. Cloud – Economic Development Application, \$750,000.00

Contact Person: Mr. Robert MacKichan, Dir. of Gen. Services, (407) 957-7301

9. Highlands County – Economic Development Application, \$750,000.00

Contact Person: Jim Polatty, Director of Development Services, (863) 386-6653

FFY 1999

As part of the 1999 Small Cities Economic Development cycle, Fred Fox Enterprises, Inc. received funding for the following Economic Development Projects:

1. Highlands County – Economic Development Application, \$750,000.00
Contact Person: Jim Polatty, Development Director, (941) 385-2581
2. City of Palatka – Economic Development Application, \$750,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
3. City of St. Augustine – Economic Development Application, \$700,000.00
Contact Person: Wm B. Harriss, City Manager, (904) 825-1005
4. Town of Welaka – Economic Development Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800
5. City of Williston – Economic Development Application, \$550,000.00
Contact: James F. Coleman, City Manager, (352) 528-3060
6. City of Crystal River – Economic Development Application, \$600,000.00
Contact: Roger Goettelmann, CR Manager (352) 795-4216

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc., prepared the application for the following two (2) communities; both applications were funded.

1. City of Center Hill – Housing Elevation and Drainage Improvement Application, \$500,000.00
Contact Person: Diane Lamb, City Clerk, (352) 793-4431
2. Town of Welaka – Drainage Improvements Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

During the round of applications for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc. prepared the applications for the following funded communities:

1. City of Avon Park – Neighborhood Revitalization and Commercial Revitalization Application, \$600,000.00 (each)
Contact Person: C. B. Shirey, City Manager, (941) 452-4400
2. City of Bushnell – Neighborhood Revitalization Application, \$500,000.00
Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Center Hill – Neighborhood Revitalization Application, \$500,000.00

Contact Person: Diane Lamb, City Clerk, (352) 793-4431

4. City of Chiefland – Neighborhood Revitalization Application, \$550,000.00

Contact Person: Bill Hammond Jr., City Manager, (352) 493-6711

5. City of Crestview – Commercial Revitalization Application, \$750,000.00

Contact Person: Don Morrison, Admin Assistant, (850) 682-1618

6. Town of Oakland – Neighborhood Revitalization Application, \$500,000.00

Contact Person: Jay Evans, Town Manager, (407) 656-1117

7. Town of Welaka – Housing Application, \$500,000.00

Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1998

During the round of applications for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Bowling Green – Neighborhood Application, \$550,000.00

Contact: David Elbertson, City Manager, (941) 375-3362

2. City of Graceville – Neighborhood Application, \$600,000.00

Contact: Eugene Adams, City Manager, (904) 263-3250

3. Town of Grand Ridge – Neighborhood Application, \$500,000.00

Contact: Clyde Moneyham, Jr., City Manager, (904) 592-4621

4. Town of Interlachen – Neighborhood Application, \$500,000.00

Contact: Pamela S. Wilburn, Clerk, (904) 684-3811

5. City of Palatka – Neighborhood Application, \$750,000.00

Contact: Allen Bush, City Manager, (904) 329-0100

6. City of Sebring – Commercial Application, \$600,000.00

Contact: Pete Pollard, CRA Director, (813) 471-5138

7. City of Williston – Economic Development Application, \$550,000.00

Contact: James F. Coleman, City Manager, (352) 528-3060

8. City of Zephyrhills – Commercial Application, \$600,000.00

Contact: Todd Vande Berg, Director of Development, (813) 788-2313

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. prepared the applications for the following three communities. All three applications were funded.

1. City of Archer – Housing Buy Out Application, \$200,000.00

Contact Person: Bruce Pagel, City Manager, (904) 495-2880

2. City of Crystal River – Housing Buy Out Application, \$350,000.00

Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216

3. City of Tarpon Springs – Housing Buyout Application, \$350,000.00
Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711

FFY 1997

During the round of applications for Federal Fiscal Year 1997, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Osceola County – Housing Application, \$750,000.00
Contact: Anna Pinellas, Housing/Grants Admin., (407) 847-1297
2. Town of Welaka – Housing Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800
3. City of Chiefland – Neighborhood Application, \$550,000.00
Contact: Bill Hammond Jr., City Manager, (352) 493-6711
4. City of Crescent City – Commercial Application, \$550,000.00
Contact: Carl Tankersley, Admin. Supervisor, (904) 698-2525
5. Town of Lake Placid – Neighborhood Application, \$550,000.00
Contact: Arlene Tuck, City Clerk, (941) 699-3747
6. City of Tarpon Springs – Commercial Application, \$750,000.00
Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711
7. City of Tarpon Springs - Economic Development Application, \$337,000.00
Contact: Kathy Monahan, Grants Coordinator
8. City of Crystal River – Commercial Application, \$600,000.00
Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
9. City of Kissimmee – Commercial Application, \$750,000.00
Contact: Gail Hamilton, Main Street Director, (407) 931-1370
10. City of Palatka – Economic Development Application, \$750,000.00
Contact: Allen Bush, City Manager, (904) 329-0100

FFY 1996

During the round of applications for Federal Fiscal Year 1996, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Palatka – Neighborhood Application, \$700,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
2. Town of Grand Ridge – Neighborhood Application, \$500,000.00

- Contact: Clyde Moneyham, Jr., City Manager, (850) 592-4621
3. Town of Interlachen – Neighborhood Application, \$500,000.00
Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
 4. Town of Otter Creek – Neighborhood Application, \$500,000.00
Contact: Jeannie Welch, Clerk, (352) 486-1102
 5. Town of Eatonville – Neighborhood Application, \$600,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
 6. City of Fellsmere – Neighborhood Application, \$500,000.00
Contact: Deborah C. Krages, City Clerk, (407) 571-1616
 7. Martin County – Neighborhood Application, \$750,000.00
Contact: Hank Woollard, (561) 288-5459
 8. City of Crestview – Commercial Application, \$700,000.00
Contact: Don Morrison, Admin. Assistant, (850) 682-1618
 9. Martin County – Emergency Set-Aside Application, \$750,000.00
Contact: Hank Woollard, (561) 288-5459

FFY 1995

During the round of applications for Federal Fiscal Year 1995, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Sebring - Commercial Application, \$600,000.00
Contact Person: Pete Pollard, CRA Director, (941) 471-5140
2. City of Bushnell - Commercial Application, \$500,000.00
Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Keystone Heights - Neighborhood Application, \$500,000.00
Contact Person: Karen N. McGill, City Clerk, (352) 473-4807
4. City of Starke - Neighborhood Application, \$600,000.00
Contact Person: Linda Johns, City Clerk, (904) 964-5027
5. Highlands County – Neighborhood Application, \$750,000.00
Contact Person: Jim Polatty, Development Director, (941) 385-2481
6. City of Lynn Haven – Neighborhood Application, \$600,000.00
Contact Person: Ricky Horst, City Manager, (850) 265-2121
7. Clay County – Neighborhood Application, \$750,000.00
Contact Person: Robert Wilson, County Administrator, (904) 284-6376
8. Town of Cedar Grove – Neighborhood Application, \$500,000.00
Contact Person: Nadine Kolmetz, City Clerk, (904) 763-2911
9. City of Williston – Neighborhood Application, \$500,000.00

Contact Person: James F. Coleman, City Manager, (352) 528-3060

10. City of St. Augustine – Neighborhood Application, \$700,000.00

Contact Person: Wm B. Harriss, Asst. City Manager, (904) 825-1005

11. City of Clermont – Housing Application, \$600,000.00

Contact Person: Wayne Saunders, City Manager, (352) 394-4081

12. City of Archer – Housing Application, \$500,000.00

Contact Person: Bruce Pagel, City Manager, (904) 495-2880

FFY 1994

During the round of applications for Federal Fiscal Year 1994, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Avon Park – Housing Application, \$575,000.00

Contact: C. B. Shirey, City Manager, (941) 452-4400

2. City of Center Hill – Neighborhood Application, \$375,000.00

Contact: Diane Lamb, City Clerk, (352) 793-4431

3. City of Chiefland – Neighborhood Application, \$500,000.00

Contact: Bill Hammond Jr., City Manager, (352) 493-4433

4. City of Crescent City – Housing Application, \$500,000.00

Contact: Carl Tankersley, Administrative Supervisor, (904) 698-2525

5. Town of Cross City – Housing Application, \$500,000.00

Contact: Gary Poore, Town Manager, (352) 498-3306

6. City of High Springs – Neighborhood Application, \$500,000.00

Contact: Leonard Withey, City Manager, (904) 454-1416

7. City of Kissimmee – Housing Application, \$650,000.00

Contact: Gail Hamilton, Main Street Director, (407) 847-2821

8. City of Okeechobee – Commercial Application, \$575,000.00

Contact: John Drago, City Administrator, (941) 763-3372

9. City of Sebring – Economic Development Application, \$575,000.00

Contact: Pete Pollard, CRA Director, (941) 471-5138

FFY 1993

During the round of applications for Federal Fiscal Year 1993, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Crestview – Housing Application, \$575,000.00

Contact: Don Morrison, Administrative Assistant, (850) 682-6131

2. City of Monticello – Neighborhood Application, \$500,000.00

Contact: Betty Bullock, City Clerk, (904) 997-3312

3. Osceola County -- Housing Application, \$650,000.00
Contact: Anna Pinellas, Grants Housing, (407) 847-1297
4. City of Palatka -- Commercial Application, \$575,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
5. Town of Yankeetown -- Neighborhood Application, \$375,000.00
Contact: Debra Stines, Town Clerk, (352) 447-2511

FFY 1992

During the round of applications for Federal Fiscal Year 1992, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer -- Housing Application, \$375,000.00
Contact: Bruce Pagel, City Manager, (352) 495-2880
2. Town of Eatonville -- Housing Application, \$500,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 647-0061
3. Town of Grand Ridge -- Neighborhood Application, \$375,000.00
Contact: J. R. Moneyham, Town Manager, (850) 592-4621
4. Town of Hastings - Housing Application, \$375,000.00
Contact: Shelby Jack, Town Manager, (904) 692-1420
5. Town of Hilliard -- Neighborhood Application, \$500,000.00
Contact: Jeanine Orender, Town Clerk, (904) 846-3555
6. City of Homestead -- Neighborhood Application, \$650,000.00
Contact: Tammy Reed, (305) 247-1801
7. Madison County -- Neighborhood Application, \$575,000.00
Contact: Cohen Bond, County Coordinator, (904) 973-3179
8. City of Palatka -- Economic Development Application, \$108,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
9. City of Sebring -- Commercial Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
10. Town of Welaka -- Neighborhood Application, \$375,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1991

During the round of applications for Federal Fiscal Year 1991, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Arcadia -- Housing Application, \$575,000.00
Contact: Margaret Way, City Clerk, (941) 494-4114

2. City of Bushnell – Housing Application, \$375,000.00
Contact: Vincente Ruano, City Manager, (352) 793-2591
3. City of Cedar Key – Neighborhood Application, \$375,000.00
Contact: Frances Hodges, City Clerk, (352) 543-5132
4. City of Chiefland – Housing Application, \$500,000.00
Contact: Bill Hammond Jr, City Manager, (352) 493-4433
5. City of Clermont – Housing Application, \$575,000.00
Contact: Wayne Saunders, City Manager, (352) 394-4081
6. Flagler County – Economic Development Application, \$516,000.00
Contact: Ken Koch, (904) 437-2170
7. Gilchrist County – Housing Application, \$575,000.00
Contact: Sheree Pitzarell, Deputy Clerk, (352) 463-2345
8. Hendry County – Neighborhood Application, \$650,000.00
Contact: Christine Pratt, Clerk of Court, (813) 675-5217
9. City of High Springs – Commercial Application, \$500,000.00
Contact: Leonard Withey, City Clerk, (904) 454-1415
10. City of Okeechobee – Neighborhood Application, \$575,000.00
Contact: John Drago, City Administrator, (941) 769-3372
11. Town of Otter Creek – Neighborhood Application, \$375,000.00
Contact: Jeannie Welch, Clerk, (904) 486-4460
12. City of Starke – Commercial Application, \$575,000.00
Contact: Linda Johns, City Clerk, (904) 964-5027
13. Sumter County – Housing Application, \$650,000.00
Contact: Bernard Dew, County Administrator, (352) 793-0200
14. City of Trenton – Housing Application, \$375,000.00
Contact: Kathryn Deen, City Clerk, (352) 463-2222
15. City of Williston – Housing Application, \$500,000.00
Contact: James F. Coleman, City Manager, (352) 528-3060

FFY 1990

During the round of applications for Federal Fiscal Year 1990, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Alachua – Housing Application, \$575,000.00
Contact: Mark Duchon, City Manager, (352) 461-1231
2. City of Avon Park – Housing Application, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-4400

3. Town of Cross City – Neighborhood Application, \$500,000.00
Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Revitalization Application, \$500,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Neighborhood Application, \$575,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Webster – Housing Application, \$425,000.00
Contact: Grace Croft, City Clerk, (904) 793-2073
7. Town of Welaka – Neighborhood Revitalization, \$350,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800
8. City of Palatka – Commercial Revitalization, \$493,478.00
Contact: Allen Bush, City Manager, (904) 329-0100

FFY 1989

During the round of applications for Federal Fiscal Year 1989, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Housing Application, \$425,000.00
Contact: Bruce Pagel, City Manager, (352) 495-2880
2. City of Bunnell – Neighborhood Revitalization, \$500,000.00
Contact: Thomas Hutson, City Manager, (904) 437-2417
3. Town of Caryville – Housing Application, \$425,000.00
Contact: Ethel Lawrence, Town Clerk, (850) 548-5701
4. City of Crestview – Neighborhood Revitalization, \$575,000.00
Contact: Don Morrison, Administrative Assistant, (850) 682-6131
5. Town of Interlachen – Housing Application, \$425,000.00
Contact: Pamela Wilburn, Town Clerk, (904) 684-3811
6. Marion County – Housing Application, \$650,000.00
Contact: Brian Graff, Grants Official, (352) 622-0224
7. Town of Micanopy – Housing Application, \$425,000.00
Contact: Mary Sanders, Town Clerk, (352) 466-3121
8. City of Sebring – Housing Application, \$575,000.00
Contact: Pete Pollard, CRA Director, (941) 385-0549
9. Town of Zolfo Springs - Housing Application, \$500,000.00
Contact: Delena Rivers, Town Clerk, (813) 735-0405

FFY 1988

During the round of applications for Federal Fiscal Year 1988, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Alachua – Neighborhood Revitalization Application, \$500,000.00
Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Avon Park – Housing Application, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-2221
3. Town of Cross City – Housing Application, \$500,000.00
Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Application, \$500,000.00
Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Commercial Application, \$575,000.00
Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Trenton – Neighborhood Application, \$425,000.00
Contact: Kathryn Deen, City Manager, (352) 463-2222
7. Town of Wausau – Neighborhood Application, \$350,000.00
Contact: Margaret Riley, Town Clerk, (904) 638-1781
8. City of Webster - Housing Application, \$425,000.00
Contact: Grace Croft, City Clerk, (904) 793-2073
9. Town of Welaka – Neighborhood Application, \$350,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1987

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following commercial revitalization projects listed below:

1. City of Palatka – Commercial Revitalization, \$575,000.00
Contact: Allen Bush, City Manager, (386) 329-0100
2. City of Webster – Commercial Revitalization, \$425,000.00
Contact: Grace Croft, City Clerk, (352) 793-2073

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following project listed below:

1. Town of Mayo – Economic Development, \$353,880.00
Contact: Mayor Taylor McGrew, (352) 294-2431

During the round of applications for Federal Fiscal Year 1987, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Arcadia – Housing Application, \$575,000.00
Contact: Edward Strube, City Administrator, (941) 494-2880

2. City of Bunnell – Housing Application, \$500,000.00
Contact: Thomas Hutson, City Manager, (386)437-2417
3. Town of Caryville – Housing Application, \$362,136.00
Contact: Ethel Lawrence, Town Clerk, (850) 538-5571
4. City of Sebring – Housing Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
5. City of Sebring – Commercial Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5104

FFY 1986

During the round of applications for Federal Fiscal Year 1986, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Alachua – Housing Application, \$575,000.00
Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Arcadia – Housing Application, \$575,000.00
Contact: Edward Strube, City Administrator, (941) 494-4114
3. Town of Baldwin – Housing Application, \$500,000.00
Contact: Lula Hill, Town Clerk, (904) 266-4221
4. City of Bunnell – Housing Application, \$500,000.00
Contact: Thomas Hutson, City Manager, (386) 437-2417
5. Clay County – Neighborhood Application, \$485,000.00
Contact: Tom Price, SHIP Coordinator, (904) 384-8772
6. Town of Hastings – Housing Application, \$500,000.00
Contact: Shelby Jack, Town Clerk, (904) 692-1420
7. Town of Interlachen – Neighborhood Revitalization, \$500,000.00
Contact: Pamela Wilburn, Town Clerk, (386) 684-3811
8. St. Johns County – Housing Application., \$650,000.00
Contact: Bud Markel, County Clerk, (904) 824-8131
9. City of Sebring – Housing Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 471-5404
10. City of Sebring – Commercial Application, \$575,000.00
Contact: Pete Pollard, Grants Coordinator, (941) 385-0549
11. City of Webster – Housing Application, \$500,000.00
Contact: Grace Croft, City Clerk, (352) 793-2073
12. Town of Welaka – Housing Application, \$500,000.00
Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1985

During the round of applications for Federal Fiscal Year 1985, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. Town of Baldwin – Housing Application, \$496,450.00
Contact: Lula Hill, Town Clerk, (904) 266-4221
2. City of Crescent City – Housing Application, \$500,000.00
Contact: Carl Tankersley Administrative Assistant, (386) 698-2525
3. Marion County – Neighborhood and Commercial Applications, \$650,000.00
Contact: Brian Graff, Grants Official, (904) 622-0224
4. Marion County – Housing Application, \$644,920.00
Contact: Brian Graff, Grants Official, (904) 622-0224
5. St. Johns County – Housing Application, \$645,800.00
Contact: Bud Markel, County Clerk, (904) 824-8131

FFY 1984

During the round of applications for Federal Fiscal Year 1984, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Avon Park – Housing Application, \$575,000.00
(Administration Only) Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Avon Park – Neighborhood and Commercial Applications, \$575,000.00
Contact: C. B. Shirey, City Manager, (941) 452-4400
3. City of Crescent City – Housing Application, \$500,000.00
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
4. City of Crescent City – Jobs Bill Program, \$750,000.00
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
5. City of Crescent City – Neighborhood Application, \$260,000.00
Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
6. City of St. Augustine – Housing Application, \$750,000.00
Contact Person: Jason Sheffield, Grants Coordinator, (904) 825-1005

Staff Resumes

Fred D. Fox, President

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084

Phone (904) 810-5183, Fax (904) 810-5302

Email: Fred.Fox@FredFoxEnterprises.com

Mr. Fox is President and Owner of Fred Fox Enterprises, Inc. He is a State-certified building contractor and licensed real estate broker with almost 30 years experience in both fields. He has over 30 years experience in writing and managing CDBG Small Cities Grants, State and Federal Grants, including comprehensive and single purpose programs under HUD, and over 200 grants since the management of the CDBG Program has been assumed by the Florida Department of Community Affairs. For the convenience of our clients, Mr. Fox is also a Florida Notary.

Experience:

- ❖ The funding and administration of over one hundred (100) DEP-FRDAP Recreational improvement projects.
- ❖ The renovation of over 1100 housing units through the CDBG and 312 Programs.
- ❖ Placement of three of the State's largest Historical Districts on the National Register of Historical Places.
- ❖ Establishment of the State's largest Enterprise Zone under the Florida Enterprise Zone Program.
- ❖ Providing financing for the renovation of over 70 commercial structures in downtowns throughout the State totaling over \$2,000,000.
- ❖ Establishment of seven (7) Downtown Community Redevelopment Agencies (CRA's).
- ❖ The funding of five (5) Florida Community Trust-Florida Forever projects totaling almost \$10,000,000.
- ❖ The funding of five (5) transportation projects through the governors Office of Tourism, Trade and Economic Development (OTTED).
- ❖ Administrated and coordinated several DEP waste water State Revolving Fund (SRF) and Small Disadvantaged Communities (SDC) programs.
- ❖ Overseeing the management of 33 Small Cities (CDBG) Commercial Revitalization Projects since the State of Florida assumed the administration of the program in 1983.

- ❖ Overseeing the management of 40 Small City CDBG Economic Development Projects since the State of Florida assumed the administration of the project program in 1983.
- ❖ Overseeing the management of 102 Small Cities CDBG Neighborhood Revitalization Projects which have included the following activities:
 - The construction of over 200 blocks of paving, 12 miles of water and sewer line extension or refurbishment as well as numerous other infrastructure improvements;
 - The construction of 12 recreational complexes;
 - The construction of two (2) neighborhood centers;
 - The rehabilitation of 25 historical structures utilizing the Department of State-Division of Historical Resources grant program

Education:

- Bachelors Degree in Business Administration
Jones College, Jacksonville, Florida

Other

- Past President of the Florida Community Development Association.
- A member of the Board of Directors of the Florida Community Development Association from 1978-1992.
- A former member of the HUD AD HOC Committee for selecting grantees and the Department of Community Affairs CDBG Advisory Council.

David A. Fox, Senior Project Manager

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084

Phone (904) 810-5183, Fax (904) 810-5302

Email: *David.Fox@FredFoxEnterprises.com*

Mr. David Fox has 22 years of CDBG Small Cities experience. Mr. Fox works as a Senior Project Manager in the CDBG Neighborhood Revitalization, Commercial Revitalization and Disaster Recovery Initiative Programs and Housing Specialist in the CDBG Housing Rehabilitation Programs. His extensive experience with home construction combined with his training makes Mr. Fox a very valuable member of the Fox team. For the convenience of our clients, Mr. Fox is also a Florida Notary.

Experience:

- ❖ The funding and administration of over 50 (50) DEP-FRDAP Recreational improvement projects.
- ❖ The renovation of over 1100 housing units through the CDBG and 312 Programs.
- ❖ Overseeing the management of 25 Small Cities CDBG Housing Rehabilitation Projects.
- ❖ Preparation of plans and specifications for numerous housing rehabilitation and replacement projects.
- ❖ Performs inspections on housing units before, during and after construction for housing projects.
- ❖ Overseeing the management of 23 Small Cities CDBG Neighborhood Revitalization Projects.
- ❖ Assists in the management of CDBG Commercial Revitalization, Economic Development and Disaster Recovery Projects.
- ❖ Extensive experience with Florida and ANSI building codes.

Education:

- Bachelors Degree in Business Administration
University of Phoenix, Jacksonville, Florida

Melissa Fox, Grants Compliance Specialist

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084

Phone (904) 810-5183, Fax (904) 810-5302

Email: *Melissa.Fox@FredFoxEnterprises.com*

Mrs. Fox has 20 years of CDBG Small Cities experience. Mrs. Fox coordinates with consultants, area managers, and local government officials in the preparation of Grant applications and the administration of numerous Grant programs. For the convenience of our clients, Ms. Fox is also a Florida Notary.

Experience:

- ❖ Grant bookkeeping procedures and CDBG project accounting to include preparation and tracking of project budget
- ❖ Coordination and implementation of Florida Recreation Development Assistance Program (FRDAP) projects
- ❖ Coordination and implementation of CDBG Home Again and SHIP Housing Rehabilitation Projects
- ❖ Assists in the management of CDBG Commercial Revitalization, Economic Development, Neighborhood Revitalization and Housing Projects.
- ❖ Assists in the communication with homeowners and project-related individuals, processing project-related information and documentation, compiling bid documents and maintaining program files.

Education:

- St. Johns River Community College
Palatka, Florida

Marie Fox, Environmental Review Specialist

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084

Phone (904) 810-5183, Fax (904) 810-5302

Email: *Marie.Fox@FredFoxEnterprises.com*

Ms. Fox has 25 years of CDBG Small Cities experience. Ms. Fox coordinates with consultants, area managers, and local government officials in the preparation of Grant applications and the administration of numerous Grant programs. Ms. Fox also prepares all Environmental Reviews. For the convenience of our clients, Ms. Fox is also a Florida Notary.

Experience:

- ❖ Environmental Review compliance procedures for CDBG projects
- ❖ Assists in the management of CDBG Commercial Revitalization, Economic Development, Neighborhood Revitalization and Housing Projects
- ❖ Assists in the communication with project-related individuals, processing project-related information and documentation and maintaining program files.

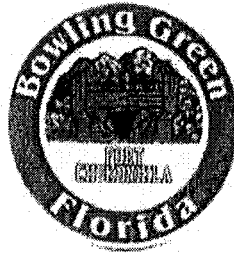
Education:

- Associate of Arts Degree
St. Johns River Community College, Palatka, Florida

LETTERS OF REFERENCE

CITY OFFICIALS

Jerry Conerly, City Manager
Pamela S. Northup, City Clerk
John Scheel, Police Chief
Gerald Buhr, City Attorney



P.O. Box 608, 104 E. Main Street
Bowling Green, FL 33834-0608
(863) 375-2255, Fax (863) 375-3362

COMMISSIONERS

Perry Knight, Mayor
Richard Barone, Vice Mayor
Stuart Durastanti
Woody Caligan
Shirley Tucker

June 4, 2012

Re: Letter of Reference

To Whom It May Concern:

Fred Fox Enterprises, Inc. has provided grant procurement and administration services for the City of Bowling Green since 1998. Thanks to their knowledge and experience, Bowling Green has received several million dollars worth of grant funded improvements to our utilities.

The firm's staff members are very knowledgeable and professional. In addition, their working relationship with city staff and project engineers is very positive.

Our relationship with Fred Fox Enterprises Inc. has been a definite asset to the City of Bowling Green and I highly recommend the firm to any organization in need of grant services.

Sincerely,

Jerry Conerly
City Manager

TOWN OF BRANFORD

Office of the Mayor

P.O. BOX 577 • BRANFORD, FLORIDA 32008 • ³⁸⁶(904) 935-1146

Clerk's Office

June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.


Dear Sir/Madam:

The Town of Branford is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team have assisted the Town with our Neighborhood Revitalization grant which deals with upgrades to the Town's Sewer Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.


I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

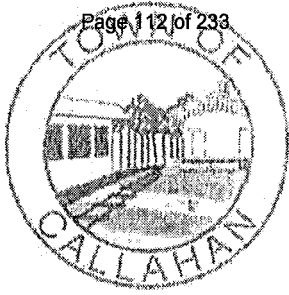


Donna Hardin
Town Clerk



Don Owens
Mayor





TOWN OF CALLAHAN

Post Office Box 5016 • Callahan, Florida 32011

Chartered 1911

October 11, 2011

To Whom It May Concern:

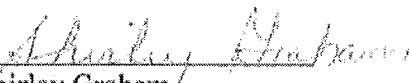
RE: Letter of Reference for Fred Fox Enterprises, Inc.

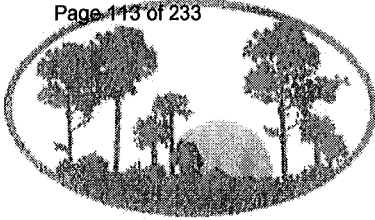
Dear Sir/Madam:

The Town of Callahan is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team has assisted the Town with our recently funded Neighborhood Revitalization Grant, which deals with the installation of a new water tank at the Town's water plant, and the refurbishment of the existing water tank. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

Sincerely,


Shirley Graham
Mayor



City of Chiefland

~ The Gem of the Suwannee Valley ~

Teal Pomeroy
Mayor

Teresa Barron
Vice Mayor

Frank Buie
Commissioner

Sammy Cason
Commissioner

Rollin Hudson
Commissioner

October 10, 2011

To Whom It May Concern:

Re: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Chiefland is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team has assisted the City on several CDBG projects over the years and we have found them to be competent and pleasant to work with.

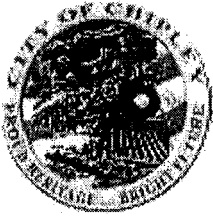
They are currently assisting us with our 2009 Neighborhood Revitalization Grant, which deals with the installation of residential sewer hook up and roadway paving in two residential areas of Chiefland. Mr. Fox's team has been very helpful in the surveying of the residents, and procurement of the contractors for the project. Mr. Fox's firm is very informative and up-to-date on all of the regulations regarding environmental compliance, MBE vendors, Section III rules, and Fair Housing issues.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant consultant.

Sincerely,

A handwritten signature in cursive script that reads "Laurie Copeland". The signature is written in dark ink and is positioned above the printed name and title.

Laurie Copeland CAP CPM
Financial Project Coordinator



City of Chipley



CITY HALL

1442 Jackson Avenue

P.O. Box 1007

Chipley, Florida 32428

(850) 638-6350 Fax: (850) 638-6353

July 1, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The City of Chipley has worked with Fred Fox Enterprises since 2003. Fred Fox Enterprises, Inc. has helped the City of Chipley secure three (3) Small Cities CDBG Neighborhood Revitalization Grants totaling two million one hundred thousand dollars (\$2,100,000.00) in funding. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all three (3) Small Cities CDBG projects they have obtained for the City.

Fred Fox Enterprises, Inc. has also worked with the City to obtain six (6) Florida Recreation Development Assistance Program (FRDAP) grants totaling over one million dollars (\$1,000,000.00) for the phased expansion and development of PALS Park, the primary public outdoor recreational facility within the City.

In Addition, Fred Fox Enterprises, Inc. recently worked with the City to obtain two hundred fifty thousand dollars (\$250,000.00) in funding from the Florida Department of Agriculture, State Energy Office to install more efficient light bulbs in the period lighting in downtown Chipley. The light bulb replacement project was recently completed.

The personnel at Fred Fox Enterprises, Inc. have worked closely with City's staff to carry out all of the projects referenced above. The City has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all the grant program referenced above. The staff at Fred Fox Enterprises has maintained a close working relationship with the staff at the state level administering the projects. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the City in developing Small Cities CDBG and other grant program applications that are both competitive and include activities which meet the City's needs. The grants obtained by the City with the assistance of Fred Fox Enterprises have resulted in a significant number of public infrastructure improvements.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dan Miner".

Dan Miner, City Administrator
City of Chipley, FL

Natural Gas Community





**CLAY COUNTY
FLORIDA**

Purchasing Division
P.O. Box 1386
477 Houston Street
4th Floor, Admin Building
Green Cove Springs, FL
32043-0367

Area Code: 904
Phone: 278-3761
529-3761
Fax: 278-3728

County Manager
Stephanie C. Kopelousos

Commissioners:
Wendell D. Davis
District 1
Douglas P. Conkey
District 2
Diane Hutchings
District 3
T. Cherease Stewart
District 4
Ronnie E. Robinson
District 5

Switchboard:
GCS (904) 284-6300
KH (352) 473-3711
KL (904) 533-2111
OP/MBG (904) 269-8300

www.claycountygov.com

Monday, July 1, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

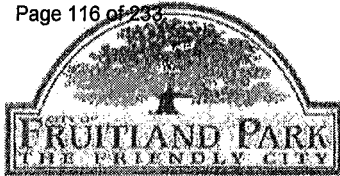
Clay County is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the County with numerous Community Development Projects including but not limited to our recent Neighborhood Revitalization grant which dealt with the new paving in the Highridge Estates area. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact my office at 904-278-3735.

Sincerely,

Karen Thomas, CPPB, FCCN
Director of Administrative and Contractual Services



506 W. Berckman Street
Fruitland Park, Florida 34731

Tel. (352) 360-6727
Fax. (352) 360-6686

October 11, 2011

To Whom It May Concern:

I highly recommend using Fred Fox Enterprises, Inc. for grant writing and grant administration services.

The City of Fruitland Park has had the pleasure of working with Fred Fox Enterprises, Inc. since 2009. During this time, I have always found the staff at Fred Fox Enterprises, Inc. to be professional, courteous, and extremely knowledgeable. They have shown their dedication to their craft by staying abreast of all changes to the rules and regulations.

During the summer of 2010, Fred Fox Enterprises, Inc. aided the City of Fruitland Park in being selected for a Neighborhood Revitalization Community Development Block Grant (\$700,000). This grant program is very competitive, especially in these economic times. Through the knowledge of the staff at Fred Fox Enterprises, Inc., the City of Fruitland Park staff was able to obtain enough points to be funded for the grant.

The staff at Fred Fox Enterprises, Inc has exceptional grant administration skills. I have found them to be very responsive to any questions which have come up and they have been invaluable in keeping this grant on track.

I look forward to a long working relationship with Fred Fox and his wonderful staff. I highly recommend them to other perspective clients.

Sincerely,

Diane L. Gibson Smith
City Clerk/HR Director

Bobby Crosby
Gilchrist County Administrator
209 SE First Street
Trenton, FL 32693
352-463-3198 – Phone
352-463-3411 - Fax

June 28, 2013

To Whom It May Concern
Re: Letter of reference for Fred Fox Enterprises, Inc.

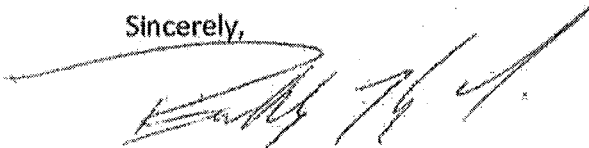
Dear Sir/Madam:

Gilchrist County is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team have assisted the County with our Neighborhood Revitalization grant which deals with flood and drainage improvements. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,



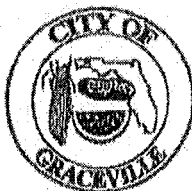
Bobby Crosby Jr.
Gilchrist County Administrator
BC/th

CITY OF GRACEVILLE

Post Office Box 637
Graceville, Florida 32440

J. Eugene Adams
City Manager

Michelle C. Watkins
City Clerk



Telephone
(850) 263-3250

FAX
(850) 263-7387

November 16, 2011

To Whom It May Concern,

The City of Graceville has had the opportunity to work with Fred Fox Enterprises Inc. for ongoing 14 years. During this time the City of Graceville has utilized Fred Fox Enterprises Inc. in both a grant writer and grant administration capacity. The City has been extremely please with the level of knowledge and support that this firm has afforded the City.

Mr. Fox and his staff have a through knowledge of the Small Disadvantaged Community Block Grant program. This knowledge has been invaluable to the City of Graceville.

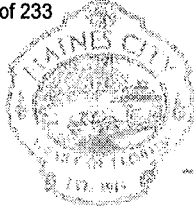
In addition to CDBG program involvement Fred Fox Enterprises Inc. has worked with the City with equal success and professionalism acquiring funding through the Florida Department of Environmental Protection FRDAP process.

If I can be of further assistance or can afford any further information please feel free to contact me at 850-263-3250.

Sincerely,

Eugene Adams
City Manager

EAmw



City of Haines City

562 EAST HINSON AVENUE • P.O. BOX 1507 • HAINES CITY, FLORIDA 33849-1507 • TEL. 863/421-3600 • FAX 863/421-3626

October 20, 2011

To Whom It May Concern:

Since 2003, the City of Haines City has worked with Fred Fox Enterprises, Inc., to obtain five Community Development Block Grants. The knowledge and expertise that Fred Fox and his staff have in processing applications and administering grants are invaluable.

We would recommend Fred Fox Enterprises, Inc., in obtaining and administering grants for your organization.

Sincerely,

Kenneth C. Sauer
City Manager

HARDEE COUNTY
BOARD OF COUNTY COMMISSIONERS
Office of Community Development and General Services
Janet Gilliard, Director
412 West Orange Street, Room 201
Wauchula, Florida 33873
Telephone: 863-773-6349 *** Fax: 863-773-5801***TDD:711

October 11, 2011

Fred D. Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, Florida 32085

Re: Reference

Dear Mr. Fox:

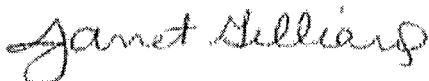
We are pleased to provide you with a letter of reference for your successful administration of our \$2.25 million CDBG Disaster Recover Initiative Grant Program. This program resulted from the 2004 hurricane season as we were directly impacted from Charley, Frances and Jeanne. Fred Fox and his team brought forth a level of technical expertise during a time that we were trying to recover our hurricane-ravaged community. This program provided the means to implement our first endeavor of connecting individual homes to our public water and sewer systems. Retaining the Fox team to administer this program allowed County staff the time to focus our efforts on rebuilding.

Currently, Fred Fox Enterprises provides administration for the CDBG-DRI funding contract in the amount of \$633,220 as a result of Tropical Storm Faye. This program is an extenuation of the aforementioned and also involves connecting additional individual homes to our public water and sewer systems. Approximately 190 total families will be provided safe drinking water as well as sewage disposal through public utilities.

The Fox team remains extremely valuable to our organization. Without hesitation, Hardee County would recommend Fred Fox Enterprises, Inc. to other organizations. We look forward to working with them again in the future.

Feel free to contact me at the address above should you wish to further discuss.

Sincerely,

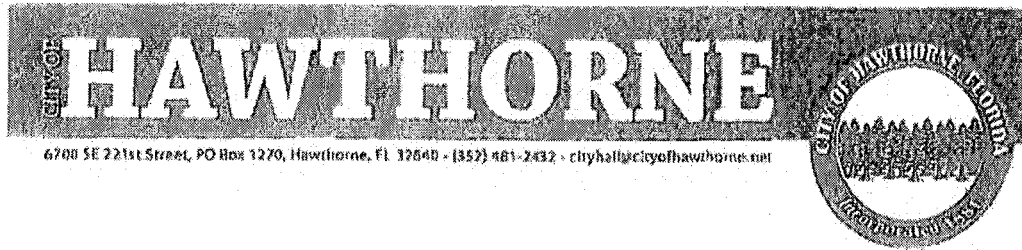


Janet Gilliard, Director
Community Development & General Services

JG/eb



"An Equal Opportunity Employer"



June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Hawthorne is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Wastewater Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

We look forward to working with Mr. Fox and his firm on future projects. I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Ellen Vause".

Ellen Vause
City Manager

TOWN OF HILLIARD

A Florida Municipality

June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Hilliard is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the Town with our Neighborhood Revitalization grant which dealt with upgrades to the Town's Wastewater Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

TOWN OF HILLIARD

Lisa Purvis

Lisa Purvis
Town Clerk



**INDIAN RIVER COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**
1801 27th Street, Vero Beach FL 32960
772-226-1237 / 772-978-1806 fax
www.ircgov.com

November 4, 2008

To Whom It May Concern:

Be advised that Fred Fox Enterprises, Inc. (FFE) has provided grant administration and consultant services for Indian River County's 2004 Disaster Recovery Initiative Community Development Block Grant (CDBG) since August 2005. Funds from that grant have been used for the construction of a fire station, a vacuum sewer system, and two community waterline/water hook-up projects.

From August 2005 to the present, FFE staff has been responsible for the various administrative aspects of the grant, including:

- maintaining CDBG records;
- preparing quarterly progress, quarterly projection of contract payment, and MBE reports;
- preparing request for funds;
- reviewing and recommending changes to Request For Qualifications;
- preparing desk top monitoring packages;
- reviewing contractor pay requests;
- preparing and collecting intake applications for water hook-ups;
- preparing grant agreement modifications;
- attending numerous grant related meetings; and
- providing technical assistance to the county.

FFE staff has always been professional and courteous. Consequently, county staff has had a good working relationship with FFE.

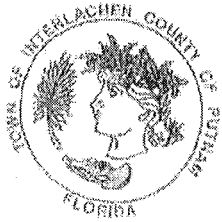
I believe that staff at FFE maintains the program standards required by federal and state regulations.

If you have any questions, please feel free to contact me at (772) 226 – 1243.

Sincerely,

A handwritten signature in cursive script that reads "Bill Schutt".

Bill Schutt, AICP
Senior Economic Development Planner



TOWN OF INTERLACHEN

"Between the Lakes"

311 ATLANTIC AVENUE

INTERLACHEN, FLORIDA 32148

Phone: 386-684-3811 • Fax: 386-684-3812

www.interlachen-fl.gov

*Mayor - John D. Lyle
Chairman - D. Wayne Corbi
Vice-Chairman - John K. Larse
Council - Judi Costara
Council - Frances C. Marti
Council - Janet C. Medli*

The Town Council Meets the Second Tuesday of Each Month at 7:00 p.m.

October 12, 2011

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, Florida 32085-1047

Re: Letter of Reference

Dear Mr. Fox:

The Town of Interlachen has enjoyed a most prosperous working relationship with Fred Fox Enterprises, Inc., for the past twenty-five (25) years. Fred Fox Enterprises has always worked in a most expeditious manner in helping the Town to obtain Neighborhood Revitalization and Housing Community Development Block Grants. We have received approximately ten (10) grants to improve our many dirt streets, establish a new water system, upgrade a water system and retrofit our Town Office to be used as our Emergency Operations Center. Fred Fox Enterprises, Inc., has always advised the Town of their possible points' score and his recommendation has always been right on the money.

Fred Fox Enterprises, Inc., has always been just a telephone call away from any inquiry that we have had even if they were not administering a grant for the Town at the time. They always have time to help with any problem and if by chance they can not help, they at least try to find someone that can help.

Mr. Fox and his staff stay up to date with the latest regulations and are professional in every aspect of their jobs. Rules and regulations change from grant period to grant period and Fred Fox Enterprises, Inc., seems to somehow stay abreast of all the changes no matter which type of grant it may be. Fred Fox Enterprises, Inc., secured and managed four (4) FRDAP, two (2) Historic Preservation Special Category grants and a FEMA Hazard Mitigation Grant for the Town.

If you have any questions, please contact our office at (386) 684-3811.

Sincerely,

Pamela S. Wilburn, Town Clerk
Town of Interlachen

June 5, 2012

Mr. Fred Fox
Fred Fox Enterprises, Inc.
26 Spanish Street
St. Augustine, FL 32805

Re: Letter of Reference

Dear Fred:

I want to thank you for the high quality work your firm has provided the City of Leesburg over the last several years. The millions of dollars in state grants you have assisted our City in receiving is a testimonial to your expertise and professionalism. The City of Leesburg hires dozen of firms annually to provide a variety of consulting services. Your firm is only one of a few that I feel has consistently met my expectations which you know is very high.

Thank you and keep up the good work!

Sincerely,



Kenneth L. Thomas, MPA
Director of Housing and Economic Development



LEESBURG

Post Office Box 490030 • Leesburg, Florida 34749-0030
352/728-9700 • Fax 352/728-9734 • TDD 352/728-4138

-AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER-



Town of Lake Placid

311 WEST INTERLAKE BLVD. • LAKE PLACID, FLORIDA 33852-9662
TELEPHONE (863) 699-3747 • FAX (863) 699-3749

From the Office of Director of Utilities

October 23, 2008

Re: Letter of Reference for Fred Fox Enterprises, Inc.

To Whom It May Concern:

This letter is in reference to my working relationship with the above mentioned company. Over the past six (6) plus years, while I have worked here at the Town of Lake Placid, I have had the great opportunity to work with this fine organization. Since I have been here, they administered two (2) Community Development Block Grants for our water and wastewater system. In both situations, the work was accomplished in a very professional manor. I could always depend on Mr. Fox and his associates to do a great job in coordinating all of the project details all the way through finished as-built drawings.

In conclusion, if there is an opportunity to have Fox Enterprises, Inc, work or manage any of my future projects, I would gladly hire them in a heartbeat. They are very dependable and thorough in accomplishing our goals.

Please feel free to contact me if I can provide you with further information.

Sincerely,

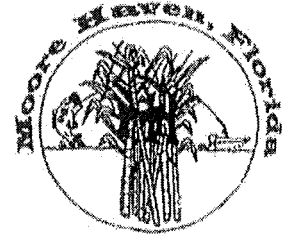
A handwritten signature in black ink, appearing to read "Gary V. Freeman", is written over a horizontal line.

Gary V. Freeman
Director of Utilities

(863) 946-0711
FAX: (863) 946-2988

P. O. BOX 399

City of Moore Haven
MOORE HAVEN, FL 33471



June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

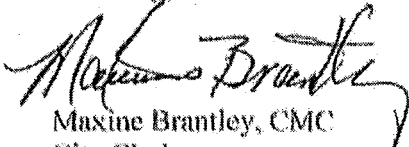
Dear Sir/Madam:

The City of Moore Haven is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Water Treatment Plant, the replacement of water lines within the City and the renovation of restrooms at the City's park to include handicap accessibility. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,


Maxine Brantley, CMC
City Clerk

3467 Skipper Ave.
P.O. Box 160
Noma, Florida 32452
Telephone:
1-850-263-3449
Fax:
1-850-263-3449

Town of Noma

COUNCILMEN:

Robert L. Skipper, Mayor
Donald R. McElwain
Tony Skipper
David Dozier
Kate Dixon

CLERK:

Mary Ann Hayes

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

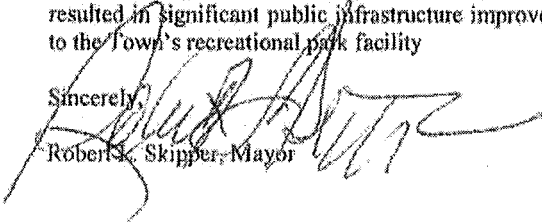
Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Noma has worked with Fred Fox Enterprises since 2003. Beginning in 2003, Fred Fox Enterprises, Inc. has worked with the Town of Noma securing one million eight hundred thousand dollars (\$1,800,000.00) in funding for three (3) Small Cities, Community Development Block Grant (CDBG) projects all in the Neighborhood Revitalization category. All three of these projects were funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all three (3) projects they obtained for the town.

Additionally; Fred Fox Enterprises has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facility. Fred Fox Enterprises has also worked with the Town to obtain a Florida Department of Agriculture Division of Energy grant which were used to renovate Town Hall and provide solar lighting in the Town's park.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the Town in developing Small Cities CDBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements, Town Hall renovations and upgrades to the Town's recreational park facility

Sincerely,


Robert L. Skipper, Mayor

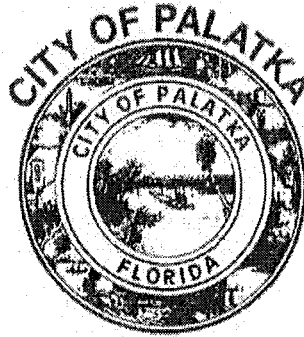
VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

October 12, 2011

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

RE: Letter of Reference – Grant Writing & Administration Services

To Whom It May Concern:

The City of Palatka has utilized the services of Fred Fox and/or Fred Fox Enterprises for approximately 28 years for both Grant Writing and Administration Services related to Community Development Block Grant and Florida Recreational Development Assistance Program projects. It has been our experience that the associates at Fred Fox Enterprises are professional, knowledgeable and reliable in carrying out their responsibilities. Mr. Fox and his staff have proven their vast knowledge and expertise related to grant funding sources, the availability of funds within these programs, application preparation and program administration.

It is our pleasure to recommend Fred Fox Enterprises and the knowledgeable and reliable service they provide.

If you should have any questions, please do not hesitate to contact me at 386-329-0100.

Sincerely

E. C. "Woody" Boynton, Jr.
City Manager

ECB/bjd



Purchasing & Contract Management Division

May 28, 2010

Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

RE: Letter of Reference – Grant Writing & Administration Services

To Whom It May Concern:

The City of Palm Coast, Florida has utilized the services of Fred Fox Enterprises for approximately 5 years for Grant Writing and Administrative Services related to State and Federal grant projects. It has been our experience that the associates at Fred Fox Enterprises are professional, knowledgeable and reliable in carrying out their responsibilities. I truly appreciate the rapport he maintains with the State.

Fred and his staff have a vast knowledge and expertise related to grant funding sources, the availability of funds for grant projects, application preparation and program administration. It is our pleasure to recommend Fred Fox Enterprises and the knowledgeable reliable service they provide.

If you should have any questions, please feel free to contact me at 386-986-3731 or via e-mail brothwell@ci.palm-coast.fl.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Rothwell". The signature is written in a cursive, flowing style.

Brian Rothwell
Purchasing Manager

404 West Jefferson Street



Quincy, Florida 32181

June 28, 2013

To Whom It May Concern:

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

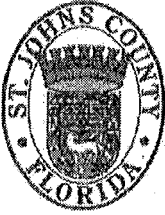
The City of Quincy is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Tanyard Creek Park. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,


Charles J. Hayes
(850) 618-0030 Ext. 6692



St. Johns County Board of County Commissioners

Housing & Community Development

July 1, 2013

To Whom It May Concern:

Over the years, St. Johns County has worked with Fred Fox Enterprises, Inc. on a number of successful Community Development Block Grant projects. They are currently working with us on two Disaster Recovery Initiative projects, the Neighborhood Stabilization Program (NSP-1), as well as a Small Cities CDBG Economic Development Project. We have always found their work to be of the highest quality and performed on a timely basis.

We would recommend Fred Fox Enterprises to any local government.

Sincerely,

A handwritten signature in black ink that reads "Benjamin Coney". The signature is written in a cursive style.

Benjamin Coney, Manager
Housing & Community Development
St. Johns County

*KELLY COSGRAVE, Chair
MARK GOSE, Vice Chair*

*Commissioners:
GENE BRENNER
MARK STEWART
LORRIE SMITH
JOHN HAVILAND
KATHY DOHERTY*



*Community Redevelopment Agency
368 South Commerce Avenue
Sebring, Florida 33870
863-471-5104
863-471-5165 Fax
Downtownsebring.org*

*ROBIN HINOTE
Executive Director
Email: robin.hinote@sebring.org*

*NELLIE ALBARRAN
Administrative Secretary
Email: nellie.albarran@sebring.org*

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

July 3, 2013

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The City of Sebring has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has helped the City of Sebring secure almost seven million six hundred thousand dollars (\$7,600,000.00) in funding for twelve (12) Small Cities, Community Development Block Grant (CDBG) projects. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all twelve (12) projects they obtained for the City. The most recent projects include:

- 2012 Economic Development Project in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00). This project involves a water main extension, sewer main extension, lift station upgrades and road improvements to facilitate the development of the Newsom Eye Surgery Center;
- 2009 ARRA Commercial Revitalization Project in the amount of seven hundred fifty thousand dollars (\$750,000.00). This project involved streetscape improvements along the following streets:
 1. Circle Park Drive for its entire circumference, a distance of 750 linear feet.
 2. South Ridgewood Drive between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 3. North Ridgewood Drive between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 4. North Commerce Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 5. South Commerce Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.

6. West Center Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
 7. East Center Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
- 2005 Commercial Revitalization project in the amount of seven hundred fifty thousand dollars (\$750,000). This project involved streetscape improvements and undergrounding of utilities along the following streets:
1. North Ridgewood Avenue (Sebring Parkway to Helena Street)
 2. Lemon St. (Railroad Tracks to Martin Luther King Blvd./Highlands Ave.)
 3. East Side of Martin Luther King Blvd./Highlands Ave. (Sheriff's Tower Rd. to Grove St.)
 4. West Side of Martin Luther King Blvd. (Tangerine St. to Grand Ave.)

Additionally, the 2005 Commercial Revitalization project involved only streetscape improvements along the following streets:

1. Sebring Parkway (N. Ridgewood Ave. to Maple Ave.)
 2. Glenwood Avenue/Pear St. (Hawthorne Drive to Lemon St.)
- 2005 Economic Development project in the amount of seven hundred fifty thousand dollars (\$750,000). This project involved the construction of the infrastructure improvements needed for the development of the Marriott Residence Inn located on the northwest corner of US 27 and Tubbs Road.
- 2004 Economic Development project in the amount of seven hundred fifty thousand dollars (\$750,000). This project involved the infrastructure improvements needed for the development of the Amerikan plastic plant nursery container facility in the Sebring Industrial Park off of south US 27. The improvements included a water line extension, sewer line extension, street improvements, natural gas line extension, and the extension of three phase electrical power to the project site.

The personnel at Fred Fox Enterprises, Inc. have worked closely with City's staff to carry out all of these projects. The City has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the City in developing Small Cities CDBG applications that are both competitive and include activities which meet the City's needs. The grants obtained by the City with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements as well the creation of a significant number of new jobs in the City.

Sincerely,


Robin Hinote, Executive Director
City of Sebring, Florida CRA

City of Trenton
114 N. Main Street
Trenton, FL 32693



Phone - 352-463-4000
Fax - 352-463-4007

October 23, 2008

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P. O. Box 1047
St. Augustine, FL 32085-1047

RE: Letter of Reference -- Grant Writing & Administration Services

To whom it may concern:

The City of Trenton has utilized the services of Fred Fox Enterprises for approximately 2 years for both Grant Writing and Administrative Services related to **Community Development Block Grant and Florida Recreation Development Assistance Program** projects. It has been our experience that the Associates at Fred Fox Enterprises are professional, knowledgeable and reliable in carrying out their responsibilities. Mr. Fred Fox and his staff have proven their vast knowledge and expertise related to grant funding sources, the availability of funds within these programs, application preparation and program administration. It is our pleasure to recommend Fred Fox Enterprises and the knowledgeable and reliable service they provide.

If you should have any questions, please do not hesitate to contact me at 352-463-4000.

Sincerely,

Jered Ottenwess
City Manager

City Of Vernon

Michelle Cook, Mayor


Joey Brock, Trey Hawkins, Gwen March, Shawn Sanders, Tina Sloan Council members
Sharon H. Cobb, City Clerk

June 28, 2013

To Whom It May Concern:

The City of Vernon has worked with Fred Fox Enterprises, Inc. since February, 2003. The entire staff of this organization has proven to demonstrate professionalism, expertise and timeliness in response to the needs of the City. Mr. Fox has assisted with acquisition of several CDBG grants, FRDAP grants and the submittal of a historical grant application. The most recent projects include the Department of Agriculture Energy Grant and the CDBG water line replacement project. We look forward to continuing to work with this firm on future projects and recommend Fred Fox Enterprises, Inc. to other agencies seeking grant writing and administration services. I might add that Mr. Fox came to us with outstanding references and we have not been disappointed with his service or that of his staff.

Sincerely,



Michelle Cook, Mayor

"The Heart of the Unspoiled Panhandle"

PO. Box 340 2308 Yellow Jacket Drive Vernon, Florida 32462 850-535-2444 FAX 850-535-4226

City of Vero Beach

1053 - 20th PLACE - P.O. BOX 1389
VERO BEACH, FLORIDA 32961-1389



OFFICE OF THE DIRECTOR
PUBLIC WORKS

October 12, 2011

To Whom It May Concern:

Fred Fox Enterprises, Inc. contracted with the City of Vero Beach, Florida in the past for administration of a Community Development Block Grant (CDBG) through the Florida Department of Community Affairs. They were instrumental in assisting us with obtaining said CDBG grant. It has been our experience that Fred Fox Enterprises, Inc. is knowledgeable about the process of both obtaining and administering such grants. We were very satisfied with their performance and assistance.

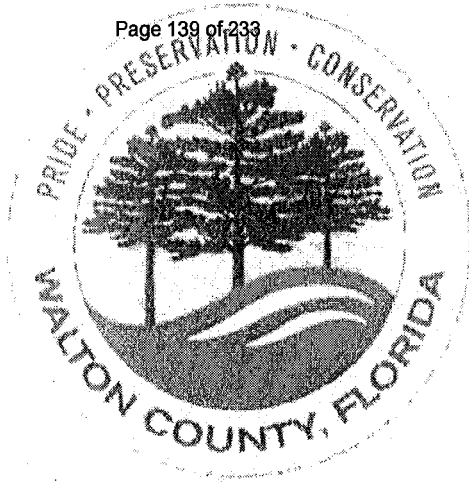
Sincerely,

A handwritten signature in black ink, appearing to read "Monte K. Falls".

Monte K. Falls, RE
Director of Public Works

MKF/ntn

C:\My Documents\2011 Docs\Oct 2011 NTN\FFE_Reference Letter_Oct 11 2011.docx



Walton County Grants Department
176 Montgomery Circle
DeFuniak Springs, FL 32435
(850) 892-8401
Fax: (850) 892-8435

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

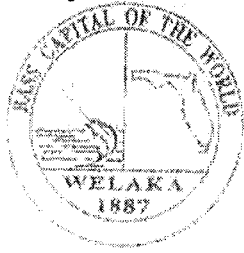
Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. Walton County has worked with Fred Fox Enterprises for the past few years. Beginning in 2010, Fred Fox Enterprises, Inc. has worked with Walton County to securing two seven hundred and fifty thousand dollar (\$750,000.00) Small Cities, Community Development Block Grant (CDBG) projects both of which were in the economic Development category. Both of these projects were funded through the State of Florida. The first project was funded through the Florida Department of Community Affairs, the second project was funded through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered both of the CDBG Economic Development projects they obtained for the County.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the County's staff project engineers to carry out both of these projects. The County has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of the Small Cities CDBG program Economic Development categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the County in developing Small Cities CDBG Economic Development applications that are both competitive and include activities which meet the County's needs. The two grants obtained by the County with the assistance of Fred Fox Enterprises have resulted in the construction of a significant number of infrastructure improvements as well as the creation of a number of new jobs.

Sincerely,

Angie Biddle, Grants Coordinator



Town of Welaka

P.O. Box 1098
WELAKA, FLORIDA 32193-1098

386-467-9800
386-467-2303

FAX
1-386-467-8863

UTILITIES DEPARTMENT
386-467-8677

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

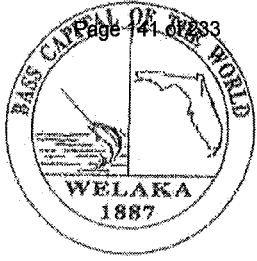
Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Welaka has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has worked with the Town of Welaka securing five million dollars (\$5,000,000.00) in funding for ten (10) Small Cities, Community Development Block Grant (CDBG) projects. The ten grants include six (6) Neighborhood Revitalization projects, three (3) Housing Revitalization projects and one (1) Economic Development project. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all ten (10) projects they obtained for the town.

Additionally, Fred Fox Enterprises has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facilities. Fred Fox Enterprises has also worked with the Town to obtain a Department of State Bureau of Historic Preservation grant and a Florida Department of Agriculture Division of Energy grant which were used to renovate Town Hall.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the Town in developing Small Cities CDBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements, Town Hall renovations and a significant upgrade to a large portion of the single family housing stock within the Town.

Sincerely,

Gordon Smith, Mayor



Town of Welaka

P.O. Box 1098
WELAKA, FLORIDA 32193-1098

386-467-9800
386-467-2303

FAX
1-386-467-8863

UTILITIES DEPARTMENT
386-467-8677

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Welaka has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has worked with the Town of Welaka securing five million dollars (\$5,000,000.00) in funding for ten (10) Small Cities, Community Development Block Grant (CDBG) projects. The ten grants include six (6) Neighborhood Revitalization projects, three (3) Housing Revitalization projects and one (1) Economic Development project. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all ten (10) projects they obtained for the town.

Additionally; Fred Fox Enterprises has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facilities. Fred Fox Enterprises has also worked with the Town to obtain a Department of State Bureau of Historic Preservation grant and a Florida Department of Agriculture Division of Energy grant which were used to renovate Town Hall.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guide the Town in developing Small Cities CDBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements, Town Hall renovations and a significant upgrade to a large portion of the single family housing stock within the Town.

Sincerely,


Gordon Sands, Mayor

(850)639-2605—(850)639-5816
Fax (850)639-2701



City of Wewahitchka
Post Office Box 966—Wewahitchka, Florida 32465

March 8, 2010


TO WHOM IT MAY CONCERN:

Fred Fox Enterprises, Inc. has worked successfully to achieve and manage grants for the City of Wewahitchka, Gulf County, Florida. We would recommend his services to any other municipality seeking grants.

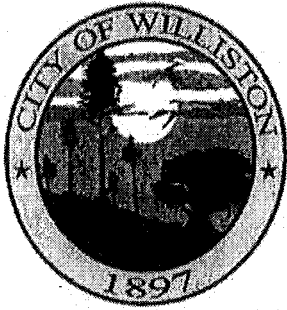
If you have any questions, please give me a call.

Cordially,

CITY OF WEWAHITCHKA


Donald J. Minghew, City Manager

DJM/cp



CITY OF
WILLISTON
FLORIDA

50 N.W. Main ST. • P.O. Drawer 160 • Williston, Florida 32696-0160
Phone (352) 528-3080 • Fax (352) 528-2877

November 7, 2011

Mr Fred Fox
Fred Fox Enterprises
26 Spanish Street
Po Box 1047
St Augustine, FL 32085-1047

Dear Mr Fox,

The City of Williston has used the services of Fred Fox Enterprises for many years to apply and procure grants that have significantly improved the quality of life here in our community. By helping us to obtain and manage Community Development Block Grants (CDBG), Florida Recreation Development Assistance Program grants (FRDAP), and United States Department of Agriculture grants (USDA), we have been able to construct new water and sewer facilities, a natural gas gate station, and additional recreational facilities.

The staff at Fred Fox Enterprises has always been professional, thorough and diligent when it comes to either applying for a grant or managing a grant that we have been awarded. Because of these traits their firm has helped the City to become a better place.

I would strongly recommend their firm to any community or potential client.

Thank you,

A handwritten signature in black ink, appearing to read "Adam Hall".

Adam Hall

City of Williston

Mayor - R. GERALD HETHCOAT / President - MARC NUSSEL
Vice President - MICHAEL P. SHOEMAKER
Council members / NORM FUGATE - BROOKS HOLLOWAY - JERRY ROBINSON
City Manager- PATRICK MILLER / City Clerk - LISA N. "NAN" MACK



CITY OF ZEPHYRHILLS

"City of Pure Water"

5335 Eighth Street • Zephyrhills, Florida 33542-4312
(813) 780-0000 • Fax (813) 780-0005

DANIEL W. BURGESS, JR.
Mayor

CITY COUNCIL

LANCE A. SMITH
Council President

CHARLES E. PROCTOR
Vice President

KENNETH M. BURGESS,
JR.

KENNETH V. COMPTON

JODI WILKESON

JAMES D. DRUMM
City Manager

LINDA D. BOAN
City Clerk

JOSEPH A. POBLICK
City Attorney

July 1, 2013

Mr. Fred D. Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

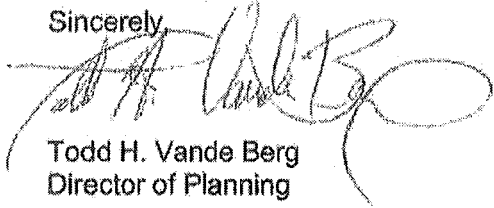
This letter is to provide a reference for Fred Fox Enterprises, Inc. The City of Zephyrhills has had the privilege of working with Mr. Fox and his qualified staff for the past 15 years. During these fifteen years Mr. Fox and his staff have contributed the following to our community:

- 1) Successfully obtained #1 ranking for Zephyrhills for a CDBG Commercial Revitalization Grant (\$600,000) in 1999-2000;
- 2) In late 2000, the City applied for and was successful in obtaining a second CDBG Commercial Revitalization Grant (\$600,000) and an Economic Development Grant (\$600,000) totaling \$1,200,000;
- 3) In fiscal years 2003 and 2004, Fred assisted the City in receiving two more Economic Development Grants, both in the amounts of \$700,000 totaling \$1,400,000;
- 4) In fiscal year 2005, Fred assisted the City in receiving a third CDBG Commercial Revitalization Grant for the amount of \$750,000;
- 5) In fiscal year 2005-2007, Fred assisted the City in writing three FRDAP grants.
- 6) During Fiscal Year 2011, Mr. Fox assisted the City in obtaining a Neighborhood Revitalization Grant for the amount of \$750,000.
- 7) Mr. Fox and his organization has always done an excellent job of preparing the grant application, administering the grant through the close-out report, and have attended the City's site visits and reviews; and
- 8) Mr. Fox and his staff have always been very professional and helpful in responding to all City inquiries.

Our staff feels that the City of Zephyrhills has been very fortunate to have established a relationship with Fred Fox Enterprises, Inc. and have found that they are very knowledgeable regarding various grants and state programs. Mr.

Fox has always done an excellent job in placing Zephyrhills in a very competitive setting to be successful in obtaining grants. These grants have made a tremendous difference physically and economically in our community. Should you have any questions, please feel free to contact me at (813) 780-0010.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd H. Vande Berg". The signature is stylized with a large, looping "B" at the end.

Todd H. Vande Berg
Director of Planning

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

BOARD of DIRECTORS

MICHAEL MCKINNEY
Perry
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ROBERT MUNRO
Orlando
Vice President

WILLIAM G. GRUBBS
Quincy
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PAUL BRAYTON
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BRUCE MORRISON
Destin

DARRELL POLK
Boca Grande

SCOTT KELLY
Jacksonville

EXECUTIVE DIRECTOR

GARY WILLIAMS
Tallahassee



EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

September 7, 2012

Mr. Fred Fox
Fred Fox Enterprises
26 Spanish St
St. Augustine FL 32084

Dear Mr. Fox:

On behalf of the Florida Rural Water Association (FRWA), I would like to express my sincere appreciation and gratitude for your personal involvement at the recent FRWA Technical Training Conference. Taking time out of your busy schedule to prepare and present your presentation ensured the Conference was enjoyable, educational, and beneficial for the attendees.

So, whether the attendees were attending sessions, browsing the Exhibit Hall, or kept in suspense at the Best Tasting Water Contest, they all benefited from a positive experience – thanks to you! The attendees all “took something home with them” from dedicated professionals such as yourself, that will improve the water and wastewater industry for years to come.

We look forward to your involvement in future FRWA Conferences and training activities.

Sincerely,

Justin Strickland
Training Coordinator

JS/bc

Attachments

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/01/2013

PRODUCER
 Edith Aldrich Insurance agency
 1721 Reid St
 Palatka, Fl 32177

INSURED
FRED DAVID FOX
 PO BOX 1047
 ST AUGUSTINE FL 32085-1047

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: State Farm Mutual Automobile Insurance Company 25178	25178
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

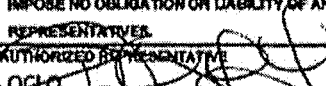
INSR ADD'L LTR INSRRT	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS								
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$								
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> ENOL	4168908-E27-59E 0853837-A04-590 781 0872-D08-59C 2049947-F05-58J 3117195-A28-59H 130 7245-B18-59F	05/27/2013 07/04/2013 04/08/2013 06/05/2013 07/28/2013 02/18/2013	11/27/2013 01/04/2014 10/08/2013 12/03/2013 01/28/2014 08/18/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

07 Jeep Wrangler-9853 05 Honda Odyssey-5487
 12 Toyota Tundra-6863
 11 Honda Odyssey-0189
 04 Toyota Tundra-4529
 ENOL

CERTIFICATE HOLDER
FRED DAVID FOX
 PO BOX 1047
 ST AUGUSTINE FL 32085-1047

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE


CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Merrill-Hancock & Turner Ins 1301 St Johns Avenue Palatka, FL 32177	Phone: 386-325-0100 Fax: 386-328-4068	CONTACT NAME: Callie Mitchell PHONE (A/C, No, Ext): 386-325-0100 FAX (A/C, No): 386-328-4068 E-MAIL ADDRESS: cmitchell@mhturnerins.com PRODUCER CUSTOMER ID #: FREDFOX														
INSURED Fred Fox Enterprise, Inc. & Fred & Susan Fox P.O. Box 1047 St. Augustine, FL 32085	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Southern-Owners Insurance Co.</td> <td>10190</td> </tr> <tr> <td>INSURER B: Agency Marketing Services Inc.</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Southern-Owners Insurance Co.	10190	INSURER B: Agency Marketing Services Inc.		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:																
INSURER D:																
INSURER E:																
INSURER F:																

COVERAGES **CERTIFICATE NUMBER: 1** **REVISION NUMBER: 0**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			78608828	12/15/2012	12/15/2013	EACH OCCURRENCE \$ 1,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300.00 MED EXP (Any one person) \$ 10.00 PERSONAL & ADV INJURY \$ 1,000.00 GENERAL AGGREGATE \$ 1,000.00 PRODUCTS - COMP/OP AGG \$ 1,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRD-JECT	<input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
B	UMBRELLA LIAB			82229714	11/30/2012	11/30/2013	EACH OCCURRENCE \$ 1,000.00
	<input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DEDUCTIBLE RETENTION \$ 2500						AGGREGATE \$ E&O \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N	N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 grant writer
 *notice of cancellation will be given in accordance to Florida Law. See policy for endorsements or exclusions that apply.

CERTIFICATE HOLDER <p style="text-align: center;">FREDFOX</p> Fred Fox Enterprises, Inc P.O. Box 1047 St. Augustine, FL 32085	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 04/09/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Merwin's Insurance Center P.O. Drawer 2079 Palatka, FL 32178-2079	CONTACT NAME: Webster C. Merwin PHONE (A/C, No, Ext): (386) 325-1234 FAX (A/C, No): (386) 328-0566 E-MAIL ADDRESS: _____														
INSURED Fred Fox Enterprises, Inc. P.O. Box 1047 St. Augustine, FL 32085-1047	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: RetailFirst Insurance Company</td> <td>10700</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: RetailFirst Insurance Company	10700	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADCL	SUBR	INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC								EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS								COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$								EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				0520-23700	09/24/2012	09/24/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHERS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Item 3. A.: Workers Compensation Insurance applies to the Workers Compensation Law of the states listed here: Florida

CERTIFICATE HOLDER fred fox enterprises inc PO Box 1047 St Augustine, FL 32085-1047	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Carol Sipe 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/21/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Herbie Wiles Insurance 400 N. Ponce de Leon Blvd. St Augustine FL 32085-3067		CONTACT NAME: Operations Center PHONE (A/C No, Ext): (904) 829-2201 FAX (A/C No): (904) 829-2020 E-MAIL ADDRESS:													
INSURED Fred Fox Enterprises, Inc. PO Box 1047 St Augustine FL 32085-1047		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: First Community Insurance Co</td> <td>13990</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: First Community Insurance Co	13990	INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: First Community Insurance Co	13990														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															

COVERAGES **CERTIFICATE NUMBER:** 13-14 Liability **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		090004992149800	1/31/2013	1/31/2014	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 2,000,000
						GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COM/OP AGG: \$ 2,000,000
						\$
	GENL AGGREGATE LIMIT APPLIES PER:					
						<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC
A	AUTOMOBILE LIABILITY		090004992149800	1/31/2013	1/31/2014	COMBINED SINGLE LIMIT (Per accident) \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS: <input type="checkbox"/> OTHER: <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
	If Yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER FOR INFORMATION ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Vincent Gallo Jr/VDS

Experience
Loyalty
Service
Honor



**JEFFERSON COUNTY
REQUEST FOR PROPOSALS
PROVIDE SERVICES FOR
GRANT/LOAN FUNDED PROJECTS
DUE AUGUST 12, 2013
BY 12:00 PM**

ORIGINAL



August 12, 2013

Jefferson County
ATTN: Parrish Barwick, County Coordinator
County Coordinator's Office
450 West Walnut Street
Monticello, Florida 32344

RE: Request for Proposals to Provide Services for Grant/Loan Funded Projects

Dear Selection Committee Members:

We are excited to submit our proposal for consideration in response to your Request for Proposals (RFP) for Application and Administration Services for the FFY 2013 and FFY 2014 Community Development Block Grant Programs, and other grant services as needed. Enclosed please find one (1) original and five (5) copies of the proposal as requested outlining our professional qualifications for your consideration.

Guardian Community Resource Management Inc. (Guardian) is an industry leader in providing grant planning, writing and administration services. We have successfully overseen and completed over 270 Federal and State grant projects, resulting in over \$700 million dollars of funding for local community improvements. We also understand that as with many grants, there is a certain level of financial risk required to compete. At Guardian we accept the risk and do the application work upfront. Should you contract with us for grant administration, we do not charge you for our grant writing.

As a full service grant management firm, with 150+ years of combined team experience, we believe our current active involvement in similar communities and our intimate familiarity with the complexities of Federal and State rules, regulations and requirements makes us the best qualified firm to fulfill your needs.

We encourage you to contact our references and confirm that when you partner with Guardian, you get a team that is responsive, technically knowledgeable and committed to your success.

It is our pleasure to offer our services to Jefferson County. Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,

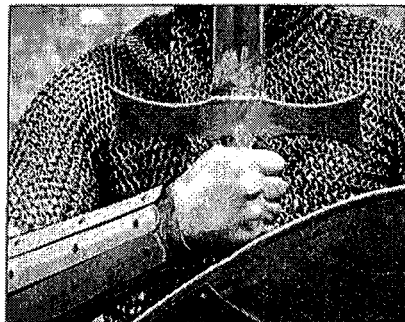
Christine Masek Alday, President
Christine.Alday@GuardianCRM.com

Guardian Community Resource Management, Inc.
930 Marcum Road, Suite 3, Lakeland Florida 33809
863-937-9035 / 888-Guard93 / www.GuardianCRM.com

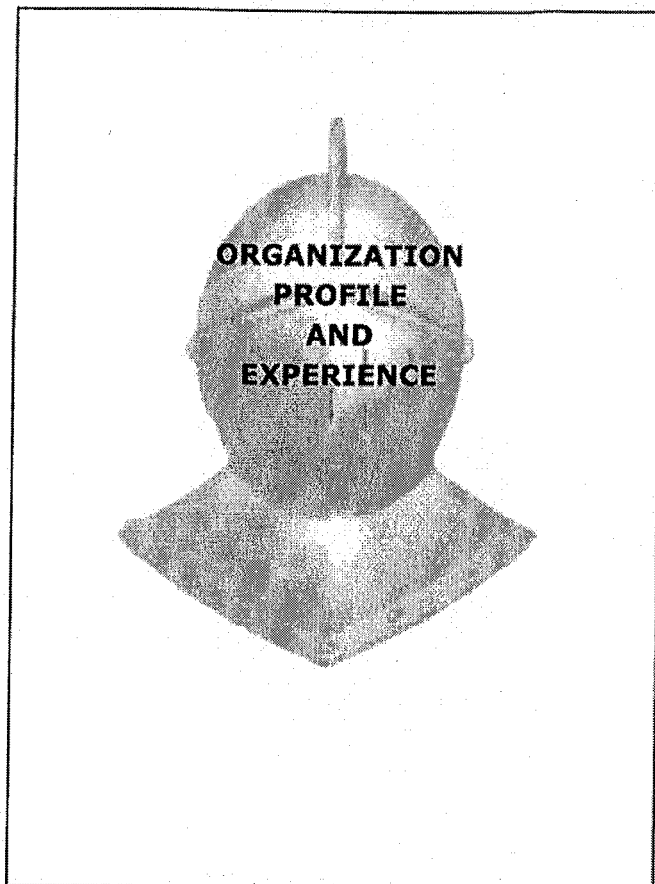


TABLE OF CONTENTS

TAB 1	ORGANIZATION PROFILE AND EXPERIENCE
TAB 2	MANAGEMENT AND STAFFING
TAB 3	PROPOSED APPROACH
TAB 4	CLIENT REFERENCES
TAB 5	PROPOSED FEE
TAB 6	CERTIFIED MBE/WBE STATUS



GUARDIAN *of the Public Trust*©



ORGANIZATION PROFILE

Guardian Community Resource Management Inc. (Guardian) is a full service grant management firm established in 2005 as a for-profit, S Corporation, and is a State of Florida Certified Minority/Women Owned Business. Guardian's Team is comprised of grant and administration professionals, many of whom come from state and local governments. Our Team brings to Jefferson County over 150+ years of combined expertise and hands-on experience working in the various areas of state and federal grants and loan-funded community development and affordable housing.



From its inception, the Guardian Team has worked **for local governments** to develop and provide grant research, planning, grant application preparation, administration and management services.

Our full-service grant management includes, but is not limited to:

- *Grant research and grant application writing.*
- *Developing grant funding strategies, including loans/layering of all federal, state and private funding.*
- *Preparing Environmental Reviews (ERR) at all levels, in addition to recommendations for cleanup management.*
- *Reviewing/updating various local grant related policies and procedures as required by various funding agencies.*
- *Preparing request for funds, invoices, and approvals for expenditures with best practice audit and accounting controls.*
- *Draft / review/ and recommend improvements to Capital Project plans, Housing Assistance plans, and Needs Assessments as needed or required.*
- *Establishing best practice client and administration files for each grant program.*
- *Providing technical support and training to our clients as needed.*
- *Financial management of all grant funds, including match and leverage.*
- *Preparing RFP for procurement of contractor, contractor vetting, preparing invitations to bid and cost estimates.*
- *Assisting in and preparing for required Fair Housing activities; preparing grant amendments, monthly, quarterly reports, and close out reports in addition to other funder reports.*
- *Performing construction oversight and inspections, including Davis Bacon, Section 3, MBE/WBE reporting, including write-ups, construction cost estimates, and final inspections.*
- *Identify and respond to potential conflicts of interests and community concerns.*
- *Attendance at monitoring, site visits, County Commission and community meetings; and preparation of responses to any public requests or concerns.*

We understand the most critical aspect of successfully implementing a grant-funded program is ALWAYS being able to follow the money!



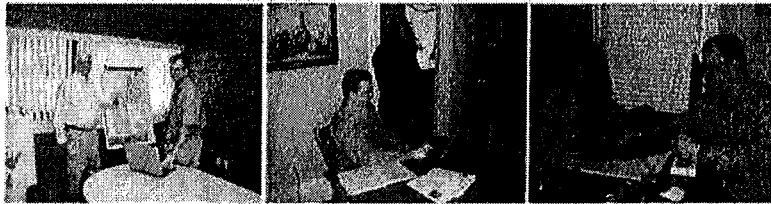
Guardian professionals have worked throughout the state of Florida, on hundreds of publicly funded projects using every major federal and state funding source, including, CDBG, USDA, FDEP, EDA, TIF, CHWIP, SRF, 108 loans, NSP, HOME, SHIP, FEMA Disaster Prevention (mitigation, preparedness, and recovery), Water Management District funding and private funds. Of equal importance is Guardian's unique team expertise in layering multiple funding sources, which decreases the cost of programs to the local community.



Location

The Guardian office is **centrally located** in Lakeland, Florida, easily accessible to all major roads and highways giving our team direct and timely access to our clients. Additionally, because our team members live locally to our clients and work remotely, they many times work outside normal office hours and make every effort to respond to your calls or requests within 24 hours. The Lakeland office serves as the hub for our team members when they are not in the field serving our clients. The office is staffed with full-time office professionals that provide support to our clients and our other team members. The office is equipped with all the major technology equipment, including scanners, copiers, computers, servers, and more. Our main office operates on a five-day work week schedule, with normal office hours of 8am - 5pm.

We are always available to you!



Our Team!

Each professional team member assigned to your projects:

- Holds a post-secondary degree or professional license.
- Brings to the table multiple years of experience working in the public sector or as a public official, yielding unique insight into knowing the level of **quality, customer service and performance** expected from our clients.
- Is dedicated to the success of all our clients' projects, as evidenced by their **availability outside normal business hours**.

The Guardian Difference

We **value each of our clients** and are grateful for each and every one of them. **We make every attempt to respond** to your calls and requests within 24 hours or less, even on holidays and weekends.

Ready to Proceed and Ready to Serve!

All Guardian team members are technically connected to serve our clients in the field with:

- Fully equipped laptops and **wireless broadband Internet** access in addition to the full suite of Office products and other standard software,
- **Encrypted flash drives** for client privacy and protection, a cellular phone, limited office supplies, and where needed portable printers.
- Access to Guardian's backup servers to ensure all documentation is maintained in accordance with all public records requirements.
- **Toll free phone number** accessible to not only Guardian clients but to all individuals, contractors and vendors that may be requesting assistance through the local governments and or agencies.



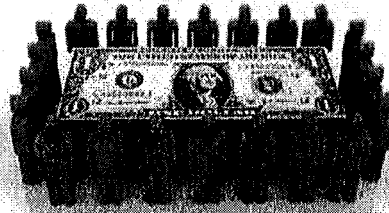
The constraints and requirements of grant and loan-funded programs are numerous, complicated and cumbersome. Guardian provides in-house grant specialists, grant writers, financial consultants, project inspectors and construction specialists to provide all of the necessary services for the **research, planning, application, and administration of grant and loan-funded projects including, but not limited to Community Development Block Grant programs in all categories, including FEMA Disaster Prevention (mitigation, preparedness, and recovery), USDA Rural Development, FDEP, FRDAP and others.** Guardian professionals have worked throughout the state of Florida, on hundreds of publicly funded projects, using every major State and Federal funding source. Of equal importance is Guardian's unique team expertise in **developing grant funding strategies** by linking multiple funding sources, which decreases the cost of programs to the local community.

*WE BRING **EXPERIENCE, EXPERTISE AND SUCCESS**
TO **YOUR COMMUNITY!***



- 👤 **Our team brings to your community over 150+ years of combined professional experience.**
- 👤 **We have successfully completed over 180 infrastructure and housing Community Development Block Grant (CDBG) projects.**
- 👤 **We have completed over 270 projects - \$700,000,000+ Grant-Loans and Private Layering.**
- 👤 **We are currently managing multiple Neighborhood Stabilization Programs (NSPs) - over \$40M!**
- 👤 We have administered and implemented construction or rehabilitation for over 5,000 housing units - more than half of which have been for low and moderate income households (w/ median incomes at or below 80% of the area median income).
- 👤 **We have worked successfully with over 75 business partners on over 4,000 jobs.**
- 👤 We successfully secured administered and implemented one of only 11 Community Workforce Housing Innovation Program (CHWIP) projects selected by the State of Florida in the program's first year.
- 👤 **We have created project specific forms, tech manuals and memos to fill the gaps in grant management protocols.**
- 👤 We secured first Florida "108 loan" (HUD \$\$ for project too large for Small Cities Program) - for a \$40M Economic Development project.
- 👤 **We have maintained repeat clients, continuing to bid competitively keeping quality services and client satisfaction at the forefront of our practice.**
- 👤 We have partners that complement our skills and expand our ability to serve our clients.

ECONOMIC BENEFITS OF THE GUARDIAN TEAM



ECONOMIC DEVELOPMENT	\$1+ Mill in EDA, OTTED, HUD funds for 1-2 projects
AFFORDABLE HOUSING	\$5+Mill in NSP, Choice Neighborhoods, Sustainable Communities
UTILITIES	\$5+ Mill in SRF, USDA, HUD
INFRASTRUCTURE	\$1+ Mill in FDOT, HUD, State, EDA, EPA, etc
REVITALIZATION	\$1+ Mill in HUD, EPA, State, Parks, etc
COMMUNITY BASED EFFORTS	\$1+Mill in Foundations, HUD, USDA, State, etc
FINANCIAL SAVINGS	\$Millions in interest and local taxes or fees from grants and very low interest loans
AUDIT READINESS	\$Saving thousands of dollars and time in findings
OVERCOMING BARRIERS	\$100's of thousands in jobs, partnerships and opportunities

GUARDIAN SUCCESS!



The best way to see the benefits of Guardian team members working for you is to consult our references and see our client successes. While no ethical grants professional can guarantee grant funding, if you look at Guardian's record, you will see ***we are highly successful at getting the grants we write funded.*** We do not write grants we believe have no chance of being funded, and then charge you for grant writing services. You can expect the same dedication and performance on your behalf, whether it is enhancing programs through monitoring, procedures and training or developing new ones:

- OSCEOLA COUNTY: \$27M+ NSP, CDBG, SHIP
- MARTIN COUNTY: \$10M+ NSP, DRI, CDBG, SHIP, HHRP
- HERNANDO COUNTY: \$8M+ CDBG, NSP
- HIGHLANDS COUNTY: \$12M+ CWHIP, SHIP, HHRP, HOME
- CITY OF LABELLE: \$18M+ ARRA, SRF, USDA, CDBG
- PALM COAST: \$5M+ NSP, CDBG

And looking back at our team's success:

- CITRUS COUNTY: \$5M+ SRF, CDBG, EDA, OTTED
- DESOTO COUNTY: \$24M+ USDA, SRF, OTTED, CDBG, EPA
- SEBRING AIRPORT: \$3M+ EDA, OTTED, CDBG, HUD, EPA
- TOWN OF LAKE PLACID: \$3M+ CDBG, FEMA
- CITY OF ALACHUA: \$63M+ CDBG, SHIP, EDA, FRDAP



EXPERIENCE WITH STATE AND FEDERAL REGULATIONS AND PROGRAMS

Guardian professionals have worked with all major forms of public grant-loan programs, including all appropriate state and federal rules affecting public grant-loan projects, including:

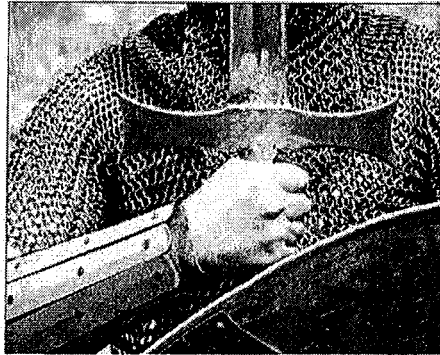
- ❖ CDBG Economic Development (with over \$50 million in ED funds handled)
- ❖ CDBG Neighborhood Revitalization (over 250 miles of water, sewer, roads, and storm water)
- ❖ CDBG Housing Rehabilitation & Development (with over 4,000 units addressed in Florida)
- ❖ CDBG Commercial Revitalization (including matching FDOT, Historic, Parks, and CRA \$)
- ❖ CDBG Neighborhood Stabilization Program (over \$40M in NSP and program income)
- ❖ CDBG ED Loans (addressing infrastructure for small business development)
- ❖ CDBG Disaster Recovery Set-Aside (negotiating with state officials for the best award)
- ❖ CDBG Disaster Recovery Special Appropriations (for 7 different declared storm events)
- ❖ CDBG Section 108 Loan (including developing the first successful 108 in Florida)

And Guardian has worked with every major source of layering and the related state and federal rules that can affect the project:

- ❖ FRDAP - Florida Recreation Development Assistance Program
- ❖ FDEP SRF Facility Loan & Grants, Park Grants, and Water Quality Grants
- ❖ HUD Neighborhood Stabilization Program 1 and 3
- ❖ USDA Water & Waste Loan-Grant and Housing Preservation Grants
- ❖ EDA Public Works Grants and Technical Assistance Grants
- ❖ FDEO (fka FDCA) Community Development, Disaster, and Preservation Grants
- ❖ State OTTED (formerly) Rural Infrastructure, Road Grants and Enterprise Zones
- ❖ Water Management District Cooperative Funding
- ❖ Florida Housing Finance Corporation HOME and SHIP funds
- ❖ FDOT Capital Projects/ISTEA and TEA 21
- ❖ EPA STAG and Special Project Appropriations
- ❖ HUD Economic Development Initiative Special Appropriations
- ❖ FDHS FEMA-FDEO Disaster Recovery and Mitigation Matching Grants

We have worked with every major agency funding projects in Florida:



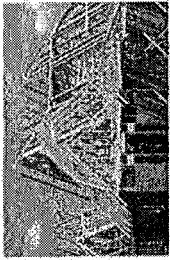
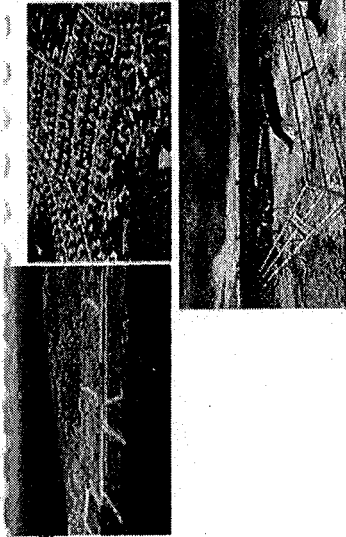


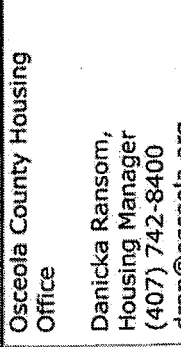
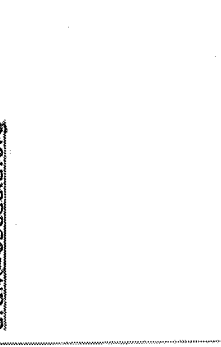

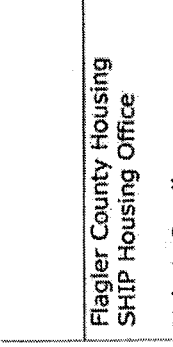
GUARDIAN of the Public Trust ®

At Guardian, we stand for not only the grant and the compliance, but also for fiscal and public responsibility. These projects are always in the public eye and under heavy scrutiny.

Guardian always recommends, provides alternatives and researched facts. We think ahead to potential problems, to find solutions which are in the best interest of the client and their community.

GUARDIAN GRANT EXPERIENCE



Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
<p>Osceola County Housing Office</p> <p>Danicka Ransom, Housing Manager (407) 742-8400 dran@osceola.org</p>	<p>2009-2013</p>	<p>Florida CDBG NSP1 (in progress, initial grant allocation expended on time, pending FDEO closeout forms)</p>	<p>Over \$20,000,000 of NSP1, private funding and Program Income will be invested in the community.</p>	<p>The funds are being used for financing mechanisms for REO property purchases and REO-LMMI housing rehabilitation. A minimum of 190 housing units will be addressed.</p> <p>The Guardian team members provide grant writing, planning and layering expertise. This includes developing the County's application and supporting the County through the review and approval process. Grant management includes providing and monitoring RFPs and policies, reviewing RFPs and RFQs, training of County staff, ENVR, reporting and compliance monitoring throughout the program, financial management and oversight, detail review of real estate transactions to ensure grant compliance.</p>	 
<p>Flagler County Housing SHIP Housing Office</p> <p>Valerie Bradley, SHIP Administrator (386) 313-4037 vbradley@flaglercounty.org</p>	<p>2011-2013</p>	<p>Florida CDBG NSP3 (in progress, on time, within budget)</p>	<p>Over \$4,000,000 in NSP3 funds and private layering will be invested in the community.</p>	<p>This program addresses properties for the acquisition/rehabilitation of eligible foreclosed properties to rent to qualified households. The County works with local contractor(s) to rehab. properties and then a Community Based Organization will manage the rental of said properties to low income families. The Guardian team provides program administration, training and technical support to staff, representation during site visits and monitoring, develop record/filing system for tracking grant activity, monitor for NSP compliance & construction oversight.</p>	  <p>Page 14 of 208</p>

Local Government

Fund Year

Type of Grant(s)

Funded Amount

Scope

Project

Hernando County
 Ms. Veda Ramirez,
 Health & Human Services
 Manager,
 (352) 540-4338
vramirez@hermandocounty.us

2009-2012

**Florida CDBG
 NSP1**
 (in progress, initial
 grant allocation
 expended on time,
 pending FDEO
 closeout forms)

\$5,644,384 in NSP1
 will be invested in
 the community.

NSP1 & NSP3 funds are being used as
 financing mechanisms for REO property
 purchases, REO-LMMI direct purchase
 assistance, acquisition housing
 rehabilitation and VLI rental housing.

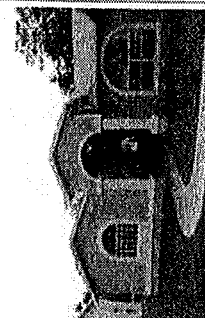
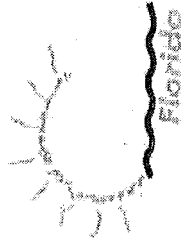


2011-2014

HUD - NSP3
 (in progress, on
 time, within
 budget)

\$1,953,975 in NSP3
 will be invested in
 the community.

The **Guardian team members provide grant writing, planning, and program management expertise.** This includes developing the County's application and supporting the County through the review and approval process. **Grants management includes procedures, RFQ's, training, ENVR, reporting and compliance monitoring** throughout the program.



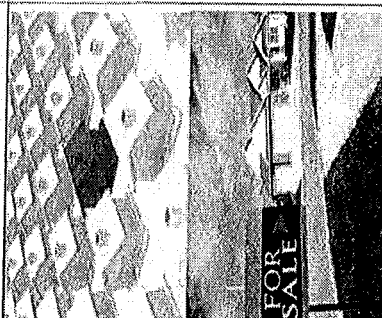
Martin County
 Donald Cole,
 Housing Program Manager
 (772) 288-5901
dcole@martin.fl.us

2009-2013

**Florida CDBG
 NSP1**
 (in progress, initial
 grant allocation
 expended on time,
 pending FDEO
 closeout forms)

\$4,300,000 will be
 invested through NSP
 and partner layering.

NSP1 and NSP3 funding to address the
problem of foreclosed and abandoned properties in targeted areas of greatest
 need.



2011-2014

HUD - NSP3
 (in progress, on
 time, within
 budget)

\$3,200,000 will be
 invested through
 NSP3 and partner
 layering.

The Guardian team members provided
grant writing, planning, layering, and program management expertise; includes procedures, RFQs, training, ENVR, reporting and compliance monitoring and needs assessments, bidding and inspections is included.

A site visit was just completed for a new
economic development project for building expansion and creation of 72 new FTE positions.


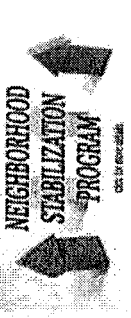
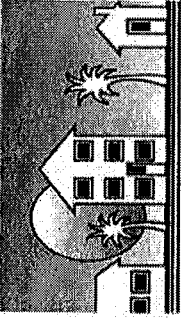
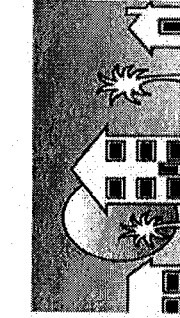

2012-2014





CDBG-ED
 New Project in
 progress


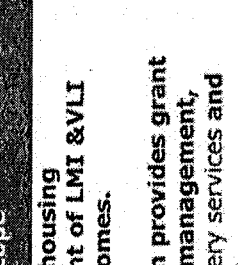





\$2,500,000 in CDBG
 funds layered with
 \$2,000,000 in match
 funds for a
 \$4,500,000 project.


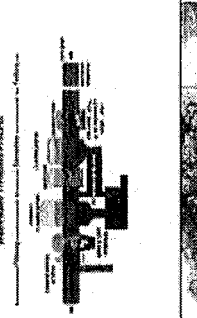




The Guardian team provided grant
writing, planning, layering, and is contracted for program management; includes, ENVR, job tracking, reporting & compliance monitoring.








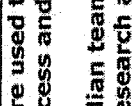
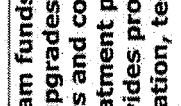
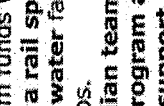
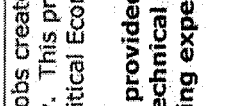
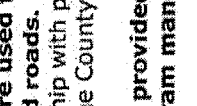
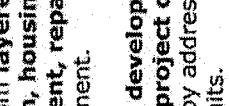
Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
City of Palm Coast Beau Falgout, Senior Planner (386) 986-3796 bfalgout@palmcoastgov.com	2009-2013	Florida CDBG NSP1 (in progress, initial grant allocation expended on time, pending FDEO closeout forms)	\$2,664,903 to be invested through NSP and partner layering.	<p>NSP1 and NSP3 funding for housing acquisition/rehabilitation program for sale to households with incomes less than 120% of AMI, direct purchase assistance and housing acquisition/rehabilitation program for lease to households with incomes less than 50% of AMI.</p> <p>The Guardian team members provide grant writing / planning, layering, and program management services. This includes supporting the City through the review and approval process.</p> <p>Grants management includes procedures, RFQs, training, ENVR, reporting and compliance monitoring throughout the program.</p> <p>Guardian also provides Housing Delivery tech support in the form of review and monitoring of needs assessments, bidding and inspections will be included.</p>	  
Putnam County Rick Leary, County Administrator (386) 329-0212 r.leary@putnam-fl.com	2011-2013	Florida CDBG NSP3 (in progress, on time, within budget)	\$1,029,844 to be invested through NSP3.	<p>The County plans to use its funds for the acquisition and rehab of eligible foreclosed properties to rent to qualified households. It is estimated that this would address eight or more properties.</p> <p>Guardian team members provide grant writing, planning and program management expertise for the program, including, but not only, reporting and compliance monitoring throughout the duration of the program.</p> <p>Guardian provides grant administration services to ensure grant compliance on items such as intake, tenant demographics and income qualifications, occupancy levels, and program income.</p>	 

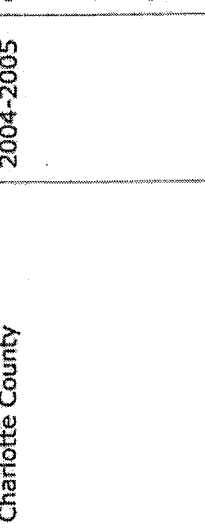
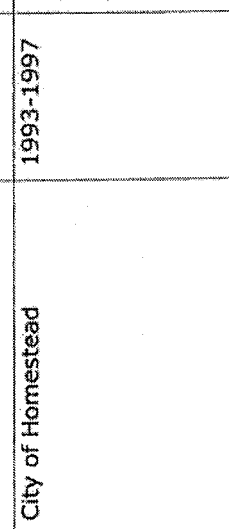
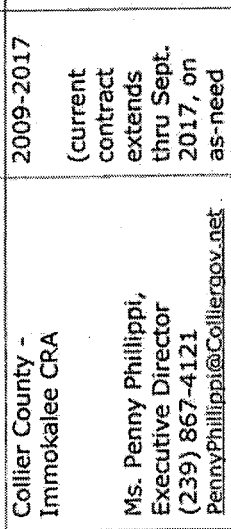
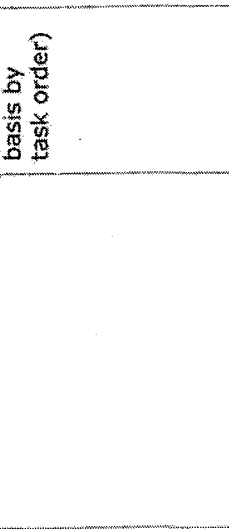
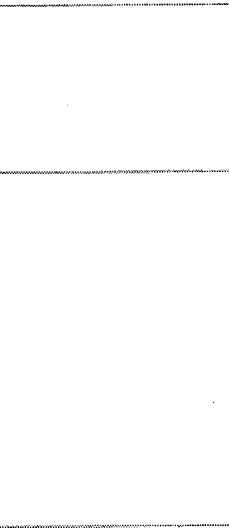
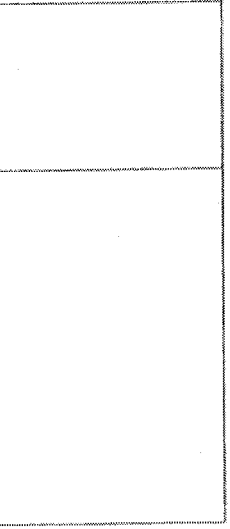
Local Government	Funded Year	Type of Grant(s)	Funded Amount	Scope	Project
<p>City of Avon Park Maria Sutherland, Admin Srv. Director, (863)-452-4411 Sutherland@avonpark.cc</p>	<p>2011-2013</p>	<p>CDBG-HR (in progress, on time, within budget)</p>	<p>\$750,000</p>	<p>Project provides housing rehabilitation/replacement, improvements to owner-occupied Low and Moderate Income (LMI) and Very Low Income (VLI) households. The Guardian team provides grant writing, program management, housing rehabilitation delivery services and layering expertise. The Guardian team also provides applicant & construction management, including applicant intake and evaluation, contractor bidding/selection, performance inspections, & construction admin.</p>	
<p>Hernando County Ms. Veda Ramirez, Health & Human Services Manager, (352) 540-4338 vramirez@hernandocounty.us</p>	<p>2010-2012</p>	<p>CDBG-NR (on time, within budget, in process of submitting closeout)</p>	<p>\$750,000, layered with County & City funding, with a total project cost of approximately \$1M.</p>	<p>New sewer and water lines, fire hydrants, and road restoration in LMI neighborhoods. The Guardian team provided grant planning/application & administration, contract preparation & implementation, conducting surveys, project inspections and financial management.</p>	
<p>Indian River County Gordon Sparks P.E. Environmental Engineer (772) 226-1821 (772) 770-5318 FAX gsparks@ircgov.com</p>	<p>2011-2013</p>	<p>CDBG-NR and SHIP (on time, within budget, in progress)</p>	<p>\$750,000</p>	<p>New sewer lines and storm water mitigation in LMI neighborhoods. The Guardian team provides administration, program oversight, contract preparation & contract implementation, assistance and attendance at all audits and monitoring visits.</p>	
<p>Citrus County Brad Thorpe County Administrator (352) 341-6560 b.thorpe@bocc.citrus.fl.us</p>	<p>2010-2012</p>	<p>CDBG-ED and private leverage (Wal-Mart) (completed on time, within budget, closeout submitted)</p>	<p>\$750,000 of CDBG funds will be layered with private funding of over \$2M.</p>	<p>Project was for new water lines as part of the construction for a new, job-creating business - a Wal-Mart SuperCenter. The Guardian team provided grant application, administration and program oversight. This includes contract preparation/implementation, conducting employee surveys, project inspections & financial management.</p>	


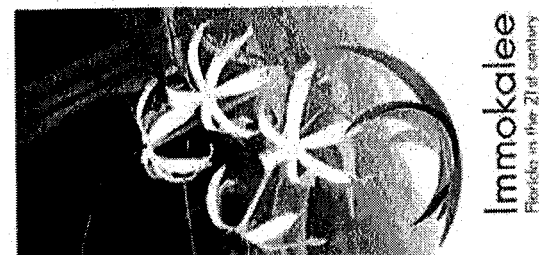
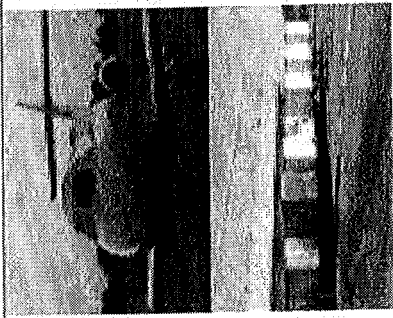
Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
<p>City of Palm Coast Housing Program</p> <p>Beau Falgout, Senior Planner (386) 986-3796 bfalgout@palmcoastgov.com</p>	<p>2011-2013</p> <p>2013</p>	<p>CDBG-HR (on time, within budget, in progress)</p> <p>CDBG Entitlement</p>	<p>\$750,000</p> <p>Separate work order \$10,975.00 (Develop entitlement files, forms, polices & procedures for the administration of their CDBG program)</p>	<p>Project addresses housing rehab/replacement of LMI & VLI owner occupied homes.</p> <p>The Guardian team provides grant writing, program management, housing rehab delivery services and layering expertise.</p> <p>The Guardian team provides applicant & construction mgmt., including applicant intake, evaluation, contractor bidding, selection, performance inspections, & construction administration.</p>	 
<p>City of Arcadia</p> <p>Judi Jankosky Interim City Administrator (863)-494-4114 jjankoskv@arcadia-fl.gov</p>	<p>2010-2012</p> <p>2012-2014</p>	<p>CDBG-HR (Guardian was hired mid-stream to replace another firm. DEO granted an extension of time to complete. The closeout was submitted & project completed within budget)</p> <p>CDBG-NR (New project in progress)</p>	<p>\$700,000</p> <p>\$700,000</p>	<p>Project provided housing rehabilitation/replacement improvements to owner-occupied LMI/VLI households.</p> <p>The Guardian team members provided housing delivery, including applicant intake, evaluation, contractor bidding/selection, performance inspect. constr. admin. This includes contract prep., contr. implementation, assistance & attendance at audits/monitoring visit.</p> <p>NR Project is for water line replacement, sewer line replacement and fire hydrants within the city limits. The Guardian team provides grant planning, application & administration, contract preparation & implementation, conducting surveys, project inspections and financial management.</p> <p>Housing rehab or replacement improvements to owner-occupied LMI and VLI households.</p> <p>The Guardian team provides applicant intake/evaluation, contractor bidding, selection, inspections, grant administration & construction management. Includes project oversight and inspections.</p>	  
<p>Citrus County</p> <p>Heidi Blanchette, Operations Manager, (352) 527-7528 Heidi.blanchette@bocc.citrus.fl.us</p>	<p>2010-2012</p>	<p>CDBG-HR (Completed on time and within budget. Closeout has been submitted)</p>	<p>\$750,000</p>	<p>Housing rehab or replacement improvements to owner-occupied LMI and VLI households.</p> <p>The Guardian team provides applicant intake/evaluation, contractor bidding, selection, inspections, grant administration & construction management. Includes project oversight and inspections.</p>	  <p>Page 168 of 233</p>

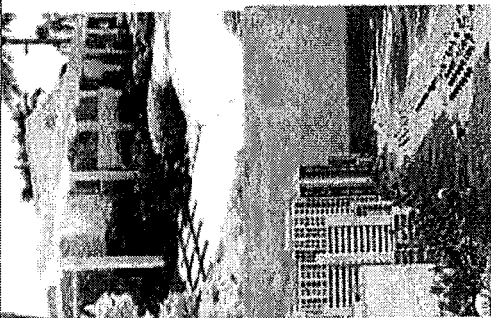

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
City of Eagle Lake Mr. Pete Gardner, City Manager, (863) 293-4141 citymanager@eaglelake- fla.com	2009-2011	CDBG-NR (completed on time and within budget)	\$700,000 of CDBG funds will be layered with local efforts, including a community budget issue request (CBIR).	Project was for new storm water facilities and retrofits in LMI neighborhoods. The Guardian team provided grant application/administration and program oversight. Includes contract preparation & implementation, and assistance with and attendance at all audits and monitoring visits.	
City of Mascotte Mr. Jim Gleason, City Manager, (352) 429-3341 jim.gleason@cityofmascotte.com	2007-2010	SRF, USDA, CDBG-NR, Legislative Project (completed on time and within budget)	\$30,000,000 layered and invested	Project expanded their wastewater and drinking water systems, including new treatment and trunk mains. The Guardian team provided grant/loan writing, program management and layering expertise.	
Osceola County Danicka Ransom Housing Manager (407) 742-8400 dran@osceola.org	2009-2011	CDBG-HR, SHIP (completed on time and within budget)	\$1,000,000 layered through SHIP and CDBG funds	Program addressed twelve housing units. The Guardian team provided grant writing, program management, housing rehabilitation delivery services and layering expertise.	
City of Avon Park Maria Sutherland Administration Service Director (863) 452-4411 Sutherland@avonpark.cc	Project closed out March 2010	CDBG-CR, CRA, City funds, FDOT (completed on time and within budget)	\$1,400,000 local and grant funds layered	These funds were used to build and rehab street paving, sidewalks and pedestrian malls. The Guardian team provided grant administration, layering expertise, contract implementation, attendance and assistance with monitoring visits.	
City of Fort Meade Deena Ware Assistant to City Manger (863) 285-1100 dware@cityoffortmeade.com	Project closed out in March of 2010	CDBG-NR (completed on time and within budget)	Over \$3,000,000 in funds invested	This was an infrastructure project where the Guardian team provided grant writing, administration and layering expertise, including contract preparation, implementation, and assistance with and attendance at all audits and monitoring visits.	
City of LaBelle Mr. Michael Boyle, Superintendent of P. W., mboyle@citylabelle.com OR Ms. Mary Jo Wilson, Deputy City Clerk (863) 675-2872	2008-2011	USDA Water and Waste Loan- Grant (WWLG), SRF, CDBG-NR, private layering. (completed on time, within budget)	\$17,000,000+ of loans, grants, and developer contributions layered and invested.	Project was for new Water Treatment Plant and well. The Guardian team provided grant/loan writing and research, grant/loan administration and technical support, layering expertise on an hourly basis by task order, as needed.	

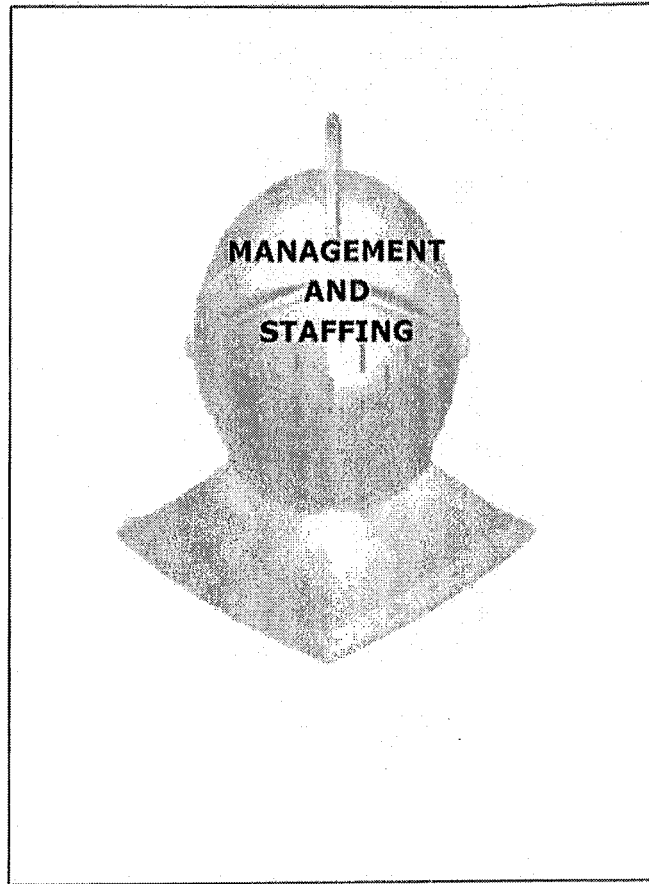
Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Indian River County Gifford Fire Station Bill Schutt, AICP, Planning Div. Senior Economic Development Planner (772) 226-1243 bschutt@ircgov.com	Project closed out November 2009	CDBG-NR (completed on time, within budget)	Over \$2,000,000 of local and grant funds layered and invested.	This project entailed the construction of a new Fire/EMS station , featuring partnerships the local fire district, CBO and State and Federal agencies. The Guardian Team provided grant administration, layering expertise and program oversight.	
Highlands County Community Services June Fisher, Division Director (863) 402-6834 jfisher@hcbcc.org	2005-2007	CDBG-HR, FHFC HOME Again, HUD, HHRP, SHIP (completed on time, within budget)	Over \$3,000,000 of layered funds were invested in this program	This program used funds from multiple sources for housing rehabilitation demo/replace and emergency repairs, over 150 housing units addressed. The Guardian team provided grant writing, prog.admin, construction mgmt, contract prep/implementation, layering expertise. Projects to build and/or improve water and sewer mains and roads, water treatment plant, water line improvements and repaving. The Guardian team members provide funding research, grant writing and program administration, including contract prep/implementation, layering expertise, project oversight, and financial management for both grants.	
Town of Lake Placid Gary V. Freeman Director of Utilities (863) 699-3747 gvtownoflp@centurylink.net	2006-2008 2012-2014	CDBG-NR (completed on time, within budget) CDBG-NR (New Project, in progress)	Over \$6,000,000 of funds were invested through CDBG and private investment \$650,000	The funds were used to build natural gas mains at the Sebring Airport , over 120 jobs were created in this area of critical concern. The Guardian team members provided funding research, grant writing and program administration, including contract preparation and implementation.	
Highlands County Mike Willingham Sebring Airport Authority (863) 655- 6444 Ext.103 m@sebring-airport.com	2005-2006	CDBG-ED (completed on time, within budget)	\$12,000,000 of funds were invested through private funds CDBG, airport, State and Enterprise Zone incentives	The funds were used to build access and storm facilities. Over 125 jobs were created in this area of critical concern. Mr. Alday and Guardian provided funding research, grant writing and program administration, including contract prep/implementation, assistance with & attendance at all audits and monitoring visits.	
Highlands County Community Services June Fisher, Division Director (863) 402-6834 jfisher@hcbcc.org	2004-2006	CDBG-ED (completed on time, within budget)	\$12,000,000 of funding layered and invested in the community	The funds were used to build access and storm facilities. Over 125 jobs were created in this area of critical concern. Mr. Alday and Guardian provided funding research, grant writing and program administration, including contract prep/implementation, assistance with & attendance at all audits and monitoring visits.	

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Town of Lake Placid Gary V. Freeman Director of Utilities (863) 699-3747 gvtownoflp@centurylink.net	2005-2007	CDBG-NR, RIF, SWFWMD (completed on time, within budget)	Over \$8,000,000 in funding layered and invested in the community	Funds were used to construct/rehab sewer, access and reuse. The Guardian team members provided funding research and grant writing on an hourly, as-needed basis.	
Town of Lake Placid Gary V. Freeman Director of Utilities (863) 699-3747 gvtownoflp@centurylink.net	2012- 2015	FEMA-Pre-Disaster Mitigation Grant	\$500,000 in funding will be invested in the Town for pre-mitigation projects.	The program funds will be used to building upgrades and modifications, generators and construction of waste-water treatment plant. The Guardian Team provides program administration, technical support and oversight.	
Highlands County Community Services Programs June Fisher, Division Director (863) 402-6834 jfisher@hcbcc.org DeSoto County	Project closeout in 2006	CDBG-ED (completed on time, within budget)	Over \$10,000,000 of layered funds were invested in this infrastructure project	The program funds were used to construct a rail spur, provide access for storm water facilities while creating over 60 jobs. The Guardian team provided grant writing, program administration and technical support.	
DeSoto County	2002-2005	CDBG-ED, USDA, SRF, SWFWMD (Mr. Alday's portion completed on time, within budget)	\$100,000,000 of funding layered through private industry, Dept of Juvenile Justice, SWFWMD, DOC	Over 600 jobs created and invested in the community. This project was in an Area of Rural Critical Economic Concern. Mr. Alday provided prior grant/loan writing, technical support, inspection and layering expertise.	
DeSoto County	2002-2005	CDBG-ED, RBEG, RIF (Mr. Alday's portion completed on time, within budget)	\$16,000,000 in funding was layered and invested in the community	Funds were used for water, sewer mains and roads. This program featured a partnership with private industry, the City and the County. Mr. Alday provided prior grant writing and program management.	
DeSoto County	2004-2005	CDBG-DRI, FEMA, HHRP, SHIP (Mr. Alday's portion completed on time, within budget)	Over \$35,000,000 in funding layered and invested	The program layered funds provided mitigation, housing rehabilitation and replacement, repairs and redevelopment. Mr. Alday developed program and provided project coordination and oversight by addressing over forty (40) housing units.	

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
Charlotte County	2004-2005	CDBG-DRI, SHIP (Mr. Alday's portion completed on time, within budget)	Over \$5,000,000 of funds invested in the community	FEMA and insurance funds were invested with CDBG funds addressing over 120 housing units in this coastal county. Mr. Alday provided prior construction administration and layering expertise.	
City of Homestead	1993-1997	CDBG-DRI, FEMA (Mr. Alday's portion completed on time, within budget)	Over \$50,000,000 of funding layered and invested the community	Over 400 housing units were addressed by mitigation, housing rehabilitation and replacement, repairs and redevelopment. Mr. Alday provided grant writing, project coordination and construction, housing rehabilitation administration.	
Collier County - Immokalee CRA Ms. Penny Phillippi, Executive Director (239) 867-4121 PennyPhillippi@Collier.gov	2009-2017 (current contract extends thru Sept. 2017, on as-need basis by task order)	Tax Increment Financing (TIF), SRF, USDA, EDA, Special Appropriations, MSTU, TIF, DRI, DREF, HOME and local County Funds. (in progress, by task order and project)	Over \$7,000,000 in various funds will be layered and invested.	The Guardian team provided strategy writing, program management and layering expertise throughout the contract period. Guardian researched and wrote a CRA-wide flood control and water quality master plan. The program included Guardian assisting the City with identifying multiple sources of funding for this large project, including Water Management District Funds, State Revolving Funds (SRF), USDA, CDBG, EDA, appropriations and other funds. Guardian was engaged to develop a Capital Projects Plan. This required extensive research, community outreach, and attendance at various meetings. The final deliverable provided to the client detailed the most important Capital Projects as identified by the County.	
Collier County Continuity Redevelopment Agency IMMOKALEE CRA ("The Place to Call Home")					
					
					

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
<p>Collier County Geoffrey Magon Grants Coordinator Housing, Human and Veteran Services Collier County Government (239) 252-2336 GeoffreyMagon@colliergov.net</p>	<p>2009-2017 (current contract extends thru Sept. 2017, on as-need basis by task order)</p>	<p>Tax Increment Financing (TIF), SRF, USDA, EDA, Special Appropriations, MSTU, TIF, DRI, DREF, HOME and local County Funds. (in progress, by task order and project)</p>	<p>Over \$7,000,000 in various funds will be layered and invested.</p>	<p>Guardian has also been engaged to prepare and assist with submitting an Economic Development Administration (EDA) grant for a large infrastructure and job creation project in the Immokalee CRA and to conduct Environmental Reviews for various projects in the County.</p> <p>Guardian was recently awarded three additional work orders for conducting program assessment and developing a policy/procedure manual of the Collier County DRI/DREF Program, Grant cross-cutting policy/procedures manual for federal grant requirements and environmental reviews of the County's capital projects. This includes preparation of a compliance report detailing observations and recommendations for procedural and operational revisions, based on the assessment. This shall also include, based on program assessment, preparation and development of policies and procedures contract procurement guidelines and a suite of forms and agreements to be used in the implementation of the DRI/DREF and other grant programs.</p> <p>Guardian is also under contract to conduct ongoing Environmental Reviews for various other County projects.</p>	 
<p>Margo Castorena Grants Manager Collier County, Housing, Human and Veteran Services Administration (239) 252-4663 MargoCastorena@colliergov.net</p>	<p>2012 New contract</p>	<p>CDBG-ED and \$10 million layered in private investment</p>	<p>\$1.5 million in CDBG and \$10 million layered in private investment for the first phase.</p>	<p>The County has received their site visit and is pending award for infrastructure of road, water, sewer, lift station, & fiber. Guardian provided grant planning & application services and is contracted for program admin, including tracking jobs, reporting, financial management, construction oversight, and program monitoring upon award. Guardian will also provide funding research and grant writing services for other potential economic development grants for future expansion projects in the Airport Industrial Park.</p>	

Local Government	Fund Year	Type of Grant(s)	Funded Amount	Scope	Project
<p>City of Riviera Beach Jeff Gagnon Planning and Zoning Administrator Department of Community Development City of Riviera Beach, FL (561)845-4037 (561)845-4038 Fax JGagnon@RivieraBch.com</p>	<p>Guardian was contracted in March 2013</p>	<p>Disaster Recovery \$1,105,745</p>	<p>DRI funds in the amount of \$1,105,745</p>	<p>The City was awarded through Palm Beach County, under the State of Florida's 2005 Disaster Recovery Initiative Program, for the use of CDBG funds to implement a housing rehabilitation program.</p> <p>The Guardian Team was recently contracted to provide monthly status report tracking of current progress and stages of applications, including expenditures and reconciliation, review and process application for assistance, perform eligibility determination, develop replacements cost and market value assessments to service as basis of award, and perform analysis to demonstrate the practicality of a proposed repair or mitigating project.</p> <p>Guardian has been contracted to research, plan and write the City's grant application for new sewer lines.</p>	
<p>City of Belleview Sandi McKamey City Clerk (352) 233-2116 smckamey@belleviewfl.org</p>	<p>2013 - 2015</p>	<p>CDBG - NR</p>	<p>Submitting application for \$700,000</p>		





KEY TEAM MEMBERS AND THEIR QUALIFICATIONS



The Guardian team brings to Jefferson County extensive experience with CDBG and numerous other Federal and State funded programs. Our experience also includes the development and management of strategic grants and grant funding plans. The Team presented in this proposal is the Team with whom you will work with directly day in and day out. When you engage the Guardian team, we commit to being on site with you as often as is required. We understand the importance of face to face time, and we take it very seriously. Key industry professionals own and manage the business as well as serve your projects directly.

Christine Alday President/CEO	Will provide overall project financial tracking, develop RFFs and provide financial review, oversight and controls for proposed new funding.	<ul style="list-style-type: none"> • Over 15 years of audit, accounting, and financial management experience. • Eight years of grants consulting and program administration experience.
Corbett Alday Vice President/COO	Will be the lead contact, providing years of experience in conducting environmental reviews and implementing federal/state grant programs and infrastructure projects.	<ul style="list-style-type: none"> • Over 21 years of grants consulting and program administration experience. • Creative layering expertise • Engineering background • ENVRR Specialist • 100+ projects
Don Ridley Licensed Building Inspector Director of Construction Administration	Will provide technical assistance in relation to any construction development programs.	<ul style="list-style-type: none"> • Over 36 years of construction and construction oversight experience. • Worked on seven (7) major disaster events. • 100+ infrastructure jobs • 2,000+ housing units
Antonio Jenkins Project Manager/Housing Specialist	Will manage project delivery services; provide technical assistance in preparation of funding requirements, public hearings & meetings and on-site project & wage inspections/interviews.	<ul style="list-style-type: none"> • Over 7 years of extensive operations and project coordination experience. • 2,000+ housing units • Well versed in the latest building standards and codes. • Oversees CDBG/SHIP/NSP rehab/new construction projects.
Bill Gearing Planner/Grants Administrator	Will provide technical assistance and support on all grant regulations and reporting requirements, in addition to grant management tasks.	<ul style="list-style-type: none"> • Over 36 years of experience in executive, administrative, and operational planning. • Certified Public Manager • Solid background in public relations and grant research and administration.
Gayle Brett Real Estate Transaction Specialist and Grants Administrator	Will provide grant administration and local government expertise and insight, in addition to review of all procurement, public notice, policy and grant related documents.	<ul style="list-style-type: none"> • Over 26 years of experience working for DEP and DEO on state and federal grant programs. • Years of experience in buying, selling & managing real estate transactions in the private sector counties, cities & the State.
Other support staff	Includes grant administrators, office assistants, inspectors and other industry professionals.	The Guardian support team provides crucial in-office & remote support to team members to insure the timely flow of information & deliverables to keep your project moving on time and within budget!

Christine Alday, Overall Grants Administrator

Ms. Alday is the owner and President of Guardian CRM. She has been working with grants and loan-funded programs since 2005. Her prior experience was working for a private Fortune 500 company as an Accountant and Auditor. She is responsible for the overall financial management of each project.

Professional highlights and duties:

Ms. Alday develops financial tracking for all grants and ensures accurate financial management. She has over fifteen (15) years of audit, accounting, and financial management experience, and eight (8) years of grants consulting and program administration experience. She is responsible for contract management, monitoring preparation and managing client relations.

She has worked on housing and infrastructure projects totaling more than \$100,000,000 in funding from myriad sources.

For our publicly funded projects, she:

- Provides grant writing and planning on all public grant and loan proposals.
- Creates a duplicate project budget and reconciles it regularly with the local government and the funding agency.
- Reviews budgets and financial plans for accuracy and appropriateness to meet client needs.
- Coordinates with client auditors on financial questions related to the grants.
- Reviews all grant close-out packages and provide a balance of project budgets prior to closeout.
- Reviews client procedures and policies as needed, including substantive tests, tests of internal controls, and evaluation of internal methodology.

Professional Associations

President, West Central Florida Chapter, Grant Professionals Association
 Awarded Woman of the Year 2012-2013 by the National Association of Professional Women
 Florida League of Cities
 Florida Association of Counties
 Florida Community Development Association
 Florida Green Building Coalition
 Metropolitan Ministries
 American Women's Business Association – Lakeland Chapter

RECENT PROJECTS:

- Infrastructure: Indian River, Hernando, Highlands, Citrus & Martin Counties, Mascotte, LaBelle, and Lake Placid (various funding sources, including CDBG NR / CR / ED, USDA, FEMA, SRF, TIF, EDA, and more)
- NSP1, NSP3 Grant Administration-Homeownership and Multi-family Rental: Hernando, Martin, Osceola, Putnam, Flagler Counties, and Palm Coast
- NSP3 Abbreviated Action Plan Amendments, research and writing: Hernando, Martin, Osceola Counties and Palm Coast.
- ARRA CDBG: Eagle Lake and LaBelle
- Housing: Osceola, Martin & Citrus Counties, Arcadia, and Avon Park (various funding sources including CDBG, CDBG DRI, SHIP, HOME, HHRP, FHOP)

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- OIG fraud, waste and abuse training
- CDBG Rule Hearings, Application & Implementation Workshops (annually)
- Attorney General's Summit: Florida in the Sunshine and Ethics Seminar

EDUCATION AND CERTIFICATIONS:

- Bachelor of Arts, Cum Laude in Accounting, University of South Florida
- Bachelor of Arts, Cum Laude in Creative Writing, University of South Florida
- Masters of Accountancy, Cum Laude, University of South Florida

J. Corbett Alday III, Field Project Administrator

Mr. Alday's career in public funded projects began over twenty-one (21) years ago with the Florida Small Cities CDBG program.

During his career, he has continued his work with Small Cities CDBG, adding work experience in a vast array of public funding sources. These include: Special Appropriation Disaster Recovery CDBG, Entitlement, HMGP, SHIP, USDA, SRF, FDEP, FDOT, OTTED, EDA, EPA, SWFMD, SRWMD, STAG, Historic Preservation, Section 108 CDBG, FRDAP, FEMA, HUD, SBA, HHRP, FHFC, NSP, and many others.

Professional highlights:

Mr. Alday is the leading expert in the State in the area of creative layering – the linking of multiple funding sources. For hundreds of projects, he has helped communities match sound technical solutions with the special restrictions of grant-loan programs. He has performed site investigations, preliminary scoring and budgeting, grant-loan funding research, bid and construction management, and assisted with the environmental compliance process.

Mr. Alday has experience working in over fifty (50) communities in excess of twenty (20) different sources of funding totaling more than \$500 million!

Mr. Alday has worked on disaster recovery projects related to all the major Florida hurricanes in recent history.

He has extensive project management experience from grant writing to implementation to close out.

He has successfully implemented HUD's Environmental Review Record (ENVRR) requirements on numerous projects.

He has a reputation for being responsive, professional, and accurate. Our clients will affirm that when they have a technical question and need sound guidance and advice, it's Corbett they call for assistance.

Professional Associations

- Florida League of Cities
- Florida Association of Counties
- Lake County League of Cities
- Florida Community Development Association
- Florida Green Building Coalition
- Grant Professionals Association

RECENT PROJECTS:

- Infrastructure: Indian River, Hernando, Highlands, Citrus & Martin Counties, Mascotte, LaBelle, and Lake Placid (various funding sources, including CDBG NR / CR / ED, USDA, FEMA, SRF, TIF, EDA, and more)
- Tech support / grant writing / research: Collier County Capital Projects Funding Strategies; Collier County Stormwater Master Plan; Collier County Business Incubator Funding and Implementation; Osceola County Entitlement Action Plan writing and implementation
- NSP1 & NSP3 Projects, oversight and tech support: Hernando, Martin, Osceola, Putnam, Flagler Counties, and Palm Coast
- Suwannee County Catalyst ED/EDA
- ARRA CDBG: Eagle Lake and LaBelle
- Housing: Osceola, Martin & Citrus Counties, Arcadia, and Avon Park (various funding sources including CDBG, CDBG DRI, SHIP, HOME, HHRP, FHOP)

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- Green Building Training Series
- HUD ENVRR and RROF Training
- Storm Water Utility Rate, Planning, Utility Development & Financing Courses
- FEMA HMGP/FMGP TS Fay
- CDBG Rule Hearings, Application and Implementation Workshops, (annually)
- CDBG Section 108 Workshops
- Attorney General's Summit: Florida in the Sunshine and Ethics Seminar
- GIS for Comm. Dev Professionals

EDUCATION AND CERTIFICATIONS:

- Bachelor's Degree in Engineering, FSU, focus on environmental projects
- AA in Drafting Technology, Bainbridge College
- Certified Engineer Intern & Engineering Honor Society

Donald M. (Don) Ridley, Overall Construction

Management

Mr. Ridley brings over thirty-six (36) years of construction and construction oversight experience to our team including seven (7) major disaster events. Mr. Ridley is experienced in FEMA disaster recovery programs, including all forms, policies and procedures related to disaster events i.e. Public Assistance worksheets and HMGP.

Professional Highlights:

Mr. Ridley has worked on disaster recovery projects related to all the major Florida hurricanes in recent history.

He is a recognized construction professional in Florida with a wide range of relevant experience: site development, housing, utilities, water and sewer plants, power plants, earthwork, foundations, concrete, masonry, steel, welding, painting and roadway construction.

He is well versed in permit, political and grants regulatory issues and understands the special restrictions of public grant-loan funded projects.

Mr. Ridley understands that document and financial controls are critical to effective grants management and is highly experienced in construction plans review, time management and cost control.

In addition, Mr. Ridley has worked with more than one-third of the Florida counties and municipalities as well as many leading engineering and construction firms. He has extensive experience with post-disaster redevelopment issues and has managed and inspected development projects for streets, downtown, water and sewer works totaling over \$300,000,000.

Mr. Ridley has personally worked on the construction of over 2,400 housing units. Mr. Ridley has been consulted on the development and the implementation of over fifty (50) Housing Assistance Plans (HAP), including SHIP, HOME, CDBG and HHRP.

Professional Associations

- Florida League of Cities
- Florida Association of Counties
- Lake County League of Cities
- Florida Community Development Association
- Osceola Grants Resource Network
- International Code Council

RECENT PROJECTS:

- Florida NSP CDBG City of Palm Coast, Hernando, Martin and Osceola counties
- DRI CDBG Martin County (2) and City of Lauderdale Lakes
- SHIP Hernando County Housing Authority Rehab Housing Delivery
- CDBG DRI (Special Appropriation CDBG) Martin County
- CDBG NR Eagle Lake
- CDBG- HR, ED, Disaster Recovery, Home Again, USDA, OTTED Highlands County and City of Avon Park Water, Infrastructure projects: sewer, gas and road
- CDBG Housing Rehabilitation City of Mascotte and Osceola County
- ARRA/CDBG City of Labelle and City of Mascotte Storm, Sewer, and Drinking Water Projects

RECENT TRAINING:

- FDEO NSP TA Training Tallahassee
- HUD ENVRR and RROF Training
- NSP Application Workshop, Orlando
- US HUD Environmental Review Procedures for Responsible Entities
- My Safe Florida Home Inspector
- FL Bldg. Code Advanced '04: Building Structural Summary
- Interior Codes 2: Occupancy & Loads
- FL Building Code Advanced '04: Residential-Floors, Walls, & Roofs
- FL Building Code Advanced '04: IEQ Overview
- ADA Guidelines: Accessible Routes

EDUCATION AND CERTIFICATIONS:

- Business Education from Jones Business College
- State Licensed Standard Inspector, BN-0001431
- Certified SBCCI Housing Rehabilitation
- Certified SBCCI Building
- ACI, NICET, Florida DBPR License
- ICC and BOCAI Inspector

Antonio Jenkins, Project Manager/Housing Specialist

Mr. Jenkins manages the construction administration and resident project representation for our housing and land development programs, including CDBG, NSP, SHIP, HOME, and others. He has over seven (7) years of extensive operations and project coordination experience and is well versed in the latest building standards and codes.

Professional Highlights and Duties:

His primary duties include project delivery and construction oversight, including single family homeownership and multifamily rental for NSP and CDBG Housing Rehabilitation Programs. In addition to:

- Conducts orientation sessions for prospective homeowners, contractors and vendors.
- Conducts home inspections to determine eligibility
- Reviews/recommends changes to HAP
- Conducts HUD Tier 2 Environmental Reviews
- Reviews soft second mortgage and construction contracts for grant compliance
- Conducts monitoring of homeownership and multi-family rental construction
- Conducts & provides inspections, work-write-ups, bid documents, NTB, and NTP
- Represents client at public workshops/hearings
- Creates and tracks the project construction budget, reviews, monitors, processes, approves construction and contractor payments authorizations;

Mr. Jenkins is a certified Property Maintenance and Residential Housing Inspector and Housing Rehabilitation Specialist. He is currently overseeing the construction and / or rehabilitation of 200+ housing units.

Mr. Jenkins has an extensive background in social and operations management. This experience enables him to provide excellent client service and serves as an invaluable asset in the-field and when face-to-face time is required with clients.

Professional Associations

- Florida League of Cities
- Florida Association of Counties
- Lake County League of Cities
- Florida Community Development Association
- Florida Green Building Coalition

RECENT PROJECTS:

- NSP1 & NSP3 Project Delivery: Hernando, Osceola, Lake, Martin, Putnam & Flagler Counties and Palm Coast
- ARRA CDBG City of Eagle Lake: project delivery and construction oversight, infrastructure.
- Martin County CDBG DRI, SHIP: project delivery and multifamily construction oversight.
- CDBG projects in Avon Park, Lake Placid, Highlands County, Osceola County, Palm Coast, Arcadia, Citrus County, and Hernando County
- SHIP Hernando County Housing Authority, Rehab Housing Delivery

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- Lake & Volusia County 2011 Annual Green Symposium
- HUD Section 3 training, 2011, Lakeland Florida
- Issues and Challenges of Owner Occupied Rehabilitation, 2010
- FDEO NSP TA Training Tallahassee
- HUD ENVRR and RROF Training
- Green Building Training Series
- CDBG Rule Hearings, Application/ Implementation Wkshops. (annually)
- US HUD Environmental Review Procedures for Responsible Entities
- My Safe Florida Home Inspector

EDUCATION AND CERTIFICATIONS

- Bachelor's Degree in Political Science, Valdosta State University
- Certified Inspector My Safe Florida Home
- Florida Green Home Designation Certification

Bill Gearing, Senior Planner, Grants Administrator

Mr. Gearing is a detail oriented professional with over thirty-six (36) years of experience in executive, administrative, and operational planning. He possesses an additional twenty-one (21) years of experience in supervision, as well as a solid background in public relations and grant administration.

Professional Highlights:

Prior to joining Guardian in June 2010, Mr. Gearing was the Community Enhancement Coordinator in Lake County, where he worked extensively with their CDBG and SHIP programs. Prior to Lake County, he was with the City of Umatilla, where he prepared proposals for the City resulting in awards totaling \$2.1M in grant funding. He wrote the City of Umatilla's first emergency management plan, five-year budget plan and new city ordinances.

In his capacity as Grants Administrator he is responsible for:

- Record file set up, monitoring, and maintenance, both on site and at Guardian
- Grant research, writing, and administration
- Required agency reporting (e.g., ARRA Monthly reports, CDBG Quarterly reports, etc.)
- Attendance and representation at site visits and monitoring
- Grant closeouts
- Review of grants management policy and procedures

Mr. Gearing has been responsible for the writing and submission of four (4) Neighborhood Stabilization 3 Abbreviated Action Plan Amendments to adjust and meet our clients' needs.

Professional Associations

- Florida Community Development Association - Board Member
- Lake Area Chapter, Military Officers Association of America, Board Member, past president
- Mount Dora Sister Cities Association, President
- Lake Sumter Grantsmanship Network, Board Member, past president
- Retired U.S. Army officer

RECENT PROJECTS:

- Infrastructure: Indian River, Hernando, Citrus & Martin Counties, City of Belleview and Lake Placid (various funding sources, including CDBG NR / CR / ED, USDA, FEMA, SRF, TIF, EDA, and more)
- CDBG Projects in: Palm Coast,
- ARRA: City of Eagle Lake Storm and LaBelle WTF
- NSP 3 Abbreviated Action Plan Amendments: Hernando, Osceola, Flagler, Putnam, Martin Counties and the City of Palm Coast.
- NSP1, NSP3 Grant Administration- Homeownership and Multi-family Rental: Hernando, Martin, Osceola, Putnam, Flagler Counties, and Palm Coast
- CDBG Disaster Recovery Wilma 1 and 2, SHIP, HHRP, HOME, FHOP Osceola County and Martin County
- CHOICE Neighborhoods Initiative, Planning Grant: Hernando County, research, writing, submission
- ED/EDA Suwannee County Catalyst HHRP/SHIP/HOME/FHOP Management: Lake County

RECENT TRAINING:

- NSP / CDBG / SHIP / HOME / USDA / HUD / FDEO Workshops and Webinars (ongoing, monthly)
- Environmental Review Procedures
- Acquiring Foreclosure Affected Properties for Affordable Housing Workshop
- Enhancing Your Housing Strategies Workshop
- SHIP Annual Report and SHIP Tracking System Workshop

EDUCATION AND

CERTIFICATIONS:

- Certified Public Manager, Florida State University
- Certificate, Legal/Assistant/Paralegal Studies, Blackstone School of Law
- Bachelor of Arts, Political Science, University of Dayton

Gayle Brett, Real Estate Transaction Specialist

Ms. Brett has twenty-five (25+) years of experience with buying, selling and managing real estate both in the private sector and also for the State of Florida. Before coming to work for Guardian in January 2011, Ms. Brett worked with DEO's Housing and Community Development staff in the NSP Section.

Previously Ms. Brett worked with the Grant Program, Florida Communities Trust. FCT provides grants to many Cities and Counties in the State to purchase land for preservation, conservation and recreation.

Ms. Brett also worked 15 years for DEP purchasing land for the State with CARL, Preservation 2000 and Florida Forever funds. She served as Supervisor of the Multi-Parcel Acquisition Section that was tasked with buying property in "derelict" subdivisions in Florida –some in the Everglades.

Ms. Brett's career has been built on good communication skills and bringing her expertise in private sector real estate into streamlining the state government land buying, selling and management practices to function as efficiently and as close to private sector practices as the State laws and rules would allow.

Professional Highlights:

Ms. Brett developed and implemented procedures for the State of Florida to purchase tax deeds in environmentally sensitive areas.

Ms. Brett also worked in the Asset Management Section in the Division of State Lands at DEP. During this tenure, Ms. Brett developed a system to evaluate and sell surplus lands owned by the State of Florida.

Florida Communities Trust (FCT) is a land buying program that received \$66 million per year to be given to cities and counties in purchasing property, negotiating, contracting and closing as needed.

Ms. Brett has six (6) years of employment in private sector real estate, holding both a Real Estate Sales Associate and Broker license.

Professional Associations:

Notary Public, State of Florida
Tallahassee Board of Realtors ® (former member)
National Association of Realtors ® (former member)
National Right of Way Association (former member)

RECENT PROJECTS:

- Oversight/ Monitoring of the Neighborhood Stabilization Program real estate transactions in Osceola, Hernando, Palm Coast, Martin, Flagler, Putnam counties
- 2012 CDBG Application process, public and CATF meetings
- Application/Evaluation of the Neighborhood Stabilization Program.
- Drafted Neighborhood Stabilization Policies and Procedures Manual (DCA/DEO)
- Received Davis Productivity Award as part of the team that implemented State of Florida's NSP 1 award.

RECENT TRAINING:

- CDBG Training Workshop
- NSP 3 Application/ Implementation Workshop
- HUD Training Webinars –NSP 1 & 3
- HUD Fair Housing Training
- Dale Carnegie Sales
- National Right-of-Way Association: Leadership Skills for Real Property Professionals
- Introduction to Property Management
- Real Property Asset Management
- Surveying and Title 101
- Florida Real Estate Associate & Broker Licensing (currently not licensed)
- FDEO e-CDBG Webinar
- HUD DRGR Standardized Reports Webinar

SUPPORT STAFF

Debbie Marshall, Grant Assistant

Ms. Marshall is a detail oriented, analytical professional that tediously maintains accurate record keeping and has extensive NSP program knowledge that enables her to successfully maintain quality grant compliance and management services on all projects. Her extensive experience in on-site file management will be of great value to your project as she will assist and support your staff in maintaining grant compliant records. Ms. Marshall's expertise is in audit preparation, managing files, processing detailed invoices, reviewing real estate transactions and providing all aspects of technical support as needed. Your staff will be supported daily in grant management tasks, including file maintenance, review of all applicant files, draw down back up, invoice and transaction review and reporting. In Ms. Marshall's three years of experience of on-site support, no client has received an audit finding for their administration files and documents. Ms. Marshall has an Associate of Science in Business Systems Technology, Associate of Science in Administrative Assistance.

Vel Burris, Office Manager/ Grant Assistant

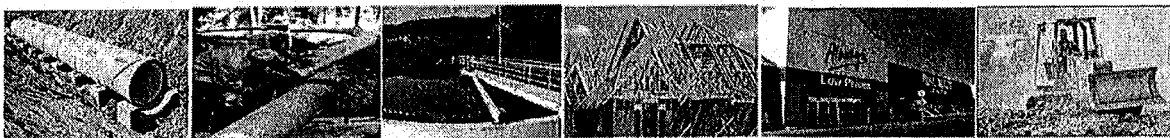
Ms. Burris provides support and assistance to all team members on a daily basis. Her knowledge of Microsoft Office programs is of great assistance to the team and to our clients when needed. Ms. Burris provides all administrative needs to maintain an efficiently running office. In addition she provides file and server management to ensure meticulously maintained records, preparation of marketing packages, assistance with applicant intake and keeping track of new program rules and regulations. Ms. Burris assists in the preparation and printing of any marketing packages for clients, assists in the review of applications and maintenance of applicant files along with phone assistance in answering questions of Guardian clients, program applicants, contractors and vendors. Ms. Burris has an Associate of Science degree in Human Services.



APPROACH TO TASK AND MANAGEMENT WORK PLAN

TIME IS MONEY	Work hard, work smart, call any time
COMPETITIVE FEE	We bid the work, not the maximum allowed
LAYERING	Bringing various funds together, conserving, thinking out of the box
ESTABLISH CONTROLS	Financial, document, contract, self auditing
THINKING IN TERMS OF THE FUTURE	Growth, employment, disasters, political and rule changes
PROFESSIONAL ETHICS	Respect the funder, client, beneficiaries; be aware of the public eye
REPEAT SUCCESSFUL COMPLETION	On time, under budget, looking for future opportunities to assist your community
COMMUNICATION	Key to resolving problems before they happen
BUILDING PARTNERSHIPS	Networking, sharing information, ongoing research
ATTENTION TO DETAILS	Self monitoring & audit preparation ongoing

Our approach and success in grant writing & administration is comprehensive, detailed, and follows a proven work plan centered on quality control. We measure our performance by the benchmarks we establish based on funding, administration and construction timelines and funder requirements. We establish these benchmarks at the time of contract for each grant funded project.



The Guardian Team is the Right Team for this Work.

*The Guardian Team understands the **skills, services and talents** needed to successfully apply for and administer Jefferson County's grant-funded projects!*

PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>Your community needs a Consultant that can:</p> <ul style="list-style-type: none">• Work with the County Coordinator, elected officials, department directors and local interests, in addition to reviewing the County's existing Comprehensive Plan, economic Development and Capital Project Plans and others documentation in determining priority projects and maximizing funding strategies.• Coordinate with public stakeholders.• Provide a comprehensive review of potential Federal, State and private leverage resources.• Develop successful grant applications.• Review and develop policies, procedures, protocols, and accountability safeguards in accordance with all funding source guidelines Federal and State program codes, requirements and regulations.	<p>Guardian professionals have years of combined, relevant experience in developing fundable grant applications and administering successful economic and community development and housing projects.</p> <p>We have worked with every Federal and State funded source and know their criteria to match your infrastructure needs.</p> <p>Equally important is ensuring that the Jefferson County is in the position to successfully apply and qualify for grants:</p> <ul style="list-style-type: none">• We will meet with your County Coordinator, elected officials, department directors and other stakeholders to discuss immediate concerns and priorities.• We will review the County's existing Comprehensive, Economic Development & Capital Projects Plans and assist the community with assessing environmental conditions for future projects.• We will research potential Federal, State and private leverage resources and provide recommendations for potential financial match and their requirements, allowing you to evaluate match opportunities.• We will develop all manner of policies and procedures related to implementation of grant and loan-funded programs, including all processes, grant policy, procedure guidelines, W/MBE, Section 3, URA guidelines, and many more.• We will assist and represent your staff when necessary in proposing new policies and procedures to your local governing body

PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>Your community needs a Consultant that can:</p> <ul style="list-style-type: none"> • Identify and coordinate with all agency contractors, partners, vendors, and funding agencies. • Coordinate with your staff their involvement to maximize resources and reduce administrative costs. 	<p>We are ready to 'hit-the-ground-running' in this area.</p> <ul style="list-style-type: none"> • We have developed myriad public notices and other grant related documents. • We have a step-by-step Task Plan that allows us to work in partnership with your staff and maximize your resources. • We will conduct, and represent you at, public and community meetings when needed or requested. • We have existing relationships with vendors, contractors, lenders, title search companies, realtors and many more serving your area. • We offer a one-stop toll-free number dedicated to our clients and businesses.

PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>When it comes to grants, including economic and community development, that involve job creation, infrastructure-related construction like sewer, water, roads and storm water, and housing grants and their related financing mechanisms, your community needs a Consultant that has:</p> <ul style="list-style-type: none"> • Thorough knowledge and understanding of grant infrastructure guidelines and requirements. • The dedication and commitment to ensure the quality of each project meets and exceeds grant standards. • The experience and willingness to undertake the research, planning and management of community development project activities and documentation, including application and administration services articulated in the RFQ. 	<p>The Guardian Team brings to your community decades of experience and millions of dollars in successful funding.</p> <ul style="list-style-type: none"> • We have worked with myriad Federal and State funding sources and are committed to your success. • We have assembled a team with all the professional backgrounds necessary to cover every facet of grant and loan-funded applications, administration and implementation. • We have the draft forms and field experience to document all funding requirements. • We understand the challenges that accompany various Federal and State grant programs, and have drafted successful strategies for meeting and overcoming them.

PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>Your community needs a Consultant that can:</p> <ul style="list-style-type: none"> • Develop draft bid documents, advertise and vet contractors, provide training and support to all contractors and vendors to ensure efficient, effective and timely project completion. • Attend pre-construction meetings and provide bid/construction development support. • Oversee construction activities, including field verification of quantities and adherence to project specifications, including Davis Bacon, Section 3, W/MBE, URA, and others. • Maintain detailed construction and progress logs, communication, inspection reports and photo/video documentation. 	<p>We have monitored and overseen dozens of sub-recipients as part of our CDBG, EDA, USDA, TIF, SRF, OTTED, NSP, HOME, SHIP, FEMA Disaster, private leverage and multiple other grant and loan-funded project management, including rate negotiations.</p> <ul style="list-style-type: none"> • We have created draft bid documents and have years of experience with advertising for and vetting Contractors and vendors in the best interest of our communities. • We have contract requirement guidelines established for pre-construction meetings and will provide technical training for the Contractor(s) and their subs. • We will provide the Project Engineer and/or Architect w/an electronic version of a standard document guide, supplemental conditions for specific grant & include the Wage Decision(s) for the project. • We have developed quality inspection records and progress reports for immediate review.
PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>Your community needs a Consultant that can:</p> <ul style="list-style-type: none"> • Conduct and manage the environmental review process consistent with all NEPA governing regulations and requirements. 	<p>Corbett Alday has extensive HUD experience and training on completing environmental reviews. Our Team has received praise from State agencies on the completeness and accuracy of the environmental reviews we have prepared.</p> <ul style="list-style-type: none"> • We have developed Tier Two Checklists, FONSI notices, and Floodplain Management Plans. • We have draft notices, letters, and sample maps ready for your review and submittal to the funding agencies. • The environmental review process is one of the Guardian Team's specialties!

PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>Your community needs a Consultant that can:</p> <ul style="list-style-type: none"> • Develop and administer agency contracts. • Establish financial and activity tracking & reporting mechanisms, ensuring accuracy, and accountability of program funds in compliance with program guidelines. • Coordinate draw down of program funds, draft Request for Funds for staff approval. • Review Change Orders & pay requests for compliance with specification and actual progress. • Provide all monthly/quarterly reports as required by HUD, DEO and other funding agencies. • Provide technical assistance as needed. 	<p>Christine Alday has extensive experience with funding-agency contracts and managing and tracking all manner of grants and loan-funded project dollars.</p> <p>For every project, the Guardian team:</p> <ul style="list-style-type: none"> • Sets up a duplicate comprehensive program budget and regularly reconciles our numbers with yours. • Sets up uniform checklists and forms for vendors, stakeholders, and Section 3 participants. • Reviews all pay requests and change orders for accuracy and appropriateness. • Drafts all Federal, State or private funding and reporting agency reports for staff review. • Sets up your filing system and regularly self-monitors it for completeness. • We are familiar with and understand the reporting requirements imposed by Federal and State agencies and in turn the requirements they impose on local governments.

PROJECT OBJECTIVES	ANTICIPATED DELIVERABLES
<p>Your community needs a Consultant that can:</p> <ul style="list-style-type: none"> • Perform other duties as necessary to ensure that all program parameters are executed in accordance with all State and Federal program guidelines, codes, requirements and regulations, including ADA/504 Handicap Accessibility, Uniform Relocation Act and Anti-Displacement, Copeland Anti-Kickback, Civil Rights, Fair Housing, all applicable parts of 24 CFR. 	<p>Overall grant program management, including CDBG, and others, is the core of Guardian's business. <i>It's what we do!</i> We realize that although we will present to you the most comprehensive scope of services possible, we will inevitably encounter new tasks and will approach strategies as our program management unfolds. <i>Because we have such a strong history of successful grant management work, we can commit to perform all duties necessary to meet all program requirements to make Jefferson County's projects a success.</i></p>

Let's Get Started!



Preliminary Activities:

- Background research to identify project/program needs and networking with County Coordinator, elected officials, department directors and community leaders to determine priority needs and formulate appropriate grant solutions.
- Develop leveraging strategies for each potential funding source.
- Kick-off meeting with County Coordinator and staff; review all requirements and meet with any businesses, organization partners, and other team members who may provide, GIS mapping, engineering documents, etc.
- Prepare for and be present at all required Public Hearings, County Commission meetings, CATF meetings, and Fair Housing activities.
- Review and/or Develop new policies required for the grant submission process.
- Prepare and submit final grant applications following County Commission approval.
- Prepare for and provide representation and support during site visits.
- Prepare for and provide representation and support during outreach or orientation seminars by your community.
- *(Economic Development)* From the business partner and /or business partner's investor: obtain evidence of equity and/or cash on hand, business plan and financial statements, letter of commitment, loan commitment (when required), proof of site control, list of current employees and evidence of new job creation, and provide sample Participating Party Agreement for legal review.
- Complete supporting documents for grant award contract documents.
- Complete grant agreement work plans and budgets.
- Develop required project record and filing system for all local/original documents.
- Establish a duplicate grant contract file system for tracking grant activity (electronic format preferred).
- Establish a master schedule with benchmarks and timelines.
- Prepare all required public notices.
- Prepare required request for comments.
- Prepare any needed maps or supporting documentation.
- Policy and procedure review.

You've Got the Grant – Now What?



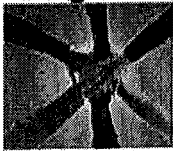
Post Award Activities:

- Prepare Environmental Review Record (ENVRR).
- *(Economic Development)* Execute Participating Party Agreement.
- Prepare FONSI advertisement and Request for Release of Funds (RROF).
- Site/project specific inspections and ENVRR checklist as needed.
- Review/update/develop any required grant policies and procedures manuals.

You've Got the Grant – Now What? (continued)

- Review all grant agreements for compliance, requirements and special conditions.
- Establish grant performance measures and benchmarks of performance.
- Provide a sample / review/ update RFP/RFQ for contractors and vendors.
- Recommend short list of vendors (e.g. construction contractors, surveyors, and any other remaining services needed).
- Vet all contractors and vendors.

Bring in Your Partners!



Outreach, Partner / Vendor Training & Support:

- Develop operating procedures and accompanying checklists and standardized reports for your project partners and vendors.
- Provide training, support and monitoring of the day to day activity of the partners, vendors and your staff.
- Provide sample grant required forms, vetting forms and forms of agreement for contractors, partners, and vendors.

Let's Get to Work!



Regular Compliance Monitoring:

- Oversee project schedule and compliance, including regular monitoring & updates.
- Representation during monitoring/site visits, audits and community meetings.
- Coordination with other agencies, partners, recipients and contractors.
- Provide all other necessary technical assistance to staff and contractors.
- Prepare regular status reports, e.g. grant funding report, grant contract status, administrative status, quality control activities and results, major accomplishments, success stories, etc., noteworthy meetings and accomplishments, work plan issues, available budget and uses of funds.
- Updates to HUD 2880 disclosures, Section 3 and MBE/WBE performance reporting.
- Procedures for comprehensive identification of beneficiaries, if applicable.
- Create monitoring, documentation and reporting of the efforts and results.
- Monitor all regular grant-funded project activity to ensure compliance.
- *(Infrastructure)* Davis-Bacon compliance for relevant activities, e.g. review of related contractor payrolls, wage interviews, project photos, etc.
- *(Infrastructure)* Request Wage Decisions where applicable and provide sub-grantee/contract guidance for specific activities.
- Review construction contract documents and supporting information compliance.

Let's Get to Work! (continued)

- Review & ensure compliance with applicable laws, e.g., ADA/504 Handicap Accessibility, Uniform Relocation Act and Anti-Displacement, Copeland Anti-Kickback, Civil Rights, Fair Housing, all applicable parts of 24 CFR, and any other related federal requirements.
- Oversight and coordination of citizen input and public meetings (coordination and response to citizen complaints/concerns).
- Develop, process and track amendments (action plans and other plans) where needed.
- Identify conflicts of interest and coordinate the issuance of a waiver if necessary.

Manage construction from beginning to end!



Project Delivery Services:

- Conduct initial site visits.
- Meet with the Building Department, Purchasing Department, & other involved departments to coordinate bidding, permitting & inspections as needed for specific activities.
- Advise on / assist with expediting permitting.
- Provide guidance on establishing & managing construction schedules.
- Develop funder bid conditions for construction bid and review bid specifications prior to advertisement.
- Assist with finalizing the Scope of Work (construction bid).
- Work with your staff to bid out, select & receive approval for contractors and bids.
- Coordinate meetings with staff and contractors to review and sign construction contracts, related documents.
- Attend & provide technical assistance during any pre-bid or pre-construction conferences as needed on all projects.
- Review the Notice to Proceed for compliance so construction can begin.
- Provide quality assurance and grant compliance construction inspections. Work with the Building Department to coordinate inspections & approval of draw requests during construction.
- Review all pay applications and change orders before approval.
- Review final construction documents for completeness.

Always Follow the Money!



Financial Oversight:

- Assist with implementing an internal budget and setting up purchase orders, as needed.

Always Follow the Money! (Continued)

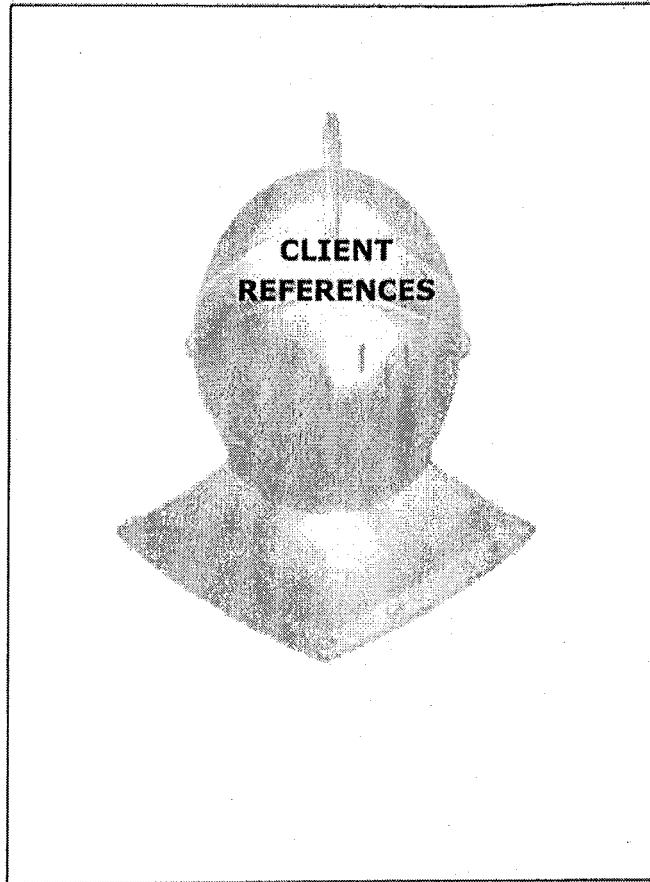
- Review and advise on a project financial management system for receiving and disbursing funds.
- Assist with financial reporting required by the funder.
- Assist with all Requests for Funds (RFF), working closely with your finance or Clerk's Department.
- Review, advise, and establish layering plans for each program's eligible budget and activities to coordinate proper use and tracking of layered funds.
- Review pay authorizations and change orders for compliance.
- Review grants amendments for compliance.
- Advise on maintenance of project account records.
- Provide sample time sheets for tracking of eligible grant-funded staff time.
- Assist with responding to external and internal audit questions.

We made it to Project Closeout!



Project Closeout Activities:

- Balance final project budget.
- Gather all necessary completion supporting documents.
- Prepare documents for administrative/financial close out of projects.
- Research and prepare information/applications for new and continuing grants and their related funding cycles.



PROFESSIONAL CLIENT REFERENCES

ACTIVE & RECENTLY CLOSED PROJECTS		
<p>Don Cole Housing Manager (772)-228-5901 (772) 692-7380 FAX Martin County 2401 SE Monterey Rd Stuart, FL 34996 dcole@martin.fl.us NSP1, NSP3, SHIP admin and project delivery (ongoing)</p>	<p>Danicka Ransom Housing Manager (407) 742-8418 (407) 742-8431 FAX Osceola County 330 N Beaumont Ave Kissimmee, FL 34741 dran@osceola.org NSP1, NSP 3, CDBG-HR, SHIP</p>	<p>Veda Ramirez Health and Human Services Manager (352) 540-4338 (352) 540-4339 FAX Hernando County BOCC 20 N Main St Room 161 Brooksville, FL 34601 vramirez@hernandocounty.us NSP1, NSP3, CDBG-NR & general grant services as needed.</p>
<p>Mary Jo Wilson Deputy City Clerk OR Michael Boyle, Superintendent of Public Works (863) 675-2872 (863) 675-7271 FAX City of LaBelle 481 Highway 80 W PO Box 458 LaBelle, FL 33975 maryjowilson@citylabelle.com michaelboyle@citylabelle.com CDBG-NR, CDBG-ED,ARRA SRF</p>	<p>Beau Falgout, Senior Planner (386) 986-3796 (386) 986-2590 FAX City of Palm Coast CDD 160 Cypress Point Parkway Suite B-106 Palm Coast, FL 32164 bfalgout@ci.palm-coast.fl.us NSP1, NSP3, CDBG-HR</p>	<p>Valerie Bradley SHIP Administrator (386) 313-4037 (386) 313-4176 FAX Flagler County BOCC Financial Services Office 1769 E. Moody Blvd, Bldg 2 Bunnell, FL 32110 vbradley@flaglercounty.org NSP 3</p>
<p>Judi Jankosky City Administrator (863) 494-2514 (863) 494-4712 FAX City of Arcadia 23 North Polk Avenue PO Box 1000 Arcadia, FL 34265 jjankosky@arcadia-fl.gov CDBG-HR, CDBG-NR</p>	<p>Gary V. Freeman Director of Utilities (863) 699-3747 Town of Lake Placid 311 W. Interlake Blvd. Lake Placid, FL gvftownoflp@centurylink.net CDBG ED</p>	<p>Pete Gardner, City Manager (863) 293-4141 (863) 294-3590 FAX City of Eagle Lake 75 N 7th St Eagle Lake, FL 33839 citymanager@eaglelake-fl.com ARRA CDBG-NR</p>
<p>Gordon Sparks Environmental Engineer (772) 226-1821 (772) 770-5318 FAX Indian River County Utilities 1801 27th Street Vero Beach, FL 32960 gsparks@ircgov.com CDBG-NR application FY 2011 and administration</p>	<p>Maria Sutherland Dir. Administrative Services (863) 452-4411 (863) 452-4413 FAX City of Avon Park 110 E Main St Avon Park, FL 33825 sutherland@avonpark.cc CDBG CR, CDBG HR</p>	<p>Mike Willingham Executive Director VC (863) 655-6444 (863) 655-6447 FAX Sebring Airport Authority 128 Authority Lane Sebring, FL 33870 mike@sebring-airport.com Hourly work order grants and technical support as-needed.</p>

IMMOKALEE CRA

The Place to Call Home

CRA Board

Commissioner
Donna Fiata
Chair

Commissioner
Tom Henning

Commissioner
James N. Coletta

Commissioner
Fred W. Coyle

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CA Advisory Board

Michael Facundo
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Edward "Ski" Olesky

Jeffrey Randall

Robert Halman
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Julio Estremera

Floyd Crews

James Wall

Eva Deyo

Carrie Williams

Daniel Rosario

Cristina Perez

CRA Staff

Penny Phillippi
Executive Director

Bradley Muekel
CRA Project Manager

Christie Betancourt
CRA Administrative
Assistant

Jeffrey Nagle
STU Project Manager

Murie Capita
IBDC Manager

November 26, 2012

Hernando County Purchasing Department
20 North Main Street, Room 365
Brooksville, FL 34601

RE: Project Reference Evaluation Form

Dear Ms. Buffum:

Please find the requested Project Reference Evaluation Form attached to this email. I have worked with Guardian staff for many years. In my experience with Guardian, they wrote and successfully administered many Small Cities Community Development Block Grants (CDBG) both Housing and Economic Development grants. Together, we have garnered and executed many state and other federal grants such as the \$3.2 million dollar grant to begin implementation of the Immokalee Stormwater Master Plan.

With Guardian's guidance and assistance we have recently completed an EDA grant for a facility to house the Immokalee Business Development Center (IBDC) (a business incubator that includes a regional commercial kitchen). Utilizing Guardian's strength in leveraging and layering grants, we also pulled together a USDA RBEG grant and a CDBG entitlement grant to meet all the requires for job creation and leveraging for the EDA grant. Our incubator without walls has created 14 new businesses over the past two years.

Guardian will be an excellent choice for grant writing, leveraging and successful administration of the grants. Please feel free to call if you require more information. We wish Hernando County luck with their economic development and job creation endeavors.

Best Regards,

Penny Phillippi
Executive Director
Collier County CRA-Immokalee
1320 N. 15th Street
Immokalee, FL. 34142
239.867.4121
www.immokaleetoday.com

**INDIAN RIVER COUNTY
DEPARTMENT OF UTILITY SERVICES
1801 27th Street, Vero Beach, Florida 32960**



June 1, 2012

To Whom It May Concern:


As the Capital Projects Manager for Indian River County Utilities Department, I am working with Guardian Community Resource Management Inc. (Guardian) on Indian River County's CDBG Neighborhood Revitalization (NR) program. Guardian has also worked with the County on a previous and successfully implemented CDBG NR program. The total project dollars invested in the community exceeded \$1.7 million between the two projects, including County leverage invested.

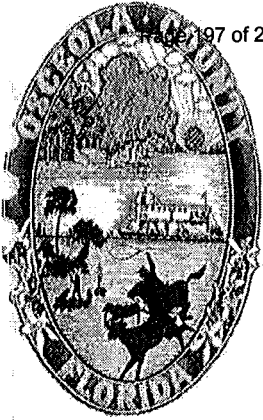
On the current project, the Guardian team of professionals provided grant writing services to secure funding for the West Wabasso Sewer and Drainage Improvement Project, Phase 1. They are now providing grant administration and consulting for this same project.

Guardian's level of service consistently exceeds the standards in this industry. Guardian team members have strong technical backgrounds, unique skill sets and a wide range of grants management experience. Each Guardian professional is committed to our success and has proven to be a good steward of taxpayer dollars. The Guardian staff members are accessible and responsive to questions and issues that arise during the daily operations of this project. They have provided timely and accurate technical support to my staff in addition to draft reports and numerous other reporting items. Each Guardian team member has consistently been knowledgeable and professional in their dealings with funders, vendors, county staff, contractors and all participating parties. They are very thorough in what they do, ensuring that all federal and state requirements are being met by all parties involved.

I am pleased to recommend Guardian without hesitation or reservation.

Sincerely,


Michael C. Hotchkiss, P.E.
Capital Projects Manager



May 4, 2012

To Whom It May Concern:

Human Services
330 N Beaumont Ave
Kissimmee, FL 34741
Tel: (407) 742-8400
Fax: (407) 742-8431

~~~~~  
**Celestia McCloud**  
*Human Services Manager*

~~~~~  
Danicka Ransom
Housing Manager

~~~~~  
**Keisha Cyriaano**  
*DBG Program Manager*

~~~~~  
Tommie Maldonado
Veteran's Services

Guardian has worked in great cooperation with our staff over a 4 year period on three separate affordable housing projects totaling 100 plus units and over \$20,000,000 in grant funding. They provided technical guidance to the County on the County becoming an entitlement entity. They have also provided timely and accurate technical support to us on projects that involved everything from the acquisition, rehabilitation, and resale or rental of homes to income-qualified homebuyers / tenants. They have monitored the rehabilitation of both single and multi-family units, and are knowledgeable and professional in their dealings with applicants, the funders, County staff, vendors, contractors, and all participating parties. Their housing inspectors are skilled in what they do, as are their grant administrators, and are good stewards of taxpayer dollars.

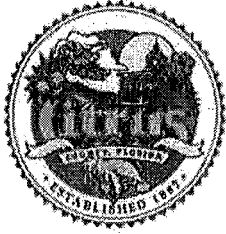
The Guardian team has developed a strong relationship with us and kept us apprised of changes in program rules and regulations in a timely manner, and assisted us with responding to every funding agency's questions. We are very impressed with the commitment Guardian made to us and to the program as a whole. In concert with Guardian, our Team has been able to implement multiple complex housing programs under very tight deadlines, and implement them properly and within the rules, with no findings and no concerns on any project.

Guardian has been with us every step of the way. We sincerely appreciate all the extra efforts from each member of Guardian and look forward to working with them on future projects.

Sincerely,

A handwritten signature in cursive script that reads 'Danicka Ransom'.

Danicka Ransom
Housing Manager



Board of County Commissioners Office of Operations and Projects

3600 W. Sovereign Path, Suite 266, Lecanto, Florida 34461

(352) 527-5240 Fax (352) 527-5204

Website: www.bocc.citrus.fl.us

April 4, 2012

OPL - 12 - 07

To Whom It May Concern,

I currently serve as the Projects and Operations Officer with Citrus County and have had the pleasure of working with the Guardian CRM staff on a CDBG Economic Development grant to fund a water main extension to serve a proposed new big box retail store. Guardian has worked in great cooperation with County staff and the developer over the last two years on this project leveraging the \$750,000 grant to bring a total investment of \$15,000,000 in private funding and job creation. They have provided timely and accurate technical support to us. They are knowledgeable and professional in their dealings with the funders, County staff, vendors, contractors, and all participating parties. Their inspectors are skilled in what they do, as are their grant administrators, and are good stewards of taxpayer dollars.

The Guardian team has developed a strong relationship with me and kept me apprised of changes in program rules and regulations in a timely manner, and assisted me with navigating through the oft times complicated requirements of the grant process, responding to questions from all stakeholders, including the funding agency and the public at large. I have been very impressed with the commitment Guardian has made to us and to our programs as a whole and have developed a great relationship with their staff and management.

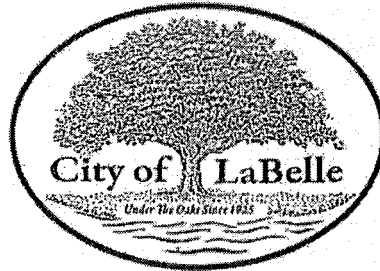
Guardian has been with Citrus County throughout the project from conception to conclusion of construction. In these difficult economic times, the role of a skilled grant team cannot be under estimated. Guardian played a major role in efficiently guiding the grant application to approval and subsequent filings to qualify the project to move forward within the desired timelines. I appreciate the extra efforts from each member of Guardian and look forward to working with them on future projects. Should you have any questions, please do not hesitate to call me at 352-527-5202.

Respectfully,

Gary W. Maidhof
Officer of Operations and Projects

David A. Lyons
Commissioner

Daniel W. Akin
Commissioner



Paul K. Puletti
Mayor

Gregory D. Bone
Commissioner

Hilda L. Zimmerly
Commissioner

March 8, 2012

Re. Guardian CRM, Inc.

To Whom It May Concern:

The City of LaBelle has had the pleasure of working with Guardian CRM, Inc. for the last 6 years on at least four projects totaling over \$5,000,000. During that time, they have provided timely and accurate technical support to us on all projects. I have always found them to be extremely knowledgeable and professional.

The Guardian team has developed a strong relationship with the City of LaBelle. They keep us apprised of any changes in program rules and regulations in a timely manner, and assist us with responding to every funding agency's questions. I am very please and impressed with the commitment Guardian has made to us and to our projects. I look forward to working with them on future projects as well.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Jo Wilson". The signature is fluid and cursive, written over a light background.

Mary Jo Wilson
City Clerk



MARTIN COUNTY
BOARD OF COUNTY COMMISSIONERS
2401 S.E. MONTEREY ROAD • STUART, FL 34996

Telephone: 772.288.5901
Fax: 772.288.5960
Email: dccole@martin.fl.us

DOUG SMITH
Commissioner, District 1

ED FIELDING
Commissioner, District 2

PATRICK HAYES
Commissioner, District 3

SARAH HEARD
Commissioner, District 4

EDWARD CIAMPI
Commissioner, District 5

TARYN KRYZDA
County Administrator

STEPHEN FRY
County Attorney

February 27, 2012

To whom it may concern,

Guardian CRM, Inc. has worked in great cooperation with our staff over a six year period on five separate affordable housing projects totaling over 250 units and over \$6,500,000 in grant funding. They have provided timely and accurate technical support to us on projects that involved everything from the acquisition, rehabilitation, and resale or rental of homes to income-qualifying homebuyers / tenants. Guardian has monitored the rehabilitation of both single and multi-family units, and is knowledgeable and professional in their dealings with all participating parties to include applicants, the funders, County staff, vendors and contractors. We find that their housing inspectors are skilled as are their grant administrators. They are keenly aware and insure that we are all good stewards of taxpayer dollars.

The Guardian team has developed a strong relationship with us and kept us apprised of changes in program rules and regulations in a timely manner. They have assisted us with responding to each and every question from the funding agencies. We are very impressed with the commitment Guardian made to us and to the program as a whole. In concert with Guardian, our team has been able to implement multiple complex housing programs under very tight deadlines. The programs have been implemented properly, within the rules, with no findings and or concerns on any project.

Guardian has been with us every step of the way. We sincerely appreciate all the extra efforts from each member of Guardian and look forward to working with them on future projects.

Sincerely,

Donald G. Cole
Housing Program Manager

TELEPHONE
772-288-6434

WEB ADDRESS
<http://www.martin.fl.us>



CITY OF EAGLE LAKE

"Growing With People In Mind"

75 N. 7th Street, P.O. Box 129, Eagle Lake, FL 33839

Phone (863) 293-4141 Fax: (863) 294-3590

March 14, 2012

Mr. Antonio Jenkins
Guardian CRM, Inc.
930 Marcum Rd., Suite 3
Lakeland, FL 33809

Dear Antonio:

On behalf of the City of Eagle Lake, I would like to express our appreciation for your help in getting Eagle Lake's Election Notice materials translating into Global Spanish. Your expertise has been invaluable to the City during this process.

This is a project that the City needed to get accomplished to assist our Spanish speaking residents and your help has allowed us to expedite the completion of this project faster than anticipated.

Again, thank you so much. I sincerely appreciate your generosity.

Best Regards,

Dawn Wright
City Clerk



Town of Lake Placid

311 WEST INTERLAKE BLVD. • LAKE PLACID, FLORIDA 33852-9662
TELEPHONE (863) 699-3747 • FAX (863) 699-3749

May 25, 2012

To Whom It May Concern:

I am pleased to provide this letter of reference for the professional team of Guardian Community Resource Management, Inc. The outstanding staff of professionals at Guardian has provided services such as grant writing and grant administration to the Town of Lake Placid and have time and time again exceeded our expectations and needs.

The team at Guardian has proven to be prompt and professional when working with the Town of Lake Placid staff, citizens and state/federal funding agencies.

Our positive experience working with Guardian can allow us to recommend the services that this team can provide to you and your community for grant administration and consulting services.

Sincerely,

A handwritten signature in cursive script that reads "Arlene Tuck". The signature is written in black ink and is positioned above the printed name.

Arlene Tuck, Town Clerk

Town of Lake Placid

**SEBRING
REGIONAL
AIRPORT**

Sebring Airport Authority
128 Authority Lane
Sebring, Florida 33870
(863) 655-6444
FAX (863) 655-6447
SUNCOM 742-6444

December 30, 2010

To Whom It May Concern:

Corbett Alday, CEO, Guardian CRM, Inc. has assisted with the development and management of over five million dollars of grant program funding for the Commerce Park at Sebring Regional Airport. Mr. Alday was responsible for all phases of the Commerce Park grant funding from the research up to and including the program management. The Grant project involved many forms of infrastructure such as water, sewer, storm water, roads, and site development.

As with any project, many challenges invariably come up during the development process. I found Mr. Alday to be very knowledgeable and his focus was to accommodate the needs of his client. I can recommend Mr. Alday without hesitation or reservation.

Should you require further information, please do not hesitate to contact me personally. My email address is Mike@sebring-airport.com

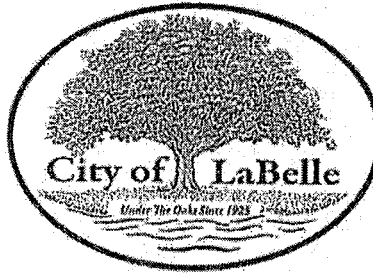
Sincerely,


Mike Wifflingham
Executive Director

/vs

David A. Lyons
Commissioner

Joseph R. Miller
Commissioner



Paul K. Puletti
Mayor

Gregory D. Bone
Commissioner

Hilda L. Zimmerly
Commissioner

December 28, 2010

RE: The Guardian Team

To Whom It May Concern:

I am pleased to provide this letter of reference for the professional team of Guardian Community Resource Management, Inc. ("Guardian"). At the present time, they are working with us to administer our CDBG Economic Development Grants as well as administering our FDEP SRF project for the Nano Filtration System Upgrade at our existing Water Treatment Plant. They are also assisting with our \$15,000,000 RUS Grant and Loan RO Plant Project that should go to bid early 2011.

We have been very pleased with the level of service that we have received from the Guardian team, and consider them to be true professionals in this industry.

They promptly respond to questions and requests.

They communicate and share information with me and my staff on a regular, consistent basis.

They go above and beyond in order to help the City achieve its goals.

Guardian staff members have a wide variety of skills, expertise and professional backgrounds, allowing them to assist with all aspects of grant administration.

I am happy to recommend the Guardian team without hesitation or reservation.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Boyle". The signature is written in a cursive, flowing style.

Michael A. Boyle
Superintendent of Public Works
City of LaBelle, Florida

City of LaBelle

Post Office Box 458 • LaBelle, Florida 33975-0458
Phone (863) 675-2872 • Fax (863) 675-7271 • www.citylabelle.com



INDIAN RIVER COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1801 27th Street, Vero Beach FL 32960
772-226-1237 / 772-978-1806 fax
www.ircgov.com

June 3, 2008

To Whom It May Concern:

It is my pleasure to provide this reference for Guardian Community Resource Management, Inc. (Guardian).

I am currently working with Guardian on the County's 2007 Neighborhood Revitalization Community Development Block Grant (CDBG). The CDBG is partially funding the construction of a new fire station within the Gifford community.

On various occasions, I have consulted with Guardian staff on grant and practical issues related to the fire station project. Each time I have found Guardian staff members to be knowledgeable and responsive to questions and issues that arose. In addition, work products produced by Guardian staff have been of high quality.

Overall, it is apparent to me that Guardian has professionals that care about the quality of the job, the timeliness of services, and the County's needs for technical support.

Sincerely,

Bill Schutt

Bill Schutt, AICP
Senior Economic Development Planner



MARTIN COUNTY
BOARD OF COUNTY COMMISSIONERS
2401 S.E. MONTEREY ROAD • STUART, FL 34996

Telephone: 772-463-3288
Fax: 772-288-5960
Email: creeder@martin.fl.us

DOUG SMITH
Commissioner, District 1

SUSAN L. VALLIERE
Commissioner, District 2

LEE WEBERMAN
Commissioner, District 3

SARAH HEARD
Commissioner, District 4

MICHAEL DITERLIZZI
Commissioner, District 5

DUNCAN BALLANTYNE
County Administrator

STEPHEN FRY
County Attorney

May 30, 2008

To Whom It May Concern:

As project manager on two sewer projects with Community Development Block Grant funding, I have worked with our CDBG consultant Guardian Community Resource Management for a year and a half. I have been impressed with their knowledge, professionalism, and experience. We also found their pricing to be very competitive. They also do the tasks in their contract, and don't just guide our staff in doing them, which is the level of service we received from a prior consultant. As a result, I feel we get more for the money. In addition, my projects cross department lines, and feedback from those departments has been good.

We have had several challenges to overcome, and Corbett Alday and his team have been right there, responding quickly to our calls and guiding us through problems so we could stay on track. We first hired Guardian for the grant projects I manage, and since have hired them to oversee several more, all with good results so far. I am happy to recommend Guardian Community Resource Management to others.

Sincerely,

Cathy Reeder
Community Development Specialist

TELEPHONE
772-288-5400

WEB ADDRESS
<http://www.martin.fl.us>



City of Fort Meade

8 West Broadway • P.O. Box 856
Fort Meade, Florida 33841-0856
863.285.1100 • Fax: 863.285.1124
www.cityoffortmeade.com

*Melony Bell,
Mayor*

May 30, 2008

*Robert Elliott,
Vice Mayor*

To Whom It May Concern:

*Richard Cochrane,
Commissioner*

As the Assistant to the City Manager of Fort Meade, I have worked with Guardian Community Resource Management Inc. (Guardian) on City grant projects for approximately two (2) years. The Guardian staff has worked with me on developing and managing Community Development Block Grant (CDBG) projects. They have also researched other funding opportunities that could potentially help fund future City projects.

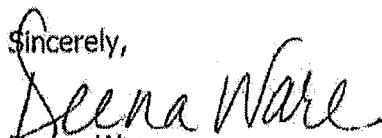
*Maurice Nelson,
Commissioner*

Their level of service has consistently exceeded the CDBG requirements. The staff is very knowledgeable, and their experience speaks volumes. During these past two years, the staff has been prompt, professional and supportive of the City's needs and the needs of the entire project. The staff members have a strong technical background, unique set of skills and wide range of grants management experience. In addition, Guardian has worked closely with the City for application submittals and audits by the State to ensure our success.

*James Watts,
Commissioner*

Guardian has always responded quickly to my grant related questions, and provided me with any necessary solutions. Because their reliable service, I feel they would be an asset for a management consulting contract with your community.

I am pleased to provide this reference for Guardian.

Sincerely,

Deena Ware
Assistant to the City Manager



**City of
Lake Wales**

201 Central Avenue W.
P. O. Box 1320
Lake Wales, FL 33859-1320
Phone (863) 678-4182
Fax (863) 678-4180

February 27, 2007

RE: The Guardian Team

To Whom It May Concern:

I am pleased to provide this letter of reference for the professional team of Guardian Community Resource Management, Inc. ("Guardian"). I am currently working with them to administer a CDBG Housing Grant.

The level of service they have provided has far exceeded the requirements of their contract.

The Guardian team is prompt, professional and they consistently go above and beyond in order to help the City achieve its goals. They openly share their knowledge and experiences with my staff and me.

Guardian staff members have a wide variety of skills; expertise and professional backgrounds, allowing them to assist with all aspects of grant administration.

I am happy to recommend the Guardian team without hesitation or reservation.

Sincerely,

Kathy Bangley

Assistant Planner

kbangley@cityoflakewales.com



CITY OF AVON PARK
Highlands County, Florida

Office of the Project Manager
110 East Main Street
Avon Park, Florida 33825

February 16, 2006

RE: Letter of Reference

To Whom It May Concern:

I am pleased to provide this letter of reference for the talented team of Guardian Community Resource Management, Inc. Please know the services that Mr. Corbett Alday and Mr. Don Ridley have provided thus far to The City of Avon Park have been extremely helpful. They are diligent in their efforts to execute grant applications and have shown great ability to provide information in a timely fashion. They have a quick response to even the most mundane issues.

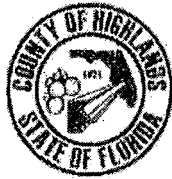
They have also represented The City of Avon Park in a friendly, professional manner during meetings with potential businesses wishing to relocate/ build in the Avon Park area. Their knowledge of our city business has helped us reach funding and leverage goals with future grant applications. They go above and beyond the usual by sharing their knowledge with us.

They are prompt, professional and smart and we are happy with their management services.

I would highly recommend their firm for any grant or other management services they may provide for your organization.

Sincerely,

Maria T. Sutherland
Project Manager



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS

January 30, 2006

RE: Guardian Community Resource Management, Inc.

To Whom It May Concern:

It is my personal pleasure to write this letter of recommendation for the professional staff with whom I am familiar at Guardian Community Resource Management, Inc. After having worked very closely with these professionals (Don Ridley and Corbett Alday) these past four years, I have gained an admiration and respect for their knowledge and abilities in all aspects of community development. They have kept the County apprised of available grant funds, how to use other funds as leverage, as well as being prepared to apply for a variety of federal and state funds as they become available.

For example, these professionals provided program administrative services to Highlands County in the Housing Category of Community Development Block Grant (CDBG) with SHIP and other matching funds. The level of service has far exceeded the requirements of the contract. They provided sample ads and conducted all public hearings and fair housing workshops. Housing Grant funds were utilized in a manner to maximize the numbers of units assisted through careful planning monitoring and execution of activities. They set up and maintained all files. Status reports were provided on a weekly basis in the form of professional spreadsheets. Contractors and applicants were treated with respect and courtesy. When a site visit or monitoring by the Department of Community Affairs (DCA) was required, the appropriate professional for the particular project was here a day early making preparations and remained to respond to all questions during the visit. All grants had "no findings" and "no concerns." County and external auditors found no errors and complimented Housing staff on the excellence of the grants administration.

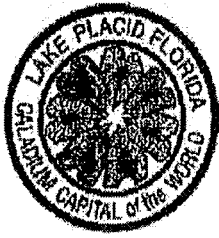
In the Economic Development (ED) category program, this staff worked diligently to assist the County in expanding intergovernmental agreements, seeking opportunities for ED by meeting with town and city officials, determining feasibility of potential projects and providing careful instruction to ensure success. During the past two years, they had administered two highly successful ED grants and assisted in leveraging other grant dollars to make ED a reality in this County.

Confident in the professionalism and excellence of both of these gentlemen, I offer my highest recommendation and would be pleased to discuss their competence at any time.

Sincerely,

Penny Phillippi
Highlands County BCC
Housing Coordinator

501 S Commerce Ave, Sebring FL 33870
863/402-6795 *** FAX 863/402-6910



Town of Lake Placid

311 WEST INTERLAKE BLVD. - LAKE PLACID, FLORIDA 33852-5591
TELEPHONE: (863) 699-3747 - FAX (863) 699-3749

From the office of Director of Utilities - Gary V. Freeman

December 7, 2005

RE: Letter of Reference

To Whom It May Concern:

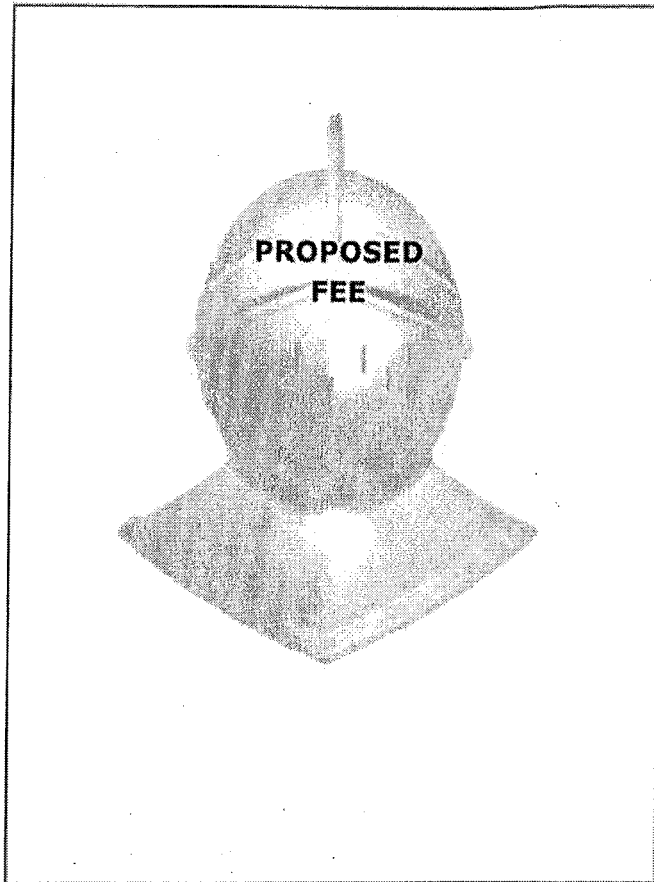
This letter is to inform you of the good work that the people from Guardian Community Resource Management, Inc. can provide. They have done a fantastic job working on two grants for the Town of Lake Placid (although they were working for another company at the time). Mr. J. Corbett Alday, Mr. Don Ridley, and the other team members, are on top of the latest Florida state grant procurement procedures and have helped us in many ways. We are working with them now on a new grant application and, as usual, they have all of the details needed.

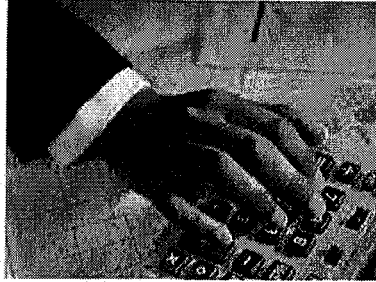
I would highly recommend their firm for any grant or other management services they may provide for your organization. Feel free to call me if there are any questions.

Sincerely,

Gary V. Freeman
Director of Utilities

Working toward a future that reflects our past





PROPOSED FEE AND SCOPE OF SERVICES

CDBG – ALL CATEGORIES

Grant preparation and application all CDBG categories:	(No Charge)
Neighborhood Revitalization, Commercial Revitalization or Economic Development	\$49,000
Housing Rehabilitation category	\$84,000

***Based on the eligible maximum grant award of \$700,000.00**

CDBG OVERALL TASK PLAN:

With your approval, Guardian will immediately set up a kick-off meeting with staff and review all requirements and meet with organization partners, and other team members who may provide capital projects plans, comp plans, income surveys, GIS mapping, engineering documents, etc. Set and implement a program schedule with your approval and team member input.

Estimated project schedule and milestones: (State CDBG grant cycle schedule yet to be determined)

- September 2013 Guardian prepares for: 1st Public Hearing and CATF meetings; First Fair Housing;
- September 2013 Guardian completes research, business meetings, surveys
- October 2013 Guardian prepares for: 2nd Public Hearing; Commission approves application; submit
- December 2013 Guardian prepares files and self monitors for State site visit
- February 2014 Grant award from State; Guardian completes award backup
- March 2014 Signed award agreement to State
- April 2014 Guardian prepares on site record files and the FONSI
- May/June 2014 FONSI advertised and release of funds submitted and cleared
- July 2014 CDBG bid requirements by Guardian; documents complete
- August 2014 Bid documents approved by State; advertise bids
- September 2014 Receive bids; award bids for construction
- March 2015 Complete construction
- March/April 2015 Grant Monitoring and Closeout Report
- September 2015 Resubmit

Guardian will provide the maximum service for our fee including preparation of all reports in draft, all record files for audit, all Request for Funds in draft, all bid document samples, all guide forms for Engineers and Contractors to follow and any responses to State and Federal site visits, monitoring or other requests, in addition to the above task plan items. Your role will simply be oversight, decision making, signatures, payments, and representation when State requires staff presence or involvement in visits or meetings.

Please note that the following fee schedule is a proposal and *is negotiable*. Our fees are inclusive of all travel, meals and lodging expenses. Also please note that Guardian bids the work and not necessarily the available fee.

Should we be awarded this work, we will write the grant application(s) at no charge to your community.

Guardian proposes the following breakdown of Grant Administrative Services for CDBG Neighborhood Revitalization, Commercial Revitalization or Economic Development

BUDGETED PORTION OF BLOCK GRANT AWARD FEE (7%) Based on the eligible maximum grant award of \$750,000.00	\$49,000
FDEO AGREEMENT ADMINISTRATION: <ul style="list-style-type: none"> • Representation during site visits and monitoring visits • Develop project information management and filing system • Develop work plan for project contract document • Oversight of project schedule and compliance • Coordination with other agencies and contracts • Oversight of citizen complaint process • Develop and process amendments • Provide regular project status reports • Provide all other necessary technical assistance 	\$14,000
PROJECT DELIVERY SERVICES: <ul style="list-style-type: none"> • Review of project contract document • Environmental review • Request wage decisions • Review bid documents for compliance • Review contract documents • Conduct and attend preconstruction conference • Monitor contractor performance and compliance 	\$10,000
FINANCIAL ADMINISTRATION: <ul style="list-style-type: none"> • Develop project financial management system for receiving and disbursing funds • Develop budget for project contract • Budget tracking • Review change orders for compliance • Review amendments for compliance • Supervision of payment authorizations • Maintain project account records • Monitor all project activity to ensure compliance 	\$14,000
POST-PROJECT ACTIVITIES: <ul style="list-style-type: none"> • Review final change order and pay request • Balance final project budget • Review final construction documents • Gather all necessary supporting documents • Prepare documents for administrative/financial close out • Final status report 	\$11,000

Guardian proposes the following breakdown of Grant Administrative Services for CDBG Housing Rehabilitation

BUDGETED PORTION OF BLOCK GRANT AWARD FEE (12%) Based on the eligible maximum grant award of \$750,000.00	\$84,000
--	-----------------

ADMINISTRATION	\$14,000
<ul style="list-style-type: none"> • Prepare Environmental Review • Develop a draft packet of forms to be utilized as part of the CDBG Housing Program. Submit to staff for review and revisions as requested. • Applicant Intake Process (for both relocation and rehabilitation), and Relocation Program Procedures. Meet with the Building Department to coordinate permitting and inspections 	

The following steps are for all rehabilitation/replacement/hardening: (Note: These are general steps, with some applying to rehab, some to hardening. Steps may be skipped, or new steps may need to be added as work progresses.)	\$60,000
<ul style="list-style-type: none"> • Advertise/select a contractor to perform a lead based paint inspection of each dwelling. • Work with staff to bid out, select and receive approval of surveyors and asbestos inspectors; • Coordinate execution of the contracts for surveyor and asbestos inspectors. • Issue Notice to Proceed to surveyors. • After surveys are completed, utilize them to develop specifications and plans for rehab. • Work with staff to bid out, select and receive approval for demolition/rehab contractors. • Work with staff to bid out for contractors to construct/rehab the residences • Submit bid specifications to Purchasing Department • Complete and/or revise the work write-ups to address the rehab dwellings that have existing lead paint. • Complete the work write-up on each dwelling and obtain the homeowners signature acknowledging. • Work with staff and the homeowner (or their representatives) to award the bids. • Meet with the homeowner and the construction contractor to complete contracts • Coordinate the execution of contracts for demolition of the existing residences, if applicable • Work with the contractor to obtain building and related permits • Work with homeowner to temporarily relocate out of the dwelling, if applicable. • Issue Notice to Proceed for the construction of the new residence or rehab/hardening of residence • Work with the Building Department to coordinate inspections and approval of draw requests. 	

Coordinate, be present and respond to any questions raised at all DEO site/monitoring visits.	\$10,000
<ul style="list-style-type: none"> • Maintain an independent set of financial records on the project. • Maintain an independent set of financial records on each individual residence. • Reconcile the consultant's financial records with the client's financial records regularly. • At the project conclusion, work with staff to prepare and submit a closeout for the project to FDEO. <p>The Contract Administrator must submit Monthly/Quarterly Status Reports, detailing:</p> <ul style="list-style-type: none"> • Contract status. • Any significant administrative actions that could affect the contract. • Quality control activities and results. • Major accomplishments, success stories, etc. • Noteworthy meetings. • Pending issues. • Other items deemed appropriate. 	

Our management approach, timely turn around on activities, and the economies of scale achieved by being able to work on more than one activity make this fee possible.

Proposed Fee Schedule for General and Other Grant Administration Services for ongoing public grant, loan or other funding opportunities for FFY2013-2014:

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)

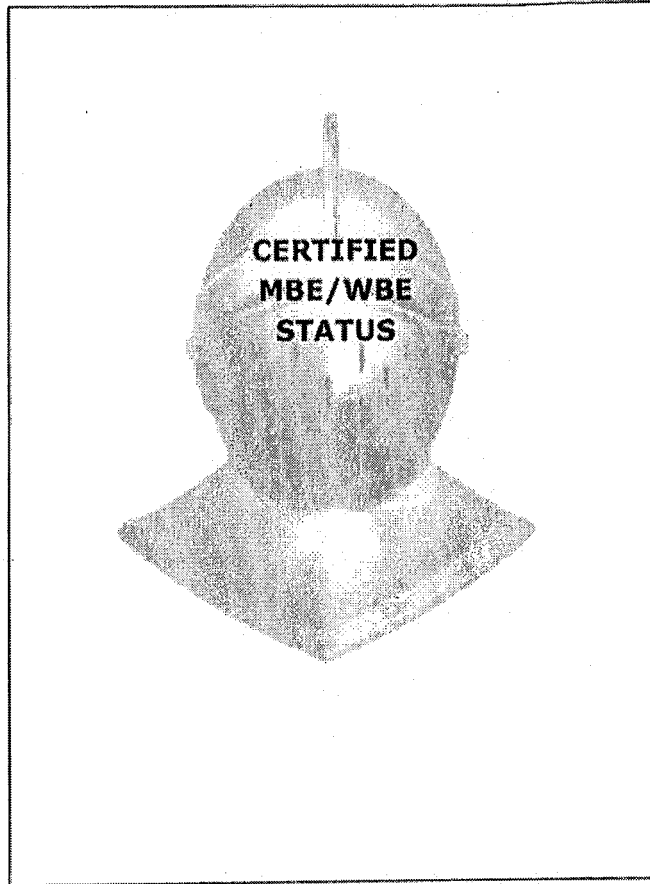
Affordable Housing Finance Proposals	\$25,000
USDA Water/Waste Grant-Loan Applications	\$25,000**
SRF Water or Waste Loan or Grant Pre-Application or App	\$20,000
EDA Infrastructure Grant Application	\$25,000**
EPA STAG or SPAP Grant Application	\$20,000
Economic Development Transportation Grant Application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

** Typically does not allow for administration fees; however these can be negotiated on a case by case basis.

***'The most valuable assets we have are our references, not our contracts. Take care of our clients and the contracts and invoices will come.'* -**

J. Corbett Alday, COO, VP





State of Florida

Minority, Women & Florida Veteran Business Certification

Guardian CRM, Inc.

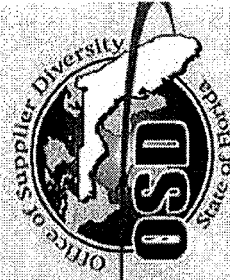
Is certified under the provisions of
287 and 295.187, Florida Statutes for a period from:

07/16/2013 to 07/16/2015



DEPARTMENT OF MANAGEMENT
SERVICES

Craig J. Nichols
Craig J. Nichols, Secretary
Florida Department of Management Services



2nd

Jefferson County CDBG/Housing Proposals 2012-13 Grants Management

Criteria	Meridian Community Services Group, Inc.	Guardian Community Resource Management Inc.
10 Points: Profile Management, Organization and History: Provide a detailed listing of all grants awarded through the efforts of your firm similar to housing programs of the County; amount of grant; grant category; grant work description administration responsibilities; completion period; and whether the work has been completed on time and within budget. Indicate any alternate funding (leveraging) that you may have obtained for any of the grants awarded.	10	10
25 Points: Professional Staff Experience: Describe experience and expertise of key individuals that will be providing services to the County; include resumes, certifications and information related to the program service delivery for Jefferson County.	25	25
30 Points: Experience: Provide a detailed profile of your firm that includes accomplishments and program experience in providing grant administration services of a similar nature as the services in this RFP. Describe client responsiveness and firm's ability to respond.	30	30
20 Points: Approach/Leveraging: Describe in detail the proposed types of projects and level of services your firm proposes to provide and the approach you will take to provide the required services. Provide a time line and a separate outline of how the grant process will proceed and how the grant process will be handled, including evaluation of appropriateness of the grant(s) to the County's needs. Discuss the application process, also the implementation and administration process. Discuss success in leveraging resources, federal, state, local and private.	18	20
10 Points: References: Provide a list of references for not less than three (3) governmental entities that your firm is currently providing or has provided for similar services within the last five (5) years.	10	10
5 Points: Proposed Fee: Provide a detailed fee schedule that includes the following: percentage of grant to be used to provide services. Identify total cost of all direct and indirect costs, including overhead, profit, operating, cost, reproduction, advertising, communication costs and travel costs and legal fees. (Please note requirements from Florida Statutes 112.061 and any additional requirements of CDBG.) List position disciplines to be used and identify corresponding staff hourly rate.	2	5
Total Score (100 Possible)	95	100

Ranking: #1 Guardian
 #2 Meridian

Signature [Handwritten Signature] Date 8/15/12

Jefferson County Request for Proposals (RFP)
Planning, Program Administration and General Construction Inspection Services
FFY 2014 Community Development Block Grant and Other Related Programs

Jefferson County requests proposals from individuals or firms to provide administration services for grant/loan funded projects for community and economic development. The County anticipates applying for a \$700,000 Florida Small Cities Community Development Block Grant (CDBG) in one of the regular category grants (Neighborhood, Housing or Commercial). Similarly, additional services may be included in separate contract(s) for services on an ongoing basis (up to three years) to be covered by other grant, loan or traditional funding sources at the discretion of the Jefferson County BOCC. Such sources of funding shall be sought, developed, and managed by the selected consultant(s), as applicable and available. Such sources of funding may include, but not be limited to: CDBG Economic Development, State Housing Initiatives Partnership (SHIP) program, Florida Division of Emergency Management (FDEM), US Department of Commerce, Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, Special Appropriations and other applicable grant and low-interest loan funds through the Federal, State, or other public sources, which may be applicable to the County's needs.

The FFY 2014 project(s) for which services are requested, and for which CDBG and other public program funds shall be utilized, may be generally described as follows: housing rehabilitation and construction activities, as well as public works and development facilities, that provide community and economic development within the County and primarily benefit low-to-moderate income citizens of the County. Specific needs may include, but not be limited to, housing rehabilitation, drinking water, sanitary sewer, stormwater facilities, street and access improvements, and other public service facilities and/or capital facility improvements needed for community and economic development.

Grant/Loan Program Administration services shall include, but not be limited to: conducting environmental review(s), coordinating with all funding agencies, developing and administering agency contract(s), requesting, tracking and managing program funds in compliance with program guidelines, and providing reports and technical assistance. General observation of construction activities, field verification of quantities and adherence to project specifications, maintenance of detailed construction logs, Davis-Bacon record-keeping requirements, preparation of inspection reports, review of change orders and pay requests for compliance with specifications and actual progress, attendance of pre-construction conference and bid/construction contract development support.

Procurement and contracting of all services shall conform to CDBG guidelines and state and federal regulations including 24 CFR, Part 85. The selection process shall be open to the public and records maintained in accordance with CDBG requirements.

Administration for the 2013 application year shall be applicable to the grant related project(s) and services requested. Proposals for the requested services (Program Administration) shall be evaluated using the following criteria:

- 10 POINTS PROFILE: SCORING WILL EMPHASIZE MANAGEMENT, ORGANIZATION, HISTORY, AND VARIETY & LEVEL OF LOCAL GOVERNMENT SERVICES.
- 25 POINTS STAFF: SCORING WILL EMPHASIZE EXPERTISE, SPECIFIC PROJECT EXAMPLES INCLUDING CDBG, AND VARIETY OF PROFESSIONAL BACKGROUNDS, CERTIFICATIONS, AND SKILLS.
- 30 POINTS EXPERIENCE: SCORING WILL EMPHASIZE DIRECT PROGRAM EXPERIENCE AND SUCCESS WITH A VARIETY OF PROGRAMS INCLUDING CDBG.
- 20 POINTS APPROACH AND LEVERAGING STRATEGY: SCORING WILL EMPHASIZE PROJECT APPROACH AND PROVEN LEVERAGING STRATEGIES IMPLEMENTED AND/OR MANAGED BY THE TEAM FOR LOCAL GOVERNMENT CLIENTS INCLUDING CDBG.
- 10 POINTS REFERENCES: SCORING WILL EMPHASIZE QUALITY OF REFERENCES.
- 5 POINTS FEES: SCORING WILL EMPHASIZE PROPOSED FEE, RATES, AND LEVEL OF SERVICE IN RELATION TO PROPOSED FEES.

The previous criteria are shown in the required format. For a proposal to be eligible, the format must be strictly adhered to. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Jefferson County is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the

event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked *above* the other firm or firms involved in the tie. In compliance with the Florida Sunshine Amendment and Code of Ethics, Jefferson County strictly enforces open and fair competition in its RFP's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. During the RFP process, questions or requests for additional information concerning this RFP shall be directed to Mr. Parrish Barwick, County Coordinator, 450 West Walnut Street, Monticello, FL 32344, (850) 342-0287 and not to (other) committee members or elected officials.

Jefferson County reserves the right to request clarification of any information submitted by proposers. The Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to *waive* any informalities or irregularities in the proposal process. CDBG and other program contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies. Ranking and contracting for each service will be done separately.

Consultants shall submit one (1) original and *five* (5) copies of their proposal response to the above-referenced contact person and address in sealed packages and marked clearly: "SEALED PROPOSAL FOR GRANT SERVICES", no later than 4:00 p.m. on August 14, 2013. To facilitate effective evaluation by the County, proposals shall be limited to a total of 50 pages. MBE/WBE/DBE certification(s), statement on Public Entity Crimes, other appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Proposals that exceed this length will be considered non-responsive and will not be evaluated. Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the County, proposers may be asked to *give* a short presentation/interview as part of the selection process. Jefferson County supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

**ITEM 6(c): NATURAL GAS LINES
FEASIBILITY STUDY**



TriEnergy Solutions

best energy choice.....

Proposal: Jefferson County Natural Gas Feasibility Study

August 22nd, 2013

Winston Humphrey

Energy Engineer

4233 West Hillsboro Blvd., #311
Coconut Creek, FL 33097
561-602-3707
winston@trienergysolutions.net

This proposal expires on 09/22/2013

I. PROPOSAL BACKGROUND

TriEnergy Solutions, Trillium CNG and Precision Alternative Fuel Conversions recently met with Jefferson County with regards to Jefferson County's interest in natural gas service to Jefferson County. Natural gas is a domestic, clean and efficient energy source that can reduce operational cost savings by a range of 35 to 50 percent. This operational cost savings along with natural gas efficiency and environmental cleanliness can serve as an economic development tool for Jefferson County and its region. Jefferson County has taken the initiative to better its community and TriEnergy Solutions, LLC would like to serve as Jefferson County's steward in this initiative by conducting a feasibility study to identify the potential for natural gas service, natural gas fired technologies and Compressed Natural Gas (CNG) as an alternative transportation fuel, as an Economic Development tool.

II. SCOPE OF SERVICES TO BE PERFORMED BY TRIENERGY SOLUTIONS

Conduct a feasibility study that evaluates the potential of having natural gas facilities installed into Jefferson County for utilization by the community:

- a. Identify all commercial businesses that have the ability to utilize natural gas for their operation
- b. Conduct economic analysis for businesses that can convert from existing energy source to natural gas
- c. Identify Compressed Natural Gas (CNG) opportunities within Jefferson County
- d. Identify incentives and resources to encourage business owners to convert to natural gas
- e. Develop a preliminary strategic approach for having natural gas facilities installed into Jefferson County with TriEnergy Solutions, LLC representing Jefferson County as project manager
- f. Provide options for funding initiative if project is feasible
- g. Provide estimates for natural gas infrastructure installation
- h. Provide estimates for natural gas tax base and revenue for Jefferson County
- i. Once under contract, work with Jefferson County stakeholders/agencies to execute the scope of services associated with each of the above proposed initiative
 - Planning
 - Grants Administrator
 - Extension Service
 - School Board
 - Solid Waste & Recycling
 - Tax Collector
 - Economic Development Council
 - Economic Development Corporation
 - Monticello/Jefferson County Chamber of Commerce

III. PROPOSAL TIMELINE

- a. 7/23/13: Initial meeting with TriEnergy, Trillium, Precision and Jefferson County
- b. 8/22/13: Submit proposal to Jefferson County
- c. 9/03/13: Follow up meeting with Jefferson County
- d. 9/17/13: Jefferson County to determine if to move forward with feasibility study proposal
- e. 9/19/13: Project kickoff meeting - Identify designated team members and responsibilities, set project timeline and schedule and coordinate monthly project status meetings.
- f. 12/19/13: Submit feasibility study results to Jefferson County, determine if appropriate to move forward with natural gas initiative with TriEnergy Solutions as project manager

IV. PROJECT TIMELINE

The length of this contract will be for 3 months from the date the document is fully executed. During the 3 month period all of the objectives identified under the heading Scope of Services Performed by TriEnergy Solutions will be completed

V. COMPENSATION

As full compensation for the Services rendered under this agreement, JEFFERSON COUNTY shall pay TRIENERGY SOLUTIONS, LLC the sum of \$12,000 of which \$6,000 to be paid upon the signing of this agreement and the remaining \$6,000 to be paid immediately on completion of project at the end of the 3 month project timeline.

VI. EFFECTIVENESS

This agreement will become effective when all parties have signed it. The date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the date of this agreement.

Proposal: Conducting a Natural Gas Feasibility Study

TES

By signing below, Jefferson County is agreeing to a contractual relationship with TriEnergy Solutions, LLC to render services for the objectives identified within this proposal.

COMPANY: TRIENERGY SOLUTIONS

COMPANY: _____

By: _____

By: _____

Name: Winston Humphrey

Name: _____

Title: Energy Engineer

Title: _____

Date: _____

Date: _____



TriEnergy Solutions

Best Energy Choice

TriEnergy Solutions (TES) is an energy services consulting company that is focused on providing energy solutions with guaranteed savings to our clients. Our mission is to create a positive recurring cash flow for our clients by promoting domestic energy, the ideals of sustainability and a cleaner environment. TES will identify energy savings opportunities for commercial, industrial, municipal and other facilities with a primary focus of analyzing current energy systems and consumption to make recommendations for energy upgrades and alternative fuel use necessary to decrease overall energy usage and costs.

TES partners with utilities, architects, engineers and contractors to identify applications for gas fired technologies including Alternative Fueled Vehicles, Gas Fired Space Conditioning Systems and Combined Heat and Power Systems to ensure that our clients are making the best possible energy decisions. TES provides expertise in energy services which includes:

- Feasibility Studies
- Product Development
- Economic Analysis
- Energy Presentations
- Site Surveys and Investigations
- Project Management
- Evaluation of Energy Supply Side Saving Opportunities
- Project Recommendations

TES founder Winston Humphrey has over 25 years of experience in engineering, project management, marketing and technical sales within the utility industry. During his career he developed Alternative Fueled Vehicles programs, Gas Fired Space Conditioning programs and provided advanced sales-oriented engineering expertise necessary to increase sales for large volume customers while ensuring utilization of the most innovative and best possible energy options regardless of the energy source. Winston has a BS Degree in Mechanical Engineering and is certified in Compressed Natural Gas Fueling Station Design by the Natural Gas Vehicle Institute. He is a past President of the Association of Energy Engineers and remains active in professional engineering educational activities and gas associations.

TES proven record of success in the utility industry allows our clients to meet their goals while maximizing revenue.

Call us today! – for best energy choice!

4233 W Hillsboro Blvd., #311
(561) 602-3707

Coconut Creek
winston@trienergysolutions.net

Florida 33097
www.trienergysolutions.net

Project Reference List

Broward County Natural Gas Main Extension

Completed feasibility studies and energy economic analyses that provided numerous business owners a cost savings range between 35 to 55 percent after utilizing a competitive and efficient alternate energy source while also maximizing revenue for the natural gas company. Successfully negotiated with city managers and business owners to extend natural gas facilities into Broward County, Deerfield Beach, FL.

Boynton Beach Natural Gas Main Extension

Completed feasibility studies and energy economic analyses that identified energy savings opportunities for 25 business owners who saw approximately 45% savings in their utility bills after adopting recommended energy solutions. Successfully negotiated with shopping mall owners and business owners of Boynton Beach, FL to extend natural gas facilities throughout shopping mall properties.

Ranger Asphalt Plants Conversions

Recommended energy efficient upgrades and cost saving methods to asphalt plant owners after analyzing existing energy systems. Business owners accepted and approved energy efficient solutions with an estimated annual savings of \$500,000 at 3 existing plant operations.

Waste Management CNG Conversion

Partnered with project managers, energy consultants and engineers to develop and implement the installation of natural gas facilities and delivery of service for the conversion of refuse trucks from Diesel Fuel to Compressed Natural Gas (CNG). Estimated annual fuel cost savings of \$1,500,000 to owner.

Philadelphia International Airport

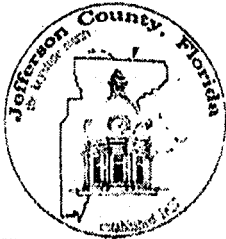
Assisted airport engineers with design plans to provide natural gas service to the Airport extension and added facilities including new terminal and hotels. Project when finalized provided best energy savings options to airport terminal extension and hotels.



TriEnergy Solutions

best energy choice.....

**ITEM 6(d): SMALL GRANT PROGRAM
REQUEST**



BOARD OF COUNTY COMMISSIONERS JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827
450 WEST WALNUT STREET, MONTICELLO, FLORIDA 32344
PHONE: (850)-342-0287

Benjamin Bishop
District 1

John Nelson
District 2, Chair

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

GRANT APPLICATION

TO QUALIFY FOR THE COUNTY GRANT, YOU MUST PROVIDE THE FOLLOWING INFORMATION:

THE NAME OF YOUR ORGANIZATION OR GROUP: Concerned United People, Inc.

MAILING ADDRESS: P. O. Box 806 Monticello, Fla. 32345

COPY OF INCORPORATION CERTIFICATE: ATTACHED. Dept. of State, State of Florida

COPY OF TAX EXEMPT NUMBER: 501 (c) 3 ATTACHED

COPY OF FEIN NUMBER: 58-2682082

COPY OF EMPLOYEE IDENTIFICATION NUMBER: 58 2682082

AMOUNT OF YOUR REQUEST: \$1,500.00

EXPLAIN THE USE FOR THESE FUNDS:

We the organization of Concerned United People, Inc. is requesting these funds to sponsor A Thanksgiving /Homecoming for all the Alumni of the Old Howard Academy School at the corner of Rocky Branch Road & Cypress Street. This event will enhance Tourism and support the local Economic Development

Ronnie E. Kipp
CUP 2nd Vice President, Project Coordinator

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney

State of Florida

Department of State

I certify from the records of this office that CONCERNED UNITED PEOPLE, INC. is a corporation organized under the laws of the State of Florida, filed on February 2, 2004.

The document number of this corporation is N04000001008.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on April 1, 2013, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this is
the First day of April, 2013*



Ken DeJoy
Secretary of State

Authentication ID: CC6283367313

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>



Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248114008
Nov. 27, 2009 LTR 4168C E0
58-2682082 000000 00

00014021
BODC: TE

CONCERNED UNITED PEOPLE INC
% C P MILLER
1146 CURTIS MILLS RD
MONTICELLO FL 32344-3200



008445

Employer Identification Number: 58-2682082
Person to Contact: Mrs. Lutes
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 18, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 2004.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form ~~990-PF, Return of Private Foundation, for the second tax year that the~~ organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 29 2004

CONCERNED UNITED PEOPLE INC
1146 CURTIS MILL RD
MONTICELLO, FL 32344-3200

Employer Identification Number:
58-2682082

DLN:

17053166028004

Contact Person:

NANCY L STUERENBERG

ID# 31428

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

October 31, 2004

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period