



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1484 SOUTH JEFFERSON STREET; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

Stephen Fulford
District 1 Chairman

Gene Hall
District 2

J T Surles
District 3

Betsy Barfield
District 4 ViceChair

Stephen Walker
District 5

REGULAR SESSION AGENDA

**August 2, 2018 at the Courthouse Annex
435W.Walnut Street, Monticello, FL 32344**

1. 6 PM–CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

2. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS

3. CONSENT AGENDA

- a) Approval of Agenda
- b) General Fund/Transportation Vouchers
- c) BOCC Minutes 7-17, 2018, Special Session Budget Hearing
- d) BOCC Minutes 7-19, 2018, Regular Session
- e) Request to Surplus Outdated Fire Engine to Wacissa Volunteer Fire Dept.
- f) District Three Planning Commissioner Candidate - Byron Arceneaux, Comm. Surles
- g) Small Grant Application Approval - We Care Network

4. PUBLIC HEARING NOTICE: 6:10 P.M. or Soon Thereafter:

Jefferson County is Considering Applying for the Florida Department of Economic Opportunity 2017 Community Development Block Grant (CDBG), Up to \$750,000 in Neighborhood Revitalization, Commercial Revitalization and Housing Regabilitation Categories.

5. General Business

- a) SHIP Housing Consultant Contract Extension Yrs. 2018/19 - 2019/20 - GSG Inc.
- b) County - City Street Paving Initiative Pearl St., Commissioner Hall
- c) Appointment of Commissioners to Canvassing Board, Value Adjustment Board, Etc.
- d) Tax Deed Sales, No Bids Submitted - Directions For Ownership / Disposal

6. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)

7. County Coordinator - [Alternate Route Discussion Lloyd Acres](#)

8. County Attorney

9. Commissioner Discussion Items

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.

Tim Sanders
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001	G/L	CASH ACCOUNT-011010000				CASH-CHECKING-GEN. FUND			
ADPI Intermedix	08/02/2018	-	DPI26910	06/30/2018	VR	01080218-022	Jeff Cnty Fire Rescue	5906.89	.00
		CHECK TO VENDOR==>VENDOR ADPI				ADPI Intermedix	TOTALS	5906.89	.00
Advanced Business System	08/02/2018	-	314507	07/19/2018	VR	01080218-016	Mtr#70302,70315,70316	217.07	.00
Advanced Business System	08/02/2018	-	314622	07/20/2018	VR	01080218-018	Mtr#70317,70318,70319	87.95	.00
Advanced Business System	08/02/2018	-	314690	07/23/2018	VR	01080218-019	Mtr#71985	38.37	.00
Advanced Business System	08/02/2018	-	314696	07/23/2018	VR	01080218-074	Mtr#68863	27.06	.00
Advanced Business System	08/02/2018	-	314696	07/23/2018	VR	19080218-075	Mtr#68863	27.05	.00
		CHECK TO VENDOR==>VENDOR ADVBUSIN				Advanced Business Systems	TOTALS	397.50	.00
Animal Tales, LLC	08/02/2018	-	PL072118	07/21/2018	VR	01080218-024	Born to be Wild Program	350.00	.00
		CHECK TO VENDOR==>VENDOR ANIMALTA				Animal Tales, LLC	TOTALS	350.00	.00
Ard, Shirley & Rudolph,P	08/02/2018	-	11654	07/23/2018	VR	01080218-015	Plan Rep 08/18	2188.33	.00
		CHECK TO VENDOR==>VENDOR ARDSHIRL				Ard, Shirley & Rudolph,PA	TOTALS	2188.33	.00
T. Buckingham Bird	08/02/2018	-	08011801	08/01/2018	VR	01080218-002	Monthly Budget 08/18	2260.41	.00
		CHECK TO VENDOR==>VENDOR BIRDTBUC				T. Buckingham Bird	TOTALS	2260.41	.00
Marty Bishop	08/02/2018	-	08011801	08/01/2018	VR	01080218-003	Monthly Budget 08/18	24016.66	.00
		CHECK TO VENDOR==>VENDOR BISHOPM				Marty Bishop	TOTALS	24016.66	.00
CenturyLink	08/02/2018	-	37050718	07/17/2018	VR	01080218-077	Act#444093705	64.77	.00
CenturyLink	08/02/2018	-	37050718	07/17/2018	VR	19080218-076	Act#444093705	64.78	.00
		CHECK TO VENDOR==>VENDOR CENTLINK				CenturyLink	TOTALS	129.55	.00
CurtisMorganGarageInc	08/02/2018	-	12350	07/19/2018	VR	01080218-007	FireRescue-Oil Change	203.12	.00
		CHECK TO VENDOR==>VENDOR CURTISMO				CurtisMorganGarageInc	TOTALS	203.12	.00
Dayco Services	08/02/2018	-	07201801	07/20/2018	VR	19080218-087	Fire Rescue-Axle Seals	1795.00	.00
		CHECK TO VENDOR==>VENDOR DAYCO				Dayco Services	TOTALS	1795.00	.00
DEMCO	08/02/2018	-	6409544	07/11/2018	VR	01080218-025	#090036800 Labels	122.63	.00
		CHECK TO VENDOR==>VENDOR DEMCO				DEMCO	TOTALS	122.63	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-051	#AN2AW01	11.20	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-053	#AN2MO01	278.17	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-054	#AN2MO02	112.05	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-055	#AN2MO05	67.23	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-058	#AN2MO08	91.49	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-059	#AN2MO09	52.22	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-060	#AN2MO10	89.64	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-061	#AN2MO11	33.61	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-062	#AN2MO11	33.62	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-063	#AN2MO12	44.82	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-064	#AN2MO13	48.52	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-065	#AN2MO15	22.41	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-066	#AN2MO16	67.23	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-067	#AN2MO17	89.64	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-068	#AN2MO18	44.82	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-069	#AN2MO19	22.41	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	01080218-070	#AN2MO21	25.00	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	19080218-052	#AN2AW01	11.21	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	19080218-056	#AN2MO06	46.67	.00
State of Florida	08/02/2018	-	2T-1525	06/30/2018	VR	22080218-057	#AN2MO07	67.23	.00
State of Florida	08/02/2018	-	2T-1526	06/30/2018	VR	01080218-042	#AN2	72.86	.00
State of Florida	08/02/2018	-	2T-1527	06/30/2018	VR	19080218-082	#AN2-14844	33.95	.00
State of Florida	08/02/2018	-	2T-1528	06/30/2018	VR	01080218-043	#AN2-10457	27.68	.00
State of Florida	08/02/2018	-	2T-1529	06/30/2018	VR	01080218-044	#AN2-1550	36.55	.00
CHECK TO VENDOR==>VENDOR DEPTMGMT State of Florida TOTALS								1430.23	.00
Dewberry Engineers, Inc.	08/02/2018	-	1576153	07/18/2018	VR	01080218-045	Turney Anderson Road	3460.80	.00
CHECK TO VENDOR==>VENDOR DEWBERRY Dewberry Engineers, Inc. TOTALS								3460.80	.00
Doug's Tree & Lawn, Inc.	08/02/2018	-	570837	07/24/2018	VR	22080218-090	SolidWaste-RemoveDeadTree	250.00	.00
CHECK TO VENDOR==>VENDOR DOUGSTRE Doug's Tree & Lawn, Inc. TOTALS								250.00	.00
Duke Energy	08/02/2018	-	30570718	07/17/2018	VR	19080218-083	Act#8325563057	40.87	.00
Duke Energy	08/02/2018	-	30570718	07/17/2018	VR	19080218-084	Act#8325563057	92.41	.00
Duke Energy	08/02/2018	-	30570718	07/17/2018	VR	19080218-085	Act#8325563057	150.72	.00
Duke Energy	08/02/2018	-	45190718	07/19/2018	VR	22080218-089	Act#0374194519	416.99	.00
Duke Energy	08/02/2018	-	60800718	07/18/2018	VR	01080218-046	Act#3663516080	89.92	.00
Duke Energy	08/02/2018	-	75780718	07/12/2018	VR	01080218-009	Act#1644507578	305.50	.00
Duke Energy	08/02/2018	-	90640718	07/19/2018	VR	01080218-041	Act#3193189064	779.98	.00
Duke Energy	08/02/2018	-	91980718	07/12/2018	VR	01080218-010	Act#7205709198	43.67	.00
Duke Energy	08/02/2018	-	95940718	07/16/2018	VR	01080218-006	Act#5010229594	651.54	.00
CHECK TO VENDOR==>VENDOR DUKE Duke Energy TOTALS								2571.60	.00
Gulf Coast Lumber/Supply	08/02/2018	-	39152	07/20/2018	VR	01080218-081	#300166 Grease	4.09	.00
Gulf Coast Lumber/Supply	08/02/2018	-	39152	07/20/2018	VR	19080218-080	#300166 Grease	4.09	.00
Gulf Coast Lumber/Supply	08/02/2018	-	39223	07/23/2018	VR	01080218-078	#300166 Silicone Spray	2.89	.00
Gulf Coast Lumber/Supply	08/02/2018	-	39223	07/23/2018	VR	19080218-079	#300166 Silicone Spray	2.90	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE	VOUCHER NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
Gulf Coast Lumber/Supply	08/02/2018	-	39249	07/23/2018	VR	22080218-094 #300166	Hose Mender	6.99	.00
							CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply* TOTALS	20.96	.00
Eugene Hall	08/02/2018	-	07151801	07/15/2018	VR	01080218-050	NACO Travel	65.92	.00
							CHECK TO VENDOR==>VENDOR HALLEUGE Eugene Hall TOTALS	65.92	.00
Ingram Library Services	08/02/2018	-	35453133	07/13/2018	VR	01080218-028	Act#2005054	62.02	.00
Ingram Library Services	08/02/2018	-	35453134	07/13/2018	VR	01080218-029	Act#2005054	16.81	.00
Ingram Library Services	08/02/2018	-	35453135	07/13/2018	VR	01080218-030	Act#2005054	25.59	.00
Ingram Library Services	08/02/2018	-	35453136	07/13/2018	VR	01080218-031	Act#2005054	43.28	.00
Ingram Library Services	08/02/2018	-	35453137	07/13/2018	VR	01080218-032	Act#2005054	61.75	.00
Ingram Library Services	08/02/2018	-	35453138	07/13/2018	VR	01080218-033	Act#2005054	28.96	.00
Ingram Library Services	08/02/2018	-	35453139	07/13/2018	VR	01080218-034	Act#2005054	14.44	.00
Ingram Library Services	08/02/2018	-	35453140	07/13/2018	VR	01080218-035	Act#2005054	16.01	.00
Ingram Library Services	08/02/2018	-	35467001	07/15/2018	VR	01080218-026	Act#2005054	37.10	.00
Ingram Library Services	08/02/2018	-	35467002	07/15/2018	VR	01080218-027	Act#2005054	30.72	.00
Ingram Library Services	08/02/2018	-	35500647	07/17/2018	VR	01080218-036	Act#2005054	39.80	.00
Ingram Library Services	08/02/2018	-	35500648	07/17/2018	VR	01080218-037	Act#2005054	17.57	.00
Ingram Library Services	08/02/2018	-	35500649	07/17/2018	VR	01080218-038	Act#2005054	16.37	.00
Ingram Library Services	08/02/2018	-	35535097	07/19/2018	VR	01080218-039	Act#2005054	35.81	.00
Ingram Library Services	08/02/2018	-	35535098	07/19/2018	VR	01080218-040	Act#2005054	53.98	.00
							CHECK TO VENDOR==>VENDOR INGRAM Ingram Library Services TOTALS	500.21	.00
Jeff.Co. Clerk of Courts	08/02/2018	-	08011801	08/01/2018	VR	01080218-001	Monthly Budget 08/18	30000.00	.00
							CHECK TO VENDOR==>VENDOR JEFCLERK Jeff.Co. Clerk of Courts TOTALS	30000.00	.00
Jeff Cnty Sheriff's Offi	08/02/2018	-	07061801	07/06/2018	VR	14080218-071	Budget Req. #11	323452.67	.00
							CHECK TO VENDOR==>VENDOR JEFFCOSH Jeff Cnty Sheriff's Offic TOTALS	323452.67	.00
Jefferson Co. Extension	08/02/2018	-	07181801	07/18/2018	VR	01080218-048	Walmart-DVDs,BinderClips	46.99	.00
Jefferson Co. Extension	08/02/2018	-	07201801	07/20/2018	VR	01080218-049	Maclay Gardens Entrance	59.53	.00
							CHECK TO VENDOR==>VENDOR JEFFEXTE Jefferson Co. Extension TOTALS	106.52	.00
Legal Svcs of N.Florida	08/02/2018	-	FY18QTR3	07/09/2018	VR	14080218-072	FY 18 Apr-Jun	492.11	.00
							CHECK TO VENDOR==>VENDOR LEGALSER Legal Svcs of N.Florida TOTALS	492.11	.00
McClellan Five, LLC	08/02/2018	-	889	07/24/2018	VR	22080218-093	SolidWaste-Clean/InsCylin	332.32	.00
							CHECK TO VENDOR==>VENDOR MCCLELLA McClellan Five, LLC TOTALS	332.32	.00
Monticello Carquest Inc.	08/02/2018	-	38165698	07/24/2018	VR	22080218-091	Cust#263 Lamps	25.68	.00
Monticello Carquest Inc.	08/02/2018	-	38165703	07/24/2018	VR	22080218-092	Cust#263 Hyd Fld	66.12	.00
Monticello Carquest Inc.	08/02/2018	-	38165722	07/24/2018	VR	01080218-023	Cust#262 12v Aux Dual Pwr	7.05	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc. TOTALS	98.85	.00
PrecisionSharping&KeySho	08/02/2018	-	19572	07/12/2018	VR 01080218-012	Extension-Change Locks	213.99	.00
						CHECK TO VENDOR==>VENDOR PRECISIO PrecisionSharping&KeyShop TOTALS	213.99	.00
Redwire	08/02/2018	-	149163	07/16/2018	VR 01080218-008 #W1M0485	Library	59.00	.00
Redwire	08/02/2018	-	149647	07/25/2018	VR 01080218-017 #W1M1414	Annex	246.91	.00
						CHECK TO VENDOR==>VENDOR REDWIRE Redwire TOTALS	305.91	.00
Register's Mini Storage	08/02/2018	-	08011801	08/01/2018	VR 01080218-004	Units B 17, 21-22	225.00	.00
						CHECK TO VENDOR==>VENDOR REGISTMI Register's Mini Storage TOTALS	225.00	.00
Keith Roddenberry	08/02/2018	-	820624	07/20/2018	VR 01080218-047	Courthouse Lawn Service	50.00	.00
						CHECK TO VENDOR==>VENDOR RODDENBE Keith Roddenberry TOTALS	50.00	.00
Royal Mini Storage, Inc.	08/02/2018	-	08011801	08/01/2018	VR 01080218-005	Unit #47	110.00	.00
						CHECK TO VENDOR==>VENDOR ROYALMIN Royal Mini Storage, Inc. TOTALS	110.00	.00
TIM SANDERS	08/02/2018	-	07201801	07/20/2018	VR 01080218-013	OfficeDepot-Envelopes	31.49	.00
TIM SANDERS	08/02/2018	-	07201802	07/20/2018	VR 01080218-014	OfficeDepot-FlipLid Totes	51.38	.00
						CHECK TO VENDOR==>VENDOR SANDERST TIM SANDERS TOTALS	82.87	.00
James Skipworth	08/02/2018	-	07181801	07/18/2018	VR 01080218-011	Janitorial Svcs 07/18	420.00	.00
						CHECK TO VENDOR==>VENDOR SKIPWORJ James Skipworth TOTALS	420.00	.00
Symon Systems, LLC	08/02/2018	-	2314	07/11/2018	VR 14080218-073	Fiber Backbone System	4375.00	.00
						CHECK TO VENDOR==>VENDOR SYMONSYS Symon Systems, LLC TOTALS	4375.00	.00
Tri-County Electric Coop	08/02/2018	-	10010718	07/13/2018	VR 19080218-086	Act#87301001001	34.52	.00
						CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop. TOTALS	34.52	.00
UniFirst Corporation	08/02/2018	-	0166316	07/19/2018	VR 22080218-088	Cust#1237569	167.35	.00
UniFirst Corporation	08/02/2018	-	0166825	07/26/2018	VR 01080218-020	Cust#1311916	97.90	.00
UniFirst Corporation	08/02/2018	-	0166834	07/26/2018	VR 01080218-021	Cust#1381144	30.75	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
			CHECK TO VENDOR==>VENDOR UNIFIRST		UniFirst Corporation	TOTALS	296.00	.00
			CASH ACCOUNT # 011010000			TOTALS	406265.57	.00
			BANK ACCOUNT # 0101001611			TOTALS	406265.57	.00
						FINAL REPORT TOTALS	406265.57	.00

REPORT DATE 07/26/2018
SYSTEM DATE 07/26/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
LIST OF VOUCHERS TO BE PAID - CASH CODE ORDER

PAGE 6
TIME 10:45:11
USER KNEWBERRY

SUMMARY PAGE INFORMATION

ERRORS DETECTED: 0

SELECT CRITERIA: DUE DATE 08/02/2018 TO 08/02/2018
VENDOR
VOUCHER TO 99999999
CASH CODE 01001

INCLUDE DORMANT CREDIT MEMOS?...: Y

END OF REPORT

REPORT DATE 07/24/2018
SYSTEM DATE 07/24/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
CHECK REGISTER
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1
TIME 09:02:17
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	243325523710	PRINC PAY JAIL NOTE	VR 24072418-001	07/19/2018	-	PrincipalPaymentJailNot	65248.90
01001	243325523720	INT PAYMENT JAIL NOTE	VR 24072418-002	07/19/2018	-	InterestPaymentJailNote	3437.23
CHECK TOTAL FOR CHECK NUMBER 313248 DATED 07/24/2018 WRITTEN TO REGIONS Regions Corporate Trust for the amount of							68686.13
01 Bank Code TOTALS for 00001 Checks to 00001 Vendors for the amount of							68686.13
REPORT TOTALS for 00001 Checks to 00001 Vendors for the amount of							68686.13

REPORT DATE 07/24/2018
SYSTEM DATE 07/24/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
CHECK REGISTER
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1
TIME 09:44:45
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	012781519831	BISHOP DEVELOPMENT PROJ.	VR 01072418-001	07/16/2018	-	Loan#166788071	4470.68
CHECK TOTAL FOR CHECK NUMBER 313249 DATED 07/24/2018 WRITTEN TO FMB FARMERS & MERCHANTS BANK for the amount of							4470.68
01 Bank Code TOTALS for 00001 Checks to 00001 Vendors for the amount of							4470.68
REPORT TOTALS for 00001 Checks to 00001 Vendors for the amount of							4470.68

REPORT DATE 07/24/2018
SYSTEM DATE 07/24/2018
FILES ID B

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
CHECK REGISTER
COMPLETE REGISTER OF ALL SORTED CHECKS

PAGE 1
TIME 10:02:51
USER KNEWBERRY

BATCH NUMBER CHKX

CASH CODE	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	VOUCHER NUMBER	INVOICE DATE	P.O. NUMBER	VOUCHER DESCRIPTION	TRANSACTION AMOUNT
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-006	06/25/2018	-	Misc. Roads	369270.71
CHECK TOTAL FOR CHECK NUMBER 313250 DATED 07/24/2018 WRITTEN TO CAPITALA Capital Asphalt for the amount of							369270.71
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-002	07/06/2018	-	Limerock Base	998.41
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-004	07/09/2018	-	Limerock Base	2080.18
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-003	07/10/2018	-	Limerock Base	135.66
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-001	07/10/2018	-	Limerock Base	1011.64
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-005	07/12/2018	-	Limerock Base	1364.08
CHECK TOTAL FOR CHECK NUMBER 313251 DATED 07/24/2018 WRITTEN TO CONRADYE Conrad Yelvington Distrib for the amount of							5589.97
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-007	07/09/2018	-	Christmas Acres	189753.59
01001	274102541631	ROAD CONST-CONST SERVICESVR	27072418-008	07/09/2018	-	Canopy Road	30386.90
CHECK TOTAL FOR CHECK NUMBER 313252 DATED 07/24/2018 WRITTEN TO PEAVY Peavy & Son Construction for the amount of							220140.49
01 Bank Code TOTALS for 00003 Checks to 00003 Vendors for the amount of							595001.17
REPORT TOTALS for 00003 Checks to 00003 Vendors for the amount of							595001.17

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Special Session Workshop
Courthouse Annex
July 17, 2018
9:00 A.M.

The Board met this date in special session. Present were Chairman Stephen Fulford and Commissioners JT Surlles and Stephen Walker. Also present were County Coordinator Parrish Barwick, Clerk of Court Tim Sanders, and Finance Director Charles Culp. Commissioners Barfield and Hall were unable to attend due to travel from the National Association of Counties (NaCO) Conference.

1. Chairman Fulford led the invocation and pledge of allegiance.
2. The Clerk announced the meeting should be treated as a workshop with no official action taken, due to the advertisement of the special meeting not being published in the newspaper last Friday. Mr. Sanders stated notices of the meeting were posted on the doors of the courthouse and annex, as well as the library and city hall. He also reported the County Coordinator noticed the meeting to everyone on a list that have shown interest in attending County Commission meetings.
3. The Clerk presented a booklet entitled *BOARD OF COUNTY COMMISSIONERS- JEFFERSON COUNTY, FLORIDA-BUDGET WORKSHOP-July 17, 2018* that contained estimated revenues and proposed budget expenditures of departments and constitutional offices. Mr. Sanders referred to and reviewed a page entitled *Jefferson BOCC Operating Millage Rate Comparison (for) Fiscal Year 2018-2019* that included Certified Taxable Values from fiscal year 2011 to present and corresponding millage rates and budgeted proceeds. The Clerk also noted the Property Appraiser's estimated FY 2017-2018 Taxable Value at \$571,983,400 and adopted millage rate of 8.00 mills. He also referred to the FY 2018-2019 Estimated Taxable Value in the amount of \$578,251,619 and a corresponding current year rolled-back rate of 7.9133 mills, which would generate the prior year tax revenues in the amount of \$4,347,074 (@95% proceeds).
4. The Finance Director reviewed pages entitled *Estimated General Revenues* with a first look at estimated revenues in the amount of \$9,022,977 (based upon present millage of 8.00) and *Summary of Budgeted General Revenue* with a "Balance After Adjustments" at \$63,052 (after an increase in Contingency from \$200,000 to \$250,000).
5. Discussion followed regarding maintenance and scheduling of public parks in the county, and also possibly increasing the Contingency line item for expenses associated with funding patrol vehicles for the Sheriff on an annual basis.
6. Staff was also tasked with preparing an estimated Cost of Living Adjustment (COLA) at 3% for county employees for discussion purposes.

7. Commissioner Walker asked the Board to possibly consider an increase in salary for Mr. Barwick for the administration of the new Road Paving Bond. The County Coordinator asked that Mr. Tom Kisamore also be recognized for his important role in the upcoming paving project as well.
8. In conclusion, the Clerk asked the Commissioners to review a list of miscellaneous expenditure issues that will be addressed over the course of the budget process, such as Economic Development, Road Bond for FY 2018-2019, grants, etc.
9. There being no other business, the Chair adjourned the meeting at 10:00 AM.

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

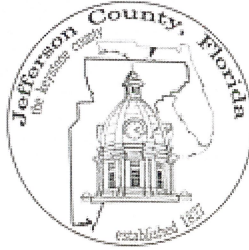
Regular Session
Courthouse Annex
July 19, 2018
6:00 P.M.

The Board met this date in regular session. Present were Chairman Stephen Fulford, Commissioners Betsy Barfield, Eugene Hall, JT Surles and Stephen Walker. Also present were County Attorneys Buck Bird and Scott Shirley, County Coordinator Parrish Barwick and Clerk of Court Tim Sanders.

1. Commissioner Surles led the invocation and pledge of allegiance.
2. PUBLIC HEARING – CDBG Grant: David Fox, with Fred Fox Enterprises, gave an overview of the CDBG Grant application process. He stated the county had to pick one of three categories to make application: Neighborhood Revitalization, Commercial Revitalization or Housing Rehabilitation. **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, the Board moved to pursue category 3, Housing Rehabilitation.**
3. David Fox, with Fred Fox Enterprises, opened the workshop about the Fair Housing Ordinance. He gave a PowerPoint presentation and fielded questions from the Board and county citizens.
4. **On motion by Commissioner Walker, seconded by Commissioner Surles and unanimously carried, the Board approved the Consent Agenda, including a). Approval of Agenda, b). General Fund/Transportation Vouchers BOCC, c). Minutes of the June 21, 2018 Regular Session, d). Award of Pinhook Road Resurfacing Project Contract, and e). Request to Surplus Two Solid Waste trucks.**
5. Chairman Fulford introduced the 2017 Cycle CDBG Consultant Services Provided Award. **On motion by Commissioner Hall, seconded by Commissioner Surles and unanimously carried, Fred Fox Enterprises as awarded the CDBG contract manager.**
6. Commissioner Hall introduced the County-City Street Paving Initiative. He stated he was not asking for a vote at this time, but was encouraged that the city was applying for a grant to assist in paving Pearl Street and that the city may approach the county for assistance at a future date if the funding is not awarded.
7. Chairman Fulford introduced the SHIP Housing Change Orders (Wilson, Swan and Lamar). **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, the change orders were approved.**
8. Clerk of Court Tim Sanders presented three county-held tax certificates (18-13 TD, Washington; 14-TD, Carswell; 18-15 TD, Jones) for which there were no bidders at a

recent public sale. He requested that if the County did not wish to obtain ownership that the Clerk be allowed to place the parcels of land directly onto the list of Lands Available for Taxes for purchase. **On motion by Commissioner Barfield, seconded by Commissioner Surles and unanimously carried, the Board authorized the Clerk to place said properties on said list of Lands Available for Taxes.**

9. County resident Dan Snyder stated that a train had recently blocked the entrance to Lloyd Acres for over 10 hours. He requested the Board provide alternate access routes to Lloyd Acres in the event a similar situation arises in the future. The Board requested this item be placed on the next agenda for further discussion.
10. County Coordinator Parrish Barwick discussed the need to address the acquisition of multiple pieces of equipment at a future budget workshop.
11. County Attorney Buck Bird discussed a complaint to the Department of Revenue about the advertising and sale of a county held tax certificate. Clerk of Court Tim Sanders and County Attorney Buck Bird stated they were crafting a response.
12. PUBLIC HEARING – Amendment to Land Development Code: County Attorney Scott Shirley introduced the amendment regarding the allowance of residential care facilities of up to six residents in all land use districts that allow residential use. After discussion by the Board and several citizens, Commissioner Walker made a motion to table the second reading until the August 16th Regular Session, to which Commissioner Surles seconded for discussion. The motion passed unanimously.
13. Commissioner Hall thanked the Board for allowing him to attend the National Association of Counties conference in Nashville. He provided an annual report to the Board.
14. Commissioner Barfield discussed the NACo conference and stated the biggest issue was data access and electronic security.
15. Commissioner Surles stated he is reviewing applicants for his replacement appointee to the Planning Commission and would be bringing his recommendation to a future meeting.
16. Motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.



Jefferson County Fire Rescue

Mark Matthews
Chief

07/25/2018

To Mr. Parrish Barwick,

The Board of the Wacissa Volunteer Fire Department has made a request that their old Engine 7 be titled to them.

The Fire Engine was built in 1979 and was declared surplus by a department down South and donated to them about 15 years ago. It was titled and tagged to the County for insurance reasons. The pump on the truck is wore out and will not pass a pump test and the vehicle has other mechanical issues. The truck is too old to put any money into and has no other use for the County. I have taken this truck out of service and they have been given our old engine.

The Wacissa Volunteer Fire Department would like to keep this truck for sentimental reasons as well as a parade vehicle since it is old enough to be considered an antique. They understand that they will be responsible to properly insure and tag this vehicle and for any future costs associated with this vehicle. They also understand that no County funds are to be used.

I support their request and would like to see this vehicle is turned over and titled to the Board of Wacissa Volunteer Fire Rescue, Inc., with the stipulation that it not be used for any emergency responses in Jefferson County.

Respectfully,

Chief Mark Matthews,
Jefferson County Fire Rescue

WACISSA VOLUNTEER FIRE RESCUE, INC.
14496 WAUKEENAH HWY MONTICELLO, FL 32344
P.O. BOX 172 WACISSA, FL 32361

To Whom It May Concern:

The Board of Wacissa Volunteer Fire Rescue requests that retired Engine 7 be returned to our department. Our board understands that Jefferson County will incur no further liability or responsibility for this vehicle after it is returned.

With Appreciation,

Wacissa Volunteer Fire Rescue Board

**Chief Richard Peters FF1/EMR
James Hightower FF1/EMR
Price Bryan FF1/EMR
Donnelle Peters Secretary-Treasurer/EMR
Houston Brock FF1/EMR
Steven LaFreniere**

**JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION**

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. Jefferson County Planning Commission
2. _____
3. _____

Name: Byron Arceneaux

Address: 320 Sheats Rd City/State Monticello, FL Zip 32344

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) XXXXXXXXXX (Cell) XXXXXXXXXX (Fax) XXXXXXXXXX (Work) SAME

Preferred Contact #: Home Cell Work

E-Mail Address: byron@primusatlanta.com

Are you: Jefferson County Registered Voter? Yes No

Please check the months you would NOT be available for meetings:

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Occupation: CIVIL ENGINEER

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes No

If yes, please provide the name of the Board or Committee:

1. City of Monticello Local Planning Agency
2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

I FEEL MY EXPERIENCE AS A CIVIL ENGINEER CAN BE DIRECTLY APPLIED TO JEFFERSON COUNTY. AS PART OF MY NORMAL BUSINESS I AM INVOLVED IN THE REZONING AND DEVELOPMENT OF PRIVATE DEVELOPMENT PROJECTS. MY DESIRE IS TO USE THIS KNOWLEDGE AND EXPERIENCE TO THE BENEFIT OF JEFFERSON COUNTY

Academic – Degrees, Diplomas

B.S. Civil Engineering - Georgia Institute of Technology

Professional – Certifications

Professional Engineer
U.S. Air Force Reserves, Major, CIVIL ENGINEER OFFICER

Knowledge – Training, interests, or experience

Significant experience in land development and zoning for private development projects. 18 yrs experience as professional civil engineer

Community Involvement – List organizations/positions

City of Monticello local Planning Agency member
Volunteer with Main Street Monticello
Crossway Church member / volunteer

Organizations – Membership

USAF

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

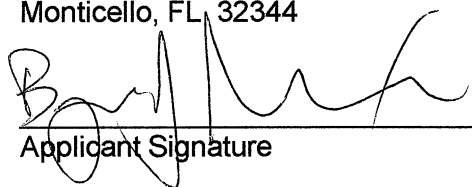
IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision and all members of bodies exercising planning, zoning, or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by Chapter 112, F.S. If appointed, please contact the County Supervisor of Elections to obtain the applicable disclosure forms.

Terms on various boards and agencies vary and may be for a period up to three years. Appointments expire on the last day of August of each year on a staggered basis. In addition, vacancies occur throughout the year for various reasons and vacancies are filled for the remainder of the unexpired term. If any vacancy is for a period of less than six months, the Board of County Commissioners, at their discretion, may appoint an individual for the remainder of the current term, plus one full term at the time of appointment. County boards and agencies play a vital part in our community. You are encouraged to submit an application for appointment to a County board or agency prior to board appointment deadlines. The deadline to accept any application for annual appointments is 5:00 p.m. Wednesday of the week preceding the Regular Commission Meeting on the first Thursday of the month of August. There is no deadline for accepting applications to fill vacancies. For information concerning any board or agency or the appointment process, please call the Office of the County Coordinator at the Courthouse Annex, (850)342-0287, or visit our website at www.jeffersoncountyfl.gov.

COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
450 West Walnut Street
Monticello, FL 32344



Applicant Signature

6-26-18

Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
NON PROFIT ORGANIZATION
GRANT PROGRAM**

RECEIVED

MAY 8 2018

Purpose. The purpose of this program is to provide Jefferson County Board of County Commission support for activities and initiatives with non profit organizations and enhance the quality of life services within our community.

Eligibility. Applicants must be a non-profit organization serving Jefferson County. To be eligible, the applicant must demonstrate the activity which funding is sought with:

1. Clear and direct connection of service programs and activity in the county to citizens;
2. and/or Improved/Increased service to Jefferson County Citizens filling any gaps of service other programs are failing to address.

The maximum award available through the Non Profit Grant Program is \$2,000.00. This amount may be adjusted by the County, based on budgetary considerations.

One application per organization, per fiscal year (October 1 - September 30) will be considered; recipients of other county programs will not be eligible. The County will review requests bi-annually, in the spring during budget development also if funds are available a review session will be conducted in November. Non Profit organizations are eligible, service provided to county citizens will be the deciding factor for funding a request. The County will not consider applications from cemetary associations, veteran's or labor organizations, religious groups or fraternal organizations.

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
1 Courthouse Circle
Monticello, Florida 32344**

Additional instructions and timelines are contained in the application. All questions regarding the process should be directed to Parrish Barwick at 850-342-0287 or pbarwick@jeffersoncountyfl.gov. Notice of BOCC support is a requirement for use of the grant funds from the Jefferson County BOCC. *Placement of LOGO or statement of support.*

Evaluation. Proposals will be evaluated by the Non Profit Grant Review Committee which shall consist of the Executive Directors of the Economic Development Council, Tourist Development Council and Chamber of Commerce; also Mrs. Kimberly Allbritton, Jefferson County Health Department Administrator and the County Coordinator. The Committee's nonbinding recommendations will be submitted to the Board of County Commissioners for final approval. The following criteria will be used to evaluate grant proposals:

- Is the Organization a Not-For-Profit 501(c)(3)?
- Does the proposal respond to a demonstrated or emerging community need
- Is the project providing a service not met by other public/private service providers?
- 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

JEFFERSON COUNTY
NON PROFIT GRANT
PROGRAM APPLICATION

Thank you for your interest in Jefferson County's Non Profit Grant Program. Our goal is to provide support for activities and initiatives that public service to our citizens 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 project funding is to be considered. Fall by October 15th and Spring by May 15th.

The process for evaluation of applications is as follows:

1. The Non Profit Grant Program Review Committee will meet Bi-annually to evaluate the application. Your organization will be notified of the meeting and invited to have an open discussion with the Committee regarding your project.
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 where commissioners may request further input or discussion; the BOCC will have final decision related to the Committee's recommendation.
3. The County Coordinator will cause applicants to be notified of the County Commission's decision regarding the grant request.
4. If your funding request is granted, you are required to submit a report after the project/event outlining the development, implementation and overall assessment of the project or event. Please provide as many details as possible to assist the Review Committee and County Commission evaluating the impact of the project or event. This report should be submitted to the County Coordinator's office no later than 30 days following the completion of the project or event.

Project name: We Care Network

Organization name: Capital Medical Society Foundation, Inc.

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

Name: Diana Bixler, Program Coordinator
Address: 1204 Miccosukee Road
Tallahassee, FL 32308
Phone: (850) 877-9018
e-mail: dbixler@capmed.org
Primary contact: Pam Irwin, Executive Director

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 public service for our citizens and/or committee?
- 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: \$ 2,000

Anticipated project completion date: June 30, 2019



Diana Bixler
Signature of Applicant

Program Coordinator
Title

05/02/2018
Date

Logo to be used as BOCC notice.



Jefferson County Non Profit Grant Program Application
Narrative

1204 Miccosukee Road
Tallahassee, FL 32308
850-877-9018
Fax 850-878-0218
www.capmed.org

Board of Directors

John Mahoney, M.D.
President

Al McCully, M.D.
Vice-President

Nancy Loeffler, M.D.
Secretary

David Stewart, M.D.
Treasurer

Joedrecka Brown-Speights, M.D.

Walt Colón, D.M.D.

J. Alan Cox, Esq.

David Dixon, D.O.
CMS President

Avon Doll, M.D.

Marlisha Edwards, M.D.

Paula Fortunas

Terreze Gamble, M.D.

Tracey Hellgren, M.D.

David Jones, M.D.

Fred Lindsey, M.D., *Emeritus*

Maribel Lockwood, M.D.
CMS President-Elect

Faisal Munasifi, M.D.

J. Brian Sheedy, M.D.

Jay Walton, D.D.S.

Kenneth R. Wasson, M.D.

Barbara Williams, M.D.

Charles Williams, M.D.

Pam Irwin
Executive Director

The We Care Network provides a safety net to those low-income, uninsured adult patients most in need in Jefferson County through the donation of specialty medical and dental care, including simple extractions, surgical extractions, crowns, root canals, dentures, and partials.

There is no other program providing donated specialty medical care and dental care to the low income, uninsured adults whose income is at or below 150% of the Federal Poverty Level. Jefferson County is ranked 51 out of 67 counties for health outcomes. 17% of its residents are uninsured.

The We Care Network uses case managers with degrees in human services and social work to coordinate all donated patient care to improve health outcomes.

We Care Network's budget for FY 2018/19 is \$478,896. Revenue includes restricted and unrestricted grants and income from a yearly fundraiser. In FY 2017/18, We Care Network received \$6,736 designated grants to support case management services in Jefferson County. Funding sources included: Jefferson County Commission (\$2,000); Jefferson County Health Department (\$3,000); United Way-Rural Counties (\$1,736); and the Perkins Family Foundation (\$2,000). We anticipate that we will receive similar funding in FY 2018/19 from the Perkins Foundation and United Way-Rural Counties. Matching funds are not available.

In 2016/17, We Care Network:

- Served 70 patients from Jefferson County
- Scheduled 210 patient appointments for Jefferson County patients
- Leveraged \$326,202 in donated specialty medical and dental care for Jefferson County patients.

We Care Network is not just any other social service agency. We are a crucial part of the healthcare system in Jefferson County. We are the only access to specialty medical and dental care for the population we serve- the low-income, uninsured adults who fall through the cracks and have no other options for needed care.

Our \$2,000 request is less than 1% of the value of services donated to Jefferson County patients last year. For every dollar of our \$2,000 request, \$163 in donated care is provided to Jefferson County residents. We appreciate your consideration of our \$2,000 grant request to continue to help coordinate needed donated specialty medical and dental care for Jefferson County's low-income, uninsured, adult residents.

Sincerely,

Diana Bixler
Jean McCully We Care Network Program Coordinator
Capital Medical Society Foundation, Inc.



**JEFFERSON COUNTY
SECOND PUBLIC HEARING NOTICE**

Jefferson County plans to apply to the Florida Department of Economic Opportunity (DEO) for a FFY 2017 Small Cities Community Development Block Grant (CDBG) of \$750,000.00 in the Housing Rehabilitation category. The activities, dollar amounts and estimated percentage benefit to low and moderate-income persons for which Jefferson County is applying are as follows:

<u>Activity Number and Name</u>	<u>Budget</u>	<u>LMI% Benefit</u>
14A - Housing Rehabilitation	\$615,500.00	100%
08 – Temporary Relocation	\$ 22,000.00	100%
21A – Administration	<u>\$112,500.00</u>	N/A
Total		\$750,000.00

The County plans to rehabilitate or demolish and replace at least eleven (11) very low, low, and moderate-income homes within unincorporated Jefferson County that do not meet current building code standards. The County will accept applications for rehabilitation assistance from qualified homeowners if grant funding is received

Jefferson County does not expect that anyone will be permanently displaced as a result of CDBG funded activities. If any persons are displaced as a result of the planned activities, Jefferson County will assist them as described in the County’s anti-displacement and relocation policy, which is available for review at the Jefferson County Administrative Building.

A public hearing to provide citizens an opportunity to comment on the application will be held on Thursday, August 2, 2018 at 6:10 p.m. or as soon thereafter as possible at the Jefferson County Courthouse Annex, County Commission Chambers, located at 435 West Walnut Street, Monticello, Florida. A draft copy of the application will also be available for review during normal business hours in the Jefferson County Administrator’s office located at 1484 South Jefferson Street, Monticello, Florida by noon on Friday, July 27, 2018. Persons wanting to submit written comments on the application should send them to Mr. Parrish Barwick, County Coordinator, Jefferson County, by e-mail at pbarwick@jeffersoncountyfl.gov or by mail to Jefferson County Administrative Building, 1484 South Jefferson Street, Monticello, Florida 32344 no later than Wednesday, August 1, 2018.

A copy of the final application will be available for review in the County Coordinator’s Office at the Jefferson County Administrative Building, no later than Friday, August 10, 2018. The application will be submitted to DEO on or before August 13, 2018. To obtain additional information concerning the application and the public hearing, contact Mr. Parrish Barwick, County Coordinator, Jefferson County, 1484 South Jefferson Street, Monticello, Florida 32344. Telephone (850) 342-0287 or by e-mail at pbarwick@jeffersoncountyfl.gov.

The public hearing is being conducted in a handicapped accessible location. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing is asked to advise the County at least five (5) days before the hearing by contacting: Mr. Parrish Barwick at (850) 342-0287 or by e-mail at pbarwick@jeffersoncountyfl.gov. If you are hearing or speech impaired, please

contact the County using the Florida Relay Service, 1(800) 955-8771 (TDD) or 1(800) 955-8770 (Voice).

Any non-English speaking person wishing to attend the public hearing should contact Mr. Parish Barwick at (850) 342-0287 or by e-mail at pbarwick@jeffersoncountyfl.gov at least five (5) days prior to the hearing and an interpreter will be provided.

Jefferson County is a Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.

JEFERSON COUNTY
CDBG SECOND PUBLIC HEARING AGENDA

1. A Presentation of the Information Included in the Application.
2. Open the Public Hearing to receive comment on the information included in the application.
3. Close the Public Hearing.
4. Consideration of Resolution Authorizing Submission of the Application.
5. Consideration of Resolution Committing to The Match.
6. Consideration of Resolution Adopting the Community Development Plan.
7. Consideration of the Resolution Adopting the Housing Assistance Plan

Jefferson County FFY 2017 CDBG-HR Project Narrative

Service Area #1 – The Unincorporated Jefferson County Housing Rehab/Demolition/ Replacement Service Area:

This project consists of repairing or replacing a minimum of eleven (11) low to moderate income owner occupied housing units all of which will be located within Unincorporated Jefferson County.

The total household income of the occupants of two (2) of the eleven (11) housing units addressed will be between 0%-30% of Area Median Income. The total household income of the occupants of three (3) of the eleven (11) housing units addressed will be between 30.01%-50% of Area Median Income. Thus five (5) of the housing units addressed will have incomes between 0%-50% of Area Median income. The household income of the occupants of the six (6) remaining housing units will be less than 80% of Area Median Income.

Jefferson County has incorporated the minimum green standards and supplemental green standards recommended by the Department of Economic Opportunity (DEO) in the County's Housing Assistance Plan (HAP).

As part of this project the County will utilize CDBG funds for temporary relocation. Up to eleven (11) benefitting households will receive temporary relocation assistance for the period of time their home is under construction.

100% of the beneficiaries of this project will be members of low to moderate income households.

National Objective #1, Benefit to Low Moderate-Income Persons is realized by this activity.

The activities and budget amounts for the total Project Costs are as follows:

Activity #	Activity/Description	CDBG Amount	Local SHIP Match
14A		Housing Rehab/Demolition/Replacement	
\$ 615,500.00	\$ 50,000.00		
08	Temporary Relocation	\$ 22,000.00	

The County anticipates it will take approximately twenty-four (24) months for the project to be complete including the environmental review, client solicitation, client selection, site specific environmental reviews, the development of rehabilitation/replacement bid specifications, project bidding, construction and grant closeout.

Jefferson County
FFY 2017 CDBG-HR Project Narrative (continued)

The County has committed \$50,000.00 in local SHIP funding as local match for the project. The entire fifty-thousand dollars (\$50,000.00) of local SHIP match funding committed as match for the project will be utilized in conjunction with six hundred fifteen thousand five hundred dollars (\$615,500.00) in CDBG funding to rehabilitate, demolish and replace the housing units being addressed.

Until the housing units to be addressed are selected and site specific environmental reviews have been completed, it is not known whether any of the housing units addressed will be located within a flood zone. If any of the housing units selected for inclusion in the program are located within a flood zone, the requirements for rehabilitating or replacing a residential housing unit located within a flood zone will be followed.

The source and use of funds for the project are as follows:

	CDBG	Local SHIP Leverage	Total
14A – Housing Rehab/Demolition/Replacement	\$ 615,500.00	\$ 50,000.00	\$ 665,500.00
08 – Temporary Relocation	\$ 22,000.00	0.00	\$ 22,000.00
21A-Administration	\$ 112,500.00	0.00	\$ 112,500.00
Total	\$ 750,000.00	\$ 50,000.00	\$ 800,000.00

Additional Information:

After the eleven (11) housing units have been addressed, if funding remains available, the remaining CDBG and match funding will be used to rehabilitate or replace additional housing units owned and occupied by low and moderate-income households.



Florida Small Cities Community Development Block Grant (CDBG)

Application for Funding

Applicant: Jefferson County
(Name of Local Government)

- Commercial Revitalization Housing Rehabilitation
 Neighborhood Revitalization Economic Development

Federal Fiscal Year 2017

Application Due Date: August 13, 2018

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

Telephone: (850) 717-8405
Fax: (850) 922-5609
Web: <http://www.floridajobs.org/SmallCitiesCDBG>

Contents

Left click on the appropriate check boxes to indicate which parts of the application form are included in this application package.

- Part 1 – General Information**
- Part 2 – Application Profile and General Scoring Criteria (Required)**
- Part 3 – Sources and Uses of Non-CDBG Funds**
- Part 4 – Commercial Revitalization**
- Part 5 – Economic Development**
- Part 6 – Housing Rehabilitation**
- Part 7 – Neighborhood Revitalization**
- Part 8 – Certification and Score Summary (Required)**
- Part 9 – Supporting Documentation (Required)**
 - Appendix A: Maps (Required)**
 - Appendix B: Local Governing Body’s Resolutions for Signature Delegation and Application Submission (Required)**
 - Appendix C: Comprehensive Plan Documents (Required)**
 - Appendix D: Public Hearing/CATF Meeting Documentation (Required)**
 - Appendix E: Leverage Documentation**
 - Appendix F: Grant Application Preparation Cost Documentation**
 - Appendix G: Readiness to Proceed Documentation**
 - Appendix H: VLI/LMI Worksheets and Survey Documentation or Census Data and Maps**
 - Appendix I: Documentation Related to Health and Safety Impact Score**
 - Appendix J: Joint Agreements/Contingency Funding Documentation/Interlocal Agreements**
 - Appendix K: Housing Assistance Plan (Required for all Housing Rehabilitation Applications)**
 - Appendix L: Historic Preservation Documents**
 - Appendix M: Special Designation Documentation**
 - Appendix N: Documentation for Economic Development Applications**
 - Appendix O: Documentation for Other Community Development Activities Score (Commercial Revitalization)**
 - Appendix P: Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)**
 - Appendix Q: Local Government Minority Contracting and Fair Housing Score Documentation**
 - Appendix R:**

Part 1 – General Information

Introduction

In 1974, Congress passed the Housing and Community Development Act, Title I, and created the Community Development Block Grant (CDBG) program. The CDBG program, funded by the U.S. Department of Housing and Urban Development (HUD), consists of an *entitlement program* that provides funds to urban areas and a *non-entitlement program* that provides funds to the states to award to smaller, mostly rural communities.

The Florida's Small Cities CDBG Program is administered by the Florida Department of Economic Opportunity (Department). Funding is awarded on a competitive basis. The scoring criteria are contained in this application form.

Cities with a population under 50,000, and counties with an unincorporated population under 200,000, are eligible to participate in the Florida Small Cities CDBG Program, unless they have accepted *special entitlement status* or have opted to join an *urban entitlement program*. A list of eligible communities is posted to the Department's website annually. Categories of funding include:

- Commercial Revitalization (CR)
- Economic Development (ED)
- Housing Rehabilitation (HR)
- Neighborhood Revitalization (NR)

Overall, at least 70% of the state's funding must benefit low- and moderate-income persons. Activities undertaken with CDBG funds must meet one of the following national objectives and each annual action plan developed by the Department will identify which national objective(s) will be funded from the annual federal allocation:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slum or blight
- Meet urgent community development needs

Pre-Application Activities

Local governments should review the Small Cities CDBG Program's administrative rule, Chapter 73C-23, Florida Administrative Code, and this application form to understand what activities must take place prior to the submission of an application and the scoring criteria for the application. For example, local governments must conduct two public hearings prior to submitting applications and may need to conduct surveys to document that at least 51% of the proposed beneficiaries are low- and moderate-income persons.

Notice of Application Cycle and Deadline for Submission

The Department publishes a Notice of Funding Availability (NOFA) in the Florida Administrative Register. The notice is published at least 30 days prior to the opening of the application cycle and is posted to the Department's website at <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program>. The notice states the start and end dates of the application cycle.

Two copies of each application (at least one of which must have original signatures) must be received by the Department by 5:00 p.m., Eastern Time on the deadline date stated in the NOFA. The second copy of the application can be submitted as an electronic file. Applications shall be submitted to:

Florida Small Cities CDBG Program
Department of Economic Opportunity
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Applications can be hand-delivered to the CDBG Office – Caldwell Building, 107 East Madison Street, Tallahassee, Florida. The applications must be received and date stamped by 5:00 p.m. Eastern time on the deadline date stated in the NOFA.

By the application deadline, one copy of the materials listed below must be sent to the Regional Planning Council that serves the applicant.

1. Part 2 - Application Profile and General Scoring Criteria
2. Part 9 - Forms and Supporting Documentation – Appendix A: Maps

Application Format and Application Submission

The application is divided into nine parts. A local government must complete the parts of the application that relate to the activities for which it is requesting funds. Do not submit the entire application. Submit only those parts required for all applications and the part specifically related to the category (Commercial Revitalization, Economic Development, Housing Rehabilitation, or Neighborhood Revitalization) for which funds are being requested.

- All applicants must complete the cover section and Parts 2, 8, and 9. Only the relevant appendices from Part 9 should be submitted with the application.
- Part 3 must be submitted by all applicants that are requesting points for non-CDBG funds that will be used on the project.
- Parts 4, 5, 6, and 7 pertain to individual funding categories. Submit the appropriate part for the category of funds being requested.

Part 2 – Application Profile and General Scoring Criteria

**Application Profile
Table G-1**

Local Government Contact Information:

Local Government Name: Jefferson County		
Street Address: 450 West Walnut Street		
Mailing Address (if different): Same		
City: Monticello	Zip Code: 32344	County: Jefferson
Main Telephone: (850) 342-0287	Main Facsimile: (850) 342-0355	Federal ID Number:
DUNS Number:	Local Government's Name in DUNS:	
Chief Elected Official: Stephen Fulford.		Title: Chairman, Board of County commissioners
Telephone: (850) 342-0218		Facsimile: (850) 342-0222
E-mail Address: sfulford@jeffersoncountyfl.gov		
Local Government Financial Officer: Tim Sanders		Title: Jefferson County Clerk of the Court
Telephone: (850) 342-0218 Ext. 241		Facsimile: (850) 342-0222
E-mail Address: tsanders@jeffersoncountyfl.gov		
Local Government Project Contact: Parish Barwick		Title: County Coordinator
Street Address: 450 West Walnut Street		
City: Monticello	Zip Code: 32344	
Direct Telephone: (850) 342-0287	Facsimile: (850) 342-0355	
E-mail Address: pbarwick@jeffersoncountyfl.gov		

Application Profile – Table G-1 (Continued)

Application Preparer Information		
Preparer's Name: Fred Fox Enterprises, Inc.	Organization Preparing Application: <input type="checkbox"/> Local Government <input checked="" type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 221 Treasure Beach Road		
City: Saint Augustine	State: FL	Zip Code: 32080
Telephone: (904) 810-5183	Facsimile: (904) 810-5302	
E-mail Address: fred.fox@fredfoxenterprises.com		

Consultant Information		
Consultant's Name: Fred D. Fox	<input checked="" type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 221 Treasure Beach Road		
City: Saint Augustine	State: FL	Zip Code: 32080
Telephone: (904) 810-5183	E-mail Address: fred.fox@fredfoxenterprises.com	

Demographics		
U.S. Congressional District Number:	Florida Senate District Number:	Florida House District Number:
Service Area Census Tract(s) and Block Group(s):		

Application Type: Indicate the application category. A completed application must include the appropriate section as listed below.	
<input type="checkbox"/> Commercial Revitalization (Part 4)	<input type="checkbox"/> Economic Development (Part 5)
<input checked="" type="checkbox"/> Housing Rehabilitation (Part 6)	<input type="checkbox"/> Neighborhood Revitalization (Part 7)

Application Profile – Table G-1 (Continued)

Citizen Participation – Public Hearings	
Documentation of the citizen participation activities must be included in Appendix D of Part 9.	
List the date that the public notice for the first public hearing was published:	List the date when the first public hearing was held:
List the date that the public notice for the second public hearing was published:	List the date when the second public hearing was held:

Subgrant Funding Request:	
The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction’s LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is \$1,500,000, and the cost per job created must be less than \$35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.	
LMI Population	Maximum Subgrant Request
1 – 499	\$600,000.00
500 – 1,249	\$650,000.00
1,250 – 3,999	\$700,000.00
4,000 – and above	\$750,000.00
Local Government’s LMI Population: 5,335	Subgrant Funds Being Requested: \$ 750,000.00

Application Profile
Table G-1 (Continued)

Answer the following questions by clicking on the correct check box.		
<p>Historic Preservation Will the project impact a building, public improvement or planned open space that is 50 or more years old? If yes, documentation must be provided in Appendix L of Part 9. (See instructions.)</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Interlocal Agreement Will project activities require an interlocal agreement? If yes, the interlocal agreement(s) must be provided in Appendix J of Part 9. (See instructions.)</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>State of Financial Emergency Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Grant Preparation Costs The applicant may request subgrant funds for the cost of application preparation. See instructions if funds are requested. Does the applicant wish to request subgrant funds for the cost of application preparation? If yes, documentation must be included in Appendix F of Part 9. Amount: \$ _____</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>National Flood Insurance Program Is the applicant currently participating in the National Flood Insurance Program?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Project Narrative — G-2

Describe the proposed project using the guidelines in the instructions. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions. Use additional pages as needed.

Service Area #1 – The Unincorporated Jefferson County Housing Rehab/Demolition/ Replacement Service Area:

This project consists of repairing or replacing a minimum of eleven (11) low to moderate income owner occupied housing units all of which will be located within Unincorporated Jefferson County.

The total household income of the occupants of two (2) of the eleven (11) housing units addressed will be between 0%-30% of Area Median Income. The total household income of the occupants of three (3) of the eleven (11) housing units addressed will be between 30.01%-50% of Area Median Income. Thus five (5) of the housing units addressed will have incomes between 0%-50% of Area Median income. The household income of the occupants of the six (6) remaining housing units will be less than 80% of Area Median Income.

Jefferson County has incorporated the minimum green standards and supplemental green standards recommended by the Department of Economic Opportunity (DEO) in the County's Housing Assistance Plan (HAP).

As part of this project the County will utilize CDBG funds for temporary relocation. Up to eleven (11) benefitting households will receive temporary relocation assistance for the period of time their home is under construction.

100% of the beneficiaries of this project will be members of low to moderate income households.

National Objective #1, Benefit to Low Moderate-Income Persons is realized by this activity.

The activities and budget amounts for the total Project Costs are as follows:

Activity #	Activity/Description	CDBG Amount	Local SHIP Match
14A	Housing Rehab/Demolition/Replacement	\$ 615,500.00	\$ 50,000.00
08	Temporary Relocation	\$ 22,000.00	

The County anticipates it will take approximately twenty-four (24) months for the project to be complete including the environmental review, client solicitation, client selection, site specific environmental reviews, the development of rehabilitation/replacement bid specifications, project bidding, construction and grant closeout.

The County has committed \$50,000.00 in local SHIP funding as local match for the project. The entire fifty-thousand dollars (\$50,000.00) of local SHIP match funding committed as match for the project will be utilized in conjunction with six hundred fifteen thousand five hundred dollars (\$615,500.00) in CDBG funding to rehabilitate, demolish and replace the housing units being addressed.

Until the housing units to be addressed are selected and site specific environmental reviews have been completed, it is not known whether any of the housing units addressed will be located within a flood zone. If any of the housing units selected for inclusion in the program are located within a flood zone, the requirements for rehabilitating or replacing a residential housing unit located within a flood zone will be followed.

Project Narrative — G-2 (continued)

The source and use of funds for the project are as follows:

	CDBG	Local SHIP Leverage	Total
14A – Housing Rehab/Demolition/ Replacement	\$ 615,500.00	\$ 50,000.00	\$ 665,500.00
08 – Temporary Relocation	\$ 22,000.00	0.00	\$ 22,000.00
21A-Administration	\$ 112,500.00	0.00	\$ 112,500.00
Total	\$ 750,000.00	\$ 50,000.00	\$ 800,000.00

Additional Information:

1. After the eleven (11) housing units have been addressed, if funding remains available, the remaining CDBG and match funding will be used to rehabilitate or replace additional housing units owned and occupied by low and moderate-income households.

General Scoring Criteria — Table G-3

1. Community-Wide Needs Score (CWNS) The CWNS for each non-entitlement local government is posted on the Department’s website at: http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants (Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)		Score: <u>89.05</u>
2. Special Designation Score Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) (Transfer this score to line 3a. of the Application Scoring Summary page.)		Score: <u>20.00</u>
<input checked="" type="checkbox"/> Rural Area of Opportunity (RAO)	<input checked="" type="checkbox"/> Rural Community as defined by §288.0656, F.S.	
<input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.	<input type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.	
3. Grant History Score: If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. (Transfer this score to line 3b. of the Application Scoring Summary page.)		Score: <u>0.00</u>
4. CATF Score: The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)		
4a. If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, score 10 points, or		Score: <u> </u>
4b. If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, score 5 points. (Transfer this score to line 3c. of the Application Scoring Summary page.)		
If applicable, list the date that the public notice for the CATF meeting was published:	If applicable, list the date when the CATF meeting was held:	

General Scoring Criteria — Table G-3 (Continued)

5. Outstanding Performance in Equal Employment Opportunity (EEO)						
<p>M/WBE Contracting: The applicant may claim up to 20 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent Small Cities CDBG subgrant that was administratively closed not more than four years before application deadline date. Review the M/WBE reports submitted to DEO for that subgrant and enter a score based on the achievement reported.</p>						
Most Recent Administratively Closed Small Cities CDBG Contract Number:				15DB-OJ-02-43-01-H20		
\$82,250.00 Amount Awarded to M/WBE firms	÷	668,058.88 Total Prime Contracts Amount	X 100 =	<u>12.31</u> M/WBE %		
M/WBE %		Points		<p>5a. M/WBE Contracting Score:</p> <p style="text-align: center;"><u>5.00</u> (Maximum 20 points)</p>		
0.0 – 4.99%		0				
5.0 – 14.99%		5				
15.0 – 19.99%		10				
20.0 – 24.99%		15				
25.00%+		20				
If the applicant has not administratively closed a Small Cities CDBG subgrant within four years of the application deadline date, score 5 points.						
<p>Local Government Minority Employment: The applicant may claim up to 60 points for meeting minority employment goals. Complete the table below to calculate the applicant's percentage of minority employees. See instructions for calculations.</p>						
Number of Permanent Full-time Equivalent Minority Applicant Employees	÷	Number of Permanent Full-time Equivalent Applicant Employees	=	Applicant's Percentage of Minority Employees		
_____		_____		_____ %		
Enter percentage of minorities in the applicant's county: 38.0%%						
If the "Prorated 60 Points Score" is claimed, complete the following equation:						
Applicant's Percentage of Minority Employees	÷	Percentage of Minorities in Applicant's County	=	Applicant's Percentage of Minority Employees	X 60 =	Points Claimed
_____		<u>38.0%</u>		_____		_____

If the applicant has three or less employees, 40 points may be claimed.		
5b. Local Government Minority Employment Score (60 Points Maximum):		_____
6. Outstanding Performance in Fair Housing		
The applicant may claim five points for adopting a Fair Housing Ordinance prior to the application deadline and five points for conducting a Fair Housing workshop in the 12 months prior to the application deadline. See instructions for guidelines and documentation requirements.		
	Date	Score
6a. Date Fair Housing Ordinance Adopted:	5/20/1993	5.00
6b. Date of Fair Housing Workshop:	_____	5.00
6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):	10.00	

Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score: _____
(Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)
(90 points maximum)

Part 3 – Sources and Uses of Non-CDBG Funds

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

Activity #	Source	Amount Claimed for Scoring	Amount Not Claimed for Scoring	Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage)
14A	Jefferson County SHIP Funding	\$50,000.00	\$	Jefferson County SHIP Funding
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Totals		\$50,000.00	\$0.00	
Total Funds Claimed for Leverage Scoring		\$50,000.00		

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

Leverage Score Summary

Leverage Points Calculation for NR, CR, and HR

Communities with a LMI Population of 1,249 or Less

$$\underline{\$ \quad \quad \quad} \div \$1,000 = \underline{\quad \quad \quad} \text{ Points}$$

(25 Points Maximum)

Leverage Points Calculation for NR, CR, and HR

Communities with a LMI Population of 1,250 or More

$$\underline{\$50,000.00} \div \$2,000 = \underline{25.00} \text{ Points}$$

(25 Points Maximum)

Leverage Points Calculation for ED

$$\underline{\$ \quad \quad \quad} \div \$10,000 = \underline{\quad \quad \quad} \text{ Points}$$

(125 Points Maximum)

Leverage Score: 25.00

**(Transfer this score to line 3d. on the Application Scoring Summary page in Part 8.
25 Points Maximum for NR, HR, and CR. 125 Points Maximum for ED.)**

Part 6 – Housing Rehabilitation

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

	A	B	C	D	E	F
Activity #	Activity Name	Enter CDBG Activity \$	% of CDBG Project Cost (B ÷ 1)	Goal Points	Activity Goal Score (C x D)	# of Housing Units To be Addressed by Activity
01	Acquisition (in support of)	\$	%	*		
01	Acquisition in 100 Year Floodplain	\$	%	75		
04	Clearance	\$	%	35		
15	Code Enforcement	\$	%	45		
04A	Demolition (without subsequent construction)	\$	%	50		
16A	Historic Preservation - Residential	\$	%	35		
14A	Housing Rehab/Demolition/Replacement	\$615,500.00	96.55%	75	72.41	11
08	Permanent Relocation as a part of Hazard Mitigation	\$	%	75		
08	Permanent Relocation – Other	\$	%	50		
14A	Potable Well Installation**	\$	%	70		
14A	Removal of Housing Architectural Barriers	\$	%	75		
14A	Septic System Installation**	\$	%	70		
14A	Sewer Hookups**	\$	%	70		
08	Temporary Relocation	\$22,000.00	3.45%	75	2.59	11
14A	Utility Hookups, Other**	\$	%	60		
14A	Water Hookups**	\$	%	70		
1. Add Column B to get the CDBG Project Cost		\$637,500.00	4. Add Column E to get the Total Activity Goal Score: 75.00 (75 Points Maximum)			Total Unduplicated Number of Housing Units to be Addressed by All Activities <u>11</u>
2. Enter CDBG Administrative Funds (Maximum of 15% of Total CDBG Funds Requested)		\$112,500.00	* Goal points for this activity are same as the activity supported by the acquisition. ** Use only if no housing rehabilitation is required. Otherwise, treat as complementary activity to housing rehabilitation activity.			
3. Add 1 and 2 for Total CDBG Funds Requested		\$750,000.00				

Low Income and Very Low Income Beneficiary Impact Score

Option 1: Housing Rehabilitation (Housing Rehab/Demolition/Replacement)	
5a. Number of homes to be addressed whose occupants qualify as “low income:” (Note: “low income” (LI) means the household income is between 30.01% - 50% of median income for your county)	
“Low income” beneficiary impact points: 3 homes* X 50 = 150.00points (150 Points Maximum)	
5b. Number of homes to be addressed whose occupants qualify as “very low income:” (Note: “very low income” (VLI) means the household income does not exceed 30% of median income for your county) 1 home: score = 55 points; 2 homes: score = 85 points:	
“Very low income” beneficiary impact points: 2 home(s) = 85.00 points (85 Points Maximum)	
Option 2: Hookups Only (Sewer, Water or Other Utility)	
5c. Number of households to be hooked up whose occupants qualify as “low income:”	
“Low income” beneficiary impact points:	homes* X 7 = points (175 Points Maximum)
5d. Number of households to be hooked up whose occupants qualify as “very low income:”	
“Very low income” beneficiary impact points:	home(s) X 6 = points (60 Points Maximum)
5e. Total “Low Income” and “Very Low Income” Beneficiary Impact Score (5a+5b) or (5c+5d): <u>235.00</u> (235 Points Maximum)	
* If a Recipient serves more “very low income” homes than scored on this application, those additional homes can be counted to meet the number of “low income” homes that the Recipient committed to serve.	

Average CDBG Cost per LMI Housing Unit

6a. Use the CDBG Funds and Activity Goal Score Spreadsheet to calculate the average CDBG LMI housing unit cost:

<u> \$635,500.00 </u>	\div	<u> 11 </u>	=	<u> \$57,772.73. </u>
CDBG Project Cost		Total Number of LMI Housing Units		Average CDBG LMI Housing Unit Cost

Enter the appropriate score from the chart below on line 6b.

Option 1. Rehab - Average CDBG Cost Per LMI HU	Score	Option 2. Hookups - Average CDBG Cost Per LMI HU	Score
Less than \$62,250	120	Less than \$2,200	100
\$62,250 to \$65,000	105		
\$65,000 to \$66,999	90	\$2,200 to \$3,099	80
\$67,000 to \$68,999	75		
\$69,000 to \$70,999	60	\$3,100 to \$3,999	60
\$71,000 to \$72,999	45		
\$73,000 to \$74,999	30	\$4,000 to \$4,899	40
\$75,000 to \$76,999	15		
\$77,000 to \$77,999	0	\$4,900 and above	20
\$78,000 to \$78,999	-50		
\$79,000 and above	-100		

6b. Average CDBG Cost per LMI Housing Unit Score: 120.00

“Green” Rehabilitation Standards

7a. If the Housing Assistance Plan (HAP) requires all the minimum “green” standards identified in the instructions, score 45 points:	<u>45.00</u>
7b. If the HAP requires all the supplemental “green” standards identified in the instructions, score 30 points:	<u>30.00</u>
7c. “Green” Rehabilitation Standards (7a + 7b) Score:	<u>75.00</u>

Category Summary Score (4+5e+6b+7c=): 505.00

(Transfer this score to line 3e. in the HR column on the Application Scoring Summary page – Part 8, page 4.)
(Cannot exceed 505 points.)

Part 8 – Certification and Score Summary

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

I also certify that the Applicant:

Has met all citizen participation requirements contained in Chapter 73C-23, Florida Administrative Code:

Following public notice, hearings were conducted by a member of the local governing body or a duly authorized employee;

- The first public hearing was conducted to obtain citizen views about community development needs and potential uses of CDBG funding;
 - The notice for the second public hearing was published following the first public hearing. The notice included a summary of the activities that would be conducted with CDBG funds, the specific locations where those activities would take place, a line item budget, and the time and place where a copy of the draft application would be available for review; and
 - A second public hearing was conducted to obtain citizen comments on the CDBG application prior to submission.
2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
 3. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
 4. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
 5. Will administer the subgrant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
 6. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
 7. Has adopted or will adopt a Community Development Plan or has adopted the Local Comprehensive Plan as its Community Development Plan.
 8. Will adopt an Anti-Displacement and Relocation Policy and will minimize the displacement of persons.
 9. Has presented accurate information and has documentation on file and readily accessible to the Department of Economic Opportunity.
 10. Has authorized the submission of this application by vote of the local governing body.
 11. Will adopt a CDBG Procurement Policy that conforms to 2 CFR 200.317 – 200.326, Sections 255.0525 and 287.055, Florida Statutes, and Rule 73C-23.0051(4), Florida Administrative Code.
 12. Has implemented a financial management system that complies with Section 218.33, Florida Statutes, and 2 CFR 200.302.

13. Will complete a self-evaluation of its facilities related to the Americans with Disabilities Act and adopt a Transition Plan, if applicable.
14. Will meet a National Objective for each funded activity other than administration and engineering prior to the administrative closeout of the subgrant.

Signature of Chief Elected Official or Designee
Signature: _____
Typed Name and Title: Stephen Fulford, Chairman
Date:
If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix B.

Signature of Application Preparer if not an employee of the Local Government
Signature: _____
Typed Name and Title: Fred D. Fox, President
Name of Firm or Agency: Fred Fox Enterprises

Application Scoring Summary

This form is the Applicant’s evaluation of the application score. Use the “scores” identified in the application to complete this form when you have finished filling out the application. Enter the scores or other information in the appropriate columns. When all of the scores have been transferred to this form, add the scores and enter the total.

Applicant Name: Jefferson County				(For DEO Use Only) Application Number: _____		
Enter Type of Application: <input type="checkbox"/> Commercial Revitalization <input checked="" type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> Economic Development <input type="checkbox"/> Neighborhood Revitalization						
Title/Score	Part	Page	CR	ED	HR	NR
1. Community-Wide Needs Score (250 Points Maximum)					89.05	
2. Outstanding in Equal Employment Opportunity and Fair Housing (90 points maximum)						
3. Program Impact:						
3a. Special Designation Score (20 Points Maximum)					30.00	
3b. Grant History Score (100 Points Maximum)					0.00	
3c. CATF Score (10 Points Maximum)						
3d. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)					25.00	
3e. Category Summary Score	6	22			505.00	
3f. Total Program Impact Score (3a+3b+3c+3d+3e) (660 Points Maximum)						
4. Total Application Score (1+2+3f) (1000 Points Maximum)						
Less Penalties Assessed (For DEO Use Only)						
Final Score (For DEO Use Only)						

Part 9 – Supporting Documentation

Place all supporting documentation in this section. Separate the documents with a titled tab or titled colored paper. Include only those appendices that are required for the application.

Appendix	Title
A	Maps (Required)
B	Local Governing Body's Resolutions for Signature Delegation and Application Submission (Required)
C	Comprehensive Plan Documents (Required)
D	Public Hearing/CATF Documentation (Required)
E	Leverage Documentation
F	Grant Application Preparation Cost Documentation
G	Readiness to Proceed Documentation
H	VLI/LMI Worksheets and Survey Documentation or Census Data and Maps
I	Documentation Related to Health and Safety Impact Score
J	Joint Agreements, Contingency Funding Documentation and/or Interlocal Agreements
K	Housing Assistance Plan (Required for all Housing Rehabilitation Applications)
L	Historic Preservation Documents
M	Special Designation Documentation
N	Documentation for Economic Development Applications
O	Documentation for Other Community Development Activities Score (Commercial Revitalization)
P	Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)
Q	Local Government Minority Contracting and Fair Housing Score Documentation
R	Commercial Rehabilitation Policy (Required for all Commercial Revitalization Applications that will utilize CDBG funds to rehabilitate commercial buildings)
S	

JEFFERSON COUNTY
HOUSING ASSISTANCE PLAN
REHABILITATION/REPLACEMENT/RELOCATION GUIDELINES
AND
GENERAL INFORMATION FOR PARTICIPANTS
FFY 2016 CDBG PROGRAM

I. GENERAL

This repository of information is to advise potential participants of the guidelines by which the County will operate its Community Development Block Grant (CDBG) program. These guidelines have been established to give a program overview and procedures to ensure compliance with the requirements established by the Florida Department of Economic Opportunity (DEO) and Federal Department of Housing and Urban Development (HUD). The information contained herein is subject to change upon action of DEO, HUD, or the County Commission.

It is illegal to discriminate on the basis of an individual's **RACE, CREED, COLOR, SEX, RELIGION, ETHNICITY, HANDICAP, AGE, NATIONAL ORIGIN, OR FAMILY STATUS**. Individuals in the County are also protected by the State's Fair Housing Act, Sections 760.20, 760.22, 760.23, and any amendments thereto.

The County Commission has established a Citizen's Advisory Task Force (CATF) to serve as an oversight committee for the County's CDBG program. This committee will meet as needed to ensure that the program is operating in accordance with all Local, State, and Federal requirements.

In order to qualify for the CDBG Housing program, the applicant must currently be the owner of the housing unit and occupy the housing unit proposed for rehabilitation or replacement as their primary residence.

The owner of the housing unit will be asked to give personal and financial information about themselves and their household to a representative of the County or the Housing Specialist in order to begin the application process. This information will be recorded and become a part of the applicant's file. The information provided must be accurate and true. The Housing Specialist, upon advice from the Citizen's Advisory Task Force, will use the information to ascertain if the applicant is eligible to participate in the CDBG Housing program.

The home of each applicant who qualifies for the CDBG housing program will be inspected by the Housing Specialist to determine the extent of rehabilitation that will be required to bring the residence within program guidelines. The applicant or their representative must be present while their home is being inspected and will be requested to provide input concerning their housing needs. The Housing Specialist will meet with a representative of the local Building Department to insure the local building code and housing code requirements related to addressing each structure will be met. The Housing Specialist will develop an inspection report based on the housing needs and estimate the costs necessary to bring each of the housing units up to the required minimum property standards. Additional bedroom space can only be provided as needed to ensure those household members in permanent residence do not share a bedroom with a member of the opposite sex, except husband and wife in addition no more than two individuals of the same sex

can occupy the same bedroom. The construction work on a dwelling will be completed by a state registered or certified contractor, under no circumstances may the contractor or his/her subcontractors be the owner of the residence, a relative of the owner of the residence or an occupant of the residence that is to be rehabilitated. Neither shall any of the aforementioned be paid for their own labor with CDBG funds for the rehabilitation of said residence.

The owner(s) of the residence will be required to sign certain documents before the construction process begins. These documents will outline the work to be performed on their property and give an estimate of the cost to address the improvements needed on the property. Construction will cause a certain amount of debris; however, every effort will be made by the contractor to leave the work site in a clean and orderly fashion. Work on the foundation and exterior of the dwelling may cause damage to shrubs and lawn ornaments around the dwelling. If possible, the owner of the property shall have all of these items moved prior to the time work is to begin. Although the contractor will be as careful as possible to protect the trees, shrubs and bushes located on the property, neither the County, Housing Specialist, nor the contractor will be responsible for any damage done to the trees, shrubs and bushes located on the property during the course of the construction, demolition or renovation.

II. OBJECTS OF PROGRAM

- A. To provide a Deferred Payment Loan (DPL) to very low income (up to 30% of Area Median Income), low income (up to 50% of Area Median Income) and low/moderate income (Up to 80% of Area Median Income) participants whose homes are in need of repair or replacement. Each housing unit considered for inclusion in the CDBG Housing program must contain a violation pertaining to building code or HUD Section 8 Housing standards. (DPL is explained further in the financing section). The purpose is to bring the residence up to Section 8 Minimum Property Standards and/or the standards set forth in the Florida Housing Code currently adopted by the County.
- B. To improve the conditions of housing while maintaining housing costs at a level affordable to lower-income households; to provide a safe and sanitary dwelling.
- C. To reverse the physical deterioration of the community by providing a mechanism to allow for the rehabilitation of existing housing stock in a community. The amount spent on the rehabilitation of a residence shouldn't exceed 50% of the assessed value of that residence when the work has been completed.
- D. To eliminate slums and blight and provide a safer, more sanitary environment in which to live.

III. FINANCING

- A. The type of assistance which will be available to eligible applicants is known as a Deferred Payment Loan (DPL). A brief description of this program is presented below. Grants will not be utilized as a part of the CDBG Housing program.

Deferred Payment Loans: This type of loan will be available to eligible, approved homeowners. The DPL can be used in the owner-occupied rehabilitation program. The DPL will be secured by a lien on the property. The DPL payments will be deferred for a period of 5 years. The DPL will depreciate at the rate of 20% per full year. The DPL will be forgiven at the end of the 5-year period. If the owner sells or rents the property or

otherwise violates the terms of the mortgage at any time within the 5-year period, the remaining mortgage balance will be due and payable. This is done to assure that the applicant will occupy the residence and not sell or rent the property for 5 years after the rehabilitation of the dwelling has been completed.

IV. ELIGIBILITY

- A. Only those properties containing owner occupied conventionally built or modular built structures in unincorporated Jefferson County or mobile homes located within unincorporated Jefferson County will be considered for participation in the CDBG Housing program. Mobile homes will only be considered for replacement with site built homes under the CDBG program. Mobile homes will not be repaired under this grant. No rental properties will be addressed under this project.
- B. Household income must be within the Section 8 income limit guidelines as published by the State of Florida and/or HUD for the region.
- C. No member of the County Commission, member of the CATF, employee of the County associated with the CDBG Program, or relatives of any of these as defined by HUD and Florida Statutes, shall be eligible for program participation unless they are granted a waiver by the Department of Economic Opportunity. The prohibition shall continue for one year after an individual's relationship with the County is terminated.

All applicants will receive a conflict of interest affidavit that will include a list of the names of all local County Commission members, CATF members and local government employees associated with decision making related to this program. The conflict of interest affidavit in addition will request if the applicant is related to any local government employees in general.

The County Commission members, CATF members and local government employees involved with decision making related to this program will receive a conflict of interest affidavit with the list of names of all eligible applicants to determine if a possible conflict of interest exists.

The name of all eligible homeowners will be read aloud at a CATF meeting and County Commission meeting and all Board members shall publically acknowledge any relationship that could be a possible conflict of interest. Acknowledgment shall include the applicants name and how they are related.

If a potential conflict of interest is noted, it will be presented to the Department of Economic Opportunity and a determination or waiver will be obtained prior to the applicant receiving final approval.

A final list of all eligible applicants and their ranking will be presented to the CATF and the County Commission for final consideration and will be noted in the meeting minutes for public review.

- D. For a person with a potential conflict of interest to be eligible to participate in the program, the following steps must be taken:

1. The person(s) must declare on the application form/conflict of interest affidavit that a conflict of interest may exist.
 2. The potential conflict will be presented publically to the CATF and the task force must decide whether to recommend to the County Commission whether or not to proceed with requesting a waiver on the applicant despite the conflict of interest.
 3. The potential conflict will be presented at a public meeting to the County Commission and the County Commission must decide whether to proceed with requesting a waiver on the applicant despite the conflict of interest.
 4. If the person with whom the conflict of interest exists is a voting member of the County Commission or CATF, that person must declare a conflict of interest and not vote on the applicant.
 5. The County Attorney shall prepare a written document stating in his or her opinion proceeding with the rehabilitation or replacement of the applicant's residence would not violate any state or local law.
 6. A written request for waiver is sent by the County Commission to DEO for review and approval.
 7. If a waiver is obtained, the applicant would be placed on the potential client list with the other applicants for ranking as outlined herein.
- E. Priority will be given to applicants in the following order:
1. Very low income households (30% of Area Median Income or less) will be given priority over low income households (30.01% to 50% of Area Median Income) and moderate income households (50.01% to 80% of Area Median Income).
 2. Low income households (30.01% to 50.00% of Area Median Income) will be given priority over moderate income households (50.01 to 80% of Area Median Income).
 3. Disabled and/or handicapped head of household.
 4. Head of Household is over 62 years of age.
 5. Households with large families (five or more).
 6. Households with small families (four or less).
- F. The geographic distribution of funds shall not be considered.
- G. To select participants in the Rehabilitation - Permanent Relocation Activity, the following steps will be taken:
1. A display ad will be placed in one or more local newspapers of general circulation advising local residents of the availability of grant funds and establishing a convenient time and place for interested residents to obtain information and pick up application forms to allow them to be considered for inclusion in the program. Applications will be accepted by the County for a minimum of twelve (12) calendar days after the display ad is placed in the newspaper.

2. Once a list of applicants is obtained, the Housing Specialist shall perform initial inspections on the housing units to determine which of the following categories each housing unit fall into:

For conventionally built structures, and modular homes:

- a. Minor rehabilitation – the cost to correct all existing code violations is estimated at twenty thousand dollars (\$20,000.00) or less.
- b. Moderate rehabilitation – the cost to correct all existing code violations is estimated between twenty thousand and one dollars (\$20,001.00) and thirty-five thousand dollars (\$40,000.00).
- c. Major rehabilitation – the cost to correct all existing code violations is estimated between thirty-five thousand and one dollars (\$40,001.00) and fifty thousand dollars (\$60,000.00).
- d. Replacement housing – the cost to correct all existing code violations is estimated to exceed fifty thousand dollars (\$60,000.00) or, the cost to correct all existing code violations exceeds fifty percent (50%) of the appraised value of the property and based upon the local Building Departments direction the dwelling must be brought up to the current building code, or the housing unit is deemed structurally unsound and not feasible for rehabilitation.

Mobile homes will only be considered for demolition/replacement with site-built homes only, mobile homes will not be rehabilitated under this grant:

3. Applications containing information on the property owner and other household occupant shall then be processed by the CDBG Housing Specialist for all potential program participants. If the list of applicants exceeds the number of available units to be addressed in the Community Development Block Grant program, the applicant ranking order shall be recommended by the Housing Specialist and selected by the County Commission utilizing the criteria in Section IV (E) & (G) of these Guidelines.

- H. If changes in circumstances occur which are beyond the control of the County Commission to cause beneficiaries or structures to no longer be eligible, the Housing Specialist may pick alternates and recommend them to the governing body to replace those selected under Section IV (E) & (G). In all cases, it is understood the financial limitations associated with a Community Development Block Grant Housing program specifically addressing the number of units required to be completed under the activity and program contract shall be an overriding factor in determining which units shall ultimately be addressed.

V. ADMINISTRATIVE PROCEDURES FOR REHABILITATION/REPLACEMENT

- A. The Housing Specialist will make initial contact with the resident, explain the program, and provide a copy of the program guidelines.
- B. The Housing Specialist will take the information necessary to begin the application process including: household size, name of the property owner, ages of residents, and

income, along with other additional information as may be required. The representative will verify all information including, but not limited to, the following:

1. assets/liabilities
 2. mortgage
 3. taxes
 4. title search (O & E Report) – obtained from a licensed abstract company
 5. household income
 6. lot size
 7. zoning
- C. The Housing Specialist will provide their recommendation to the designated County Staff for their review. The Housing Specialist will include the following items and any other information that may be necessary along with their recommendation:
1. Assigned case number
 2. Name and address of applicant
 3. Estimated cost of rehabilitation
 4. Description of rehabilitation work
 5. Source of household income
 6. Size and description of household
 7. Property title information
 8. Legal description of property
 9. Lot size
- D. The Housing Specialist will review the aforementioned with County Staff and submit their recommendation to the County Commission. If an applicant feels that his/her case has been rejected by the County CDBG Coordinator for unjust reasons, the applicant may request that his/her case be submitted to the County Commission for review.
- The Housing Specialist will provide the County Commission with the client's application data.
- E. Approval: In receiving the recommendation for approval from the Housing Specialist, the County Commission will receive the following information:
1. Assigned case number
 2. Name and address of applicant
 3. Cost of rehabilitation
 4. Size and description of household
 5. Amount of the Deferred Payment Loan (DPL)
 6. Legal description of property
 7. Lot size
 8. Date the County Housing Specialist recommended the application
 9. Additional information requested by the County Commission
- F. The County Commission will, after review of the information, approve or deny the application and sign the appropriate documents.

VI. REHABILITATION GUIDELINES EXTENT OF REHABILITATION

A. In order for the program to commit funds to the rehabilitation of a unit, the following must be met:

1. The units eligible for rehabilitation must have all local housing code and/or Section 8 Housing Quality Standards (HQS) violations corrected.
2. The following “green” elements will be implemented with CDBG funds for all Housing units addressed under the program:
 - a. Refrigerators that are replaced or installed shall be Energy Star rated. Gas water heaters that are replaced or installed shall be Energy Star rated.
 - b. All exterior doors and windows that are replaced or installed shall be Energy Star rated.
 - c. All lighting fixtures and ceiling fans that are replaced or installed shall be Energy Star rated.
3. All homes being rehabilitated with CDBG funds will receive at minimum the following Supplemental “Green Standards – Weatherization” items:
 - a. The installation of attic insulation with a factor of R-30 or greater.
 - b. Housing units containing first floor wood or metal floor framing will receive floor joist insulation if sufficient access is available within the crawl space for installation of the materials.
 - c. The installation of new weather stripping around all attic access panels and existing doors leading to unconditioned areas.
 - d. The installation of new thresholds and door sweeps on all doors leading to unconditioned areas.
 - e. All exterior walls shall be properly sealed including cracks around windows, exterior faucets, plumbing, electrical boxes, settlement cracks and open joints.
 - f. All HVAC replacement units and new installations shall be Energy Star rated and have a minimum SEER rating of 14.
4. The following components may be rehabilitated, replaced, or added as a part of the CDBG Housing program:
 - a. Structural system
 - b. Electrical system
 - c. Plumbing system
 - d. Heating system
 - e. Windows
 - f. Insulation

- g. Kitchen cabinets
- h. Stove and refrigerator
- i. Roofing system
- j. Extra bedrooms (if required due to family size)
- k. Handicap accessibility/ADA requirements
- l. Weatherization elements
- m. Green elements

VII. SIZE OF UNITS

- A. For owner-occupied structures: the final size of the housing unit will depend upon the size and condition of the existing structure and the size and makeup of the household. Those household members who are not the head of household or spouse and are over 18 years of age but under the age of 62 must provide documentation that they have occupied the residence for a minimum of 6 months prior to the submittal of an application for CDBG housing rehabilitation assistance to be counted as eligible for a bedroom unless they have been certified as mentally or physically handicapped. Proof of disability will be required from an appropriate physician.

VIII. CONDITION OF REHABILITATION ASSISTANCE

- A. Maximum amount: The maximum amount of funds available for the rehabilitation of an individual housing unit will be the amount required to eliminate all code violations giving consideration to the average amount per structure in the application. This amount must conform with the extent of rehabilitation section and shall be brought to the County Commission for final approval. However, no rehabilitation shall exceed the amount of \$60,000 of CDBG funds unless specifically approved by the Housing Specialist and County Commission as exceeding the limits set out herein.
- B. Community Development funds are to be provided for the benefit of the owner(s) of the residential housing units to rehabilitate their homes. Prior to beginning work on the property, the owner(s) will be required to sign a mortgage and promissory note in an amount equal to the cost of the work. This is called a Deferred Payment Loan (DPL) and shall be forgiven in 5 years. If the property is sold within that 5-year period, the owners will be required to repay any unforgiven portion of that note. However, if the owner dies within the 5 year period, the Commission will forgive the remaining portion of the note. The County Commission shall also retain the option to forgive the note in case of hardship.
- C. The purchase of Comprehensive Home Owner’s Insurance on the property will be required prior to the participant moving back into the residence. Comprehensive Home Owner’s insurance must include fire, casualty and liability coverage. If the property is located in a designated flood zone, flood insurance for the property must also be obtained. All property insurance must be maintained until the Deferred Payment loan is satisfied.

IX. ELIGIBILITY CRITERIA FOR REPLACEMENT/RELOCATION

- A. For a unit to be eligible, the following criteria must be met:

The estimated cost of rehabilitating the housing unit must exceed fifty percent (50%) of the assessed value of the property. The cost of Lead Based paint inspection and abatement shall be included in calculating the rehabilitation cost.

X. REPLACEMENT HOME CRITERIA

- A. Once a participant has been deemed eligible for a Replacement Home, he/she may have a conventionally built home placed on the property where the house is currently located.

1. The construction of the new dwelling unit must meet all local building and zoning code requirements.
2. Home Construction award process will begin as follows:
 - a. The Housing Specialist will place a legal notice in a local newspaper to solicit interested contractors to participate in the program. (Contractors must be Licensed by the State of Florida, Department of Business and Professional Regulations and meet all local building department requirements and be to be eligible to obtain a building permit for the construction of the dwelling as a contractor).
 - b. The homeowner will choose a home layout as provided by the Housing Specialist that meets the program requirements.
 - c. The Housing Specialist will develop bid specifications that meet program requirements for the floor plan that was selected by the client.
 - d. The pool of pre-approved contractors will attend a mandatory pre-bid meeting and receive a bid package.
 - e. Sealed bids will be accepted from contractors until the bid deadline date and time.
 - f. A public bid opening will be held and the amount of the bids received will be read aloud.
 - g. Bids will be reviewed for completeness by the Housing Specialist and a recommendation of award will be presented to the County Commission.

The low bid, if within 15% above or below the Housing Specialists estimate, will then be presented to County staff for review and the Housing specialist's recommendations will then be submitted to the County Commission for approval. The County Commission reserves the right to approve the low bid outside the 15% margin from a qualified bidder if the County Commission feels the bid price is justified.

- h. The Jefferson County Commission makes award for construction to the selected contractor.

XI. SIZE OF UNITS

A. The size of each housing unit shall be determined based upon local zoning requirements and information provided by the permanent residents living in the existing housing unit based upon the following criteria:

- No more than two (2) persons of the same sex may occupy the same bedroom.
- Two (2) persons of the opposite sex may not occupy the same bedroom (excluding husband and wife or couples).
- Only the husband, wife, dependent children (including those who are mentally and/or physically handicapped of any age), adults over the age of 18 with documentation that they are handicapped or have resided in the residence for a minimum of 6 months prior to the owner submitting an application for assistance, documented full time caregivers, family members 62 years of age or older and currently residing in the household will be counted in calculating family size and the minimum number of bedrooms and square footage allowance.

XII. SQUARE FOOTAGE ALLOWANCE

A. A displaced family will be eligible for the following replacement housing payment allowance:

Number of Bedrooms	Payment	Est. Square Footage
1 bedroom	\$75,000	800
2 bedrooms	\$80,000	900
3 bedrooms	\$85,000	1,000
4 or more bedrooms	\$90,000	1,150

Square footage amounts may be increased based upon local deed restrictions and zoning requirements. The deed restricted or zoning requirement minimum square footages will be utilized if it exceeds the noted above square footage amount.

XIII. CONSTRUCTION IN A FLOOD PLAIN

The finished floor elevation of any housing unit located within a flood zone addressed with CDBG funds as part of the Jefferson County CDBG Housing program must be at a minimum two foot (1') above the established flood elevation for the property and must meet all local codes related to building or rehabilitating a home in a flood zone.

XIV. MOVING EXPENSES

This procedure will take place, if required, as follows:

The County, at the direction of the Housing Specialist, will provide to the head of household moving expenses totaling four hundred dollars (\$400.00). Two hundred dollars (\$200.00) will be

provided to the head of household when the household moves their belongings from the existing dwellings to the central storage location, and two hundred dollars (\$200.00) will be provided to the head of household when the household moves their belongings from the central storage location back to the housing unit that has been rehabilitated or replaced.

The head of household will certify they accept full responsibility for moving all of their belongings.

The County at the direction of the Housing Specialist will provide the head of household with storage for the belongings and furnishings in the dwelling. The head of household will be responsible for moving the furniture out of the existing dwelling into the storage unit; and moving their belongings from the storage unit back to the housing unit after the housing unit has been rehabilitated or replaced. In addition, the head of household will supply their own lock for the storage unit and shall remove all items from the storage unit and sweep out the storage unit prior to submitting for the moving expense for relocating into the rehabilitated or new housing unit. All of the items must be removed from the storage unit and the storage unit cleaned prior to the moving expense allowance for the second move being approved by the Housing Specialist.

The County will supply a standard size storage unit or trailer from a third party storage company. The homeowner is responsible to supply their own lock.

Neither the County nor the Housing Specialist will be responsible for any items lost, stolen, or damaged during the temporary relocation process.

XV. TEMPORARY RELOCATION ALLOWANCES

Temporary Relocation assistance will only be provided to families who vacate the rehabilitated residence to facilitate the rehabilitation.

It is the homeowner's responsibility to find alternate housing for all occupants of the residence during the construction phase of the project. The County will offer monthly utility allowances of one hundred dollars (\$100.00) for families of one or two persons and monthly utility allowances of one hundred fifty dollars (\$150.00) for families with three or more members. These CDBG funds will be provided by the County to the participant to offset the increase in utilities of the friends, private homes, other family members, etc. that are supplying temporary housing. The participating family will be responsible for packing and unpacking all of their belongings.

The County will provide onsite third party storage where allowed. It will be the homeowners responsibility to verify that the provided unit is dry and secure. Homeowners are responsible to supply their own lock for the storage facility provided, all keys will be kept by the homeowner. It is the homeowner responsibility to acquire insurance for their belongings in the storage unit if insurance is desired.

Neither the County nor the Housing Specialist will be responsible for any items lost, stolen, or damaged during the temporary relocation process. The applicants shall be encouraged to make satisfactory arrangements to secure family valuables.

XVI. CONDITION OF REHABILITATION/REPLACEMENT ASSISTANCE

- A. Maximum amount: The maximum amount of funds available for the replacement of a specific property will be the amount specified in Section XII of

the Housing Assistance Plan, giving consideration to the average amount per structure in the application. This amount must be in compliance with the extent of rehabilitation section of the Housing Assistance Plan and shall be brought to the County Commission for final approval. However, the cost of a replacement structure shall not exceed the amount specified in Section XII of the Housing Assistance Plan unless specifically recommended by the County Housing Specialist and approved by the County Commission.

- B. Community Development funds are to be provided to or for the benefit of the owner(s) of the residence to rehabilitate/replace their home. Prior to beginning work on the property, the owner(s) will be required to sign a mortgage and promissory note in an amount equal to the cost of the work. This is called a Deferred Payment Loan (DPL) and shall be forgiven in 5 years. If the property is sold within that 5-year period, the owners will be required to repay any unforgiven portion of that note. However, if the owner dies within the 5-year period, the County will forgive the remaining portion of the note. The County Council shall also retain the option to forgive the note in case of hardship.
- C. The purchase of Comprehensive Home Owners Insurance and Flood Insurance, if the property is located in a designated flood zone, will be required prior to the participant moving back into the residence. Comprehensive Home Owner's Insurance and Flood Insurance, if required, shall be maintained on the property, by the property owner, until the Deferred Payment Loan is satisfied.

XVII. LEVERAGING CDBG FUNDS WITH OTHER FUNDS

Where feasible the program will combine the following funds sources:

- A. Weatherization funds
- B. SHIP funds

XVIII. OPERATIONAL PROCEDURES FOR THE REHABILITATION/REPLACEMENT PROGRAM

- A. The Housing Specialist will place a legal notice in a local newspaper to solicit interested contractors to participate in the program. (Contractors must be licensed by the State of Florida, Department of Business and Professional regulations and must either be State Certified or state Registered and meet all local building department requirements. The contractor must be properly licensed to obtain a permit from the local building department to either construct a new residence or rehabilitate an existing residence.
- B. After verification of the participant's eligibility, the property will be inspected by both the Housing Specialist and the home owner. Upon completion of the inspection, a rehabilitation work write-up or demolition/replacement bid specifications will be completed.
- C. Before the work is advertised for bid, the Housing Specialist and the participants will

meet to review all the information associated with the rehabilitation or replacement of their dwelling unit, to insure the participant has a full understanding of the program and wants to participate.

- D. The documents are then dated and signed by the participants.
- E. The work is then advertised for bid. Bidding is limited to pre-qualified contractors licensed by the State of Florida, Department of Business and Professional Regulation and who have pre-qualified in an opened, advertised prequalification process.

Documents shall be included in the bid package wherein the contractor shall agree in writing that any change orders for rehabilitation or reconstruction of a housing unit that are being paid with CDBG funds and cumulatively exceed one thousand dollars (\$1,000.00) above the original contract amount, shall only be paid with CDBG funds if those change orders are to correct documented code violations, health and safety items or items required to bring the residence up to Section 8 Housing Standards.

Additionally, the contractor shall agree in his bid and contract, if awarded, that all change orders for housing rehabilitation or reconstruction shall be approved by the owner of the housing unit or his or her representative, the contractor, Housing Specialist, and a representative of the local government prior to any initiation of additional work based on said change order.

All pre-qualified bidders will be notified of bid solicitations. The bids will then be received and tabulated. The low bid, if within 15% above or below the Housing Specialists estimate, will then be presented to County staff for review and the Housing specialists recommendations will then be submitted to the County Commission for approval. The County Commission reserves the right to approve the low bid outside the 15% margin from a qualified bidder if the County Commission feels the bid price is justified.

- F. Should the bid be higher than the acceptable range, the residence will be re-bid.
- G. The contract will be awarded to the lowest acceptable bidder.
- H. The successful contractor will have 72 hours from the date of notification to produce all necessary licenses and insurances. Should the contractor fail to perform in accordance with the bid or be unable to produce the necessary licenses and insurances, the County Commission will, at its discretion, award the contract to the next lowest bidder or have the work re-bid.
- I. When the contract has been successfully awarded, the participant may be required to temporarily relocate out of their residence.
- J. The participant will move and store their belongings. (See Temporary Relocation Guidelines for details.)
- K. After the participant has vacated the dwelling unit, the contractor receives a Notice to Proceed (further information is contained in the construction contract and construction specifications) and the Notice of Commencement is recorded.

- L. The house is then rehabilitated in accordance with the rehabilitation standard specifications, the Florida Building Code, and the work write-up. At each draw request, a partial waiver, final waiver, or release of liens is required prior to payment.
- M. The Housing Specialist in cooperation with the local building official will inspect the residence at various times during the project, particularly at the time of each draw request.
- N. The Housing Specialist does not have the authority to supersede the building inspector, but may require stricter compliance in some areas. As a rule, the most stringent requirement will prevail.
- O. Upon completion of the project, the local building inspector will issue a Certificate of Occupancy or similar document verifying that the housing unit meets applicable local codes. The contractor is required to submit to the Housing Specialist a request for final payment including the following information:
 - (1) a waiver or release of liens from the prime contractor
 - (2) a waiver or release of liens from all material suppliers, subcontractors, persons, or organizations that may have supplied material or labor to carry out the job or have an investment in the job as a result of the work performed
 - (3) a statement from the contractor that all items in the initial work write-up as modified through the approved change order(s) has been completed.
- P. The applicant inspects the work and is requested to sign a work acceptance statement. The work acceptance statement shall include language that the work write-up has been completed based upon the work write-up and approved change orders. Should all requirements be fulfilled and the homeowner or their representative refuse to acknowledge completion of the work, the housing unit case file shall contain a statement detailing the stated reason for said refusal.

Copies of the applicant’s work acceptance or detailed explanation for refusal of the acceptance shall be included in the administrative closeout package submitted to the state at the conclusion of the project.

Note: In the event of any disputes between the participants and the contractor concerning the completion of the rehabilitation work, the Housing Specialist shall work with both parties in an attempt to negotiate a satisfactory solution. If a solution cannot be arrived at, Section 27 “Termination of Owner” of the construction contract shall be invoked.

- Q. The Housing Specialist shall indicate in writing that the completed housing unit meets the applicable local code and Section 8 Housing Quality Standards.
- R. The participant is given notice to move back to their residence.
- S. The Housing Specialist will conduct a sixty (60) day inspection of the residence to ensure that all improvements are still in good working order.

Note: Periodic inspections will be made by the Housing Specialist to ensure that the terms of the contract between the County and the participants are being maintained.

XIX. PARTICIPANT NOTIFICATION PROCEDURES

When a previously approved housing unit is deleted by the Housing Specialist or County Commission from the list of proposed homes for rehabilitation or replacement, the County shall notify the owner of said housing unit by certified mail that their unit is being deleted and the specific reason for this deletion.

XX. COMPLAINT PROCEDURES

- A. Complaints concerning the Community Development Block Grant Program shall be submitted in writing and addressed to the County Coordinator, 1484 S. Jefferson St, Monticello, FL 32344. The County Coordinator will have fifteen (15) days to respond. Additional information is available in the Grievance Procedure for the County's CDBG grant program.

XXI. PERMANENT RELOCATION

With the exception of the demolition/relocation program, where the owner of a dilapidated structure received a payment for a replacement structure and the existing structure is removed, no existing housing units that have the potential to be occupied by low and moderate income households will be demolished or converted to non-low moderate income housing as a part of this project.

XXII. LOCAL TRASH NUISANCE, ENVIRONMENTAL OR HEALTH CODE ORDINANCES

Prior to approval of any residential dwelling unit for final inclusion in the program all local trash, nuisance, environmental, or health code violations that will not be addressed as part of the Community Development Block Grant or CDBG programs must be eliminated.

XXIII. LEAD BASED PAINT POISONING

IN NO INSTANCE, SHALL LEAD BASED PAINT BE UTILIZED IN THE REHABILITATION OF A STRUCTURE. If a dwelling was constructed before 1978, there is a possibility it may contain lead-based paint. All properties built before 1978, not being replaced, will be tested for lead-based paint by a certified lead testing organization prior to bidding the rehabilitation of the dwelling. Where lead-based paint is found, removal and/or abatement procedures by a licensed lead abatement contractor will be included in the rehabilitation bid specifications for the housing unit based upon the lead based paint inspection report and required abatement procedures. If the rehabilitation of the dwelling is found to be feasible after bidding out the work to be addressed, a clearance test will be performed by the licensed lead based paint inspector prior to final acceptance of the rehabilitation. No owner will be approved for occupancy of any lead abated home rehabilitated with CDBG funds until a clearance has been obtained from the pre-approved lead inspector. The housing unit owner will be provided literature pertaining to lead-based paint poisoning and the dangers of lead by the Housing Specialist

XIV. HISTORICAL STRUCTURES

The Housing Specialist will utilize the Jefferson County Property Appraisers Records to determine the age of the home. Information on all structures being considered for inclusion in the CDBG Rehabilitation or Demolition Replacement Activities that are 50 yrs of age or older will be supplied to the Department of State, Division of Historical Resources for review and comment prior to approval by the County.

XV. SITE SPECIFIC ENVIRONMENTAL REVIEWS

A Site Specific Environmental Review will be developed by the Housing Specialist for each property being considered for inclusion in the CDBG Housing Program. The Site Specific Environmental Review shall be submitted to DEO for review and approved by DEO prior to the execution of the contract for the rehabilitation or replacement of the residence.

XVI. REHABILITATION RECORDS

Note: Housing rehabilitation documentation will be completed prior to grant ending date and submittal of closeout. The following data will be provided by housing unit and summarized by activity as part of the administrative closeout for each activity providing direct benefit:

- a. Address of each housing unit rehabilitated with CDBG funds, the date the construction was completed on the housing unit, and the amount of CDBG funds spent on that housing unit.
- b. If the housing unit has a female head of household, the number of handicap people occupying the household, the number of elderly people occupying the household and the household income status -VLI, LI or LMI
- c. The number of occupants in the household, categorized by sex
- d. The racial demographics of the household by number (White, Black, Hispanic, Asian/Pacific Islander, or American Indian/Alaskan Native).
- e. If the head of Household is Hispanic.

ADOPTED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, FLORIDA THIS 2nd DAY OF AUGUST, 2018.

County of Jefferson

BY: _____
STEPHEN FULFORD, Chairman

ATTEST:

Tim Sanders, Clerk of Courts

RESOLUTION NO. 2018080218-0

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2017.

WHEREAS, Jefferson County desires to submit an application to the Florida Department of Economic Opportunity for a Small Cities Community Development Block Grant to benefit persons of low and moderate income.

NOW THEREFORE, BE IT RESOLVED by the County Commission of Jefferson County as follows:

1. That Jefferson County hereby authorizes the filing of an application for a Housing Rehabilitation Community Development Block Grant, and
2. That the Chairman of the Jefferson County Board of County Commissioners is hereby authorized to execute all documents required in connection with the filing of said application to be submitted on August 13, 2018.

THIS RESOLUTION PASSED THIS 2nd DAY OF AUGUST, 2018.

**JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS**

STEPHEN FULFORD, Chairman

ATTEST:

Tim Sanders, Clerk of Courts

RESOLUTION NO. 2018080218-0

A RESOLUTION AUTHORIZING THE USE OF FIFTY THOUSAND DOLLARS (\$50,000.00) OF JEFFERSON COUNTY STATE HOUSING IINIATIVES PARTNERSHIP (SHIP) FUNDING AS LEVERAGE FOR THE SMALL CITIES HOUSING REHABILITATION COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION THE COUNTY IS SUBMITTING TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2017.

WHEREAS, Jefferson County (the “County”) desires to show evidence of its commitment to provide a specific amount of leverage funding to be used in carrying out the Small Cities Housing Rehabilitation Community Development Block Grant Application.

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, FLORIDA:

1. That the County hereby commits to providing a minimum of Fifty Thousand Dollars (\$50,000.00) in SHIP funding as leverage for a Community Development Block Grant application in the Housing Rehabilitation category; and
2. That Fifty Thousand Dollars (\$50,000.00) of the leverage funding shall come from the County’s (SHIP) funding for use in the Housing Rehab/Demolition/Replacement Activity.
3. That the County understands these funds will be expended, following approval of the Community Development Block Grant, after the Department of Economic Opportunity’s site visit for the project, but prior to the County submitting the administrative closeout for the project to the Florida Department of Economic Opportunity.
4. This Resolution shall take effect immediately upon its adoption.

THIS RESOLUTION ADOPTED THIS 2nd DAY OF AUGUST, 2018.

**JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS**

STEPHEN FULFORD, CHAIRMAN

ATTEST:

Tim Sanders, Clerk of Courts

RESOLUTION NO. 2018080218 - 0

A RESOLUTION OF JEFFERSON COUNTY AUTHORIZING THE IMPLEMENTATION OF THE LONG TERM AND SHORT TERM OBJECTIVES OF JEFFERSON COUNTY COMMUNITY DEVELOPMENT PLAN

WHEREAS, Based on the U.S. Census 2012-2016 American Community Survey 5-Year Estimates, the County's population is 11,542. Of the 11,542 residents, 1,825 or 15.8% are below the poverty level.

NOW THEREFORE, BE IT RESOLVED BY JEFFERSON COUNTY, FLORIDA, THAT: the County shall implement the following objectives:

LONG TERM OBJECTIVES:

1. To improve the physical environment of the community to make it more functional, safe, and efficient and to preserve the integrity of the neighborhood.
2. To promote the public interest.
3. To inject long range considerations into the determination of short range decisions.
4. To bring professional and technical knowledge to bear on issues concerning social, economical, or physical development.
5. To facilitate effective cooperation and coordination between all concerned with community development.
6. To identify all available resources for major opportunities and to improve the way of life for all in the community.

SHORT TERM OBJECTIVES:

1. To apply for Community Development Block Grant funds in the Housing Rehabilitation category to rehabilitate or replace at least eleven (11) homes located in the unincorporated areas of Jefferson County.
2. To explore other possible resources for the purpose of improving the way of life for all citizen's, especially those who live in deteriorated housing and neighborhoods.

DULY PASSED AND ADOPTED by the County Commission of Jefferson County, Florida at a regular meeting on this 2nd day of August, 2018

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

ATTESTED:

STEPHEN FULFORD, CHAIRMAN

Tim Sanders, Clerk of Courts

RESOLUTION NO. 2018080218-0

A RESOLUTION AUTHORIZING THE ADOPTION OF A HOUSING ASSISTANCE PLAN IN CONJUNCTION WITH THE SUBMISSION OF AN APPLICATION FOR A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT IN THE HOUSING REHABILITATION CATEGORY TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FEDERAL FISCAL YEAR 2017.

WHEREAS, Jefferson County desires to submit an application to the Florida Department of Economic Opportunity for a Small Cities Community Development Block Grant in the Housing Rehabilitation category to benefit persons of low and moderate income; and

WHEREAS, the Florida Department of Economic Opportunity requires a Housing Assistance Plan be developed by Gilchrist County to provide guidance to Jefferson County in carrying out a Community Development Block Grant project in the Housing Rehabilitation category; and

WHEREAS, the Florida Department of Economic Opportunity requires Jefferson County submit the approved Housing Assistance Plan with the Community Development Block Grant application in the Housing Rehabilitation category which must be submitted to the Florida Department of Economic Opportunity on or before August 13, 2018.

NOW THEREFORE, BE IT RESOLVED by the County Commission of Jefferson County as follows:

1. That the Jefferson County Board of County Commissioners hereby adopts the County's Community Development Block Grant, Housing Assistance Plan.

THIS RESOLUTION PASSED THIS 2nd DAY OF AUGUST, 2018.

JEFFERSON COUNTY BOARD OF
COUNTY COMMISSIONERS

STEPHEN FULFORD, CHAIRMAN

ATTEST:

Tim Sanders, Clerk of Courts

AMENDMENT

Program Administration Contract – Government Services Group, Inc.
Jefferson County Ongoing Housing, Community and SHIP Projects
Funding through FFY 2018/2019, and 2019/2020 (if appropriated).

Amendment

Program Administration for State Housing Initiatives Partnership (SHIP)
Program.

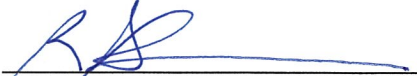
Scope of Services- Program Administration

- ✓ Review and update required local policies
- ✓ Review leveraging opportunities/other possible source of financing
- ✓ Representation during site visits and monitorings
- ✓ Develop project information management and filing system
- ✓ Develop project financial management system for receiving and disbursing funds
- ✓ Develop work plans for project contract document
- ✓ Preparation of project contract document
- ✓ Develop and track budget for project contract
- ✓ Oversight of project schedule and compliance
- ✓ Coordination with agencies and contracts, as necessary
- ✓ Review bid documents and contract documents for compliance
- ✓ Conduct pre-construction conference
- ✓ Monitor contractor and construction specialist progress
- ✓ Conduct preliminary inspections and work write-ups
- ✓ Conduct construction progress inspections
- ✓ Supervision of payment authorizations
- ✓ Develop and process contract amendments, as needed
- ✓ Review change orders and amendments for compliance, as needed
- ✓ Monitor all project activity to ensure compliance
- ✓ Provide all other necessary technical assistance
- ✓ Review final change orders, pay requests, and construction documents
- ✓ Balance final project budget for state annual reporting
- ✓ Prepare documents for administrative/financial close-out

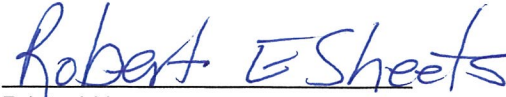
Total Fee for Services: 10% Administration Fee of total funds received by the County, including program income to be paid in equal monthly payments over a twelve (12) month period based upon the allocation for each fiscal year noted under this contract Addendum. Should the project be completed prior to the twelve (12) month period ending, the balance will be due upon completion of the project. Invoices will be submitted monthly in accordance with Section C (2) of the contract and subject to the administrative ceilings imposed by the funding agency and/or the County's Local Housing Assistance Plan (LHAP).

This amendment and Fee for Services covered herein are hereby agreed upon on this _____ day of _____, 2018.

APPROVED BY GSG:



Signature

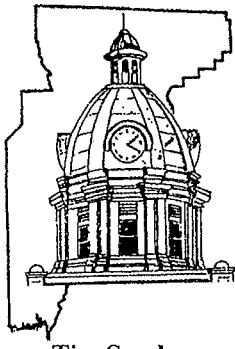


Printed Name

APPROVED BY COUNTY:

Signature

Printed Name



Office of the
Clerk of the Circuit Court & Comptroller
Jefferson County, Florida

Tim Sanders

*Clerk of Courts & Comptroller.
Ad Interim*

July 19, 2018

Stephen Fulford, Chairman
Jefferson County Board of County Commissioners
1 Courthouse Circle
Monticello, FL 32344

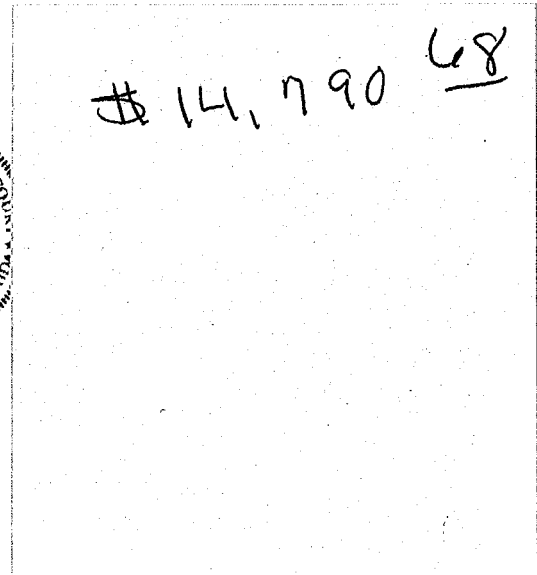
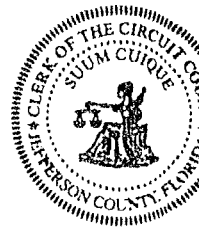
RE: 18-19-TD
William Allen & Willie Mae Scurry
c/o Jennifer Allen
Tax Sale Certificate #158 (2014)
Parcel ID #00-00-00-0470-0009-0090
Site Address: 720 Wirick St

Dear Mr. Chairman:

The property listed above went to tax deed sale on July 19, 2018. The property was not bid on; you may now proceed to obtain a tax deed by remitting documentary tax of \$103.60. Also, if you do not wish the County to obtain ownership, please indicate the same allowing the Clerk of Court to place the land on the list of Lands Available for Taxes for purchase.

Sincerely,

Sherry Sears
Deputy Clerk
Jefferson County Clerk of Court's Office
(850) 342-0218 ext 228
ssears@jeffersonclerk.com



Jefferson County Property Appraiser

updated: 7/17/2018

2017 Tax Roll Year

Parcel: 00-00-00-0470-0009-0090 (PID: 2144)

Tax Collector

Tax Estimator

Parcel List Generator

<< Next Lower Parcel

Next Higher Parcel >>

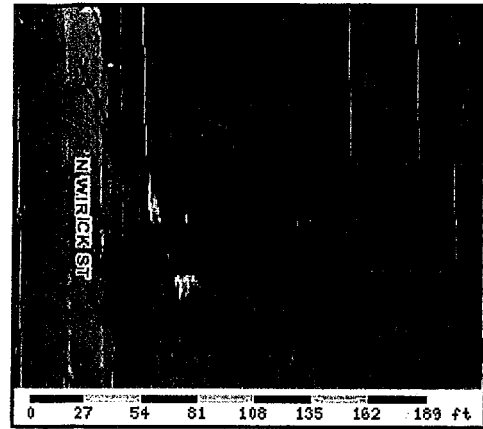
Interactive GIS Map

Print

Owner & Property Info

Search Result: 1 of 1

Owner's Name	ALLEN WILLIAM & WILLIE M		
Mailing Address	C/O JENNIFER A ALLEN MONTICELLO, FL 32344		
Site Address	720 WIRICK ST		
Use Desc. (code)	STORE/OFFI (01200)		
Tax District	1 (Monticello)	Neighborhood	0
Land Area	0.114 AC	Market Area	02
Description	NOTE: This description is not to be used as the Legal Description for this parcel in any legal transaction.		
LOT 50 X 100 FT IN BLK 9 WRICKS ADD DB DDD P 231			



Property & Assessment Values

2017 Certified Values	
Mkt Land Value	\$3,400.00
Ag Land Value	\$0.00
Building Value	\$27,318.00
XFOB Value	\$0.00
Total Appraised Value	\$30,718.00
Just Value	\$30,718.00
Class Value	\$0.00
Assessed Value	\$30,718.00
Exempt Value	\$0.00
Total Taxable Value	\$30,718
Cnty: \$30,718 City: \$30,718 Other: \$30,718 Schl: \$30,718	

2018 Preliminary Certified Values	
Total Market Value	\$31,349.00
Market Value of Ag Land	\$0.00
Classified Use Land Value	\$0.00
Just Value of Land	\$3,400.00
Total Improvement Value	\$27,949.00
Save Our Home Savings (SOH)	\$0.00
Non Homestead Savings (NSOH)	\$0.00
School Assessed Value	\$31,349.00
Non School Assessed Value	\$31,349.00
Exemptions	None \$0.00
School Taxable Value	\$31,349.00
Non School Taxable Value	\$31,349.00
NOTE: 2018 Preliminary Values will not be certified until after VAB Hearings in October.	

Sales History

Show Similar Sales within 1/2 mile

Sale Date	Book/Page	Inst.Type	Vac/Imp (Qual)	Sale Price	Grantor	Grantee
NONE						

Building Characteristics

Bldg Sketch	UseCode	Desc	Act/Eff Year Blt	Bldg Value
Show Sketch	00100	SINGLE FAM	1946 / 1960	\$25,572.00
Show Sketch	03500	STORE RETL	1950 / 1950	\$2,377.00

Extra Features & Out Buildings

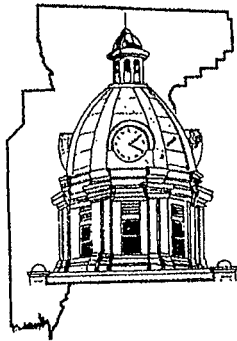
Code	Desc	Units	Value
NONE			

Land Breakdown

Use Code	Description	Homesite?	Units	Ag Value	Mkt Value
00194	CITY 4	Y	0 SF (L:100, F:50, R:100)	\$0.00	\$3,400.00

Jefferson County Property Appraiser

updated: 7/17/2018



Office of the
Clerk of the Circuit Court & Comptroller
Jefferson County, Florida

Tim Sanders
Clerk of Courts & Comptroller,
Ad Interim

July 19, 2018

Stephen Fulford, Chairman
Jefferson County Board of County Commissioners
1 Courthouse Circle
Monticello, FL 32344

RE: 18-20-TD
Willie Mae Scurry Hrs
c/o Jennifer Allen
Tax Sale Certificate #154 (2014)
Parcel ID #00-00-00-0470-0009-0060
Site Address: 665 Ash Street

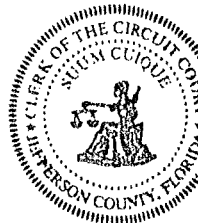
Dear Mr. Chairman:

The property listed above went to tax deed sale on July 19, 2018. The property was not bid on; you may now proceed to obtain a tax deed by remitting documentary tax of \$44.80. Also, if you do not wish the County to obtain ownership, please indicate the same allowing the Clerk of Court to place the land on the list of Lands Available for Taxes for purchase.

Sincerely,

A handwritten signature in cursive script that reads "Sherry Sears".

Sherry Sears
Deputy Clerk
Jefferson County Clerk of Court's Office
(850) 342-0218 ext 228
ssears@jeffersonclerk.com



\$ 6,336¹⁹

Jefferson County Property Appraiser

updated: 7/17/2018

2017 Tax Roll Year

Parcel: 00-00-00-0470-0009-0060 (PID: 2140)

Tax Collector

Tax Estimator

Parcel List Generator

<< Next Lower Parcel Next Higher Parcel >>

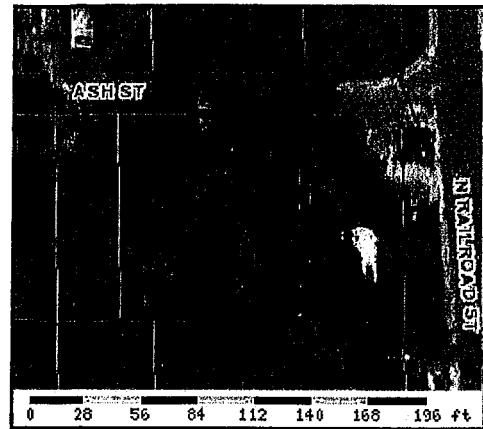
Interactive GIS Map

Print

Owner & Property Info

Search Result: 1 of 1

Owner's Name	SCURRY WILLIE MAE HRS		
Mailing Address	C/O JENNIFER A ALLEN MONTICELLO, FL 32345		
Site Address	665 ASH ST		
Use Desc. (code)	SINGLE FAM (00100)		
Tax District	1 (Monticello)	Neighborhood	0
Land Area	0.103 AC	Market Area	02
Description	NOTE: This description is not to be used as the Legal Description for this parcel in any legal transaction.		
PT OF LOT 2 BLK 9 WIRICKS ADD ORB 152 P 452			



Property & Assessment Values

2017 Certified Values	
Mkt Land Value	\$3,060.00
Ag Land Value	\$0.00
Building Value	\$6,128.00
XFOB Value	\$0.00
Total Appraised Value	\$9,188.00
Just Value	\$9,188.00
Class Value	\$0.00
Assessed Value	\$9,188.00
Exempt Value	\$0.00
Total Taxable Value	Cnty: \$9,188 City: \$9,188
	Other: \$9,188 Schl: \$9,188

2018 Preliminary Certified Values	
Total Market Value	\$9,392.00
Market Value of Ag Land	\$0.00
Classified Use Land Value	\$0.00
Just Value of Land	\$3,060.00
Total Improvement Value	\$6,332.00
Save Our Home Savings (SOH)	\$0.00
Non Homestead Savings (NSOH)	\$0.00
School Assessed Value	\$9,392.00
Non School Assessed Value	\$9,392.00
Exemptions	None \$0.00
School Taxable Value	\$9,392.00
Non School Taxable Value	\$9,392.00

NOTE: 2018 Preliminary Values will not be certified until after VAB Hearings in October.

Sales History

Show Similar Sales within 1/2 mile

Sale Date	Book/Page	Inst.Type	Vac/Imp (Qual)	Sale Price	Grantor	Grantee
NONE						

Building Characteristics

Bldg Sketch	UseCode	Desc	Act/Eff Year Blt	Bldg Value
Show Sketch	00100	SINGLE FAM	1940 / 1940	\$6,332.00

Extra Features & Out Buildings

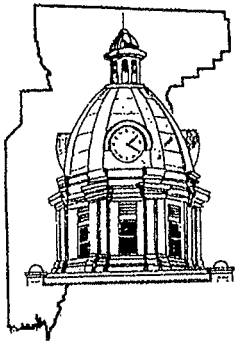
Code	Desc	Units	Value
NONE			

Land Breakdown

Use Code	Description	Homesite?	Units	Ag Value	Mkt Value
00194	CITY 4	Y	4486.68 SF (L:100, F:45, R:100)	\$0.00	\$3,060.00

Jefferson County Property Appraiser

updated: 7/17/2018



Office of the
Clerk of the Circuit Court & Comptroller
Jefferson County, Florida

Tim Sanders
Clerk of Courts & Comptroller,
Ad Interim

July 19, 2018

Stephen Fulford, Chairman
Jefferson County Board of County Commissioners
1 Courthouse Circle
Monticello, FL 32344

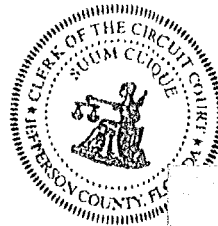
RE: 18-21-TD
Norman & Darlene Britt
Tax Sale Certificate #116 (2014)
Parcel ID #00-00-00-0360-0000-1610
Site Address: 775 N Waukeenah Street
ORB 95 PG 227

Dear Mr. Chairman:

The property listed above went to tax deed sale on July 19, 2018. The property was not bid on; you may now proceed to obtain a tax deed by remitting documentary tax of \$78.40. Also, if you do not wish the County to obtain ownership, please indicate the same allowing the Clerk of Court to place the land on the list of Lands Available for Taxes for purchase.

Sincerely,

Sherry Sears
Deputy Clerk
Jefferson County Clerk of Court's Office
(850) 342-0218 ext 228
ssears@jeffersonclerk.com



\$ 11,158 80

Jefferson County Property Appraiser

updated: 7/17/2018

2017 Tax Roll Year

Parcel: 00-00-00-0360-0000-1610 (PID: 1818)

Tax Collector

Tax Estimator

Parcel List Generator

<< Next Lower Parcel Next Higher Parcel >>

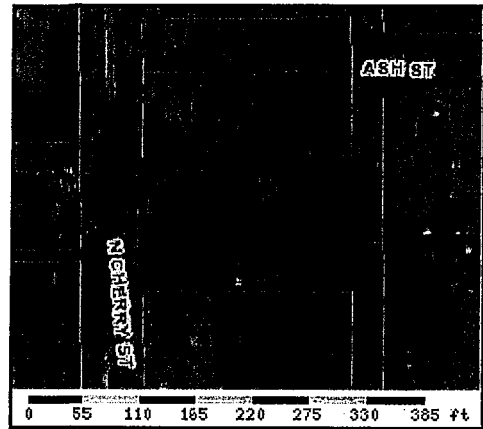
Interactive GIS Map

Print

Owner & Property Info

Search Result: 1 of 1

Owner's Name	BRITT NORMAN L III & DARLENE W		
Mailing Address	C/O NORMAN BRITT IV DEERFIELD BCH, FL 33441		
Site Address	775 N WAUKEENAH ST		
Use Desc. (code)	VACANT (00000)		
Tax District	1 (Monticello)	Neighborhood	0
Land Area	0.459 AC	Market Area	02
Description	NOTE: This description is not to be used as the Legal Description for this parcel in any legal transaction.		
LOTS 161 & 162 O P M LESS N 40 FT STRIP 40 X 200 FT S OF LOTS 161 & 162 ORB 95 P 227			



Property & Assessment Values

2017 Certified Values	
Mkt Land Value	\$12,000.00
Ag Land Value	\$0.00
Building Value	\$0.00
XFOB Value	\$0.00
Total Appraised Value	\$12,000.00
Just Value	\$12,000.00
Class Value	\$0.00
Assessed Value	\$12,000.00
Exempt Value	\$0.00
Total Taxable Value	Cnty: \$12,000 City: \$12,000
	Other: \$12,000 Schl: \$12,000

2018 Preliminary Certified Values	
Total Market Value	\$15,200.00
Market Value of Ag Land	\$0.00
Classified Use Land Value	\$0.00
Just Value of Land	\$15,200.00
Total Improvement Value	\$0.00
Save Our Home Savings (SOH)	\$0.00
Non Homestead Savings (NSOH)	\$2,000.00
School Assessed Value	\$15,200.00
Non School Assessed Value	\$13,200.00
Exemptions	None \$0.00
School Taxable Value	\$15,200.00
Non School Taxable Value	\$13,200.00
NOTE: 2018 Preliminary Values will not be certified until after VAB Hearings in October.	

Sales History

Show Similar Sales within 1/2 mile

Sale Date	Book/Page	Inst.Type	Vac/Imp (Qual)	Sale Price	Grantor	Grantee
NONE						

Building Characteristics

Bldg Sketch	UseCode	Desc	Act/Eff Year Blt	Bldg Value
NONE				

Extra Features & Out Buildings

Code	Desc	Units	Value
NONE			

Land Breakdown

Use Code	Description	Homesite?	Units	Ag Value	Mkt Value
00104	SFCITYMAX	Y	20000 SF (L:200, F:100, R:200)	\$0.00	\$15,200.00

Jefferson County Property Appraiser

updated: 7/17/2018