

SUGGESTED AGENDA

**TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS
PERRY, FLORIDA**

**TUESDAY, APRIL 17, 2018
9:00 A.M.**

**201 E. GREEN STREET
TAYLOR COUNTY ADMINISTRATIVE COMPLEX
OLD POST OFFICE**

REGULAR MEETING

NOTICE IS HEREBY GIVEN, PURSUANT TO FLORIDA STATUTES 286.0105, THAT ANY PERSONS DECIDING TO APPEAL ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE MEETING AND 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.

ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT. A COMMENTER MAY ONLY SPEAK ONE (1) TIME FOR EACH AGENDAED ITEM.

1. Prayer (GUEST PASTOR)
2. Pledge of Allegiance
3. Approval of Agenda

CONSENT ITEMS:

4. THE APPROVAL OF MINUTES OF MARCH 5 AND 8, 2018.
5. EXAMINATION AND APPROVAL OF INVOICES.
6. THE BOARD TO CONSIDER APPROVAL OF 2016 AMENDED ANNUAL END OF YEAR RECAPITULATION REPORT FOR NON AD VALOREM ROLLS IN TAYLOR COUNTY, AS AGENDAED BY MARK WIGGINS, TAX COLLECTOR.
7. THE BOARD TO CONSIDER ADOPTION OF RESOLUTION TO REFLECT UNANTICIPATED MONIES IN THE MSTU FUND, AS AGENDAED BY DANNIELLE WELCH, COUNTY FINANCE DIRECTOR.

BIDS/PUBLIC HEARINGS:

8. THE BOARD TO RECEIVE REQUEST FOR QUALIFICATIONS (RFQS), SET FOR THIS DATE AT 9:00 A.M., OR AS SOON THEREAFTER AS POSSIBLE, FOR RESTORE ACT GRANT WRITING CONSULTANT & PROGRAM ADMINISTRATION SERVICES.

PUBLIC REQUESTS:

9. THE BOARD TO CONSIDER THE RE-APPOINTMENT OF THREE (3) COMMISSIONERS TO THE TAYLOR COASTAL WATER AND SEWER DISTRICT BOARD, AS AGENDAED BY M. DIANE CARLTON, OFFICE MANAGER.
10. DEWEY HATCHER AND LAWRENCE DALE ROWELL TO APPEAR TO DISCUSS RIGHT-OF-WAY ISSUE WITH EXISTING STRUCTURE IN STEINHATCHEE.

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

11. SHERIFF WAYNE PADGETT AND SUPERINTENDENT OF SCHOOLS, DANNY GLOVER, TO APPEAR TO DISCUSS NEWLY MANDATED REQUIREMENTS TO INCREASE SCHOOL RESOURCE OFFICERS.

COUNTY STAFF ITEMS:

12. THE BOARD TO CONSIDER APPROVAL OF BUDGET TRANSFER, IN THE AMOUNT OF \$5,500, FROM GENERAL FUND RESERVE FOR CONTINGENCY TO FOREST CAPITAL HALL BUILDING AND GROUNDS DEPARTMENT, FOR UNBUDGETED CITY SEWER IMPACT FEE, AS AGENDAED BY CLAY OLSON, COUNTY EXTENSION DIRECTOR.
13. THE BOARD TO CONSIDER THE APPOINTMENT/RE-APPOINTMENT OF THREE (3) MEMBERS TO THE CONSTRUCTION LICENSING BOARD, AS AGENDAED BY DANNY GRINER, COUNTY BUILDING OFFICIAL.
14. THE BOARD TO CONSIDER APPROVAL OF HOUSING ASSISTANCE TO THREE (3) QUALIFIED HOMEOWNERS, THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG), AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.

15. THE BOARD TO CONSIDER APPROVAL OF A REQUEST FOR RELEASE OF FUNDS, IN THE AMOUNT OF \$750,000, AND CERTIFICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, CDBG SMALL CITIES HOUSING REHABILITATION PROGRAM, AS AGENDAED BY THE GRANTS DIRECTOR.
16. THE BOARD TO CONSIDER APPROVAL OF BID AWARD FOR THE REHABILITATION OF THE HOME OF JOSEPH GILLYARD, TO C.B.CONSTRUCTION, INC., AS AGENDAED BY THE GRANTS DIRECTOR.
17. THE BOARD TO CONSIDER APPROVAL OF STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT APPLICATION, AS AGENDAED BY DAN CASSELL, FIRE CHIEF.
18. THE BOARD TO CONSIDER APPROVAL OF GEORGIA PACIFIC BUCKET BRIGADE GRANT APPLICATION, AS AGENDAED BY THE FIRE CHIEF.

COUNTY ATTORNEY:

19. THE BOARD TO CONSIDER APPROVAL OF NEGOTIATED SALARY INCREASE FOR THE COUNTY ADMINISTRATOR, AS AGENDAED BY CONRAD BISHOP, COUNTY ATTORNEY.
20. THE COUNTY ATTORNEY TO DISCUSS TAX EXEMPTIONS, PURSUANT TO FLORIDA STATE STATUTE CHAPTER 196.1995, AND TAYLOR COUNTY ORDINANCE NUMBER 2009-08.

COUNTY ADMINISTRATOR ITEMS:

21. THE BOARD TO CONSIDER APPROVAL OF THE COUNTY MASTER PROJECT LIST, AS AGENDAED BY TED LAKEY, COUNTY ADMINISTRATOR.
22. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.

COMMENTS AND CONCERNS FROM THE PUBLIC FOR NON-AGENDAED ITEMS:

BOARD INFORMATIONAL ITEMS:

Motion to Adjourn

FOR YOUR INFORMATION:

- THE AGENDA AND ASSOCIATED DOCUMENTATION, IF APPLICABLE, IS AVAILABLE TO THE PUBLIC ON THE FOLLOWING WEBSITE: www.taylorcountygov.com
- IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT LAWANDA PEMBERTON, ASSISTANT COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.
- BALLOTS USED TO APPOINT CITIZENS TO ADVISORY COMMITTEES AND ADVISORY BOARDS ARE AVAILABLE FOR PUBLIC INSPECTION AFTER THE MEETING AND ARE RETAINED AS PART OF THE PUBLIC RECORD.

6

MARK WIGGINS, TAX COLLECTOR
OFFICE OF THE TAX COLLECTOR
Taylor County • Post Office Box 30
Perry, Florida 32348-0030

Property Tax Office
Taylor County Courthouse

Phone 850-838-3580
Fax 850-838-3543

March 28, 2018

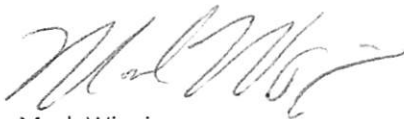
Honorable Pam Feagle, Chairman
Taylor County Board of County Commission
Perry, FL 32347

Dear Mrs. Feagle,

Attached please find the amended Annual End of Year Recapitulation Report for the Non Ad Valorem Rolls in our county for 2016. An error was found which was corrected.

If there are any questions please do not hesitate to contact me.

Respectfully yours,



Mark Wiggins
Taylor County Tax Collector

MW/ke



Forest Capital of the South



**TAX COLLECTOR'S RECAPITULATION OF THE NON AD VALOREM TAX ROLL FOR TAYLOR COUNTY, FLORIDA.
2016 AMENDED**

EVERY SPACE MUST BE FILLED IN
WHERE THERE ARE SPACES THAT
ARE NOT APPLICABLE, WRITE "NONE".

DEBITS:

1. Taxes Levied as Certified to Department
of Revenue by Property Appraiser
2. Plus Additions to the Roll
3. Less Subtractions from the Roll including
Rounding Error
4. Penalties Collected on Current Roll
5. Total Taxes Levied on 2016 Tax Roll

LANDFILL (1)	OCEAN POND (2)	DEERWOOD (3)	WARRIOR CREEK (4)	STRICKLAND LANDING (5)	OAKRIDGE ESTATE (6)	STEINHATCHEE ACRES (7)	BOWDENS SUBDIVISION (8)	CEDAR ISLAND EAST (9)	SCALLOP BAY (10)	GULF COAST ESTATE (11)	TOTAL NON AD VALOREM TAXES (12)
1,064,614	4,935	6,545	1,505	5,450	990	27,409	1,679	-	2,506	4,490	1,120,123
1,120	-	-	-	-	-	-	-	-	-	-	1,120
-	-	-	-	-	-	-	-	-	-	-	-
4,288	11	17	13	23	23	45	10	-	9	10	4,449
1,070,022	4,946	6,562	1,518	5,473	1,013	27,454	1,689	-	2,515	4,500	1,125,692

CREDITS:

- Prior Year Corrections
6. Total Monies Collected
(including Individual Tax Sale Certificates)
7. Discounts Allowed
8. Total Cash Credits on Collections
(6 + 7)
9. Warrants Pending
10. County Tax Sale Certificates
11. Errors and insolvencies
12. Uncollected Taxes Due to Pending
Litigation
13. Penalties and Interest on Warrants
14. Over (-) or Under (+) Collected
15. Total Credits
(Lines 5 and 15 Should Balance)

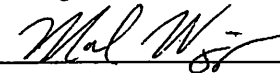
1,778											1,778
1,017,277	4,783	6,396	1,491	5,342	1,004	26,474	1,647		2,450	4,355	1,071,219
25,276	128	166	27	131	9	688	42		65	145	26,677
1,044,331			-	-	-	-	-	-			1,099,674
-	-	-	-	-	-	-	-	-	-	-	-
12,484	35		-		-		-	-	-	-	12,519
13,067	-		-	-	-	292	-	-	-	-	13,359
140	-	-	-	-	-	-	-	-	-	-	140
NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
-											-
1,070,022	4,946	6,562	1,518	5,473	1,013	27,454	1,689	-	2,515	4,500	1,125,692

I certify that the information contained herein is accurate and correct to the best of my knowledge and belief.

INPUT	DATE
Amended	

Dated: 27-Mar-18

Signature:



Tax Collector

R E S O L U T I O N

(7)

IN COMPLIANCE to the laws of the State of Florida, as per Florida Statute 129.06(b), the undersigned Clerk and Auditor for the Board of County Commissioners of Taylor County, Florida, made and prepared the following budget changes to reflect unanticipated monies for a particular purpose which caused the **MSTU FUND** for the fiscal period ending September 30, 2018, to be in excess of the advertised budget.

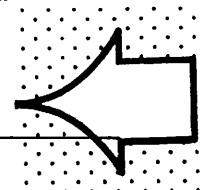
BE IT RESOLVED that the listed receipts and appropriations be added to, included in and transferred to the **MSTU FUND** budget for the fiscal year ending September 30, 2018.

<u>Amount</u>	<u>Account</u>	<u>Account Name</u>
Revenue:		
\$ 1,100	107-3699021	Misc - SCBA Refills
Expenditures:		
\$ 1,100	0191-54610	VFD & Fire Advisory - R&M Buildings & Grounds

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Taylor County, Florida, that they do approve as provided by law this resolution this 17th day of April, 2018 at Perry, Taylor County, Florida, to amend the budget for the fiscal period ending September 30, 2018 with a motion by Commissioner _____, seconded by Commissioner _____, and carried unanimously.

Annie Mae Murphy, Clerk-Auditor

Chairman



**SIGN
HERE**

Non-budgeted funds received from Georgia Pacific - for air fills provided by Taylor County Fire Dept

Dannielle Welch

From: Dan Cassel <ps.director@taylorcountygov.com>
Sent: Tuesday, April 10, 2018 11:19 AM
To: Dannielle Welch
Subject: RE: GP

SCBA bottle refills

From: Dannielle Welch [mailto:dwelch@taylorclerk.com]
Sent: Tuesday, April 10, 2018 11:10 AM
To: Dan Cassel <ps.director@taylorcountygov.com>
Subject: RE: GP

Good morning!!

I will prepare the resolution for next weeks meeting. Can you tell me what this is for? The check doesn't say...

Thank you!!
Dannielle

From: Dan Cassel [mailto:ps.director@taylorcountygov.com]
Sent: Friday, April 6, 2018 11:03 AM
To: Dannielle Welch <dwelch@taylorclerk.com>
Subject: RE: GP

We'll put that in 0191-54610

From: Dannielle Welch [mailto:dwelch@taylorclerk.com]
Sent: Friday, April 06, 2018 10:58 AM
To: Dan Cassel <ps.director@taylorcountygov.com>
Subject: GP

Good morning!

I received a check from GP today for \$1,100.

Thanks!!

Dannielle Welch
County Finance Director
Taylor County, FL
P.O. Box 620
Perry, FL 32348
850-838-3506 ext. 122

Please note: Florida has a very broad public records law. As a result, any written communication created or received by Taylor County officials and employees will be made available to the public and media upon request, unless such written communication falls within an exception or exemption to the Public Records Act.

DEPOSIT TICKET

Board of Commission
General Fund
P.O. Box 620
Perry, FL 32348

VENDOR NUMBER
G194551

DATE
04-02-2018

CHECK NUMBER
484411

DISCOUNT	NET AMOUNT	VOUCHER # PO # CNTR #
.00	1,100.00	00287268

DATE 4-9-18
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

ENDORSE & LIST CHECKS SEPARATELY
OR ATTACH LIST



	DOLLARS	CENTS
CURRENCY		
COIN		
TOTAL CASH		
CHECKS		
1		
2	1100	00
3		
4		
5	P905	
6		
7	107-3699021	
8		
9	SCBA Refills	
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
TOTAL FROM ATTACHED LIST		

PLEASE RE-ENTER TOTAL HERE

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

0191-54610

SCBA Bottle Refills

.00 1,100.00

ing this perforation.

5022006501 7100014884

TOTAL ITEMS

\$

1100.00

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board receive Request For Qualifications (RFQ) for Grant Writing And Program Administration Services for RESTORE Act and other applicable grants associated with the completion of canal dredging projects as approved and outlined in the County's Multi Year Implementation Plan (MYIP) at 9:00 a.m.

MEETING DATE REQUESTED:

April 17, 2018

Statement of Issue: Board to receive RFQ's to receive statements of qualifications to assist the County with grant writing services and the administration of RESTORE Act funding.

Recommended Action: Board to receive RFQ's.

Fiscal Impact: The professional services would be funded 100% with RESTORE Act funds.

Budgeted Expense: Y/N Not Applicable- see above item.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County submitted the required MYIP to the U. S. Department of Treasury and it has been approved to move forward with writing the grant for Phase 1 of the canal dredging as previously approved by the Board. The selected firm will assist the County with the grant writing process and the administration thereof. The RFQ Review Committee will review the RFQ's received by the Board and will make a recommendation to the Board and/or short list the firms to give a presentation to the Board.

Attachments: Not applicable at this time.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



REQUEST THAT THE TAYLOR COUNTY BOARD OF COMMISSIONERS RE-APPOINT HARVEY B. TUTEN, JR., W. STEVE BROWN, AND GENNIE MALONE TO THE TAYLOR COASTAL WATER AND SEWER DISTRICT BOARD OF COMMISSIONERS

Meeting Date:

APRIL 2, 2018

Statement of Issue:

THE DISTRICT HAS 3 COMMISSIONERS WHO HAVE EXPRESSED THEIR DESIRE TO BE RE-APPOINTED TO THE TAYLOR COASTAL WATER & SEWER DISTRICT BOARD OF COMMISSIONERS. THE TERM OF THIS POSITION WILL BEGIN ON MAY 3, 2018 AND WILL END ON MAY 3, 2022. THE RE-APPOINTMENT OF THESE COMMISSIONERS WILL ALLOW US TO HAVE A FULL BOARD ONCE AGAIN.

Recommendation:

APPROVE THE REQUEST

Fiscal Impact:

\$ 0

Budgeted Expense:

Yes ☐

No ☐

N/A ☐

X ☒

Submitted By:

M. DIANE CARLTON, OFFICE MANAGER, TAYLOR COASTAL WATER & SEWER DISTRICT

Contact:

TAYLOR COASTAL WATER & SEWER DISTRICT OFFICE, 850-578-3043, TCWSD@FAIRPOINT.NET

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Options:

1. _____

2. _____

APPLICATION

Attachments:

1. _____

TAYLOR COASTAL WATER AND SEWER DISTRICT
COMMISSIONER APPLICATION

NAME: Harvey B. Tuten, Jr
MAILING ADDRESS: 3870 US Hwy 19 South
CITY: Perry STATE: FL ZIP CODE: 32348
HOME PHONE: 850 838-9333
ALTERNATE PHONE: 850 584-9394
EMAIL: hbtlogging@fairpoint.net
EMPLOYER: self
JOB TITLE: owner

NUMBER OF YEARS RESIDING IN TAYLOR COUNTY: 62 years

ARE YOU A REGISTERED VOTER IN TAYLOR COUNTY? ☒ YES ☐ NO

DO YOU OWN HOMESTEAD PROPERTY IN THE TCSWD SERVICES AREA? ☒ YES ☐ NO

EXPLAIN WHAT KNOWLEDGE OR INTEREST QUALIFIES YOU FOR CONSIDERATION FOR APPOINTMENT TO THIS BOARD.
ATTACH ADDITIONAL SHEETS IF NEEDED.

I am currently serving as a Commissioner on the TCW&SD Board. I wish to continue to serve my community.

"I do solemnly swear or affirm that I am a registered voter with the State of Florida and that I own real property within the boundaries of the Taylor Coastal Water and Sewer District as designated in Taylor County Ordinance No. 2000-10."

Signature: Per Verbal request
to T. C. W. S. D

Received by TCWSD: <u>3-28-18 MACE</u>	Received by BGC:	Action Taken:
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TAYLOR COASTAL WATER AND SEWER DISTRICT
COMMISSIONER APPLICATION

NAME: W. STEVE BROWN

MAILING ADDRESS: 133 CEDAR ISLAND RD.

CITY: PERRY STATE: FL ZIP CODE: 32342

HOME PHONE: NA

ALTERNATE PHONE: 850-843-0256 (Cell)

EMAIL: STEVECINDYBROWN@GMAIL.COM

EMPLOYER: RETIRED

JOB TITLE: —

NUMBER OF YEARS RESIDING IN TAYLOR COUNTY: 18

ARE YOU A REGISTERED VOTER IN TAYLOR COUNTY? ☒ YES ☐ NO

DO YOU OWN HOMESTEAD PROPERTY IN THE TCSWD SERVICES AREA? ☒ YES ☐ NO

EXPLAIN WHAT KNOWLEDGE OR INTEREST QUALIFIES YOU FOR CONSIDERATION FOR APPOINTMENT TO THIS BOARD.
ATTACH ADDITIONAL SHEETS IF NEEDED.

I am currently serving as a Commissioner on the TCW&SD Board. I wish to continue to serve my community.

"I do solemnly swear or affirm that I am a registered voter with the State of Florida and that I own real property within the boundaries of the Taylor Coastal Water and Sewer District as designated in Taylor County Ordinance No. 2000-10."

Signature: W. Steven Brown

Received by TCWSD: <u>3-27-18</u> <u>[Signature]</u>	Received by BCC:	Action Taken:
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TAYLOR COASTAL WATER AND SEWER DISTRICT
COMMISSIONER APPLICATION

NAME: Gennie Malone
MAILING ADDRESS: 21536 Cypress Road
CITY: Perry STATE: FL ZIP CODE: 32348
HOME PHONE: 850-578-2430
ALTERNATE PHONE: 850-843-5198
EMAIL: genniemalone@yahoo.com
EMPLOYER: retired
JOB TITLE: _____

NUMBER OF YEARS RESIDING IN TAYLOR COUNTY: 14

ARE YOU A REGISTERED VOTER IN TAYLOR COUNTY? ☒ YES ☐ NO

DO YOU OWN HOMESTEAD PROPERTY IN THE TCSWD SERVICES AREA? ☒ YES ☐ NO

EXPLAIN WHAT KNOWLEDGE OR INTEREST QUALIFIES YOU FOR CONSIDERATION FOR APPOINTMENT TO THIS BOARD.
ATTACH ADDITIONAL SHEETS IF NEEDED.

I am currently serving as a Commissioner on the TCW&SD Board. I wish to continue to serve my community.

"I do solemnly swear or affirm that I am a registered voter with the State of Florida and that I own real property within the boundaries of the Taylor Coastal Water and Sewer District as designated in Taylor County Ordinance No. 2000-10."

Signature: Gennie Malone

Received by TCWSD:

3-27-18

Received by BCC:

Action Taken:

The Bishop Law Firm, P.A.
Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

IN MEMORIAL OF
KATHLEEN MCCARTHY BISHOP 1966-2013
(850) 584-6113
FAX (850) 584-2433

March 23, 2018

VIA E-MAIL

Mr. Travis McCoy
Senior Vice President
Four Rivers Land & Timber Company LLC
1700 Foley Lane
Perry, Florida 32347
tmccoy@fourriversllc.com

Re: Salem Tower Road

Dear Travis:

Thank you for your letter of March 22, 2018, with regard to the above.

The letter is sufficient.

Hope you are doing fine.

Respectfully,


Conrad C. Bishop, Jr.

CCB/kp

Cc: Hon. Annie Mae Murphy (via e-mail)
Mr. Ted Lakey (via e-mail)
Ms. Lawanda Pemberton (via e-mail)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



RIGHT OF WAY ISSUE WITH EXISTING STRUCTURE
PROPERTY ADDRESS: 1418 MAGNOLIA DRIVE SE
STEINHATCHEE, FL 32359; TAX PARCEL NO. 09596-425

Meeting Date: 04/17/2018

Statement of Issue: The home encroaches 32 sq/ft into the right of way of Magnolia Drive
The encroachment effects title insurance coverage

Recommendation: Grant easement or right of way use license

Fiscal Impact: \$ 0 **Budgeted Expense:** Yes ☐ No ☐ N/A ☐

Submitted By: Dewey Hatcher / Lawrence Dale Rowell

Contact: _____

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: _____

Palm Heights Subdivision was created in 1966, a re-plat of Block 19 of the Steinhatchee Subdivision.

Magnolia Drive is a limerock driveway that meanders in and out of the platted right of way.

The Mobile home was placed on the lot 1980

Request for an easement or licenses of use for a small encroachment (15 sq/ft) of Magnolia Drive in Palm Heights Subdivision, Steinhatchee, Florida. See attached survey and maps.

Options:

1. GRANT EASEMENT OR RIGHT OF WAY USE LICENSE

2. _____

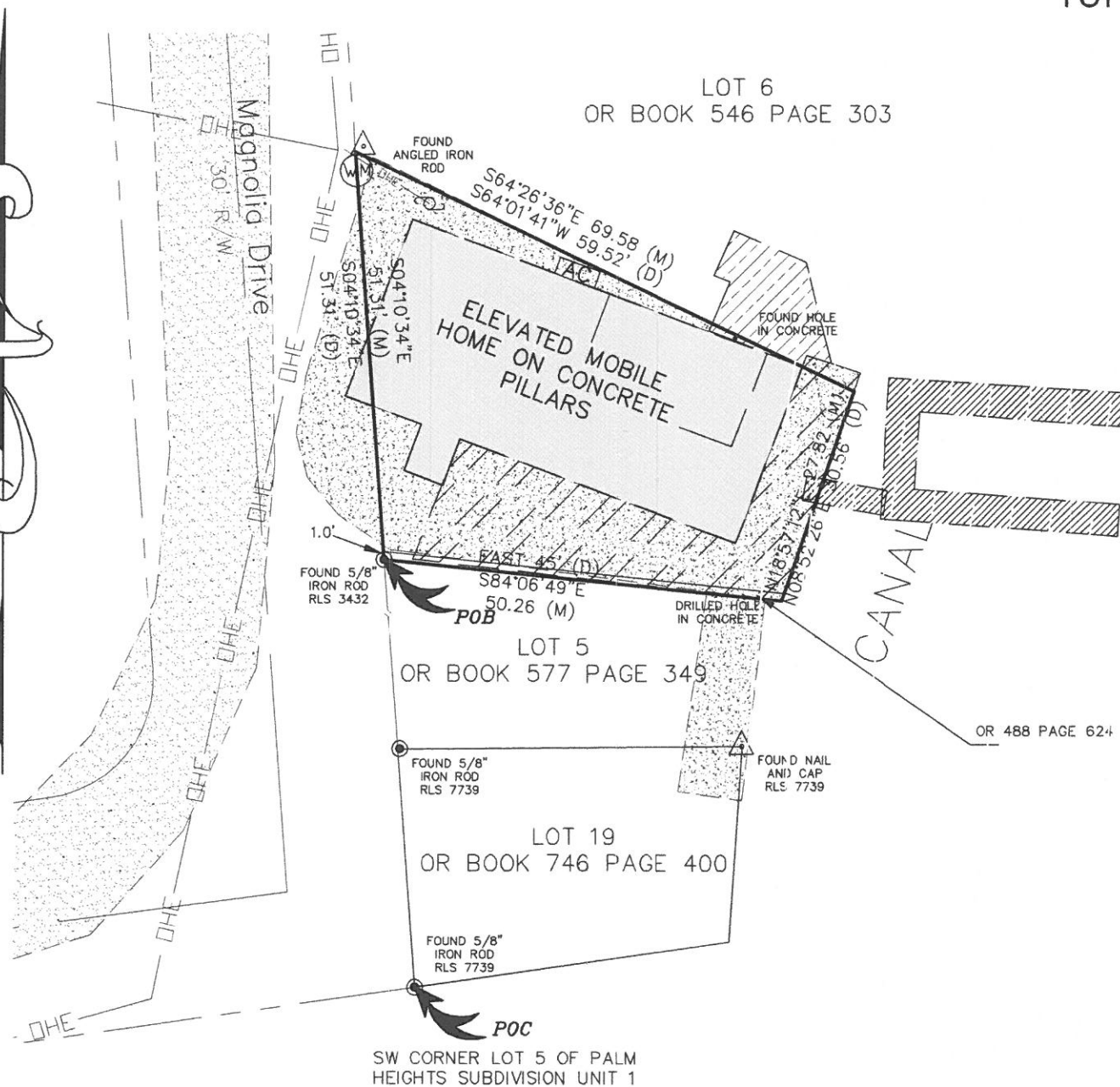
Attachments:

1. Boundary Survey, Palm Heights Subdivision Plat, Taylor County Property Appraiser map and report.

2. _____

NOTE:
THIS PROPERTY IS LOCATED IN FEDERAL FLOOD
ZONE "AE (15)", AS INTERPOLATED FROM
F.I.R.M. PANEL NUMBER 12123C0736 D,
EFFECTIVE DATE MAY 4, 2009.

Map of Boundary Survey Lying in Section 25, Township 9 South, Range 9 East, Taylor County, Florida for Theodore & Aubri Walker



SURVEYORS NOTES:

1. Bearings hereon are based on centerline of Riverside Drive, State Road 51.
2. If no difference is shown, the plat call bearings and distances are the same as measured.
3. There may be other restrictions of record not shown on this plat that may be found in the Public Records of Taylor County, Florida.
4. The hereon signed surveyor has not been provided a current title opinion or abstract of matter affecting title or boundary to the subject property. It is possible there are deeds of record, unrecorded deeds, easements or other instruments which could effect the boundaries.
5. Underground improvements, utilities, interior fences and other improvements were not located except as shown.
6. Unless it bears the signature and raised seal of a Florida Licensed Surveyor and Mapper this map/report is for informational purposes only and is not valid. This drawing or map is not intended or represented to be suitable for reuse by the client or others on extension of the project or on any other project. Any reuse without written verification for the specific purpose intended will be at the user's sole risk and without liability or legal exposure to Delta Professional Land Services, LLC.
7. This survey is based on a closed and balanced traverse in which the closure meets or exceeds the criteria as outlined in Florida Administrative Code section 5J-17.
8. This drawing is intended to be printed at a scale of 1 inch = 20 feet on 11 inch by 17 inch paper. Printing on any other size will result in an incorrect scale.

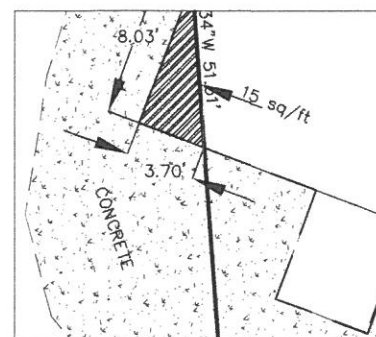
DESCRIPTION

OR 485 PAGE 486

Commence at the Southwest corner of Lot 5 of PALM HEIGHTS SUBDIVISION UNIT 1, according to the plat of said subdivision on record in the Office of the Clerk of the Circuit Court of Taylor County, Florida in Plat Book 1, Page 126; thence run North on lot line a distance of 45 feet; thence run due East 45 feet, more or less, to the water's edge of a canal for the POINT OF BEGINNING; thence from said Point of Beginning run in a Northwesterly direction to a point on the west lot line of said Lot 5, 55 feet North of the Southwest corner of said Lot 5; thence run North on said lot line a distance of 50.12 feet; thence run South 64 Degrees 01 minutes 41 seconds East, a distance of 59.52 feet to the East line of said Lot 5, thence run South 09 Degrees 19 minutes 19 seconds West a distance of 29.56 feet, more or less back to the Point of Beginning.

OR 488 PAGE 624

Commence at the Southwest corner of Lot 5 of PALM HEIGHTS SUBDIVISION UNIT 1, according to the plat of said subdivision on record in the Office of the Clerk of the Circuit Court of Taylor County, Florida in Plat Book 1, Page 126 and run North 03 degrees 43 minutes 41 seconds West along the west boundary of said Lot 5 a distance of 55 feet to the POINT OF BEGINNING; thence South 83 degrees 26 minutes 53 seconds East a distance of 45.76 feet to the east boundary of said Lot 5; thence South 09 degrees 19 minutes 19 seconds West along said east boundary, a distance of 1.00 foot; thence North 83 degrees 25 minutes 46 seconds West, a distance of 45.52 feet to the west boundary of said lot; thence North 03 degrees 43 minutes 41 seconds West a distance of 1.00 foot to the Point of Beginning.



This is page 1 of 3.
None are to be considered
complete without the other.

- LEGEND:
- = IRON ROD
 - WM = WATER METER
 - OHE- = OVERHEAD WIRES
 - (M) = MEASURED
 - (D) = DEED CALL
 - IDENT. = IDENTIFICATION
 - WUP = WOOD UTILITY POLE
 - P.O.B. = POINT OF BEGINNING
 - P.O.C. = POINT OF COMMENCEMENT
 - LB = LICENSED BUSINESS
 - PSM = PROFESSIONAL SURVEYOR & MAPPER

CERTIFICATE OF AUTHORIZATION NUMBER LB 7739



DELTA
PROFESSIONAL LAND
SERVICES, LLC.

4510 MAY POP ROAD GREENVILLE, FL 32331
NORTH FLORIDA SOUTH GEORGIA
PHONE (850)584-2849 ldrdelta@fairpoint.net

CERTIFICATION:

I hereby certify that in my opinion this is a true representation of the property shown hereon. I further certify that this survey meets the "Standards of Practice" as set forth by the Florida Board of Professional Land Surveyors and Mappers in Chapter 5J-17 Florida Administrative Code, Pursuant to Section 472.027 Florida Statutes.

Lawrence D. Rowell P.S.M.
Professional Surveyor and Mapper
F.R.C. #3223 - L.B. #7739

Not valid without signature and the original raised seal of a Florida licensed surveyor and mapper

DATE:

seal

CERTIFICATIONS:

Theodore & Aubri Walker
Annie Mac
Banker's Title of the Nature Coast
First American Title

SCALE: 1" = 20'

JOB No: 18-073-41

DWG. No: 03192018CBT

DRAWN BY: CBT

CHECKED BY: L.D.R.

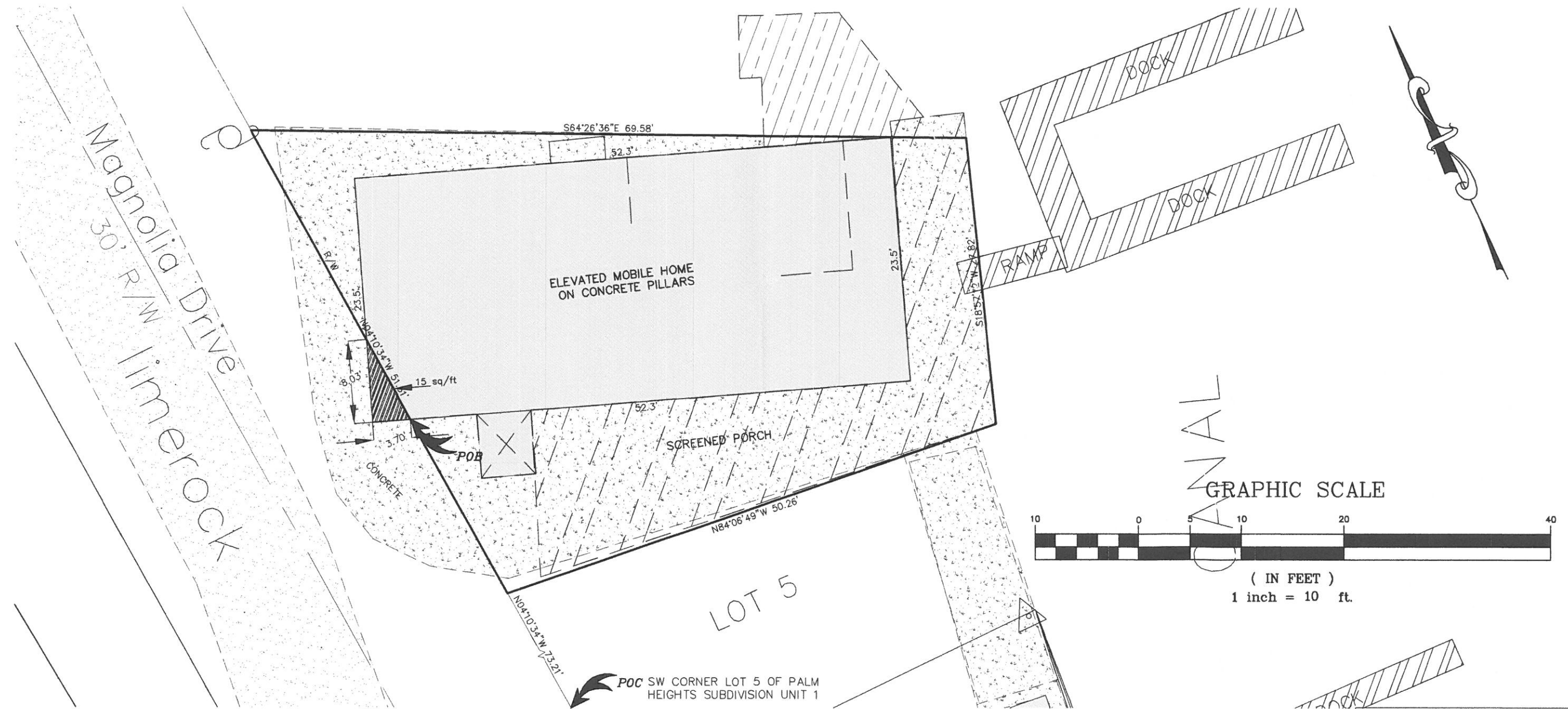
SURVEY DATE: 03-19-2018

FIELD BOOK: 18-02

PAGE:

Map of Boundary Survey

Lying in Section 25, Township 9 South,
Range 9 East, Taylor County, Florida
for Theodore & Aubri Walker
DETAIL OF ENCROACHMENT



DESCRIPTION: (Product of Survey)

A parcel of land, in Palm Heights Subdivision Unit 1, as per map or plat recorded in Plat Book 1, Page 126 in the Office of the Clerk of the Circuit Court of Taylor County, Florida and lying in the right of way of Magnolia Drive more particularly described as following:

Commence at the Southwest corner of Lot 5, of PALM HEIGHTS SUBDIVISION, as per map or plat recorded in Plat Book 1, Page 126 in the Office of the Clerk of the Circuit Court of Taylor County, Florida and run North 04 degrees 10 minutes 34 seconds West along the easterly right of way of Magnolia Drive, a distance of 73.21 feet for the POINT OF BEGINNING; thence from said Point of Beginning, continue North 04 degrees 10 minutes 34 seconds West along said right of way, a distance of 8.79 feet; thence run South 20 degrees 34 minutes 35 seconds West, a distance of 8.03 feet; thence run South 69 degrees 25 minutes 25 seconds East, a distance of 3.70 feet to the Point of Beginning.

Containing 15 square feet, more or less.

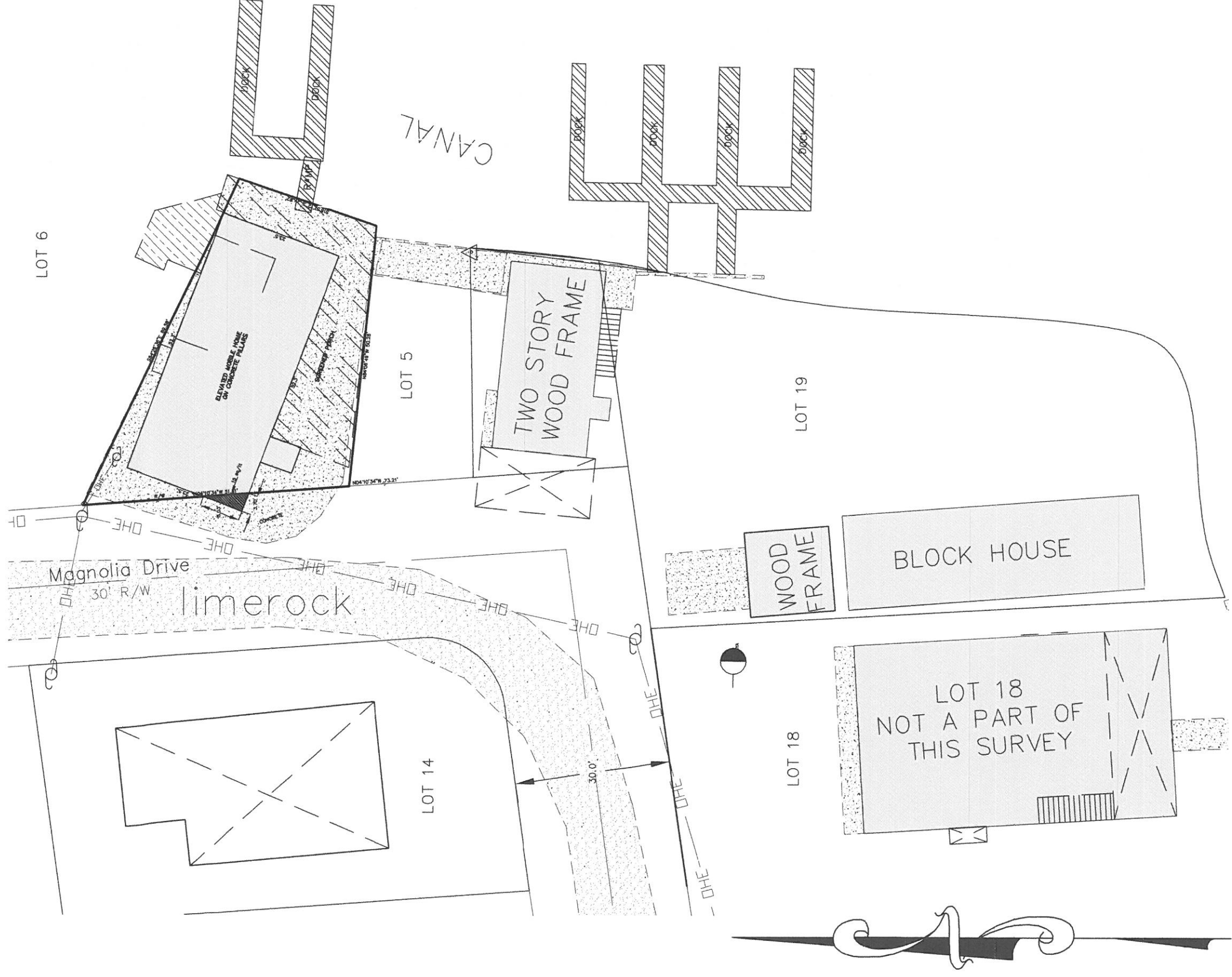
This is page 2 of 3.
None are to be considered
complete without the other.

SCALE: 1" = 10'
JOB No: 18-073-41
DWG. No: 03192018CBT
DRAWN BY: CBT
CHECKED BY: L.D.R.
SURVEY DATE: 03-19-2018
FIELD BOOK: 18-02
PAGE:

Map of Boundary Survey

Lying in Section 25, Township 9 South,
Range 9 East, Taylor County, Florida
for Theodore & Aubri Walker

DETAIL OF ENCROACHMENT



This is page 3 of 3.
None are to be considered
complete without the other.

SCALE: 1" = 10'

JOB No: 18-073-41

DWG. No: 03192018CBT

DRAWN BY: CBT

CHECKED BY: L.D.R.

SURVEY DATE: 03-19-2018

FIELD BOOK: 18-02

PAGE:

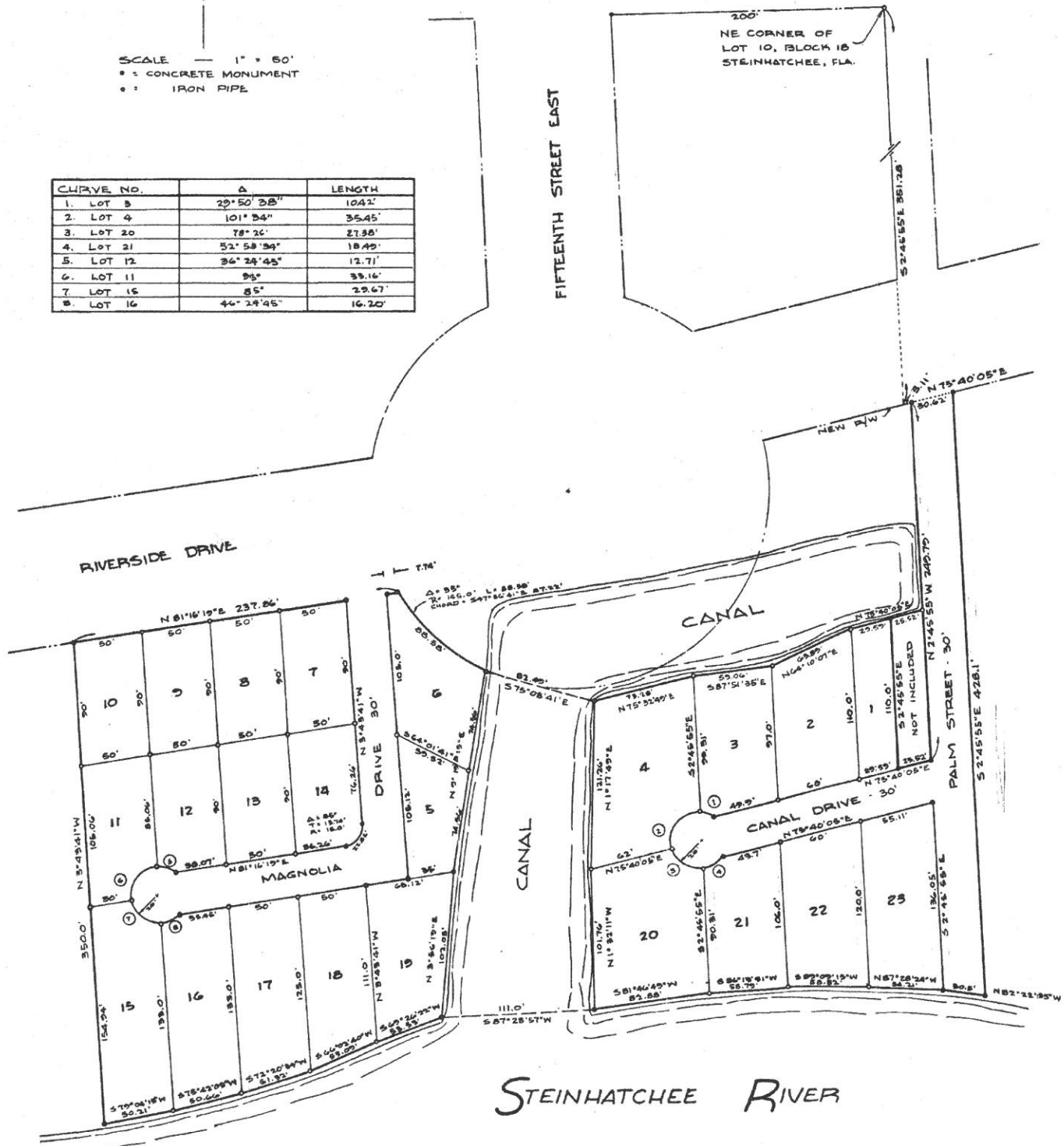
PALM HEIGHTS SUBDIVISION

UNIT NUMBER ONE
IN SEC. 25-T9S-R9E AND SEC. 30-T9S-R10E
STEINHATCHEE, TAYLOR COUNTY, FLORIDA
BEING A REPLAT OF PART OF LOTS 4 THROUGH
12, BLOCK 19 OF STEINHATCHEE

PLAT BOOK NO. 1 PAGE NO. 126

N
SCALE 1" = 50'
• CONCRETE MONUMENT
• IRON PIPE

CURVE NO.	Δ	LENGTH
1. LOT 3	29°50'38"	104.2'
2. LOT 4	101°34"	35.45'
3. LOT 20	78°26'	27.88'
4. LOT 21	52°58'39"	18.49'
5. LOT 12	34°24'45"	12.71'
6. LOT 11	8°5'	33.16'
7. LOT 15	85°	29.67'
8. LOT 16	46°24'45"	16.20'



DESCRIPTION

COMMENCE AT THE NE CORNER OF LOT 10, BLOCK 18 OF STEINHATCHEE AS RECORDED IN THE PUBLIC RECORDS OF TAYLOR COUNTY, FLORIDA AND RUN S 2°45'55"E 851.28', THENCE RUN N 75°40'05"E 511.1' TO THE POINT OF BEGINNING; THENCE CONTINUE N 75°40'05"E 50.62', THENCE RUN S 2°45'55"E 428.1' TO THE WATERS OF STEINHATCHEE RIVER, THENCE RUN WESTERLY ALONG THE WATERS EDGE OF STEINHATCHEE RIVER THE FOLLOWING BEARINGS AND DISTANCES: N 82°22'55"W 50.5', THENCE RUN N 87°28'24"W 54.21', THENCE RUN S 89°09'15"W 58.82', THENCE RUN S 86°13'51"W 58.79', THENCE RUN S 81°46'49"W 82.88', THENCE RUN S 87°28'57"W 111.0', THENCE RUN S 69°26'22"W 53.53', THENCE RUN S 66°02'40"W 53.09', THENCE RUN S 72°20'24"W 51.32', THENCE RUN S 75°42'03"W 50.66', THENCE RUN S 79°04'15"W 50.21', THENCE RUN N 5°49'41"W 350' TO THE SOUTH RIGHT-OF-WAY OF RIVERSIDE DRIVE, THENCE RUN N 8°16'19"E ALONG SAID R/W 237.86' TO A POINT ON A CURVE HAVING A RADIUS OF 145' AND BEING CONCAVE TO THE NORTHEAST, THENCE RUN SOUTHEASTERLY, ALONG THE ARC OF SAID CURVE 88.58', THENCE RUN S 75°08'41"E 82.49' TO A POINT ON THE WATERS EDGE OF A CANAL, THENCE RUN EASTERLY ALONG SAID WATERS EDGE THE FOLLOWING BEARINGS AND DISTANCES: N 75°32'49"E 73.28', THENCE RUN S 87°51'55"E 59.06', THENCE RUN N 64°10'07"E 69.89', THENCE RUN N 75°40'05"E 29.59', THENCE RUN S 2°45'55"E 110', THENCE RUN N 75°40'05"E 25.62', THENCE RUN N 2°45'55"W 249.79' TO THE POINT OF BEGINNING, BEING AND LYING IN BLOCK 19 OF STEINHATCHEE, TAYLOR COUNTY, FLORIDA.

THIS IS TO CERTIFY THAT WE ARE THE OWNERS OF THE ABOVE DESCRIBED PROPERTY AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER, THE ROADS AS SHOWN ON THIS PLAT.

Charles Carlton WITNESS Barney O'Quinn, Sr. SEAL
Willie Williams WITNESS Lavada D. O'Quinn SEAL

STATE OF FLORIDA
COUNTY OF
I DO HEREBY CERTIFY THAT ON THIS DAY PERSONALLY APPEARED BEFORE ME BARNEY O'QUINN, SR. AND LAVADA D. O'QUINN, HIS WIFE, TO ME WELL KNOWN AND KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THIS INSTRUMENT AND SEVERALLY ACKNOWLEDGED THE EXECUTION THEREOF TO BE THEIR FREE AND VOLUNTARY ACT FOR THE USE AND PURPOSES THEREIN EXPRESSED, AND THE SAID LAVADA D. O'QUINN, WIFE OF THE SAID BARNEY O'QUINN, SR. ON EXAMINATION TAKEN AND MADE SEPARATE AND APART FROM HER SAID HUSBAND, ACKNOWLEDGED THAT SHE MADE HERSELF PARTY TO THE SAID INSTRUMENT FOR THE PURPOSES THEREIN EXPRESSED AND SHE EXECUTED THE SAME FREELY AND VOLUNTARILY AND WITHOUT ANY COMPELSION, CONSTRAINT, APPREHENSION OR FEAR OF OR FROM HER SAID HUSBAND.

WITNESS MY HAND AND OFFICIAL SEAL THIS 6th DAY OF Sept, 1966.
Charles Carlton NOTARY PUBLIC - MY COMMISSION EXPIRES
CHARLES RALPH CAMMION
CLERK OF CIRCUIT COURT
TAYLOR COUNTY, FLORIDA

I DO HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT REPRESENTATION OF THE ABOVE DESCRIBED LANDS AND SUBDIVISION THEREOF AND THAT PERMANENT REFERENCE MARKERS HAVE BEEN SET AS CALLED FOR UNDER SECTION 7, CHAPTER 10275 OF THE LAWS OF FLORIDA.
Ray C. Mc Huff SURVEYOR - REG. FLA. CERT. NO. 509

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED AND APPROVED BY THE COUNTY COMMISSIONERS OF TAYLOR COUNTY, THIS 6th DAY OF Sept, 1966.
ATTEST Charles Carlton W. H. Long
CLERK CHAIRMAN

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN EXAMINED BY ME AND THAT IT COMPLIES IN FORM WITH ALL THE REQUIREMENTS OF CHAPTER 177 OF FLORIDA STATUTES, 1951, AND THAT IT HAS BEEN FILED FOR RECORD AND RECORDED IN PLAT BOOK NO. 1 PAGE 126 OF THE PUBLIC RECORDS OF TAYLOR COUNTY, FLORIDA, THIS 6th DAY OF Sept, 1966.
Charles Carlton
COUNTY CLERK



Overview



Legend

- Parcels
- Parcel Numbers
- Highway
- City Streets
- Graded
- Roads
- Tram
- State Outlines

Parcel ID	09596-425	Alternate ID	n/a	Owner Address	GRUBBS RALPH D
Sec/Twp/Rng	25-09-09	Class	Improved		P O BOX 435
Property Address	1418 MAGNOLIA DR SE	Acreage	n/a		STEINHATCHEE, FL 32359
	CO				
District	CO				
Brief Tax Description	LEG 0000.05 ACRES - PALM HEIGHTS SUB - PT LOT 5 DESC AS COM SW COR LOT 5 - N3DW 54 FT FOR POB N3DW 51.12 FT - S64DE 59.52 FT S9DW 30.56 FT W TO - POB - TOGETHER WITH ESMT IN OR 485-483 - OR 485-486 488-624				
	(Note: Not to be used on legal documents)				

Date created: 3/15/2018
Last Data Uploaded: 3/14/2018 9:50:10 PM



Developed by
The Schneider Corporation



Taylor County, FL

Summary

Tax District	CO Millage Rate: 16.2199
Site Location	1418 MAGNOLIA DR SE
Section Township Range	25-09-09
ParcelID	09596-425
Exemptions	HOMESTEAD
Property Usage	MOBILE HOME ELEV
Legal Description	LEG 0000.05 ACRES - PALM HEIGHTS SUB - PT LOT 5 DESC AS COM SW COR LOT 5 - N3DW 54 FT FOR POB N3DW 51.12 FT - S64DE 59.52 FT S9DW 30.56 FT W TO - POB - TOGETHER WITH ESMT IN OR 485-483 - OR 485-486 488-624
	(Note: Not to be used on legal documents)

Owner

GRUBBS RALPH D & TERESA
P O BOX 435
STEINHATCHEE FL 32359

Land

Land Use	0202M
Number of Units	1
Unit Type	LT
Assessed Value	\$46,800

Building Data

Building #	1
Actual Year Built	1980
Base (Heated/Cooled) Area	1344 (gross base sq ft)
Gross Area	3511 (total gross sq ft for all subareas)
Description	MOBILE HOME ELEVATED
Occupancy	MOBILE HOME ELEV
Construction Class	N/A
Exterior Walls	100% VINYL
Roof Structure	100% GABLE/HIP
Roof Cover	100% GALV SHEET METAL
Floor Cover	80% CARPET;20% VINYL TILE/ROLL
Interior Walls	100% PLYWOOD PANELING
Heating Type	100% FORCED AIR DUCTED
Cooling Type	100% CENTRAL
Frame Type	
Ceiling Finish	
Plumbing	2 BATHS
Wall Height	Standard
Floors	0
Plumbing Fixtures	0
Avg. Rooms Per Floor	

Miscellaneous Features

Description
ELEV-C
DRIVE-A CONC
BULKHEAD-CONC
F-2-A GABLE
SBDCK-C

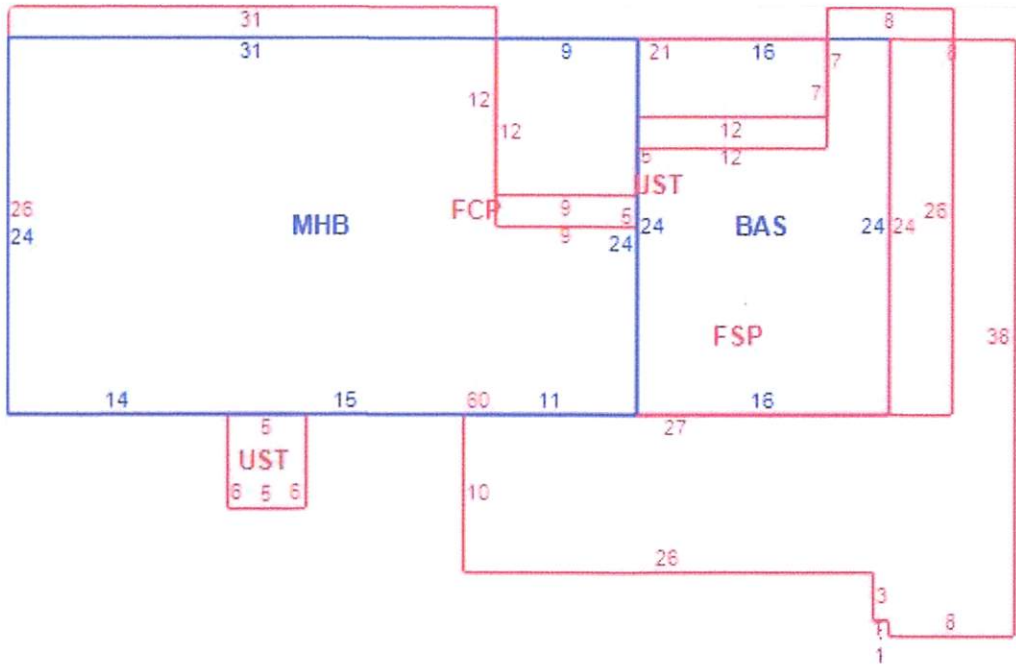
Sales History

Sales Date
08-01-2002
12-01-1998
10-01-1994
08-01-1984
08-01-1984

Valuation

	2017	2016	2015	2014
+ Land Value Agricultural	\$46,800	\$46,800	\$46,800	\$46,800
+ Building Value	\$38,380	\$40,940	\$43,500	\$43,687
+ Assessed XF Value	\$0	\$0	\$0	\$0
+ Total Misc. Value	\$6,650	\$6,790	\$6,940	\$6,953
▬ Just or Classified Value	\$91,830	\$94,530	\$97,240	\$97,440
- SOH/deferred	\$0	\$0	\$0	(\$320)
▬ Assessed Value	\$91,830	\$94,530	\$97,240	\$97,120
- Exempt Value	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)
▬ Taxable Value	\$41,830	\$44,530	\$47,240	\$47,120
Appraised Land Value	\$46,800	\$46,800	\$46,800	\$46,800
Assessed Justification or Classified Value	\$91,830	\$94,530	\$97,240	\$97,440

Sketch



The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assesment information is from the last certified tax roll. All other data is subject to change.

Last Data Upload: 4/6/2018, 9:42:54 PM



TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Meeting Date:

Statement of Issue: City sewer impact fee not budgeted - exceeds account balance

Recommendation: transfer funds to cover cost

Fiscal Impact: \$ 5500.00 Budgeted Expense: Yes ☐ No ☒ N/A ☐

Submitted By: CLAY OLSON -

Contact: CLAY

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues:

Upon completion of FCH sewer connection last year - no impacts were assessed at that time. Additional funding will be needed to fund utilities

Options: 1. _____

2. _____

Attachments: 1. _____

2. _____

CITY OF PERRY - PHONE (850) 584-2721
224 S. JEFFERSON ST. - PERRY, FLORIDA 32347

ACCOUNT NO.		SERVICE LOCATION		
0015 12100		02 203 FOREST PARK DR		
PREVIOUS READING DATE	CURRENT READING DATE	DISCONNECT DATE	DUE DATE	
02/15/18	03/13/18	04/23/18	04/16/18	
PREVIOUS READING	CURRENT READING	CONSUMED	SERVICE DESCRIPTION	CHARGE AMOUNT
30278	30330	3200	WATER	39.57
			SEWER	53.73
3306	3686	37600	GAS R	548.03
			SEW IM	5468.96
PREVIOUS BALANCE				105.66
0489-54300				
OK to pay				
BEFORE DIGGING * = ESTIMATED				
SEE REVERSE SIDE FOR IMPORTANT INFORMATION				
AMOUNT DUE				6215.95
PENALTY IF LATE				.00
AMOUNT DUE IF LATE				6215.95

RETURN SERVICE REQUESTED

First-Class Mail
U.S. POSTAGE
PAID
Perry, FL
PERMIT NO. 42

DUE DATE	AMOUNT DUE AFTER DUE DATE
4/16/2018	6215.95
BILLING DATE	AMOUNT DUE NOW
4/01/2018	6215.95

Return This Stub With Payment

SHINE 1-CALL 6811
0015 12100 02 3071
BOARD OF CO COMMISSIONERS
TAYLOR CO EXTENSION OFFICE
P O BOX 620
PERRY FL 32348

To Law
4/6/18

Sewer impact fee -

could not find
when this was
paid.

SUNGARD PENTAMATION, INC.
DATE: 04/11/2018
TIME: 11:15:14

TAYLOR COUNTY BOARD OF COMMISSIONERS
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTall

SELECTION CRITERIA: expledgr.key_orgn='0489'
ACCOUNTING PERIOD: 7/18

SORTED BY: FUND,FUNCTION,ACTIVITY,TOTL/DEPT,ACCOUNT
TOTALLED ON: FUND,TOTL/DEPT
PAGE BREAKS ON: FUND,TOTL/DEPT

FUND-001 GENERAL FUND
FUNCTION-570 CULTURE/RECREATION
ACTIVITY-572 PARKS & RECREATION
TOTL/DEPT-0489 FCH-BLDG & GROUNDS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	12,252.00	.00	.00	4,899.61	7,352.39	39.99
52110	FICA/MEDICARE TAXES	937.00	.00	.00	374.88	562.12	40.01
52200	RETIREMENT CONTRIBUTIONS	970.00	.00	.00	388.04	581.96	40.00
52400	WORKERS' COMPENSATION	675.00	.00	.00	157.62	517.38	23.35
53401	CONTRACTUAL SERVICES	7,000.00	.00	.00	.00	7,000.00	.00
54100	COMMUNICATIONS	3,600.00	455.94	.00	2,970.00	630.00	82.50
54300	UTILITY SERVICES	16,000.00	2,470.63	.00	15,203.52	796.48	95.02
54500	INSURANCE	3,000.00	2,504.00	.00	2,504.00	496.00	83.47
54610	R&M BUILDINGS & GROUNDS	8,315.00	.00	2,371.00	5,218.55	725.45	91.28
54614	EXTERMINATION/PEST CONTR	1,000.00	.00	.00	345.00	655.00	34.50
54620	R&M EQUIPMENT	1,000.00	.00	.00	261.38	738.62	26.14
54907	LICENSE/PERMIT/REGISTRAT	250.00	.00	.00	.00	250.00	.00
55103	EQUIPMENT < \$1,000	100.00	.00	.00	.00	100.00	.00
55201	GEN. OPERATING SUPPLIES	2,500.00	.00	.00	547.81	1,952.19	21.91
55202	SAFETY PRODUCTS/SUPPLIES	300.00	.00	.00	.00	300.00	.00
55245	SIGNS/MATERIALS	100.00	.00	.00	.00	100.00	.00
	TOTAL FCH-BLDG & GROUNDS	57,999.00	5,430.57	2,371.00	32,870.41	22,757.59	60.76
	TOTAL GENERAL FUND	57,999.00	5,430.57	2,371.00	32,870.41	22,757.59	60.76
	TOTAL REPORT	57,999.00	5,430.57	2,371.00	32,870.41	22,757.59	60.76

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to consider appointment/re-appointment of three members to the Construction Industry Licensing Board

MEETING DATE REQUESTED:

April 17, 2018

Statement of Issue: The Construction Industry Licensing Board has three members whose terms are due to expire on 3/31/17.

Recommendation: Re-appoint three members to the Licensing Board for a two (2) year term period from 3/31/18 to 3/31/20.

Fiscal Impact: N/A

Budgeted Expense: Yes ☐ No ☐ N/A ☒

Submitted By: Danny Griner

Contact: building.director@taylorcountygov.com

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: Mr. Dennis Wigglesworth, Mr. Earl Ketring and Mr. Bobby Joe Hires terms on the Licensing Board expired on 3/31/18. County Staff advertised the vacancies in the local paper and did not receive a response. All three members stated that they would agree to remain on the Licensing Board.

- Options:**
1. Re-appoint three members to the Licensing Board.
 2. Do not reappoint members to the Licensing Board.

- Attachments:**
1. Copy of advertisement.

The Taylor County Construction Industry Licensing Board has openings for volunteer board members. If you have construction experience and are interested in this volunteer position, please contact Danny Griner at the Taylor County Building Department at 838-3500 Ext. 111 or come by the Taylor County Building Department located at 201 E. Green Street Perry, Florida.

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve providing housing assistance to three qualified homeowners through the Community Development Block Grant (CDBG) program.

MEETING DATE REQUESTED:

April 17, 2018

Statement of Issue: Three homeowners have been qualified to receive housing assistance through the CDBG program and approval is required by the Board to move forward providing assistance to the homeowners.

Recommended Action: Approve providing housing rehabilitation assistance to three qualified homeowners.

Fiscal Impact: The projects are 100% grant funded.

Budgeted Expense: Y/N Not Applicable

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The following homeowners have been qualified to receive assistance through the CDBG housing rehabilitation program:

Richard McDonald 3235 Johnson Stripling Road
Walter Shiver, Jr. 453 Charles Hendry Road
Bonnie Sue Williams 3784 Lonnie E. Wilson Road

Attachments: Letter of recommendation from Government Services Group (GSG) .

MEMORANDUM

TO: Taylor County Board of County Commissioners

FROM: Jay Moseley, Senior Consultant

SUBJECT: CDBG Homeowner Applicant List

DATE: April 4, 2018

As required in the Housing Assistance plan for your Housing Rehabilitation Grant, we are seeking approval of the list of applicants that we received for the program. A Notice of Funding Availability was placed in the Taco Times on January 18, 2018 with a deadline of February 19, 2018. A total of three eligible applications were received. The Citizens Advisory Task Force recently met and unanimously recommended approval. The inclusion on this list does not guarantee any applicant any assistance, as they will still have to be approved per the income and ownership rules of the grant.

The applications received were ranked based on the Ranking Criteria required by your adopted Housing Assistance Plan.

Due to receipt of only three applications, we have re-opened the application period for additional applicants. The provisions of the Housing Assistance Plan notes that applications received after the published deadline will be assisted on a first come, first qualified, first approved basis.

The list of applicants, addresses, and rank score is as follows:

- Richard A. McDonald – 3235 Johnson Stripling Road, Perry, FL - 11 Points
- Walter Shiver Jr. – 453 Charles Hendry Road, Perry, FL – 11 Points
- Bonnie Sue Williams – 3784 Lonnie E. Wilson Road, Perry, FL – 3 Points

Recommended Action: Approve the List of Applicants

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Board to approve the Request for Release of Funds and Certification to the Florida Department of Economic Opportunity, CDBG Small Cities Housing Rehabilitation Program for the release of funds for Grant Contract Number 18DB-OM-03-72-01-H 02 in the amount of \$750,000.

MEETING DATE REQUESTED:

April 17, 2018

Statement of Issue: Board to approve Request for Release of Funds and Certification for the CDBG Housing Rehabilitation Program in the amount of \$750,000

Recommended Action: Approve Request for Release of Funds and Certification.

Fiscal Impact: The Request is required for the County to file reimbursement requests for the funds expended for the CDBG Housing Rehabilitation Program.

Budgeted Expense: Y/N Not applicable. The program is fully funded by grants.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The County was awarded a grant in the amount of \$750,000 through the CDBG Program which is to be used for the rehabilitation of qualified homes of low to moderate income families in the unincorporated areas of Taylor County. The funds can be used for the removal of qualified mobile homes and a single family home will be constructed at the site where the mobile home was located. The funds cannot be used to rehabilitate homes located in a designated flood zone.

Attachments: Request for Release of Funds and Certification

Request for Release of Funds and Certification

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB No. 2506-0087
(exp. 03/31/2020)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) CDBG Small Cities Housing Rehabilitation	2. HUD/State Identification Number 18DB-OM-03-72-01-H 02	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s)	5. Name and address of responsible entity Taylor County 201 E. Green Street Perry, FL 32347	
6. For information about this request, contact (name & phone number) Melody Cox - 850-838-3553		
8. HUD or State Agency and office unit to receive request Florida Department of Economic Opportunity	7. Name and address of recipient (if different than responsible entity)	

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) Housing Rehabilitation/Replacement of 11 Single Family Residences for Low to Moderate Income families, 2 Very Low Income, and 3 Low Income.	10. Location (Street address, city, county, State) Taylor County 201 E. Green Street Perry, FL 32347
--	--

11. Program Activity/Project Description

The proposed project includes the rehabilitation or replacement of an anticipated 11 Single Family residences located in the unincorporated areas of Taylor County. 2 of the households are scheduled for Very Low income families (less than 30% AMI), 3 of the households are scheduled for Low Income families (less than 50% AMI), and the remainder for Moderate income families (less than 80% AMI). The density will not increase, and the land use will remain the same. The categories of anticipated activities include Administration, Temporary Relocation, and Housing Rehabilitation/Replacement. The budget for each of the activities is as follows:

Administration - \$112,500
Temporary Relocation - \$5,000
Housing Rehabilitation/Replacement - \$632,500
SHIP Funds (Local Match) - \$50,000

The Housing Rehabilitation program will be implemented in accordance with the procedures set forth in the Perry County Housing Assistance Plan.

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did ☐ did not ☐ require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Chair

Date signed

X

Address of Certifying Officer

Taylor County, 201 E. Green St. - Perry, FL 32347

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

Title of Authorized Officer

Not Applicable

Date signed

Not Applicable

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:

Board to approve bid award recommendation for the rehabilitation of the home of Joseph Gillyard through the SHIP program. The Bid Committee recommends re-bidding the home of Frankie Edwards as all bids were well over the approved amount of \$25,000 and the low bidder withdrew their bid.

MEETING DATE REQUESTED:

April 17, 2018

Statement of Issue: Requesting Board to approve awarding the bid for the rehabilitation of the home of Joseph Gillyard to C. B. Construction, Inc. The home of Frankie Edwards to be rebid.

Recommended Action: Board to award bid as recommended for the rehabilitation of the home of Joseph Gillyard and to approve rebidding the home of Frankie Edwards.

Fiscal Impact: Not applicable. The projects are 100% funded through the SHIP Program.

Submitted By: Melody Cox

Contact: Melody Cox

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The Board received bids for the rehabilitation of the home of Joseph Gillyard at the April 2, 2018 meeting. Two bids were received and the Bid Committee recommends awarding the project to C. B. Construction, Inc. in the amount of \$25,000. The two bids received for the home of Frankie Edwards were well over the approved amount and the lower bidder has withdrawn their bid. The Committee recommends rebidding the Edwards home.

Attachments: Bid award support documentation.

MEMORANDUM

TO: Taylor County Board of County Commissioners

FROM: Jay Moseley, Senior Consultant

SUBJECT: Bid Award Recommendations

DATE: April 9, 2018

BID AWARD

On April 2, 2018 sealed bids were received and opened for two houses in the Taylor County SHIP Program for Housing Rehabilitation/Replacement. The bids received were accepted and opened at a regular commission meeting. These bids were reviewed and recommendations are made in accordance with the Local Housing Assistance Plan. The low bid received for the Frankie Edwards house was withdrawn by the bidder. The other bid received was rejected as being too high. The applicant, recommended bidder and the amount for this house is listed below:

HOUSING REHABILITATION SHIP GRANT

APPLICANT	RECOMMENDED BIDDER	AMOUNT
Joseph Gillyard	C. B. Construction, Inc.	\$25,000
Frankie Edwards	No Recommendation – low bid withdrawn – To be Re-bid	

Recommended Action # 1: Award the house as identified above.

Attachment:

Bid Tabulation with Recommendations

TAYLOR COUNTY SHIP BID TABULATION

MONDAY April 2, 2018

Contractor	Joseph Gillyard	Frankie Edwards				
Florida Homes, Inc.	\$ 34,246.00	\$ 44,100.00				
J. G. Parker Enterprises, Inc.		Bid Rejected - Too High				
Jerry Walters Construction, Inc.						
C. B. Construction, Inc.	\$ 25,000.00	\$ 31,634.00				
		Bid Withdrawn				
Recommended Contractor	C. B. Construction, Inc.	To Be Re-Bid				

Opened By: _____

Witnessed by: _____

Bid Opening:

Signature

Signature

Monday April 2, 2018

Annie Mae Murphy, Clerk

Melody Cox

BOCC Meeting

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Staffing for Adequate Fire and Emergency Response (SAFER) Grant

Meeting Date:

4/17/2018

Statement of Issue: Board to consider approval of a SAFER grant application to create a new Fire Fighter/EMT position and ratify a letter of acknowledgement.

Recommendation:

Fiscal Impact: \$ See Attached **Budgeted Expense:** Yes ☐ No ☒ N/A ☐

Submitted By: Dan Cassel

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The position would provide additional staffing in the Keaton Beach area to augment volunteer staffing Monday through Friday.

Application is complete as presented and must be submitted by April 27th 2018 deadline.

Year One Match 25%, Year Two Match 25%, Year Three Match 65%.

A letter acknowledging the long term obligations for reporting and fiscal must be submitted As part of the application.

Options: 1. _____
2. _____

Attachments: 1. _____

Cost totals for Requested Fire Fighter/EMT Position

	BUDGET TOTALS										RETIRE
	HOURS	HR RATE	REG SAL	OVERTIME	FICA	RETIRE	HEALTH	W/C	LIFE INS	ROLL UP	RATE
FF/EMT	2,756	12.78	35,222	0	2,694	7,950	21,400	2,187	50	69,503	22.57%

Budgeted cost was based on current costs and an employee with family medical coverage. If employee only coverage was elected the total cost would be lowered to \$56,391. Highest estimate was used for the application to ensure no short falls are incurred.

The SAFER grant will assist in payment of the personnel cost to hiring a fire fighter to include salary and benefits for a three year performance period. Overtime is not an eligible cost. In the first and second years of the performance period the Federal portion is 75%, the third year at 35%.

YEAR ONE

Federal Funds - 75%

\$52,127.25

County Match – 25%

\$17,375.75

YEAR TWO

Federal Funds - 75%

\$52,127.25

County Match – 25%

\$17,375.75

YEAR THREE

Federal Funds - 35%

\$24,326.05

County Match – 65%

\$45,117.95

Total Savings over the performance period \$128,580.55.

The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
FY 2017 Staffing for Adequate Fire and Emergency Response (SAFER)

NOTE: Applicants pursuing this funding opportunity who have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM) should take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or longer after registering for SAM before the registration is active in the system, then another 24 hours for [Grants.gov](http://www.grants.gov) to recognize the information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D. Application and Submission Information.

A. Program Description

Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number
97.083

CFDA Title

Staffing for Adequate Fire and Emergency Response (SAFER)

Notice of Funding Opportunity (NOFO) Title

Fiscal Year (FY) 2017 Staffing for Adequate Fire and Emergency Response (SAFER)

NOFO Number

DHS-17-GPD-083-000-99

Authorizing Authority for Program

Section 34 of the *Federal Fire Prevention and Control Act of 1974* (Pub. L. No. 93-498, as amended) (15 U.S.C. § 2229a)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2017 (Pub. L. No. 115-31)

Program Type

New

Program Overview, Objectives, and Priorities

Program Overview

The Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) Grant Programs Directorate (GPD) is responsible for the implementation and administration of the Staffing for Adequate Fire and Emergency Response (SAFER) grant program.

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments.

In awarding grants, the Administrator of FEMA shall consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards; and
- The extent of an applicant's need for a SAFER grant and the need to protect the United States as a whole.

SAFER Grants are offered to support projects in two activities. This NOFO provides potential eligible applicants with application requirements and details for processing and evaluating applications for financial assistance for both of these activity areas.

- **Hiring of Firefighters Activity** is to hire new, additional firefighters to improve staffing levels.
- **Recruitment and Retention of Volunteer Firefighters Activity** is to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response.

Each activity has specific priorities and objectives. For additional details, please see [Appendix B – Programmatic Information and Priorities, Section IV. Funding Priorities.](#)

Program Objectives

The objective of the SAFER grant program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards. Local fire departments accomplish this by improving staffing and deployment capabilities so they may more effectively and safely respond to emergencies. With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

Although not required for a SAFER grant, it is preferable that the enhanced staffing levels of all SAFER recipients should ensure that all first-arriving apparatus are staffed with a minimum of four qualified personnel (to meet National Fire Protection Association (NFPA) 1710/1720 standards) who are capable of initiating the suppression response.

Ultimately, SAFER recipients should achieve more efficient responses and safer incident scenes, thereby ensuring communities have improved protection from fire and fire-related hazards.

The FY 2017 SAFER grant program also plays an important role in the implementation of the National Preparedness System. The National Preparedness System is the instrument the Nation employs to build, sustain, and deliver core capabilities in order to achieve the National Preparedness Goal (Goal) of a secure and resilient Nation. Complex and far-reaching threats and hazards require a collaborative and whole community approach to national preparedness that engages individuals, families, communities, private and nonprofit sectors, faith-based organizations, and all levels of government. The guidance, programs, processes, and systems that support each component of the National Preparedness System allow for the integration of preparedness efforts that build, sustain, and deliver core capabilities and achieve the desired outcomes identified in the Goal while maintaining the civil rights of individuals.

The FY 2017 SAFER Grant Program's allowable costs support efforts to build and sustain core capabilities such as Fire Management and Suppression, and Public Health and Medical Services across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of desired outcomes for the FY 2017 SAFER grant program include increasing the number of full-time firefighters to achieve compliance with NFPA standards- reducing loss due to fire through the Hiring Activity, and reducing volunteer turnover through incentives provided under the Recruitment and Retention Activity.

Additional details on the National Preparedness Goal can be found at <https://www.fema.gov/national-preparedness-goal>

B. Federal Award Information

Award amounts, important dates, and extensions

Available funding for the NOFO: \$345,000,000

Projected number of Awards: 300

Period of performance: 12-48 Months

- **Hiring of Firefighters Activity:** The period of performance will be 36 months for all grants awarded under the Hiring of Firefighters Activity.
- **Recruitment and Retention of Volunteer Firefighters Activity:** The period of performance will be between 12 and 48 months for all grants awarded under the Recruitment and Retention of Volunteer Firefighters Activity.

Projected period of performance start date(s): 07/01/2018

Projected period of performance end date(s): 06/30/2020-06/30/2021

Funding instrument: Grant

Extensions: Extensions to the period of performance are allowable under the Recruitment and Retention of Volunteer Firefighters Activity only.

C. Eligibility Information

Eligible Applicants

Under the FY 2017 SAFER Grant Program, eligible applicants are limited to those entities described below within each activity:

- **Hiring of Firefighters Activity**
Volunteer, combination, and career fire departments are eligible to apply for funding.

National, state, local, or federally recognized tribal organizations representing the interests of volunteer firefighters are not eligible to receive a SAFER Grant Award under the Hiring of Firefighters Activity.

- **Recruitment and Retention of Volunteer Firefighters Activity**
Volunteer and combination fire departments and National, state, local, or federally recognized tribal organizations representing the interests of volunteer firefighters are eligible to apply for funding.

Career fire departments are not eligible to receive a SAFER Grant Award under the Recruitment and Retention of Volunteer Firefighters Activity.

Volunteer fire departments and combination fire departments may apply for funding under both activities; separate applications must be completed for each activity. Applicants are limited to one application per activity, per application period. If an applicant submits two applications for the same activity during a single application period, both applications will be disqualified.

Municipalities and fire districts may submit applications on behalf of fire departments lacking the legal status to do so, such as those under the support of the municipality or district. The municipality or fire district may submit only one application for hiring per application period for each eligible fire department within the municipality or fire district. The following entities are **NOT** eligible to apply under this announcement:

- Federal fire departments and fire departments under contract to the Federal Government whose sole responsibility is the suppression of fires on federal installations or lands;
- For-profit fire departments and organizations (e.g. fire departments that do not have specific nonprofit status or that are not municipally based);

- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams;
- Non-federal airport or port authority fire departments whose sole responsibility is suppression of fires on the airport grounds or port facilities, unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities;
- Fire stations that are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency, or that are not otherwise independent; and
- State and local agencies, such as forest service, fire marshals, emergency management offices, hospitals, and training offices.

Each activity has its own application and eligibility requirements. These requirements are outlined in Appendix B – Programmatic Information and Priorities, Section IV. Funding Priorities.

Eligibility Criteria

Minimum Budget Requirement

At the time of application, both SAFER Hiring of Firefighter Activity and Recruitment and Retention of Volunteer Firefighters Activity grant applicants are required to certify their annual budget for fire-related programs and emergency response must not have been reduced below 80 percent of the applicant's average funding level in the three years prior to November 24, 2003.

Applicants experiencing economic hardship may apply for a waiver of this requirement. Please see Appendix C: Award Administration Information.

Other Eligibility Criteria

National Incident Management System (NIMS) Implementation

SAFER Grant Program applicants are not required to be in compliance with the National Incident Management System (NIMS) to apply for funding under this NOFO or to be awarded a grant under this NOFO. However, any applicant that receives an FY 2017 SAFER Grant Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g. a local government), prior to the end of the grant's period of performance.

Maintenance of Effort (MOE)

There is no maintenance of effort requirement for the FY 2017 SAFER grant program.

Cost Share or Match

- **Recruitment and Retention of Volunteer Firefighters Activity**

Recipients of SAFER Recruitment and Retention of Volunteer Firefighters Activity grants are not required to contribute a Cost Share or Match (non-federal funds).

- **Hiring of Firefighters Activity**

Recipients of SAFER Hiring of Firefighters Activity grants are required to contribute non-federal funds subject to a Position Cost Limit and a Cost Share, as described below.

All recipients should ensure that they are thoroughly familiar with FEMA's cost sharing requirements identified below, as well as the appropriate cost principles as identified at 2 C.F.R. § 200.101(b)(1).

The recipient is not required to have the cost share at the time of application. However, before a grant is awarded, FEMA may contact potential awardees to determine whether the recipient has the funding in hand or if the recipient has a viable plan to obtain the funding necessary to fulfill the cost sharing requirement.

Position Cost Limit (No Waiver Available)

The amount of federal funding provided to a recipient under the SAFER Hiring of Firefighters Activity for hiring a firefighter in any fiscal year may not exceed:

- in the first and second years of the grant, 75 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted; and
- in the third year of the grant, 35 percent of the usual annual cost of a first-year firefighter in that department at the time the grant application was submitted.

“Usual annual costs” includes the base salary (exclusive of overtime) and standard benefits package (including the **average** health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by fire departments to first-year (i.e. entry-level) firefighters. Please refer to Appendix B regarding eligible and ineligible costs for SAFER Hiring of Firefighter Activity grants.

The Position Cost Limit is automatically calculated by the eGrants system in the Budget section of the application. **There is no waiver available for this requirement.**

Cost Share (Waiver Available)

Under the SAFER Hiring of Firefighters Activity, grant recipients are required to contribute a Cost Share toward the actual cost of hiring firefighters under this program. The Federal portion of the costs of hiring new firefighters under this grant may not exceed:

- 75 percent of the actual costs incurred in each of the first and second years of the grant; and
- 35 percent of the actual costs incurred in the third year of the grant.

Therefore, the recipient is required to contribute at least the following in non-Federal funds:

- 25 percent of the actual costs incurred in each of the first and second years of the grant; and
- 65 percent of the actual costs incurred in the third year of the grant.

A Cost Share of non-federal cash is the only allowable recipient contribution. Grant recipients can apply to waive this requirement.

Example:

The applicant submits a SAFER Hiring of Firefighter Activity grant application for one (1) new firefighter. At the time the application is submitted, the usual annual cost of a first year firefighter in that department is \$100,000. The federal funding, due to the Position Cost Limit, will be limited to:

- Year 1 = \$75,000
- Year 2 = \$75,000
- Year 3 = \$35,000

The grant is awarded and the department accrues the following actual costs during the term of the grant:

- Year 1 = \$80,000
- Year 2 = \$95,000
- Year 3 = \$110,000

In this case, the federal portion will be:

- Year 1
 - If the Cost Share requirement is not waived
 - Federal funds will be limited to \$60,000, or 75 percent of actual costs incurred (\$80,000)
 - If the Cost Share requirement is waived
 - Federal funds will cover no more than \$75,000, or 75 percent of the usual cost of a firefighter at the time of application (\$100,000)
- Year 2
 - If the Cost Share requirement is not waived
 - Federal funds will be limited to \$71,250, or 75 percent of actual costs incurred (\$95,000)
 - If the Cost Share requirement is waived
 - Federal funds will cover no more than \$75,000, or 75 percent of the usual cost of a firefighter at the time of application (\$100,000)
- Year 3
 - If the Cost Share requirement is not waived

- Federal funds will be limited to \$35,000 due to the Position Cost Limit of 35 percent of the usual cost of a firefighter at the time of application (\$100,000).
- If the Cost Share requirement is waived
 - Federal funds will cover no more than \$35,000, or 35 percent of the usual cost of a firefighter at the time of application (\$100,000).

Economic Hardship Waiver of Cost Share or Minimum Budget Requirement

The FEMA Administrator may waive or reduce the Cost Share or Minimum Budget requirements in cases of demonstrated economic hardship. There is no waiver available for the Position Cost Limit. Please see Appendix C: Award Administration Information.

D. Application and Submission Information

Key Dates and Times

Date posted to Grants.gov: *03/01/2018*

Application start date: *03/26/2018 at 8:00 AM Eastern Time*

Application submission deadline: *04/27/2018 at 5:00 PM Eastern Time*

In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the FEMA Help Desk as soon as possible.

Anticipated funding selection date: *06/01/2018*

Anticipated award date: *07/01/2018*

Address to Request Application Package

The online FY 2017 SAFER application is available through the Assistance to Firefighters Grant Program's (AFGP) eGrants system application portal at <https://portal.fema.gov/>. There are several ways to access application information:

- AFGP website (<http://www.fema.gov/firegrants>)
- Grants.gov (<http://www.grants.gov>)
- U.S. Fire Administration (<http://www.usfa.fema.gov>)

Hard copies of the application are not available.

In addition, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

Application tutorials and Frequently Asked Questions (FAQs) explain the current SAFER grant program, assist with the online grant application, and highlight lessons learned and changes for FY 2017. For more details, please visit the AFGP website at <http://www.fema.gov/firegrants>.

Content and Form of Application Submission

DHS makes all funding opportunities available on the internet, accessible at <http://www.grants.gov>. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

The Grants.gov website will direct applicants to the eGrants system application portal at <https://portal.fema.gov/>, which contains the online SAFER application. All required forms have been incorporated into the online SAFER application.

The eGrants system will allow an authorized representative to log in and create a user name and password. This user name and password is specific to the authorized user and must not be shared with other personnel. If the applicant has submitted any AFGP applications (including Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire and Emergency Response (SAFER), Fire Prevention and Safety (FP&S), or Station Construction Grant (SCG)) in a previous grant cycle, they must continue to use the same username, password, and DUNS number for any FY 2017 application(s).

If the applicant has forgotten the password or the primary point of contact has changed, please visit <http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions> for instructions on how to update and correct the organization's information.

The automated application is designed with help screens and drop-down lists to assist the applicant throughout the process. Applicants can save, retrieve, update, and revise their work through the end of the application period. Applicants should save their work often as the electronic application includes a time-out feature. The automated system does not allow an applicant to submit an incomplete application. The system alerts the applicant when required information has not been entered.

Applicants may not make any changes after submitting the application in eGrants. There is no appeal process for inaccurate or incomplete information in the application. To minimize problems, please:

- Access eGrants only through Internet Explorer (IE 6 or higher). Internet Explorer 11 is the most recent version that the eGrants system can handle, and is preferred.
- Have only one browser tab open when entering information, even when using Internet Explorer (IE 6 or higher). There are several known problems entering application information using non-IE browsers or having multiple browsers open, including but not limited to:
 - System failure to recognize correct information
 - System failure to capture and retain correct information
 - System functions like "cut and paste" being disabled

The primary point of contact listed in the application will be notified automatically via email when the application is received.

Unique Entity Identifier and System for Award Management (SAM)

DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS grant, applicants must have a DUNS number and must be registered in SAM.

Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.

FEMA may not make an award until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information. If the applicant is noncompliant at the time of award offer, then FEMA may determine the applicant is not qualified to receive an award, and award another applicant.

IMPORTANT: Please ensure that applicant organization's name, address, DUNS number, and Employer Identification Number (EIN) are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. The applicant organization's name in SAM must also match the organization name provided on the applicant's SF-1199a Direct Deposit Form. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

DUNS number

Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management (SAM)

Applicant registration in SAM is free. All applicants must register with SAM in order to apply online. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Please remember that SAM registration is only active for one year and must be renewed annually.

Existing SAM.gov account holders should check their account to make sure it is "active." SAM registration should be completed at the very beginning of the application period, and renewed annually to avoid being "inactive."

Help with SAM

SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

Commercial and Government Entity (CAGE) Code

To get a CAGE code, applicants must first be registered in SAM, which is a requirement for doing business with the Federal Government. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants can view the CAGE code online by logging in to the SAM account.

Funding Restrictions

Federal funds made available through this program may be used only for the purpose set forth in the award package and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

Applicants may submit only one application per eligible activity. Any applicant that submits more than one application, per activity, will have *all* applications within that activity deemed ineligible.

For more information on restrictions on use of funds, please see [Appendix B: Programmatic Information and Priorities](#).

Construction or Remodeling/Renovation Costs. Construction costs are not eligible under the SAFER grant program. Construction includes major alterations to a building that changes the profile or footprint of the structure. To support eligible awarded activities under the SAFER Recruitment and Retention of Volunteer Firefighters Activity, remodeling/renovations to an existing facility are limited to minor interior alterations costing less than \$10,000 and should be requested under Modification to Facilities. IMPORTANT: Some of these activities may require an Environmental and Historic Preservation (EHP) review; certain costs associated with an EHP Review are eligible for reimbursement.

Environmental and Historic Preservation (EHP)

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Recipients proposing projects that have the potential to impact the environment, including, but not limited to modification or renovation of existing buildings, structures and facilities, must participate in the FEMA EHP Review

process. The EHP Review process involves the submission of a screening form that includes detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA also is required to consult with other regulatory agencies and the public in order to complete the review process. The EHP Review process must be completed before funds are released to carry out the proposed project. FEMA will not fund projects that are initiated without the required EHP Review.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. This EHP Policy Guidance can be found in FEMA Policy (FP) 108-023-1, Environmental Planning and Historic Preservation Policy Guidance, and FP 108-24-4, Environmental Planning and Historical Preservation Policy.

SAFER projects that involve the installation of equipment not specifically excluded from a FEMA EHP Review per the GPD Programmatic Environmental Assessment (PEA); ground-disturbing activities; or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

No facilities modification project can proceed, with the exception of project planning, prior to formal FEMA approval. Funds for activities that do not require an EHP Review may be requested by the recipient.

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes;
- Management, administrative, or personnel actions;
- Classroom-based training; and
- Acquisition of mobile and portable equipment (not involving installation) on or in a building.

The EHP Screening form and instructions are available at: <https://www.fema.gov/media-library/assets/documents/90195>

Complete the EHP Screening form and submit to the EHP Office at GPDEHPInfo@fema.dhs.gov.

Pre-award Costs

Only costs incurred during the period of performance are allowable (see Section F: Federal Award Administration Information, Period of Performance Guidance). However, recipients under the Recruitment and Retention of Volunteer Firefighters Activity may request to be reimbursed for grant writer fees (see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees; see also Appendix B: Programmatic Information and Priorities, Section V. Eligible and Ineligible Costs).

Management and Administration

Management and administrative (M&A) expenses are not operational costs but are necessary costs incurred in direct support of the grant or as a consequence of it. As such, these costs can be itemized in financial reports. M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.

No more than 3 percent of the federal share of SAFER Recruitment and Retention of Volunteer Firefighters Activity funds may be expended by the recipient for management and administration (M&A) purposes associated with the SAFER award.

M&A costs under the Hiring of Firefighters Activity are not eligible.

Indirect (Facilities & Administrative [F&A]) Costs

Indirect F&A costs are those costs incurred for a common or joint purpose benefitting more than one cost objective. These costs are not readily assignable to the costs objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs are allowable under the Recruitment and Retention of Volunteer Firefighters Activity, as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application, and must be provided to FEMA before indirect costs are charged to the award. Copies of the indirect cost rate agreements, along with the SAFER application number, must be submitted electronically to FireGrants@fema.dhs.gov.

Indirect costs will be evaluated as part of the application for federal funds, and must be included as a line item in the Request Details section of the application, to determine if they are allowable, reasonable, or disproportionately impact an application's cost benefit.

E. Application Review Information

Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER grant program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the Criteria Development Panel's (CDP) recommendations with respect to the priorities, direction, and criteria for awards.

The **nine major fire service organizations** represented on the CDP are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council

- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Simplified Acquisition Threshold (currently \$150,000)

- Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).
- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205 federal awarding agency review of risk posed by applicants.

Review and Selection Process

All applications submitted under this NOFO are scored competitively and are reviewed through a multi-phase process outlined below:

- **Pre-scoring**
All complete and eligible applications are evaluated relative to SAFER Grant Program funding priorities (see information on the funding priorities in Appendix B – Programmatic Information and Priorities, Section IV. Funding Priorities) and is accomplished through pre-scoring and the peer review panel process. General and activity-specific information submitted in the application will determine an applicant's initial standing relative to SAFER grant funding priorities. Applications most consistent with the SAFER grant funding priorities score higher in the

automated (pre-score) evaluation. The pre-score represents 50 percent of the total application score. Application narratives are not reviewed during pre-score.

- **Peer Review Panel**

A panel of at least three peer reviewers performs the second phase of an application's evaluation. The panel is composed of fire service representatives recommended by the national organizations from the CDP. These panelists evaluate the application using the Narrative Statement, answers to the general questions, and answers to the activity-specific questions provided in the application. Each application is evaluated on its own merits against established criteria and is not compared to other applications. The peer review panel score represents 50 percent of the total application score. Panelists use the following criteria to score each Narrative Statements.

Drafting the Narrative Statement

Applicants should save their work often as the electronic application includes a time-out feature. If no-save activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program to avoid losing any information.

Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type the narrative using only capital letters. Additionally, do not include tables, special fonts (e.g. quotation marks, bullets), or graphs.

Space for the Narrative Statement is limited. Each element must have a minimum of 200 characters and a 2000 character limit unless noted below.

Once the Narrative Statement is saved to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

Narrative Evaluation Criteria

The Narrative Statement of the application must provide specific details about the activity for which applicants are seeking funding, including budget details. The applicant must explain how the proposed activity is related to the Hiring of Firefighters Activity or the Recruitment and Retention of Volunteer Firefighters Activity.

In applications for the Recruitment and Retention of Volunteer Firefighters Activity, applicants must provide details regarding how volunteers will qualify for the incentives (who is eligible for initiatives funded under the grant and discuss any

prerequisites). For example, an organization might withhold paying nominal stipends until members participate in a minimum number of operational activities.

Panelists will evaluate and score each activity based on the following narrative elements within each activity:

i. Hiring of Firefighters Activity

The Narrative Statement for applications requesting this funding must include Elements 1 through 4. Each element will be evaluated independently by the panelists. The relative weight of each element in the determination of the grant award is listed below.

1) Project Description (30 percent):

- a) Why does the department need the positions requested in this application?
- b) How will the positions requested in this application be used within the department (e.g. fourth firefighter on engine, open a new station, eliminate browned out stations, reduce overtime).
- c) What specific benefits will the requested positions provide to the fire department and community?
- d) Describe how funds awarded through this grant would enhance the department's ability to protect critical infrastructure within the primary response area.

2) Impact on Daily Operations (30 percent):

- a) Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application.
- b) How will that risk will be reduced if awarded?

3) Financial Need (30 percent):

- a) Provide an income versus expenses breakdown of the current annual budget.
- b) Describe the department's budget shortfalls and inability to address financial needs without federal assistance.
- c) What other actions has the department taken to obtain funding elsewhere (e.g. state assistance programs, other grant programs)?
- d) Discuss how the critical functions of the department are affected without this funding.

4) Cost Benefit (10 percent):

Describe the benefits (e.g. quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the positions requested in this application.

ii. Recruitment and Retention of Volunteer Firefighters Activity (Fire Departments)

The Narrative Statement for applications requesting this funding must include Elements 1 through 4. Each element will be evaluated independently by the panelists. The relative weight of each element in the determination of the grant award is listed below. The peer review evaluation score represents 70 percent of the total application score.

1) Project Description (30 percent):

- a) Describe the problems and issues the department is experiencing in recruiting new volunteer firefighters.
- b) What are the problems and issues the department is experiencing in retaining current members?
- c) Describe the implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the identified problems or issues. Describe the current marketing plan already in place, or the marketing program to be put in place with grant funds.
- d) Describe how the program will be evaluated for its impact on identified recruitment and retention problems and issues. How will the overall effectiveness of the grant will be measured?
- e) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire department(s) and community.
- f) If the grant request will have a regional impact discuss how the regional partners will benefit and which activities they will benefit from.

2) Impact on Daily Operations (30 percent):

- a) Describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
- b) How will the risk be reduced if awarded?
- c) Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the department's NFPA compliance.

3) Financial Need (30 percent):

- a) Provide an income versus expenses breakdown of the department's current annual budget.
- b) Describe the department's budget shortfalls and the inability to address financial needs without federal assistance.
- c) What other actions has the department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs)? How have similar projects have been funded in the past?
- d) Discuss how the critical functions of the department are affected without this funding.

4) Cost Benefit (10 percent):

Describe the benefits (e.g. quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the items or activities requested in this application.

iii. Recruitment and Retention of Volunteer Firefighters Activity (national, state, local, or federally recognized tribal volunteer firefighters interest organizations)

The Narrative Statement for applications requesting this funding must include Elements 1 through 4. Each element will be evaluated independently by the panelists. The relative weight of each element in the determination of the grant award is listed below. The peer review evaluation score represents 70 percent of the total application score.

1. Project Description (30 percent):

- a) Describe the problems and issues the fire departments, who the organization will be reaching with this grant, are experiencing in recruiting new volunteer firefighters.
- b) What are the problems and issues the same departments are experiencing in retaining current members?
- c) Describe the organization's implementation plan, including the goals, objectives, methods, specific steps, and timelines to directly address the problems or issues identified. Describe the current marketing plan already in place, or the marketing program to be put in place with grant funds.
- d) Describe how the program will be evaluated for its impact on the identified recruitment and retention problems and issues of the fire departments participating in this grant. Describe how the overall effectiveness of the grant will be measured.
- e) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments participating in this application and their respective communities.
- f) Describe the organization's procurement practices and the timelines outlining the chronological steps to complete the activities requested in this application.

2. Impact on Daily Operations (30 percent):

- a) Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
- b) How will that risk be reduced if awarded?
- c) Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application.

3. Financial Need (30 percent):

- a) Provide an income versus expenses breakdown of the current annual budget.
- b) Describe the organization's budget shortfalls and the inability to address the financial needs without federal assistance.
- c) Discuss how the critical functions of the organization are affected without this funding.
- d) What other actions has the organization taken to obtain funding elsewhere (e.g. state assistance programs, other grant programs)? How have similar projects have been funded in the past?

4. Cost Benefit (10 percent):

Describe the benefits (e.g. quantifying the anticipated savings and/or efficiencies) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

• **Technical Evaluation Process (TEP)**

The highest ranked applications from both activities will be deemed in the fundable range. Applications that are in the fundable range will undergo a Technical Review by the SAFER Program Office prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the review process is complete, each application's cumulative score will be determined and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B – Programmatic Information and Priorities, Section III. Funding Limitations.

F. Federal Award Administration Information

Notice of Award

Once an award has been approved and recorded in the system, an award package is sent to the grant official authorized by the recipient. The award package and email notification will be made within the eGrants system. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should carefully read the award package for instructions on administering the grant, whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal awards.

The offered award will remain on hold and be available for a maximum of 30 days until the recipient either accepts or declines the award via the online AFGP eGrants system. The recipient should follow the directions in the notification to confirm acceptance of the award.

Failure to accept the grant award within 30 days of an offer of award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Negotiation of Award

During the review process for a SAFER award, the application request(s) may have been modified. These modifications will be identified in the award package, which is provided upon the offer of an award.

If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested but not funded by the award.

Turndown Notifications

All applicants who do not receive an FY 2017 SAFER award will receive a turndown notification within the eGrants system.

The notification email will briefly describe why the application was not recommended for funding. Due to the historical volume of applications and turndowns, detailed debriefs for each applicant will not be possible.

Period of Performance Guidance

i. Hiring of Firefighters Activity

- The period of performance is 36 months for all grants awarded under this activity.
- A default 180-day recruitment period begins when an application is approved for award under this activity.
- The 36-month period of performance automatically starts after the 180-day recruitment period, regardless of whether the recipient has successfully hired the requested firefighters. The period of performance cannot be started later than 180 days after the award date.
- If a recipient is able to hire SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. However, recipients must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.
- Extensions to the period of performance are not permitted.

ii. Recruitment and Retention of Volunteer Firefighters Activity

- The period of performance will be between 12 and 48 months for all grants awarded under this activity.
- A default 90-day recruitment period begins when the application is approved for award. This period allows each recipient time to gather resources, initiate processes, and to finalize contracts needed to implement SAFER grant activities before the start of the period of performance in order to maximize the availability of the funding.

- If a recipient is able to begin their recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. However, recipients must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period.
- The period of performance automatically starts after the 90-day recruitment period, regardless of whether the recipient has begun implementing their grant award. The period of performance cannot be started later than 90 days after the award date.
- Extensions to the period of performance are permitted.

Administrative and National Policy Requirements

DHS Standard Administrative Terms and Conditions

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>

The applicable DHS Standard Terms and Conditions will be those in effect for the year in which the award was originally made.

Before accepting the award, the Authorized Organizational Representative (AOR) should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

On December 26, 2014, DHS adopted the Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in 2 C.F.R. Part 200, which establishes a uniform set of mandatory requirements for federal awards to non-federal entities. These requirements apply to all awards made after December 26, 2014, including FY 2017 SAFER awards. This regulation (also commonly referred to as the "Super Circular" or "Omni Circular") is available at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

Federal Financial Reporting Requirements

Federal Financial Reports (SF-425)

Recipients of SAFER grants awarded on or after October 1, 2009, are required to submit semi-annual Federal Financial Reports (FFR) (SF-425). The FFR is to be submitted using

the online eGrants system based on the calendar year beginning with the period after the start of the period of performance. Recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due no later than:

- **July 30** (for period January 1 – June 30)
- **January 31** (for period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

The Federal Financial Reporting Form (FFR) and instructions are available at:
<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1>

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of the Government Accountability Office's (GAO) Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=876f827f6fae2c4bce610e9427a6d229&node=sp2.1.200.f&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at: http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012.

Program Performance Reporting Requirements

Quarterly Performance Reports

SAFER grant recipients are responsible for submitting quarterly programmatic performance reports through the eGrants system. The programmatic performance report is due every three months after the start of the grant's period of performance, and thereafter until the end of the period of performance.

Monitoring

FEMA staff will periodically monitor recipients, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or onsite monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and will identify areas where technical assistance, corrective actions, and other support may be needed.

The recipient is responsible for monitoring all sub-award activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

Close Out Reporting Requirements

Within 90 days after the end of the period of performance, recipients must submit a final SF-425 and a final performance report (within the closeout module in eGrants system) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-425.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

Information on how to return funds to FEMA is available at:

<http://www.fema.gov/media-library/assets/documents/31261?id=7080>

G. DHS Awarding Agency Contact Information and Resource Information

Resources are available to:

- Guide applicants in completing SAFER Grant Applications; and
- Assist grant recipients with the programmatic and financial administration of an award.

SAFER Help Desk

The SAFER Help Desk provides technical assistance to applicants for the online completion and submission of applications into the eGrants system, answers questions concerning applicant eligibility and recipient responsibilities, and offers assistance in the programmatic administration of award. The Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Regular hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

eGrants System Information

For technical assistance with the eGrants system or SAFER application or award questions, please email the SAFER Help Desk at: FireGrants@fema.dhs.gov. The Help Desk can also be contacted at (866) 274-0960.

Environmental and Historic Preservation (EHP)

- EHP Screening forms and instructions are available at <http://www.fema.gov/media-library/assets/documents/90195>
- SAFER recipients requiring EHP assistance should contact the GPD EHP Team at: GPDEHPInfo@fema.dhs.gov.

H. Additional Information

Extensions to the Grant Period of Performance

Hiring of Firefighters Activity Grants

Extensions to the period of performance are not permitted.

Recruitment and Retention of Volunteer Firefighters Activity Grants

Extensions to the period of performance are permitted.

An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. **Approval is not guaranteed.**

Extensions to the initial period of performance identified in the award will only be considered through formal requests, via the eGrants system, and must contain specific and compelling justification as to why an extension is required.

All extension requests must contain:

1. Grant Program, Fiscal Year, and award number;
2. Justification for the extension—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA.

Requirements for Extension Consideration

To be eligible for consideration, extension requests must be submitted via the eGrants system. Requests should be submitted no earlier than 120 days but no later than 60 days prior to the end of the award's period of performance.

In accordance with FEMA policy, extensions are reviewed on a case-by-case basis, and typically granted for no more than a six-month time period. Extension requests will be granted only due to compelling legal, policy, or operational challenges. The review

process can take up to 30 days or longer. This review period should be factored into the timing of when to submit a request for an extension.

Example: Recipients may request an extension, when not adjusting the timeline for liquidating obligations would constitute a verifiable legal breach of contract by the recipient with vendors or sub-recipients; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe; or where other exceptional circumstances warrant a discrete waiver.

Appendix A: FY 2017 SAFER Program Updates

Appendix A contains detailed information on changes to SAFER between FY 2016 and FY 2017

I. New For FY 2017

- **Pre-Score Process:** The pre-score for SAFER Recruitment and Retention Activity applicants has been reduced from 50 to 30 percent of total score. SAFER Hiring of Firefighter Activity applicants pre-score will remain at 50 percent.
- **Peer Review Panel Process:** The narrative for SAFER Recruitment and Retention Activity applicants will be increased to 70 percent of total score. SAFER Hiring of Firefighter Activity applicants narrative score will remain at 50 percent.
- **Additional Funding:** Applicants under the SAFER Hiring of Firefighter Activity will have the option to apply for additional funding to provide specialized training to paramedics, emergency medical service workers, and first responders to recognize individuals who have mental illness and how to properly intervene with individuals with mental illness, including strategies for verbal de-escalation of crisis.

Appendix B – Programmatic Information and Priorities

Appendix B contains more detailed information on SAFER Program Information and Priorities. Reviewing this information may help applicants make their application(s) more competitive.

I. Application Instructions/Notes

Once the application has been submitted, it cannot be changed. There is *no appeal process* for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant.

The primary point of contact listed in the application will automatically be notified via email, via the eGrants system, once the application is received.

Application Notes

- For the most competitive application, select those local need(s) that most closely align with the highest SAFER Grant Program priority(ies).
- When filling out the online application, applicants are required to provide basic demographic information regarding their department and the community served, but applicants must provide detailed information regarding the items or activities for which they are seeking funding.
- If awarded, the application request(s) may be modified during the award review process; if the awarded activities, Scope of Work, or amount(s) do not match the application as submitted, the grant recipient shall only be responsible for completing the activities actually funded. The grant recipient is under no obligation to start, modify, or complete any activities requested but not funded by this award. Please review Award Package.

II. Supporting Definitions for this NOFO

Attrition: A gradual reduction in work force without laying off of personnel, as when workers resign or retire and are not replaced.

Authority Having Jurisdiction (AHJ): (Per NFPA 101-2015 Edition: Life Safety Code) is that person or office charged with enforcing the Life Safety Code.

Automatic Aid: (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA 1720 - 2009) is a plan developed between two or more fire departments for immediate joint response on first alarms.

Benefits: Includes regular compensation paid to employees during periods of authorized absences from the job, e.g. vacation leave, sick leave, military leave. These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs, are also eligible and shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits

accruing to the individuals or group of employees whose salaries and wages are chargeable. Overtime expenses, other than those meeting the Fair Labor Standards Act (FLSA) requirements, are not eligible as benefits costs under the Hiring of Firefighters Activity. Please also reference 2 C.F.R. §200.431 Compensation—fringe benefits.

Career Fire Department: A fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).

Combination Fire Department: A fire department that has paid firefighting personnel and volunteer firefighting personnel. At minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and at least one active firefighter who does not receive financial compensation for services, other than life, health, and workers' compensation insurance.

Emergency Medical Services Organization: A public or private organization that provides direct emergency medical services, including medical transport.

Fire Department: An agency or organization that has a formally recognized arrangement with a state, territory, local government, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter: An individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and/or responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Formal Layoff Notice: Any layoff notice should align with the local rules and regulations that govern civil service employment in the jurisdiction. In order to be reasonable to employees, and to provide employees facing layoff actions a clear understanding of the impending action, any notice of layoff should be in writing and delivered to a specific employee affected by the action. The notice should identify a specific date employment will cease or specific event that would trigger the termination of employment. The notice should be delivered or otherwise presented directly to the affected employee in advance of the layoff action in accordance with the civil service provisions or union agreement in force in the jurisdiction taking action, e.g. 60 days prior to the effective date of the layoff action. The notice should specify whether the action is permanent or temporary, as well as provide the anticipated schedule of layoffs. For the purposes of the SAFER Program, a notice that is not executed within the specified terms will be considered void unless an additional notice is provided within 14 days of the

original action date.

Initial Full Alarm Assignment: Personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career: A department is considered majority career if 50 percent or more of the active firefighting membership is salaried staff.

Majority Volunteer: A department is considered majority volunteer if more than 50 percent of the active firefighting membership is NOT compensated for service other than a nominal stipend and/or insurance.

Mutual Aid: (Per NFPA 1710, 3.3.2.1 - 2010 edition and NFPA 1720 - 2009) is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National, State, Local, or Federally Recognized Tribal Organizations that Represent the Interests of Volunteer Firefighters: Organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

Nominal Stipend: A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state or ultimately the nation, and may also utilize data from the Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur.

If a stipend paid exceeds 20 percent of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the FLSA minimum wage and overtime provisions.

Operational Budget: The budget supporting fire-related programs and/or emergency response activities (e.g. salaries, maintenance, equipment, apparatus).

Operational Position: A position with a primary assignment (more than 50 percent of time) on a fire suppression vehicle, regardless of collateral duties, in support of the department's NFPA 1710 or NFPA 1720 compliance.

Paid-on-Call: Firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. Also refer to the definition of a nominal stipend.

Part-Time Firefighter: A firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared assignment to be a Full-time Equivalent (FTE) position that must be accounted for in the staffing information provided in the application.

Salary: A fixed payment made by an employer to an employee to compensate for a regular work schedule. Typically the payment is made on a monthly, biweekly, or weekly basis but often expressed as an annual sum. See also 2 C.F.R. § 200.430 compensation—personal services. The salary structure should be documented in writing by the employer. Only costs for overtime that an employer routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible salary costs under the Hiring of Firefighters Activity.

State: Any of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment: The minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Supplanting: Replace or take place of funds that would otherwise be available from State or local sources, or the Bureau of Indian Affairs.

Volunteer Fire Department: A fire department that has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial

compensation for services.

III. Funding Limitations

Specific funding parameters are either required by law or are the outcome of recommendations from the Criteria Development (CDP). The source of each requirement is identified with a parenthetical that follows each requirement below.

- 10 percent of the funding appropriated for FY 2017 SAFER awards is set aside for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a (a)(2))
 - No more than 33 percent of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters (CDP)
- 10 percent of the funding appropriated for FY 2017 SAFER awards is set aside for grants awarded to volunteer or majority volunteer departments for hiring of firefighters.
 - A majority volunteer fire department is made up of more than 50 percent of personnel who do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. It may be necessary to go out of rank order to select a sufficient number of applications in order to meet the 10 percent requirement. (15 U.S.C. § 2229a (a)(1)(H))
 - If less than 10 percent of the funds available for the hiring of firefighters are awarded to volunteer and majority volunteer fire departments, the remaining funds must be transferred to provide grants for the recruitment and retention of volunteer firefighters (15 U.S.C. § 2229a (a)(1)(H))

IV. Funding Priorities

Program Priorities Description

This section summarizes the program priorities used to determine grant awards. Program priorities are listed as High **H**, Medium **M**, or Low **L**. Within each identified program priority, all the proposed activities have an equal value.

There are separate evaluation criteria for the following applications:

- Hiring of Firefighters
- Recruitment and Retention of Volunteer Firefighters – Fire Departments
- Recruitment and Retention of Volunteer Firefighters – National, State, Local, or Federally Recognized Tribal Volunteer Firefighter Interest Organizations

A. Hiring of Firefighters Activity

Grants awarded under the Hiring of Firefighters Activity enable volunteer, combination, and career fire departments to improve staffing levels to attain a more effective level of response and a safer incident scene. Grants are awarded directly to volunteer, combination, and career fire departments to help fire departments increase

their cadre of frontline firefighters. Hiring of Firefighter grants provide fire departments with funds to pay new firefighter salaries and benefits (exclusive of overtime). Automated (pre-score) evaluation scores represent 50 percent of the total application score.

1. Meeting the National Standards

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments into compliance in the most cost-effective manner.

Applicants will be asked general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without the use of overtime). Applicants will also be asked to indicate what their ability will be to meet that same standard if awarded grant funds.

Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher consideration than applications resulting in smaller percentage increases in compliance.

Note: SAFER grants focus only on the Deployment or Staffing and Deployment sections of these two standards, respectively.

- **NFPA 1710 Assembly Requirements:** Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.1 – Single-Family Dwelling Initial Full Alarm Assignment Capability). This standard applies primarily to all-career fire departments and combination departments if the combination department chooses it.
- **NFPA 1720 Assembly Requirements:** Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment). This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard.

National Fire Protection Association (NFPA) – “FREE ACCESS” - As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit: <http://www.nfpa.org/freeaccess>

The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standard.

Current 1710/1720 Compliance Priorities	
H Never or 0 percent	M Half the time or 40-59 percent
H Rarely or 1-19 percent	L Very often or 60-79 percent
M Sometimes or 20-39 percent	L Most of the time or 80-99 percent

New 1710/1720 Compliance Priorities	
H Always or 100 percent	M Half the time or 40-59 percent
H Most of the time or 80-90 percent	L Sometimes or 20-39 percent
M Very often or 60-79 percent	L Rarely or 1-19 percent

2. Call Volume and Population Served

Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments who protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

3. Firefighter Health Measures

The health and wellbeing of firefighters is of paramount importance. Therefore, applicants who indicate newly recruited firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members.

4. Training Requirements

Applicants will receive higher consideration if the personnel funded under the grant will meet the minimum EMS training and certification requirements prescribed by the Authority Having Jurisdiction (AHJ).

B. Recruitment and Retention of Volunteer Firefighters Activity – Fire Departments

The purpose of these grants is to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the recipient's response area. The following identifies the elements that the applications will be evaluated on during the pre-scoring process. Automated (pre-score) evaluation scores represent 30 percent of the total application score.

1. Meeting Staffing Standards

The highest priority is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see [section A.1. Meeting the National Standards](#)).

2. Volunteer Membership

Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteers	
H 91-100 percent	M 41-50 percent
H 81-91 percent	M 31-40 percent
H 71-80 percent	L 21-30 percent
H 61-70 percent	L 11-20 percent
M 51-60 percent	L 1-10 percent

3. Call Volume

Department call volume is a factor in the initial evaluation. Departments responding to a higher number of incidents receive higher consideration.

4. Firefighter Health Measures

Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential

Job Tasks — Specific Evaluation of Medical Conditions in Members.

Applicants who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams

H NFPA 1582-compliant physicals

M Non-NFPA-compliant physicals

Annual Medical Exams

H NFPA 1582-compliant physicals

M Non-NFPA-compliant physicals

5. Firefighter Training and Certification Requirements

Training and Certification

H FF II/EMT

M FF I

H FF II

L First Responder

M FF I/EMT

6. Recruitment and Retention (R&R) Coordinator/Program Manager

R&R Coordinator

H Applicants who currently have a coordinator or program manager in place

L Applicants who do not have, or are not requesting, an coordinator/program manager

M Applicants who will request grant funding for a coordinator or program manager's position

7. Regional Requests

Requests for recruitment or retention that will have a direct regional or local benefit beyond the immediate boundaries of the applicant's first-due area will receive higher consideration. Direct benefit means that other fire departments will receive a portion of the grant awarded funds or the department will receive items purchased with the grant funds.

An eligible applicant, which can include a fire department, may act as a “host applicant” and apply for support of both a regional initiative and its own department’s internal needs on one application. In order to apply for a regional project, the host fire department must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements.

Regional host applicants and participating fire departments must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional Program activities. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant’s level of involvement in the project(s), the participating partners’ EIN numbers, and the proposed distribution of all grant-funded assets or contracted services. Successful regional applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party to the MOU or equivalent document.

In completing the Request Details section of the application, the applicant must include a list of all participating fire departments, including a point of contact and phone number for each department that will directly benefit from the regional project if the grant is approved. The fire departments that will benefit from the recruitment and retention project may also apply for funding under SAFER as long as the departments do not apply for a project that could conflict with or duplicate the host applicant’s project. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities.

All participants of a Regional application must be compliant with SAFER requirements, including being an eligible entity, current with past grants, closeouts, and other reporting requirements. The host shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations.

Note: Only applications submitted under the Recruitment and Retention of Volunteer Firefighters Activity qualify for regional project requests. Regional projects are not eligible under the Hiring of Firefighters Activity.

C. Recruitment and Retention of Volunteer Firefighters Activity – National, State, Local, or Federally Recognized Tribal Volunteer Firefighter Interest Organizations

The purpose of these grants is to assist national, state, local, or federally recognized tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to

create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, evaluation plan, and have, or will establish, fire service partnerships will receive higher consideration.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include data that approximates the characteristics of the entire region and/or all fire departments affected by the grant. If awarded, recipients may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities. The following identifies the elements that the applications will be evaluated on during the pre-scoring process. Automated (pre-score) evaluation scores represent 30 percent of the total application score.

1. Meeting Staffing Standards

The goal under this SAFER activity is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see [section A.1. Meeting the National Standards](#)). Organizations that currently have the lowest recruitment and retention rates among the entire region and/or all fire departments benefiting from the grant funds are given a higher consideration for funding.

2. Recruitment and Retention (R&R) Coordinator/Program Manager

R&R Coordinator	
H Applicants who currently have a coordinator or program manager in place	L Applicants who do not have, or are not requesting, a coordinator or program manager
M Applicants who will request grant funding for a coordinator or program manager's position	

3. Needs Assessment

Needs Assessment	
H Applicants with projects based on a needs assessment	L Applicants with projects that are not based on a needs assessment

4. Fire Service Partnerships

Fire Service Partnerships

H Applicants who have, or will establish, fire service partnerships as part of this project

I Applicants who will not have, or establish, fire service partnerships as part of this project

V. Eligible and Ineligible Costs

Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

Hiring of Firefighters Activity – Eligible Costs

- Funds may only be used to hire new, additional firefighters and shall not be used to supplant funds. The Hiring of Firefighters Activity is no longer sub-divided into “Rehire,” “Retention,” “Attrition,” and “New” positions.
- SAFER grant funds must be used to increase the amount of funds that would, in the absence of federal funds received under this grant, be made available from state or local sources, or in the case of Indian tribal governments, from funds supplied by the Bureau of Indian Affairs. Recipients may apply for a waiver of this restriction on supplanting.
- Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER grant are eligible. Costs are reimbursable if they are included as part of the standard new hire package, available to all operational firefighter positions, and contractually obligated. Refer also to the definitions in Section II of this Appendix.
- Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g. 40 hours per week, 52 weeks per year. However, recognizing many departments have shifts exceeding a 40-hour workweek, FEMA also will consider funding the job-sharing of a full-time position if the grant recipient has sufficient justification. A job-share position is a full-time position occupied by more than one person. Example: A department may hire two part-time staff persons at 28 hours each to fulfill the scheduled work hours of one 56-hour shift position.
- Salaries and benefits of firefighters hired under SAFER funding while they are engaged in training are eligible.
- Costs for overtime that fire departments routinely pay as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible.
- SAFER grant funds will only pay for operational positions whose primary assignment (more than 50 percent of time) is on a fire suppression vehicle, regardless of collateral duties.
- Volunteer and mostly volunteer fire departments may also hire individuals to fill officer-level positions (e.g. chief, fire inspector, training officer, safety officer) in addition to their primary operational assignment.
- Additional funding to provide specialized training to paramedics, emergency medical service workers, and first responders to recognize individuals who have mental illness and how to

Hiring of Firefighters Activity – Eligible Costs

properly intervene with individuals with mental illness, including strategies for verbal de-escalation of crisis.

Hiring of Firefighters Activity – Ineligible Costs

- The salaries and benefits of full-time firefighters who are employees at the time of grant award are ineligible to be funded under this grant.
- The SAFER grant may not be used to fund promotions (e.g. pay a current member a higher salary by placing them in a new SAFER-funded position).
- Pre-application costs, such as grant writer fees, administrative costs (e.g. physicals, background checks, etc.), and indirect costs associated with hiring firefighters are ineligible.
- Costs to train and equip firefighters (i.e. Personal Protective Equipment (PPE)/Turnout Gear) are ineligible (this does not include the salaries and benefits of firefighters hired under SAFER while they are engaged in training or if the department was awarded funds for specialized training to recognize individuals who have mental illness and how to properly intervene with individuals with mental illness, including strategies for verbal de-escalation of crisis).
- Costs for uniform allowances that are not contractually obligated or not included as part of the standard benefits package for all employees are ineligible.
- Annual medical exams
- Overtime costs are ineligible (except as noted in “eligible costs” above).
- Management and Administrative (M&A) costs.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Costs

Overview

Applicants must correlate the activities for which funding is being requested and the identified recruitment or retention problems or issues being addressed. FEMA will not fund a budget line item if an applicant does not provide sufficient information detailing how it will enhance recruitment and retention.

Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.

SAFER grant funds may only be used for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response.

FEMA recommends that departments consult their Authority Having Jurisdiction (AHJ) or the department’s legal counsel to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (e.g. stipends, Length of Service Award Program [LOSAP]).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Costs

All grant-related purchases and activities must be incurred, received, and completed within the period of performance. The period of coverage and/or service delivery on all contracts, and agreements may not begin prior to/extend beyond the period of performance of the grant.

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations. FEMA may ask for copies of SOP's prior to, or any time, after being awarded.

FEMA will not fund any projects, activities, or line items that are covered under a department's normal operating budget. Federal funding should not be used to supplant (i.e. replace) an existing activity or program.

Applicants should use the Request Details portion of the grant application to provide detailed information on how each proposed cost was determined or calculated. As much as possible, costs should be based on reliable market research (for example, earnings information is published by the U.S. Bureau of Labor Statistics). The costs may also be justified in the Narrative Statement section.

Applications for funding in the Recruitment and Retention of Volunteer Firefighters Activity could include projects requiring up to four years to complete (with proper justification).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible High Priority Costs

High Priority

- Costs to support a staffing needs assessment identifying the operational staff that are required to safely and effectively carry out fire department responsibilities (e.g. supplies for data collection, contractors or personnel to collect and analyze data, software programs, etc.).
 - NOTE: If a staffing needs assessment is requested and the application is selected for funding, the staffing needs assessment will be the only activity that will be funded.
- Costs to support a Recruitment and/or Retention Coordinator, a Program Manager, and/or a Grant Administrator (including reasonable salary, fringe benefits, contract support, supplies, travel, etc.).
 - NOTE: that computers for these positions are low priority items.
- Marketing Program to recruit new volunteer firefighters, such as:
 - Media advertising (e.g. television, radio, social media)
 - Print advertising (e.g. newspapers, billboards, signs, banners, brochures, flyers)
 - LED/electronic sign (NOTE: This is a high priority item only when included as part of a comprehensive marketing program. Only one LED/electronic sign is allowed per applicant and 75 percent of usage must be dedicated to Recruitment and Retention activities – additional restrictions apply; see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]).
 - NOTE: If requesting funds to recruit new members, a marketing plan must currently be in place or the application must be requesting funds to create a marketing program.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible High Priority Costs

- New Member Costs - Only one entry-level physical per new recruit. Physicals for existing members are not eligible. All grant-funded physicals (except those for explorers) must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at <https://www.fstaresearch.org/roadmap>.
 - NOTE: Annual physicals are eligible if the applicant is also requesting grant funds for NFPA 1582 entry-level physicals for new recruits. Annual Physicals are only eligible for the same new recruits; physicals or annual exams for any other member are not eligible.
- New recruit basic training that is not covered under a department's normal operating budget and as required by the Authority Having Jurisdiction (AHJ) to meet minimum firefighter certification (e.g. CPR, First Responder, EMT, Firefighter 1, Firefighter 2).
 - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending required basic training are also eligible. Note that costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Leadership/career development training when used as a retention incentive that is not covered under a department's normal operating budget.
 - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending leadership/career development training or conferences are also eligible.
 - NOTE: Costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
 - Courses must provide continuing education units (CEU's) or certificates of completion to be eligible.
- Instructor/train-the-trainer training that is not covered under a department's normal operating budget.
 - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending instructor/train-the-trainer training are also eligible.
 - NOTE: Costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Tuition assistance for higher education (including books, lab fees, and student fees).
 - Coursework or certifications in this category should be more advanced than what departments typically fund for required minimum-staffing requirements.
 - Courses are not limited to firefighter training or education.
 - Computers for individual students are not eligible for funding.
 - Payments for student loans are not eligible for funding.
 - Only tuition payments for classes offered and taken during the period of performance are allowable.
- Personal Protective Equipment (PPE)/Turnout Gear.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible High Priority Costs

- Personal Protective Equipment (PPE)/Turnout Gear.
 - PPE may only be funded for new firefighters that are recruited after the date of grant award, that successfully pass an NFPA 1582 compliant physical, and that are certified as “fit for duty.” PPE purchased with SAFER grant funding must be utilized by adequately trained staff.
 - Funds are available to acquire OSHA-required and NFPA-compliant PPE for firefighting personnel. In addition, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at <http://www.nfpa.org/>.
 - Only actual costs for PPE are allowed and will be paid on a reimbursable basis. Allowable costs may be limited to reasonable amounts, as determined by FEMA.
 - In order to receive reimbursement, recipients will be required to provide the following documentation to support the purchase of PPE:
 - Invoices/proof of payment for PPE.
 - Proof that the firefighter(s) have passed an NFPA 1582 compliant physical and are certified as “fit for duty.”
 - Eligible PPE Expenditures:
 - One set of PPE for structural or wildland firefighting per new recruit.
 - SAFER considers a complete set of structural PPE to be comprised of one SCBA mask/face piece, one pair of pants, one coat, one helmet, two hoods, one pair of boots, one pair of gloves, one pair of suspenders, and one pair goggles. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, SAFER will consider all statutorily required items to be part of a complete PPE set.
 - SAFER considers a complete set of wildland PPE to be comprised of: one pair pants, one coat, one jumpsuit, one helmet, one pair boots, one pair gloves, one pair suspenders, one pair goggles, one fire shelter, web gear, backpack, and canteen/hydration system.
 - American National Standards Institute (ANSI)-approved retro-reflective highway apparel.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Medium Priority Costs

Medium Priority

- Nominal stipends for volunteer firefighters who are involved with, or trained in, the operations of firefighting and emergency response (e.g. Pay-per-Call, Points Based System, etc.). Stipends may only be provided for participation in operational (firefighting) activities, such as duty shifts, operational training, and/or responding to incidents.
- Costs to support explorer, cadet, and mentoring programs, such as:
 - One set of station duty uniforms (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots).
 - Training (Non-Immediate Danger to Life and Health or IDLH).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Medium Priority Costs

- One set of structural or wildland PPE as defined above, with the following two exceptions: 1) SCBA mask/face pieces are not eligible because PPE for explorers/cadets may not be used in an IDLH atmosphere, and 2) physicals for explorers/cadets are not required to meet NFPA 1582.
 - One introductory physical exam per explorer/cadet.
- New Length of Service Award Programs (LOSAP) or Retirement Program.
- Insurance packages (e.g. Accidental Death and Dismemberment (AD&D), workers compensation, disability, health, dental, life).
- Exercise equipment and gym memberships limited to no more than \$10,000 (total per grant award).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Low Priority Costs

Low Priority

- New Member Costs - One set of station duty uniforms for each new recruit only (SAFER considers one set of station duty uniform as one pair of pants, one shirt, one hat, and one pair of boots).
- Costs for advanced training not currently covered under the department's operating budget (e.g. extrication training, specialized equipment training, swift water rescue, etc.). Advanced training requests are only eligible for members who have already met the minimum firefighter certifications required by the Authority Having Jurisdiction (AHJ) and must closely correlate to the applicant's recruitment and/or retention goals.
 - Reimbursement to members for lost wages, mileage/transportation, lodging, and/or per diem while attending advanced training are also eligible.
 - NOTE: Costs for mileage/transportation, lodging, and per diem must comply with the department's written travel policies and procedures. If policies are not established, costs will only be reimbursed at the Federal Government rate.
- Individual desk computer or printer for Recruitment and/or Retention Coordinator, Program Manager, and/or Grant Administrator.
- Awards/Incentive program for participation in operational (firefighting) activities, such as operational training and/or responding to incidents (e.g. length of service plaques, gift cards for top responders, non-uniform clothing).
 - Non-uniform clothing (limited to shirts, jackets, or pullovers) as part of an award program only.
- LED/electronic sign when it is not included as part of a comprehensive marketing program.
- Fire service association membership fees.
- Projector and/or screen to support classroom training.
- Payments for housing or rent for volunteers at or near the fire station.
- Station Modifications/Remodeling/Renovation of Existing Facilities.
 - Remodeling/renovations to an existing facility are allowable (e.g. converting space into bunkroom). The renovations must be minor interior alterations not to exceed \$10,000 (total per grant award).

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Low Priority Costs

- Remodeling/renovations may not change the footprint or profile of the building.
- Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review (see Section D: Application and Submission Information - Environmental Planning and Historic Preservation [EHP]). Recipients are encouraged to have completed as many steps as possible for a successful EHP Review in support of their proposal for funding (i.e. coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects; compliance with all state and EHP laws and requirements).
- Written approval must be provided by FEMA prior to the use of any SAFER Funds for remodeling or renovation. If awarded funds for remodeling or renovation, recipients may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

Recruitment and Retention of Volunteer Firefighters Activity – Eligible Non-Prioritized Costs

Non-prioritized Costs

- Management and Administrative (M&A) costs up to three percent of the total awarded amount in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Administrative costs must be identifiable and directly related to the implementation and management of the SAFER grant program. Salaries and fringe benefits for personnel directly supporting the grant are not required to be included in the M&A budget line item.
- Indirect costs for national, state, local, or federally recognized tribal volunteer firefighter interest organizations that are expended pursuant to Section D: Application and Submission Information – Indirect Costs. Recipients must have an approved indirect cost rate agreement with their cognizant federal agency.
- Up to \$1,500 in grant writer fees for application preparation, but not grant administration. The fee must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an Offer of Award (see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees).
- Audit costs proportional to the total SAFER grant award. Recipients of multiple federal funding sources can only charge a pro rata share of the audit cost(s) to the SAFER Award.

Recruitment and Retention of Volunteer Firefighters Activity – Ineligible Costs

- Salary and benefits for firefighters.
- Retroactive payments or recognition for operational services rendered prior to the grant award are ineligible.
- Costs incurred outside of the period of performance except for grant writer fees; see Appendix C: Award Administration Information, Section I. Grant Writer/Preparation Fees

Recruitment and Retention of Volunteer Firefighters Activity – Ineligible Costs

- Fire suppression equipment.
- Vehicles.
- Fire simulators, fire evolution, or fire training props (e.g. burn trailers, forcible entry, rescue/smoke maze, flashover simulators).
- Sirens, warning lights for private vehicles, or other outdoor warning devices.
- Communication equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch (CAD) systems.
- Video cameras/recording equipment.
- Retroactive payments or recognition for non-operational activities (including payments, gift cards, recruitment bonuses, or stipends for recruiting firefighters).
- Payments for travel to, or participation in leisure or social activities such as theatre tickets, entertainment tickets, and trips (e.g. professional sporting events).
- Costs associated with award banquets, such as food, photographers, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g. plaques and trophies) is eligible.
- Costs for food or refreshments that are not part of a conference or training hosted by the grant recipient.
- Costs for training currently covered under the department's operating budget, e.g. tuition or instructor fees for department-mandated, basic-level training.
- Services at a member's personal residence (e.g. internet access, plowing of driveways)
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g. refrigerators), and entertainment equipment.
- "Giveaways," such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events.
- Fees for courses and training that are available free of charge on the internet or at a state/local training facilities (e.g. NIMS 100, 700, 800).
- Costs for fuel.
- Annual medical exams for existing members.
- Payments for student loans.
- Mileage reimbursement for responding to incidents or periodic operational training at the fire house (mileage reimbursement is allowed for other types of training as explained under eligible costs)
- Station internet access/user fees and equipment to install internet (such as routers)
- Continued funding of a Length of Service Award Programs (LOSAP) or Retirement Program
- Computers in common areas or individual computers for training/education
- Copiers/printers
- Additional ineligible costs for Explorer/Cadet/Mentoring Programs:
 - SCBA, including mask/face piece
 - Anything involving the IDLH atmosphere
 - Any activities precluded by the authority having jurisdiction
- Ineligible PPE expenditures:
 - Three-quarter length rubber boots
 - Self-Contained Breathing Apparatus (SCBAs) (not including SCBA masks/face

Recruitment and Retention of Volunteer Firefighters Activity – Ineligible Costs

- pieces)
- PASS Devices
- Spare cylinders
- Bomb disposal suits
- PPE for hazardous materials and other specialized incidents
- More than one set of PPE per member
- PPE for existing members
- This list of ineligible costs is not exhaustive.

Appendix C: Award Administration Information

Appendix C contains detailed information on SAFER Award Administration. Reviewing this information may help grant recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLINE@dhs.gov

I. Economic Hardship Waivers of Cost Share, Minimum Budget, and Supplanting Requirements for the SAFER Grant Program

In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce a SAFER cost share, minimum budget, or supplanting requirement for certain recipients (15 U.S.C. § 2229(k)(4)(A)). As required by statute, the Administrator of FEMA will establish guidelines for determining what constitutes economic hardship and will publish these guidelines at FEMA's website www.fema.gov/grants.

SAFER Hiring of Firefighter Activity grant recipients may apply for one, two, or all three of the available waivers.

SAFER Recruitment and Retention of Volunteer Firefighters Activity grant applicants may only apply to waive or reduce the minimum budget requirement. Applicants must indicate their interest for applying for a hardship waiver for cost share, minimum budget, or supplanting within the application via the online eGrants system.

II. Grant Writer/Preparation Fees (Recruitment and Retention of Volunteer Firefighters Activity Only)

Applicants under the Recruitment and Retention of Volunteer Firefighters Activity are allowed to hire and reimburse a grant writer to assist in the application process.

Fees for grant writers may be included as a pre-award expenditure, but payment of the grant writer fees cannot be contingent on the applicant receiving an award. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed in the Request Details section of the application. FEMA will only consider reimbursements for application preparation, but not administration, up to but not more than \$1,500. Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally funded grants or contracts. Recipients must verify, through SAM.gov, that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

Additionally, unless a single contract covering both pre- and post-award services was awarded to the grant writer and procured in compliance with 2 C.F.R. §§ 200.317-326, Federal funds cannot be used to pay that grant writer to provide post-award services.

By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization and, regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to, the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the Office of the Inspector General.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, the fees must have been paid within 30 days of the end of the application period and prior to any contact with SAFER Program Office staff or an offer of award. The following documentation shall be provided upon request:

- A copy of the grant writer's contract for services
- A copy of the invoice or purchase order
- A copy of the canceled check (front and back) and bank statement

Applicants will be required to provide documentation to support these pre-award expenditures. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all grant writer or preparer information must be entered into the Overview section of the SAFER application, whether that person, entity, or agent is compensated or not.

III. Maintenance and Sustainment for SAFER Programs

The use of FEMA preparedness grant funds, to include the SAFER Program, for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g. gasoline, tire replacement, routine oil changes, monthly inspections, or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with SAFER funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement,

warranty, or contract is purchased.

However, only if the maintenance contract or extended warranty is purchased incidental to the original purchase of the system or equipment, recipients may procure maintenance or warranty coverage which exceeds the period of performance, as explained in FEMA Policy 205-402-125-1, document available at http://www.fema.gov/media-library-data/20130726-1915-25045-9444/gpd_maintenance_policy.pdf.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty, or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

IV. Taxes, Fees, Levies and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible SAFER program acquisition activity may be charged to an SAFER award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the application's Narrative and the Request Details section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient's agent), or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible SAFER Program acquisition activity, are not chargeable to any SAFER Award.

Example: Government entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees, but only if the eligible organization submits an exemption or waiver request to the FCC.

Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) also may be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit

<http://www.fcc.gov/>.

V. Excess Funds

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of hiring delays, under-budget acquisition activities, or competitive procurement processes.

With prior approval of the SAFER Program Office, these excess funds may be utilized to enhance or continue the approved project(s). FEMA expects excess funds to be obligated concurrent with an award's period of performance to address a known or critical need related to the awarded project(s).

VI. Procurement Integrity

Through audits conducted by DHS OIG and FEMA grant monitoring, findings have shown that some SAFER recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program, and could result in the termination of the grant or the recovery of grant funds from the recipient.

The below highlights the federal procurement requirements for SAFER recipients when procuring goods and services with federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.** Select requirements under these standards are listed below. The recipient must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must follow 2 C.F.R. § 200.322 regarding procurement of recovered materials, and 2 C.F.R. § 200.326 regarding required contract provisions. All other non-federal entities must use their own documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Among the requirements of 2 C.F.R. § 200.319, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Generally, a non-Federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at <https://www.gsa.gov/resources-for/programs-for-state-and-local-governments>. For local governments that purchase off a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.318 through 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-federal entities other than states that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a non-federal entities other than states under at 2 C.F.R. §§ 200.318 to 200.326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-Federal entity other than a state seeks to use such a state supply schedule, cooperative purchasing program, or other similar type of arrangement, it is recommended that recipients discuss their procurement plans with the SAFER Program Office.

To the greatest extent possible, FEMA recommends that federal grant funds be used for the purchase of goods and services manufactured, assembled, and distributed in the United States. This recommendation is not mandated by the procurement rules applicable to federal awards.

Pursuant to 2 C.F.R. § 200.318(c)(1), recipients (other than states) are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

If the recipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization and the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency's policy.

NOTE: For the purposes of conflicts of interest under procurements executed by the recipient, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the recipient. As such, no volunteer, member of an organization, or anyone involved in preparing the application for funding, can participate in, or benefit from, the procurement if federal funds are involved.

Recipients who purchase items with grant funds from vendors who employ any of their volunteers/members will have to clearly document how a conflict of interest was avoided during the procurement process (i.e., provide specific details regarding how the members/volunteers removed themselves, or how they were prevented from participating in the process). Recipients will be required to provide this documentation upon request. Recipients who fail to fully document purchases will find their expenditures questioned and subsequently disallowed. Remember, FEMA reserves the right to request and review any and all bids or specifications prior to purchase. Recipients may be subject to an audit at any time.

Documentation

Recipients are required to maintain and retain the following:

- Backup documentation, such as bids and quotes.
- Cost/price analyses on file for review by federal personnel.
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

FEMA requires that the recipient maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification.

Recipients who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

Specifications

When drafting bid specifications, recipients (excluding states) must ensure that all procurement transactions are conducted in a manner that provides full and open competition consistent with the standards of 2 C.F.R. §§ 200.317 – 326. Pursuant to 2 C.F.R. § 200.319 (a), in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids, or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319 (b), the recipient (excluding states) must conduct

procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Pursuant to 2 C.F.R. § 200.313 (a)(2), recipients may not encumber equipment procured with SAFER funding.

VII. Payments and Amendments

Payments

SAFER payment/drawdown requests are generated using the eGrants system.

SAFER payment/drawdown requests from state, local, or federally recognized tribal government entities will be governed by applicable federal regulations, including at 2 C.F.R. § 200.305.

Recipients should not expend funds or request drawdowns until all special conditions listed on the grant award document have been met and request for payment in the eGrants system has been approved.

Recipients should draw down funds based upon immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Advances

Recipients shall be paid in advance, provided they maintain or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of the funds and their disbursement by the recipient, and financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal law in effect at the time a grant is awarded to the recipient governing interest requirements, including the *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. Part 200 and the *Cash Management Improvement Act* (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes.

Recipients must follow applicable federal regulations governing interest earned on payment advances in effect at the time a grant is awarded to the recipient, including 2

C.F.R. § 200.305. For the rate to use in calculating interest, please visit Treasury Current Value rate at: <http://www.fms.treas.gov/cvfr/index.html>.

Reimbursement

Reimbursement of the recipient is the preferred method of payment under the grant award when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with pursuant to 2 C.F.R. § 200.305.

The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the recipient, if the recipient had already obligated their Cost Share match based upon the original award figures. If the recipient had already obligated their original Cost Share *prior* to the rebate, then the recipient may have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

Payment Requests During Closeout

For 90 days after the expiration of the period of performance, during an award's closeout reconciliation, a recipient may only submit reimbursement payment requests.

Reimbursement payment requests shall only be for obligations that were obligated and received within the active period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review.

Amendments

SAFER award amendments may be approved, on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work under the Recruitment and Retention of Volunteer Firefighters Activity
- Changes to the activity, mission, and retroactive approval [pre-award] under Recruitment and Retention of Volunteer Firefighters Activity
- Closeout issues and some excess funds requests under both the Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity
- Staffing Maintenance Level Waivers under the Hiring of Firefighters Activity
- Cost over/under run (adding funds to award/non-closeout deobligation* of funds) under both the Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity

- Economic Hardship Waiver under both the Hiring of Firefighters Activity and Recruitment and Retention of Volunteer Firefighters Activity

Amendments will only be considered when submitted via the online eGrants system. These requests must contain specific and compelling justifications for the requested change.

FEMA strongly encourages the timely expenditure of grant funds by recipients to be consistent with the goals and objectives outlined in the SAFER Grant Program.

NOTE: A recipient may deobligate (return) unused funds (those remaining funds drawn down via payment request and/or remaining award funding that was never requested) to DHS prior to the end of an award's Period of Performance. To exercise this option, a recipient must submit a cost over/under run Amendment via the eGrants system and state in their amendment that the unliquidated funds (funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate that it understands that the returned funds will be deobligated and unavailable for any future award expenses.

Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before processing the deobligation request.

VIII. Disposition of Grant Funded Equipment

A recipient must use, manage, and dispose of SAFER-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of State governments, when original or replacement equipment acquired under an SAFER award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the recipient must request disposition instructions from FEMA. A State government recipient must dispose of equipment acquired under a Federal award in accordance with State laws and procedures. FEMA strongly recommends contacting the SAFER Program Office prior to the disposition of SAFER-funded equipment.

IX. Recipient Responsibilities Post Award

SAFER grant recipients must agree to the following:

Recipients must perform all tasks (scope of work) as outlined in the application approved by FEMA within the period of performance, comply with the terms of this NOFO, comply with all the terms and conditions of their grant award, including any special conditions in accordance with the articles of agreement, and comply with all applicable

Federal statutory and regulatory requirements. Recipients that do not fulfill their obligations under their SAFER grant will be considered in default and may be required to return the federal funds disbursed under the grant award.

Recipients under the Hiring of Firefighters Activity who lay off any operational personnel during the three-year period of performance will be considered in default of their grant and the award will be terminated. Recipients may be required to return the federal funds disbursed under the grant award.

Recipients under the Hiring of Firefighters Activity must agree to maintain operational staffing at the level that existed at the time of award and must also retain all SAFER-funded positions throughout the grant's full three-year period of performance unless the grant recipient has been afforded a waiver of this requirement. At the time of award, recipients under the Hiring of Firefighters Activity must submit a current (pre-SAFER) roster listing paid operational/firefighting personnel, in support of NFPA 1710 or NFPA 1720, who are employees at time of award. The program office will work with a recipient to establish the correct staffing maintenance number which combines the number of pre-SAFER and SAFER-funded operational positions. Once this is established, recipients must agree to maintain this number throughout the period of performance by taking active and timely steps to fill any vacancies.

Recipients who are unable (due to documentable economic hardship) to backfill non-SAFER operational positions that are vacated through attrition (e.g. resignation, retirement) after award may petition FEMA for a waiver of staffing maintenance requirements. An approved waiver allows a recipient to decrease and reestablish the staffing maintenance number agreed to at the time of award by the number of positions that a recipient is unable to fill. In order to qualify for this waiver, the economic hardship must affect the entire public safety sector in a recipient's jurisdiction, not only the fire department. Waivers will not be granted for SAFER-funded positions. Recipients who fail to maintain this level of staffing risk losing the federal funds awarded under this grant.

Since the goal of the SAFER grant program is to enhance incident scene safety, the primary assignment (more than 50 percent of time) of all SAFER-funded firefighters must be on an operational fire suppression vehicle, regardless of collateral duties.

Recipients must retain grant files and supporting documentation in a manner consistent with 2 C.F.R. § 200.333 – no less than for three years after submission of the closeout report (see below), and in some cases longer pursuant to 2 C.F.R. § 200.333. FEMA may require access to any pertinent books, documents, papers, or records belonging to a recipient. The DHS Office of Inspector General or the Comptroller General of the United States may also require access to a recipient's books and records. The required documentation for federally-funded purchases should include specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders or contracts, invoices, and cancelled checks. Recipients who fail to document purchases may find their expenditures will be questioned and disallowed.

Recipients must provide periodic performance reports to FEMA. In all years of the grant's period of performance, for both the Hiring of Firefighters and the Recruitment and Retention of Volunteer Firefighters Activities, recipients must submit quarterly performance reports as well as a final performance report at grant closeout. Payments are requested online using the automated system and payments are based on actual expenses incurred during the period covered by the payment request. Quarterly performance reporting is required even if the recipient has not requested funding within the quarter.

Notwithstanding any provision of other laws, firefighters hired under these grants shall not be discriminated against, or be prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.

FEMA strongly encourages applicants, to the extent practicable, to seek, recruit, and hire military veterans to increase their ranks within their departments.



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(850) 584-2433 Fax

April 11, 2018

To whom it may concern;

The Taylor County Board of County Commissioners are aware of the long term obligations such as but not limited to quarterly reporting, financial matching funds, and close out procedures as identified in the notice of funding announcement. If we are awarded and upon accepting we are committed to fulfill these obligations.

Pam Feagle
Taylor County B.O.C.C.
Chairperson

TAYLOR COUNTY BOARD OF COMMISSIONERS

County Commission Agenda Item

SUBJECT/TITLE:



Georgia Pacific Bucket Brigade Grant

Meeting Date:

4/17/2018

Statement of Issue: Board to consider approval of a GP Bucket Brigade grant application for fire fighter equipment purchase.

Recommendation:

Fiscal Impact: \$ 0.00

Budgeted Expense: Yes ☐ No ☐ N/A ☐

Submitted By: Dan Cassel

Contact:

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

History, Facts & Issues: The grant is 100% funded with no matching requirements.

This grant will be used to further leverage budgeted funds to purchase fire fighting equipment.

The current application is to purchase portable scene lights and flash lights for all department fire fighters.

Options:

1. _____
2. _____

Attachments:

1. _____
2. _____

Taylor County BOCC

To: Conrad Bishop Jr.
From: Ted Lakey
cc: Commissioner Pam Feagle
Date: 04/02/2018
Re: Salary increase

I am writing this memo to serve as my acceptance of the offered \$ 6,000 a year salary increase. I understand it will be retroactive back to January 30th, 2018 as this was the end of the first year of my contract. This is in accordance with Section 4, Paragraph A of the contract.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ted Lakey", with a stylized, flowing script.

Ted Lakey

20

The Bishop Law Firm, P.A.
Attorneys at Law

CONRAD C. BISHOP, JR.
CONRAD C. "SONNY" BISHOP, III

POST OFFICE BOX 167
411 N. WASHINGTON STREET
PERRY, FLORIDA 32348

March 19, 2018

IN MEMORIAL OF
KATHLEEN MCCARTHY BISHOP 1966-2013
(850) 584-6113
FAX (850) 584-2433

Ms. Lawanda Pemberton
County Offices
201 E. Green Street
Perry, Florida 32347

Re: Tax exemptions pursuant to Chapter 196.1995 Florida Statutes and Ordinance
No. 2009-08 Taylor County

Dear Lawanda:

This letter will confirm our telephone conversation of 3/16/18 about the above. I enclose a copy of Chapter 196.1995 Florida Statutes for review, and also a copy of our Ordinance No. 2009-08.

In answer to your question about the authority exemption expiring after 10 years, the answer is, yes.

Subparagraph (7) provides that the authority expires after 10 years but such authority may be renewed for subsequent 10-year period of each 10 year renewal is approved in a referendum called and held pursuant to this section.

The first thing to do is, pursuant to (1)(a) of Section 196.1995, for the Board of County Commission to vote to hold a referendum.

I would suggest that we look at the ballot that was used on January 29, 2008 to see that it is the same as in the above-mentioned statutes.

Subparagraph (2), "Shall the board of county commissioners of Taylor County, Florida, be authorized to grant, pursuant to s. 3, Art. VII of the State Constitution, property tax exemptions to new businesses and expansions of existing businesses that are expected to create new, full-time jobs in Taylor County?"

_____ Yes – For authority to grant exemptions
_____ No – Against authority to grant exemptions

Upon a majority vote in favor of such authority, the Board at its discretion by Ordinance may exempt from ad valorem taxation. (Note: The possible exemption that the Board passed back in May of 2009 are in Ordinance No. 2009-08.)

I think that one reviewing this should read the statute and also our Ordinance and if the referendum passes, I think it would be prudent to pass an Ordinance similar to 2009-08.

When a person, firm, or corporation desires to get the benefit of this, the application must include the following information:

- (a) The name and location of the new business or the expansion of an existing business;
- (b) A description of the improvements to real property for which an exemption is requested and the date of commencement of construction of such improvements;
- (c) A description of the tangible personal property for which an exemption is requested and the dates when such property was or is to be purchased;
- (d) Proof, to the satisfaction of the board of county commissioners that the applicant is a new business or an expansion of an existing business, as defined in s. 196.012 (15), which states:

"Expansion of an existing business means: A business or organization establishing 10 or more new jobs to employ 10 or more full-time employees in this state, paying an average wage for such new jobs that is above the average wage in the area. (Please also see s. 14(a)(1) of 196.012 for further definition.)

- (e) The number of jobs the applicant expects to create along with the average wage of the jobs and whether the jobs are full-time or part-time.
- (f) The expected time schedule for job creation; and
- (g) Other information deemed necessary or appropriate by the County.

(9) Before the County takes action on the application, the Board shall deliver a copy to the property appraiser of the County. Then the property appraiser shall report to the Board the following:

- (a) The total revenue available to the County for the fiscal year from ad valorem tax sources, or an estimate of such revenue if the actual total revenue available cannot be determined.
- (b) Any revenue lost to the County for the current fiscal year by evidence of exemptions previously granted under this section, or an estimate of such revenue if the actual revenue lost cannot be determined.
- (c) An estimate of the revenue which would be lost to the County during the current fiscal year if the exemption applied for were granted had the property for which the exemption is requested otherwise been subject to taxation, and

- (d) A determination as to whether the property for which an exemption is requested is to be incorporated into a new business or the expansion of an existing business as defined in section 196.012, or into neither, which determination the property appraiser shall also affix to the face of this application. Upon the request of the property appraiser, the department shall provide to him or her such information as it may have available to assist in making such determination.

Now, this is what the Board must do:

- (10) In considering any application for an exemption under this section, the board of county commissioners must take into account the following:

- (a) The total number of net new jobs to be created by the applicant;
- (b) The average wage of the new jobs;
- (c) The capital investment to be made by the applicant;
- (d) The type of business or operation and whether it qualifies as a targeted industry as may be identified from time to time by the board of county commissioners.
- (e) The environmental impact of the property business or operation;
- (f) The extent to which the applicant intends to source its supplies and materials within the applicable jurisdiction; and
- (g) Any other economic-related characteristics or criteria deemed necessary by the board of county commissioners.

- (11) **An ordinance granting an exemption under this section shall be adopted in the same manner as any other ordinance of the county and shall include the following:**

- (a) The name and address of the new business or expansion of an existing business to which the exemption is granted;
- (b) The total amount of revenue available to the county from ad valorem tax sources for the current fiscal year, the total amount of revenue lost to the county for the current fiscal year by virtue of economic development ad valorem tax exemptions currently in effect, and the estimated revenue loss to the county for the current fiscal year attributable to the exemption of the business named in the ordinance;
- (c) The period of time for which the exemption will remain in effect and the expiration date of the exemption, which may be any period of time up to 10 years, or up to 20 years for a data center; and
- (d) A finding that the business named in the ordinance meets the requirements of s. 196.012(14) or (15).

- (12) Upon approval of an application for a tax exemption under this section, the board of county commissioners and the applicant may enter into a written tax exemption agreement, which may include performance criteria and must be

consistent with the requirements of this section or other applicable laws. The agreement must require the applicant to report at a specific time before the expiration of the exemption the actual number of new, full-time jobs created and their actual average wage. The agreement may provide the board of county commissioners with authority to revoke, in whole or in part, the exemption if the applicant fails to meet the expectations and representations described in subsection (8).

I think that our Ordinance No. 2009-08 follows the statute very closely, but the first thing that must be done is to put the question on the ballot if that's what the Board wants to do.

Finally, I request the following:

1. Put a copy of this letter plus the statute and Ordinance in each commissioners drawer.
2. That you and Ted and I meet to go over all of this.

Thank you very much and I hope you are doing fine.

Respectfully,


Conrad C. Bishop, Jr.

CCB/kp

Enclosures

Cc: Hon. Anne Mae Murphy
Mr. Ted Lakey

ORDINANCE NO. 2009-07

A ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA; PROVIDING A GENERAL PROCEDURE FOR GRANTING ECONOMIC DEVELOPMENT AD VALOREM TAX EXEMPTIONS IN FURTHERANCE OF THE AUTHORITY GRANTED TO THE BOARD OF COUNTY COMMISSIONERS BY THE CITIZENS OF TAYLOR COUNTY THROUGH THE SUCCESSFUL PASSAGE OF A DULY HELD REFERENDUM ON JANUARY 29, 2008; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pursuant to Section 3, Article VII of the Florida Constitution, a duly authorized referendum ballot was held on January 29, 2008 whereby the citizens of Taylor County by majority vote authorized the Taylor County Board of County Commissioners to consider granting economic development ad valorem tax exemptions to new businesses and expansions of existing businesses; and

WHEREAS, the Board of County Commissioners desires to utilize the authority to offer and grant such property tax exemptions for purposes of supporting economic growth within Taylor County by providing an incentive for employment opportunities that will lead to the improvement of the quality of life of the residents of Taylor County and the positive expansion of the local economy; and

WHEREAS, in furtherance of this purpose, the Board of County Commissioners desires to offer economic development ad valorem tax exemptions to new businesses relocating to Taylor County and to expansions of businesses already situated in Taylor County; and

WHEREAS, the Board of County Commissioners finds it is in the best interests of the public health, safety, and welfare to offer and grant economic development ad valorem tax exemptions in accordance with the requirements and procedures contained in this ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TAYLOR COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Short title. This ordinance shall be known as the "Economic Development Ad Valorem Tax Exemption Ordinance of the Taylor County Board of County Commissioners".

Section 2. Authority. The Taylor County Board of County Commissioners is authorized and empowered to enact this ordinance pursuant to Article VII, Section 3, of the Constitution of the State of Florida and Section 196.1995, Florida Statutes. In a referendum duly held on January 29, 2008, the electorate of Taylor County authorized the Board of County Commissioners to grant economic development ad valorem tax exemptions.

Section 3. Intent and purpose. It is the intent and purpose of the Taylor County Board of County Commissioners in enacting this ordinance to facilitate and foster the following:

(a) provide an incentive to those new or expanded businesses which make a positive contribution to the economy of Taylor County in terms of new jobs and improvements to real and personal property;

(b) promote the economy by creating jobs in Taylor County in such a manner so as to not disadvantage existing businesses while recognizing that productive competition assists economic growth;

(c) enhance the quality of life for the residents of Taylor County by attracting new businesses or fostering expansion of existing businesses;

(d) provide incentives to certain eligible businesses (statutorily defined) of diverse industries having a positive impact on the economy of Taylor County;

(e) promote the public purpose of enhancing economic growth in Taylor County so as to benefit the County's corporate and residential citizens;

(f) provide an open, rational, nonarbitrary, nondiscriminatory basis by which the County Commission may grant or deny economic development ad valorem tax exemptions, pursuant to the economic development goals of Taylor County; and

(g) grant economic development ad valorem tax exemptions in accordance with the factors and requirements of this ordinance and to consider any other factors which could result in economic growth within Taylor County.

Section 4. Discretion of Board of County Commissioners. The Taylor County Board of County Commissioners shall have the sole and absolute authority and discretion, as provided by law, to grant or deny economic development ad valorem tax exemptions pursuant to this Ordinance.

Section 5. Eligible businesses. The following businesses are eligible for consideration of the economic development ad valorem tax exemption pursuant to this Ordinance:

A. New businesses which shall mean:

1. A business establishing 10 or more quality jobs to employ 10 or more full-time employees in Taylor County, which manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or

2. A business establishing 25 or more quality jobs to employ 25 or more full-time employees in Taylor County, the sales factor of which, as defined by Chapter 220.15(5), Florida Statutes for the facility with respect to which it requests an economic development ad valorem tax exemption is less than 0.50 for each year the exemption is claimed; or

3. An office space in Taylor County owned and used by a business newly domiciled in Taylor County; provided such office space houses 50 or more full-time employees of such business: **PROVIDED** that such business or office first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business.

4. Any business located in an enterprise zone that first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business.

B. Expansion of an existing business, which shall mean:

1. A business establishing 10 or more quality jobs to employ 10 or more full-time employees in Taylor County, which manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or

2. A business establishing 25 or more quality jobs to employ 25 or more full-time employees in Taylor County, the sales factor of which, as defined by Chapter 220.15(5), Florida Statutes, for the facility with respect to which it requests an economic development ad valorem tax exemption is less than 0.50 for each year the exemption is claimed; **PROVIDED** that such business increases operations on a site collocated with a commercial or industrial operation owned by the same business, resulting in a net increase in employment of not less than 10 percent or an increase in productive output of not less than 10 percent.

3. Any business located in an enterprise zone that increases operations on a site collocated with a commercial or industrial operation owned by the same business.

Section 6. Definitions. The following words or phrases shall have the meanings ascribed to them, unless the context clearly indicates otherwise:

A. Applicant. means any person, firm, partnership, corporation, or other business entity or organization who files an application with the Taylor County Commission seeking an economic development ad valorem tax exemption.

B. Commission. means the Board of County Commissions of Taylor County, Florida.

C. Economic Development Committee. means the Taylor County Development Authority.

D. Enterprise zone. means an area designated as an enterprise zone pursuant to Chapter 290.0065, Florida Statutes.

E. Improvements. means physical changes made to raw land, and structures placed on or under the land surface.

F. Sales factor. generally means a fraction of which the numerator is the total sales of the taxpayer in the State of Florida during the taxable year or period and the denominator is the total sales of the taxpayer everywhere during the taxable year or period, pursuant to Chapter 220.15(5), Florida Statutes.

G. Quality Job. Defined by Taylor County Ordinance 2006-1.

Section 7. Exemption established.

A. Established. There is hereby established an economic development ad valorem tax exemption. The exemption is a local, optional tax incentive for new and expanding businesses which may be granted or denied at the sole discretion of the Commission.

B. **Effective date.** The exemptions shall not accrue to improvements to real property made by or for the use of new or expanding businesses when such improvements have been on the tax rolls prior to the effective date the specific Ordinance granting the ad valorem tax exemptions to the business.

C. **Maximum exemption.** The Commission, at its discretion, may exempt from ad valorem taxation up to one hundred percent (100%) of the assessed value of all improvements to real property made by or for the use of a new business of all tangible personal property of such new business, or up to one hundred percent (100 %) of the assessed value of all added improvements to real property made to facilitate the expansion of an existing business and of the net increase in all tangible personal property acquired to facilitate such expansion of an existing business.

D. **Replacement of property.** Property acquired to replace existing property shall not be considered to facilitate a business expansion and therefore, such replacement property shall not be exempt from ad valorem taxation.

E. **Time period.** Any such exemption granted under this ordinance shall remain in effect for up to ten (10) years from the date of adoption of the ordinance granting the exemption.

The time period of the exemption shall be determined at the sole discretion of the Commission, and nothing herein shall be construed as requiring the Commission to grant an exemption for the ten (10) year maximum time period.

F. **Land not exempt.** No ad valorem tax exemption shall be granted for the land upon which new or expanded businesses are to be located. The sole intent of this ordinance being to exempt from ad valorem taxation only certain improvements to real property and tangible personal property of new or expanded businesses.

G. **Applicable taxes.** The exemption shall apply only to taxes levied by the Taylor County Board of County Commissioners. The exemption shall not apply to taxes levied by the United States, State of Florida, school district, water management district or any other taxing district, or to taxes levied for the payment of bonds or taxes authorized by a vote of the electors pursuant to Section 9 and Section 12, Article VII of the Florida Constitution.

H. **Granted by ordinance.** Any exemption granted under this ordinance shall be by A separate duly adopted ordinance of the Commission.

Section 8. **Application.** Any applicant desiring an economic development ad valorem tax exemption shall, on or before March 1 of the year in which the exemption is requested, file with the Commission's designee, (Taylor County Development Authority) Form DR-418 prescribed by the Florida Department of Revenue, or any amendment or replacements thereto, and any Supplemental Form prescribed by the County (together referred to as "Application"). The Application shall request that the Commission adopt an ordinance granting the applicant an exemption pursuant to this ordinance and shall include the following information:

(a) the name and location of the new business or the expansion of an existing business;

(b) a description of the improvements to real property for which an exemption is requested and the date of commencement of construction of such improvements;

(c) a description of the tangible personal property for which an exemption is requested and the dates when such property was or is to be purchased;

(d) proof, to the satisfaction of the Commission, that the applicant is a new business or an expansion of an existing business as defined in Section 5 of this ordinance.

(e) the following information:

(1) the anticipated number of employees of the business;

(2) the expected numbers of employees of the business who will reside in Taylor County;

(3) the average wage of the employees of the business;

(4) the type of industry or business;

(5) the environmental impact of the business;

(6) the anticipated volume of business or production;

(7) whether relocation or expansion of the business would occur without the exemption;

(8) whether the business is/or will be located within an enterprise zone or redevelopment area;

(9) the cost and demand for services or product produced by the business;

(10) the source of supplies of the business and whether other businesses in the County will be used to meet the supply demands of the business.

Section 9. Application Process. Upon receipt of an application for the economic development ad valorem tax exemption, the application shall be reviewed in the following manner:

(A) Prescreening. The Taylor County Development Authority (TCDA) Director, or his/her designee, shall review the application within ten (10) days of submission to determine whether the application has satisfied all the requirements of Section 8 above. Once the application is determined to be complete, the Director shall schedule a meeting of

the TCDA Board of Directors. The meeting shall be held within thirty (30) days of determining the application is complete, or as soon as practical thereafter.

(B) Preliminary analysis. No later than ten (10) days prior to the Taylor County Development Authority (TCDA) Board of Directors Meeting, the TCDA Director shall prepare, in writing, a recommendation of the applicant's eligibility for an exemption and prepare an economic impact analysis of the application. The recommendation and analysis shall be forwarded to the TCDA Board of Directors immediately upon completion.

(C) Economic Development Committee review. The TCDA Board of Directors shall review the application and the Director's recommendation and analysis to determine whether the applicant is eligible for an exemption and shall recommend to the Commission approval or denial of the application (with or without conditions), and the degree and length of the exemption if approval is recommended.

(D) Property Appraiser review. Upon receipt and careful review of the original application, the Property Appraiser shall report the following information to the Commission within thirty (30) days:

(1) the total revenue available to the County for the current fiscal year from ad valorem tax sources, or an estimate of such revenue if the actual total revenue available cannot be determined;

(2) any revenue lost to the County for the current fiscal year by virtue of exemptions previously granted, or an estimate of such revenue if the actual revenue lost cannot be determined;

(3) an estimate of the revenue which would be lost to the County during the current fiscal year if the exemption applied for were granted had the property for which the exemption is requested otherwise been subject to taxation; and

(4) a determination as to whether the property for which an exemption is requested is to be incorporated into a new business or the expansion of an existing business, or into neither, which determination the Property Appraiser shall also affix to the face of the application.

(E) Final review/adoption by Commission. Upon receipt of the Property Appraiser's report, the TCDA Director shall schedule the application on the next available Commission meeting. At that meeting, the Commission shall consider the application, recommendation of the TCDA Board of Directors, recommendation and analysis of the TCDA Director, and the Property Appraiser's report to determine whether or not to consider the adoption of an ordinance granting an economic development ad valorem tax exemption to the applicant. The ordinance, if adopted, shall be adopted in the same manner as any other ordinance of the County and shall include, at a minimum, the following:

(1) the name and address of the new business or expansion of an existing business to which the exemption is granted;

(2) the total amount of revenue available to the County from ad valorem tax sources for the current fiscal year, the total amount of revenue lost to the County for the current fiscal year by virtue of economic development ad valorem tax exemptions currently in effect, and the estimated revenue loss to the County for the current fiscal year attributable to the exemption of the business named in the ordinance;

(3) the period of time for which the exemption will remain in effect and the expiration date of the exemption;

(4) a finding that the business meets the definition of a new business or an expansion of an existing business as set forth in Section 5 of this ordinance; and

(5) a statement that the exemption is subject to the terms and conditions of this ordinance and/or other terms and conditions required by Commission.

Section 10. Precedent non-binding. Applications for exemptions shall be considered by the Commission on a case-by-case basis, after consideration by Commission of the recommendations of the TCDA Board of Directors, and the Property Appraisers report. No precedent shall be implied or inferred by the granting or denial of an exemption pursuant this ordinance.

Section 11. All Exemption Granted are Conditional. All exemptions granted pursuant to this ordinance shall be conditioned upon the applicant maintaining the new business or the expansion of an existing business, as defined in Section 5 of this ordinance, for the duration of time in which the exemption was granted. In addition the application is conditioned upon the Applicant submitting an annual report to the Commission evidencing the satisfaction of this condition. The report shall be on a form adopted by the County. The report shall be received by the Commission no later than January 31 of each year. The applicant shall also submit any other information or reports as the Commission deems reasonably necessary for purposes of determining whether the applicant is complying with the terms, conditions, and intent and purpose of this ordinance, the terms and conditions of the ordinance granting the exemption, and any representations made in the application process.

Section 12. Revocation of Exemption/Recovery of Funds. The Commission reserves the right to revoke by ordinance any economic development ad valorem tax exemption granted pursuant to this ordinance if an applicant fails to comply with any term or condition set forth in this ordinance or the ordinance granting the exemption. If an exemption is revoked, the Commission may recover any ad valorem taxes previously

exempted by this ordinance. In addition, the County shall have the right to recover any and all costs and damages (including reasonable attorney fees) incurred in recovering ad valorem taxes from the applicant.

Section 13. Repeal of Prior Inconsistent Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

Section 14. Severability. Should any section or provision of this ordinance, or any portion hereof, any paragraph, sentence, or word be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereto as a whole or part thereof to be declared invalid.

Section 15. Effective Date. This Ordinance shall take effect immediately upon receipt of official acknowledgement from the Office of the Secretary of State of Florida that this Ordinance has been filed in said office.

RESOLVED by the Board of County Commissioners of Taylor County, Florida, in a regular meeting assembled on the 4th day of May, 2009.



BOARD OF COUNTY COMMISSIONERS
TAYLOR COUNTY, FLORIDA

BY: Rudolph Parker
RUDOLPH PARKER, Chairperson

ATTEST: Annie Mae Murphy
ANNIE MAE MURPHY
Clerk

The Florida Senate

2011 Florida Statutes

Title XIV
TAXATION AND FINANCE

Chapter 196
EXEMPTION
Entire Chapter

SECTION 1995
Economic development ad valorem
tax exemption.

¹196.1995 Economic development ad valorem tax exemption. —

(1) The board of county commissioners of any county or the governing authority of any municipality shall call a referendum within its total jurisdiction to determine whether its respective jurisdiction may grant economic development ad valorem tax exemptions under s. 3, Art. VII of the State Constitution if:

- (a) The board of county commissioners of the county or the governing authority of the municipality votes to hold such referendum;
- (b) The board of county commissioners of the county or the governing authority of the municipality receives a petition signed by 10 percent of the registered electors of its respective jurisdiction, which petition calls for the holding of such referendum; or
- (c) The board of county commissioners of a charter county receives a petition or initiative signed by the required percentage of registered electors in accordance with the procedures established in the county's charter for the enactment of ordinances or for approval of amendments of the charter, if less than 10 percent, which petition or initiative calls for the holding of such referendum.

(2) The ballot question in such referendum shall be in substantially the following form:

Shall the board of county commissioners of this county (or the governing authority of this municipality, or both) be authorized to grant, pursuant to s. 3, Art. VII of the State Constitution, property tax exemptions to new businesses and expansions of existing businesses that are expected to create new, full-time jobs in the county (or municipality, or both)?

☐ Yes—For authority to grant exemptions.

☐ No—Against authority to grant exemptions.

(3) The board of county commissioners or the governing authority of the municipality that calls a referendum within its total jurisdiction to determine whether its respective jurisdiction may grant economic development ad valorem tax exemptions may vote to limit the effect of the referendum to authority to grant economic development tax exemptions for new businesses and expansions of existing businesses located in an enterprise zone or a brownfield area, as defined in s. ~~376.79~~(4). If an area nominated to be an enterprise zone pursuant to s. 290.0055 has not yet been designated pursuant to s. 290.0065, the board of county commissioners or the governing authority of the municipality may call such referendum prior to such designation; however, the authority to grant economic development ad valorem tax exemptions does not apply until such area is designated pursuant to s. 290.0065. The ballot question in such referendum shall be in substantially the following form and shall be used in lieu of the ballot question prescribed in subsection (2):

Shall the board of county commissioners of this county (or the governing authority of this municipality, or both) be authorized to grant, pursuant to s. 3, Art. VII of the State Constitution, property tax exemptions for new businesses and expansions of existing businesses that are located in an enterprise zone or a brownfield area and that are expected to create new, full-time jobs in the county (or municipality, or both)?

☐ Yes—For authority to grant exemptions.

☐ No—Against authority to grant exemptions.

(4) A referendum pursuant to this section may be called only once in any 12-month period.

(5) Upon a majority vote in favor of such authority, the board of county commissioners or the governing authority of the municipality, at its discretion, by ordinance may exempt from ad valorem taxation up to 100 percent of the assessed value of all improvements to real property made by or for the use of a new business and of all tangible personal property of such new business, or up to 100 percent of the assessed value of all added improvements to real property made to facilitate the expansion of an existing business and of the net increase in all tangible personal property acquired to facilitate such expansion of an existing business, provided that the improvements to real property are made or the tangible personal property is added or increased on or after the day the ordinance is adopted. However, if the authority to grant exemptions is approved in a referendum in which the ballot question contained in subsection (3) appears on the ballot, the authority of the board of county commissioners or the governing authority of the municipality to grant exemptions is limited solely to new businesses and expansions of existing businesses that are located in an enterprise zone or brownfield area. Property acquired to replace existing property shall not be considered to facilitate a business expansion. The exemption applies only to taxes levied by the respective unit of government granting the exemption. The exemption does not apply, however, to taxes levied for the payment of bonds or to taxes authorized by a vote of the electors pursuant to s. 9(b) or s. 12, Art. VII of the State Constitution. Any such exemption shall remain in effect for up to 10 years with respect to any particular facility, regardless of any change in the authority of the county or municipality to grant such exemptions. The exemption shall not be prolonged or extended by granting exemptions from additional taxes or by virtue of any reorganization or sale of the business receiving the exemption.

(6) With respect to a new business as defined by s. ~~196.012~~(15)(c), the municipality annexing the property on which the business is situated may grant an economic development ad valorem tax exemption under this section to that business for a period that will expire upon the expiration of the exemption granted by the county. If the county renews the exemption under subsection (7), the municipality may also extend its exemption. A municipal economic development ad valorem tax exemption granted under this subsection may not extend beyond the duration of the county exemption.

(7) The authority to grant exemptions under this section expires 10 years after the date such authority was approved in an election, but such authority may be renewed for subsequent 10-year periods if each 10-year renewal is approved in a referendum called and held pursuant to this section.

(8) Any person, firm, or corporation which desires an economic development ad valorem tax exemption shall, in the year the exemption is desired to take effect, file a written application on a form prescribed by the department with the board of county commissioners or the governing authority of the municipality, or both. The application shall request the adoption of an ordinance granting the applicant an exemption pursuant to this section and shall include the following information:

- (a) The name and location of the new business or the expansion of an existing business;
- (b) A description of the improvements to real property for which an exemption is requested and the date of commencement of construction of such improvements;
- (c) A description of the tangible personal property for which an exemption is requested and the dates when such property was or is to be purchased;
- (d) Proof, to the satisfaction of the board of county commissioners or the governing authority of the municipality, that the applicant is a new business or an expansion of an existing business, as defined in s. ~~196.012~~(15) or (16);
- (e) The number of jobs the applicant expects to create along with the average wage of the jobs and whether the jobs are full-time or part-time;
- (f) The expected time schedule for job creation; and
- (g) Other information deemed necessary or appropriate by the department, county, or municipality.

(9) Before it takes action on the application, the board of county commissioners or the governing authority of the municipality shall deliver a copy of the application to the property appraiser of the county. After careful consideration, the property appraiser shall report the following information to the board of county commissioners or the governing authority of the municipality:

(a) The total revenue available to the county or municipality for the current fiscal year from ad valorem tax sources, or an estimate of such revenue if the actual total revenue available cannot be determined;

(b) Any revenue lost to the county or municipality for the current fiscal year by virtue of exemptions previously granted under this section, or an estimate of such revenue if the actual revenue lost cannot be determined;

(c) An estimate of the revenue which would be lost to the county or municipality during the current fiscal year if the exemption applied for were granted had the property for which the exemption is requested otherwise been subject to taxation; and

(d) A determination as to whether the property for which an exemption is requested is to be incorporated into a new business or the expansion of an existing business, as defined in s. 196.012(15) or (16), or into neither, which determination the property appraiser shall also affix to the face of the application. Upon the request of the property appraiser, the department shall provide to him or her such information as it may have available to assist in making such determination.

(10) In considering any application for an exemption under this section, the board of county commissioners or the governing authority of the municipality must take into account the following:

(a) The total number of net new jobs to be created by the applicant;

(b) The average wage of the new jobs;

(c) The capital investment to be made by the applicant;

(d) The type of business or operation and whether it qualifies as a targeted industry as may be identified from time to time by the board of county commissioners or the governing authority of the municipality;

(e) The environmental impact of the proposed business or operation;

(f) The extent to which the applicant intends to source its supplies and materials within the applicable jurisdiction; and

(g) Any other economic-related characteristics or criteria deemed necessary by the board of county commissioners or the governing authority of the municipality.

(11) An ordinance granting an exemption under this section shall be adopted in the same manner as any other ordinance of the county or municipality and shall include the following:

(a) The name and address of the new business or expansion of an existing business to which the exemption is granted;

(b) The total amount of revenue available to the county or municipality from ad valorem tax sources for the current fiscal year, the total amount of revenue lost to the county or municipality for the current fiscal year by virtue of economic development ad valorem tax exemptions currently in effect, and the estimated revenue loss to the county or municipality for the current fiscal year attributable to the exemption of the business named in the ordinance;

(c) The period of time for which the exemption will remain in effect and the expiration date of the exemption, which may be any period of time up to 10 years; and

(d) A finding that the business named in the ordinance meets the requirements of s. 196.012(15) or (16).

(12) Upon approval of an application for a tax exemption under this section, the board of county commissioners or the governing authority of the municipality and the applicant may enter into a written tax exemption agreement, which may include performance criteria and must be consistent with the requirements of this section or other applicable laws. The agreement must require the applicant to report at a specific time before the expiration of the exemption the actual number of new, full-time jobs created and their actual average wage. The agreement may provide the board of county commissioners or the governing authority of the municipality with authority to revoke, in whole or in part, the exemption if the applicant fails to meet the expectations and representations described in subsection (8).

History.—s. 2, ch. 80-347; s. 1, ch. 83-141; s. 30, ch. 84-356; s. 11, ch. 86-300; s. 1, ch. 90-57; s. 68, ch. 94-136; s. 1477, ch. 95-147; s. 57, ch. 95-280; s. 110, ch. 99-251; s. 5, ch. 2006-291; s. 3, ch. 2010-147; s. 2, ch. 2011-182.

¹**Note.**—Section 3, ch. 2011-182, provides that “[t]his act shall take effect July 1, 2011, and shall apply only to exemptions from ad valorem taxation granted pursuant to referenda held on or after July 1, 2011, under the provisions of s. 196.1995(1), Florida Statutes.”

2017 Florida Statutes

Title XIV TAXATION AND FINANCE

Chapter 196 EXEMPTION

SECTION 012 Definitions.

196.012 Definitions.—For the purpose of this chapter, the following terms are defined as follows, except where the context clearly indicates otherwise:

(1) “Exempt use of property” or “use of property for exempt purposes” means predominant or exclusive use of property owned by an exempt entity for educational, literary, scientific, religious, charitable, or governmental purposes, as defined in this chapter.

(2) “Exclusive use of property” means use of property solely for exempt purposes. Such purposes may include more than one class of exempt use.

(3) “Predominant use of property” means use of property for exempt purposes in excess of 50 percent but less than exclusive.

(4) “Use” means the exercise of any right or power over real or personal property incident to the ownership of the property.

(5) “Educational institution” means a federal, state, parochial, church, or private school, college, or university conducting regular classes and courses of study required for eligibility to certification by, accreditation to, or membership in the State Department of Education of Florida, Southern Association of Colleges and Schools, or the Florida Council of Independent Schools; a nonprofit private school the principal activity of which is conducting regular classes and courses of study accepted for continuing postgraduate dental education credit by a board of the Division of Medical Quality Assurance; educational direct-support organizations created pursuant to ss. 1001.24, 1004.28, and 1004.70; facilities located on the property of eligible entities which will become owned by those entities on a date certain; and institutions of higher education, as defined under and participating in the Higher Educational Facilities Financing Act.

(6) Governmental, municipal, or public purpose or function shall be deemed to be served or performed when the lessee under any leasehold interest created in property of the United States, the state or any of its political subdivisions, or any municipality, agency, special district, authority, or other public body corporate of the state is demonstrated to perform a function or serve a governmental purpose which could properly be performed or served by an appropriate governmental

unit or which is demonstrated to perform a function or serve a purpose which would otherwise be a valid subject for the allocation of public funds. For purposes of the preceding sentence, an activity undertaken by a lessee which is permitted under the terms of its lease of real property designated as an aviation area on an airport layout plan which has been approved by the Federal Aviation Administration and which real property is used for the administration, operation, business offices and activities related specifically thereto in connection with the conduct of an aircraft full service fixed base operation which provides goods and services to the general aviation public in the promotion of air commerce shall be deemed an activity which serves a governmental, municipal, or public purpose or function. Any activity undertaken by a lessee which is permitted under the terms of its lease of real property designated as a public airport as defined in s. 332.004(14) by municipalities, agencies, special districts, authorities, or other public bodies corporate and public bodies politic of the state, a spaceport as defined in s. 331.303, or which is located in a deepwater port identified in s. 403.021(9)(b) and owned by one of the foregoing governmental units, subject to a leasehold or other possessory interest of a nongovernmental lessee that is deemed to perform an aviation, airport, aerospace, maritime, or port purpose or operation shall be deemed an activity that serves a governmental, municipal, or public purpose. The use by a lessee, licensee, or management company of real property or a portion thereof as a convention center, visitor center, sports facility with permanent seating, concert hall, arena, stadium, park, or beach is deemed a use that serves a governmental, municipal, or public purpose or function when access to the property is open to the general public with or without a charge for admission. If property deeded to a municipality by the United States is subject to a requirement that the Federal Government, through a schedule established by the Secretary of the Interior, determine that the property is being maintained for public historic preservation, park, or recreational purposes and if those conditions are not met the property will revert back to the Federal Government, then such property shall be deemed to serve a municipal or public purpose. The term "governmental purpose" also includes a direct use of property on federal lands in connection with the Federal Government's Space Exploration Program or spaceport activities as defined in s. 212.02(22). Real property and tangible personal property owned by the Federal Government or Space Florida and used for defense and space exploration purposes or which is put to a use in support thereof shall be deemed to perform an essential national governmental purpose and shall be exempt. "Owned by the lessee" as used in this chapter does not include personal property, buildings, or other real property improvements used for the administration, operation, business offices and activities related specifically thereto in connection with the conduct of an aircraft full service fixed based operation which provides goods and services to the general aviation public in the promotion of air commerce provided that the real property is designated as an aviation area on an airport layout plan approved by the Federal Aviation Administration. For purposes of determination of "ownership," buildings and other real property improvements which will revert to the airport authority or other governmental unit upon

expiration of the term of the lease shall be deemed "owned" by the governmental unit and not the lessee. Providing two-way telecommunications services to the public for hire by the use of a telecommunications facility, as defined in s. 364.02(14), and for which a certificate is required under chapter 364 does not constitute an exempt use for purposes of s. 196.199, unless the telecommunications services are provided by the operator of a public-use airport, as defined in s. 332.004, for the operator's provision of telecommunications services for the airport or its tenants, concessionaires, or licensees, or unless the telecommunications services are provided by a public hospital.

(7) "Charitable purpose" means a function or service which is of such a community service that its discontinuance could legally result in the allocation of public funds for the continuance of the function or service. It is not necessary that public funds be allocated for such function or service but only that any such allocation would be legal.

(8) "Hospital" means an institution which possesses a valid license granted under chapter 395 on January 1 of the year for which exemption from ad valorem taxation is requested.

(9) "Nursing home" or "home for special services" means an institution that possesses a valid license under chapter 400 or part I of chapter 429 on January 1 of the year for which exemption from ad valorem taxation is requested.

(10) "Gross income" means all income from whatever source derived, including, but not limited to, the following items, whether actually owned by or received by, or not received by but available to, any person or couple: earned income, income from investments, gains derived from dealings in property, interest, rents, royalties, dividends, annuities, income from retirement plans, pensions, trusts, estates and inheritances, and direct and indirect gifts. Gross income specifically does not include payments made for the medical care of the individual, return of principal on the sale of a home, social security benefits, or public assistance payments payable to the person or assigned to an organization designated specifically for the support or benefit of that person.

(11) "Totally and permanently disabled person" means a person who is currently certified by two licensed physicians of this state who are professionally unrelated, by the United States Department of Veterans Affairs or its predecessor, or by the Social Security Administration, to be totally and permanently disabled.

(12) "Couple" means a husband and wife legally married under the laws of any state or territorial possession of the United States or of any foreign country.

(13) "Real estate used and owned as a homestead" means real property to the extent provided in s. 6(a), Art. VII of the State Constitution, but less any portion thereof used for commercial purposes, with the title of such property being recorded in the official records of the county in which the property is located. Property rented for more than 6 months is presumed to be used for commercial purposes.

(14) "New business" means:

(a)1. A business or organization establishing 10 or more new jobs to employ 10 or more full-time employees in this state, paying an average wage for such new jobs that is above the average wage in the area, which principally engages in any one or more of the following operations:

a. Manufactures, processes, compounds, fabricates, or produces for sale items of tangible personal property at a fixed location and which comprises an industrial or manufacturing plant; or

b. Is a target industry business as defined in s. 288.106(2)(q);

2. A business or organization establishing 25 or more new jobs to employ 25 or more full-time employees in this state, the sales factor of which, as defined by s. 220.15(5), for the facility with respect to which it requests an economic development ad valorem tax exemption is less than 0.50 for each year the exemption is claimed; or

3. An office space in this state owned and used by a business or organization newly domiciled in this state; provided such office space houses 50 or more full-time employees of such business or organization; provided that such business or organization office first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business or organization.

(b) Any business or organization located in an area that was designated as an enterprise zone pursuant to chapter 290 as of December 30, 2015, or brownfield area that first begins operation on a site clearly separate from any other commercial or industrial operation owned by the same business or organization.

(c) A business or organization that is situated on property annexed into a municipality and that, at the time of the annexation, is receiving an economic development ad valorem tax exemption from the county under s. 196.1995.

(15) "Expansion of an existing business" means:

(a)1. A business or organization establishing 10 or more new jobs to employ 10 or more full-time employees in this state, paying an average wage for such new jobs that is above the average wage in the area, which principally engages in any of the operations referred to in subparagraph (14)(a)1.; or

2. A business or organization establishing 25 or more new jobs to employ 25 or more full-time employees in this state, the sales factor of which, as defined by s. 220.15(5), for the facility with respect to which it requests an economic development ad valorem tax exemption is less than 0.50 for each year the exemption is claimed; provided that such business increases operations on a site located within the same county, municipality, or both colocated with a commercial or industrial operation owned by the same business or organization under common control with the same business or organization, resulting in a net increase in employment of not less than 10 percent or an increase in productive output or sales of not less than 10 percent.

(b) Any business or organization located in an area that was designated as an enterprise zone pursuant to chapter 290 as of December 30, 2015, or brownfield area that increases operations on a site located within the same zone or area colocated with a commercial or industrial operation owned by the same business or organization under common control with the same business or organization.

(16) "Permanent resident" means a person who has established a permanent residence as defined in subsection (17).

(17) "Permanent residence" means that place where a person has his or her true, fixed, and permanent home and principal establishment to which, whenever absent, he or she has the intention of returning. A person may have only one permanent residence at a time; and, once a permanent residence is established in a foreign state or country, it is presumed to continue until the person shows that a change has occurred.

(18) "Enterprise zone" means an area designated as an enterprise zone pursuant to s. 290.0065. This subsection expires on the date specified in s. 290.016 for the expiration of the Florida Enterprise Zone Act.

(19) "Ex-servicemember" means any person who has served as a member of the United States Armed Forces on active duty or state active duty, a member of the Florida National Guard, or a member of the United States Reserve Forces.

History.—s. 1, ch. 71-133; s. 1, ch. 72-367; s. 1, ch. 73-340; s. 14, ch. 74-234; s. 13, ch. 76-234; s. 1, ch. 77-447; s. 6, ch. 80-163; s. 1, ch. 80-347; s. 2, ch. 81-219; s. 85, ch. 81-259; s. 9, ch. 82-119; s. 29, ch. 84-356; s. 1, ch. 88-102; s. 45, ch. 91-45; s. 87, ch. 91-112; s. 1, ch. 91-121; s. 1, ch. 91-196; s. 3, ch. 92-167; s. 58, ch. 92-289; s. 9, ch. 93-132; s. 3, ch. 93-233; s. 61, ch. 93-268; s. 67, ch. 94-136; ss. 59, 66, ch. 94-353; s. 1472, ch. 95-147; s. 4, ch. 95-404; s. 3, ch. 97-197; s. 25, ch. 97-255; s. 2, ch. 97-294; s. 109, ch. 99-251; s. 11, ch. 99-256; s. 29, ch. 2001-79; s. 2, ch. 2002-183; s. 907, ch. 2002-387; s. 20, ch. 2003-32; s. 1, ch. 2005-42; s. 20, ch. 2005-132; s. 17, ch. 2005-287; s. 52, ch. 2006-60; s. 4, ch. 2006-291; s. 14, ch. 2007-5; s. 6, ch. 2008-227; s. 54, ch. 2011-36; s. 31, ch. 2011-64; s. 1, ch. 2011-182; s. 20, ch. 2012-5; s. 4, ch. 2013-77; s. 2, ch. 2016-220; s. 3, ch. 2017-36.

Note.—Section 4, ch. 2017-36, provides that "[t]he amendment made by this act to s. 196.012, Florida Statutes, first applies to the 2017 property tax roll."

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LaWanda Pemberton

From: Dana Southerland <taylorelections@gtcom.net>
Sent: Wednesday, March 21, 2018 10:49 AM
To: Ted Lakey; LaWanda Pemberton
Subject: FW: 2006 Property Tax Exemption Referendum
Attachments: 2006 General Election Ballot - Property Tax Ref.pdf; 2006 General Election Summary Results.pdf

Mr. Lakey,

I have attached the information requested on the property tax referendum as requested. I have quickly searched the election laws and I unless I missed something I believe the county can opt to place this on the Primary or the General Election Ballot, but I would suggest asking Conrad for clarification.

Dana Southerland

Dana Southerland, CERA, MFCEP
Supervisor of Elections
Taylor County, Florida
State Certified Supervisor of Elections
P O Box 1060
Perry, Florida 32348
Phone: 850.838.3515
Fax: 850.838.3516
Email: taylorelections@gtcom.net
Web: www.taylorelections.com

From: Janet Thomas <jthomas.taylorelections@yahoo.com>
Sent: Friday, March 2, 2018 4:56 PM
To: Dana Southerland <taylorelections@gtcom.net>
Subject: Fw: 2006 Property Tax Exemption Referendum

I wanted to forward this to you if Mr. Lakey had any further questions on Monday.

Janet

----- Forwarded Message -----

From: Janet Thomas <jthomas.taylorelections@yahoo.com>
To: Ted Lakey <ted.lakey@taylorcountygov.com>
Sent: Thursday, March 1, 2018 12:01 PM
Subject: 2006 Property Tax Exemption Referendum

Dear Mr. Lakey,

Per your request, attached please a copy of the 2006 General Election ballot that includes the Property Tax Exemption Referendum that was included on the ballot. Additionally attached are the Summary Results for 2006 General Election.

If you have any questions or need additional information, please do not hesitate to contact the office.

Janet G. Thomas
Assistant Supervisor of Elections
Taylor County, Florida
P O Box 1060
Perry, FL 32348
Phone: 850.838.3515 Fax: 850.838.3516
Email: jthomas.taylorelections@yahoo.com

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. --F.S. 668.606

1-FIRST UNITED
G1

OFFICIAL GENERAL ELECTION BALLOT
TAYLOR COUNTY, FLORIDA
NOVEMBER 07, 2006

- TO VOTE, COMPLETELY FILL IN THE OVAL ☐ NEXT TO YOUR CHOICE.
- Use only a #2 pencil, the marker provided, or a blue or black pen.
- If you make a mistake, don't hesitate to ask for a new ballot. If you erase or make other marks, your vote may not count.
- To vote for a candidate whose name is not printed on the ballot, fill in the oval, and write in the candidate's name on the blank line provided for a write-in candidate.

CONGRESSIONAL

UNITED STATES SENATOR
(Vote for One)

- | | |
|---|-----|
| <input type="radio"/> Katherine Harris | REP |
| <input type="radio"/> Bill Nelson | DEM |
| <input type="radio"/> Floyd Ray Frazier | NPA |
| <input type="radio"/> Belinda Noah | NPA |
| <input type="radio"/> Brian Moore | NPA |
| <input type="radio"/> Roy Tanner | NPA |
| <input type="radio"/> Write-in | |

COUNTY

COUNTY COMMISSIONER
DISTRICT IV
(Vote for One)

- | | |
|--------------------------------------|-----|
| <input type="radio"/> Richard Schwab | REP |
| <input type="radio"/> Rudolph Parker | DEM |

NONPARTISAN

JUSTICE OF THE SUPREME COURT

Shall Justice R. Fred Lewis of the Supreme Court be retained in office?

- ☐ YES
☐ NO

JUSTICE OF THE SUPREME COURT

Shall Justice Barbara Joan Pariente of the Supreme Court be retained in office?

- ☐ YES
☐ NO

JUSTICE OF THE SUPREME COURT

Shall Justice Peggy A. Quince of the Supreme Court be retained in office?

- ☐ YES
☐ NO

DISTRICT COURT OF APPEAL

Shall Judge Edwin B. Browning Jr. of the First District Court of Appeal be retained in office?

- ☐ YES
☐ NO

STATE

GOVERNOR & LIEUTENANT GOVERNOR
(Vote for One)

- | | |
|---|-----|
| <input type="radio"/> Charlie Crist
Jeff Kotkamp | REP |
| <input type="radio"/> Jim Davis
Daryl L. Jones | DEM |
| <input type="radio"/> Max Linn
Tom Macklin | REP |
| <input type="radio"/> Richard Paul Dembinsky
Dr. Joe Smith | NPA |
| <input type="radio"/> John Wayne Smith
James J. Kearney | NPA |
| <input type="radio"/> Karl C.C. Behm
Carol Castagnaro | NPA |
| <input type="radio"/> Write-in | |

ATTORNEY GENERAL
(Vote for One)

- | | |
|--|-----|
| <input type="radio"/> Bill McCollum | REP |
| <input type="radio"/> Walter "Skip" Campbell | DEM |

CHIEF FINANCIAL OFFICER
(Vote for One)

- | | |
|---------------------------------|-----|
| <input type="radio"/> Tom Lee | REP |
| <input type="radio"/> Alex Sink | DEM |

COMMISSIONER OF AGRICULTURE
(Vote for One)

- | | |
|--|-----|
| <input type="radio"/> Charles H. Bronson | REP |
| <input type="radio"/> Eric Copeland | DEM |

DISTRICT COURT OF APPEAL

Shall Judge Brad Thomas of the First District Court of Appeal be retained in office?

- ☐ YES
☐ NO

DISTRICT COURT OF APPEAL

Shall Judge Peter D. Webster of the First District Court of Appeal be retained in office?

- ☐ YES
☐ NO

PROPOSED CONSTITUTIONAL AMENDMENT

No. 1 CONSTITUTIONAL AMENDMENT ARTICLE III, SECTION 19

State Planning and Budget Process

Proposing amendments to the State Constitution to limit the amount of nonrecurring general revenue which may be appropriated for recurring purposes in any fiscal year to 3 percent of the total general revenue funds estimated to be available, unless otherwise approved by a three-fifths vote of the Legislature; to establish a Joint Legislative Budget Commission, which shall issue long-range financial outlooks; to provide for limited adjustments in the state budget without the concurrence of the full Legislature, as provided by general law; to reduce the number of times trust funds are automatically terminated; to require the preparation and biennial revision of a long-range state planning document; and to establish a Government Efficiency Task Force and specify its duties.

☐ YES

☐ NO

No. 3 CONSTITUTIONAL AMENDMENT ARTICLE XI, SECTION 5

Requiring Broader Public Support for Constitutional Amendments or Revisions

Proposes an amendment to Section 5 of Article XI of the State Constitution to require that any proposed amendment to or revision of the State Constitution, whether proposed by the Legislature, by initiative, or by any other method, must be approved by at least 60 percent of the voters of the state voting on the measure, rather than by a simple majority. This proposed amendment would not change the current requirement that a proposed constitutional amendment imposing a new state tax or fee be approved by at least 2/3 of the voters of the state voting in the election in which such an amendment is considered.

☐ YES

☐ NO

No. 4 CONSTITUTIONAL AMENDMENT ARTICLE X, SECTION 27

Protect People, Especially Youth, from Addiction, Disease, and Other Health Hazards of Using Tobacco

To protect people, especially youth, from addiction, disease, and other health hazards of using tobacco, the Legislature shall use some Tobacco Settlement money annually for a comprehensive statewide tobacco education and prevention program using Centers for Disease Control best practices. Specifies some program components, emphasizing youth, requiring one-third of total annual funding for advertising. Annual funding is 15% of 2005 Tobacco Settlement payments to Florida, adjusted annually for inflation. Provides definitions, Effective immediately.

This amendment requires state government to appropriate approximately \$67 million in 2007 for the Comprehensive Statewide Tobacco Education and Prevention Program. Thereafter, this amount will increase annually with inflation. The spending is expected to reduce tobacco consumption. As a result, some long-term savings to state and local government health and insurance programs are probable, but indeterminate. Also, minor revenue loss to state government is probable, but indeterminate.

☐ YES

☐ NO

NO. 6 CONSTITUTIONAL AMENDMENT ARTICLE VII, SECTION 6 ARTICLE XII, SECTION 26

Increased Homestead Exemption

Proposing amendment of the State Constitution to increase the maximum additional homestead exemption for low-income seniors from \$25,000 to \$50,000 and to schedule the amendment to take effect January 1, 2007, if adopted.

☐ YES

☐ NO

NO. 7 CONSTITUTIONAL AMENDMENT ARTICLE VII, SECTION 6

Permanently Disabled Veterans' Discount on Homestead Ad Valorem Tax

Proposing an amendment to the State Constitution to provide a discount from the amount of ad valorem tax on the homestead of a partially or totally permanently disabled veteran who is age 65 or older who was a Florida resident at the time of entering military service, whose disability was combat-related, and who was honorably discharged; to specify the percentage of the discount as equal to the percentage of the veteran's permanent service-connected disability; to specify qualification requirements for the discount; to authorize the Legislature to waive the annual application requirement in subsequent years by general law; and to specify that the provision takes effect December 7, 2006, is self-executing, and does not require implementing legislation.

☐ YES

☐ NO

NO. 8 CONSTITUTIONAL AMENDMENT ARTICLE X, SECTION 6

Eminent Domain
Proposing an amendment to the State Constitution to prohibit the transfer of private property taken by eminent domain to a natural person or private entity; providing that the Legislature may by general law passed by a three-fifths vote of the membership of each house of the Legislature permit exceptions allowing the transfer of such private property; and providing that this prohibition on the transfer of private property taken by eminent domain is applicable if the petition of taking that initiated the condemnation proceeding was filed on or after January 2, 2007.

☐ YES

☐ NO

PROPERTY TAX EXEMPTION REFERENDUM

Property Tax Exemption Referendum

Shall the Board of County Commissioners of Taylor County be authorized to grant, pursuant to Section 3, Article VII of the State Constitution, Property Tax Exemptions to new businesses, and expansions of existing businesses?

☐ YES for authority to grant exemptions

☐ NO against authority to grant exemptions

**Election Summary Report
General Election 2006
Taylor County, Florida
November 07, 2006**

Date:05/21/09
Time:13:50:27
Page:1 of 3

**Summary For Jurisdiction Wide, All Counters, All Races
Final**

Registered Voters 12529 - Cards Cast 5664 45.21%

Num. Report Precinct 14 - Num. Reporting 14 100.00%

U S SENATOR			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5595	
Katherine Harris	REP	2138	38.21%
Bill Nelson	DEM	3375	60.32%
Floyd Ray Frazier	NPA	24	0.43%
Belinda Noah	NPA	15	0.27%
Brian Moore	NPA	17	0.30%
Roy Tanner	NPA	20	0.36%
Write-in Votes		6	0.11%

COMMISSIONER OF AGRICULTURE			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5549	
Charles H. Bronson	REP	3575	64.43%
Eric Copeland	DEM	1974	35.57%

GOVERNOR			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5616	
Charlie Crist	REP	3172	56.48%
Jim Davis	DEM	2327	41.44%
Max Linn	REP	59	1.05%
Richard P. Dembinsky	NPA	13	0.23%
John Wayne Smith	NPA	26	0.46%
Karl C.C. Behm	NPA	13	0.23%
Write-in Votes		6	0.11%

COUNTY COMM DIST II			
		Total	
Number of Precincts		2	
Precincts Reporting		2	100.0 %
Times Counted	948/2020	46.9 %	
Total Votes		930	
Louis Sonny Parker	REP	168	18.06%
Mark Wiggins	DEM	762	81.94%

COUNTY COMM DIST IV			
		Total	
Number of Precincts		3	
Precincts Reporting		3	100.0 %
Times Counted	1448/2887	50.2 %	
Total Votes		1442	
Richard Schwab	REP	692	47.99%
Rudolph Parker	DEM	750	52.01%

ATTORNEY GENERAL			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5540	
Bill McCollum	REP	2824	50.97%
Walter Campbell	DEM	2716	49.03%

JUSTICE R. FRED LEWIS			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5074	
YES		3019	59.50%
NO		2055	40.50%

CHIEF FINANCIAL OFFICER			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5403	
Tom Lee	REP	2354	43.57%
Alex Sink	DEM	3049	56.43%

JUSTICE BARBARA JOAN PARIENTE			
		Total	
Number of Precincts		14	
Precincts Reporting		14	100.0 %
Times Counted	5664/12529	45.2 %	
Total Votes		5003	
YES		2843	56.83%
NO		2160	43.17%

Election Summary Report
General Election 2006
Taylor County, Florida
November 07, 2006
Summary For Jurisdiction Wide, All Counters, All Races
Final

Date: 05/21/09
Time: 13:50:27
Page: 2 of 3

Registered Voters 12529 - Cards Cast 5664 45.21%

Num. Report Precinct 14 - Num. Reporting 14 100.00%

JUSTICE PEGGY A. QUINCE	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5003
YES	2872 57.41%
NO	2131 42.59%

AMENDMENT 3	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5277
YES	3360 63.67%
NO	1917 36.33%

JUDGE EDWIN B. BROWNING JR.	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5073
YES	3239 63.85%
NO	1834 36.15%

AMENDMENT 4	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5266
YES	3404 64.64%
NO	1862 35.36%

JUDGE BRAD THOMAS	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	4987
YES	3015 60.46%
NO	1972 39.54%

AMENDMENT 6	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5356
YES	4108 76.70%
NO	1248 23.30%

JUDGE PETER D. WEBSTER	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5007
YES	2982 59.56%
NO	2025 40.44%

AMENDMENT 7	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5295
YES	4291 81.04%
NO	1004 18.96%

AMENDMENT 1	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5009
YES	2701 53.92%
NO	2308 46.08%

AMENDMENT 8	
	Total
Number of Precincts	14
Precincts Reporting	14 100.0 %
Times Counted	5664/12529 45.2 %
Total Votes	5118
YES	3293 64.34%
NO	1825 35.66%

Election Summary Report**General Election 2006****Taylor County, Florida****November 07, 2006****Summary For Jurisdiction Wide, All Counters, All Races
Final**

Date:05/21/09

Time:13:50:27

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Registered Voters 12529 - Cards Cast 5664 45.21%

Num. Report Precinct 14 - Num. Reporting 14 100.00%

REFERENDUM			
	Total		
Number of Precincts	14		
Precincts Reporting	14	100.0 %	
Times Counted	5664/12529	45.2 %	
Total Votes	5345		
YES	2481	46.42%	
NO	2864	53.58%	

MASTER PROJECT LIST

Project Name	Project Manager	Assigned To	Deadline	Status as of :	4/11/2018
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UNDER CONSTRUCTION

Steinhatchee Boat Ramp Restrooms	Kenneth Dudley		June 2018	Under construction
Hodges Park Sand Fence Repair (using pilings from Pier)	Kenneth Dudley	Danny O'Quinn		
Hodges Park Pier Reconstruction	Kenneth Dudley			Contract executed-NTP April 30th
Keaton Beach Sand	TDC			
Keaton Beach Coastal Park	Melody Cox		October 2017	85% complete
Steinhatchee Park -FRDAP Grant	Melody Cox		April 2018	Ramp under construction, dock materials received
Shady Grove Community Center	Danny Griner	Michael Lynn, Inc.		Under construction

SMALL PROJECTS

Forest Capital Hall Roof Repair (replace screws in roof)	Kenneth Dudley	Danny O'Quinn
Animal Control Storage	Gary Wambolt	Danny O'Quinn

Solid Waste Recycling Office Construction/Roof Repair	Gary Wambolt	Danny O'Quinn		
Keaton Beach Fire House Roof Replacement	Dan Cassell			
Johnson Stripling Fire House Painting	Dan Cassell		Quotes obtained	
Shady Grove Fire House Painting	Dan Cassell		Quotes obtained	
FUNDED WITH START DATE				
Harrison Blue Collection Center Improvements	Kenneth Dudley			
Public Works Office Building	Hank Evans		Under design	
Airport Property Tree Removal-Offsite	Melody Cox		Waiting for FDOT Grant- scheduled for June 2019	
Airport Property Tree Removal-Onsite	Melody Cox	April 2018	Project out for bids	
Airport Solar Farm Land Acquisition (Conceptual)	Melody Cox	December 2017	Waiting for FAA approval	
Airport Solar Farm	Melody Cox		Feasibility Study complete, working on land transfer	
Sports Complex FRDAP Adult Fitness Equipment and Playground Equipment	Melody Cox	April, 2018	90% complete	Quotes obtained
Transportation Enhancement FDOT (sidewalk from Green/Arena to Green/Clark)	FDOT		FDOT to begin design work in 2018, contruction scheduled for 2019	

Airfield Lighting FDOT/FAA	FDOT		July 2018	Under design	Preparing bid documents
Coastal Canal No Wake Signage	Steve Spradley	Public Works	5/30/18		
Forest Capital Hall Generator Installation	Steve Spradley			Project funding obtained	
<i>CONCEPTUAL/AWAITING FUNDING</i>					
Host Site Campsite Construction					
Library Roof Replacement					
Judge Blue Courthouse Renovation					
Courthouse Awning Replacement	Danny Griner			Seeking funding for project	
Deadman's Curve Realignment	Kenneth Dudley			Seeking funding for project	
Steinhatchee Boat Ramp Docking Project	Melody Cox		June 2018	Waiting for FBIP grant, CPI grant awarded	
Steinhatchee Boat Ramp Mobile Home Renovation				Need renovation costs	
<i>ROAD PROJECTS</i>					
Houck Road (Resurfacing and widening)	Kenneth Dudley		2019	Programmed	
East Ellison Road (SCRAP/SCOP) (Resurfacing and widening)	Kenneth Dudley		2019	Under design	
North Ellison Road (SCRAP) (Resurfacing)	Kenneth Dudley		2019	Under design	

Foley Cut-Off Road (SCRAP) (Resurfacing)	Kenneth Dudley	2019	Under design
Carlton Cemetery Road (SCOP) (Resurfacing and widening)	Kenneth Dudley	2018	Under construction
San Pedro Road (SCOP) (Resurfacing and widening)	Kenneth Dudley		Final design with ROW encroachment requests
Hingson Tanner Road (Paving an unimproved roadway)	Kenneth Dudley	2019	Under design with Ellison Road projects
Pinecrest Road (SCRAP) (Resurfacing)	Kenneth Dudley	2020	Awaiting design
Ellison Frith Road (Paving an unimproved roadway)	Kenneth Dudley	2020	Awaiting design
Road Striping	Hank Evans		Project started
Contractors Road (SCOP) (Resurfacing and 3rd lane request)	Kenneth Dudley	2019	Partially Complete, awaiting FDOT programming