

SUGGESTED AGENDA

TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS  
PERRY, FLORIDA  
REGULAR BOARD MEETING  
MONDAY, SEPTEMBER 21, 2015  
6:00 P.M.  
201 E. GREEN STREET  
TAYLOR COUNTY ADMINISTRATIVE COMPLEX  
OLD POST OFFICE

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
2. Pledge of Allegiance
3. Approval of Agenda

BIDS/PUBLIC HEARINGS:

4. THE BOARD TO HOLD THE FIRST OF TWO PUBLIC HEARINGS AT 6:00 P.M. TO DISCUSS AND RECEIVE PUBLIC INPUT FOR THE POSSIBLE GRANT SUBMISSION TO THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT'S RIVER GRANT PROGRAM, AS AGENDAED BY MELODY COX, GRANTS DIRECTOR.

PUBLIC REQUESTS:

5. SCOTT FREDERICK OF THE TAYLOR COUNTY DEVELOPMENT AUTHORITY (TCDA) TO ADDRESS THE BOARD WITH AN UPDATE ON ECONOMIC DEVELOPMENT EFFORTS AND THE BOARD TO TAKE ANY ACTION IT DEEMS NECESSARY IN RESPONSE.

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

CONSENT ITEMS:

6. EXAMINATION AND APPROVAL OF INVOICES.
7. THE BOARD TO REVIEW AND APPROVE NOTICE TO BIDDERS AND WORK WRITE UPS FOR PROPOSED CDBG RECIPIENTS ELIGIBLE TO RECEIVE HOUSING REHABILITATION ASSISTANCE, AS AGENDAED BY THE GRANTS DIRECTOR.
8. THE BOARD TO REVIEW AND APPROVE THE LIST OF ELIGIBLE CDBG RECIPIENTS AND LIST OF THE PRE-APPROVED CONTRACTORS ELIGIBLE TO BID ON THE PROPOSED CDBG HOUSING REHABILITATION PROJECTS, AS AGENDAED BY THE GRANTS DIRECTOR.
9. THE BOARD TO REVIEW AND APPROVE THE CDBG STATUTORY WORKSHEETS FOR POTENTIAL CDBG RECIPIENTS VERIFYING THE REHABILITATION OR DEMOLITION AND CONSTRUCTION PROJECTS DO NOT HAVE A NEGATIVE ENVIRONMENTAL AND/OR RESOURCE IMPACT OR REQUIRE MITIGATION MEASURES, AS AGENDAED BY THE GRANTS DIRECTOR.
10. THE BOARD TO APPROVE THE NOTICE TO PROCEED AND THE NOTICE OF AWARD TO MUSIC CORPORATION, INC., FOR THE CONSTRUCTION OF THE CORPORATE HANGAR AT PERRY FOLEY AIRPORT, AS AGENDAED BY THE GRANTS DIRECTOR.
11. THE BOARD TO REVIEW AND APPROVE THE GRIEVANCE PROCEDURES FOR 2016 FOR THE LOCAL COORDINATING BOARD FOR THE TRANSPORTATION DISADVANTAGED, AS AGENDAED BY THE GRANTS DIRECTOR.
12. THE BOARD TO APPROVE SATISFACTION OF REPAYMENT AGREEMENT FOR JOHN HART WHO RECEIVED REHABILITATION ASSISTANCE THROUGH THE SHIP PROGRAM APRIL 18, 2012, AS AGENDAED BY THE GRANTS DIRECTOR.
13. THE BOARD TO RECEIVE AND APPROVE COUNTY ROAD 14A MAINTENANCE MAP AS PRODUCED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION IN CONJUNCTION WITH THE DONALDSON BRIDGE REPLACEMENT PROJECT, AS AGENDAED BY KENNETH DUDLEY, COUNTY ENGINEER.

14. THE BOARD TO APPROVE A REQUEST TO REMOVE SURPLUS ITEMS FROM THE BOARD'S INVENTORY, AS AGENDAED BY GARY KNOWLES, DEPUTY CLERK.
15. THE BOARD TO REVIEW AND APPROVE THE E911 FALL MAINTENANCE GRANT APPLICATION, AS AGENDAED BY LT. CHRIS FOLSOM.
16. THE BOARD TO APPROVE BUDGET AMENDMENT NUMBER 4 INDICATING AN ADJUSTMENT FOR LOCAL FUNDING FOR MOSQUITO CONTROL, AS AGENDAED BY GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.
17. THE BOARD TO APPROVE BUDGET AMENDMENT NUMBER 5 INDICATING AN ADJUSTMENT FOR LOCAL FUNDING FOR MOSQUITO CONTROL, AS AGENDAED BY THE ENVIRONMENTAL SERVICES DIRECTOR.
18. THE BOARD TO REVIEW AND CONSIDER APPROVAL OF DISPOSITION FORMS FOR SURPLUS COUNTY PROPERTY, AS AGENDAED BY THERESA GANT-COPELAND, IT DIRECTOR.

COUNTY STAFF ITEMS:

19. THE BOARD TO REVIEW AND APPROVE DEP AGREEMENT NO. A6020 WITH FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) IN THE AMOUNT OF \$50,000 FOR IMPROVEMENTS TO TAYLOR COUNTY SPORTS COMPLEX, PHASE IV, AS AGENDAED BY THE GRANTS DIRECTOR.
20. THE BOARD TO REVIEW AND APPROVE DEP AGREEMENT NO. A6001 WITH FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) IN THE AMOUNT OF \$50,000 FOR STEINHATCHEE COMMUNITY CENTER PARK IMPROVEMENTS, AS AGENDAED BY THE GRANTS DIRECTOR.

CONSTITUTIONAL OFFICERS/OTHER GOVERNMENTAL UNITS:

21. THE CLERK TO DISCUSS TAX CERTIFICATES THAT ARE TWO (2) YEARS OLD.

COUNTY ADMINISTRATOR ITEMS:

22. THE BOARD TO REVIEW AND APPROVE AN RFQ FOR MISDEMEANANT OFFENDER SUPERVISION SERVICES, AS AGENDAED BY THE COUNTY ADMINISTRATOR.
23. THE COUNTY ADMINISTRATOR TO DISCUSS INFORMATIONAL ITEMS.

ADDITIONAL 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](http://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 MARGARET DUNN, ASSISTANT COUNTY ADMINISTRATOR, 201 E. GREEN STREET, PERRY, FLORIDA, 850-838-3500, EXT. 7, WITHIN TWO (2) WORKING DAYS OF THIS PROCEEDING.
- ANY PERSON WISHING TO ADDRESS THE BOARD REGARDING AN AGENDAED OR NON-AGENDAED ITEM WILL BE GIVEN THREE (3) MINUTES FOR COMMENT.
- 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.



**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Requesting Board to hold the first of two public hearings at 6:00 p.m. to discuss and receive public input for the possible grant submission to the Suwannee River Water Management District RIVER grant program.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to hold the first of two public hearings to discuss and receive public input on the possible grant submission to the SRWMD RIVER grant program. Grants staff is recommending submitting application for the restoration of Stephens Springs in Steinhatchee.

**Recommended Action:** Not applicable at this time.

**Fiscal Impact:** Not applicable at this time.

**Budgeted Expense:** Y/N Not applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The RIVER grant funding cycle is open and applications must be submitted to SRWMD by October 30, 2015. The second public hearing will be held October 5, 2015 at 6:00p.m. Grants staff recommends submitting application for the restoration of Stephens Springs in Steinhatchee. Staff and Stan Ridgeway, who spearheaded the project has met with SRWMD in reference to the proposed restoration.

The County was awarded a grant in the amount of \$55,200 through this program in 2014 which provided funding assistance for the connection to the City of Perry sewer system and the decommissioning of the existing septic system at Forest Capital Hall.

**Attachments:** Stephens Springs Information

# Stephens Springs

## Steinhatchee Florida



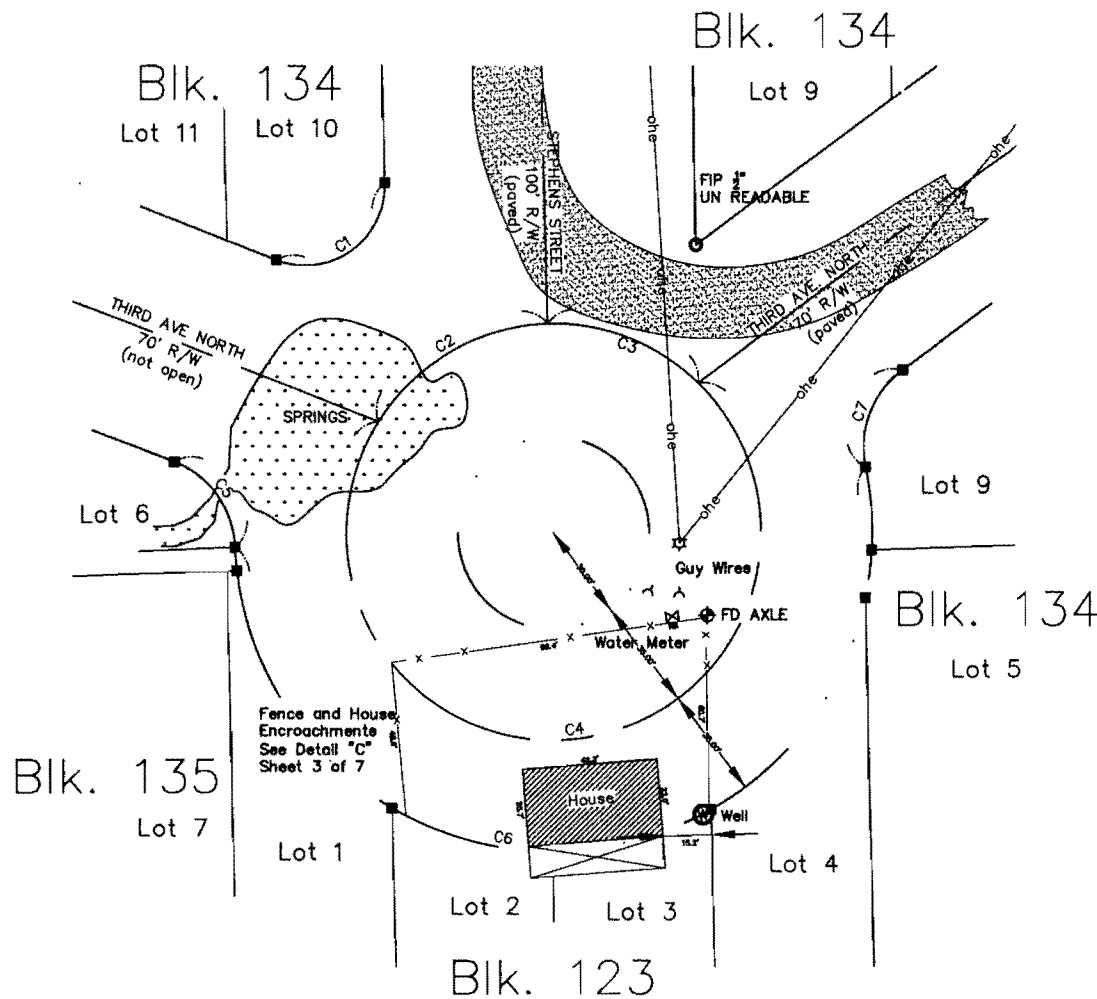








**A BOUNDARY SURVEY FOR  
TAYLOR COUNTY BOARD OF COMMISSIONERS  
STEPHENS PARK  
TOWN OF STEINHATCHEE  
TAYLOR COUNTY, FLORIDA**



**SURVEYORS NOTES:**

1. Bearings are based on NAD 83 Florida State Plane, North Zone (US Feet).
2. If no difference is shown, the plat call bearings and distances are the same as measured.
3. Field work was completed on Jan. 29 2004.
4. There may be other restrictions of record not shown on this plat that may be found in the Public Records of Taylor County, Florida.
5. 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 affect the boundaries.
6. Underground improvements, utilities, interior fences and other improvements were not located except as shown.
7. 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.
8. This is page 2 of 7. None are to be considered complete without the others.

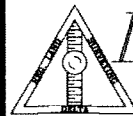
CURVE					
CURVE	LENGTH	RADIUS	DELTA	CH BEARING	CH DIST
C1	49.08	25.00	102°36'17"	N54°49'25"E	41.68
C2	63.60	63.00	55°02'24"	S67°07'11"W	43.85
C3	35.88	63.00	25°43'46"	N48°30'37"W	35.93
C4	492.82	63.00	89°15'28"	N60°07'04"E	303.80
C5	34.53	30.00	64°05'57"	N55°46'27"E	22.71
C6	320.26	300.00	109°12'28"	N66°34'36"E	199.25
C7	34.17	30.00	63°25'19"	S50°23'24"W	22.35
C8	68.88	250.00	57°47'08"	S41°28'12"W	68.88
C9	35.47	100.00	33°30'00"	S57°54'11"W	35.93
C10	67.75	100.00	38°49'04"	N75°32'33"W	64.46
C11	105.19	100.00	64°16'52"	S54°04'29"W	98.10
C12	186.61	180.00	119°10'00"	S22°34'00"E	165.30
C13	186.46	180.00	107°38'24"	N34°31'07"E	163.78
C14	156.73	150.00	107°12'24"	N34°31'07"E	144.46
C15	66.13	63.00	64°05'57"	S55°46'27"W	55.72
C16	81.96	100.00	60°38'10"	S36°28'23"W	79.478
C17	63.33	63.00	67°18'30"	S39°04'14"W	57.67
C18	74.63	150.00	80°30'53"	S24°17'11"W	74.63
C19	74.83	150.00	80°30'53"	S24°17'11"W	74.83
C20	46.88	150.00	179°28'36"	N63°19'30"E	300.00
C21	31.83	150.00	19°12'00"	N48°49'47"W	31.40
C22	30.87	100.00	35°43'10"	N65°41'14"W	27.24
C23	167.28	160.00	95°34'11"	S40°20'03"W	148.52
C24	57.65	100.00	81°02'22"	N44°21'01"E	59.07
C25	226.80	154.74	166°16'49"	N43°04'30"E	243.24
C26	26.97	30.00	69°28'00"	S78°15'23"W	24.19
C27	36.24	124.14	47°36'37"	N66°30'26"E	34.81
C28	40.12	30.00	74°37'20"	N75°37'06"W	37.20

**LEGEND**

- (FIP) FOUND IRON PIPE AS LABELED
- (FIR) FOUND IRON ROD AS LABELED
- (PCM) FOUND CONCRETE MONUMENT AS LABELED
- (SCM) SET 4"x4" CONCRETE MONUMENT
- RLS #3223 FRM
- (SIR) SET 1" IRON ROD AS LABELED
- LB 4765
- ⊕ OTHER MONUMENT AS LABELED
- RLS REGISTERED LAND SURVEYOR
- D DIAMETER
- R RADIUS
- L LENGTH
- CH CHORD BEARING AND DISTANCE
- ☆ POWER POLE
- CENTER LINE
- R/W RIGHT-OF-WAY
- PHONE BOX
- X- FENCE
- ⊙ WELL
- (P) DEED CALL
- (m) MEASURED
- o- OVERHEAD ELECTRIC LINE
- o- GUY WIRE
- ⊗ WATER METER

1 inch = 40 feet

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



**DELTA**

**LAND SURVEYORS, INC.**  
CERTIFICATE OF AUTHORIZATION NUMBER LB 4765  
114 WEST GREEN STREET  
PERRY, FLORIDA

PHONE (850)584-2849

FAX (850)584-7609

CLIENT

**STEPHENS PARK**

JOB NO.

03-253-41

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## TAYLOR COUNTY BOARD OF COMMISSIONERS

### *County Commission Agenda Item*

**SUBJECT/TITLE:**

SCOTT FREDERICK OF THE TAYLOR COUNTY DEVELOPMENT AUTHORITY (TCDA) TO ADDRESS THE BOARD WITH AN UPDATE ON ECONOMIC DEVELOPMENT EFFORTS AND THE BOARD TO TAKE ANY ACTION IT DEEMS NECESSARY IN RESPONSE.

**MEETING DATE REQUESTED:**

SEPTEMBER 21, 2015

**Statement of Issue:** SCOTT FREDERICK WILL BRIEF THE BOARD ON TCDA'S RECENT ACTIVITY AND MAY MAKE RECOMMENDATION(S) FOR BOARD ACTION.

**Recommended Action:** TO BE DECIDED

**Fiscal Impact:** UNKNOWN

**Budgeted Expense:**

**Submitted By:** COUNTY ADMINISTRATOR 850-838-3500

**Contact:**

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:**

**Options:**

**Attachments:**



**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Board to review and approve Notice to Bidders and Work Write Ups for proposed CDBG recipients eligible to receive housing rehabilitation assistance.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to review and approve Notice To Bidders and Work Write Ups for eligible CDBG recipients.

**Recommended Action:** Approve Notice to Bidders and Work Write Ups

**Fiscal Impact:** Not Applicable

**Budgeted Expense:** Y/N Not Applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Jordan and Associates have qualified and prepared Work Write Ups for the proposed CDBG recipients. We anticipate going out for bids for the rehabilitation of at least one (1) single family structure and the demolition/new construction of at a minimum eight (8) single family structures. Bids are to be received at the November 2, 2015 Board meeting and awarded at the November 16 meeting. The Work Write Ups are for the following proposed recipients:

Paula Daughtry	6059 Loren Henderson Road
Robin Paulk	10146 Fish Creek
Jan Hopkins	1272 Langford Lane
Lisa & Michael Sinnott	2737 W US 98
Wendy Raulerson	6637 Potts Still Road
Timothy Harrell	3710 Wash Davis Road
Sabra & Benny Farnell	2470 W US 98

<b>Alternates</b>	
Ann Bemby	6942 Puckett Road

**Alice Cassellman  
Summer Grantham**

**3820 Mclean Street  
793 Ma Dixon Road**

**Attachments: Notice to Bidders and Work Write Ups**



**TAYLOR COUNTY CDBG-HR PROGRAM  
NOTICE TO BIDDERS**

A. Notice to Bidders:

Taylor County will receive sealed bids from pre-qualified contractors interested in providing construction services for the County's CDBG Housing Rehabilitation Program. This project will include the rehabilitation of one (1) single family structure and the demolition/new construction of minimum of eight (8) single family structures. All work is being funded by whole or in part through CDBG contract number 15DB-OJ-03-72-01-H 18.

Mandatory pre-bid conferences will be held onsite for each of the proposed projects starting October 5 through October 7, 2015. The pre-bid conferences will begin 8:00 am, outside of the Perry Foley Airport Terminal Conference Room, located at 401 Industrial Drive, Perry, FL 32347.

In order to bid on a project, you must be present for the entire pre-bid conference for each household in order for that bid to be accepted by County. The deadline for sealed bids to be received is October 30, 2015 by 4:00 PM.

Completion date for all projects will be one-hundred (100) days from the date the *Notice to Proceed* is presented to the successful bidder.

Liquidated damages for failure to complete the project on the specified date will be set at \$100.00 per day.

B. General Instructions to Bidders:

1. Quotations:

- a. All prices shall include all labor, supervision, materials, equipment and services necessary to satisfactorily complete the job(s).
- b. Only firm bids will be accepted.
- c. Bid prices must be itemized on the submitted bid form or the bid will be rejected.

2. Required Submittals:

- A. **Insurance:** Before any bid can be accepted, a Certificate of Insurance must be attached to this bid. The Certificate of Insurance must list the **Taylor County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents and volunteers** as a party to be notified ten (10) days before cancellation or expiration of the policy.
- B. **Bid Tab:** A completed and signed bid tab in compliance with items B (1) and B (7) of this Notice to Bidders.

**TAYLOR COUNTY CDBG-HR PROGRAM  
NOTICE TO BIDDERS**

3. Legal Compliance:

The bidder shall be familiar with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him from responsibility for compliance with all said laws, ordinances, rules and regulations.

4. Public Entity Crimes

In accordance with Section 287.133, Florida Statutes, no person or affiliate on the Convicted Vendors List may, for a period of up to 36 months after being placed on the list:

- Submit a bid on a contract or request for proposals.
- Be awarded or perform work as a contractor, supplier, subcontractor, or consultant.

5. Right of Rejection:

The owner, in cooperation with the County, reserves the right to accept and/or reject any and all bids, to waive any informality in any bid, and to award the bid in the best interests of the County and the Owner. Bids that are more than 15% higher or lower than the Housing Rehabilitation Specialist's cost estimate will not be accepted.

6. Pre-Bid Conferences:

Bidders or their representatives are required to attend the pre-bid conference for each project they wish to bid on. Failure to attend the pre-bid conference will result in automatic bid rejection, unless a waiver is approved by the County.

**TAYLOR COUNTY CDBG-HR PROGRAM  
NOTICE TO BIDDERS**

7. Bids Submitted:

All bids shall be addressed to the Taylor County Clerk of Courts and enclosed in a sealed envelope. The outside of the sealed envelope shall be clearly marked as TAYLOR COUNTY CDBG-HR (15DB-H18) and bear your company name and address. The deadline for sealed bids to be received is October 30, 2015 by 4:00 PM.

Bids may be hand-delivered or mailed to:

Taylor County Clerk of Courts  
108 N. Jefferson Street  
P.O. Box 620  
Perry, FL 32348

Bids will be opened on November 2, 2015 during the Board of County Commissioner meeting in the Commission Board Room located at 201 E. Green Street, Perry, Florida 32347. Taylor County is an Equal Opportunity Employer/Handicapped Accessible/Fair Housing Jurisdiction.

8. No contractor or subcontractor may participate in this work, if ineligible to receive federal or state funded contracts.
9. No contractor will be issued more than two (2) funded contracts simultaneously, unless ability to perform is proven.
10. Federal equal opportunity, civil rights, lead base paint and record retention requirements are applicable to work performed on this job.
11. Financing of the work will be provided in whole or in part by the CDBG-HR Program. Taylor County will act as agent for the owner in preparing contract documents, inspecting, and issuing payments. However, the contract will be between the owner and contractor. Bids, work performed, and payments must be approved by the owner and the agent.

If you have any questions related to this notice, please do not hesitate to contact Ronald M. Vanzant, at (904) 264-6203.

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>6059 Loren Henderson Rd., Greenville, FL 32331</b>	
<b>Client ID #</b>		<b>T-6</b>	<b>Name of Resident(s)</b>
		Daughtry	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>6059 Loren Henderson Rd., Greenville, FL 32331</b>	
<b>Client ID #</b>		<b>T-6</b>	<b>Name of Resident(s)</b>
		<b>Daughtry</b>	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.	
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.	
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.	
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address	
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.	
<b>TOTAL Base Bid</b>			

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 <i>Second Bathroom</i>	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

**THIS PAGE MUST BE INCLUDED WITH THE BID FOR THE BID TO BE VALID**

All work shall be performed in accordance with the current Florida Building Code, relevant local housing codes (whichever is more stringent for each code-related item) and the City's adopted Housing Assistance Plan. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all materials/equipment/fixtures and other items removed from the dwelling unless otherwise specified herein. Disposal & debris removal will be required for all construction line items. All items must be cost itemized in the space provided or the bid will be rejected. All addendums must be signed and submitted with this bid.

Work must be completed and approved within **One Hundred (100)** days of the issuance of the Notice to Proceed.

<hr/> <div>Printed Name of Authorized Representative</div> <hr/> <div>Title of Authorized Representative</div> <hr/> <div>Corporation Name</div> <hr/> <div>Street Address</div> <hr/> <div>Signature of Authorized Representative</div>	<hr/> <div>TAYLOR COUNTY Local Government</div> <hr/> <div>T-6 (DAUGHTRY) Project Name</div> <hr/> <div>15DB-OJ-03-72-01-H 18 CDBG Contract Number</div> <hr/> <div>City, State, Zip</div> <hr/> <div>Signed Date</div>
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**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<u>Robert Delaney, Housing Rehabilitation Specialist, Jordan &amp; Associates</u>

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>2737 W US 98 Perry, Fl</b>	
<b>Client ID #</b>		<b>T-11</b>	<b>Name of Resident(s)</b>
		<b>Sinnott</b>	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Crawlspace	Provide painted, 1x4 trimmed plywood access door with hinges and clasp at open area of crawlspace at rear of home.	
2	Siding	Provide new vinyl siding to 2 side of home at back corner.	
3	Skirting	Install new vinyl skirting secured with PT framing members installed 4'OC around perimeter of rear deck.	
4	Brick	Complete brick in rear corner of home. Bring height only to underside of home where new vinyl is to be installed.	
5	Kitchen	Remove and dispose of existing stove. Replace with new 4 burner, Energy Star rated electric stove with 4 prong wire and tip-guard.	
6	Kitchen	Remove and dispose of existing oven built into wall unit. Modify to accept shelving for new storage area.	
7	Kitchen	Remove and dispose of existing base cabinets, upper cabinets and countertops. Remove and reinstall existing kitchen sink: <ul style="list-style-type: none"> <li>• Provide 16Ln. Ft. of new wood base cabinets.</li> <li>• Provide 18Ln. Ft. of new wood wall cabinets.</li> <li>• Install 16Ln. Ft. of pre-formed mica counter tops with 4" backsplash.</li> </ul>	
8	Kitchen	Remove existing sink and fixtures. Provide new stainless steel 8" deep double sink with fixtures. Repair all supply and sewer connections as needed.	
9	Bathroom 2	Remove existing tub unit. Make all needed drywall and framing repairs behind unit. Install new 2 piece fiberglass shower unit with fixtures.	
10	Bathroom 2	Remove existing vanity, fixtures and top replace with new 4'prefab cabinet and top with fixtures.	
11	Front Door	Provide new storm doors at front door..	
12	French Door	Remove existing sliding French door and replace with French door.. <ul style="list-style-type: none"> <li>• New door shall be double 30x6'-8"grid design, steel.</li> <li>• Installation shall include window sealant tape around perimeter of the exterior of sliding glass door; interior repairs to match existing wall and sill; and, exterior repairs to match existing wall and trim.</li> </ul>	
13	HVAC	Remove and dispose of existing HVAC unit and replace with new. <ul style="list-style-type: none"> <li>• New unit shall have a seer rating of at least 14.</li> <li>• Licensed Mechanical Contractor to determine tonnage of new unit.</li> </ul>	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>2737 W US 98 Perry, Fl</b>	
<b>Client ID #</b>		<b>T-11</b>	<b>Name of Resident(s)</b>
		<b>Sinnott</b>	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
14	Plumbing	<p>Prior to commencement of the work, snake all drain lines and perform a complete plumbing inspection.</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed deficiencies, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
15	Electrical	<p>Prior to commence of the work, have a licensed electrician complete an inspection of the electrical system.</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed deficiencies, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
16	Septic System	<p>Prior to commencement of the work, pump and inspect the septic system.</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed deficiencies, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
17	Weatherization	Provide high density polyethelene solar protective screen covering to all windows.	
18	Pest Control	<p>Prior to commencement of the work a licensed pest inspector shall inspect the home. The inspection will include, termites, roaches and all other types applicable:</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed damages, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
19	Insulation	<p>Upgrade existing attic insulation by installing blown-in fiberglass insulation.</p> <ul style="list-style-type: none"> <li><i>Installation shall include a minimum 16" thickness of insulation or manufacturers recommended thickness to achieve a 38 R-Value.</i></li> </ul>	
<b>TOTAL</b>			



**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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Work must be completed and approved within **One Hundred (100)** days of the issuance of the Notice to Proceed.

<hr/> <b>Printed Name of Authorized Representative</b>	<hr/> <b>TAYLOR COUNTY</b> <hr/> <b>Local Government</b>
<hr/> <b>Title of Authorized Representative</b>	<hr/> <b>T-11 (SINNOT)</b> <hr/> <b>Project Name</b>
<hr/> <b>Corporation Name</b>	<hr/> <b>15DB-OJ-03-72-01-H 18</b> <hr/> <b>CDBG Contract Number</b>
<hr/> <b>Street Address</b>	<hr/> <b>City, State, Zip</b>
<hr/> <b>Signature of Authorized Representative</b>	<hr/> <b>Signed Date</b>

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> <b>Robert Delaney, Housing Rehabilitation Specialist, Jordan &amp; Associates</b>

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>1272 Langford Ln., Perry, FL 32348</b>	
<b>Client ID #</b>		<b>T-13</b>	<b>Name of Resident(s)</b>
		Hopkins	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	

TAYLOR COUNTY  
WORK WRITE-UP/BID FORM

<b>Unit Address</b>		<b>1272 Langford Ln., Perry, FL 32348</b>	
<b>Client ID #</b>		<b>T-13</b>	<b>Name of Resident(s)</b>
		Hopkins	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.	
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.	
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.	
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address	
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.	
TOTAL Base Bid			

Item	Area	Description of Work (Additives)	Bid Amount (\$)
A1	Culvert	Provide Culvert as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 Second Bathroom	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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<hr/> Printed Name of Authorized Representative	<hr/> TAYLOR COUNTY Local Government
<hr/> Title of Authorized Representative	<hr/> T-13 (HOPKINS) Project Name
<hr/> Corporation Name	<hr/> 15DB-OJ-03-72-01-H 18 CDBG Contract Number
<hr/> Street Address	<hr/> City, State, Zip
<hr/> Signature of Authorized Representative	<hr/> Signed Date

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>6637 Potts Still Rd., Perry, FL 32348</b>	
<b>Client ID #</b>		<b>T-14</b>	<b>Name of Resident(s)</b>
		Raulerson	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply ½" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

Unit Address		6637 Potts Still Rd., Perry, FL 32348		
Client ID #		T-14	Name of Resident(s)	Raulerson
Item	Area	Description of Work		Bid Amount (\$)
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.		
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.		
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.		
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address		
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.		
TOTAL Base Bid				

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	<b>Bid Amount (\$)</b>
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 <i>Second Bathroom</i>	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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<hr/> Printed Name of Authorized Representative	<hr/> TAYLOR COUNTY Local Government
<hr/> Title of Authorized Representative	<hr/> T-14 (RAULERSON) Project Name
<hr/> Corporation Name	<hr/> 15DB-OJ-03-72-01-H 18 CDBG Contract Number
<hr/> Street Address	<hr/> City, State, Zip
<hr/> Signature of Authorized Representative	<hr/> Signed Date

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>10146 Fish Creek Road, Perry, FL 32348</b>	
<b>Client ID #</b>		<b>T-9</b>	<b>Name of Resident(s)</b> Paulk
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	



TAYLOR COUNTY  
WORK WRITE-UP/BID FORM

Unit Address		10146 Fish Creek Road, Perry, Fl 32348		
Client ID #		T-9	Name of Resident(s)	Paulk
Item	Area	Description of Work		Bid Amount (\$)
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.		
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.		
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.		
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address		
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.		
TOTAL Base Bid				

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 <i>Second Bathroom</i>	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
TAYLOR COUNTY  
Local Government

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
T-9 (PAULK)  
Project Name

\_\_\_\_\_  
Corporation Name

\_\_\_\_\_  
15DB-OJ-03-72-01-H 18  
CDBG Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signed Date

**OFFICIAL USE ONLY**

Date Submitted: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Bid Opened By: \_\_\_\_\_

Date Opened: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>2470 W US 98 Perry, Fl</b>	
<b>Client ID #</b>		<b>T-7</b>	<b>Name of Resident(s)</b>
		<b>Farnell</b>	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Roof	<p>Remove existing shingles and felt underlayment and replace all damaged plywood and fascia. Provide new 25yr.3-tab shingles over one layer of 30 felt paper. Replace all boots and provide onsite dumpster or dump truck for debris removal.</p> <p>Contractors shall provide a price for a 29G metal roof option.</p> <p>Upon removal of existing shingles and underlayment contractor shall contact HRS immediately if additional damage to plywood, fascia ect.is discovered.</p> <p>Bids shall include an allowance of five sheets of plywood and bidders must indicate their price per sheet below.</p> <p>\$ _____ per sheet installed.</p>	
2	Front porch	Remove existing flooring material on entire front porch. Repair support members and piers as needed and replace porch flooring with 5/4 PT material.	
3	Exterior paint	Scrape existing paint from exterior of home, prep and repair siding as needed. Apply 2 coats of exterior latex paint. Give owner adequate selections.	
4	Piers	Provide 12"x12" concrete pad with 4#5 rebar and install prefab foundation pier as needed.	
5	Skirting	Install vinyl skirting around entire perimeter of home.	
6	Doors	Provide new storm doors at front and rear doorways.	
7	Flooring	<p>Remove existing carpet and padding throughout home . Install new carpet and padding.</p> <ul style="list-style-type: none"> <li>• <i>New carpet shall be level loop, textured loop, level cut pile, or level cut/uncut pile texture; have a pile thickness less than ½ inch.</i></li> <li>• <i>Installation of carpet shall include installation of a firm cushion, pad, or backing; fastening of exposed carpet edges to floor surfaces along with the installation of trim along the entire length of the exposed edge.</i></li> </ul>	
8	Kitchen	Remove and dispose of existing stove. Replace with new 4 burner, Energy Star rated electric stove with 4 prong wire and tip-guard.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>2470 W US 98 Perry, Fl</b>	
<b>Client ID #</b>		<b>T-7</b>	<b>Name of Resident(s)</b>
		<b>Farnell</b>	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
9	Bathroom	Remove existing toilet and install a new ADA compliant toilet <ul style="list-style-type: none"> <li><i>New toilet shall be builder grade, 1.6 gpf or less, ANSI Certified and ADA Compliant unit.</i></li> <li><i>Installation shall include removal and replacement of supply line, flange and wax ring.</i></li> </ul>	
10	Bathroom	Remove existing vanity, fixtures and top replace with new prefab cabinet and top.	
11	Bathroom	Remove existing tub unit. Make all needed drywall and framing repairs behind unit. Install new 2 piece fiberglass shower unit with fixtures.	
12	Bathroom	Remove wall paper, prep existing ceiling and walls and paint to match existing.  Install new threshold at hall bath entrance. <ul style="list-style-type: none"> <li><i>New threshold shall be an ADA compliant , smooth-top unit.</i></li> </ul>	
13	Windows	Remove existing windows and replace with new. <ul style="list-style-type: none"> <li><i>New window shall be single hung, double-paned, vinyl, low E window with screen.</i></li> <li><i>Installation of windows shall include: caulking perimeter of opening; interior repairs to match existing wall and window sill; and, exterior repairs to match existing wall and trim.</i></li> </ul>	
14	HVAC	Remove and dispose of existing HVAC unit and replace with new. <ul style="list-style-type: none"> <li><i>New unit shall have a seer rating of at least 14.</i></li> <li><i>Licensed Mechanical Contractor to determine tonnage of new unit.</i></li> </ul>	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>2470 W US 98 Perry, Fl</b>	
<b>Client ID #</b>		<b>T-7</b>	<b>Name of Resident(s)</b>
		<b>Farnell</b>	
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Contractor Bid</b>
15	Plumbing	<p>Prior to commencement of the work, snake all drain lines and perform a complete plumbing inspection.</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed deficiencies, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
16	Septic	<p>Prior to commencement of the work, pump and inspect the septic system.</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed deficiencies, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
17	Electrical	<p>Prior to commence of the work, have a licensed electrician complete an inspection of the electrical system.</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed deficiencies, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
18	Water Heater	<p>Install insulated wrap around existing water heater.</p> <p>Install drain pan underneath the existing water heater.</p>	
19	Weatherization	<p>Provide high density polyethelene solar protective screen covering to all windows.</p>	
20	Pest Control	<p>Prior to commencement of the work a licensed pest inspector shall inspect the home. The inspection will include, termites, roaches and all other types applicable:</p> <ul style="list-style-type: none"> <li><i>A detailed report, to include any observed damages, shall be provided to the Home Owner, Taylor County and Jordan and Associates.</i></li> </ul>	
21	Insulation	<p>Upgrade existing attic insulation by installing blown-in fiberglass insulation.</p> <ul style="list-style-type: none"> <li><i>Installation shall include a minimum 16" thickness of insulation or manufacturers recommended thickness to achieve a 38 R-Value.</i></li> </ul>	
<b>TOTAL</b>			

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

**THIS PAGE MUST BE INCLUDED WITH THE BID FOR THE BID TO BE VALID**

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Work must be completed and approved within **One Hundred (100)** days of the issuance of the Notice to Proceed.

<hr/> Printed Name of Authorized Representative	<hr/> TAYLOR COUNTY Local Government
<hr/> Title of Authorized Representative	<hr/> T-7 (FARNELL) Project Name
<hr/> Corporation Name	<hr/> 15DB-OJ-03-72-01-H 18 CDBG Contract Number
<hr/> Street Address	<hr/> City, State, Zip
<hr/> Signature of Authorized Representative	<hr/> Signed Date

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>3710 Wash Davis Rd., Perry, FL 32347</b>	
<b>Client ID #</b>		<b>T-12</b>	<b>Name of Resident(s)</b> Harrell
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	

TAYLOR COUNTY  
WORK WRITE-UP/BID FORM

Unit Address		3710 Wash Davis Rd., Perry, FL 32347		
Client ID #		T-12	Name of Resident(s)	Harrell
Item	Area	Description of Work		Bid Amount (\$)
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.		
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.		
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.		
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address		
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.		
TOTAL Base Bid				

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	<b>Bid Amount (\$)</b>
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 Second Bathroom	Install a master-bathroom with tub/shower unit, toilet and vanity.	



**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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Work must be completed and approved within **One Hundred (100)** days of the issuance of the Notice to Proceed.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
TAYLOR COUNTY  
Local Government

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
T-12 (HARRELL)  
Project Name

\_\_\_\_\_  
Corporation Name

\_\_\_\_\_  
15DB-OJ-03-72-01-H 18  
CDBG Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signed Date

**OFFICIAL USE ONLY**

Date Submitted: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Bid Opened By: \_\_\_\_\_

Date Opened: \_\_\_\_\_

Prepared By: Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>3820 Mclean St., Greenville, FL 32331</b>	
<b>Client ID #</b>		<b>T-5</b>	<b>Name of Resident(s)</b> Casselman
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>3820 Mclean St., Greenville, FL 32331</b>	
<b>Client ID #</b>		<b>T-5</b>	<b>Name of Resident(s)</b> Casselman
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.	
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.	
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.	
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address	
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.	
<b>TOTAL Base Bid</b>			

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 <i>Second Bathroom</i>	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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<hr/> Printed Name of Authorized Representative	<hr/> TAYLOR COUNTY Local Government
<hr/> Title of Authorized Representative	<hr/> T-5 (CASSELMAN) Project Name
<hr/> Corporation Name	<hr/> 15DB-OJ-03-72-01-H 18 CDBG Contract Number
<hr/> Street Address	<hr/> City, State, Zip
<hr/> Signature of Authorized Representative	<hr/> Signed Date

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>793 MA Dixon Rd., Perry, FL 32347</b>	
<b>Client ID #</b>		<b>T-16</b>	<b>Name of Resident(s)</b> Grantham
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1300 square feet of living area, three (3) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

Unit Address		793 MA Dixon Rd., Perry, FL 32347		
Client ID #		T-16	Name of Resident(s)	Grantham
Item	Area	Description of Work		Bid Amount (\$)
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.		
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.		
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.		
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address		
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.		
TOTAL Base Bid				

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	<b>Bid Amount (\$)</b>
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 Second Bathroom	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

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Work must be completed and approved within **One Hundred (100)** days of the issuance of the Notice to Proceed.

<hr/> <div>Printed Name of Authorized Representative</div>	<hr/> <div>TAYLOR COUNTY</div> <hr/> <div>Local Government</div>
<hr/> <div>Title of Authorized Representative</div>	<hr/> <div>T-16 (Grantham)</div> <hr/> <div>Project Name</div>
<hr/> <div>Corporation Name</div>	<hr/> <div>15DB-OJ-03-72-01-H 18</div> <hr/> <div>CDBG Contract Number</div>
<hr/> <div>Street Address</div>	<hr/> <div>City, State, Zip</div>
<hr/> <div>Signature of Authorized Representative</div>	<hr/> <div>Signed Date</div>

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> <div>Robert Delaney, Housing Rehabilitation Specialist, Jordan &amp; Associates</div>

**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

<b>Unit Address</b>		<b>6942 Puckett Rd., Perry FL 32348</b>	
<b>Client ID #</b>		<b>T-2</b>	<b>Name of Resident(s)</b> Bemby
<b>Item</b>	<b>Area</b>	<b>Description of Work</b>	<b>Bid Amount (\$)</b>
1	Demolition	Demolition and safe, legal disposal of all materials according to local and state codes. Clean up entire site for construction of new home.	
2	Site Work	Provide boundary, site survey and plans. Prep site for the construction of a new home including all clearing, fill dirt, grading, and compacting and density test.	
3	Slab on Grade	The new home shall consist of the following: Minimum of 1000 square feet of living area, two (2) bedrooms, one (1) bath, and an open kitchen/living room combination. Structure shall be concrete monolithic slab on grade. Provide a 5'x5' roof overhang and 5'x5' concrete stoop at each exterior opening.	
4	Dry-in/Rough Trades	Provide concrete block walls with a tooled finish on exterior with 2 coats of exterior latex paint, engineered trusses, aluminum fascia and soffits with 3-Tab shingled roof with hip design. Owner to choose colors. Electrical rough in shall include minimum 200 amp service and wiring to meet all local and state codes. Service shall be located on side or rear of home overhead. HVAC rough in shall include system shall be ductwork, drainage system and electrical hookups a minimum of 14 SEER, 2 ton handler and pump with a 5k heat strip. Plumbing rough in shall include all applicable underground sewer and water supply as per plan.	
5	Windows	Provide eight (Openings) vinyl; low-E insulated, single-hung double-paned Energy Star rated windows. Meet egress requirements in all bedrooms.	
6	Exterior doors	Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors.	
7	Interior	Provide drywall with textured ceilings, R-7 wall board insulation with fur stripping and ceilings blown R-38. All walls and ceilings will be painted one flat color with 3" wood baseboard. Provide primed and painted 6-panel, hollow core pre-hung interior doors with casing, hardware and knobs. equal or better 38 face weight, textured, FDA approved polyester carpet with padding and equal or better glue down type, 130 mm fiberglass sheet vinyl throughout home. Apply 1/2" wood shoe molding at vinyl areas and 6-panel primed and painted hollow core bi-fold doors at all closets. Exterior doors shall be insulated, steel 6-panel design, with hardware, knob and dead bolt. Provide storm doors. Home owner to select all colors	



**TAYLOR COUNTY  
WORK WRITE-UP/BID FORM**

Unit Address		6942 Puckett Rd., Perry FL 32348		
Client ID #		T-2	Name of Resident(s)	Bembry
Item	Area	Description of Work		Bid Amount (\$)
8	Electrical Trim Appliances	Appliances shall include a minimum twenty (20) cubic feet, Energy Star rated refrigerator with icemaker and waterline, four (4) burner Energy Star rated electric stove with vented Energy Star rated range hood, forty (40) gallon Energy Star rated electric water heater, all electrical fixtures, GFCIs at all wet locations and smoke detectors with carbon monoxide detection. Provide Energy Star rated ceiling fans with light kits in bedrooms and living room.		
9	Plumbing Trim	Provide new plumbing fixtures with commode, tub/shower (include tile surround with soap dish and towel bar), sink and vanity and stainless steel 8" deep double sink in kitchen. Install washer and dryer hookups in utility closet with bi-fold doors. Provide utility shelving in all closets and provide two (2) hose bibs on exterior of home.		
10	Cabinets	Provide a minimum of 8' of wood base cabinets and pre-formed countertops, backsplash and 6' of wood wall cabinets. Provide minimum 36" vanity with pre-formed formica top backsplash. Provide medicine cabinet in bathrooms.		
11	Miscellaneous	Install two (2) towel bars, and paper-holder. Install minimum 4' of sod around home and landscape. Provide 911 address		
12	Special note:	This detailed write-up is meant as a guideline to the Taylor County Housing Assistance Program. All plans and specifications provided shall supersede this write-up.		
TOTAL Base Bid				

<b>Item</b>	<b>Area</b>	<b>Description of Work (Additives)</b>	
A1	Culvert	Provide Culver as directed by Taylor County building department	
A2	Septic System Replacement	Abate existing septic system and provide new septic system with new drain-field. Bid shall include a new 900 gallon tank 300 gallon dosing tank with pump and alarm, 250 square foot of drain-field with a twenty-eight inch (28") mound system including hay and seed for stabilization as well as cost for permit and electrical hookup.	
A1	Well System Replacement	Abate existing well system and provide new well system. Bid shall include abate of existing well and install of a new 4" drilled well to a maximum depth of 100 feet, new ½ HP pump and 40 gallon bladder tank as well cost for permit, water supply and electrical hookup.	
A2	Water System Replacement	Contractor to provide a cost to drill each additional of the 4" well described under Bid Alternative 3.	
A3	Plan Mod #1 Second Bathroom	Install a master-bathroom with tub/shower unit, toilet and vanity.	

**TAYLOR COUNTY CDBG-HR PROGRAM  
WORK WRITE-UP/BID FORM**

**THIS PAGE MUST BE INCLUDED WITH THE BID FOR THE BID TO BE VALID**

All work shall be performed in accordance with the current Florida Building Code, relevant local housing codes (whichever is more stringent for each code-related item) and the City's adopted Housing Assistance Plan. The contractor shall be responsible for repairs and/or reinstallations of materials/equipment/fixtures damaged or removed due to any work item contained herein. Contractors shall properly dispose of all materials/equipment/fixtures and other items removed from the dwelling unless otherwise specified herein. Disposal & debris removal will be required for all construction line items. All items must be cost itemized in the space provided or the bid will be rejected. All addendums must be signed and submitted with this bid.

Work must be completed and approved within **One Hundred (100)** days of the issuance of the Notice to Proceed.

<hr/> Printed Name of Authorized Representative	<hr/> TAYLOR COUNTY Local Government
<hr/> Title of Authorized Representative	<hr/> T-2 (BEMBRY) Project Name
<hr/> Corporation Name	<hr/> 15DB-OJ-03-72-01-H 18 CDBG Contract Number
<hr/> Street Address	<hr/> City, State, Zip
<hr/> Signature of Authorized Representative	<hr/> Signed Date

**OFFICIAL USE ONLY**

Date Submitted:	<hr/>
Date Accepted:	<hr/>
Bid Opened By:	<hr/>
Date Opened:	<hr/>
Prepared By:	<hr/> Robert Delaney, Housing Rehabilitation Specialist, Jordan & Associates

# **TAYLOR COUNTY BOARD OF COMMISSIONERS**

## ***County Commission Agenda Item***

**SUBJECT/TITLE:**


Board to review and approve the list of eligible CDBG recipients and list of the pre-approved contractors eligible to bid on the proposed CDBG housing rehabilitation projects.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to review and approve eligible CDBG recipients and list of pre-approved contractors.

**Recommended Action:** Approve eligible CDBG recipients and pre-approved contractors.

**Fiscal Impact:** Not Applicable

**Budgeted Expense:** Y/N Not Applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

### **SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County advertised and received CDBG applications February 18 through March 15, 2015 and again on July 6 through August 6, 2015. The County advertised a second time due to several applicants being ineligible during the first submission cycle as their properties were located in a floodplain. The County advertised and received Contractors Applications for CDBG Housing Rehabilitation Program Participation from June 1, 2015 through July 10, 2015. The CDBG program requires all contractors be pre-qualified to bid on housing rehabilitation projects.

**Attachments:** List of Eligible CDBG Recipients and Pre-approved Contractor List

**Taylor County**  
**CDBG Housing Rehabilitation Program**

	<b>Applicant Information</b>	
	<b>Name</b>	<b>Street Address</b>
<b>ELIGIBLE – Complete Application</b>	Paula Daughtry	6059 Loren Henderson Rd. Greenville FL, 32331
	Lisa & Michael Sinnott	2737 W US 98, Perry FL, 32347
	Janet Hopkins	1272 Langford Lane, Perry FL 32348
	Wendy Raulerson	6637 Potts Still Rd, Perry FL 32348
	Robin Paulk	10146 Fish Creek Rd, Perry FL 32348
	Sabra & Bennie Farnell***	2470 US Hwy 98 W, Perry FL 32347
	Timothy Harrell	3710 Wash Davis Rd, Perry FL 32347
<b>INELIGIBLE – Floodplain/Wetland</b>	Frank & Bridgette Alsip	4430 Waldo Cr., Perry FL 32348
	Carol Riley	340 Sam Poppel Rd, Perry FL 32347
	James & Karen. Whitehead	19513 S Jody Morgan Gr, Perry FL 32348
	Lonnell Smyrnios	503 NE 2 <sup>nd</sup> Street, Steinhatchee FL 32359
	James E. Bray	5511 Beach Rd, Perry FL 32348
	John Berg	204 NE 4 <sup>th</sup> Avenue, Steinhatchee FL 32359
	Michell Counce	1964 Landry Rd, Perry FL 32348
	Dorothy Griffin	2933 E Dorman Peacock Rd, FL 32348
	Michael Scott	2306 A Young Rd, Perry FL 32347
<b>INELIGIBLE – Over Income Limits</b>	Alexander Murphy	747 AB Murphy Rd, Perry FL 32347
<b>INELIGIBLE – Voluntary or Involuntary requests to be removed</b>	Jan E. Jones	4969 Jones Baumgardener Ln, Perry FL 32347
	Alice L Willis	1220 Glennis Cruce Rd, Perry FL 32347

\*Homeowners highlighted in yellow are scheduled to receive assistance immediately.

\*\*Homeowners highlighted in red are pending as of September 15, 2015

\*\*\* Bennie Farnell is a County employee (Solid Waste) and has no association with the Grants Department.

## CDBG Pre-Approved Contractors

Contractors are required to be pre-qualified by CDBG through local advertising. The advertising resulted in 6 applicants, all of whom are eligible to bid on the proposed CDBG projects.

<b>Contractor:</b>	<b>Address:</b>
FLA. Homes, Inc. Realty/Construction	13919 NW 145 <sup>th</sup> Avenue Alachua, FL 32615
J.G. Parker Enterprises, Inc.	6212 Topsail Rd. Lady Lake, FL 32159-5932
Johnson and Johnson Roofing, Inc. d/b/a Certified Roofing & Construction	104 NW 266th St Newberry, FL 32669
M.A. Massey Construction, Inc.	127 South Jefferson St Perry, FL 32347
Shaffield Building Specialties, Inc.	3715 Bobbin Mill Rd Tallahassee, FL 32312
Jerry Walters Construction, Inc.	25316 Celmar St. Brooksville, FL 34601

## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

### ***County Commission Agenda Item***

**SUBJECT/TITLE:**

Board to review and approve the CDBG Statutory Worksheets for potential CDBG recipients verifying the rehabilitation or demolition and construction projects do not have a negative environmental and/or resource impact or require mitigation measures.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to review and approve Statutory Worksheets for potential CDBG grant recipients.

**Recommended Action:** Approve Statutory Worksheets

**Fiscal Impact:** Not Applicable

**Budgeted Expense:** Y/N Not Applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

### **SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The CDBG grant program requires the County to verify CDBG funded housing projects will not have an adverse impact on the environment or natural/cultural resources. We are also required to verify that no mitigation measures are required for the projects.

**Attachments:** Statutory Worksheets for the following proposed CDBG recipients:

Paula Daughtry	6059 Loren Henderson Road, Greenville
Robin Paulk	10146 Fish Creek , Perry
Jan Hopkins	1272 Langford Lane, Perry
Lisa & Michael Sinnott	2737 W US 98, Perry
Wendy Raulerson	6637 Potts Still Road, Perry
Timothy Harrell	3710 Wash Davis Road, Perry
Sabra & Benny Farnell	2470 W US 98, Perry

**Alternates**

Ann Bemby	6942 Puckett Road, Perry
Alice Casselman	3820 Mclean Street, Greenville
Summer Grantham	793 Ma Dixon Road, Perry

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-6 Daughtry

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T6: Daughtry project site located at 6059 Loren Henderson Road, Greenville, FL 32331.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

STATUTES, EXECUTVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<b>HISTORIC PRESERVATION</b> 36 CFR Part 800	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 8/31/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP).</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015.</p>



<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2)). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use. The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c)). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.</p>
<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within: 1,000 feet of a busy road or highway; 3,000 feet of a railroad; or 15 miles of a civil airport or military airfield.</p> <p>See 'Exhibit X' for supporting documentation associated with this compliance factor.</p>

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site.</p> <p>See 'Exhibit XI' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property.</p> <p>See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town.</p> <p>See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates

\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date

**DOCUMENTATION OF COMPLIANCE with**  
**24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

A. Flood Insurance when the site is in the 100 year floodplain:

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

# **CERTIFICATION OF CATEGORICAL EXCLUSION** **(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-6 Daughtry project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-9 Paulk

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T09: Paulk project site located at 10146 Fish Creek Road, Perry, FL 32348.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 8/31/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>

<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.</p>
<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within: 1,000 feet of a busy road or highway; 3,000 feet of a railroad; or 15 miles of a civil airport or military airfield. See 'Exhibit X' for support documentation associated with this compliance factor.</p>



<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site.</p> <p>See 'Exhibit XI' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates  
\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC  
\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date

**DOCUMENTATION OF COMPLIANCE with**  
**24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

**A. Flood Insurance when the site is in the 100 year floodplain:**

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

**B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:**

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

**CERTIFICATION OF CATEGORICAL EXCLUSION**  
**(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-9 Paulk project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-13 Hopkins

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T13: Hopkins project site located at 1272 Langford Lane, Perry FL, 32348.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

#### **STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5**

**A/B**

#### **COMPLIANCE DETERMINATION AND DOCUMENTATION**

<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 9/14/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>
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<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>

<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2)). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use. The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c)). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.</p>
<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>A</p>	<p>Although the Project site is located within 15 miles of a civil airport, the project is not subject to loud impulse sounds and therefore does not trigger formal consultation compliance procedures or mitigation. See 'Exhibit X' for support documentation associated with this compliance factor.</p>
<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. See 'Exhibit XI' for support documentation associated with this compliance factor.</p>



<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates  
\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC  
\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date

**DOCUMENTATION OF COMPLIANCE with**  
**24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

**A. Flood Insurance when the site is in the 100 year floodplain:**

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

**B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:**

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

# **CERTIFICATION OF CATEGORICAL EXCLUSION** **(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-13 Hopkins project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-14 Raulerson

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T14: Raulerson project site located at 6637 Potts Still Rd, Perry, FL 32348.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### Compliance Factors:

STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<b>HISTORIC PRESERVATION</b> 36 CFR Part 800	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 9/14/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>

<b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) & (c)	A	Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.
<b>CLEAN AIR ACT</b> Sections 176(c)(d) & 40 CFR 6, 51, 93	A	As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.
<b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658	A	As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.
<b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898	A	The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.
<b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B	B	The project site is located within 1,000 feet of a county highway. To limit outdoor noise, the County will be required to construct a wooden-privacy fence. Further, as the replacement home will be newly constructed meeting both Florida and local building code and the HUD DNL calculator documents effective noise levels are currently below 65db, no additional attenuation measures will be needed. See 'Exhibit X' for supporting documentation associated with this compliance factor.

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site. See 'Exhibit XI' for support documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates

\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date



**DOCUMENTATION OF COMPLIANCE with**  
**24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

**A. Flood Insurance when the site is in the 100 year floodplain:**

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

**B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:**

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

**CERTIFICATION OF CATEGORICAL EXCLUSION**  
**(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-14 Raulerson project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-11 Sinnott

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/New Construction and/or temporary relocation assistance through Taylor County's CDBG Housing Rehabilitation Program at the T11: Sinnott project site located 2737 W US 98 Perry, FL.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 8/31/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit VI' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>

<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.</p>
<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>A</p>	<p>The project site is located within 1,000 feet of a county highway. To limit outdoor noise, the County will be required to construct a wooden-privacy fence. Further, as the replacement home will be newly constructed meeting both Florida and local building code and the HUD DNL calculator documents effective noise levels are currently below 65db, no additional attenuation measures will be needed. See 'Exhibit X' for supporting documentation associated with this compliance factor.</p>

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site. See 'Exhibit XI' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald M. Vanzant, President of Jordan & Associates

PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chairwoman of the Taylor County BOCC

NAME & TITLE

\_\_\_\_\_  
DATE

**DOCUMENTATION OF COMPLIANCE with  
24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H 18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

**A. Flood Insurance when the site is in the 100 year floodplain:**

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

**B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:**

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.



# **CERTIFICATION OF CATEGORICAL EXCLUSION** **(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H 18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-11 Sinnott project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-7 Farnell

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Housing rehabilitation and/or temporary relocation assistance through Taylor County's CDBG Housing Rehabilitation Program at the T7: Farnell project site located 2470 W US 98 Perry, FL.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 8/31/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit VI' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>



<b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) & (c)	A	Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.
<b>CLEAN AIR ACT</b> Sections 176(c)(d) & 40 CFR 6, 51, 93	A	As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2)). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.
<b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658	A	As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use. The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c)). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.
<b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898	A	The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.
<b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B	A	The project site is located within 1,000 feet of a county highway. To limit outdoor noise, the County will be required to construct a wooden-privacy fence. Further, as the replacement home will be newly constructed meeting both Florida and local building code and the HUD DNL calculator documents effective noise levels are currently below 65db, no additional attenuation measures will be needed. See 'Exhibit X' for supporting documentation associated with this compliance factor.

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site. See 'Exhibit XI' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald M. Vanzant, President of Jordan & Associates

PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chairwoman of the Taylor County BOCC

NAME & TITLE

\_\_\_\_\_  
DATE

**DOCUMENTATION OF COMPLIANCE with  
24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H 18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

- ☒ The site is not in the 100 year floodplain (see attached map)
- ☐ The site is in the 100 year floodplain (see attached map)
- ☐ Flood Insurance is required for structures in the 100 year floodplain
- A. Flood Insurance when the site is in the 100 year floodplain:
1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
    - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
    - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
  2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
  3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.
- B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:
1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
  2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

- ☒ The site is not in a Coastal Barrier Island (documentation attached)
- ☐ The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:  
<http://www.fws.gov/>
- ☐ The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>;  
the project must be rejected.

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

- ☒ The site is not in the Clear Zone (documentation attached)
- ☐ The site is in the Clear Zone (signed acknowledgement attached)

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.



**CERTIFICATION OF CATEGORICAL EXCLUSION**  
**(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H 18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-7 Farnell project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-12 Harrell

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T12: Harrell project site located at 3710 Wash Davis Road, Perry Fl, 32347.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

STATUTES, EXECUTVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<b>HISTORIC PRESERVATION</b> 36 CFR Part 800	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 9/14/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>

<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2)). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c)). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor. See 'Exhibit IX' for support documentation associated with this compliance factor.</p>
<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>B</p>	<p>The project site is located within 1,000 feet of a highway. To limit outdoor noise, the County will be required to construct a wooden-privacy fence. Further, as the replacement home will be newly constructed meeting both Florida and local building code and the HUD DNL calculator documents effective noise levels are currently below 65db, no additional attenuation measures will be needed. See 'Exhibit X' for supporting documentation associated with this compliance factor. See 'Exhibit X' for support documentation associated with this compliance factor.</p>

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no ASTs are located within close proximity of the site. See 'Exhibit XI' for support documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates

\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date

**DOCUMENTATION OF COMPLIANCE with  
24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

- ☒ The site is not in the 100 year floodplain (see attached map)
- ☐ The site is in the 100 year floodplain (see attached map)
- ☐ Flood Insurance is required for structures in the 100 year floodplain
- A. Flood Insurance when the site is in the 100 year floodplain:
1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
    - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
    - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
  2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
  3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.
- B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:
1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
  2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

- ☒ The site is not in a Coastal Barrier Island (documentation attached)
- ☐ The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at: <http://www.fws.gov/>
- ☐ The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

- ☒ The site is not in the Clear Zone (documentation attached)
- ☐ The site is in the Clear Zone (signed acknowledgement attached)

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

# **CERTIFICATION OF CATEGORICAL EXCLUSION** **(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-12 Harrell project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman



## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-2 Bembry

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Housing rehabilitation, demolition/replacement (where necessary), and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T02: Bembry project site located at 6942 Puckett Road, Perry, FL 32348.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

STATUTES, EXECUTVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Due to the age of the structure formal consultation was not required.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida . Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time.</p> <p>See 'Exhibit I' for support documentation associated with this compliance factor.</p>

<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain,</p> <p>See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI).</p> <p>See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>MS. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP).</p> <p>See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health.</p> <p>See 'Exhibit V' for support documentation associated with this compliance factor.</p>

<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015.</p> <p>See 'Exhibit VI' for support documentation associated with this compliance factor.</p>
<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river.</p> <p>See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2)). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable.</p> <p>See 'Exhibit VIII' for supporting documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c)). Further, important farmlands do not exist in Taylor County.</p> <p>See 'Exhibit IX' for support documentation associated with this compliance factor.</p>

<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>B</p>	<p>The proposed project is located in close proximity to an active railroad as well as a US highway and civil airport. Traffic information and railroad data was gained from FDOT as well as airport information from Taylor County for the purposes of completing the Day/Night Noise Level Electronic Assessment Tool provided by HUD. As the Site DNL was less than 65 dB, no mitigation measures are required.</p> <p>See 'Exhibit X' for supporting documentation associated with this compliance factor.</p>
<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site.</p> <p>See 'Exhibit XI' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property.</p> <p>See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town.</p> <p>See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates

\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date

**DOCUMENTATION OF COMPLIANCE with  
24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

- ☒ **The site is not in the 100 year floodplain (see attached map)**  
☐ **The site is in the 100 year floodplain (see attached map)**  
☐ **Flood Insurance is required for structures in the 100 year floodplain**

**A. Flood Insurance when the site is in the 100 year floodplain:**

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

**B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:**

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

- ☒ **The site is not in a Coastal Barrier Island (documentation attached)**  
☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**  
<http://www.fws.gov/>  
☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at:** <http://www.fws.gov/>;  
**the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

- ☒ **The site is not in the Clear Zone (documentation attached)**  
☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

**CERTIFICATION OF CATEGORICAL EXCLUSION**  
**(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-2 Bembry project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-5 Casselman

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T05: Casselman project site located at 3820 McLean Street, Greenville Fl 32331.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### Compliance Factors:

STATUTES, EXECUTVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5	A/B	COMPLIANCE DETERMINATION AND DOCUMENTATION
<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 8/31/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>



<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>

<p><b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) &amp; (c)</p>	<p>A</p>	<p>Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.</p>
<p><b>CLEAN AIR ACT</b> Sections 176(c)(d) &amp; 40 CFR 6, 51, 93</p>	<p>A</p>	<p>As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.</p>
<p><b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658</p>	<p>A</p>	<p>As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.</p>
<p><b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.</p>
<p><b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B</p>	<p>A</p>	<p>The proposed project is located in close proximity to an active railroad as well as a US highway and civil airport. Traffic information and railroad data was gained from FDOT as well as airport information from Taylor County for the purposes of completing the Day/Night Noise Level Electronic Assessment Tool provided by HUD. As the Site DNL was less than 65 dB, no mitigation measures are required. See 'Exhibit X' for supporting documentation associated with this compliance factor.</p>

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no ASTs exist within close proximity to the site. 'Exhibit Xi' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

\_\_\_\_\_  
PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates

\_\_\_\_\_  
PREPARER NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
Date

**DOCUMENTATION OF COMPLIANCE with  
24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

**A. Flood Insurance when the site is in the 100 year floodplain:**

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

**B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:**

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

**CERTIFICATION OF CATEGORICAL EXCLUSION**  
**(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-5 Cassellman project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

## STATUTORY WORKSHEET

### 24 CFR §58.5 STATUTES, EXECUTIVE ORDERS & REGULATIONS

**Suggested Format for Categorically Excluded Projects subject to §58.5. NOTE: Compliance with the laws and statutes listed at 24 CFR §58.6 must also be documented.**

**Project Name:** Taylor County-CDBG Program T-16 Grantham

**Project Contract Number:** 15DB-OJ-03-72-01-H18

**Project Description:** Include all contemplated actions that logically are either geographically or functionally part of the project: Demolition/replacement and/or temporary relocation assistance through Taylor county's CDBG Housing Rehabilitation Program at the T16: Grantham project site located at 793 Ma Dixon Road, Perry, FL 32348.

This proposal is determined to be: **Categorically Excluded Subject to 58.5**

According to: [Cite Section(s)]: \_\_\_\_\_

**DIRECTIONS:** Write "A" in the Status Column when the proposal, by its scope and nature, does not affect the resources under consideration; or write "B" if the project triggers formal compliance consultation procedures with the oversight agency, or requires mitigation (see Statutory Worksheet Instructions). Compliance documentation must contain verifiable source documents and relevant base data.

#### **Compliance Factors:**

#### **STATUTES, EXECUTIVE ORDERS AND REGULATIONS LISTED AT 24 CFR 58.5**

**A/B**

#### **COMPLIANCE DETERMINATION AND DOCUMENTATION**

<p style="text-align: center;"><b>HISTORIC PRESERVATION</b> 36 CFR Part 800</p>	A	<p>Consultation was initiated with the State Historic Preservation Office (SHPO) by submittal of formal consultation letters by mail on 9/14/2015. The SHPO provided a written response confirming that the proposed project will have no effect on historic properties listed, or eligible for listing, on the National Register of Historic Places.</p> <p>Indian tribes and Native Hawaiian organizations were identified through the Tribal Directory Assessment Tool (TDAT) v2.0 to include the Seminole Tribe of Florida. Per a letter sent 11/25/14 by the Seminole Tribe of Florida stating "Effective immediately the Seminole Tribe of Florida - Tribal Historic Preservation Office (STOF-THPO) will no longer be consulting on HUD sponsored undertakings within the state of Florida" no further efforts are required at this time. See 'Exhibit I' for support documentation associated with this compliance factor.</p>
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<p><b>FLOODPLAIN MANAGEMENT</b> 24 CFR Part 55 &amp; Executive Order 11988</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in the 100 year floodplain. See 'Exhibit II' for support documentation associated with this compliance factor.</p>
<p><b>WETLAND PROTECTION</b> Executive Order 11990</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located in wetlands identified on the National Wetland Inventory (NWI). See 'Exhibit III' for support documentation associated with this compliance factor.</p>
<p><b>COASTAL ZONE MANAGEMENT ACT</b> SECTIONS 307 (c) &amp; (d)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation as the proposed project activities will not result in activities designed to manage or alter surface water flows.</p> <p>Ms. Lauren Milligan of the Florida State Clearinghouse was contacted on 8/31/2015. Ms. Milligan confirmed the project is not likely to affect coastal zone management resources and is therefore consistent with the Florida Coastal Management Program (FCMP). See 'Exhibit IV' for support documentation associated with this compliance factor.</p>
<p><b>SOLE SOURCE AQUIFERS</b> 40 CFR Part 149</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is not located within the boundaries of a designated sole source aquifer and the actions pose no risk of contamination to a designated sole source aquifer through a recharge zone so as to create a significant hazard to public health. See 'Exhibit V' for support documentation associated with this compliance factor.</p>
<p><b>ENDANGERED SPECIES ACT</b> 50 CFR 402</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will be completed without requiring additional clearing of undisturbed habitat beyond the original footprint of the existing project.</p> <p>On 8/25/2015, the Fish &amp; Wildlife Staff of the Jacksonville Field Office was contacted to request a determination and written concurrence by the U.S. Fish &amp; Wildlife Service that the proposed actions are not likely to adversely affect listed species or critical habitat; confirmation was provided by email on 8/26/2015. See 'Exhibit VI' for support documentation associated with this compliance factor.</p>



<b>WILD AND SCENIC RIVERS ACT</b> Sections 7(b) & (c)	A	Due to the location of potential project sites, the proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions do not have the potential to directly or adversely impact a designated wild and scenic river. See 'Exhibit VII' for supporting documentation associated with this compliance factor.
<b>CLEAN AIR ACT</b> Sections 176(c)(d) & 40 CFR 6, 51, 93	A	As the project involves replacement of an existing residential unit with a new residential unit, compliance with the CAA is not required as no development is created that would contribute to air pollution (40 CFR 93.153(c)(2)). However, as a precaution, construction activities will comply with the Clean Air Act, OSHA and EPA requirements for demolition and removal of materials potentially containing asbestos and lead, where applicable. See 'Exhibit VIII' for support documentation associated with this compliance factor.
<b>FARMLAND PROTECTION POLICY ACT</b> 7 CFR Part 658	A	As this project consists of residential improvements on previously developed resident property, no properties are being acquired requiring a change in land use from farmland to nonagricultural use, The proposed project does not trigger formal consultation compliance procedures or mitigation (7 CFR 658.3(c)). Further, important farmlands do not exist in Taylor County. See 'Exhibit IX' for support documentation associated with this compliance factor.
<b>ENVIRONMENTAL JUSTICE</b> Executive Order 12898	A	The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in disproportionately high and adverse human health or environmental effects on minority populations and low-income populations.
<b>NOISE ABATEMENT &amp; CONTROL</b> 24 CFR Part 51B	A	Although the Project site is located within 15 miles of a civil airport, the project is not subject to loud impulse sounds and therefore does not trigger formal consultation compliance procedures or mitigation. See 'Exhibit X' for support documentation associated with this compliance factor.

<p><b>EXPLOSIVE &amp; FLAMMABLE OPERATIONS</b> 24 CFR Part 51C</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the actions will not result in an increased number of people being exposed to hazardous operations by increasing residential densities, converting the type of use of a building to habitation, or making a vacant building habitable. Further, no above ground storage tanks (AST) are located within close proximity of the project site. See 'Exhibit XI' for supporting documentation associated with this compliance factor.</p>
<p><b>HAZARDOUS, TOXIC OR RADIOACTIVE MATERIALS &amp; SUBSTANCES</b> 24 CFR 58.5(i)(2)(i)</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as the project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, and there are no known hazards that could affect the health and safety of occupants or conflict with the intended utilization of the property. See 'Exhibit XII' for support documentation associated with this compliance factor.</p>
<p><b>AIRPORT CLEAR ZONES &amp; ACCIDENT POTENTIAL ZONES</b> 24 CFR Part 51D</p>	<p>A</p>	<p>The proposed project does not trigger formal consultation compliance procedures or mitigation, as no airport clear zones or accident potential zones are located within the incorporated areas of town. See 'Exhibit XIII' for support documentation associated with this compliance factor.</p>

**Determination:**

☒ This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license (Status "A" has been determined in the status column for all authorities); **Funds may be committed and drawn down** for this (now) EXEMPT project; or

☐ This project cannot convert to Exempt status because one or more statutes or authorities require formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain Authority to Use Grant Funds (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down funds; or

☐ The unusual circumstances of this project may/will result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Prepare the EA according to 24 CFR Part 58 Subpart E.

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PREPARER SIGNATURE

Ronald Vanzant, President of Jordan & Associates

PREPARER NAME & TITLE

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DATE

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RESPONSIBLE ENTITY/AGENCY OFFICIAL SIGNATURE

Patricia Patterson, Chair of the Taylor County BOCC

NAME & TITLE

---

Date

**DOCUMENTATION OF COMPLIANCE with**  
**24 CFR Part 58.6 (a - d)**  
Use this form for all levels of review

Grant Recipient: Taylor County BOCC Contract Number: 15DB-OJ-03-72-01-H18

Prepared By: Ronald Vanzant, Jordan & Associates Date: 9/11/2015

**Flood Insurance:**

☒ **The site is not in the 100 year floodplain (see attached map)**

☐ **The site is in the 100 year floodplain (see attached map)**

☐ **Flood Insurance is required for structures in the 100 year floodplain**

A. Flood Insurance when the site is in the 100 year floodplain:

1. Under the flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance or acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CDR Parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards, and
  - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
2. Where the community is participating in the National Flood Insurance Program and the recipient provided financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
3. Paragraph (a) of this section does not apply to Federal Formula grants made to a State.

B. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD Disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:

1. The person had previously received Federal flood disaster insurance conditioned on obtaining and maintaining flood insurance; and
2. The person failed to obtain and maintain flood insurance

**Coastal Barrier Islands:**

☒ **The site is not in a Coastal Barrier Island (documentation attached)**

☐ **The site is in a Coastal Barrier Island but the activity is not prohibited as indicated at:**

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

☐ **The site is in a Coastal Barrier Island and the activity is prohibited as indicated at: <http://www.fws.gov/>; the project must be rejected.**

Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.

**Clear Zones:**

☒ **The site is not in the Clear Zone (documentation attached)**

☐ **The site is in the Clear Zone (signed acknowledgement attached)**

In all cases involving HUD assistance, subsidy, or insurance for the sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51, the responsible entity shall advise that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

**CERTIFICATION OF CATEGORICAL EXCLUSION**  
**(Subject to 58.5) Per 24 CFR 58.35 (a)**

Contract Number: 15DB-OJ-03-72-01-H18

I hereby certify that the following activities comprising the Taylor County-CDBG Program T-16 Grantham project have been reviewed and determined to be Categorical Excluded Activity per 24 CFR 58.35(a) as follows:

- ☐ (1) Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20% (e.g. replacement of water or sewer lines, reconstruction of curb and sidewalks, repaving of streets).
- ☐ (2) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- ☒ (3) Rehabilitation of buildings and improvements when the following conditions are met:
  - (i) In the case of a building for residential use (with one to four units) the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
  - (ii) In the case of multifamily residential buildings:
    - (A) Unit density is not changed more than 20%;
    - (B) The project does not involve changes in land use from residential to non-residential; and
    - (C) The estimated cost of rehabilitation is less than 75% of the estimated cost of replacement after rehabilitation
  - (iii) In the case of non-residential structures, including commercial, industrial, and public buildings:
    - (A) The facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and
    - (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
- ☐ (4) An individual action on up to four dwelling units where there is a maximum of four units on any one site or an individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four units on any one site.
- ☐ (5) Acquisition or disposition of, or equity loans on an existing structure, or acquisition of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
- ☐ (6) Combination of the above activities.

**Responsible Entity/Certifying Official Signature:**

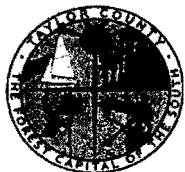
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: Chairwoman

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Board to approve the Notice To Proceed and the Notice Of Award to Music Construction, Inc. for the construction of the Corporate Hangar at Perry Foley Airport.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to approve the Notice To Proceed and the Notice Of Award to Music Construction, Inc. for the construction of the Corporate Hangar at Perry Foley Airport.

**Recommended Action:** Approve the Notice to Proceed.

**Fiscal Impact:** The project has a cost of \$418,050 and is 100% funded with a FDOT Aviation Grant.

**Budgeted Expense:** Y/N Yes.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County received bids for the project April 6, 2015 and Music Construction, Inc. was the lower bidder. The County has received all grant funds needed for the project. Music Construction has 210 calendar days to complete the project.

**Attachments:** Notice To Proceed and Notice of Award

## NOTICE OF AWARD

TO: **Music Construction, Inc.**  
**12285 235<sup>th</sup> Road**  
**Live Oak, Florida 32060**

**PROJECT**  
**DESCRIPTION: CORPORATE HANGAR DEVELOPMENT AT**  
**PERRY FOLEY AIRPORT**

The **OWNER** has considered the bid submitted by you for the above-described **WORK** in response to its Notice to Bidders dated Wednesday, February 25, 2015 and Instructions to Contractors.

You are hereby notified that your bid has been accepted for items in the amounts of \$418,050.00.

You are required by the Instructions to Contractors to execute the Agreement and furnish the required **CONTRACTOR'S** Certificates of Insurance within fifteen (15) calendar days from the date of this notice to you.

If you fail to execute said Agreement and to furnish said bonds within fifteen (15) calendar days from the date of this notice, said **OWNER's** acceptance of your bid is abandoned. The **OWNER** will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this **NOTICE OF AWARD** to the **OWNER**. If you have any questions, please call Melody Cox at 850-838-3553.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

**OWNER – TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS**

BY: \_\_\_\_\_ TITLE \_\_\_\_\_

### ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged.

BY: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

Title: \_\_\_\_\_

# NOTICE TO PROCEED

TO: **Music Construction, Inc.**  
**12285 235<sup>th</sup> Road**  
**Live Oak, Florida 32060**

Date: \_\_\_\_\_, 2015

**PROJECT: CORPORATE HANGAR DEVELOPMENT**  
**AT PERRY FOLEY AIRPORT, PERRY, FLORIDA**

You are hereby notified to commence WORK in accordance with the Agreement dated August 18, 2015, on or before October 1, 2015 (NTP) and you are to substantially complete the WORK within **180 calendar days** from NTP, on March 29, 2016. Final completion of all WORK will be within **210 calendar days** from NTP. The date of completion of all WORK is therefore April 28, 2016.

In case of failure on the part of the CONTRACTOR to complete the work within the time(s) specified in the contract, or within such additional time(s) as may be granted by the Taylor County Board of County Commissioners, the County will suffer damage, the amount of which is difficult, if not impossible, to ascertain. Therefore the CONTRACTOR shall pay to the COUNTY, as liquidated damages, the sum of **\$500.00** for each calendar day of delay that actual completion extends beyond the time limit specified until reasonable time as may be required for final completion of the work. In no way shall costs for liquidated damages be construed as penalty on the CONTRACTOR.

You are required to return an acknowledge copy of this **NOTICE TO PROCEED** to the **OWNER:**  
Taylor County Board of County Commissioners, 201 East Green Street, Perry, FL 32347

Taylor County Board of County Commissioners  
**OWNER**

BY: \_\_\_\_\_  
Ms. Patricia Patterson

TITLE: **Chairperson**

## ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE TO PROCEED** is hereby acknowledged.

**Music Construction, Inc.**  
Company Name


This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type of Print Name

Title: \_\_\_\_\_



<b>TAYLOR COUNTY BOARD OF COMMISSIONERS</b>	
<b><i>County Commission Agenda Item</i></b>	
<b>SUBJECT/TITLE:</b> 	Board to review and approve Grievance Procedures for 2016 for the Local Coordinating Board for the Transportation Disadvantaged.
<b>MEETING DATE REQUESTED:</b>	September 21, 2015

**Statement of Issue:** Board to review and approve the Grievance Procedures for 2016 for the Local Coordinating Board (LCB) for the Transportation Disadvantaged .

**Recommended Action:** Approve the 2016 Grievance Procedures for the County Transportation Disadvantaged Program

**Budgeted Expense:** Not Applicable.

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The terms of the Transportation Disadvantaged Planning Grant require the Local Coordinating Board for the Transportation Disadvantaged to maintain grievance procedures and update them on a annual basis. The 2016 procedures do not have any changes to policies or procedures as per the currently approved grievance plan other than removing specific procedures for Medicaid Grievances. The Florida Commission for the Transportation Disadvantaged no longer has the state wide transportation contract for medicaid and specific procedures for medicaid transportation complaints are no longer a requirement of the Grievance Procedures.

**Attachments:** Grievance Procedures 2016

**GRIEVANCE PROCEDURES 2015 – 2016**  
**TAYLOR COUNTY LOCAL COORDINATING BOARD**  
**FOR THE TRANSPORTATION DISADVANTAGED**

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The Taylor County Local Coordinating Board (LCB) for the Transportation Disadvantaged appointed by the Taylor County Board of Commissioners has established formal complaint/grievance procedures for the local transportation disadvantaged program. The County is required to have formal complaint/grievance procedures as specified by the Commission for the Transportation Disadvantaged pursuant to Chapter 427, Florida Statute and Rule 41-2.012, Florida Administrative Code (F.A.C). The following rules and procedures shall constitute the grievance process to be used by the Coordinated Community Transportation Disadvantaged system in Taylor County.

**SECTION 1. DEFINITIONS**

As used in these rules and procedures the following words and terms shall have the meanings assigned therein. Additional program definitions can be found in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.

**1.1 Community Transportation Coordinator (CTC):** means a transportation coordinator recommended by an appropriate Designated Official Planning Agency or a Metropolitan Planning Organization, if so applicable, as provided for in Section 427.015(1), Florida Statutes in an area outside the purview of a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (The CTC for Taylor County is Big Bend Transit, Inc.)

**1.2 Designated Official Planning Agency (DOPA):** means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization and approved by the Commission, to ensure that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area. (Taylor County Board of Commissioners is the DOPA for Taylor County.)

**1.3 Transportation Disadvantaged (TD) (User):** means “Those persons who because of physical or mental disability, income status, age, or who for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to employment, health care, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high risk or at-risk” as defined in Section 411.202, Florida Statutes.

**1.4 Agency:** means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state, or of a city, town, municipality, county, or other local governing body or a private nonprofit entity providing transportation services as all or part of its charter.

1.5 Transportation Operator: means one or more public, private for profit or private nonprofit entities engaged by the community transportation coordinator to provide service to transportation disadvantaged persons pursuant to a Transportation Disadvantaged Service Plan (TDSP)

1.6 Service Complaint: means incidents that may occur on a daily basis and are reported to the driver or the dispatcher or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Local service complaints are driven by the inability of the CTC, or transportation operators, not local service standards established by the CTC, LCB, and the Taylor County Board of Commissioners. All service complaints should be recorded and reported by the CTC to the LCB.

1.7 Formal Grievance: A written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the CTC, DOPA, or LCB. The Grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

1.8 Administrative Hearing Process: Chapter 120, Florida Statutes.

1.9 Ombudsman Program: A toll-free telephone number established and administered by the Commission for the Transportation Disadvantaged to enable persons to access information and/or file complaints/grievances regarding transportation services provided under the coordinated effort of the Community Transportation Coordinator.

## SECTION 2. OBJECTIVES

2.1 The objective of the grievance process shall be to investigate process and make recommendations, in a timely manner on formal written complaints/grievances that are not resolved between the CTC and/or individual agencies contracted by the CTC and the customer. It is not the objective of the grievance process to “adjudicate” or have “determinative” powers.

2.2 The CTC, and its service operation and other subcontractors must post the contact person’s name and telephone number in each vehicle regarding the reporting of complaints.

2.3 All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.

2.4 A written copy of the grievance procedure shall be available to anyone upon request.

2.5 Apart from this grievance process, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes Administrative Hearing Process or the judicial court system.

### SECTION 3. COMPOSITION OF GRIEVANCE COMMITTEE AND TERMS

- 3.1 The Taylor County Local Coordinating Board shall appoint at least five (5) of its voting members to the Grievance Committee.
- 3.2 Members shall be appointed by the Chairperson of the LCB.
- 3.3 The Grievance Committee shall include one representative of users/clients.
- 3.4 The Chairperson of the LCB reserves the right to make reappointments should any conflict of interest arise.
- 3.5 The Planning Grant Manager or his/her designee shall also serve on the Grievance Committee.
- 3.6 Members of the Grievance Committee shall be appointed for a two (2) year term. Term limits of the grievance committee shall coincide with term limits of the Local Coordinating Board.
- 3.7 A member of the Grievance Committee may be removed for cause and/or conflict of interest by the LCB Chairperson who appointed him/her. Vacancies on the committee shall be filled in the same manner as the original appointment. The appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.
- 3.8 The Grievance Committee shall elect a Chairperson and Vice Chairperson. The Chair and Vice Chair shall serve for a one (1) year term but may serve consecutive terms.
- 3.9 A quorum of three (3) voting members shall be required for official action by the grievance committee. Meetings shall be held at such times as the necessitated by formally filed grievances.

### SECTION 4: GRIEVANCE PROCESS

- 4.1 Grievance procedures will be those as specified by the Local Coordinating Board, developed from guidelines of the Commission for the Transportation Disadvantaged, and approved by the LCB as set forth below. The grievance procedures are for the purpose of fact-finding and not exercising adjudicative powers. It should be understood that these procedures are for the purpose of "hearing", "advising" and "making recommendations" on issues related to service delivery and administration of the transportation disadvantaged program in the Taylor County service area.
- 4.2 Apart from the grievance procedures outlined below, aggrieved parties with proper standing may also have recourse through the Commission for the Transportation Disadvantaged Chapter 120, Florida Statutes Administrative Hearing Process, or the judicial court system.

4.3 Service Complaints. All service complaints should be recorded and reported by the Community Transportation Coordinator (CTC) to the Local Coordinating Board. The CTC should also include statistics on service complaints. Service complaints may include but not be limited to:

- a. Late trips (late pick up or drop off)
- b. No show by transportation operator
- c. No show by client/rider
- d. Client/rider behavior
- e. Driver behavior
- f. Passenger comfort/discomfort
- g. Service refusal (refusing service to rider without an explanation as to why)
- h. Unsafe driving
- i. Others as deemed appropriate by the Local Coordinating Board

4.4 Formal Grievance. The client/rider, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The formal grievance process shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, and potential users, private for-profit operators, private non-profit operators, the Community Transportation Coordinator, the Designated Official Planning Agency, elected officials and drivers. Formal grievances may include but are not limited to:

- a. Chronic or recurring or unresolved service complaints
- b. Violations of specific laws governing the provisions of the TD Services (i.e., Chapter 427, F.S., Rule 41-2 FAC and accompanying documents, Sunshine Law and ADA)
- c. Denial of service
- d. Suspension of service
- e. Unresolved safety issues
- f. Contract disputes
- g. Coordination of disputes
- h. Bidding disputes
- i. Agency compliance
- j. Conflicts of interest
- k. Supplanting of funds
- l. Billing and/or account procedures
- m. Others as deemed appropriate by the Local Coordinating Board

4.5 All formal grievances filed must be written and contain the following:

- a. Name and address of the client/rider
- b. A statement of the grounds for the grievance and supporting documentation, made in a clear and concise manner. This shall include efforts made by the client taken to resolve the issue.
- c. An explanation of the relief desired by the client.

If the client does not supply the above information to substantiate the grievance, no further action shall be taken.

4.6 The following steps shall be taken after a formal grievance has been filed:

**Step One:** The customer shall first contact the Community Transportation Coordinator (CTC) or the entity which they have a complaint. The customer may also contact the Commission for the Transportation Disadvantaged Ombudsman representative at 1-800-983-2435. The CTC will attempt to mediate and resolve the grievance. Minimum guidelines for the CTC include:

- a. All CTC and transportation subcontractors (including coordination contractors) must make a written copy of their procedures and rider policies available to anyone, upon request.
- b. All CTC and transportation subcontractors (including coordination contractors) must post the contact person and telephone number for access to information regarding reporting service complaints or filing a formal grievance in each of their vehicles in plain view of riders.
- c. Grievance procedures must specify a minimum amount of days (not to exceed 15 working days) to respond to Grievant in writing noting the date the grievance was received and date by which a decision will be made.
- d. The CTC will render a decision in writing, giving the complainant an explanation of the facts that lead to the CTC's decision and provide a method or ways to bring about a resolution.
- e. All documents pertaining to the grievance process will be made available, upon request, in a format accessible to persons with disabilities.
- f. The CTC Board of Directors, owners or whoever is legally responsible must receive a copy of the grievance and response.

**Step Two:** If mediation with the CTC and/or the applicable entity is not successful, the CTC or the client may file an official complaint with the Planning Grant Manager or their designee of the Designated Official Planning Agency. (Taylor County Board of Commissioners is the DOPA)

**Step Three:** The Planning Grant Manager or their designee on behalf of the DOPA will make every effort to resolve the grievance by arranging a meeting between the involved parties in an attempt to assist them in reaching an amicable resolution. The meeting shall take place within seven (7) working days of receipt of all evidence regarding the grievance. The representative of the DOPA shall prepare a report regarding the meeting outcome. The report shall be sent to the client and the Chair of the Grievance Committee within seven (7) working days of the meeting.

**Step Four:** If the representative of the DOPA is unsuccessful at resolving the grievance through the process outlined in Step Three, the customer may request, in writing, that their grievance be heard by the Grievance Committee. This request shall be made within seven (7) working days of receipt of the report prepared as a result of the mediation meeting under Step Three and sent to the DOPA represented by the Local Coordinating Board (LCB) Chairman.

**Step Five:** Upon receipt of the written request for the grievance to be heard by the Grievance Committee, the LCB Chairman shall have fifteen (15) working days to contact Grievance Committee members and set up a grievance hearing date and location. The client and all parties involved shall be notified of the hearing date and location at least seven (7) working days prior to the hearing date by certified mail, return receipt requested.

**Step Six:** Upon conclusion of the hearing, the Grievance Committee must submit a written report of the hearing proceedings to the LCB Chairperson within ten (10) working days. The report must outline the grievance and the Grievance Committee's findings and recommendations. If the grievance is resolved through the hearing process in the above outlined steps, the grievance process will end. The final report will be forwarded to the members of the LCB.

**Step Seven:** If the grievance has not been resolved as outlined in the above steps, the client may request, in writing, that their grievance be heard by the full LCB. This request must be made in writing and sent to the LCB Chairman within five (5) working days of receipt of the Grievance Committee Hearing report. The client may make their request for a hearing before the LCB immediately following the Grievance Committee hearing, however until the final report is prepared from that meeting; the time frames established for notification of meeting herein apply.

**Step Eight:** The DOPA/ LCB Chairman shall have fifteen (15) working days to set a meeting date. LCB members shall have at least ten (10) working days notice of such meeting. The meeting shall be advertised as so appropriate in the news media and/or other mandated publications. The Grievance Committee's report must be received by the DOPA/ LCB Chairman within seven (7) working days of the hearing. The report shall then be forwarded to the client, members of the Grievance Committee, members of the Local Coordinating Board and all other persons/agencies directly involved in the grievance process.

**Step Nine:** The result/recommendations of the Local Coordinating Board hearing shall be outlined in a final report to be completed within seven (7) working days of the hearing. The report shall then be forwarded to the customer, members of the Local Coordinating Board, and all other persons/agencies directly involved in the grievance process.

If the grievance has not been resolved as outlined in these grievance procedures, the client/rider may exercise their adjudicative rights, use the Administrative Hearing Process outlined in Chapter 120, Florida Statutes, or request their grievance be heard by the Commission for the Transportation Disadvantaged through the Ombudsman Program established herein and the Commissions Grievance Process outlined in Section 5.

## **SECTION 5: COMMISSION FOR THE TRANSPORTATION DISADVANTAGED GRIEVANCE PROCESS**

5.1 If the Local Coordinating Board does not resolve the grievance, the client will be informed of his/her right to file a formal grievance with the Ombudsman Program provided by the Commission for the Transportation Disadvantaged. The client may begin this process by contacting the Commission through the TD Helpline at 1-800-984-2435 or 850-488-6036 or by mail to: Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street

MS-49, Tallahassee, FL 32399-0450 or by email at [www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd). For hearing or speech impaired clients they may call, 711 (Florida only) Florida Relay System or 850-410-5708 for TTY. Upon request of the client, the Commission will provide the client with an accessible copy of the Commission's Grievance Procedures. The Ombudsman Program is available to anyone requesting assistance to resolve complaints or grievances.

All of the steps outlined in Section 4 must be attempted in the listed order before a grievance will move to the next step in the formal grievance process with the Commission for the Transportation Disadvantaged. The client should be sure to try and have as many details as possible when filing a complaint, such as dates, times, names, vehicle numbers, etc.

- 5.2 Chapter 427, F.S. does not expressly confer the power or authority for the Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two third parties. The Commission for the Transportation Disadvantaged can listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system". Similarly, if the grievance showed that one of the parties with whom the Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.

Accordingly, the Commission for the Transportation Disadvantaged ' may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

- 5.3 Medicaid transportation service complaints and/or grievances should be addressed through the State Medicaid Managed Care Program (SMMC). The SMMC has a complaint/issue process which can be accessed online at <http://ahca.myflorida.com/smmc>. Complaints can also be made by calling 1-877-254-1055.

- 5.4 If the Commission is unable to resolve the grievance, the client will be referred to the Office of Administrative Appeals or other legal venues appropriate to the specific nature of the grievance.



## Grievance Procedures Process Chart at the Local Level

<b>Type</b>	<b>Time Frame to File</b>	<b>Provide Transportation Services During Review</b>	<b>Time Frame to Resolve</b>	<b>Extension Time Frame</b>	<b>Time Frame to Send Written Notification of Resolution</b>	<b>Next Step (if any)</b>
Complaint	Ninety (90) working days from the date of the incident that precipitated the complaint.	Yes	Fifteen (15) working days.	Ten (10) working days.	Five (5) working days from the date of the complaint.	File a grievance.
Grievance	Ninety (90) working days from the date of the action that precipitated the grievance to be filed.	Yes	Ninety (90) working days.	Fourteen (14) working days.	Seven (7) working days from the date of the resolution of the grievance.	File grievance with the Florida Commission for the Transportation Disadvantaged

## NAMES AND ADDRESSES OF PERSONS/ENTITIES REFERENCED IN GRIEVANCE PROCEDURES

Big Bend Transit, Inc.  
P.O. Box 1721  
Tallahassee, Florida 32302  
Contact: Shawn Mitchell- Transportation Manager  
Phone: 850-574-6266  
[smitchell@bigbendtransit.org](mailto:smitchell@bigbendtransit.org)

Taylor County Board of Commissioners  
201 East Green St.  
Perry, Florida 32347  
Contact: Dustin Hinkel County Administrator  
Phone: 850-838-3500 ext. 107  
[dustin.hinkel@taylorcountygov.com](mailto:dustin.hinkel@taylorcountygov.com)

Taylor County Local Coordinating Board Chairperson:  
LCB Chairman: Patricia Patterson  
Taylor County Board of Commissioners  
201 East Green St.  
Perry, Florida 32347  
Phone: 850-838-3500 ext 107

Taylor County Planning Grant Manager  
201 East Green St.  
Perry, Florida 32347  
Contact: Melody Cox  
Phone: 850-838-3553  
[melody.cox@taylorcountygov.com](mailto:melody.cox@taylorcountygov.com)

Florida Commission for the Transportation Disadvantaged Helpline 800-983-2435  
or  
Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street  
Tallahassee, FL 32399-0450  
or  
[www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)

For Hearing and Speech impaired call 711 (Florida only) Florida Relay System or 850-410-5708  
for TTY

Americans with Disabilities Act (ADA) 800-514-0301

Disability Rights Florida 800-342-0823

## CERTIFICATION

The undersigned hereby certifies that she is the Chairperson of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance/Complaint Rules and Procedures of this Board as reviewed and adopted on the 17<sup>th</sup> day of September, 2015

\_\_\_\_\_  
Patricia Patterson, Chairperson  
Taylor County Board of Commissioners  
Local Coordinating Board for the Transportation Disadvantaged

APPROVED BY THE TAYLOR COUNTY BOARD OF COMMISSIONERS, THE OFFICIAL  
DESIGNATED PLANNING AGENCY

\_\_\_\_\_  
Patricia Patterson, Chairman  
Taylor County Board of Commissioners

September 21, 2015  
Date

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Board to approve Satisfaction of Repayment Agreement for John Hart who received rehabilitation assistance through the SHIP Program April 18, 2012.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to approve Satisfaction of Repayment Agreement for John Hart who received rehabilitation assistance through the SHIP Program, April 18, 2012 in the amount of \$13,997. Mr. Hart sold his home prior to the five year period required for homeowners to live in their homes and was required to reimburse the County a prorated amount of \$4,665.76. Frith Abstract provided a County a check in said amount and all terms of the Agreement have been satisfied.

**Recommended Action:** Approve Satisfaction of Repayment Agreement

**Fiscal Impact:** Not Applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** Mr. Hart received rehabilitation assistance through the SHIP Program in the amount of \$13,997 on April 18, 2012. Hart sold his home prior to the five year period required for him to reside in the home after the rehabilitation and was required to reimburse the County a prorated amount of \$4,665.76. The County has been reimbursed this amount and all terms of the Repayment Agreement have been satisfied.

**Attachments:** Satisfaction of Repayment Agreement

**SATISFACTION OF REPAYMENT AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:** That We, **TAYLOR COUNTY, FLORIDA**, the owners and holders of a certain Taylor County Rehabilitation Program Ship Program Repayment Agreement executed by **JOHN HART, a single male** bearing date the 18th day of April, A. D. 2012, recorded in Official Records Book 683, page 246, in the office of the Clerk of the Circuit Court of Taylor County, State of Florida, securing a sum of \$13,997.00, and certain promises and obligations set forth in said Repayment Agreement, upon the property situate in said State and County described as follows, to-wit:

Beginning at the SE corner of the SE ¼ of NE ¼ of Section 23, Township 4 South, Range 7 East; thence run North 185 feet; thence run West 92 feet, thence run South 185 feet; thence run East 92 feet to the Point of Beginning, containing one half acre, more or less.

hereby acknowledge full payment and satisfaction of said note and mortgage deed, and surrender the same as cancelled, and hereby direct the Clerk of the said Circuit Court to cancel the same of record.

**WITNESS** my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2015.

Signed, Sealed and Delivered  
in Presence of:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_(SEAL)  
PATRICIA PATTERSON, Chairperson  
BOARD OF COUNTY COMMISSION  
TAYLOR COUNTY, FLORIDA

ATTEST:

\_\_\_\_\_  
ANNIE MAE MURPHY, Clerk

STATE OF FLORIDA  
COUNTY OF TAYLOR

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid, to take acknowledgments, personally appeared PATRICIA PATTERSON, to me known to be the person described in and who executed the foregoing instrument and they acknowledged before me that they executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

PREPARED BY: Conrad C. Bishop, Jr.  
Attorney at Law  
Post Office Box 167  
Perry, Florida 32348

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

(13)

**County Commission Agenda Item****SUBJECT/TITLE:**

COMMISSIONERS TO RECEIVE AND APPROVE COUNTY ROAD 14A MAINTENANCE MAP AS PRODUCED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION IN CONJUNCTION WITH THE DONADSON BRIDGE REPLACEMENT PROJECT.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** The Florida Department of Transportation (FDOT) has prepared a Maintenance Map for County Road 14A as part of the Donaldson Bridge Replacement project.

**Recommended Action:** Staff recommends that the Commission approve the Maintenance Map authorize the Commission Chair to sign on behalf of the Commission and further record such Maintenance Map with the Clerk of Court.

**Fiscal Impact:** FISCAL YR 2015/16 - N/A

**Budgeted Expense:** NO

**Submitted By:** ENGINEERING DIVISION

**Contact:** COUNTY ENGINEER

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS****History, Facts & Issues:**

The Board of County Commissioners has received a request to accept and record a Special Purpose Survey that constitutes a Maintenance Map of a portion of CR 14A. This Maintenance Map includes that portion of the roadway that contains the Donaldson Bridge over the Econfinia River. This bridge is currently being designed for replacement and necessitates a formal Right of Way prior to beginning any construction activities. Staff has found the Maintenance Map to be an accurate portrayal of the extent of historic County maintenance and existing roadway/properties alignment.

The proposed Maintenance Map allows FDOT to work within the newly officially designated Right-of-Way to complete the Donaldson Bridge Replacement Project and therefore, should be approved. Further, Staff recommends that the Chairperson be authorized to sign on behalf of the Commission and that such Maintenance Map be recorded by Clerk of Court.

**Options:**

- 1) Accept and approve the CR 14A Maintenance Map, authorize its execution by the Chairperson's signature and have it recorded by the Clerk of Courts.
- 2) Deny the proposed CR 14A Maintenance Map and state reasons for such denial.

**Attachments:**

Maintenance Map

## LEGEND

& = AND	MAINT. = MAINTAINED
AC = ACRES	MON. = MONUMENT
AVE. = AVENUE	N & D = NAIL AND DISK
B = BASE LINE	N. = NORTH
BLVD. = BOULEVARD	NAD = NORTH AMERICAN DATUM
(C) = CALCULATED DATA	Y = NORTHING PLANE COORDINATE VALUE
CL = CENTERLINE	N/A = NOT APPLICABLE
C.S.X. = CSX RAIL ROAD	N.T.S. = NOT TO SCALE
CB = CHORD BEARING	No. = NUMBER
CH = CHORD DISTANCE	O.R. = OFFICIAL RECORDS
CO. = COUNTY	PG. = PAGE
CONC. = CONCRETE	PGS. = PAGES
C.M. = CONCRETE MONUMENT	PK = PARKER KALON
CONST. = CONSTRUCTION	P.R.M. = PERMANENT REFERENCE MONUMENT
CZ = CURVE NUMBER	PL. = PLACE
C.R. = COUNTY ROAD	P.B. = PLAT BOOK
D.B. = DEED BOOK	(P) = PLAT DATA
(D) = DEED DATA	P.C. = POINT OF CURVATURE
D = DEGREE OF CURVATURE	P.I. = POINT OF INTERSECTION
* = DEGREES	P.T. = POINT OF TANGENCY
Δ = DELTA (CENTRAL ANGLE)	P.L.S. = PROFESSIONAL LAND SURVEYOR
D.O.T. = DEPARTMENT OF TRANSPORTATION	PP = POWER POLE
EOP = EDGE OF PAVEMENT	PRELIM. = PRELIMINARY
E = EAST	PSM = PROFESSIONAL SURVEYOR & MAPPER
X = EASTING PLANE COORDINATE VALUE	R = RADIUS
E.F.B. = ELECTRONIC FIELD BOOK	RGE. = RANGE
EXIST. = EXISTING	REF. = REFERENCE
F.A.P. = FEDERAL AID PROJECT	R.L.S. = REGISTERED LAND SURVEYOR
F.E.C. = FLORIDA EAST COAST	RD. = ROAD
* = FEET/MINUTES	R/R = RAILROAD
(F) = FIELD DATA	RT = RIGHT
F.P. = FINANCIAL PROJECT	R/W = RIGHT OF WAY
FL = FLORIDA	S = SOUTH
F.D.O.T. = FLORIDA DEPARTMENT OF TRANSPORTATION	SF = SQUARE FEET
FND. = FOUND	S.R. = STATE ROAD
ID. = IDENTIFICATION	S.R.D. = STATE ROAD DEPARTMENT
* = INCHES/SECONDS	ST. = STREET
INC. = INCORPORATED	STA. = STATION
I.P. = IRON PIPE	SWK = SIDEWALK
LT = LEFT	T = TANGENT LENGTH OF CURVE
L = LENGTH OF CURVE	TWP. = TOWNSHIP
L/A = LIMITED ACCESS	TYP. = TYPICAL
L.B. = LICENSED BUSINESS	U.S. = UNITED STATES
L3 = LINE NUMBER	U.A.D.E. = UNOBSTRUCTED ACCESS & DRAINAGE EASEMENT
	W. = WEST
	W/ = WITH

BASELINE SURVEY	EXISTING EASEMENT
BUILDING LINE	SECTION LINE
EXISTING R/W LINE	1/4 SECTION LINE
PERPENDICULAR TIE	IN-LINE TIE
FENCE	OVERHEAD ELECTRIC
● = IRON PIPE / REBAR	☐ = MAIL BOX
▲ = NAIL AND DISK	→ = GUY ANCHOR
■ = STAMPED PLATE	☎ = TELEPHONE BOX
■ = CONCRETE MONUMENT	☎ = POWER POLE
	☎ = STREET LIGHT
	☎ = SIGN

## GENERAL NOTES

- THIS MAINTENANCE MAP IS BASED ON THE FLORIDA STATE PLANE COORDINATE SYSTEM, NORTH ZONE 903, 1983 NORTH AMERICAN DATUM, 1990 ADJUSTMENT, AS ESTABLISHED FROM STATION 11+79.11 (N 470865.9898 E 2226069.4461), AND P.C. STATION 24+49.22 (N 469596.0029 E 2226052.0306), DERIVING A BEARING OF SOUTH 0°47'08" WEST ON THE BASELINE OF SURVEY OF COUNTY ROAD No. 14A (IRA SMITH ROAD).
- THIS MAINTENANCE MAP WAS PREPARED FOR THE PURPOSE OF ESTABLISHING RIGHT OF WAY LIMITS AS MAINTAINED BY TAYLOR COUNTY FOR THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT TWO OFFICE, LAKE CITY, FLORIDA.
- ATTENTION IS DIRECTED TO THE FACT THAT THESE MAPS MAY HAVE BEEN REDUCED IN SIZE BY REPRODUCTION. THIS MUST BE CONSIDERED WHEN SCALING DATA.
- THE EFFECTS OF ROUNDING MUST BE CONSIDERED WHEN USING THIS MAP. ALL BEARINGS AND ANGLES HAVE BEEN ROUNDED TO THE NEAREST SECOND WITH DISTANCES BEING ROUNDED TO THE NEAREST HUNDREDTH OF A FOOT.
- ONLY CONSTRUCTED IMPROVEMENTS, IF ANY, NECESSARY TO PERFORM THE STATED PURPOSE OF THIS MAINTENANCE MAP ARE SHOWN. NO OTHER FIXED IMPROVEMENTS HAVE BEEN LOCATED.
- UNLESS OTHERWISE NOTED, ALL DIMENSIONS SHOWN HAVE BEEN CALCULATED FROM A CLOSED FIELD TRAVERSE OR DIRECT FIELD MEASUREMENT.
- PROPERTY AND SUBDIVISION BOUNDARIES SHOWN HEREON WERE DETERMINED FROM FIELD SURVEY, PLATS OF RECORD AND RECORD TITLES.
- UNLESS OTHERWISE NOTED, CURVE AND LINE NUMBERS REFER TO THEIR PARTICULAR SHEET ONLY.
- THIS MAINTENANCE MAP IS SUPPORTED BY DATA CONTAINED IN CAICE DATABASE No. 3900004. THIS DATA IS FILED IN THE LOCATION SURVEY SECTION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION DISTRICT TWO OFFICE, LAKE CITY, FLORIDA.

## MAINTENANCE ENGINEER CERTIFICATION

THIS IS TO CERTIFY THAT THE RIGHT OF WAY LIMITS AS SHOWN ON THIS MAP WERE IDENTIFIED BY MYSELF AS HAVING BEEN MAINTAINED CONTINUOUSLY FOR FOUR (4) YEARS WITHOUT INTERRUPTION.

BY: KENNETH DUDLEY  
MAINTENANCE ENGINEER  
Date: \_\_\_\_\_

## STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

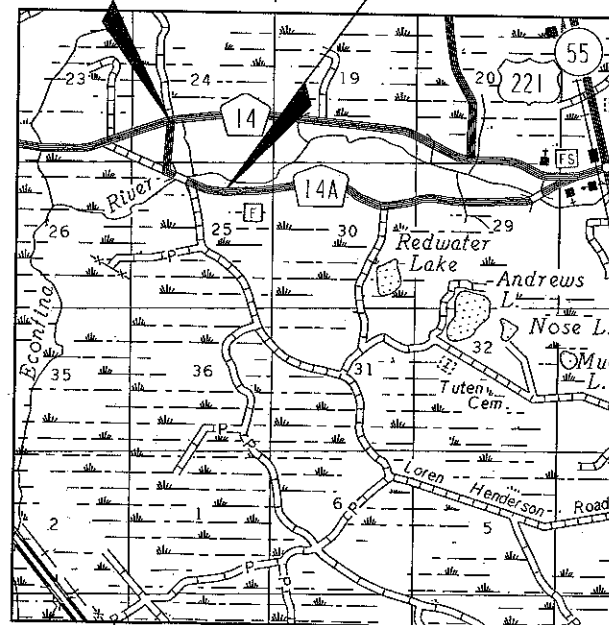
## MAINTENANCE MAP SPECIFIC PURPOSE SURVEY

FINANCIAL PROJECT No. 4285731  
TAYLOR COUNTY  
COUNTY ROAD No. 14A (IRA SMITH ROAD)  
LENGTH = 0.568 MILES

BEGIN SURVEY  
STA. 11+79.11  
C.R. No. 14A  
(IRA SMITH ROAD)

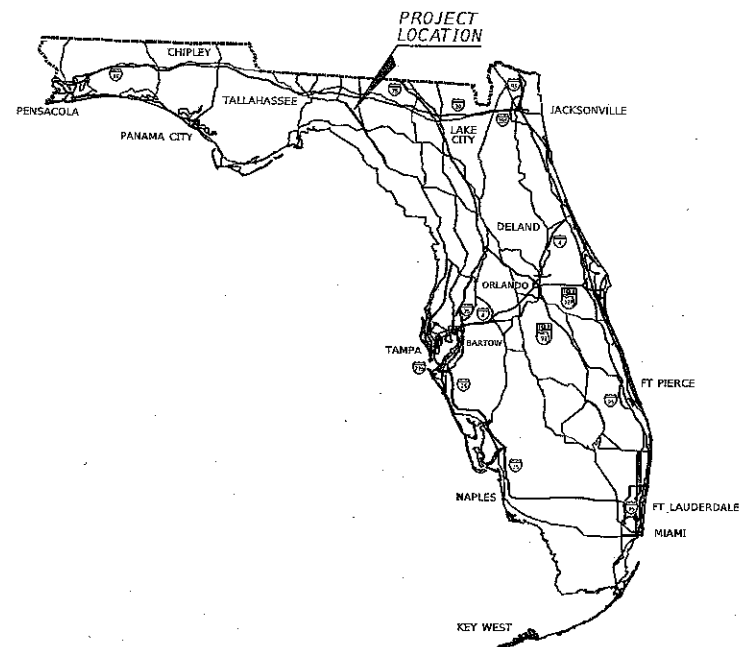
END SURVEY  
STA. 41+77.13  
C.R. No. 14A  
(IRA SMITH ROAD)

TWP.-2-S  
TWP.-3-S



(VICINITY MAP)  
(N.T.S.)

SHEET NO.	SHEET DESCRIPTION
1	COVER SHEET
2	KEY SHEET
3-5	DETAIL SHEETS
6	REFERENCE SHEET



## SURVEYOR'S CERTIFICATION

THIS SURVEY WAS PERFORMED FOR THE SPECIFIC PURPOSE OF ESTABLISHING A SURVEY LINE AND LOCATING THE LIMITS OF MAINTAINED RIGHT OF WAY AS IDENTIFIED BY THE MAINTENANCE ENGINEER FOR THE TRANSPORTATION FACILITY SHOWN AND DEPICTED HEREON. I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS IS A TRUE, ACCURATE AND COMPLETE DEPICTION OF A FIELD SURVEY PERFORMED UNDER MY DIRECTION AND COMPLETED ON MAY 29, 2015. I FURTHER CERTIFY THAT SAID DRAWING IS IN COMPLIANCE WITH THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, IN CHAPTER 51-17 FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

GREGORY B. CLARY  
FLORIDA PROFESSIONAL SURVEYOR AND MAPPER NO. 3377  
CLARY & ASSOCIATES  
3830 CROWN POINT ROAD  
JACKSONVILLE, FL 32257  
904-260-3799  
DATE: \_\_\_\_\_

NOT VALID WITHOUT SIGNATURE AND ORIGINAL RAISED SEAL

## MAINTENANCE MAP CERTIFICATION

THIS IS TO CERTIFY THAT SHEETS NUMBERED 1 TO 6, INCLUSIVE, CONSTITUTE A TRUE COPY OF THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION MAINTENANCE MAP FOR A PORTION OF COUNTY ROAD 14A, DESIGNATED AS C.R. 14A IN TAYLOR COUNTY, FLORIDA.

THE PROPERTY LABELED MAINTAINED R/W ON SAID SHEETS HAS BEEN VESTED IN TAYLOR COUNTY PURSUANT TO THE PROVISION OF SECTION 95.361, FLORIDA STATUTES.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF THE BOARD OF COUNTY COMMISSIONERS, TAYLOR COUNTY, FLORIDA, AT PERRY, FLORIDA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

CHAIR PERSON \_\_\_\_\_ (WITNESS)  
BOARD OF COUNTY COMMISSIONER  
TAYLOR COUNTY  
STATE OF FLORIDA

## CLERK OF COURT CERTIFICATION

FILED FOR RECORD IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT FOR THE COUNTY OF TAYLOR, STATE OF FLORIDA, IN ROAD PLAT BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

CLERK OF THE CIRCUIT COURT  
\_\_\_\_\_  
COUNTY, FLORIDA

## COVER SHEET

COUNTY ROAD No. 14A (IRA SMITH ROAD)  
FROM S.R. No. 14 to 500' EAST OF  
LOREN HENDERSON ROAD

MAINTENANCE MAP

FLORIDA DEPARTMENT OF TRANSPORTATION  
SURVEYING AND MAPPING

REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY	DATE

PRELIM	RECEIVED	07-07-15	FED. PROJ. N/A
FINAL	RECEIVED	07-16-15	COUNTY ROAD NO. 14A
CHECKED	RECEIVED	07-16-15	TAYLOR COUNTY

SECTION 38000

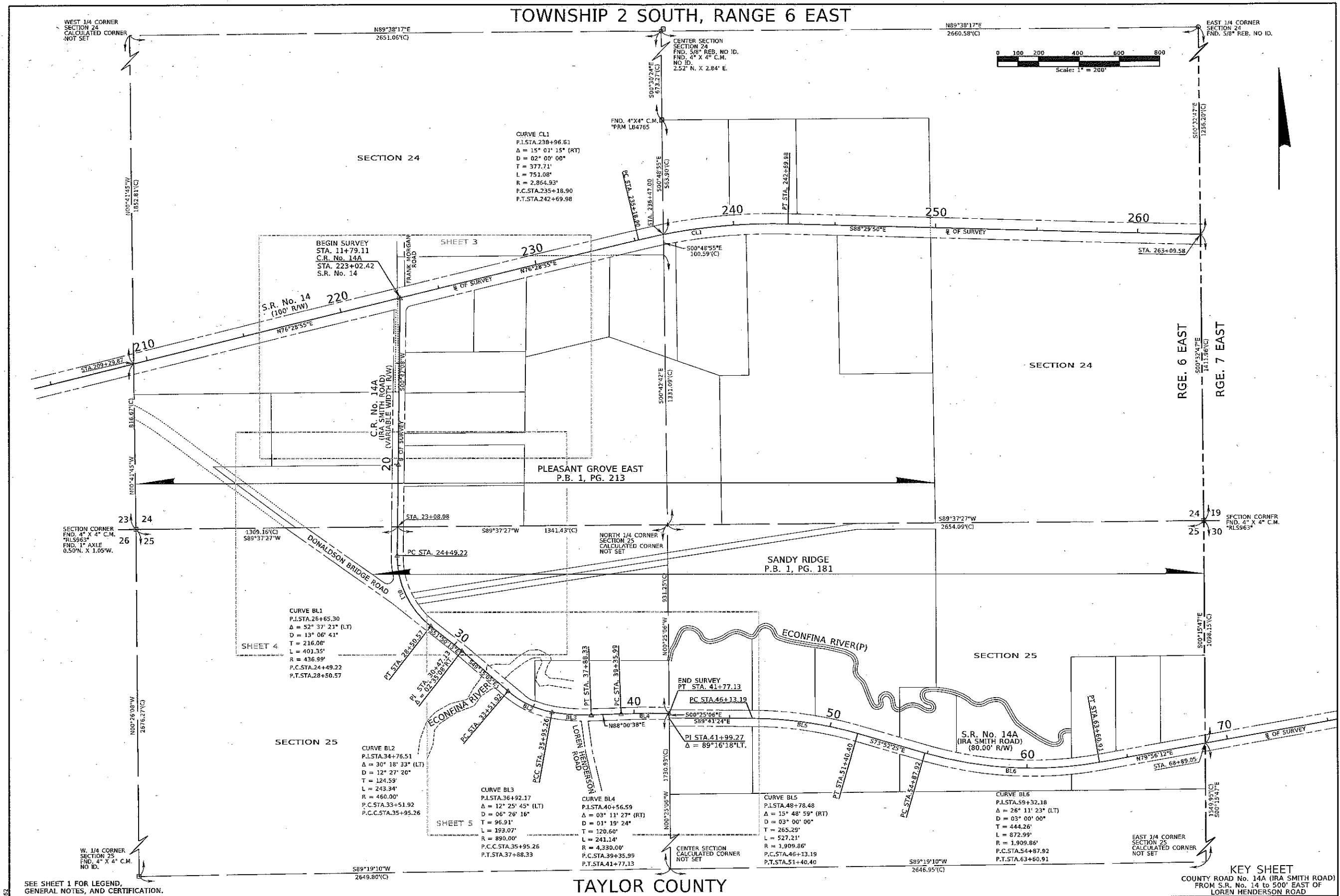
MAPS PREPARED BY:  
CLARY & ASSOCIATES, INC.  
L.E. No. 3731  
3830 CROWN POINT ROAD  
JACKSONVILLE, FL 32257

DATA SOURCE:  
E.F.B. No. 3800004  
SCALE: N.T.S.

F.P. NO. 4285731

SHEET 1 OF 6

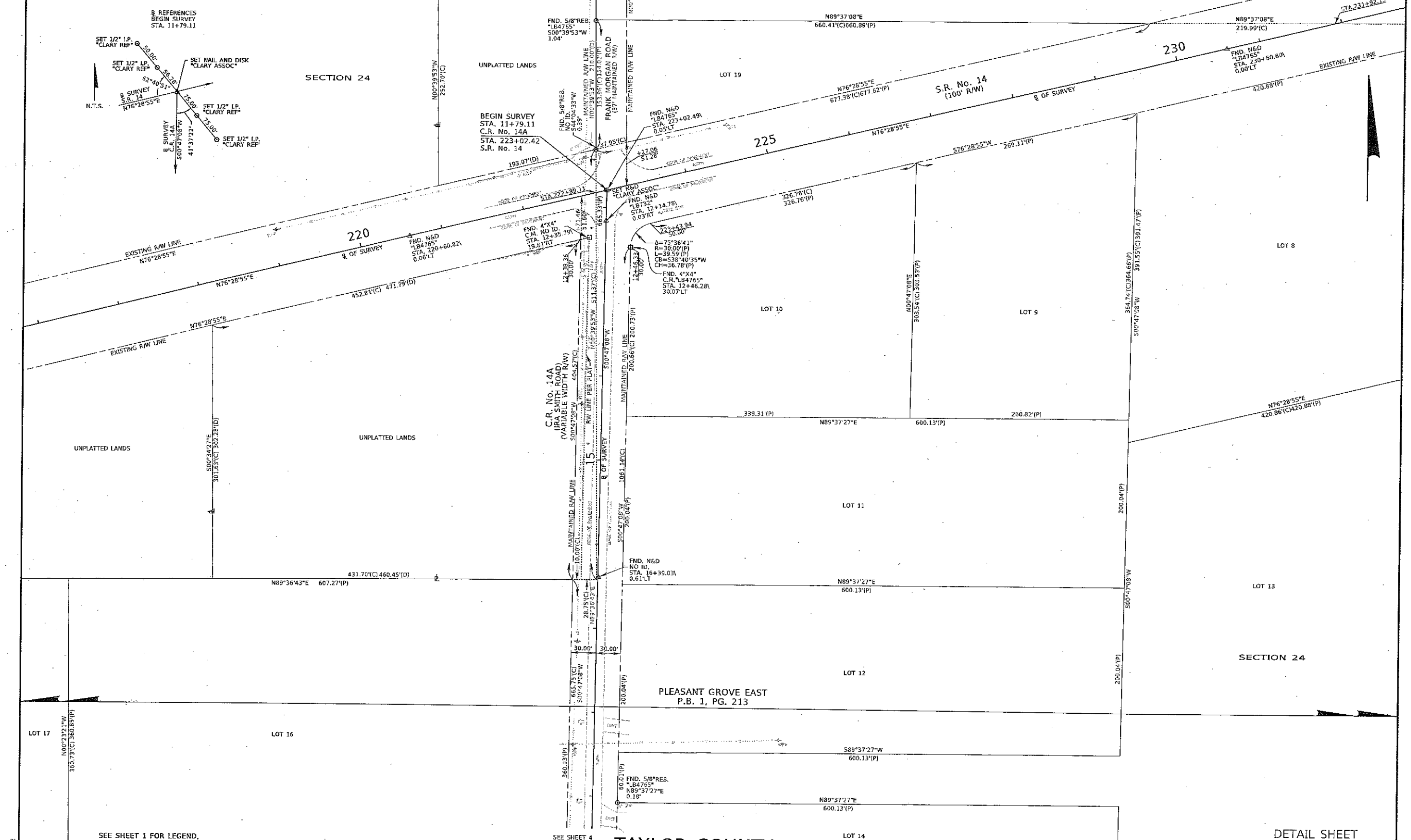
# TOWNSHIP 2 SOUTH, RANGE 6 EAST





# TOWNSHIP 2 SOUTH, RANGE 6 EAST, SECTION 24

0 25 50 100 150  
Scale: 1" = 50'



FILE NO. T25-862

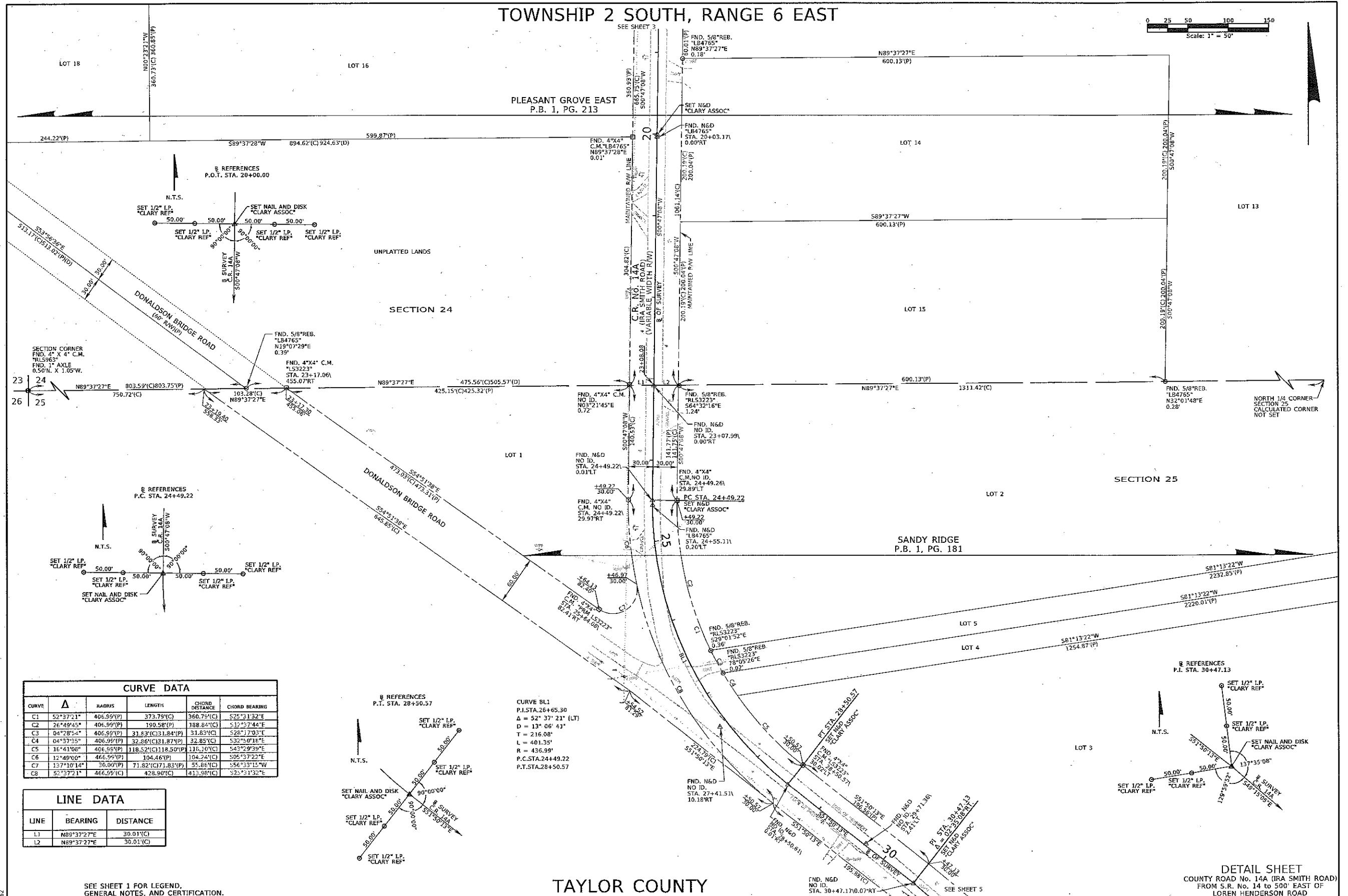
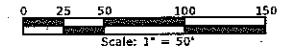
SEE SHEET 1 FOR LEGEND, GENERAL NOTES, AND CERTIFICATION.

SEE SHEET 4

MAINTENANCE MAP		FLORIDA DEPARTMENT OF TRANSPORTATION SURVEYING AND MAPPING		TAYLOR COUNTY		DETAIL SHEET COUNTY ROAD NO. 14A (IRA SMITH ROAD) FROM S.R. NO. 14 TO 500' EAST OF LOREN HENDERSON ROAD	
REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY
1	BY	DATE	1	BY	DATE	1	BY
2	BY	DATE	2	BY	DATE	2	BY
3	BY	DATE	3	BY	DATE	3	BY
4	BY	DATE	4	BY	DATE	4	BY
5	BY	DATE	5	BY	DATE	5	BY
6	BY	DATE	6	BY	DATE	6	BY
7	BY	DATE	7	BY	DATE	7	BY
8	BY	DATE	8	BY	DATE	8	BY
9	BY	DATE	9	BY	DATE	9	BY
10	BY	DATE	10	BY	DATE	10	BY
11	BY	DATE	11	BY	DATE	11	BY
12	BY	DATE	12	BY	DATE	12	BY
13	BY	DATE	13	BY	DATE	13	BY
14	BY	DATE	14	BY	DATE	14	BY
15	BY	DATE	15	BY	DATE	15	BY
16	BY	DATE	16	BY	DATE	16	BY
17	BY	DATE	17	BY	DATE	17	BY
18	BY	DATE	18	BY	DATE	18	BY
19	BY	DATE	19	BY	DATE	19	BY
20	BY	DATE	20	BY	DATE	20	BY
21	BY	DATE	21	BY	DATE	21	BY
22	BY	DATE	22	BY	DATE	22	BY
23	BY	DATE	23	BY	DATE	23	BY
24	BY	DATE	24	BY	DATE	24	BY
25	BY	DATE	25	BY	DATE	25	BY
26	BY	DATE	26	BY	DATE	26	BY
27	BY	DATE	27	BY	DATE	27	BY
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29	BY	DATE	29	BY	DATE	29	BY
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38	BY	DATE	38	BY	DATE	38	BY
39	BY	DATE	39	BY	DATE	39	BY
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43	BY	DATE	43	BY	DATE	43	BY
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46	BY	DATE	46	BY	DATE	46	BY
47	BY	DATE	47	BY	DATE	47	BY
48	BY	DATE	48	BY	DATE	48	BY
49	BY	DATE	49	BY	DATE	49	BY
50	BY	DATE	50	BY	DATE	50	BY
51	BY	DATE	51	BY	DATE	51	BY
52	BY	DATE	52	BY	DATE	52	BY
53	BY	DATE	53	BY	DATE	53	BY
54	BY	DATE	54	BY	DATE	54	BY
55	BY	DATE	55	BY	DATE	55	BY
56	BY	DATE	56	BY	DATE	56	BY
57	BY	DATE	57	BY	DATE	57	BY
58	BY	DATE	58	BY	DATE	58	BY
59	BY	DATE	59	BY	DATE	59	BY
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73	BY	DATE	73	BY	DATE	73	BY
74	BY	DATE	74	BY	DATE	74	BY
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88	BY	DATE	88	BY	DATE	88	BY
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90	BY	DATE	90	BY	DATE	90	BY
91	BY	DATE	91	BY	DATE	91	BY
92	BY	DATE	92	BY	DATE	92	BY
93	BY	DATE	93	BY	DATE	93	BY
94	BY	DATE	94	BY	DATE	94	BY
95	BY	DATE	95	BY	DATE	95	BY
96	BY	DATE	96	BY	DATE	96	BY
97	BY	DATE	97	BY	DATE	97	BY
98	BY	DATE	98	BY	DATE	98	BY
99	BY	DATE	99	BY	DATE	99	BY
100	BY	DATE	100	BY	DATE	100	BY

MAPS PREPARED BY:  
CLARY & ASSOCIATES, INC.  
L.B. No. 9731  
3830 CROWNE POINT ROAD  
JACKSONVILLE, FL 32257  
F.P. NO. 4285731  
SHEET 3 OF 6

# TOWNSHIP 2 SOUTH, RANGE 6 EAST



CURVE DATA				
CURVE	Δ	RADIUS	LENGTH	CHORD DISTANCE
C1	52°37'21"	406.99'(P)	373.79'(C)	360.79'(C)
C2	26°49'45"	406.99'(P)	190.58'(P)	188.84'(C)
C3	04°28'54"	406.99'(P)	31.83'(C)	31.83'(C)
C4	04°37'35"	406.99'(P)	32.86'(C)	32.85'(C)
C5	16°41'06"	406.99'(P)	118.52'(C)	118.10'(C)
C6	12°49'00"	466.99'(P)	104.46'(P)	104.24'(C)
C7	137°10'14"	36.00'(P)	71.82'(C)	55.88'(C)
C8	52°37'21"	466.99'(C)	428.90'(C)	413.98'(C)

LINE DATA		
LINE	BEARING	DISTANCE
L1	N89°37'27"E	30.01'(C)
L2	N89°37'27"E	30.01'(C)

CURVE BL1  
P.I. STA. 26+65.30  
Δ = 52° 37' 21" (LT)  
D = 13° 06' 43"  
T = 216.08'  
L = 401.35'  
R = 436.99'  
P.C. STA. 24+49.22  
P.T. STA. 28+50.57

SEE SHEET 1 FOR LEGEND,  
GENERAL NOTES, AND CERTIFICATION.

TAYLOR COUNTY

DETAIL SHEET  
COUNTY ROAD NO. 14A (IRA SMITH ROAD)  
FROM S.R. NO. 14 TO 500' EAST OF  
LOREN HENDERSON ROAD

MAINTENANCE MAP

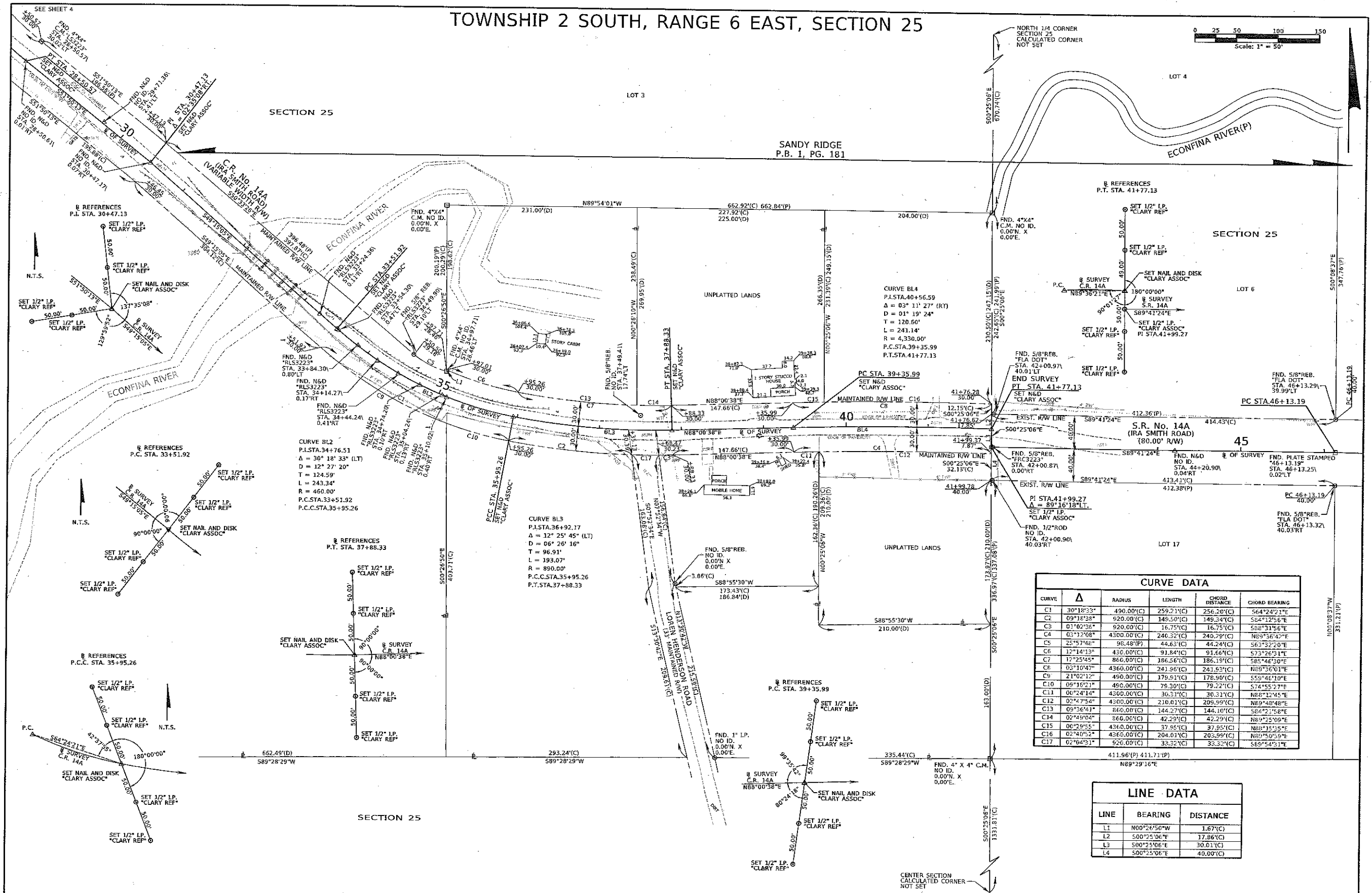
FLORIDA DEPARTMENT OF TRANSPORTATION  
SURVEYING AND MAPPING

REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY	DATE

PRELIM	BY	DATE	FED. PROJ. N/A	SECTION 38000
FINAL	BY	DATE	COUNTY ROAD NO. 14A	TAYLOR COUNTY
CHECKED	BY	DATE		

MAPS PREPARED BY: CLARY & ASSOCIATES, INC. L.S. No. 5731 3810 CROWN POINT ROAD JACKSONVILLE, FL 32257	DATA SOURCE: E.F. No. 3800004 SCALE: 1" = 50'
F.P. NO. 4285731	SHEET 4 OF 6

# TOWNSHIP 2 SOUTH, RANGE 6 EAST, SECTION 25



CURVE	Δ	RADIUS	LENGTH	CHORD DISTANCE	CHORD BEARING
C1	30°18'33"	490.00(C)	259.21(C)	256.20(C)	S64°24'27"E
C2	09°18'38"	920.00(C)	149.50(C)	149.34(C)	S64°12'56"E
C3	01°02'36"	920.00(C)	16.75(C)	16.75(C)	S88°31'56"E
C4	03°12'08"	4300.00(C)	240.32(C)	240.29(C)	N89°56'42"E
C5	25°57'48"	96.48(P)	44.63(C)	44.24(C)	S63°52'20"E
C6	12°14'13"	430.00(C)	91.84(C)	91.66(C)	S73°26'51"E
C7	12°25'45"	866.00(C)	186.56(C)	186.19(C)	S85°46'50"E
C8	03°10'47"	4360.00(C)	241.56(C)	241.63(C)	N89°56'01"E
C9	21°02'12"	490.00(C)	179.91(C)	178.90(C)	S59°46'10"E
C10	09°16'21"	490.00(C)	79.30(C)	79.22(C)	S74°55'27"E
C11	06°24'14"	4360.00(C)	30.31(C)	30.31(C)	N88°12'45"E
C12	02°47'54"	4300.00(C)	210.01(C)	209.99(C)	N89°48'48"E
C13	09°36'41"	866.00(C)	144.27(C)	144.10(C)	S84°21'58"E
C14	02°49'04"	866.00(C)	42.29(C)	42.29(C)	N89°55'09"E
C15	06°29'55"	4360.00(C)	37.95(C)	37.95(C)	N88°15'55"E
C16	02°40'52"	4360.00(C)	204.01(C)	203.99(C)	N89°50'59"E
C17	02°06'51"	920.00(C)	33.32(C)	33.32(C)	S69°54'31"E

LINE	BEARING	DISTANCE
L1	N00°26'50"W	1.67(C)
L2	S00°25'06"E	17.86(C)
L3	S00°25'06"E	30.01(C)
L4	S00°25'06"E	40.00(C)

SEE SHEET 1 FOR LEGEND,  
GENERAL NOTES, AND CERTIFICATION.

MAINTENANCE MAP

FLORIDA DEPARTMENT OF TRANSPORTATION  
SURVEYING AND MAPPING

TAYLOR COUNTY

REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY	DATE

PRELIM	BY	DATE
FINAL	BY	DATE
CHECKED	BY	DATE

FED. PROJ. N/A

COUNTY ROAD NO. 14A

SECTION 38000

TAYLOR COUNTY

MAPS PREPARED BY:  
CLARY & ASSOCIATES, INC.  
3830 CROWN POINT ROAD  
JACKSONVILLE, FL 32257

F.P. NO. 4285731

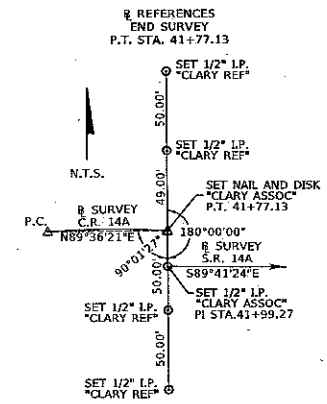
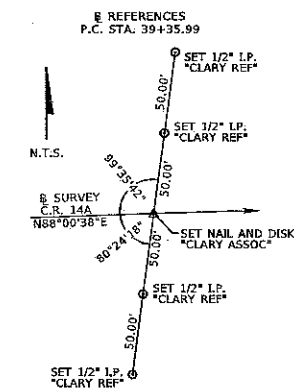
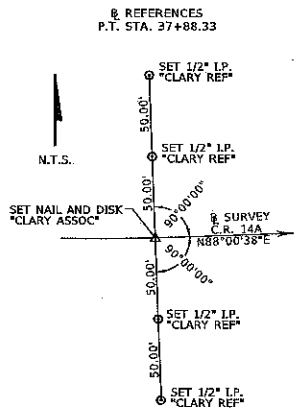
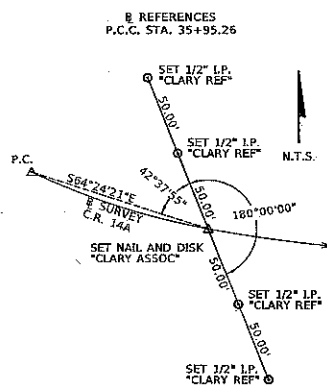
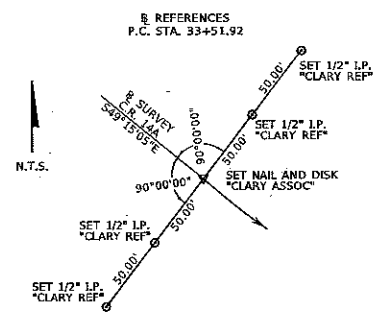
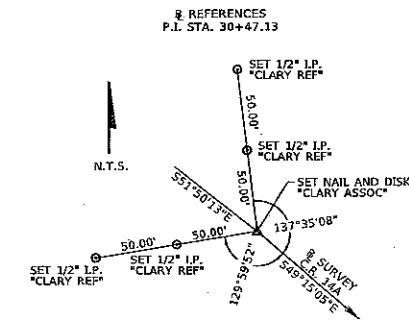
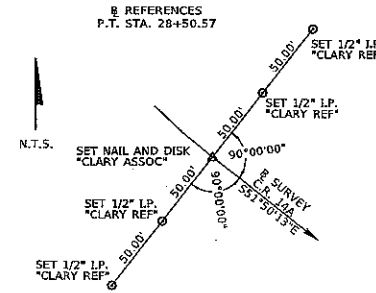
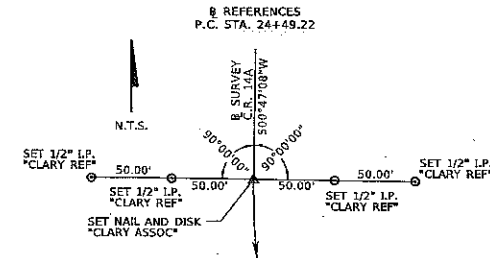
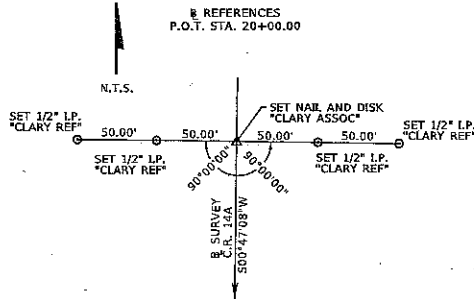
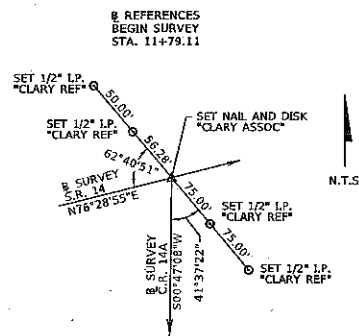
DETAIL SHEET  
COUNTY ROAD NO. 14A (IRA SMITH ROAD)  
FROM S.R. NO. 14 TO 500' EAST OF  
LOREN HENDERSON ROAD

DATA SOURCE:  
E.F.S. NO. 3800004

SCALE: 1" = 50'

SHEET 5 OF 6

TOWNSHIP 2 SOUTH, RANGE 6 EAST



SEE SHEET 1 FOR LEGEND,  
GENERAL NOTES, AND CERTIFICATION.

TAYLOR COUNTY

REFERENCE SHEET  
COUNTY ROAD No. 14A (IRA SMITH ROAD)  
FROM S.R. No. 14 TO 500' EAST OF  
LOREN HENDERSON ROAD

FILE NO. T25-862

MAINTENANCE MAP	FLORIDA DEPARTMENT OF TRANSPORTATION  SURVEYING AND MAPPING											BY	DATE	FED. PROJ. N/A	SECTION 38000	MAPS PREPARED BY: CLARY & ASSOCIATES, INC. P.O. Box 3751 3801 CROWN POINT ROAD JACKSONVILLE, FL 32257	DATA SOURCE: E.F.B. No. 3800094					
												PRELIM	R. NECKENBURG					07-07-15	COUNTY ROAD NO. 14A	TAYLOR COUNTY	F.P. NO. 4285731	SHEET 6 OF 6
												FINAL	R. NECKENBURG					07-36-15				
												CHECKED	M. COLLIGAN					07-16-15				
		REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY	DATE												

## Asset to be Disposed 9/22/2015

Asset #	Description	Date Acquired	Make	Model	Location	Serial Number	Cost	Dispose Of	Inventory Last Date
<b>0905 Clerk of Court</b>									
4712	Laptop	3/10/1999	Dell	Inspiron 333		W00GK	3,646.00	Surplus	9/11/2015
5545	Laptop	4/25/2002	Dell	PP01X		CN07J187129612456030	2,562.90	Surplus	9/10/2015
5547	Server	11/28/2001				D137FRT1K86	10,048.00	Junked	8/18/2015
5607	Server	7/1/2002	HP	ML370			22,114.00	Surplus	8/18/2015
5746	Printer	8/13/2002	Okidata	4410		S207A0006083L	\$2,854.78	Junked	8/18/2015
5756	Monitor	9/5/2002	Dell	Optiplex		X08G15247605285DBVM	\$300.00	Junked	8/18/2015
5761	Computer	9/5/2002	Dell	Optiplex		BFG3T11	\$1,850.99	Surplus	8/18/2015
5857	Inkjet Printer	3/14/2003	HP	2230		MY2BJR10QX	\$571.09	Junked	8/18/2015
5867	Computer	7/16/2003	Dell	Optiplex		593DY21	\$1,090.55	Surplus	8/18/2015
5870	Computer	7/16/2003	Dell	Optiplex		B93DY21	\$1,090.55	Surplus	8/18/2015
6092	Printer	9/19/2003	HP	9000		JPBQY02386	\$3,311.36	Surplus	8/18/2015
6103	Computer	9/1/2003	Dell	Optiplex		C4F1831	\$1,423.99	Surplus	8/18/2015
6113	Computer	9/1/2003	Dell	Optiplex		2SF1B31	\$1,423.99	Surplus	8/18/2015
6297	Computer	9/30/2004	Dell	Optiplex		5S6CN51	\$1,379.53	Surplus	8/18/2015
6300	Monitor	9/30/2004	Dell	17"		CN02Y31571618485A66	\$349.95	Surplus	8/18/2015
6301	Fax Machine	9/30/2004	Brother	3800		U60060J3J719954	\$319.00	surplus	8/18/2015
6303	Copier	9/30/2004	Canon	C5000		MPL72501	\$10,253.00	Surplus	8/18/2015
6305	Computer	9/30/2004	Dell	Optiplex		5KVM251	\$1,403.48	Surplus	8/18/2015
6693	Computer	9/30/2005	Dell	Optiplex			\$1,102.40	Surplus	8/18/2015
6697	Printer	9/30/2005	HP	7310			\$399.99	Surplus	8/18/2015
6800	KVM Switch	4/5/2006	Dell				\$1,014.44	junked	8/18/2015
6878	Printer	5/10/2007	HP	4250			\$1,598.00	Surplus	8/18/2015
6940	Computer	9/30/2007	Dell	745		DSFYND1	\$1,099.55	Surplus	8/18/2015
6943	Computer	9/30/2007	Dell	745		55FYND1	\$1,099.55	Surplus	8/18/2015
7034	Computer	9/30/2008	Dell	755		F9SJGH1	\$905.50	Surplus	8/18/2015
7035	Computer	9/30/2008	Dell	755		1BSJGH1	\$905.50	Surplus	8/18/2015
7036	Computer	9/30/2008	Dell	755		B9SJGH1	\$905.50	Surplus	8/18/2015
7038	Computer	9/30/2008	Dell	755		G9SJGH1	\$905.50	Surplus	8/18/2015
7039	Computer	9/30/2008	Dell	755		J9SJGH1	\$905.50	Surplus	8/18/2015
7040	Computer	9/30/2008	Dell	755		H9SJGH1	\$905.50	Surplus	8/18/2015

7041	Computer	9/30/2008	Dell	755	D9SJGH1	\$905.50	Surplus	8/18/2015
7054	Printer	9/30/2008	Dell	5110	D6GBB91	\$1,249.00	Surplus	8/18/2015
7058	Tape Backup	9/30/2008	Dell	124T	DC9NRG1	\$5,332.80	Surplus	8/18/2015
7078	Computer	5/27/2009	Dell	760	3T0M4J1	\$1,064.38	Surplus	8/18/2015
7079	Computer	8/18/2015	Dell	760	3T0M5J1	\$1,064.38	Surplus	8/18/2015

# REPORT OF TRANSFER OR DISPOSITION TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number:

FROM:

*Clerk of Court*  
Department name

DEPT:

*0405*  
Number

DATE:

*2-7-2*

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

## IDENTIFICATION DATA

Name of Item <i>Laptop</i>	Location	Make <i>De11</i>
Model <i>Inspiron P333</i>	Year	Serial Number <i>W00GK</i>
Other Description:		

## TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head	Date of Transfer	
Gaining Custodian/Dept. Head	County Administrator Approval	

## DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/> Cannibalized <input type="checkbox"/> Trade-in <input type="checkbox"/> Junked <input type="checkbox"/> Stolen <input type="checkbox"/> Missing <input type="checkbox"/>	
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>	
Explanation for Disposal (required)	
Last known location (required)	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date
<i>Gaughan</i> Losing Custodian/Department Head	County Administrator
Witness of Disposition	Chairman

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number:

FROM:

Clerk of Court  
Department name

DEPT: 0905

Number

DATE:

9/16/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Laptop	Location	Make Dell
Model P701X	Year	Serial Number CND71187129612456030
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Combinatized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>	**
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>						
Explanation for Disposal (required)						
Last known location: (required)						
APPROVED <input checked="" type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners				Date
Losing Custodian/Department Head		County Administrator				
Witness of Disposition		Chairman				

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles



REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5547

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item <b>Server</b>	Location <b>Kevin's Office Server Room</b>	Make
Model	Year	Serial Number <b>D137FRT1K86</b>
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A.)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer:
Gaining Custodian/Dept. Head		County Administrator Approval:

DISPOSITION DATA (if transferring, mark this area N/A.)

Surplus <input type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
<b>** Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately</b>					
Explanation for Disposal: (required)					
Last known location: (required)					
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners _____ Date _____					
Losing Custodian/Department Head			County Administrator		
Witness of Disposition			Chairman		

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5607

FROM: Clerk of Courts

DEPT: 0905

DATE: 8/25/15

Department name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Server	Location	Make HP
Model Proliant ML370	Year	Serial Number
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A.)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head _____	Date of Transfer _____
Gaining Custodian/Dept. Head _____	County Administrator Approval _____

DISPOSITION DATA (if transferring, mark this area N/A.)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately</b>					
Explanation for Disposal: (required)					
Last known location: (required)					
APPROVED <input checked="" type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date _____			
Losing Custodian/Department Head _____		County Administrator _____			
Witness of Disposition _____		Chairman _____			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

# REPORT OF TRANSFER OR DISPOSITION TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5746

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

## IDENTIFICATION DATA

Name of Item <b>OKidata Printer</b>	Location <b>Kevin's Office Computer Room Storage</b>	Make <b>OKidata</b>
Model <b>Peacemark 4410</b>	Year	Serial Number <b>S207A0006083L</b>
Other Description:		

## TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT: _____	# _____	New Location: _____
_____	_____	_____
Losing Custodian/Dept. Head	Date of Transfer	
_____	_____	
Gaining Custodian/Dept. Head	County Administrator Approval	

## DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input type="checkbox"/>		Cannibalized <input type="checkbox"/>		Trade-in <input type="checkbox"/>		Junked <input checked="" type="checkbox"/>		Stolen <input type="checkbox"/>		Missing <input type="checkbox"/> **	
<p><b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b></p>											
<p>Explanation for Disposal (required): <b>no longer in use</b></p>											
<p>Last known location (required):</p>											
<p>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners. _____</p>						<p>_____ Date</p>					
<p>_____</p>						<p>_____</p>					
Losing Custodian/Department Head						County Administrator					
_____						_____					
Witness of Disposition						Chairman					

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5756

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Computer Monitor	KEVIN'S OFFICE	Dell
Model	Computer Storage Room	Serial Number
Ophplex		X08G15247605285DBW
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head _____	Date of Transfer _____
Gaining Custodian/Dept. Head _____	County Administrator Approval _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</u>					
Explanation for Disposal: (required) Replaced w/ New					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date _____			
Losing Custodian/Department Head _____		County Administrator _____			
Witness of Disposition _____		Chairman _____			

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5761

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Computer Tower	Kevin's Office	Dell
Model	Computer Storage Room	Serial Number
OptiPlex	Year	BFG3T11
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head	Date of Transfer	
Gaining Custodian/Dept. Head	County Administrator Approval	

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</u>					
Explanation for Disposal (required) Replaced w/ new					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date			
Gang / [Signature]					
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5857

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Printer - InkJet 2230	Location Kevin's Office Server Room	Make HP
Model 2230	Year	Serial Number M42BJR10QX
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer:
Gaining Custodian/Dept. Head		County Administrator Approval:

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately					
Explanation for Disposal: (required)					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners: _____ Date _____			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5867

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Computer	Location Kevins Office Computer Storage Room	Make Dell
Model Optiplex	Year	Serial Number 593D421
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>	**
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>						
Explanation for Disposal: (required) Replaced w/ new						
Last known location: (required)						
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners _____ Date _____						
Losing Custodian/Department Head _____ County Administrator _____						
Witness of Disposition _____ Chairman _____						

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 5870

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <u>Computer</u>	Location <u>Kevin's Office</u> <u>Computer Room</u>	Make <u>Dell</u>
Model <u>Optiplex</u>	Year	Serial Number <u>B93DY21</u>
Other Description		

**TRANSFER DATA** (if disposing, mark this area N/A.)

<u>TRANSFERRED TO:</u>		
DEPT: _____	#: _____	New Location: _____
Losing Custodian/Dept. Head _____		Date of Transfer: _____
Gaining Custodian/Dept. Head _____		County Administrator Approval: _____

**DISPOSITION DATA** (if transferring, mark this area N/A.)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately</u>					
Explanation for Disposal: (required) <u>Replaced w/ new</u>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date _____			
<u>Gary K. [Signature]</u> Losing Custodian/Department Head		County Administrator _____			
Witness of Disposition _____		Chairman _____			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles



**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: **6092**

FROM: **Clerk of Court**  
Department name

DEPT: **0905**  
Number

DATE: **8/25/15**

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Printer</b>	Location	Make <b>HP</b>
Model <b>9000</b>	Year	Serial Number <b>JPB8Y02366</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A)

<b><u>TRANSFERRED TO:</u></b>		
DEPT: _____	# _____	New Location: _____
Losing Custodian/Dept. Head _____		Date of Transfer _____
Gaining Custodian/Dept. Head _____		County Administrator Approval _____

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/> Cannibalized <input type="checkbox"/> Trade-in <input type="checkbox"/> Junked <input type="checkbox"/> Stolen <input type="checkbox"/> Missing <input type="checkbox"/> **	
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>	
Explanation for Disposal (required)	
Last known location: (required)	
APPROVED <input checked="" type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners _____	Date _____
Losing Custodian/Department Head _____	County Administrator _____
Witness of Disposition _____	Chairman _____

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6103

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Computer (Tower)	Location Kevins Office Storage Room	Make Dell
Model Optiplex	Year	Serial Number C4F1B31
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT: _____	# _____	New Location: _____
Losing Custodian/Dept. Head _____		Date of Transfer _____
Gaining Custodian/Dept. Head _____		County Administrator Approval _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal (required) Replaced w/ new					
Last known location (required)					
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners. _____ Date _____					
Losing Custodian/Department Head _____			County Administrator _____		
Witness of Disposition _____			Chairman _____		

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6113

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Computer (Tower)	Location Kevins Office Computer Storage Room	Make Dell
Model Optiplex	Year	Serial Number 25F1B31
Other Description		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Combinitized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal: (required) Replaced w/ new					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6297

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Computer (Tower)</b>	Location <b>KEVINS OFFICE computer Storage Room</b>	Make <b>Dell</b>
Model <b>Optiplex</b>	Year	Serial Number <b>5SL6CN51</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A)

<b><u>TRANSFERRED TO:</u></b>		
DEPT: _____	# _____	New Location: _____
Losing Custodian/Dept. Head _____		Date of Transfer _____
Gaining Custodian/Dept. Head _____		County Administrator Approval _____

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/> Cannibalized <input type="checkbox"/> Trade-in <input type="checkbox"/> Junked <input type="checkbox"/> Stolen <input type="checkbox"/> Missing <input type="checkbox"/> **	
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>	
Explanation for Disposal: (required) <b>Replaced w/ new</b>	
Last known location: (required)	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners _____	Date _____
Losing Custodian/Department Head _____	County Administrator _____
Witness of Disposition _____	Chairman _____

Date Removed from Asset Records \_\_\_\_\_

Fixed Assets Manager \_\_\_\_\_

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6300

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Computer (Monitor)	Location KEVINS OFFICE	Make Dell
Model	Year	Serial Number CN02431571618485A663
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Camouflaged <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>	**
<b>** Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately</b>						
Explanation for Disposal (required) Replaced w/ new						
Last known location: (required)						
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date				
Losing Custodian/Department Head		County Administrator				
Witness of Disposition		Chairman				

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6301

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Fax Machine	Location Kerins Office Computer Storage Room	Make Brother
Model 3800	Year	Serial Number U60060J3J719954
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept Head		Date of Transfer
Gaining Custodian/Dept Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal (required): Replaced					
Last known location: (required)					
APPROVED <input checked="" type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date _____			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6303  
DATE: 8/25/15

FROM: Clerk of Court DEPT: 0905  
Department name Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Copier	Location	Make Canon
Model C5000	Year	Serial Number MPL 72501
Other Description		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head _____	Date of Transfer _____
Gaining Custodian/Dept. Head _____	County Administrator Approval _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Canibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal: (required)					
Last known location: (required)					
APPROVED <input checked="" type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date _____			
Losing Custodian/Department Head _____		County Administrator _____			
Witness of Disposition _____		Chairman _____			

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: **6305**

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: **08/18/15**

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Computer (Tower)</b>	Location <b>Kevins Office Computer Storage Room</b>	Make <b>Dell</b>
Model <b>Optiplex</b>	Year	Serial Number <b>5KVM251</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A)

<b><u>TRANSFERRED TO:</u></b>	
DEPT: _____ # _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately</u>					
Explanation for Disposal: (required) <b>Replaced w/ new</b>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input checked="" type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date _____			
Losing Custodian/Department Head: <b>Gray</b>		County Administrator: _____			
Witness of Disposition: _____		Chairman: _____			

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles



REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6693

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Computer	Kevin's Office	Dell
Model	Computer Storage Room	Serial Number
Optiplex GX520		—
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept Head	Date of Transfer	
Gaining Custodian/Dept Head	County Administrator Approval	

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
** <u>Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</u>					
Explanation for Disposal: (required) Replaced w/ new					
Last known location: (required)					
APPROVED <input checked="" type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 66697

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Printer	Location Kevins office Computer Room Storage	Make HP
Model Office Jet 7310	Year	Serial Number
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately					
Explanation for Disposal: (required)					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners: _____ Date			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6800

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item KVM Switch	Location Kevins Office Server Room	Make Dell
Model	Year	Serial Number —
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input type="checkbox"/>	Commodified <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>	**
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately</b>						
Explanation for Disposal: (required)						
Last known location: (required)						
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners. _____ Date						
Losing Custodian/Department Head				County Administrator		
Witness of Disposition				Chairman		

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6878

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item <b>Printer</b>	Location <b>Kevin's Office Computer Storage Room</b>	Make <b>HP</b>
Model <b>4250 DNT</b>	Year	Serial Number
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A.)

<u>TRANSFERRED TO:</u>		
DEPT:	#:	New Location:
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A.)

Surplus <input type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input checked="" type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately</b>					
Explanation for Disposal: (required) <b>no longer used/Replaced</b>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners _____ Date _____			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asst. Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6940

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Computer	Kevin's Office Storage Room	Dell
Model	Year	Serial Number
Optiplex 745		DSFYNDI
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
_____	_____
Losing Custodian/Dept. Head	Date of Transfer
_____	_____
Gaining Custodian/Dept. Head	County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately					
Explanation for Disposal (required) Replaced w/new					
Last known location: (required)					
APPROVED <input checked="" type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners. _____ Date					
Losing Custodian/Department Head _____ County Administrator _____					
Witness of Disposition _____ Chairman _____					

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 6943

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Computer (Tower)</b>	Location <b>KEVINS OFFICE Storage Room</b>	Make <b>Dell</b>
Model <b>Optiplex 745</b>	Year	Serial Number <b>55FYND1</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A)

<u>TRANSFERRED TO</u>		
DEPT: _____	# _____	New Location: _____
Losing Custodian/Dept. Head _____		Date of Transfer _____
Gaining Custodian/Dept. Head _____		County Administrator Approval _____

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Combinatized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</u>					
Explanation for Disposal: (required) <b>Replaced w/ new</b>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date _____			
Losing Custodian/Department Head _____		County Administrator _____			
Witness of Disposition _____		Chairman _____			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7034

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.


IDENTIFICATION DATA

Name of Item Computer	Location Kevin's Office Storage Room	Make Dell
Model Optiplex	Year	Serial Number F9SJGH1
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#: New Location:	
Losing Custodian/Dept. Head		Date of Transfer
Gaining Custodian/Dept. Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>	**
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>						
Explanation for Disposal: (required) Replaced w/ new						
Last known location: (required)						
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners.				Date
						
Losing Custodian/Department Head		County Administrator				
Witness of Disposition		Chairman				

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7035

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

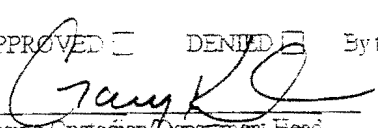
**IDENTIFICATION DATA**

Name of Item <b>Computer</b>	Location <b>KEVINS OFFICE Storage Room</b>	Make <b>Dell</b>
Model <b>DPTIplex 755</b>	Year	Serial Number <b>1BSJGH1</b>
Other Description		

**TRANSFER DATA** (if disposing, mark this area N/A)

<b><u>TRANSFERRED TO:</u></b>		
DEPT: _____	# _____	New Location: _____
Losing Custodian/Dept. Head _____		Date of Transfer _____
Gaining Custodian/Dept. Head _____		County Administrator Approval _____

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately</u>					
Explanation for Disposal (required): <b>Replaced w/new</b>					
Last known location (required):					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____			
		Date _____			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles



**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7036

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Computer</b>	Location <b>Kevin's Office Computer Storage Room</b>	Make <b>Dell</b>
Model <b>Optiplex 755</b>	Year	Serial Number <b>B9SJGH1</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A.)

<u>TRANSFERRED TO:</u>	
DEPT: _____ # _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

**DISPOSITION DATA** (if transferring, mark this area N/A.)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately					
Explanation for Disposal: (required) <b>Replaced w/ new</b>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date _____			
Losing Custodian/Department Head: _____		County Administrator: _____			
Witness of Disposition: _____		Chairman: _____			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7038

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Computer	KEVIN'S OFFICE Storage Room	Dell
Model	Year	Serial Number
Optiplex 755		G95JGH1
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A.)

<u>TRANSFERRED TO:</u>	
DEPT:	New Location:
<u>Lossing Custodian/Dept Head</u>	<u>Date of Transfer</u>
<u>Gaining Custodian/Dept Head</u>	<u>County Administrator Approval</u>

DISPOSITION DATA (if transferring, mark this area N/A.)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately					
Explanation for Disposal:(required) Replaced w/new					
Last known location: (required)					
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners. _____ Date _____					
<u>Lossing Custodian/Department Head</u>			<u>County Administrator</u>		
<u>Witness of Disposition</u>			<u>Chairman</u>		

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7039

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Computer</b>	Location <b>Kevin's Office Storage Room</b>	Make <b>Dell</b>
Model <b>Optiplex 755</b>	Year	Serial Number <b>J95JGH1</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A.)

<b><u>TRANSFERRED TO:</u></b>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head _____	Date of Transfer _____
Gaining Custodian/Dept. Head _____	County Administrator Approval _____

**DISPOSITION DATA** (if transferring, mark this area N/A.)

Surplus <input checked="" type="checkbox"/>	Combinelized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately</b>					
Explanation for Disposal (required) <b>Replaced w/ new</b>					
Last known location (required)					
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners _____ Date _____					
Losing Custodian/Department Head _____			County Administrator _____		
Witness of Disposition _____			Chairman _____		

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7040

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Computer	Kevin's Office Storage Room	Dell
Model	Year	Serial Number
Optiplex 755		H95JGH1
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal (required) Replaced w/new					
Last known location: (required)					
APPROVED <input checked="" type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____ Date _____			
Losing Custodian/Department Head: _____		County Administrator: _____			
Witness of Disposition: _____		Chairman: _____			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7041

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Computer	Location Kevin's Office Storage Room	Make Dell
Model OPTIPLEX 755	Year	Serial Number D95JGH1
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately					
Explanation for Disposal (required) Replaced w/new					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input checked="" type="checkbox"/>	By the Taylor County Board of Commissioners. _____			
Losing Custodian/Department Head: _____		County Administrator: _____			
Witness of Disposition: _____		Chairman: _____			

Date Removed from Asset Records

Fixed Asset Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7054

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Laser Printer	Location Kevins Office Server Room	Make Dell
Model 5110CN	Year	Serial Number D6GB391
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian immediately</b>					
Explanation for Disposal: (required) no longer in use					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input checked="" type="checkbox"/>	By the Taylor County Board of Commissioners. _____			
Losing Custodian/Department Head: _____		County Administrator: _____			
Witness of Disposition: _____		Chairman: _____			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7058

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item Power vault Tape Backup	Location KEVIN'S OFFICE Server Room	Make Dell
Model 124T	Year	Serial Number DC9NRG1
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal: (required)					
Last known location: (required)					
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners. _____ Date _____					
Losing Custodian/Department Head: _____			County Administrator: _____		
Witness of Disposition: _____			Chairman: _____		

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7078

FROM: **Clerk of Court** DEPT: **0905**  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Computer</b>	Location <b>Kerns Office Storage Room</b>	Make <b>Dell</b>
Model <b>Optiplex 760</b>	Year	Serial Number <b>3T0M4J1</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT: _____	# _____	New Location: _____
Losing Custodian/Dept Head _____		Date of Transfer _____
Gaining Custodian/Dept Head _____		County Administrator Approval _____

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Commodified <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** <u>Property that is missing or Unable to locate shall be presented to the County Commissioner by the Property Custodian Immediately</u>					
Explanation for Disposal (required) <b>Replaced w/ new</b>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners. _____			
_____ Losing Custodian/Department Head		_____ County Administrator			
_____ Witness of Disposition		_____ Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles



**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7079

FROM: Clerk of Court DEPT: 0905  
Department name Number

DATE: 08/18/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <u>Computer</u>	Location <u>Kerins Office Storage Room</u>	Make <u>Dell</u>
Model <u>Optiplex 760</u>	Year	Serial Number <u>3TOM5J1</u>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A.)

<b><u>TRANSFERRED TO:</u></b>	
DEPT: _____	New Location: _____
Losing Custodian/Dept. Head: _____	Date of Transfer: _____
Gaining Custodian/Dept. Head: _____	County Administrator Approval: _____

**DISPOSITION DATA** (if transferring, mark this area N/A.)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal (required): <u>no longer using/replaced w/new</u>					
Last known location: (required)					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners: _____			
_____ Losing Custodian/Department Head		_____ County Administrator			
_____ Witness of Disposition		_____ Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



THE BOARD TO REVIEW AND APPROVE THE E911 FALL  
MAINTENANCE GRANT APPLICATION, AS AGENDAED BY LT  
CHRIS FOLSOM

**MEETING DATE REQUESTED:**

SEPTEMBER 21, 2015

**Statement of Issue:**

**THIS APPLICATION IS FOR A GRANT THAT WOULD FUND  
MAINTENANCE EXPENSES ASSOCIATED WITH TAYLOR  
COUNTY'S E911 SYSTEM.**

**Recommended Action:**

**APPROVE THE APPLICATION**

**Fiscal Impact:**

**\$34,376.10 TO THE COUNTY**

**Budgeted Expense:**

**Submitted By:**

**CHRIS FOLSOM, E911 COORDINATOR**

**Contact:**

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:**

**Options:**

**Attachments:**

**APPLICATION**

**E911 RURAL COUNTY GRANT  
PROGRAM**

**W Form 1A, incorporated by reference in Rule 60FF1-5.002, Florida  
Administrative Code, Rural County Grants  
E911 Rural County Grant Application, revised 5/14/15**

## **1.0 Purpose**

The E911 Rural County Grant Program is to assist rural counties with the installation and maintenance of an Enhanced 911 (E911) system and to provide "seamless" E911 throughout the State of Florida.

## **2.0 Eligibility**

The Board of County Commissioners in any county in the State of Florida with a population of less than 75,000 as per the most recent published data from the Florida Association of Counties' directory is eligible to apply for this grant program. Funding priorities are established in Addendum I.

## **3.0 Definitions**

- A. **Enhanced 911 (E911):** As defined by subsection 365.172(3)(h), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.
- B. **E911 Maintenance:** Means the preventative, routine and emergency maintenance required by the State E911 Plan, in order to maintain the E911 System in operable working condition.
- C. **E911 System:** Means the Public Safety Answering Point equipment, in accordance with the State E911 Plan, including 911 call routing, processing, mapping and call answering communications equipment.
- D. **Next Generation 911 (NG-911):** Means the designation for an advanced 911 emergency communications system or service that provides a communications service subscriber with 911 service and, in addition, directs 911 emergency requests for assistance to appropriate public safety answering points based on the geographical location from which the request originated, or as otherwise provided in the State E911 Plan under Section 365.171, Florida Statutes, and that provides for automatic number identification and automatic location identification features and emergency data information through managed IP-based networks.
- E. **Public Safety Answering Point (PSAP):** As defined by paragraph 365.172(3)(y), Florida Statutes, and as referenced in the State E911 Plan under section 365.171, Florida Statutes.

## **4.0 E911 Rural County Grant Program Calendar**

	<b>Spring Schedule</b>	<b>Fall Schedule</b>
Counties submit Application	by April 1	by October 1
E911 Board Members evaluate applications	April – May	October – November
E911 Board votes on applications to fund at regularly scheduled meeting	April – June	October – December
E911 Board sends notification of awards approved for funding to the counties.	before June 30	before December 30
Implementation period	One year from the award notification letter date.	One year from the award notification letter date.
Expiration of the right to incur costs, request payment and/or final reimbursement of funding.	Two years from the award notification letter date	Two years from award notification letter date.

## **5.0 General Conditions**

- 5.1 Applications must be delivered to the following address:  
State of Florida E911 Board  
ATTN: E911 Board Administrative Staff  
4030 Esplanade Way, Suite 135  
Tallahassee, FL 32399-0950
- 5.2 The applicant must provide one original of the pages for Application Form items 1 through 14 the associated quotes, and the E911 Board Form 6A, "County E911 Fiscal Information," included in E911 Board Rule 60FF1.5.006, Florida Administrative Code. The grant application package must be postmarked or delivered on or before April 1 or October 1 of each year, dependent on the spring or fall application period. Failure to provide these documents will result in automatic rejection of the grant application. One scanned copy of the entire submitted package should also be provided on a CD-ROM, to ensure quality of the documents to be reviewed.
- 5.3 The E911 Board will consider remotely provided hosted 911 answering point call-taking equipment and network services directly attributable to establishing and provisioning E911 or NG-911 services. Warranty and maintenance costs shall be calculated to account for only the first year warranty and maintenance costs and shall not include upfront maintenance costs to reduce the yearly service amount.
- 5.4 All grant applications shall be accompanied by at least one complete quote for equipment or services. Grant applications totaling \$35,000.00 or more must be accompanied by at least three written substantiated competitive complete quotes from different vendors. Complete quote submittals shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables. The E911 Board will compare the three quotes to any existing state contract in order to determine appropriate funding. Any county that has made a good faith effort to obtain at least three competitive quotes and has not been able to obtain the quotes can request E911 Board review based on substantiated proof of request for quotes or posting of the request with documentation of the limited responses.
- 5.5 If the grant application does not exceed the threshold amount of \$195,000, the county can initiate a request for approval for sole source funding. These will be considered on a case-by-case basis. Justification for sole source funding shall be provided with the application. Sole source will be approved if provided in accordance with Chapter 287, Florida Statutes, or with provision of a letter from the county's purchasing department that the project is a sole source procurement based on the county's purchasing requirements, which shall be provided with this grant application. Include pricing justification in the sole source letter from the county's purchasing department.
- 5.6 Rather than submitting multiple application requests for maintenance, all eligible maintenance requests should be combined into a single application request and include a breakdown of the individual components of the E911 system maintenance costs that are requested for funding assistance in the application. Grant applications for maintenance, where the county obtained a grant or utilized county funds to purchase equipment and obtained three competitive quotes for the first year of maintenance, or met the requirements of General Conditions items 5.4 or 5.5,

are not required to provide three written quotes with an application for an additional year of maintenance.

- 5.7 All maintenance requests should include on the vendor's quote for service the beginning and ending term for each maintenance request. Grant awards will be limited to maintenance contracts beginning prior to or within the maintenance cycle of the grant program. Spring cycle maintenance requests should be submitted for maintenance beginning May through October. Fall cycle maintenance requests should be submitted for maintenance beginning November through April. Complete quote shall include a detailed scope of work, all pages included in the vendor proposal, breakdown of all costs including equipment, service tasks and deliverables.
- 5.8 Applicants requesting items from different funding priorities should complete a separate application for each priority. See Addendum I - Funding Priorities for the E911 Rural County Grant Program for a listing of funding priorities. Items from the same funding priorities should be combined in the same application and shall comply with General Condition items 5.4 and 5.5.
- 5.9 Should two or more rural counties jointly apply for a grant, each county will be required to complete and submit a grant application detailing the funds requested and the county responsible for the funds. In addition one combined grant application detailing the entire project and a memorandum of understanding of all counties involved shall be submitted. The combined grant application shall comply with General Condition items 5.4 and 5.5.
- 5.10 Procurement shall be based on the county's purchasing requirements and the applicable State purchasing requirements, including Section 112.061, Florida Statutes. All travel and associated per diem costs proposed shall be in compliance with General Conditions item 6.3.5.
- 5.11 Funding application requests must include a scope of work that clearly establishes the tasks to be performed. The applications shall include all tasks that are required for successful completion of the project. The project shall be divided into quantifiable units of deliverables that shall be received and accepted in writing by the county before payment. Each deliverable must be directly related to the scope of work and must specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- 5.12 Funding requests must include all necessary costs required for full implementation of the proposed solution including that of any third party. Should the county grant application request or grant award be less than the projected cost of the equipment or service, the county should provide verification of the ability to fund the difference. Pricing submitted cannot be contingent upon "yet to be" determined fees for products and services by the proposer or any other third party required for implementation.
- 5.13 The county shall provide information on the county's preceding year E911 fee revenue amount, the preceding year carry forward funding amount and the total carry forward balance amount in the county E911 fund. The amount of grant funding award, for allowable carry forward expenditures, is limited based on the total amount of carry forward funding in the county E911 fund in excess of an amount calculated based on the allowable 30 percent carry forward amount for a two year basis in accordance with sub-paragraph 365.172(6)(a)3.c., Florida Statutes and E911 Board Rule 60FF1.5.006 Florida Administrative Code. The county shall include the amount of their county carry forward funding being utilized for this grant in the Applied County Carry Forward or other Funding (if applicable) line in the Application Form item #12. Budget/Expenditure Report. This carry forward funding provision does not apply to grant applications for recurring maintenance. Maintenance contract cost is not a capital expenditure

and is not an authorized expenditure of carry forward funds after the initial first year project costs included in the original capital equipment replacement or upgrade project.

- 5.14 Detailed information is required for any grant application requesting funding for systems that require immediate system replacement for provisioning of enhanced 911 in the county. Include detailed justification and explanation for any E911 system with an expected remaining life of less than 1 year.
- 5.15 Funding requests contingent upon "beta testing" or for products and services not in general production and installation will not be funded.

## **6.0 Limitation on Use of Funds**

- 6.1 Only eligible expenses for E911 service listed in subsection 365.172(10), Florida Statutes, (Appendix I) that are not specifically excluded in this application will be funded.
- 6.2 Specifically excluded E911 expenses:
  - 6.2.1 Salaries and associated expenses for 911 coordinators and call takers or other 911 personnel will not be funded.
  - 6.2.2 Wireline database costs from the local exchange carrier, vehicle expenses, outside plant fiber or copper cabling systems and building entrance build out costs, consoles, workstation furniture and aerial photography expenses will not be funded.
  - 6.2.3 Wireline 911 analog trunks, administrative lines and circuits are not fundable. Recurring network and circuit costs will not be funded after the first year implementation period.
- 6.3 Funding limitations are specified on the following items:
  - 6.3.1 Grant funding shall be limited to eligible equipment maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.2 Grant funding shall be limited to eligible mapping maintenance and warranty costs for a primary PSAP and one other PSAP per county; either a primary, a secondary or a backup.
  - 6.3.3 Grant funding for 911 equipment, hardware and software shall be limited (per grant cycle) to eligible expenditures for a primary PSAP only.
  - 6.3.4 Selective router equipment costs are limited to the primary PSAP system and are limited to one per county. For this grant program they are included under the call handling equipment priority.
  - 6.3.4 Training cost funding is limited to new system & equipment training.
  - 6.3.5 The allowable grant funding for travel expenses is limited to the authorized amounts established in Section 112.061, Florida Statutes, and the Department of Financial Services Guidelines for State Expenditures. Allowable costs for daily per diem shall not exceed \$186.00.

## **7.0 Approval and Award**

- 7.1 The E911 Board will review each application for compliance with the requirements of terms and conditions.
- 7.2 Grant awards will be withheld for any county that has a grant with a past-due quarterly report or past-due final documentation and closeout of previous rural county grant awards.
- 7.3 Applications will be awarded based upon the priorities set by the E911 Board as listed in Addendum I - Funding Priorities for the E911 Rural County Grant Program.
- 7.4 The E911 Board will adjust the amount awarded to a county based upon the availability of funds, eligibility of requested items, published quotes, increased effectiveness of grant funds, minimum system requirements for performing the needed E911 function as specified in the State E911 Plan, or documented factors provided in the grant application submission.
- 7.5 Any county that requires Board of County Commissioner approval of the grant program funding, prior to commencement of the project, shall notify the E911 Board in Application Form item #10. Grant funds for approved grant applications will be held until the county provides written notification to the E911 Board of the Board of County Commissioners approval of the project prior to the funds being disbursed from the E911 Trust Fund.
- 7.6 Any conditional hold, for documentation submittal referenced in 7.2 and 7.5, is limited to the last regularly scheduled E911 Board meeting application vote established in the grant program calendar.

## **8.0 Financial and Administrative Requirements**

- 8.1 Grant funds shall be provided on a cost reimbursement basis. Grant funds shall be deposited in an interest bearing account maintained by the grantee, and each grant shall be tracked using a unique accounting code designator for deposits, disbursements and expenditures assigned by the county. All grant funds in the account maintained by the grantee shall be accounted for separately from all other funds. Any interest generated shall be returned to the E911 Board.
- 8.2 Each grantee may submit reimbursement claims to the E911 Board as needed; however claims are limited to one request per month. Receipt of reimbursement funds from the E911 Board is contingent on the timely and accurate submittal of funding requests. Requests for reimbursement of expenditures must be submitted on the approved Appendix IV Financial Reimbursement of Expenditures Reporting Form. Incomplete claims forms or claims not submitted on the correct form cannot be processed and will be returned for corrections. Submit only for the amounts in each budget categories in which you have incurred expenditures.
- 8.3 Upon written request and accompanying documentation justifying the need, a county may receive a payment of funding with a completed Expenditures Reporting Form, with the vendor invoice, and county certification that the specific grant items including all tasks and deliverables included in the funding request are complete. Within 45 days of transfer of funding or the check date, the grantee shall submit verification of payment to the vendor.
- 8.4 Reimbursement claims shall include only expenditures claimed against the specific grant number awarded and include copies of purchase orders and paid vouchers, invoices, copies of



check processing, journal transfers. To assure prompt processing, complete reimbursement claims should be e-mailed to:

E911Board-ElectronicGrantReports@dms.myflorida.com

- 8.5 Grant funds, can only be used between the beginning and ending dates of the grant term, unless the E911 Board authorizes an extension. The right to incur costs under this grant expires two years from receipt of award and funds. The grantee may not incur costs and request payment or final reimbursement of funding past the expiration date.
- 8.6 Responsibility for grant funding and any failure to perform the minimum level of service required by the grant application and the application scope of work cannot be transferred under any circumstances from the County. Failure to perform the scope of work or expenditure of funds for other than allowable 911 costs as stated in the grant application shall require the county to return the awarded funds to the E911 Board.
- 8.7 Responsibility for property and equipment obtained under a grant cannot be transferred under any circumstances. If a sale or transfer of such property or equipment occurs within five years after a grant ends, funds must be returned to the E911 Board on a pro rata basis.
- 8.8 The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained for a minimum of five years or thereafter until the effective replacement date of the system.
- 8.9 If a grantee materially fails to comply with any term of an award, the Board shall take one or more of the following actions, as appropriate in the circumstances:

Temporarily withhold grant payments pending grantee correction of the deficiency,  
Disapprove all or part of the cost of the activity or action not in compliance,  
Suspend or terminate the current award for the grantee's project,  
Suspend or deny future grant awards.

The Board will provide the grantee an opportunity for a hearing, appeal, or other administrative proceeding to which the grantee is entitled under Florida Statute or regulation applicable to the action involved.

- 8.10 Grant awards may be terminated in whole or in part by the Board, with the consent of the grantee, in which case the two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated. Grant awards may be terminated by the grantee upon written notification to the Board, detailing the reasons for such termination, the effective date, and return of all funding.
- 8.11 Grant funds provided in excess of the amount to which the actual cost incurred to meet the terms and conditions of the grant agreement must be refunded to the E911 Board and sent to the Florida E911 Board's Post Office Box address:  
Florida E911 Board  
PO Box 7117  
Tallahassee, FL 32314  
The refund shall include transmittal information detailing the amount of returned funds that are excess grant funding and/or returned interest and shall include the number of the associated grant.

## **9.0 Grant Reporting Procedures**

- 9.1 Grantees will be required to submit quarterly reports summarizing cumulative expenditures and status of the grant project. Quarterly reports shall include an updated Application Form item #12 Budget/Expenditure Report and a completed Appendix III Quarterly Report Form.
- 9.1.1 Reporting will begin at the conclusion of the first full quarter after the award. The report periods will end on March 31, June 30, September 30, and December 31 of each year. Reports are due within 30 days of the ending report period.
- 9.1.2 Earned interest shall be reported cumulatively and included with each quarterly report.
- 9.1.3 Updated reports and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.2 At project completion, a final report shall be submitted based on the same reporting requirements described in grant reporting item 9.1. The county shall determine the final completion date based on the final payment date, or the initiation date of the warranty period. Final documentation including copies of all expenditures and corresponding invoices shall be submitted within 90 days of the final report.
- 9.3 Change requests shall be submitted prior to deviation from any awarded grant applications. No changes or departures from the original request are authorized unless approved in writing by the E911 Board. Such requests shall be submitted using the form attached in Appendix II, Request for Change Form. Any unauthorized change shall require the return of grant funds, plus any interest accrued.
- 9.3.1 Time extension requests will not be granted unless the county has executed a contract for the grant equipment and/or services, or demonstrates good cause for failure to execute a contract within twelve months of award. Good cause documentation shall include a new project timeline schedule.
- 9.3.2 Time extensions shall be limited to a maximum of one additional year when approved by the E911 Board.
- 9.3.3 Request for Change forms and associated information should be e-mailed to [E911Board-ElectronicGrantReports@dms.myflorida.com](mailto:E911Board-ElectronicGrantReports@dms.myflorida.com).
- 9.4 The Appendix III Quarterly Report Form shall inform the E911 Board of significant impacts to grant supported activities. Significant impacts include project status developments affecting time schedules and objectives, anticipated lower costs or producing beneficial results in addition to those originally planned. Additionally, problems, delays, or adverse conditions which will materially impair the ability to meet the timely completion of the award must be reported. The disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- 9.5 The county's Board of County Commission chairperson shall be notified when overdue quarterly reports or final reports are not received before the next E911 Board meeting following the month after the end of the quarter in which they are due.
- 9.6 Funding continuance will be based on timely submission of quarterly reports.

- 9.7 Final document submission and close-out of a grant does not affect the E911 Board's right to disallow costs and recover funds on the basis of an audit or financial review. The county shall remain obligated to return any funds expended that do not comply with the terms and conditions of the grant award.

County Taylor

**STATE OF FLORIDA E911 BOARD**  
**E911 RURAL COUNTY GRANT PROGRAM APPLICATION FORM**

Total Amount Requested: \$34,376.10

Project Title: 2015 Taylor County Fall Maintenance Grant

1. Board of County Commissioners Chair: Malcolm Page  
Mailing Address: Post Office Box 620  
City: Perry  
State: Fl Zip: 32348 -  
Phone: ( 850 ) 838-3500 Fax: 850-838-3501  
Email Address: mpage@taylorcountygov.com
2. County 911 Coordinator: Lt. Chris Folsom  
Mailing Address: 591 Hwy 27 E  
City: Perry  
State: Fl Zip: 32347 -  
Phone: ( 850 ) 838-1104 Fax: 850-584-2035  
Email Address: Taylor911@fairpoint.net
3. Federal Tax ID Number: 59-6000879

County Taylor

**COUNTY INFORMATION**  
**USE 12 POINT FONT OR LEGIBLE HAND PRINTING**

**4. County Fact Information**

- A. County Taylor
- B. Population 22,744
- C. Total Number of Incoming Nonwireless Trunks 6/4 MFN
- D. Total Number of Incoming Wireless Trunks 17
- E. Number of PSAP's 1
- F. Number of Call-taking Positions per PSAP 4
- G. Total Volume of 911 Calls \_\_\_\_\_
- H. What equipment is needed to maintain the Enhanced 911 system?  
N/a
- I. What equipment is requested in this grant application?  
N/a
- J. Financial Information:
- 1.) What are the current annual costs for your E911 system (circuits, customer records hardware and software, etc.) not including maintenance?  
\$36,124.80
- 2.) What are the current annual costs for maintenance of items included in 1.)?  
\$59,910.24
- 3.) Total amount of E911 fee revenue received in the preceding year?  
\$79,706.60
- 4.) Total amount of county carry forward funding retained in the preceding year?  
\$(15,891.59)
- 5.) Current total amount of county carry forward funding?  
\$69,175.00
- 6.) Two year maximum calculated amount for applied carry forward funding  
Calculation (current year carry forward  
funding amount based on General  
Condition 5.13 multiplied by two) \$47,823.96
- 7.) Minimum calculated amount for Applied Carry Forward Funding  
Calculation (amount in J.5. subtracted by  
amount in J.6.)  
Insert in Item 12. Budget Expenditure Report Maintenance Only Grant

5. Describe your county's existing E911 system. Include specific information on existing system equipment upgrades and when the installation of this equipment was completed.

Taylor County currently has a 3 position PSAP utilizing Frequentis. Taylor County is Phase II compliant, using a map building and display package for the map data. Taylor County is a type 5 with an online database. Project completion date was June 2013.

6. Describe the scope of work for the proposed project including any goal(s) and objectives. Include the tasks to be performed as part of the project. Provide scope of work in quantifiable units of deliverables that shall be received and accepted. For each deliverable specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.

Taylor County is requesting funds for 911 equipment maintenance. The goal of this request is to keep the 911 equipment in peak operational status with qualified technicians performing standard maintenance and testing, as well as ensuring all software updates are applied in a timely manner.

- 1 Year Elite Premier Maintenance (5/1/2016-4/30/17)  
Agreement dictates that AK Associates will provide labor/maintenance service for 911 systems. The response time for major and minor outages will be within 4 hours-all other non-critical maintenance issues will have a next business day response. Remote diagnostics will be done immediately upon receipt of a service problem. The agreement also provides daily remote diagnostics during normal business days/hours; if corrective action is needed it will be performed remotely or by an on-site visit. The agreement provides a weekly on-site preventative maintenance program during regular business hours (number of days is depending on a selection of options 1-5). Engineering includes design of PSAP, call-routing database, direct trunking for VoIP, landline and wireless trunking. The agreement dictates that design of i3 NENA technology for text messages is included. All project management/consulting services are included for all new projects associated with PSAP management, design and implementation. Technical support for system implementation for all new technology includes i3 Voip, CAD integration should it become applicable, text messaging and mapping API integration. The agreement includes no incurred costs for expansion, move of the equipment or upgrades of the existing 911 system. Adherence to the outlined agreement will be gauged during the weekly onsite visit.
- 911 Datamaster Second Tier Support (1/1/16-12/31/2016)  
Agreement includes comprehensive 24/7 telephone support, software patches, bug fixes and upgrades on purchased products. Adherence to the outlined agreement will be gauged during the weekly onsite visit.

7. Justification of the need for the proposed project. Provide detailed information on the existing system's condition including a detailed justification for any system with an expected remaining life of less than 1 year.

The current system is in a midlife stage and we prefer to take a proactive approach to its upkeep, prolonging the life of the machine as well as ensuring it continues to run optimally. The monies requested will ensure that the equipment is maintained by properly trained technicians who have been working with the equipment, our equipment, for over a decade.

8. Describe why your county will not be able to complete this project without this grant funding.

Taylor County is a rural county with a population under 23,000. Taylor County's rural nature and small population base make it difficult to generate enough funding to cover costs associated with maintaining a wireless phase II system. Taylor County is one of the state's REDI counties and also one designated "critical economic concern". Without the funding this grant would provide wireless phase II operation at our center would be difficult to continue.

9. Briefly describe how this grant project would be in concurrence with the State E911 Plan.

Taylor County currently has enhanced 911 with wireless phase I and II services as defined by the State 911 plan. In section 4.4 of the state E911 plan coordinators are required to develop and maintain a plan to limit the impact of system failures and expedite restoration of E911 service. Our comprehensive equipment maintenance agreement currently in place addresses this requirement. It is our goal to continue reliable, uninterrupted 911 service to all of the residents, businesses and visitors of Taylor County.

10. Describe the required steps with an anticipated time schedule with procurement and payment milestones and a total project completion date.

Taylor County is requesting these funds in advance for projects or coverage that is needed for 2016. Payment will be made immediately upon receipt of invoices received from the vendor; project will be considered complete when all monies have been expended and vendor has reported action on all items listed in the quote.

11. Sole source justification (if applicable).



## 12. Budget/Expenditure Report

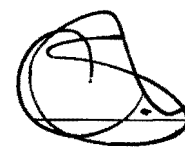
Prepare an itemized Grant Budget ("Line Item" breakdown should include separated systems, i.e.; 911 system, logging recorder, centerline mapping, etc. and services items). The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions (if any) in appropriate columns. If there is insufficient space, please include details in an attachment. **Budget costs should match requested vendor quote.**

County:	Taylor	Grant Number:		Report Date:	
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For Grant Period Ending:	<input type="checkbox"/> March 31	<input type="checkbox"/> June 30	<input type="checkbox"/> September 30	<input type="checkbox"/> December 31	Year:		FINAL	<input type="checkbox"/>
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Proposed Budget				USE FOR QUARTERLY REPORTS	
Line Item	Unit Price (\$)	Quantity	Total Cost (\$)	Revised Budget	Total Cumulative Expenditures (\$)
A. Systems (Hardware, Software, Equipment & Labor)					
Total System Items					
B. Services (Training, Maintenance and Warranty Items)					
AK Elite Premier Maintenance 1 Yr	\$28,706.10	1	\$28,706.10		
911 Datamaster Second Tier Support 1 Yr	\$5,670.00	1	\$5,670.00		
Total Service Items			\$34,376.10		
Less any Applied County Carry Forward or other Funding (if applicable)					
Grant Request Total			\$34,376.10		

USE FOR ALL REPORTS	
Total Amount of Grant Awarded	
Total Interest for Grant Period	
Final Completion Date	

 Signature, County 911 Coordinator

County

Taylor

13. Assurances

**ACCEPTANCE OF TERMS AND CONDITIONS:** The grantee accepts all grant terms and conditions. Grantee understands that grants are contingent upon the availability of funds.

**DISCLAIMER:** The grantee certifies that the facts and information contained in this application and any attached documents are true and correct. A violation of this requirement may result in revocation of the grant and return of all grant funds and interest accrued (if any), pursuant to the E911 Board authority and any other remedy provided by law.

**NOTIFICATION OF AWARDS:** The grantee understands and accepts that the notice of award will be advertised on the Florida E911 website.

**MAINTENANCE OF IMPROVEMENT AND EXPANSION:** The grantee agrees that any improvement, expansion or other effect brought about in whole or part by grant funds will be maintained. No substantial changes or departures from the original proposal shall be permitted unless the E911 Board gives prior written authorization. Any unauthorized change will necessitate the return of grant funds, and accrued interest (if any) to the E911 Board.

Failure to utilize grant funds as represented may jeopardize eligibility to be considered for future funding.

14. Authority

I hereby affirm my authority and responsibility for the use of funds requested.

\_\_\_\_\_  
SIGNATURE – CHAIR, BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

## **Appendix I**

**NO requests for funding will be acknowledged for any items not specified in subsection 365.172 (10), Florida Statutes (shown below).**

### **AUTHORIZED EXPENDITURES OF E911 FEE.—**

(a) For purposes of this section, E911 service includes the functions of database management, call taking, location verification, and call transfer. Department of Health certification and recertification and training costs for 911 public safety telecommunications, including dispatching, are functions of 911 services.

(b) All costs directly attributable to the establishment or provision of E911 service and contracting for E911 services are eligible for expenditure of moneys derived from imposition of the fee authorized by subsections (8) and (9). These costs include the acquisition, implementation, and maintenance of Public Safety Answering Point (PSAP) equipment and E911 service features, as defined in the providers' published schedules or the acquisition, installation, and maintenance of other E911 equipment, including circuits; call answering equipment; call transfer equipment; ANI or ALI controllers; ANI or ALI displays; station instruments; E911 telecommunications systems; visual call information and storage devices; recording equipment; telephone devices and other equipment for the hearing impaired used in the E911 system; PSAP backup power systems; consoles; automatic call distributors, and interfaces, including hardware and software, for computer-aided dispatch (CAD) systems; integrated CAD systems for that portion of the systems used for E911 call taking; GIS system and software equipment and information displays; network clocks; salary and associated expenses for E911 call takers for that portion of their time spent taking and transferring E911 calls, salary, and associated expenses for a county to employ a full-time equivalent E911 coordinator position and a full-time equivalent mapping or geographical data position, and technical system maintenance, database, and administration personnel for the portion of their time spent administrating the E911 system; emergency medical, fire, and law enforcement prearrival instruction software; charts and training costs; training costs for PSAP call takers, supervisors, and managers in the proper methods and techniques used in taking and transferring E911 calls, costs to train and educate PSAP employees regarding E911 service or E911 equipment, including fees collected by the Department of Health for the certification and recertification of 911 public safety telecommunicators as required under s. 401.465; and expenses required to develop and maintain all information, including ALI and ANI databases and other information source repositories, necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the E911 call-taking and transferring function. Moneys derived from the fee may also be used for next-generation E911 network services, next-generation E911 database services, next-generation E911 equipment, and wireless E911 routing systems.

(c) The moneys may not be used to pay for any item not listed in this subsection, including, but not limited to, any capital or operational costs for emergency responses which occur after the call transfer to the responding public safety entity and the costs for constructing, leasing, maintaining, or renovating buildings, except for those building modifications necessary to maintain the security and environmental integrity of the PSAP and E911 equipment rooms.



**Appendix III**

**Quarterly Report**

County: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Report Date: \_\_\_\_\_

**Project Status Update:**

**Problems/Delays:**

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**Date**

## Appendix IV Financial Reimbursement of Expenditures Reporting Form

Prepare an itemized request for reimbursement expenditures in each budget categories for each deliverable. Attach copies of purchase orders and paid vouchers, invoices, copies of checks, journal transfers, required for expenditure justifications. If there is insufficient space, please include details in an attachment.

County:		Grant Number:		Request Number:		Request Date:	
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Budget Categories					
Deliverable Items	Unit Price (\$)	Quantity	Total Amount (\$)	Previous Request Amount (\$)	Current Request Amount (\$)
A. Systems (Hardware, Software, Equipment & Labor)					
B. Services (Training, Maintenance and Warranty Items)					
<b>Grant Request Total</b>					

Request payment of funding (if applicable) <input type="checkbox"/>
Justification of payment funding need:

\_\_\_\_\_  
Signature, County 911 Coordinator

## **Addendum I**

### **Funding Priorities for the E911 Rural County Grant Program**

The criteria for determining acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program will be made on a priority basis. There will be five priorities as identified below:

**PRIORITY 1:** Rural counties with E911 Phase II Primary PSAP systems that require immediate system replacement to maintain enhanced 911 status or when the expected remaining life of the system is less than 1 year.

**PRIORITY 2:** Rural counties with E911 Phase II systems that require maintenance or warranty agreements for maintaining enhanced 911 status. This may include the following, listed in order of funding priority a through c:

- a: E911 System Maintenance (pertaining exclusively to items listed in Priorities 3a-h only)
- b: Hosted E911 System Service for subsequent years, after the first year.
- c: E911 Mapping System Maintenance (pertaining exclusively to items listed in Priority 5a only)

**PRIORITY 3:** Rural counties with E911 Phase II Primary PSAP systems that require new or replacement of critical or necessary hardware or software for maintaining E911 Phase II status. This may include the following, listed in order of funding priority a through h:

- a: Hardware and software for communications or terminal equipment located at a PSAP for 911 call processing, ANI and ALI display and call answering.
- b: Lightning Protection Equipment
- c: Uninterruptible Power Supply Equipment
- d: E911 Voice Recording Equipment
- e: County E911 Standalone ALI Database Equipment
- f: E911 Map Display Equipment
- g: New additional 911 Call Taker Position Equipment
- h: Net clock

**PRIORITY 4:** Rural counties with E911 Phase II Systems requesting consolidation of E911 PSAPs, which decreases the number of Primary or Secondary PSAPs in the county by a minimum of one.

**PRIORITY 5:** Rural counties with E911 Phase II Systems that require mapping services necessary for maintaining E911 Phase II Geographic Information Systems (GIS). This may include the following, listed in order of funding priority a through b:

- a: E911 Mapping System Equipment - E911 map generation hardware and software licensing is limited to components for two stations
- b: GIS Centerline, point generation and map accuracy services

Regional E911 system project requests related to systems, equipment and maintenance will be considered the highest priority within each priority category.

Grants awards will be funded in order of priority assigned. Total funding for any priority may be adjusted based on the remaining funds available, the number of applications and the anticipated requests in the next funding cycle. The acceptability for disbursement of funds from the State of Florida E911 Rural County Grant Program for any E911 expense items not expressly provided for in Priorities above shall be determined at the discretion of the E911 Board pursuant to its authority under sections 365.172 and 365.173, Florida Statutes.



# COUNTY E911 FISCAL INFORMATION

Item No.	E911 Fee Revenues		
1	County	Taylor	Fiscal Year
			Oct 2013-Sept 2014
2	Wireless E911 Fee Revenue	\$ 36,545.41	
3	Non-wireless E911 Fee Revenue	\$ 43,161.19	(LEC, wireline, & VoIP)
4	Prepaid E911 Fee Revenue	\$ -	
5	E911 State Grant Revenue	\$ -	(Grant required unique accounting code)
6	Rural County Grant Revenue	\$ 64,316.00	(Grant required unique accounting code)
7	Emergency Grant Revenue	\$ -	(Grant required unique accounting code)
8	Rural County Supplemental Disbursement	\$ 54,454.59	
9	E911 Board Special Disbursement	\$ -	
10	Total E911 Fee Revenue		Carry Forward Fee Revenue calculation (Item #2 + Item #3 + Item #4)

Item No.	E911 Allowable Expenditures		
11	E911 Fee Revenue and Supplemental and Special Disbursement Expenditures	\$ 112,954.99	
12	County Funded E911 Expenditures	\$ -	
13	Subtotal Expenditures		Calculation (Item #11 + Item #12)
14	E911 State Grant Expenditures	\$ -	
15	Rural County Grant Expenditures	\$ 64,315.41	
16	Emergency Grant Expenditures	\$ -	
17	Subtotal Grant Expenditures		Calculation Item #14 + Item #15 + Item #16
18	Total E911 Expenditures		Calculation Item #13 + Item #17

Item No.	County Carry Forward & Excess Cost Recovery Calculation		
19	Allowable County Carry Forward Amount		Maximum allowable calculation (30% of fee revenue Item #10) + (full amount of Item #8 + Item #9 disbursements). Grants are under unique accounting codes and are not included in calculations.
20	Actual County Carry Forward Amount	\$ 26,207.67	Limited by paragraph 365.173(2)(d), Florida Statutes. Assure amount is equal to or less than Item #19
22	Excess Cost Recovery		Calculation (Item #10 + Item #8 + Item #9 - Item #13 - Item #20) Positive amount equals excess cost recovery amount to be returned to the E911 Board.

Item No.	Contact Information		
24	Name of person preparing response:	Lorien Hershberger	
25	Title/Position of person preparing response:	Asst. Dispatch Supervisor//911 Coordinator	
26	Telephone number:	850-672-1976// Alt 850-584-2429	
27	E-Mail address of person preparing response:	Lhershberger@tcsofl.org	
28	Date:	9/2/2015	

In accordance with paragraph 365.173(2)(d) and 365.172(6)(a)3., Florida Statutes



Quote Number: AK080615-714

Site (name/#): Taylor County, FL

Contact: Chris Folsom

Email: [cfolsom@taylorcountysheriff.org](mailto:cfolsom@taylorcountysheriff.org)

Reference:

Date Issued: August 6, 2015

Scope of Work: AK Elite Premier Maintenance(05/01/16-04/30/17)

Description	Total
<b>AK Elite Premier Maintenance</b>	<b>\$ 28,706.10</b>
<p>AK Elite Premier Maintenance• Includes (labor only) maintenance service for 9-1-1 systems. • Response time for major and minor outages is within (4) hours. All other non-critical maintenance issues will have a next business day response. • Remote diagnostics, will be done immediately upon receipt of service problem. • It also provides daily remote diagnostics during normal business days. If corrective action is needed it will be performed remotely or by an on-site visit. • Provides a weekly on-site preventive maintenance program during regular business hours (number of days is depending on selection of options 1 – 5 days). • Engineering- Design of PSAP, Call Routing Database, Direct trunking for VoIP, Landline and Wireless trunking. Design of i3 NENA technology for text messaging. • Project Management / Consulting Services included for all new projects associated with PSAP management, design and implementation. • Technical Support for system implementation for all new technologies including i3 VoIP, CAD integration, text messaging and Mapping API integration. Includes no incurred costs for expansion, move of equipment and upgrades of the existing 9-1-1 system.</p>	
<p><i>* AK Associates Elite Premier Installation and Maintenance includes 1st-tier maintenance of all associated 9-1-1 equipment sold by AK Associates, equipment that AK technicians are already certified on or the customer agree to pay to have AK technician certified, including, CAD integration, mapping, recorders, selective routers, ALI databases and training.</i></p>	
<b>Total</b>	<b>\$28,706.10</b>

Disclaimers: This quote is provided for the listed contact and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version. Quote is valid for 120 days.



Quote Number: AK080615\_713

Site (name/#): Taylor County, FL

Contact: Chris Folsom

Email: [cfolsom@taylorcountysheriff.org](mailto:cfolsom@taylorcountysheriff.org)

Reference:

Date Issued: August 6, 2015

Scope of Work: 911 Datamaster Second Tier Support (1/1/16-12/31/16)

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911 Datamaster Second Tier Support

\$5,670.00

- Comprehensive 24/7 telephone support
- Software patches and bug fixes.
- Software upgrades on purchased products

*AK Associates provides the first line of 24/7 support to the customer through the established call out procedure. Should technical support be needed from the equipment vendor, the AK technician will act as the point of contact and agent of the customer, and will establish vendor contact and work with the vendor's representative to resolution.*

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Disclaimers: This quote is provided for the contact listed above and is not to be shared or disseminated without written consent by AK Associates. This quote null and voids any previous version. Quote is valid for 120 days.

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



THE BOARD TO APPROVE BUDGET AMENDMENT NUMBER 4 INDICATING AN ADJUSTMENT FOR LOCAL FUNDING FOR MOSQUITO CONTROL, AS AGENDAED BY GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.

**MEETING DATE REQUESTED:**

SEPTEMBER 21, 2015

**Statement of Issue:** STATE FUNDING FOR MOSQUITO CONTROL REQUIRES A BUDGET AMENDMENT BE SUBMITTED TO REFLECT ANY ADJUSTMENT OF FUNDS. AN ADJUSTMENT WAS MADE WHEN FINAL BUDGET FUNDS CHANGED FROM ORIGINALLY SUBMITTED FIGURES.

**Recommended Action:** APPROVE BUDGET AMENDMENT NUMBER 4

**Fiscal Impact:**

**Budgeted Expense:**

**Submitted By:** GARY WAMBOLT, 838-3533

**Contact:**

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:**

**Options:**

**Attachments:** BUDGET AMENDMENT



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

ARTHROPOD CONTROL BUDGET AMENDMENT

Section 388.361, F.S. and 5E-13.027, F.A.C.  
Telephone (850) 617-7395 Fax (850) 617-7369

Submit to:  
Mosquito Control Program  
3125 Conner Blvd, Bldg 6

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT USE PAGE TWO FOR THIS PURPOSE.

Amendment No. 4

Fiscal Year: 2014-2015

Date: 9/2/2015

Amending: Local Funds X State Funds      (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for Taylor District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 51,924.00	\$ -	\$ 51,924.00	\$ 1,619.00	\$ 567.00	\$ 52,976.00

NAME SOURCE OF INCREASE: (Explain Decrease)

Changes to Ad Valorem for Payroll Expenses

BUDGETED RECEIPTS					
ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 51,924.00	\$ 1,619.00	\$ 567.00	\$ 52,976.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 51,924.00	\$ 1,619.00	\$ 567.00	\$ 52,976.00
Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -
Total Budgetary Receipts & Balances		\$ 51,924.00	\$ 1,619.00	\$ 567.00	\$ 52,976.00

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 16,540.00	\$ -	\$ 567.00	\$ 15,973.00
20	Personal Service Benefits	\$ 4,498.00	\$ 1,619.00	\$ -	\$ 6,117.00
30	Operating Expense	\$ 125.00	\$ -	\$ -	\$ 125.00
40	Travel & Per Diem	\$ -	\$ -	\$ -	\$ -
41	Communication Services	\$ 695.00	\$ -	\$ -	\$ 695.00
42	Freight Services	\$ 125.00	\$ -	\$ -	\$ 125.00
43	Utility Service	\$ 275.00	\$ -	\$ -	\$ 275.00
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
46	Repairs & Maintenance	\$ 1,700.00	\$ -	\$ -	\$ 1,700.00
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 100.00	\$ -	\$ -	\$ 100.00
51	Office Supplies	\$ 730.00	\$ -	\$ -	\$ 730.00
52.1	Gasoline/Oil/Lube	\$ 4,022.00	\$ -	\$ -	\$ 4,022.00
52.2	Chemicals	\$ 21,264.00	\$ -	\$ -	\$ 21,264.00
52.3	Protective Clothing	\$ 200.00	\$ -	\$ -	\$ 200.00
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ 350.00	\$ -	\$ -	\$ 350.00
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 51,924.00	\$ 1,619.00	\$ 567.00	\$ 52,976.00
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVES		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 51,924.00	\$ 1,619.00	\$ 567.00	\$ 52,976.00
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

APPROVED: \_\_\_\_\_  
Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mosquito Control Program

DATE \_\_\_\_\_

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



THE BOARD TO APPROVE BUDGET AMENDMENT NUMBER 5 INDICATING AN ADJUSTMENT FOR LOCAL FUNDING FOR MOSQUITO CONTROL, AS AGENDAED BY GARY WAMBOLT, ENVIRONMENTAL SERVICES DIRECTOR.

**MEETING DATE REQUESTED:**

SEPTEMBER 21, 2015

**Statement of Issue:**

STATE FUNDING FOR MOSQUITO CONTROL REQUIRES A BUDGET AMENDMENT BE SUBMITTED TO REFLECT ANY ADJUSTMENT OF FUNDS. AN ADJUSTMENT WAS MADE FOR TRANSFER OF FUNDS TO COVER HEALTH INSURANCE, UTILITIES, AND CHEMICAL PURCHASE.

**Recommended Action:** APPROVE BUDGET AMENDMENT NUMBER 5

**Fiscal Impact:**

**Budgeted Expense:**

**Submitted By:** GARY WAMBOLT, 838-3533

**Contact:**

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:**

**Options:**

**Attachments:** BUDGET AMENDMENT



ADAM H. PUTNAM  
COMMISSIONER

Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

ARTHROPOD CONTROL BUDGET AMENDMENT

Section 388.361, F.S. and 5E-13.027, F.A.C.  
Telephone (850) 617-7995 Fax (850) 617-7969

Submit to:  
Mosquito Control Program  
3125 Conner Blvd, Bldg 5

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT. USE PAGE TWO FOR THIS PURPOSE.

Amendment No. 5

Fiscal Year: 2014-2015

Date: 9/15/2015

Amending: Local Funds X State Funds    (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for Taylor District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 52,976.00	\$ -	\$ 52,976.00	\$ 2,460.00	\$ 2,460.00	\$ 52,976.00

NAME SOURCE OF INCREASE: (Explain Decrease)

Transfers to cover Health Insurance, Utilities, and purchase of chemicals

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 52,976.00	\$ -	\$ -	\$ 52,976.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 52,976.00	\$ -	\$ -	\$ 52,976.00
Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 52,976.00	\$ -	\$ -	\$ 52,976.00

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 15,973.00	\$ -	\$ -	\$ 15,973.00
20	Personal Services Benefits	\$ 6,117.00	\$ 20.00	\$ -	\$ 6,137.00
30	Operating Expense	\$ 125.00	\$ -	\$ 20.00	\$ 105.00
40	Travel & Per Diem	\$ -	\$ -	\$ -	\$ -
41	Communication Services	\$ 695.00	\$ -	\$ -	\$ 695.00
42	Freight Services	\$ 125.00	\$ -	\$ -	\$ 125.00
43	Utility Service	\$ 275.00	\$ 60.00	\$ -	\$ 335.00
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00
46	Repairs & Maintenance	\$ 1,700.00	\$ -	\$ 890.00	\$ 810.00
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 100.00	\$ -	\$ -	\$ 100.00
51	Office Supplies	\$ 730.00	\$ -	\$ -	\$ 730.00
52.1	Gasoline/Oil/Lube	\$ 4,022.00	\$ -	\$ 1,200.00	\$ 2,822.00
52.2	Chemicals	\$ 21,264.00	\$ 2,380.00	\$ -	\$ 23,644.00
52.3	Protective Clothing	\$ 200.00	\$ -	\$ -	\$ 200.00
52.4	Misc. Supplies	\$ -	\$ -	\$ -	\$ -
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ 350.00	\$ -	\$ 350.00	\$ -
55	Training	\$ -	\$ -	\$ -	\$ -
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 52,976.00	\$ 2,460.00	\$ 2,460.00	\$ 52,976.00
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 52,976.00	\$ 2,460.00	\$ 2,460.00	\$ 52,976.00
<b>ENDING FUND BALANCE</b>		\$ -	\$ (2,460.00)	\$ (2,460.00)	\$ -

APPROVED: \_\_\_\_\_  
Chairman of the Board, or Clerk of Circuit Court

DATE \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Mosquito Control Program

DATE \_\_\_\_\_

# TAYLOR COUNTY BOARD OF COMMISSIONERS

## County Commission Agenda Item

**SUBJECT/TITLE:**


THE BOARD TO REVIEW AND CONSIDER APPROVAL OF  
DISPOSITIONS FORMS FOR SURPLUS COUNTY PROPERTY, AS  
AGENDAED BY THERESA GANT-COPELAND

**MEETING DATE REQUESTED:**

SEPTEMBER 21, 2015

**Statement of Issue:** THE BOARD TO CONSIDER APPROVAL OF DISPOSITIONS OF  
PROPERTY FORMS

**Recommended Action:** APPROVE

**Fiscal Impact:** N/A

**Budgeted Expense:** YES

**Submitted By:** THERESA GANT-COPELAND

**Contact:** 850-838-3500 EXT. 108

### SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:** THE BOARD IS RESPONSIBLE FOR TRACKING AND DISPOSING OF  
ITS PROPERTY. STAFF IS REQUESTING THAT THE ATTACHED  
PROPERTY BE DECLARED SURPLUS

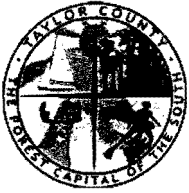
**Options:** APPROVE/NOT APPROVE

**Attachments:** SEE DISPOSITIONS FORMS



## Surplus Items to be removed from inventory

5595	defibrillator
4794	tnt rescue system 5000
4378	propaq 102/el
4377	propaq 102/el
4271	computer
4271-001	monitor
7069	monitor
7068	monitor
7067	monitor
7066	monitor
7065	monitor
4246	refrigerator
7110	computer
6682	Air Purifier
6681	Air Purifier



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

TO: BOARD OF COUNTY COMMISSIONERS

FROM: tax collector

Department Name

DEPT 0903

Number

Clerk Asset Number:

6682

Board Asset Number:

DATE: 8/11/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item air purifier	Room #	Make whirlpool
Model	Year	Serial Number
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

**DISPOSITION DATA**

Type of Disposition: surplus

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) no longer needed

Location: (required) storage

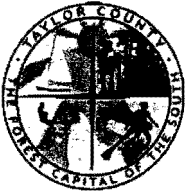
APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

Mark Wiggins, Tax Collector  
Department Head

Chairman Signature  
[Signature]  
County Administrator Approval  
[Signature]

Date Removed From Asset Records

Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

TO: BOARD OF COUNTY COMMISSIONERS

FROM: tax collector

Department Name

Clerk Asset Number: \_\_\_\_\_

DEPT 0903

Number

6681

Board Asset Number: \_\_\_\_\_

DATE: 8/11/15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item air purifier	Room #	Make whirlpool
Model	Year	Serial Number
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

**DISPOSITION DATA**

Type of Disposition: surplus

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) no longer needed

Location: (required) storage

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

Mark Wiggins, Tax Collector  
Department Head

Chairman Signature \_\_\_\_\_  
County Administrator Approval \_\_\_\_\_

\_\_\_\_\_  
Date Removed From Asset Records

Stapeland  
Fixed Assets Manager

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 4246

FROM: Taylor Health Dept.  
Department name

DEPT: 0380  
Number

DATE: 04/14/15 (RB)

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item <b>Refrigerator</b>	Location	Make <b>Frigidaire</b>
Model <b>MRT13CREDO</b>	Year	Serial Number <b>BA63302545</b>
Other Description:		

**TRANSFER DATA** (if disposing, mark this area N/A)

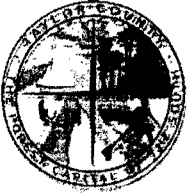
<b><u>TRANSFERRED TO:</u></b>		
DEPT: _____	#: _____	New Location: _____
Losing Custodian/Dept Head _____	Date of Transfer _____	
Gaining Custodian/Dept Head _____	County Administrator Approval _____	

**DISPOSITION DATA** (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal: (required) <b>Not working</b>					
Last known location: (required) <b>Taylor Health Dept. - Room 209</b>					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners.			
_____ Losing Custodian/Department Head		_____ County Administrator			
_____ Witness of Disposition		_____ Chairman			

\_\_\_\_\_  
Date Removed from Asset Records

\_\_\_\_\_  
Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

4271

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: EMS  
Department Name

DEPT 0242  
Number

DATE: 8-11-15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item ACEROPEN COMPUTER	Room #	Make ACEROPEN
Model 166 MHZ	Year	Serial Number CS323756
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: SURPLUS

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) ~~Other~~ Not useable

Location: (required) FIRESTATION

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

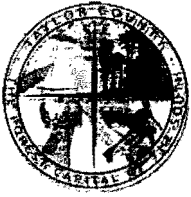
D-C

AGueg  
Department Head

Chairman Signature \_\_\_\_\_  
County Administrator Approval \_\_\_\_\_

Date Removed From Asset Records

Theresa Copeland  
Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

4271-001

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: EMS  
Department Name

DEPT 0242  
Number

DATE: 8-11-15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item ACERVIEW MONITER	Room #	Make ACERVIEW
Model 15 INCH	Year	Serial Number
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: SURPLUS

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) dead pool

Location: (required) FIRESTATION

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

Alvarez  
Department Head

Chairman Signature  
[Signature]  
County Administrator Approval

\_\_\_\_\_  
Date Removed From Asset Records

[Signature]  
Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

4377

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: EMS  
Department Name

DEPT 0242  
Number

DATE: \_\_\_\_\_

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

**IDENTIFICATION DATA**

Name of Item PROPAQ 102/EL ECG, NIBP, TEMP	Room #	Make PROPAQ
Model 102/EL	Year	Serial Number AE10288
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

**DISPOSITION DATA**

Type of Disposition: SURPLUS

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) out of service

Location: (required) FIRESTATION

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

D - C

AGrey  
Department Head

Chairman Signature  
[Signature]  
County Administrator Approval

\_\_\_\_\_  
Date Removed From Asset Records

[Signature]  
Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

4378

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: EMS

DEPT 0242

DATE: 8-11-15

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item PROPAQ 102/EL ECG, NIBP, TEMP	Room #	Make PROPAQ
Model 102/EL	Year	Serial Number AE10289
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: SURPLUS

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) Out of service

Location: (required) FIRESTATION

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

D-C

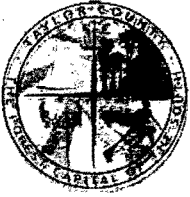
A. Grey  
Department Head

Chairman Signature  
[Signature]  
County Administrator Approval  
[Signature]

Date Removed From Asset Records

Fixed Assets Manager





DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

4794

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: EMS

DEPT 0242

DATE: 8-11-15

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item TNT RESCUE SYSTEM 5000	Room #	Make
Model COMBO CUTTER/SPREADER & POWER UNIT	Year	Serial Number H00488&G100 328 1635
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: SURPLUS

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) Not up to code

Location: (required) FIRE BRUSH 2

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

D - C

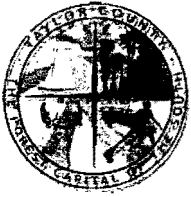
Al Grey  
Department Head

[Signature]  
Chairman Signature

[Signature]  
County Administrator Approval

Date Removed From Asset Records

[Signature]  
Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

5595

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: EMS

DEPT 0242

DATE: 8/1/15

Department Name

Number

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item CARDIOVASCULAR DEFIBRILLATOR	Room #	Make SURVIVALINK
Model	Year	Serial Number 304995
Other Description:		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: SURPLUS

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) Not up to code

Location: (required) WDVFD

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

D - C

AGrey  
Department Head

Chairman Signature \_\_\_\_\_  
County Administrator Approval \_\_\_\_\_  
Theresa Copland  
Fixed Assets Manager

Date Removed From Asset Records

Fixed Assets Manager

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7065

FROM: DMH  
Department name

DEPT: EMS  
Number

DATE: 10-1-14

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
<u>Propaq LT Monitor w/cradle</u>	<u>EMS</u>	
Model:	Year	Serial Number
		<u>KA002924</u>
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>		
DEPT:	#: <u>NA</u>	New Location:
Losing Custodian/Dept Head		Date of Transfer
Gaining Custodian/Dept Head		County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/> **
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately					
Explanation for Disposal: (required) <u>No longer usable</u>					
Last known location: (required) <u>EMS</u>					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners			
<u>Amanda Gray A.G.</u>		<u>[Signature]</u>		Date	
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			
		<u>[Signature]</u>			
		Fixed Assets Manager			

Date Removed from Asset Records

Revised 7/05 by G Knowles

REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 70666

FROM: DMH  
Department name

DEPT: EMS  
Number

DATE: 10-1-14

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Location	Make
Propag LT Monitor w/cradle	EMS	
Model	Year	Serial Number
		KA 004872
Other Description:		

TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: <u>NA</u>	New Location:
Losing Custodian/Dept Head	Date of Transfer
Gaining Custodian/Dept Head	County Administrator Approval

DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>					
Explanation for Disposal (required) <u>No longer usable</u>					
Last known location: (required) <u>EMS</u>					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners			
<u>Amanda Cruz AG.</u>		<u>[Signature]</u>			
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			
		<u>[Signature]</u>			
		Fixed Asset Manager			

Date Removed from Asset Records

Revised 7/05 by G Knowles

# REPORT OF TRANSFER OR DISPOSITION TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7067

FROM: DMH  
Department name

DEPT: EMS  
Number

DATE: 10-1-14

To Whom It May Concern:  
The following changes have occurred in the property in my custody. This information should be entered on your Property Record

## IDENTIFICATION DATA

Name of Item	Location	Make
Property LT Monitor w/grade	EMS	
Model	Year	Serial Number
		KA 106195
Other Description:		

## TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO</u>	
DEPT: <u>NA</u>	New Location:
Losing Custodian/Dept. Head	Date of Transfer
Gaining Custodian/Dept. Head	County Administrator Approval

## DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/> Cannibalized <input type="checkbox"/> Trade-in <input type="checkbox"/> Junked <input type="checkbox"/> Stolen <input type="checkbox"/> Missing <input type="checkbox"/> **	
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately	
Explanation for Disposal: (required) <u>No longer usable</u>	
Last known location: (required) <u>EMS</u>	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners	Date
<u>Amanda Gregory A.G.</u> Losing Custodian/Department Head	<u>[Signature]</u> County Administrator
Witness of Disposition	<u>[Signature]</u> Chairman
<u>[Signature]</u> Fixed Assets Manager	

Date Removed from Asset Records

Revised 7/05 by G Knowles

# REPORT OF TRANSFER OR DISPOSITION TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7068

FROM: DMH  
Department name

DEPT: EMS  
Number

DATE: 10/1/14

To Whom It May Concern:  
The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

## IDENTIFICATION DATA

Name of Item	Location	Make
Prop 2T Monitor w/cradle	EMS	
Model	Year	Serial Number
		KA006242
Other Description:		

## TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: <u>N/A</u>	New Location:
Losing Custodian/Dept Head	Date of Transfer
Gaining Custodian/Dept Head	County Administrator Approval

## DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>
** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately					
Explanation for Disposal (required) <u>No longer usable</u>					
Last known location: (required) <u>EMS</u>					
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners			
<u>Amanda Gray A.G.</u>		<u>[Signature]</u>		Date	
Losing Custodian/Department Head		County Administrator			
Witness of Disposition		Chairman			

Date Removed from Asset Records

Fixed Assets Manager

Revised 7/05 by G Knowles

# REPORT OF TRANSFER OR DISPOSITION TAYLOR COUNTY, FL

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7069

FROM: DMH  
Department name

DEPT: EMS  
Number

DATE: 10-1-14

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record

## IDENTIFICATION DATA

Name of Item	Location	Make
Propag LT Monitor w/cradle <small>Model</small>	EMS <small>Year</small>	KA 007022 <small>Serial Number</small>
Other Description:		

## TRANSFER DATA (if disposing, mark this area N/A)

<u>TRANSFERRED TO:</u>	
DEPT: _____	#: <u>NA</u>
New Location: _____	
Losing Custodian/Dept Head _____	Date of Transfer _____
Gaining Custodian/Dept Head _____	County Administrator Approval _____

## DISPOSITION DATA (if transferring, mark this area N/A)

Surplus <input checked="" type="checkbox"/> Cannibalized <input type="checkbox"/> Trade-in <input type="checkbox"/> Junked <input type="checkbox"/> Stolen <input type="checkbox"/> Missing <input type="checkbox"/> **	
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>	
Explanation for Disposal (required): <u>No longer usable</u>	
Last known location: (required) <u>EMS</u>	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> By the Taylor County Board of Commissioners <u>Amanda Greer AG</u> <small>Losing Custodian/Department Head</small>	<u>[Signature]</u> <small>County Administrator</small>
Witness of Disposition _____	Chairman _____

Date Removed from Asset Records \_\_\_\_\_

[Signature]  
 Fixed Assets Manager

**REPORT OF TRANSFER OR DISPOSITION  
TAYLOR COUNTY, FL**

TO: BOARD OF COUNTY COMMISSIONERS

Asset Number: 7110

FROM: Taylor Health Dept.  
Department name

DEPT: 0380  
Number

DATE:

04/14/15 (LB)

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

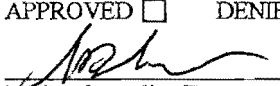
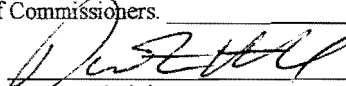
**IDENTIFICATION DATA**

Name of Item <b>Laptop Computer</b>	Location	Make <b>Dell</b>
Model <b>Latitude E5500</b>	Year	Serial Number <b>57N96J1</b>
Other Description:		

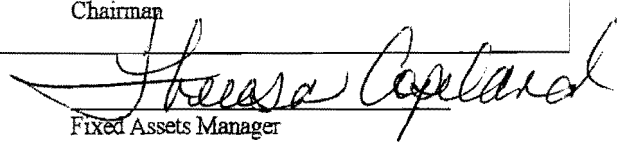
**TRANSFER DATA** (if disposing, mark this area N/A)

<b><u>TRANSFERRED TO:</u></b>		
DEPT:	#:	New Location:
Losing Custodian/Dept Head		Date of Transfer
Gaining Custodian/Dept Head		County Administrator Approval

**DISPOSITION DATA** (if transferring, mark this area N/A)

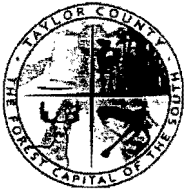
Surplus <input checked="" type="checkbox"/>	Cannibalized <input type="checkbox"/>	Trade-in <input type="checkbox"/>	Junked <input type="checkbox"/>	Stolen <input type="checkbox"/>	Missing <input type="checkbox"/>	**
<b>** Property that is missing or Unable to locate shall be presented to the County Commission by the Property Custodian Immediately</b>						
Explanation for Disposal: (required) <b>- Not working</b>						
Last known location: (required) <b>Taylor Health Dept. - Room 45A</b>						
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	By the Taylor County Board of Commissioners.				
				Date		
Losing Custodian/Department Head		County Administrator				
Witness of Disposition		Chairman				

Date Removed from Asset Records

  
Fixed Assets Manager

Revised 7/05 by G Knowles





DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

3943

TO: BOARD OF COUNTY COMMISSIONERS

Clerk Asset Number:

Board Asset Number:

FROM: County Manager  
Department Name

DEPT 0110  
Number

DATE: 09-10-15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item	Room #	Make
Projector		
Model	Year	Serial Number
Other Description:		
located @ Chamber of Commerce		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: "Junked"

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) it is no longer in working condition

Location: (required) Chamber

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

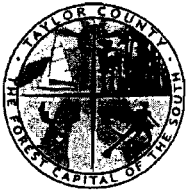
[Signature]  
Department Head

[Signature]  
Chairman Signature

[Signature]  
County Administrator Approval

\_\_\_\_\_  
Date Removed From Asset Records

[Signature]  
Fixed Assets Manager



DISPOSITION OF ASSET REPORT  
TAYLOR COUNTY, FLORIDA

TO: BOARD OF COUNTY COMMISSIONERS

3946  
Clerk Asset Number:

Board Asset Number: \_\_\_\_\_

FROM: County Manager  
Department Name

DEPT 0110  
Number

DATE: 09-10-15

To Whom It May Concern:

The following changes have occurred in the property in my custody. This information should be entered on your Property Record.

IDENTIFICATION DATA

Name of Item <u>Laminator</u>	Room #	Make
Model	Year	Serial Number
Other Description: <u>Located @ Chamber of Commerce</u>		
Purchased with Grant: Yes/No? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please explain reason to allow disposition below.		

DISPOSITION DATA

Type of Disposition: \_\_\_\_\_

**\*\* Property that is missing or unable to locate shall be presented to the County Commission by the Property Custodian immediately.**

Explanation for Disposal: (required) no longer in working condition

Location: (required) Chamber

APPROVED ☐ DENIED ☐ By the Taylor County Board of Commission: \_\_\_\_\_ Date \_\_\_\_\_

[Signature]  
Department Head

[Signature]  
Chairman Signature  
[Signature]  
County Administrator Approval

\_\_\_\_\_  
Date Removed From Asset Records

[Signature]  
Fixed Assets Manager

**TAYLOR COUNTY BOARD OF COMMISSIONERS**

***County Commission Agenda Item***

**SUBJECT/TITLE:**



Board to review and approve DEP Agreement No. A6020 with Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP) in the amount of \$50,000 for improvements to Taylor County Sports Complex , Phase IV.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to review and approve DEP Agreement No. A6020 with FRDAP for improvements to Taylor County Sports Complex.

**Recommended Action:** Board to approve DEP Agreement.

**Fiscal Impact:** The grant is for \$50,000 with no match required from the County.

**Budgeted Expense:** Y/N Not applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

**SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County was awarded a grant application in the amount of \$50,000 for improvements to Taylor County Sports Complex. The improvements include: a shade covering for one of the playgrounds, basketball court improvements including lighting, additional equipment and signage for the fitness trail, shade coverings for bleachers at the baseball diamonds, additional security lighting, sidewalks with landscaping at the new baseball diamonds, and nature trail signage. The County will have until April 30, 2018 to complete the project, however it anticipated the County will complete the project in 2016.

**Attachments:** FRDAP Project Agreement and Attachment A, B, and F.

**DEP AGREEMENT NO. A6020**

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)  
AGREEMENT FOR FISCAL YEAR 2015-2016  
DEVELOPMENT OF LAND FOR PUBLIC RECREATION PURPOSES**

**THIS AGREEMENT** is entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (hereinafter referred to as the "Department") and the **TAYLOR COUNTY**, whose address is **201 E. Green Street, Perry, Florida 32347** (hereinafter referred to as "Grantee"), a local government, in furtherance of an approved public outdoor recreation project known as **Taylor County Sports Complex, Phase IV**, Project Number **A16020**. Collectively, the Department and the Grantee shall be referred to as "Parties" or individually as a "Party". For purposes of this Agreement, the terms "Grantee" and "Recipient" are used interchangeably.

**In consideration** of the mutual covenants contained herein and pursuant to Florida Statute, section 375.075, OUTDOOR RECREATION; FINANCIAL ASSISTANCE TO LOCAL GOVERNMENTS, and Florida Administrative Code, chapter 62D-5, the parties hereto agree as follows:

**1. TERMS OF AGREEMENT:**

The Grantee does hereby agree to perform in accordance with the terms and conditions set forth in this Agreement, more fully described in "**Attachment A, Grant Work Plan**", including all attachments and exhibits named herein, which are attached hereto and incorporated by reference.

Administrative Forms and Reimbursement Forms referenced in this Agreement may be found at [www.dep.state.fl.us/parks/oirs/](http://www.dep.state.fl.us/parks/oirs/) or by contacting the Department's Grant Manager.

Prior to commencement of project, the Grantee shall submit to Department for approval all documentation and completion of responsibilities listed on "**Attachment B, Commencement Documentation Checklist**" attached hereto and incorporated by reference. Upon satisfactory approval by the Department, the Department will issue written notice to Grantee to commence the project. Unless and until the Department issues written notice of approval authorizing Grantee to commence the project, Grantee shall not incur nor charge, and the Department shall not be obligated to pay or reimburse Grantee for fees, cost, or general expenses of any kind, which incurred during the commencement approval period.

Land owned by the Grantee, which is developed or acquired with grant funds shall be dedicated in perpetuity as an outdoor recreation site by the Grantee for the use and benefit of the public as stated in Florida Administrative Code, section 62D-5.059(1). Land under control other than by ownership of the Grantee, such as by lease, shall be dedicated as an outdoor recreation area for the use and benefit of the public for a minimum period of twenty-five (25) years from the completion date set forth in the project completion certificate. The project site(s) shall be open at reasonable times and shall be managed in a safe and attractive manner. This Agreement is not transferable.

**2. PERIOD OF AGREEMENT:**

This Agreement shall become effective upon execution by both parties and the Grantee shall complete development of the project site by **April 30, 2018** and shall remain in effect until, inclusive.

3. **FUNDING/CONSIDERATION/INVOICING:**

The Grantee shall be eligible for authorized reimbursement, in whole or in part, for cost pursuant to FRDAP guidelines regarding approved pre-agreement costs, through the expiration date of this Agreement, provided that the cost(s) meet all requirements and financial reporting of the FRDAP program and, rules and regulations applicable to expenditures of State funds, hereby adopted and incorporated by reference.

- A. As consideration for satisfactory performance rendered by the Grantee under FRDAP guidelines and the terms of this Agreement, the Department shall pay the Grantee on a reimbursement basis up to a maximum of **\$50,000.00**. It is understood that any additional funds necessary for the completion of this project are the responsibility of the Grantee. It is further understood that grant funds may be revised by the Department due to the availability of program funds. Grant awards are contingent upon appropriation by the Legislature. The parties hereto understand and agree that this Agreement does not require a match on the part of the Grantee.
- B. Prior written approval from the Department's Grant Manager shall be required for changes to this Agreement. Changes to approved budget categories within a single deliverable that are less than 10% of the total approved deliverable budget amount will require a formal Change Order to the Agreement. Changes that are 10% or greater of the total approved deliverable budget amount, or changes that transfer funds from one deliverable to another deliverable, or changes that increase or decrease the project's total funding amount will require a formal Amendment to the Agreement.
- C. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible project costs upon the completion, submittal and approval of each deliverable identified in **Attachment A**, in accordance with the schedule therein. Reimbursement shall be requested utilizing **Attachment C, "Payment Request Summary Form"**. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/). All invoices for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. A final payment request should be submitted to the Department no later than sixty (60) calendar days following the completion date of the Agreement, to assure the availability of funds for payment. All work performed pursuant to **Attachment A** must be performed on or before the completion date of the Agreement, and/or pursuant to the FRDAP guidelines.
- D. The State Chief Financial Officer requires detailed supporting documentation of all costs under a cost reimbursement agreement. The Grantee shall comply with the minimum requirements set forth in **Attachment D, Contract Payment Requirements**. The Payment Request Summary Form shall be accompanied by supporting documentation and other requirements as follows for each deliverable:
  - i. **Salaries/Wages** – List personnel involved, salary rates and hours spent on the project in accordance with **Attachment A, Grant Work Plan**. The Grantee shall not be reimbursed for direct salaries or multipliers (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) for Grantee's employees.
  - ii. **Overhead/Indirect/General and Administrative Costs** – All multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by the Grantee exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration.
    - a. **Fringe Benefits** – Shall be calculated at the rate up to **40%** of direct salaries. Actual costs not to exceed the budget amount identified in **Attachment A**. Shall not be reimbursed under this Agreement.

- b. Indirect Cost – Shall be calculated at the rate of **15%** of direct cost. Shall not be reimbursed under this Agreement.
      - iii. Contractual (Subcontractors) – Reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the project. All multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration. For fixed-price (vendor) subcontracts, the following provisions shall apply:
        - a. The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in **Attachment A**. Invoices submitted to the Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (i.e., Invitation to Bid or Request for Proposals) resulting in the fixed-price subcontract.
        - b. The Grantee may request approval from the Department to award a fixed-price subcontract resulting from procurement methods other than those identified herein. In this instance, the Grantee shall request the advance written approval from the Department's Grant Manager of the fixed price negotiated by the Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of the Department Grant Manager's approval of the fixed-price amount, the Grantee may proceed in finalizing the fixed-price subcontract.
        - c. All subcontracts are subject to the provisions of paragraph 12 and any other appropriate provisions of this Agreement which affect subcontracting activities.
    - iv. Rental/Lease of Equipment – Include copies of invoices or receipts to document charges.
  - E. In addition to the invoicing requirements contained herein, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. This information, when requested, must be provided within thirty (30) calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). State guidelines for allowable costs can be found in the Department of Financial Services' Reference Guide for State Expenditures at [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/).
  - F.
    - i. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, the Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
    - ii. If the Department finds that these funds have been commingled, the Department shall have the right to demand a refund, either in whole or in part, of the funds provided to the Grantee under this Agreement for non-compliance with the material terms of this Agreement. The

Grantee, upon such written notification from the Department shall refund, and shall forthwith pay to the Department, the amount of money demanded by the Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from the Department by the Grantee to the date repayment is made by the Grantee to the Department.

- iii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by the Department, from another source(s), the Grantee shall reimburse the Department for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Grantee to the date repayment is made to the Department by the Grantee.

- G. If the total cost of the project exceeds the grant amount, and/or the required match, as applicable, the Grantee must pay the excess cost.

4. **ANNUAL APPROPRIATION:**

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and payment associated therewith may be rescinded with proper notice at the discretion of the Department if Legislative appropriations are reduced or eliminated.

5. **REPORTS:**

- A. The Grantee shall utilize **Attachment E, "Project Status Report"**, to describe the work performed during the reporting period, problems encountered, problem resolution, schedule updates and proposed work for the next reporting period. The Project Status Reports shall be submitted to the Department's Grant Manager no later than twenty (20) calendar days following the completion of the reporting period. It is hereby understood and agreed by the parties that the term "reporting period" shall reflect the reporting period ending May 5, September 5 and January 5. The Department's Grant Manager shall have thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.

6. **RETAINAGE:**

The Department shall retain ten percent of the grant until the Grantee completes the project and the Department approves the completion documentation, pursuant to FRDAP requirements and additionally set forth in paragraphs 62D-5.058(6)(g) and (7)(d), Florida Administrative Code.

7. **INDEMNIFICATION:**

Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract or this Agreement.

8. **DEFAULT/TERMINATION/FORCE MAJEURE:**

- A. The Department may terminate this Agreement at any time if any warranty or representation made by Grantee in this Agreement or in its application for funding shall at any time be false or misleading in any respect, or in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.

- B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar day's written notice. If the Department terminates the Agreement for convenience, the Department shall notify the Grantee of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated. If the Agreement is terminated before performance is completed, the Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated.
- C. Records made or received in conjunction with this Agreement are public records. This Agreement may be unilaterally canceled by the Department for unlawful refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement and subject to disclosure under Chapter 119, Florida Statutes (F.S.), and Section 24(a), Article I, Florida Constitution.
- D. If a force majeure occurs that causes delays or the reasonable likelihood of delay in the fulfillment of the requirements of this Agreement, the Grantee shall promptly notify the Department orally. Within seven (7) calendar days, the Grantee shall notify the Department in writing of the anticipated length and cause of the delay, the measures taken or to be taken to minimize the delay and the Grantee's intended timetable for implementation of such measures. If the parties agree that the delay or anticipated delay was caused, or will be caused by a force majeure, the Department may, at its discretion, extend the time for performance under this Agreement for a period of time equal to the delay resulting from the force majeure upon execution of an amendment to this Agreement. Such agreement shall be confirmed by letter from the Department accepting, or if necessary, modifying the extension. A force majeure shall be an act of God, strike, lockout, or other industrial disturbance, act of the public enemy, war, blockade, public riot, lightning, fire, flood, explosion, failure to receive timely necessary third party approvals through no fault of the Grantee, and any other cause, whether of the kind specifically enumerated herein or otherwise, that is not reasonably within the control of the Grantee and/or the Department. The Grantee is responsible for the performance of all services issued under this Agreement. Failure to perform by the Grantee's consultant(s) or subcontractor(s) shall not constitute a force majeure event.

9. **REMEDIES/FINANCIAL CONSEQUENCES:**

No payment will be made for deliverables deemed unsatisfactory by the Department. In the event that a deliverable is deemed unsatisfactory by the Department, the Grantee shall re-perform the services needed for submittal of a satisfactory deliverable, at no additional cost to the Department, within ten (10) calendar days of being notified of the unsatisfactory deliverable. If a satisfactory deliverable is not submitted within the specified timeframe, the Department may, in its sole discretion, either: 1) terminate this Agreement for failure to perform, or 2) the Department Grant Manager may, by letter specifying the failure of performance under this Agreement, request that a proposed Corrective Action Plan (CAP) be submitted by the Grantee to the Department. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.

- A. A CAP shall be submitted within ten (10) calendar days of the date of the letter request from the Department. The CAP shall be sent to the Department Grant Manager for review and approval. Within ten (10) calendar days of receipt of a CAP, the Department shall notify the Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, the Grantee shall have ten (10) calendar days from receipt of the Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain the Department approval of a CAP as specified above shall result in the Department's termination of this Agreement for cause as authorized in this Agreement.
- A. Upon the Department's notice of acceptance of a proposed CAP, the Grantee shall have ten (10) calendar days to commence implementation of the accepted plan. Acceptance of the proposed CAP by the Department does not relieve the Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, the Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by the Department or steps taken by the Grantee shall preclude the Department from subsequently asserting any deficiencies in performance. The Grantee



shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to the Department as requested by the Department Grant Manager.

- B. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by the Department may result in termination of the Agreement.

The remedies set forth above are not exclusive and the Department reserves the right to exercise other remedies in addition to or in lieu of those set forth above, as permitted by the Agreement.

**10. RECORD KEEPING/AUDIT:**

- A. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date of the Agreement. In the event any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
- B. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its subcontracts issued under this Grant, if any, impose this requirement, in writing, on its subcontractors.

**11. SPECIAL AUDIT REQUIREMENTS:**

- A. In addition to the requirements contained herein, the Grantee shall comply with the applicable provisions contained in **Attachment F, "Special Audit Requirements"**, attached hereto and made a part hereof. **Exhibit 1** to **Attachment F** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment F**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grants Development and Review Manager at 850/245-2361 to request a copy of the updated information.
- B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment F, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under OMB Circular A-133, Subpart B, Section \_\_\_.210 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs. Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:

<https://apps.fldfs.com/fsaa>

The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.

**12. SUBCONTRACTS:**

- A. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager, except for certain fixed-price subcontracts pursuant to paragraph 3D. of this Agreement, which require prior approval. The Grantee shall submit a copy of the executed

subcontract to the Department within ten (10) calendar days after execution of the subcontract. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- B. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.

**13. PROHIBITED LOCAL GOVERNMENT CONSTRUCTION PREFERENCES:**

- A. Pursuant to Section 255.0991, F.S., for a competitive solicitation for construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, a state, college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation that provides a preference based upon:
- i. The contractor's maintaining an office or place of business within a particular local jurisdiction;
  - ii. The contractor's hiring employees or subcontractors from within a particular local jurisdiction; or
  - iii. The contractor's prior payment of local taxes, assessments, or duties within a particular local jurisdiction.
- B. For any competitive solicitation that meets the criteria in Paragraph A., a state college, county, municipality, school district, or other political subdivision of the state *shall disclose in the solicitation document* that any applicable local ordinance or regulation does not include any preference that is prohibited by Paragraph A.

**14. SIGNAGE:**

Grantee must erect a permanent information sign on the project site which credits funding or a portion thereof, to the Florida Department of Environmental Protection and the Florida Recreation Development Assistance Program. The sign must be made of appropriate materials, which will be durable for a minimum of twenty-five (25) years after the project is complete. The sign must be installed on the project site and approved by the Department before the final project reimbursement request is processed.

**15. LOBBYING PROHIBITION:**

In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency. Further, in accordance with Section 11.062, F.S., no state funds, exclusive of salaries, travel expenses, and per diem, appropriated to, or otherwise available for use by, any executive, judicial, or quasi-judicial department shall be used by any state employee or other person for lobbying purposes.

**16. COMPLIANCE WITH LAW:**

The Grantee shall comply with all applicable federal and state laws, and local rules and regulations in providing services to the Department under this Agreement. The Grantee acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal and state laws, and local health and safety rules and regulations. The Grantee further agrees to include this provision in all

subcontracts issued as a result of this Agreement.

**17. NOTICE:**

All notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.

**18. CONTACTS:**

Any and all notices required by this Agreement shall be delivered to the parties at the following addresses:

The Department's Grant Manager (which may also be referred to as the Department's Project Manager) for this Agreement is:

Tamika Bass	
Community Assistance Consultant	
Florida Department of Environmental Protection	
Office of Operations	
Land and Recreation Grants Section	
3900 Commonwealth Boulevard, MS# 585	
Tallahassee, Florida 32399	
Telephone No.:	850/245-2501
Fax No.:	N/A
E-mail Address:	tamika.bass@dep.state.fl.us

The Grantee's Grant Manager for this Agreement is:

Ms. Melody Cox	
Grants Director	
Taylor County	
201 E. Green Street	
Perry, Florida 32347	
Telephone No.:	850-838-3553
Fax No.:	850-838-3563
E-mail Address:	melody.cox@taylorcountygov.com

**19. INSURANCE:**

To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of its employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of its employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of its employees not otherwise protected.

A. The Grantee shall secure and maintain Commercial General Liability insurance including bodily injury and property damage. The minimum limits of liability shall be \$200,000 each individual's claim and \$300,000 each occurrence. This insurance will provide coverage for all claims that may arise from the services and/or operations completed under this Agreement, whether such services and/or operations are by the Grantee or anyone directly or indirectly employed by the Grantee. Such insurance shall include the State of Florida as an Additional Insured for the entire length of the Agreement.

B. The Grantee shall secure and maintain Commercial Automobile Liability insurance for all claims which may arise from the services and/or operations under this Agreement, whether such services and/or operations are by the Grantee or by anyone directly, or indirectly employed by the Grantee. The minimum limits of liability shall be as follows:

\$300,000 Automobile Liability Combined Single Limit for Company Owned Vehicles, if applicable

\$300,000 Hired and Non-owned Automobile Liability Coverage

C. If any work proceeds over or adjacent to water, the Grantee shall secure and maintain, as applicable, any other type of required insurance, including but not limited to Jones Act, Longshoreman's and Harbormaster's, or the inclusion of any applicable rider to worker's compensation insurance, and any necessary watercraft insurance, with limits of not less than \$300,000 each. In addition, the Grantee shall include these requirements in any sub grant or subcontract issued for the performance of the work specified in **Attachment A, Grant Work Plan**. Questions concerning required coverage should be directed to the U.S. Department of Labor (<http://www.dol.gov/owcp/dlhw/lscntac.htm>) or to the parties' insurance carriers.

D. All insurance policies shall be with insurers licensed or eligible to do business in the State of Florida. The Grantee's current certificate of insurance shall contain a provision that the insurance will not be canceled for any reason except after thirty (30) calendar day's written notice (with the exception of non-payment of premium which requires a 10-calendar-day notice) to the Department's Procurement Administrator.

The Grantee warrants and represents that it is self-funded for liability insurance, appropriate and allowable under Florida law, and that such self-insurance offers protection applicable to the Grantee's officers, employees, servants and agents while acting within the scope of their employment with the Grantee.

**20. CONFLICT OF INTEREST:**

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

**21. UNAUTHORIZED EMPLOYMENT:**

The employment of unauthorized aliens by any Grantee/subcontractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

**22. EQUIPMENT:**

Reimbursement for equipment purchases is not authorized under the terms and conditions of this Agreement.

**23. CHANGE ORDERS:**

The Department may at any time, by written Change Order, make any change in the Grant Manager information, task timelines within the current authorized Agreement period, or make changes that are less than 10% of the total approved deliverable budget. All Change Orders are subject to the mutual agreement of both parties as evidenced in writing. Any change which causes an increase or decrease in the Agreement amount, expiration date of the Agreement, or deliverable costs that are equal to or greater than 10% of the total approved deliverable budget, shall require formal Amendment to this Agreement.

**24. QUALITY ASSURANCE:**

FRDAP funds will not be used for environmentally-related measurements or data generation on land under control of Grantee, which is being developed pursuant to this Agreement. The Grantee and subcontractors are exclusively responsible for quality assurance practices consisting of policies, procedures, specifications, standards, and documentation sufficient to produce data of quality adequate to meet project objectives. All sampling and analyses performed under the direction of Grantee or subcontractor must conform to the requirements set forth in Chapter 62-160, Florida Administrative Code (F.A.C.).

Grantee and subcontractors are solely responsible for the quality assurance practices, compliance, reporting, negligence or wrongful acts of its employees and agents regarding the environmentally-related measurements, sampling, analyses and/or data generation on land developed pursuant to this Agreement. NOTE: "Sample" refers to samples that have been either collected or analyzed on land developed pursuant to this Agreement.

**25. DISCRIMINATION:**

- A. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- B. An entity or affiliate who has been placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

**26. LAND ACQUISITION: {The following provisions shall be included in all Agreements for Development when Grantee has an interest and/or right to real property where development will occur using FRDAP grant funds.}**

Grantee has acquired an interest and/or right to real property, described in **Attachment A**. Such interest and/or right is subject to use in perpetuity for the purposes described in this Agreement. The following language shall be included in a Lease and/or other legal instrument regarding the Grantee's interest and/or right to real property. Any applicable recording fees are the sole responsibility of the Grantee:

"Grantee hereby agrees that the use of the property described herein (the "Property") shall be subject to the terms and conditions contained in a certain Grant Award Agreement (DEP Agreement No. **A6020**), which is attached hereto as Exhibit \_\_\_\_ and by reference made a part hereof (hereinafter referred to as the "Restrictive Covenants"). These Restrictive Covenants shall run with the interests and/or rights to the Property in perpetuity and be binding upon Grantee and all successive owners

(and all parties claiming by, through and under the owners) of the Property. The Florida Department of Environmental Protection ("DEP") shall be deemed a third-party beneficiary of these Restrictive Covenants in a court of competent jurisdiction. DEP shall have the authority to enforce these Restrictive Covenants in any judicial proceeding seeking any remedy recognizable at law or in equity, including an action or lawsuit seeking damages, injunction, specific performance, or any other form of relief, against any person, firm or entity violating or attempting to violate any of these Restrictive Covenants. The failure by DEP to enforce any covenant or restriction contained herein shall in no event be deemed a waiver of such covenant or restriction or of the right of DEP to thereafter enforce such covenant or restriction. The invalidation of any one of the provisions of these Restrictive Covenants by a court of competent jurisdiction shall in no way affect any of the other provisions of these Restrictive Covenants, which shall remain in full force and effect. Venue for enforcement actions regarding these Restrictive Covenants shall be in the Circuit Court of \_\_\_\_\_ County, Florida. Grantee agrees to incorporate these Restrictive Covenants in any subsequent Lease or other written legal instrument by which Grantee transfers or conveys interest and/or rights or any other lesser estate in the Property or any part thereof to a third party either verbatim or by making an express reference to these Restrictive Covenants. Grantee further agrees to give written notice to DEP of a change or transfer of any interest in the Property at least 20 calendar days prior to the date of such change or transfer."

"Requests for release of the Restrictive Covenants from the Property shall be directed to the Florida Department of Environmental Protection, Office of General Counsel, Attention: Contracts Attorney, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000. The request should include the DEP Agreement No. A6020, the total funding amount paid by the State of Florida, and the Department's Grant Manager's name."

If for any reason the above language is not incorporated into the Lease or legal instrument by which the Grantee obtained an interest and/or rights to the Property, the Grantee shall execute a separate Declaration of Restrictive Covenant (using a template obtained from the Department of Environmental Protection) that shall run with the interest and/or rights to the Property. Requests for the Declaration of Restrictive Covenant template shall be directed to the DEP Office of General Counsel, Institutional Control Attorney, 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000. Prior to recording, such Declaration of Restrictive Covenant shall be reviewed, approved, and counter-signed by the Department. Any applicable recording fees are the sole responsibility of the Grantee.

**27. PHYSICAL ACCESS AND INSPECTION:**

Department has the right to inspect the project and any and all records related thereto at any reasonable time. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, including by any of the following methods:

- A. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
- B. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and
- C. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.

**28. EXECUTION IN COUNTERPARTS.**

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall

create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

**29. SEVERABILITY CLAUSE:**

This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

**30. ENTIRE AGREEMENT:**

This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

**TAYLOR COUNTY**

**STATE OF FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**

By: \_\_\_\_\_  
Title: \*

By: \_\_\_\_\_  
Secretary or designee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Tamika Bass, DEP Grant Manager

\_\_\_\_\_  
Grantee Attorney

Approved as to form and legality:

\_\_\_\_\_  
DEP Attorney

FEID No.: 59-6000879

\* Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the Grantee must accompany the Agreement.

**List of attachments/exhibits included as part of this Agreement:**

Specify Type	Letter/ Number	Description (include number of pages)
<u>Attachment</u>	<u>A</u>	<u>Grant Work Plan (2 Pages)</u>
<u>Attachment</u>	<u>B</u>	<u>Commencement Documentation Checklist (2 Pages)</u>
<u>Attachment</u>	<u>C</u>	<u>Payment Request Summary Form (2 Pages)</u>
<u>Attachment</u>	<u>D</u>	<u>Contract Payment Requirements (1 Page)</u>
<u>Attachment</u>	<u>E</u>	<u>Project Status Report (2 Pages)</u>
<u>Attachment</u>	<u>F</u>	<u>Special Audit Requirements (5 Pages)</u>



**ATTACHMENT A  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)  
GRANT WORK PLAN**

**Project Name: Taylor County Sports Complex Phase IV  
Grantee Name: Taylor County**

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements shown below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

<b>TASK #1 Development of: Taylor County Sports Complex Phase IV</b>	<b>Amount of Costs to be Paid with Grants Funds</b>	<b>Amount of Costs to be Paid with Grantee Match</b>	
<b>Task Description:</b> <b>(List each <b>Primary</b> project element)</b>  Basketball courts renovations Playground renovations New picnic area. New equipment and signage for existing fitness trail  <b>(List each <b>Support</b> project element)</b>  Security lighting Landscaping Renovation of bleachers at baseball diamonds Nature trail signage	  \$ 50,000.00          	  Not Applicable No Match Required          	
<b>TOTAL FUNDING AMOUNT:</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	

**Performance Standard:** Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

**\*All work will be completed in accordance with the approved plans.**

## **INSTRUCTIONS FOR COMPLETING GRANT WORK PLAN:**

**DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED:** Identify ALL elements that will be completed under this Agreement.

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

**MATCH AMOUNT TO BE CLAIMED:** The same level of detail must be provided for match as for reimbursement.

**DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION:** All of these deliverables must be submitted before final reimbursement can be processed.

**Completion Documentation required prior to Reimbursement**



ATTACHMENT B  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
COMMENCEMENT DOCUMENTATION CHECKLIST

Required Signatures: ~~No Signature~~

Following approval of these documents, the Department will issue written authorization to commence construction or acquisition of the project.

**DEVELOPMENT COMMENCEMENT DOCUMENTATION**

- ☐ 1. A professional site plan (detail specifications not required). A graphic document of the proposed development that shows the location of all existing and proposed buildings, facilities, etc. that is signed and dated by the project liaison. **If part of a larger simultaneous development or part of a phased project, please color code the current project elements and/or any phases/existing elements. (Site plan cannot be any larger then 11x17 or 14x17) (2 copies)**
- ☐ 2. Commencement Certification (Form DRP-107)
- ☐ 3. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be **signed and sealed** by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (Survey cannot be any larger then 11x17 or 14x17) (2 copies)
- ☐ 4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
- ☐ 5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL). (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658).** (1 Copy)
- ☐ 6. Certification of Insurance Form (Form DRP-127) at [www.dep.state.fl.us/parks/OIRS](http://www.dep.state.fl.us/parks/OIRS).

## ACQUISITION COMMENCEMENT DOCUMENTATION

- ☐ 1. An appraisal prepared in accordance with The Uniform Standards of Professional Practices, supporting fair market value of land to be acquired. If the property is \$500,000 or less in appraised value, one appraisal is required. If the property exceeds \$500,000 in appraised value, two appraisals are required. The appraisal(s) shall be dated no earlier than (6) months prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL), (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658). (1 Copy)**
- ☐ 2. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be signed and sealed by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. The survey must be updated to within one year of the closing date of the application submission period. **(Survey cannot be any larger than 11x17 or 14x17) (2 copies)**
- ☐ 3. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title by the owner, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**

Forms may be found at our website: [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs)

## ATTACHMENT F

### SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

#### MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

#### AUDITS

##### PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://12.46.245.173/cfda/cfda.html>.

## PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

## PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/fac/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

- B. The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

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4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

#### **PART V: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of **5** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **3** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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**EXHIBIT – 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:</b>					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:</b>						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	General Revenue Fund, Line Item 1711A	2015-2016	37.017	Florida Recreation Development Assistance Program	\$50,000.00	140002

<b>Total Award</b>					<b>\$50,000.00</b>	
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<http://12.46.245.173/cfda/cfda.html>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.

## **TAYLOR COUNTY BOARD OF COMMISSIONERS**

### ***County Commission Agenda Item***

**SUBJECT/TITLE:**

Board to review and approve DEP Agreement No. A6001 with Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP) in the amount of \$50,000 for Steinhatchee Community Center Park improvements.

**MEETING DATE REQUESTED:**

September 21, 2015

**Statement of Issue:** Board to review and approve DEP Agreement No. A6001 with FRDAP for Steinhatchee Community Center Park improvements.

**Recommended Action:** Board to approve DEP Agreement.

**Fiscal Impact:** The grant is for \$50,000 and the Steinhatchee Projects Board provided a match of \$5,000.

**Budgeted Expense:** Y/N Not applicable

**Submitted By:** Melody Cox

**Contact:** Melody Cox

### **SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS**

**History, Facts & Issues:** The County was awarded a grant application in the amount of \$50,000 for Steinhatchee Community Center Park Improvements. The improvements include: a shade covering for the playground, additional swings, outdoor adult fitness equipment and signage for a fitness trail, canoe and kayak launch and associated gangway, picnic pavilion, parking improvements (striping), restroom improvements, and nature study signage. The County will have until April 30, 2018 to complete the project. It is anticipated the County will complete the project in FY 2015-2016.

**Attachments:** FRDAP Project Agreement and Attachment A, B, and F.

**DEP AGREEMENT NO. A6001**

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)  
AGREEMENT FOR FISCAL YEAR 2015-2016  
DEVELOPMENT OF LAND FOR PUBLIC RECREATION PURPOSES**

**THIS AGREEMENT** is entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (hereinafter referred to as the "Department") and the **TAYLOR COUNTY**, whose address is **201 E. Green Street, Perry, Florida 32347** (hereinafter referred to as "Grantee"), a local government, in furtherance of an approved public outdoor recreation project known as **Steinhatchee Community Center Park**, Project Number **A16001**. Collectively, the Department and the Grantee shall be referred to as "Parties" or individually as a "Party". For purposes of this Agreement, the terms "Grantee" and "Recipient" are used interchangeably.

**In consideration** of the mutual covenants contained herein and pursuant to Florida Statute, section 375.075, **OUTDOOR RECREATION; FINANCIAL ASSISTANCE TO LOCAL GOVERNMENTS**, and Florida Administrative Code, chapter 62D-5, the parties hereto agree as follows:

**1. TERMS OF AGREEMENT:**

The Grantee does hereby agree to perform in accordance with the terms and conditions set forth in this Agreement, more fully described in "**Attachment A, Grant Work Plan**", including all attachments and exhibits named herein, which are attached hereto and incorporated by reference.

Administrative Forms and Reimbursement Forms referenced in this Agreement may be found at [www.dep.state.fl.us/parks/oirs/](http://www.dep.state.fl.us/parks/oirs/) or by contacting the Department's Grant Manager.

Prior to commencement of project, the Grantee shall submit to Department for approval all documentation and completion of responsibilities listed on "**Attachment B, Commencement Documentation Checklist**" attached hereto and incorporated by reference. Upon satisfactory approval by the Department, the Department will issue written notice to Grantee to commence the project. Unless and until the Department issues written notice of approval authorizing Grantee to commence the project, Grantee shall not incur nor charge, and the Department shall not be obligated to pay or reimburse Grantee for fees, cost, or general expenses of any kind, which incurred during the commencement approval period.

Land owned by the Grantee, which is developed or acquired with grant funds shall be dedicated in perpetuity as an outdoor recreation site by the Grantee for the use and benefit of the public as stated in Florida Administrative Code, section 62D-5.059(1). Land under control other than by ownership of the Grantee, such as by lease, shall be dedicated as an outdoor recreation area for the use and benefit of the public for a minimum period of twenty-five (25) years from the completion date set forth in the project completion certificate. The project site(s) shall be open at reasonable times and shall be managed in a safe and attractive manner. This Agreement is not transferable.

**2. PERIOD OF AGREEMENT:**

This Agreement shall become effective upon execution by both parties and the Grantee shall complete development of the project site by **April 30, 2018** and shall remain in effect until, inclusive.

3. **FUNDING/CONSIDERATION/INVOICING:**

The Grantee shall be eligible for authorized reimbursement, in whole or in part, for cost pursuant to FRDAP guidelines regarding approved pre-agreement costs, through the expiration date of this Agreement, provided that the cost(s) meet all requirements and financial reporting of the FRDAP program and, rules and regulations applicable to expenditures of State funds, hereby adopted and incorporated by reference.

- A. As consideration for satisfactory performance rendered by the Grantee under FRDAP guidelines and the terms of this Agreement, the Department shall pay the Grantee on a reimbursement basis up to a maximum of **\$50,000.00**. It is understood that any additional funds necessary for the completion of this project are the responsibility of the Grantee. It is further understood that grant funds may be revised by the Department due to the availability of program funds. Grant awards are contingent upon appropriation by the Legislature. The parties hereto understand and agree that this Agreement does not require a match on the part of the Grantee.
- B. Prior written approval from the Department's Grant Manager shall be required for changes to this Agreement. Changes to approved budget categories within a single deliverable that are less than 10% of the total approved deliverable budget amount will require a formal Change Order to the Agreement. Changes that are 10% or greater of the total approved deliverable budget amount, or changes that transfer funds from one deliverable to another deliverable, or changes that increase or decrease the project's total funding amount will require a formal Amendment to the Agreement.
- C. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible project costs upon the completion, submittal and approval of each deliverable identified in **Attachment A**, in accordance with the schedule therein. Reimbursement shall be requested utilizing **Attachment C, "Payment Request Summary Form"**. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/). All invoices for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. A final payment request should be submitted to the Department no later than sixty (60) calendar days following the completion date of the Agreement, to assure the availability of funds for payment. All work performed pursuant to **Attachment A** must be performed on or before the completion date of the Agreement, and/or pursuant to the FRDAP guidelines.
- D. The State Chief Financial Officer requires detailed supporting documentation of all costs under a cost reimbursement agreement. The Grantee shall comply with the minimum requirements set forth in **Attachment D, Contract Payment Requirements**. The Payment Request Summary Form shall be accompanied by supporting documentation and other requirements as follows for each deliverable:
  - i. Salaries/Wages – List personnel involved, salary rates and hours spent on the project in accordance with **Attachment A, Grant Work Plan**. The Grantee shall not be reimbursed for direct salaries or multipliers (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) for Grantee's employees.
  - ii. Overhead/Indirect/General and Administrative Costs – All multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by the Grantee exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration.
    - a. Fringe Benefits – Shall be calculated at the rate up to **40%** of direct salaries. Actual costs not to exceed the budget amount identified in **Attachment A**. Shall not be reimbursed under this Agreement.

- b. Indirect Cost – Shall be calculated at the rate of **15%** of direct cost. Shall not be reimbursed under this Agreement.
  - iii. Contractual (Subcontractors) – Reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the project. All multipliers used (i.e., fringe benefits, overhead, indirect, and/or general and administrative rates) shall be supported by audit. If the Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration. For fixed-price (vendor) subcontracts, the following provisions shall apply:
    - a. The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in **Attachment A**. Invoices submitted to the Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (i.e., Invitation to Bid or Request for Proposals) resulting in the fixed-price subcontract.
    - b. The Grantee may request approval from the Department to award a fixed-price subcontract resulting from procurement methods other than those identified herein. In this instance, the Grantee shall request the advance written approval from the Department's Grant Manager of the fixed price negotiated by the Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of the Department Grant Manager's approval of the fixed-price amount, the Grantee may proceed in finalizing the fixed-price subcontract.
    - c. All subcontracts are subject to the provisions of paragraph 12 and any other appropriate provisions of this Agreement which affect subcontracting activities.
  - iv. Rental/Lease of Equipment – Include copies of invoices or receipts to document charges.
- E. In addition to the invoicing requirements contained herein, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. This information, when requested, must be provided within thirty (30) calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). State guidelines for allowable costs can be found in the Department of Financial Services' Reference Guide for State Expenditures at [http://www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/).
- F.
  - i. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting system cannot comply with this requirement, the Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.
  - ii. If the Department finds that these funds have been commingled, the Department shall have the right to demand a refund, either in whole or in part, of the funds provided to the Grantee under this Agreement for non-compliance with the material terms of this Agreement. The

Grantee, upon such written notification from the Department shall refund, and shall forthwith pay to the Department, the amount of money demanded by the Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from the Department by the Grantee to the date repayment is made by the Grantee to the Department.

- iii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by the Department, from another source(s), the Grantee shall reimburse the Department for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Grantee to the date repayment is made to the Department by the Grantee.

- G. If the total cost of the project exceeds the grant amount, and/or the required match, as applicable, the Grantee must pay the excess cost.

4. **ANNUAL APPROPRIATION:**

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and payment associated therewith may be rescinded with proper notice at the discretion of the Department if Legislative appropriations are reduced or eliminated.

5. **REPORTS:**

- A. The Grantee shall utilize **Attachment E, "Project Status Report"**, to describe the work performed during the reporting period, problems encountered, problem resolution, schedule updates and proposed work for the next reporting period. The Project Status Reports shall be submitted to the Department's Grant Manager no later than twenty (20) calendar days following the completion of the reporting period. It is hereby understood and agreed by the parties that the term "reporting period" shall reflect the reporting period ending May 5, September 5 and January 5. The Department's Grant Manager shall have thirty (30) calendar days to review the required reports and deliverables submitted by the Grantee.

6. **RETAINAGE:**

The Department shall retain ten percent of the grant until the Grantee completes the project and the Department approves the completion documentation, pursuant to FRDAP requirements and additionally set forth in paragraphs 62D-5.058(6)(g) and (7)(d), Florida Administrative Code.

7. **INDEMNIFICATION:**

Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract or this Agreement.

8. **DEFAULT/TERMINATION/FORCE MAJEURE:**

- A. The Department may terminate this Agreement at any time if any warranty or representation made by Grantee in this Agreement or in its application for funding shall at any time be false or misleading in any respect, or in the event of the failure of the Grantee to fulfill any of its obligations under this Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.

- B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar day's written notice. If the Department terminates the Agreement for convenience, the Department shall notify the Grantee of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated. If the Agreement is terminated before performance is completed, the Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated.
- C. Records made or received in conjunction with this Agreement are public records. This Agreement may be unilaterally canceled by the Department for unlawful refusal by the Grantee to allow public access to all documents, papers, letters, or other material made or received by the Grantee in conjunction with this Agreement and subject to disclosure under Chapter 119, Florida Statutes (F.S.), and Section 24(a), Article I, Florida Constitution.
- D. If a force majeure occurs that causes delays or the reasonable likelihood of delay in the fulfillment of the requirements of this Agreement, the Grantee shall promptly notify the Department orally. Within seven (7) calendar days, the Grantee shall notify the Department in writing of the anticipated length and cause of the delay, the measures taken or to be taken to minimize the delay and the Grantee's intended timetable for implementation of such measures. If the parties agree that the delay or anticipated delay was caused, or will be caused by a force majeure, the Department may, at its discretion, extend the time for performance under this Agreement for a period of time equal to the delay resulting from the force majeure upon execution of an amendment to this Agreement. Such agreement shall be confirmed by letter from the Department accepting, or if necessary, modifying the extension. A force majeure shall be an act of God, strike, lockout, or other industrial disturbance, act of the public enemy, war, blockade, public riot, lightning, fire, flood, explosion, failure to receive timely necessary third party approvals through no fault of the Grantee, and any other cause, whether of the kind specifically enumerated herein or otherwise, that is not reasonably within the control of the Grantee and/or the Department. The Grantee is responsible for the performance of all services issued under this Agreement. Failure to perform by the Grantee's consultant(s) or subcontractor(s) shall not constitute a force majeure event.

9. **REMEDIES/FINANCIAL CONSEQUENCES:**

No payment will be made for deliverables deemed unsatisfactory by the Department. In the event that a deliverable is deemed unsatisfactory by the Department, the Grantee shall re-perform the services needed for submittal of a satisfactory deliverable, at no additional cost to the Department, within ten (10) calendar days of being notified of the unsatisfactory deliverable. If a satisfactory deliverable is not submitted within the specified timeframe, the Department may, in its sole discretion, either: 1) terminate this Agreement for failure to perform, or 2) the Department Grant Manager may, by letter specifying the failure of performance under this Agreement, request that a proposed Corrective Action Plan (CAP) be submitted by the Grantee to the Department. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.

- A. A CAP shall be submitted within ten (10) calendar days of the date of the letter request from the Department. The CAP shall be sent to the Department Grant Manager for review and approval. Within ten (10) calendar days of receipt of a CAP, the Department shall notify the Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, the Grantee shall have ten (10) calendar days from receipt of the Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain the Department approval of a CAP as specified above shall result in the Department's termination of this Agreement for cause as authorized in this Agreement.
- A. Upon the Department's notice of acceptance of a proposed CAP, the Grantee shall have ten (10) calendar days to commence implementation of the accepted plan. Acceptance of the proposed CAP by the Department does not relieve the Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, the Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by the Department or steps taken by the Grantee shall preclude the Department from subsequently asserting any deficiencies in performance. The Grantee

shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to the Department as requested by the Department Grant Manager.

- B. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by the Department may result in termination of the Agreement.

The remedies set forth above are not exclusive and the Department reserves the right to exercise other remedies in addition to or in lieu of those set forth above, as permitted by the Agreement.

**10. RECORD KEEPING/AUDIT:**

- A. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date of the Agreement. In the event any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
- B. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its subcontracts issued under this Grant, if any, impose this requirement, in writing, on its subcontractors.

**11. SPECIAL AUDIT REQUIREMENTS:**

- A. In addition to the requirements contained herein, the Grantee shall comply with the applicable provisions contained in **Attachment F, "Special Audit Requirements"**, attached hereto and made a part hereof. **Exhibit 1 to Attachment F** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment F**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grants Development and Review Manager at 850/245-2361 to request a copy of the updated information.
- B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment F, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under OMB Circular A-133, Subpart B, Section \_\_\_\_\_.210 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs. Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:

<https://apps.fldfs.com/fsaa>

The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.

**12. SUBCONTRACTS:**

- A. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager, except for certain fixed-price subcontracts pursuant to paragraph 3D. of this Agreement, which require prior approval. The Grantee shall submit a copy of the executed



subcontract to the Department within ten (10) calendar days after execution of the subcontract. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- B. The Department of Environmental Protection supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.

**13. PROHIBITED LOCAL GOVERNMENT CONSTRUCTION PREFERENCES:**

- A. Pursuant to Section 255.0991, F.S., for a competitive solicitation for construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, a state, college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation that provides a preference based upon:
- i. The contractor's maintaining an office or place of business within a particular local jurisdiction;
  - ii. The contractor's hiring employees or subcontractors from within a particular local jurisdiction; or
  - iii. The contractor's prior payment of local taxes, assessments, or duties within a particular local jurisdiction.
- B. For any competitive solicitation that meets the criteria in Paragraph A., a state college, county, municipality, school district, or other political subdivision of the state *shall disclose in the solicitation document* that any applicable local ordinance or regulation does not include any preference that is prohibited by Paragraph A.

**14. SIGNAGE:**

Grantee must erect a permanent information sign on the project site which credits funding or a portion thereof, to the Florida Department of Environmental Protection and the Florida Recreation Development Assistance Program. The sign must be made of appropriate materials, which will be durable for a minimum of twenty-five (25) years after the project is complete. The sign must be installed on the project site and approved by the Department before the final project reimbursement request is processed.

**15. LOBBYING PROHIBITION:**

In accordance with Section 216.347, Florida Statutes, the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the Legislature, the judicial branch or a state agency. Further, in accordance with Section 11.062, F.S., no state funds, exclusive of salaries, travel expenses, and per diem, appropriated to, or otherwise available for use by, any executive, judicial, or quasi-judicial department shall be used by any state employee or other person for lobbying purposes.

**16. COMPLIANCE WITH LAW:**

The Grantee shall comply with all applicable federal and state laws, and local rules and regulations in providing services to the Department under this Agreement. The Grantee acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal and state laws, and local health and safety rules and regulations. The Grantee further agrees to include this provision in all

subcontracts issued as a result of this Agreement.

**17. NOTICE:**

All notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.

**18. CONTACTS:**

Any and all notices required by this Agreement shall be delivered to the parties at the following addresses:

The Department's Grant Manager (which may also be referred to as the Department's Project Manager) for this Agreement is:

Tamika Bass	
Community Assistance Consultant	
Florida Department of Environmental Protection	
Office of Operations	
Land and Recreation Grants Section	
3900 Commonwealth Boulevard, MS# 585	
Tallahassee, Florida 32399	
Telephone No.:	850/245-2501
Fax No.:	N/A
E-mail Address:	tamika.bass@dep.state.fl.us

The Grantee's Grant Manager for this Agreement is:

Ms. Melody Cox	
Grants Director	
Taylor County	
201 E. Green Street	
Perry, Florida 32347	
Telephone No.:	850-838-3553
Fax No.:	850-838-3563
E-mail Address:	melody.cox@taylorcountygov.com

**19. INSURANCE:**

To the extent required by law, the Grantee will be self-insured against, or will secure and maintain during the life of this Agreement, Workers' Compensation Insurance for all of its employees connected with the work of this project and, in case any work is subcontracted, the Grantee shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of its employees unless such employees are covered by the protection afforded by the Grantee. Such self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the Department, for the protection of its employees not otherwise protected.

A. The Grantee shall secure and maintain Commercial General Liability insurance including bodily injury and property damage. The minimum limits of liability shall be \$200,000 each individual's claim and \$300,000 each occurrence. This insurance will provide coverage for all claims that may arise from the services and/or operations completed under this Agreement, whether such services and/or operations are by the Grantee or anyone directly or indirectly employed by the Grantee. Such insurance shall include the State of Florida as an Additional Insured for the entire length of the Agreement.

B. The Grantee shall secure and maintain Commercial Automobile Liability insurance for all claims which may arise from the services and/or operations under this Agreement, whether such services and/or operations are by the Grantee or by anyone directly, or indirectly employed by the Grantee. The minimum limits of liability shall be as follows:

\$300,000 Automobile Liability Combined Single Limit for Company Owned Vehicles, if applicable

\$300,000 Hired and Non-owned Automobile Liability Coverage

C. If any work proceeds over or adjacent to water, the Grantee shall secure and maintain, as applicable, any other type of required insurance, including but not limited to Jones Act, Longshoreman's and Harbormaster's, or the inclusion of any applicable rider to worker's compensation insurance, and any necessary watercraft insurance, with limits of not less than \$300,000 each. In addition, the Grantee shall include these requirements in any sub grant or subcontract issued for the performance of the work specified in **Attachment A, Grant Work Plan**. Questions concerning required coverage should be directed to the U.S. Department of Labor (<http://www.dol.gov/owcp/dlhw/lscntac.htm>) or to the parties' insurance carriers.

D. All insurance policies shall be with insurers licensed or eligible to do business in the State of Florida. The Grantee's current certificate of insurance shall contain a provision that the insurance will not be canceled for any reason except after thirty (30) calendar day's written notice (with the exception of non-payment of premium which requires a 10-calendar-day notice) to the Department's Procurement Administrator.

The Grantee warrants and represents that it is self-funded for liability insurance, appropriate and allowable under Florida law, and that such self-insurance offers protection applicable to the Grantee's officers, employees, servants and agents while acting within the scope of their employment with the Grantee.

**20. CONFLICT OF INTEREST:**

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

**21. UNAUTHORIZED EMPLOYMENT:**

The employment of unauthorized aliens by any Grantee/subcontractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

**22. EQUIPMENT:**

Reimbursement for equipment purchases is not authorized under the terms and conditions of this Agreement.

**23. CHANGE ORDERS:**

The Department may at any time, by written Change Order, make any change in the Grant Manager information, task timelines within the current authorized Agreement period, or make changes that are less than 10% of the total approved deliverable budget. All Change Orders are subject to the mutual agreement of both parties as evidenced in writing. Any change which causes an increase or decrease in the Agreement amount, expiration date of the Agreement, or deliverable costs that are equal to or greater than 10% of the total approved deliverable budget, shall require formal Amendment to this Agreement.

**24. QUALITY ASSURANCE:**

FRDAP funds will not be used for environmentally-related measurements or data generation on land under control of Grantee, which is being developed pursuant to this Agreement. The Grantee and subcontractors are exclusively responsible for quality assurance practices consisting of policies, procedures, specifications, standards, and documentation sufficient to produce data of quality adequate to meet project objectives. All sampling and analyses performed under the direction of Grantee or subcontractor must conform to the requirements set forth in Chapter 62-160, Florida Administrative Code (F.A.C.).

Grantee and subcontractors are solely responsible for the quality assurance practices, compliance, reporting, negligence or wrongful acts of its employees and agents regarding the environmentally-related measurements, sampling, analyses and/or data generation on land developed pursuant to this Agreement. NOTE: "Sample" refers to samples that have been either collected or analyzed on land developed pursuant to this Agreement.

**25. DISCRIMINATION:**

- A. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- B. An entity or affiliate who has been placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

**26. LAND ACQUISITION: {The following provisions shall be included in all Agreements for Development when Grantee has an interest and/or right to real property where development will occur using FRDAP grant funds.}**

Grantee has acquired an interest and/or right to real property, described in **Attachment A**. Such interest and/or right is subject to use in perpetuity for the purposes described in this Agreement. The following language shall be included in a Lease and/or other legal instrument regarding the Grantee's interest and/or right to real property. Any applicable recording fees are the sole responsibility of the Grantee:

"Grantee hereby agrees that the use of the property described herein (the "Property") shall be subject to the terms and conditions contained in a certain Grant Award Agreement (DEP Agreement No. **A6001**), which is attached hereto as Exhibit \_\_\_\_ and by reference made a part hereof (hereinafter referred to as the "Restrictive Covenants"). These Restrictive Covenants shall run with the interests and/or rights to the Property in perpetuity and be binding upon Grantee and all successive owners

(and all parties claiming by, through and under the owners) of the Property. The Florida Department of Environmental Protection ("DEP") shall be deemed a third-party beneficiary of these Restrictive Covenants in a court of competent jurisdiction. DEP shall have the authority to enforce these Restrictive Covenants in any judicial proceeding seeking any remedy recognizable at law or in equity, including an action or lawsuit seeking damages, injunction, specific performance, or any other form of relief, against any person, firm or entity violating or attempting to violate any of these Restrictive Covenants. The failure by DEP to enforce any covenant or restriction contained herein shall in no event be deemed a waiver of such covenant or restriction or of the right of DEP to thereafter enforce such covenant or restriction. The invalidation of any one of the provisions of these Restrictive Covenants by a court of competent jurisdiction shall in no way affect any of the other provisions of these Restrictive Covenants, which shall remain in full force and effect. Venue for enforcement actions regarding these Restrictive Covenants shall be in the Circuit Court of \_\_\_\_\_ County, Florida. Grantee agrees to incorporate these Restrictive Covenants in any subsequent Lease or other written legal instrument by which Grantee transfers or conveys interest and/or rights or any other lesser estate in the Property or any part thereof to a third party either verbatim or by making an express reference to these Restrictive Covenants. Grantee further agrees to give written notice to DEP of a change or transfer of any interest in the Property at least 20 calendar days prior to the date of such change or transfer."

"Requests for release of the Restrictive Covenants from the Property shall be directed to the Florida Department of Environmental Protection, Office of General Counsel, Attention: Contracts Attorney, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000. The request should include the DEP Agreement No. A6001, the total funding amount paid by the State of Florida, and the Department's Grant Manager's name."

If for any reason the above language is not incorporated into the Lease or legal instrument by which the Grantee obtained an interest and/or rights to the Property, the Grantee shall execute a separate Declaration of Restrictive Covenant (using a template obtained from the Department of Environmental Protection) that shall run with the interest and/or rights to the Property. Requests for the Declaration of Restrictive Covenant template shall be directed to the DEP Office of General Counsel, Institutional Control Attorney, 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000. Prior to recording, such Declaration of Restrictive Covenant shall be reviewed, approved, and counter-signed by the Department. Any applicable recording fees are the sole responsibility of the Grantee.

**27. PHYSICAL ACCESS AND INSPECTION:**

Department has the right to inspect the project and any and all records related thereto at any reasonable time. Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, including by any of the following methods:

- A. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
- B. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and
- C. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.

**28. EXECUTION IN COUNTERPARTS.**

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall

create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

**29. SEVERABILITY CLAUSE:**

This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

**30. ENTIRE AGREEMENT:**

This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

TAYLOR COUNTY

STATE OF FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION

By: \_\_\_\_\_  
Title: \*

By: \_\_\_\_\_  
Secretary or designee

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Tamika Bass, DEP Grant Manager

\_\_\_\_\_  
Grantee Attorney

Approved as to form and legality:

\_\_\_\_\_  
DEP Attorney

FEID No.: 59-6000879

\* Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the Grantee must accompany the Agreement.

**List of attachments/exhibits included as part of this Agreement:**

Specify Type	Letter/ Number	Description (include number of pages)
<u>Attachment</u>	<u>A</u>	<u>Grant Work Plan (2 Pages)</u>
<u>Attachment</u>	<u>B</u>	<u>Commencement Documentation Checklist (2 Pages)</u>
<u>Attachment</u>	<u>C</u>	<u>Payment Request Summary Form (2 Pages)</u>
<u>Attachment</u>	<u>D</u>	<u>Contract Payment Requirements (1 Page)</u>
<u>Attachment</u>	<u>E</u>	<u>Project Status Report (2 Pages)</u>
<u>Attachment</u>	<u>F</u>	<u>Special Audit Requirements (5 Pages)</u>

**ATTACHMENT A  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP)  
GRANT WORK PLAN**

**Project Name: Steinhatchee Community Center Park  
Grantee Name: Taylor County**

The project reimbursement is limited to one (1) invoice upon completion of all Project Elements shown below and submittal of all Deliverables and required documentation identified in the table below. Completion Documentation required prior to Reimbursement Request.

Project Tasks, Deliverables and Required Documentation

<b>TASK #1 Development of: Steinhatchee Community Center Park</b>	<b>Amount of Costs to be Paid with Grants Funds</b>	<b>Amount of Costs to be Paid with Grantee Match</b>	
<b>Task Description:</b> <b>(List each <b>Primary</b> project element)</b>  Playground renovations New picnic pavilion New fitness trail equipment New boat dock  <b>(List each <b>Support</b> project element)</b>  Parking renovations Security lighting Restroom renovations Outdoor nature study area	\$50,000.00	Not Applicable No Match Required	
<b>TOTAL FUNDING AMOUNT:</b>	<b>TOTAL:</b>	<b>TOTAL:</b>	

**Performance Standard:** Approval of deliverables is based upon review for compliance with the requirements for funding under the Florida Recreation Development Assistance Program (FRDAP); approved plans and application approved for funding.

**\*All work will be completed in accordance with the approved plans.**



## **INSTRUCTIONS FOR COMPLETING GRANT WORK PLAN:**

**DELIVERABLES/ELEMENTS/WORK TO BE COMPLETED:** Identify ALL elements that will be completed under this Agreement.

**DELIVERABLE/ELEMENT BUDGET AMOUNT FOR REIMBURSEMENT:** Must provide a budget for each element and identify the expense category and budget detail. Provide description of the costs as follows: **Salaries:** identify the position title/hourly rate/# of hours to complete the deliverable; **Fringe benefits:** identify the % used to calculate the fringe benefits; **Contractual Services:** identify what service will be paid for under the contract for services; **Equipment:** the purchase of equipment is not allowed under this Agreement, the rental of equipment is the only costs allowed that are associated with equipment; **Supplies and Materials:** identify what supplies/materials will be purchased; **Other costs:** identify what other costs are being requested (such as printing costs, other costs that do not fit into the other established cost categories (salaries, fringe benefits, equipment, supplies, indirect, contractual services); **Indirect Costs:** identify the percentage that is used for the indirect being claimed for reimbursement (cannot exceed 15% unless prior approval has been obtained by the Department)..

**MATCH AMOUNT TO BE CLAIMED:** The same level of detail must be provided for match as for reimbursement.

**DOCUMENTATION/DELIVERABLES TO BE SUBMITTED UPON COMPLETION:** All of these deliverables must be submitted before final reimbursement can be processed.

**Completion Documentation required prior to Reimbursement**



ATTACHMENT B  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
COMMENCEMENT DOCUMENTATION CHECKLIST

Signatures: [Redacted]

Following approval of these documents, the Department will issue written authorization to commence construction or acquisition of the project.

**DEVELOPMENT COMMENCEMENT DOCUMENTATION**

- ☐ 1. A professional site plan (detail specifications not required). A graphic document of the proposed development that shows the location of all existing and proposed buildings, facilities, etc. that is signed and dated by the project liaison. **If part of a larger simultaneous development or part of a phased project, please color code the current project elements and/or any phases/existing elements. (Site plan cannot be any larger then 11x17 or 14x17) (2 copies)**
- ☐ 2. Commencement Certification (Form DRP-107)
- ☐ 3. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be **signed and sealed** by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (Survey cannot be any larger then 11x17 or 14x17) (2 copies)
- ☐ 4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
- ☐ 5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL). (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658). (1 Copy)**
- ☐ 6. Certification of Insurance Form (Form DRP-127) at [www.dep.state.fl.us/parks/OIRS](http://www.dep.state.fl.us/parks/OIRS).





ATTACHMENT B  
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM  
COMMENCEMENT DOCUMENTATION CHECKLIST

Required Signatures: 

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- ☐ 2. Commencement Certification (Form DRP-107)
- ☐ 3. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be **signed and sealed** by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. (Survey cannot be any larger then 11x17 or 14x17) (2 copies)
- ☐ 4. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title owned by the grantee, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**
- ☐ 5. If land will be used as a match, send either a copy of the taxed assessed value or a complete appraisal (prepared in accordance with The Uniform Standards of Professional Appraisal Practices), supporting fair market value of land utilized as project matching funds. Appraisal must be no earlier than one year prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL). (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658). (1 Copy)**
- ☐ 6. Certification of Insurance Form (Form DRP-127) at [www.dep.state.fl.us/parks/OIRS](http://www.dep.state.fl.us/parks/OIRS).

## ACQUISITION COMMENCEMENT DOCUMENTATION

- ☐ 1. An appraisal prepared in accordance with The Uniform Standards of Professional Practices, supporting fair market value of land to be acquired. If the property is \$500,000 or less in appraised value, one appraisal is required. If the property exceeds \$500,000 in appraised value, two appraisals are required. The appraisal(s) shall be dated no earlier than (6) months prior to the closing date of the application submission period. **The appraisal must be prepared by an appraiser included on the list of approved appraisers maintained by the Department's Division of State Lands (DSL), (Approved list can be found at: [www.dep.state.fl.us/lands/appraisal\\_list.htm](http://www.dep.state.fl.us/lands/appraisal_list.htm) or call 850-245-2658).** (1 Copy)
- ☐ 2. A boundary survey of the project site, which includes a legal description and sketch of the site's boundaries, display known easements and encroachments, if any, be legally sufficient to identify the site, and must be signed and sealed by a professional surveyor and mapper licensed under provisions of Chapter 472, F.S. The survey must be updated to within one year of the closing date of the application submission period. **(Survey cannot be any larger than 11x17 or 14x17) (2 copies)**
- ☐ 3. The results of a title search **and** the opinion prepared by a member of the Florida Bar or Licensed title insurer of the project area covering the thirty (30) year period prior to approval by Department Secretary, which attests to a clear title by the owner, with no liens, encumbrances or taxes held against the property **or** a copy of title insurance. **A warranty deed will not suffice. Ownership and Encumbrance (O&E) Reports are also not sufficient title documentation under the grant program.**

Forms may be found at our website: [www.dep.state.fl.us/parks/oirs](http://www.dep.state.fl.us/parks/oirs)

## ATTACHMENT F

### SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

#### MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

#### AUDITS

##### PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://12.46.245.173/cfda/cfda.html>.

## PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(m), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.state.fl.us/audgen>.

## PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/fac/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at the following address:

**Audit Director**  
Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

- B. The Auditor General's Office at the following address:

State of Florida Auditor General  
Room 401, Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

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4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at the following address:

**Audit Director**

Florida Department of Environmental Protection  
Office of the Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

**PART V: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of 5 years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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**EXHIBIT – 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:</b>					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:</b>						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	General Revenue Fund, Line Item 1711A	2015-2016	37.017	Florida Recreation Development Assistance Program	\$50,000.00	140002

				<b>Total Award</b>	<b>\$50,000.00</b>	
--	--	--	--	--------------------	--------------------	--

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [<http://12.46.245.173/cfda/cfda.html>] and/or the Florida Catalog of State Financial Assistance (CSFA) [<https://apps.fldfs.com/fsaa/searchCatalog.aspx>]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.

(21)

**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

September 4, 2015

Board of County commission  
Taylor County Courthouse  
Perry, Florida 32347

Attn: Honorable, Pat Patterson

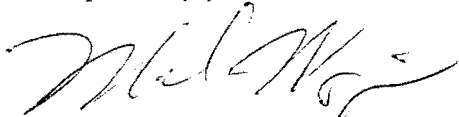
Pursuant to chapter 197.502, Florida Statutes, the holder of a tax certificate at any time after two years have elapsed since April 1 of the year of issuance of the tax certificate and before the cancellation of the certificate, may file an application for a tax deed with the tax collector.

Attached you will find a list of 2013 County Held Certificates. Of the 144 unpaid tax certificates held by the County from the 2013 certificates sale 56 cover Oil, Gas and Mineral Rights and seven are listed on "Lands Available for Taxes".

We have mailed warning letters to all property owners on this list allowing them the thirty days to pay, which expired August 31, 2015. The County may begin the Tax Deed process on the unpaid certificates if the County desires to do so.

As always, if additional information is required, please do not hesitate to let us know.

Respectfully yours,



Mark Wiggins, Tax Collector

MW/be

Attachment



*Forest Capital of the South*



**TAYLOR COUNTY**  
**Tax Collector : MARK WIGGINS**

Date Sep-03-2015 9:50:30 am

**Certificate List**

Certificate Type	C/County		
Redemption Status	U/Unredeemed Only		
Application Only	N		
Status Code			
Print Legal	Y		
Include Owner Information	Y		
Sequence	C/Certificate No.		
Include Amount Due	N	Interest Calc Date	/ /
Beginning Cert Year	2013	Number	0.000
Ending Cert Year	2013	Number	0.000
Beginning Geo No.		Beginning Sale Date	/ /
Ending Geo No.		Ending Sale Date	/ /
Beginning Bidder No.		Beginning Value	0
Ending Bidder No.		Ending Value	0
		Suppress Confidential:	
		Name/Address	Y Legal Y
<b>Disclaimer - The assessed values displayed on this report reflect the overall County assessed value and not necessarily assessed value of each authority represented on the parcel.</b>			

24 parcels over \$5,000.00

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01301-100 <i>WJR</i> 200405-01301100	2013 24.000 2012 8355.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					
R01302-100 <i>WJR</i> 210405-01302100	2013 25.000 2012 8678.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION SBR-18 OR 116-672					
R01303-100 <i>WJR</i> 220405-01303100	2013 26.000 2012 9027.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					
R01304-100 <i>WJR</i> 230405-01304100	2013 27.000 2012 9491.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01305-100 NW 1/4 240405-01305100	2013	28.000	1,440	\$62.29	18.000	00999999
	2012	10619.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						
R01306-100 NW 1/4 250405-01306100	2013	29.000	1,440	\$62.29	18.000	00999999
	2012	12038.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						
R01307-100 NW 1/4 260405-01307100	2013	30.000	1,440	\$62.29	18.000	00999999
	2012	13589.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						
R01308-100 NW 1/4 270405-01308100	2013	31.000	1,440	\$62.29	18.000	00999999
	2012	14887.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01309-100 NW 280405-01309100	2013 32.000 2012 15364.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					
R01310-100 NW 290405-01310100	2013 33.000 2012 15688.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					
R01311-200 NW 300405-01311200	2013 34.000 2012 15922.0000	1,170	\$57.54	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0520.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN N 1/2 OF SW 1/4 & NW 1/4 OF SE 1/4 LB R-18 OR 116-672					
R01320-100 NW 030505-01320100	2013 35.000 2012 1256.0000	720	\$49.65	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0320.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN S 1/2 LB R-18 OR 116-672					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01333-100 <i>NR</i> 150505-01333100	2013	36.000	720	\$49.65	18.000	0099999
	2012	6302.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						
R01590-100 <i>NR</i> 060506-01590100	2013	45.000	1,440	\$62.29	18.000	0099999
	2012	2638.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/4 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						
R01601-200 <i>NR</i> 110506-01601200	2013	47.000	1,350	\$60.72	18.000	0099999
	2012	4728.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0600.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LESS NW 1/4 OF NW 1/4 LBR-18 OR 116-672						
R01601-400 <i>NR</i> 110506-01601400	2013	48.000	1,800	\$68.63	18.000	0099999
	2012	4730.0000				COUNTY HELD CERTIFICATE
Owner Info: SNOW ANNE ETAL 1255 STONEWALL NEW BRAUNFELS TX 78130 LEG 0600.00 ACRES MINERAL RIGHTS UNDIVIDED 1/2 INT IN OGM RGTS IN ALL SECTION LESS NW 1/4 OF NW 1/4						



Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01605-200 nvl 120506-01605200	2013	49.000	1,440	\$62.29	18.000	0099999	
	2012	5006.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672						
R01605-400 nvl 120506-01605400	2013	50.000	1,920	\$70.73	18.000	0099999	
	2012	5008.0000				COUNTY HELD CERTIFICATE	
Owner Info:	SNOW ANNE ETAL 1255 STONEWALL NEW BRAUNFELS TX 78130 LEG 0640.00 ACRES MINERAL RIGHTS UNDIVIDED 1/2 INT IN OGM RGTS IN ALL SECTION						
R01606-100 nvl 130506-01606100	2013	51.000	1,080	\$55.97	18.000	0099999	
	2012	5528.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0480.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LESS SW 1/4 LB R-18 OR 116-672						
R01613-200 nvl 140506-01613200	2013	52.000	864	\$52.18	18.000	0099999	
	2012	5983.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0384.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN N 1/2 LESS 16 AC IN NE 1/4 & LESS W 1/2 OF NW 1/4 OF NW 1/4 N 1/2 OF SW 1/4 & N 1/2 OF SW 1/4 OF SE 1/4 OR 116-672						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01613-400 <i>mv2</i> 140506-01613400	2013	53.000	732	\$49.85	18.000	0099999
	2012	5985.0000				COUNTY HELD CERTIFICATE
Owner Info: SNOW ANNE ETAL 1255 STONEWALL NEW BRAUNFELS TX 78130 LEG 0244.00 ACRES MINERAL RIGHTS UNDIVIDED 1/2 INT IN OGM RGTS IN N 1/2 LESS 9 AC IN SW COR SE 1/4 OF NE 1/4 & LESS 7 AC IN SE COR OF SW 1/4 OF NE 1/4 & LESS W 1/2 OF NW 1/4 OF NW 1/4 & LESS SW 1/4 OF NW 1/4						
R01624-200 <i>mv2</i> 150506-01624200	2013	56.000	652	\$48.46	18.000	0099999
	2012	6348.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0290.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN S 1/2 OF NE 1/4 N 1/2 OF NE 1/4 OF NW 1/4 SE 1/4 OF SW 1/4 & SE 1/4 LB R-18 OR 116-672						
R01624-400 <i>mv2</i> 150506-01624400	2013	57.000	810	\$51.23	18.000	0099999
	2012	6350.0000				COUNTY HELD CERTIFICATE
Owner Info: SNOW ANNE ETAL 1255 STONEWALL NEW BRAUNFELS TX 78130 LEG 0270.00 ACRES MINERAL RIGHTS UNDIVIDED 1/2 INT IN OGM RGTS IN N 1/2 OF N 1/2 OF NE 1/4 OF NW 1/4 & S 1/2 OF NE 1/4 & N 1/2 OF SE 1/4 & SE 1/4 OF SE 1/4 & SE 1/4 OF SW 1/4 & S 1/2 OF SW 1/4 OF SE 1/4						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01626-100 nvlZ 160506-01626100	2013 58.000	315	\$42.52	18.000	0099999	
	2012 6559.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0140.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN S 1/2 OF NE 1/4 LESS SE 1/4 SW 1/4 OF SE 1/4 OF NE 1/4 N 1/2 OF SE 1/4 LESS NW 1/4 OF NE 1/4 OF SE 1/4 & LESS NE 1/4 OF NW 1/4 OF SE 1/4 & N 1/2 OF SW 1/4 OF SE 1/4 LB R-18 OR 116-672					
R01630-100 nvlZ 180506-01630100	2013 59.000	1,440	\$62.29	18.000	0099999	
	2012 7224.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					
R01646-100 nvlZ 220506-01646100	2013 61.000	1,440	\$62.29	18.000	0099999	
	2012 9214.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0480.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 & S 1/2 OF S 1/2 DB 57-109 OR 116-678					

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01647-100 m2 230506-01647100	2013	62.000	840	\$51.75	18.000	00999999	COUNTY HELD CERTIFICATE
	2012	9918.0000					
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0280.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 OF N 1/2 S 1/2 OF SW 1/4 & SW 1/4 OF SE 1/4 DB 57-109 OR 116-678						
R01654-100 m2 240506-01654100	2013	63.000	480	\$45.43	18.000	00999999	COUNTY HELD CERTIFICATE
	2012	11569.0000					
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0160.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF E 1/2 DB 57-109 OR 116-678						
R01658-100 m2 250506-01658100	2013	64.000	360	\$43.32	18.000	00999999	COUNTY HELD CERTIFICATE
	2012	12718.0000					
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0120.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SW 1/4 OF NW 1/4 & W 1/2 OF SW 1/4 DB 57-109 OR 116-678						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01662-100 rx12 260506-01662100	2013 65.000 2012 14452.0000	840	\$51.75	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0280.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SE 1/4 OF NE 1/4 N 1/2 OF NW 1/4 SE 1/4 OF SW 1/4 SW 1/4 OF SE 1/4 & E 1/2 OF SE 1/4 DB 57-109 OR 116-678					
R01663-100 rx12 270506-01663100	2013 66.000 2012 15042.0000	1,320	\$60.18	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0440.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF NE 1/4 NW 1/4 OF NE 1/4 E 1/2 OF NW 1/4 NW 1/4 OF NW 1/4 S 1/2 OF SW 1/4 W 1/2 OF SE 1/4 & SE 1/4 OF SE 1/4 OR 116-678					
R01677-100 rx12 320506-01677100	2013 69.000 2012 17373.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01678-100 <i>MR</i> 330506-01678100	2013 70.000 2012 17612.0000	1,440	\$62.29	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR P O BOX 1365 LUFKIN TX 75902 LEG 0640.00 ACRES MINERAL RIGHTS 3/8 INT IN OGM RGTS IN SECTION LB R-18 OR 116-672					
R01680-000 <i>MR</i> 340506-01680000	2013 71.000 2012 17850.0000	960	\$53.87	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0320.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NE 1/4 OF NE 1/4 W 1/2 OF NE 1/4 E 1/2 OF NW 1/4 E 1/2 OF SE 1/4 & NW 1/4 OF SE 1/4 DB 57-109 OR 116-678					
R01681-100 <i>MR</i> 350506-01681100	2013 72.000 2012 18310.0000	1,560	\$64.41	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0520.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NE 1/4 OF E 1/2 OF NW 1/4 OF SW 1/4 E 1/2 OF SE 1/4 & SW 1/4 DB 57-109 OR 116-679					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01682-100 NW 2 360506-01682100	2013 73.000	480	\$45.43	18.000	00999999	
	2012 19147.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0160.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF W 1/2 DB 57-109 OR 116-678					
R01683-100 NW 2 010606-01683100	2013 74.000	840	\$51.75	18.000	00999999	
	2012 233.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0280.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NW 1/4 OF NE 1/4 S 1/2 OF NE 1/4 & NW 1/4 DB 57-109 OR 116-678					
R01687-000 NW 2 020606-01687000	2013 75.000	517	\$46.07	18.000	00999999	
	2012 843.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0172.50 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 OF NE 1/4 LESS W 1/2 OF SW 1/4 OF NW 1/4 OF NE 1/4 N 1/2 OF NW 1/4 LESS SE 1/4 OF NE 1/4 OF NE 1/4 OF NW 1/4 W 1/2 OF SE 1/4 OF NW 1/4 OR 116-678					

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01754-030 210207-01754030	2013	78.000	3,750	\$102.87	18.000	00999999	
	2012	8618.0000				COUNTY HELD CERTIFICATE	
Owner Info:	DECEMBRE JEAN J 4257 17TH AVE SW NAPLES FL 34116 LEG 0001.00 ACRES COM SE COR SECT 20 E 291.47 FT N01D W 257.64 FT E 473.92 FT FOR POB N1D W 275.82 FT E 157.97 FT SIDE 275.82 FT W 157.97 FT TO POB SUBJ TO & TOGETHER WITH ESMTS OR 603-285						
R01754-130 210207-01754130	2013	82.000	5,000	\$124.83	18.000	00999999	
	2012	8623.0000				COUNTY HELD CERTIFICATE	
<i>List of lands</i> Owner Info:	DECEMBRE JEAN J  4257 17TH AVE SW NAPLES FL 34116 LEG 0001.00 ACRES COM SE COR SECT 20 N 376.89 FT FOR POB N 153.66 FT E 282.15 FT SIDE 153.66 FT W 284.83 FT TO POB SUBJ TO & TOGETHER WITH ESMTS OR 603-285						
	*** APPLICATION INFO *** APPL TYPE: TURNED IN DATE APPLIED: 03.20.2015 RECEIPT: 1409010.0010 APPLICANT: 00999999						
R01754-410 210207-01754410	2013	90.000	2,500	\$80.92	18.000	00999999	
	2012	8656.0000				COUNTY HELD CERTIFICATE	
Owner Info:	EVANGELICAL MISSION INSPIRATION DIVINE INC 4257 17TH AVE SW NAPLES FL 34116 LEG 0000.36 ACRES COM SE COR SECT 20 N 1342.17 FT E 860.1 FT TO W RW RR E 154 FT TO E RW E 116.59 TO W RW RD E 107.94 FT FOR POB SE ALG RW 275.72 FT N 258.1 FT W 95.19 FT TO POB OR 594-954						



Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R01766-526 230207-01766526	2013 2012	95.000 9454.0000	3,400	\$96.72	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	TAYLOR 140-III LLC C/O EMANCY & CLAIRE JULES 5413 RIVER PLANTATION RD LAKE WORTH FL 33463 LEG 0005.00 ACRES. LOT 3 TRACT 2 COM NW COR SECT S88DE 340.01 FT SID W 1205.14 FT FOR POB S88DE 361.79 FT SIDW 602.57 FT N88DW 361.79 FT NIDE 602.57 FT TO POB OR 599-209						
R01918-000 040307-01918000	2013 2012	125.000 1567.0000	2,297	\$136.99	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	GRIMES ELOISE M 1052 NE RUE DR PINETTA FL 32350 LEG 0001.00 ACRES COM SE COR SW 1/4 OF NE 1/4 TH W 280 YDS FOR POB TH N 210 FT W 210 FT S 210 FT E 210 FT TO POB OR 131-142						
R02317-000 100407-02317000	2013 2012	204.000 3833.0000	20,950	\$188.41	18.000	0099999 COUNTY HELD CERTIFICATE	AH
Owner Info:	HODGES LINDA C  6712 SW US 221 GREENVILLE FL 32331 LEG 0000.50 ACRES COM SW COR OF SW 1/4 OF SW 1/4 RUN N 1217 FT FOR POB N 105 FT TO S RW RD E 105 FT S 105 FT W 105 FT TO POB OR 654-598						
*** APPLICATION INFO *** APPL TYPE: TURNED IN DATE APPLIED: 03.20.2015 RECEIPT: 1409010.0027 APPLICANT: 0099999							

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R02381-200	2013	212.000	6,250	\$146.79	18.000	0099999
110407-02381200	2012	4522.0000				COUNTY HELD CERTIFICATE

Owner Info: LUNDY W M JR  
1270 WRIGHT RD  
PERRY FL 32347  
LEG 0001.25 ACRES  
COM SW COR OF NW 1/4 OF SE 1/4 RUN  
N 40 FT TO N RW SR 359 TH E ALG RW  
1171.13 FT TO POB TH N 291.5 FT E  
79.3 FT S 13D 12M 28S E 229.42 FT  
TO N RW SR 359 TH W ALG RW 143.1  
FT TO POB  
ALSO: E 1/2 OF THE FOLLOWING DESC  
PROP: COM SW COR OF NW 1/4 OF SE  
1/4 RUN N 40 FT TO N RW SR 359 TH  
E ALG RW 1021.7 FT TO POB TH N  
291.5 FT E 149.43 FT S 291.5 FT TO  
N RW SR 359 TH W ALG RW 149.43 FT  
TO POB  
OR 405-420

R02452-010	2013	232.000	892	\$52.66	18.000	0099999
130407-02452010	2012	5242.0000				COUNTY HELD CERTIFICATE

Owner Info: BIRD H F  
C/O ROBIN COLLINS  
P O BOX 882  
PERRY FL 32348  
LEG 0000.25 ACRES  
COM SE COR OF SW 1/4 OF NW 1/4 RUN  
N 150 FT SW 212.1 FT E 150 FT TO  
POB  
DB 33-375

R02821-500	2013	283.000	1,000	\$54.56	18.000	0099999
210407-02821500	2012	8731.0000				COUNTY HELD CERTIFICATE

Owner Info: WOODS CREEK PLANTATION INC  
440 S JEFFERSON ST  
MONTICELLO FL 32344  
LEG 0001.00 ACRES  
COM NE COR OF NW 1/4 RUN S 823.83  
FT TO S RW CO RD 361-B TH NW ALG RW  
230.24 FT ON CURVE N 80D W 313.59  
FT FOR POB CONT N 80D W 60.8 FT TH  
S 893.26 FT E 60 FT N 883.16 FT  
TO POB  
OR 340-402

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R03122-000 230407-03122000	2013 2012	313.000 9734.0000	1,775	\$74.68	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	MCINTYRE PETER M III ETAL 106 HOLLYDALE ST BRYAN TX 77801 LEG 0000.50 ACRES COM NE COR OF NE 1/4 OF SE 1/4 RUN W 523.5 FT FOR POB TH S 365.7 FT TO NE RW LEON ST TH W 65 FT N 365.7 FT E 65 FT TO POB OR 200-769 & 369-820					
R03209-000 230407-03209000	2013 2012	338.000 9834.0000	1,446	\$67.69	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	JAY MAI.COM CHAS P O BOX 724 PERRY FL 32348 LEG 0000.13 ACRES WEST BROOKLYN SUB W 50 FT OF LOT 6 BLK 51 DESC AS COM SW COR BLK 55 J C CURLS S TH W 130.5 FT FOR POB TH W 50 FT N 115.5 FT E 50 FT S 115.5 FT TO POB OR 151-536					
R03507-000 240407-03507000 List of Units	2013 2012	363.000 10861.0000	5,000	\$143.09	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	CELESTIN JEROME   C/O MACKENSON CELESTIN 1120 NW 104 ST MIAMI FL 33150 LEG 0000.31 ACRES J C CALHOUN SUB LOT 1 BLK 39 OR 561-591					

\*\*\* APPLICATION INFO \*\*\*  
 APPL TYPE: TURNED IN  
 DATE APPLIED: 06.12.2014  
 RECEIPT: 1311435.0020  
 APPLICANT: 0099999

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R03518-000 240407-03518000	2013 364.000 2012 10871.0000	10,045	\$250.14	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	HEARTSFIELD D BRUCE & HUNTER B & BILLINGSLEY KAYNE TC 21264 EGRET LANE PERRY FL 32348 LEG 0000.28 ACRES J C CALHOUN SUB E 53 FT LOTS 1 & 4 BLK 41 OR 632-178					
R03602-000 240407-03602000	2013 375.000 2012 10953.0000	1,248	\$63.48	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	BOSTON PEGGY 2310 MAFIEL DR MACON GA 31211 LEG 0000.11 ACRES SUNNYSIDE ADD LOT 2 OR 234-664					
R03701-000 240407-03701000	2013 404.000 2012 11054.0000	2,520	\$90.47	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	WALLACE BERTHA UNKNOWN ADDRESS PERRY FL 32347 LEG 0000.13 ACRES COM SE COR OF NE 1/4 OF NW 1/4 RUN N 160 YDS W 175 YDS FOR POB TH N 35 YDS W 35 YDS S 35 YDS E 35 YDS TO POB LESS RW					
R03808-500 240407-03808500	2013 413.000 2012 11143.0000	1,250	\$63.53	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	UNKNOWN OWNER UNKNOWN ADDRESS PERRY FL 32347 LEG 0000.08 ACRES S H PEACOCK ADD E COM SE COR BLK Z FOR POB RUN E 29 FT TO W BDY LN OF ARENA AVE TH N ALG RW 90 FT TO S BDY LN OF MAIN ST TH W 29 FT TO NE COR BLK Z TH S 90 FT TO POB					

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R03832-000 240407-03832000	2013	415.000	3,308	\$125.81	18.000	0099999	
	2012	11167.0000				COUNTY HELD CERTIFICATE	
Owner Info:	GLINN SANDRA L SCALES 9011 RIDGE LAND DR MIAMI FL 33157 LEG 0000.06 ACRES ORIGINAL TOWN COM 70 FT W OF SE COR BLK 1 TH N 80.5 FT W 25 FT S 80.5 FT E 25 FT TO POB ALSO COM SE COR LOT 24 BLK 1 TH W 62.3 FT FOR POB TH N 25.7 FT E 1.98 FT N 26.8 FT W 9.68 FT S 52.5 FT E 7.70 FT TO POB OR 548-894						
R03930-200 240407-03930200	2013	421.000	4,143	\$124.92	18.000	0099999	
	2012	11270.0000				COUNTY HELD CERTIFICATE	
Owner Info:	FARMER CHARLES A 419 GEORGIA AVE ST CLOUD FL 34769 LEG 0000.35 ACRES W A HENDRY DIV W 1/2 OF S 1/2 BLK 8 & W 44 FT OF E 1/2 OF S 1/2 BLK 8 OR 237-732						
R04065-000 240407-04065000	2013	430.000	2,864	\$98.91	18.000	0099999	
	2012	11403.0000				COUNTY HELD CERTIFICATE	
Owner Info:	DAVIS JOE EST c/o JOHNNIE L DAVIS 800 W 105TH ST LOS ANGELES CA 90044 LEG 0000.27 ACRES BLAIR-HINELY ADD LOTS 5 & 6 BLK 2						
R04066-000 240407-04066000	2013	431.000	2,864	\$98.91	18.000	0099999	
	2012	11404.0000				COUNTY HELD CERTIFICATE	
Owner Info:	FARMLAND PROPERTIES INC P O BOX 2563 CROSS CITY FL 32628 LEG 0000.27 ACRES BLAIR-HINELY ADD LOTS 7 & 8 BLK 2 OR 639-598						

Account/Geo No.		Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R04187-000		2013	452.000	1,423	\$67.84	18.000	0099999	
240407-04187000		2012	11530.0000				COUNTY HELD CERTIFICATE	
Owner Info:		KINNEY MISS MARIE UNKNOWN 53 E 136TH ST RIVERDALE IL 60827 LEG 0000.14 ACRES FAIRLAWN SUB LOT 1 BLK 4						
R04328-000		2013	480.000	1,590	\$70.75	18.000	0099999	
250407-04328000		2012	12158.0000				COUNTY HELD CERTIFICATE	
Owner Info:		GREGORY JAMES D & RHONDA S C/O MARLON A HILSON PO BOX 934 PERRY FL 32348 LEG 0000.13 ACRES A B MCRAE SUB LOT 20 BLK 7 OR 571-379						
R04718-000		2013	521.000	3,850	\$118.70	18.000	0099999	
250407-04718000		2012	12472.0000				COUNTY HELD CERTIFICATE	
Owner Info:		DICKEY LULA MAE ETAL C/O RUBY DORSEY P O BOX 2526 JACKSONVILLE FL 32203 LEG 0000.25 ACRES DREAMLAND SUB LOT 4 & 5 BLK D OR 215-96						
R04758-000		2013	529.000	1,050	\$59.29	18.000	0099999	
250407-04758000		2012	12520.0000				COUNTY HELD CERTIFICATE	
Owner Info:		GUNTER LOLA W 104 W CEDAR ST PERRY FL 32347 LEG 0000.07 ACRES DREAMLAND SUB N 30 FT LOT 10 BLK 1 OR 251-364						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R04762-000 250407-04762000	2013 2012	530.000 12524.0000	2,100	\$81.56	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	WASHINGTON MARION 1511 S ROBERSON ST PERRY FL 32348 LEG 0000.14 ACRES DREAMLAND SUB LOT 18 BLK 1 OR 88-343					
R04837-010 250407-04837010	2013 2012	539.000 12615.0000	1,279	\$64.14	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	WHITE DORIS C/O CHARLES THOMAS 305 W FOLSOM ST PERRY FL 32348 LEG 0000.14 ACRES COM NW COR OF SW 1/4 OR NW 1/4 RUN E ALG 40 LN 270.6 FT TH S 30 FT FOR POB CONT S 130 FT W 48 FT N 130 FT E 48 FT TO POB OR 162-429					
R04859-000 250407-04859000	2013 2012	547.000 12644.0000	6,179	\$168.11	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	DENMARK DELIA 804 E WILSON ST PERRY FL 32348 LEG 0000.46 ACRES MILDALE SUB LOT 17 BLK 2					
R04897-000 260407-04897000	2013 2012	553.000 13595.0000	400	\$45.49	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	VEREEN JAMES 2902 REDDING RD NE ATLANTA GA 30319 LEG 0000.09 ACRES WEST BROOKLYN SUB LOT 4 BLK 55 OR 329-498					

Account/Geo No.		Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R04898-110 260407-04898110		2013	554.000	1,454	\$67.85	18.000	0099999	
		2012	13597.0000				COUNTY HELD CERTIFICATE	
Owner Info:	BROWN SUSIE B ADDRESS UNKNOWN UNKNOWN FL 32347 LEG 0000.07 ACRES WEST BROOKLYN SUB LOT 1 BLK 56							
R04901-500 260407-04901500		2013	555.000	600	\$49.74	18.000	0099999	
		2012	13602.0000				COUNTY HELD CERTIFICATE	
Owner Info:	BROWN ANNIE MAE UNKNOWN ADDRESS PERRY FL 32348 LEG 0000.06 ACRES WEST BROOKLYN SUB E 1/2 LOT 5 BLK 56							
R04907-000 260407-04907000		2013	557.000	1,363	\$65.92	18.000	0099999	
		2012	13608.0000				COUNTY HELD CERTIFICATE	
Owner Info:	BRYANT LOLA 23 FRONTAGE RD FRANKLINVILLE NJ 08322 LEG 0000.16 ACRES WEST BROOKLYN SUB LOTS 12 & 13 BLK 56							
R04923-000 260407-04923000		2013	562.000	1,248	\$63.48	18.000	0099999	
		2012	13627.0000				COUNTY HELD CERTIFICATE	
Owner Info:	SWIFT DORA SMITH ESTATE 1011 POWHATTEN ST JACKSONVILLE FL 32209 LEG 0000.13 ACRES WEST BROOKLYN SUB LOT 20 BLK 57 OR 139-63							



Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R04929-000 260407-04929000	2013 2012	563.000 13634.0000	25,020	\$567.89	18.000 0099999	COUNTY HELD CERTIFICATE
<i>Last of Loans</i> Owner Info: DD&D ENTERPRISES INC  C/O DONNIE PIGFORD 300 S MYRTLE ST PERRY FL 32347 LEG 0000.13 ACRES WEST BROOKLYN SUB LOT 28 BLK 57 OR 452-684						*** APPLICATION INFO *** APPL TYPE: TURNED IN DATE APPLIED: 06.12.2014 RECEIPT: 1311435.0013 APPLICANT: 0099999
R04931-000 260407-04931000	2013 2012	564.000 13638.0000	1,200	\$62.46	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info: GANT CHRISTINA L 708 W HAMPTON SPRINGS AVE PERRY FL 32347 LEG 0000.11 ACRES WEST BROOKLYN SUB LOT 3 BLK 58 OR 442-253						
R04953-000 260407-04953000	2013 2012	575.000 13663.0000	10,468	\$486.04	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info: GANT CHRISTINA L 708 W HAMPTON SPRINGS AVE PERRY FL 32347 LEG 0000.13 ACRES WEST BROOKLYN SUB LOT 19 BLK 60 OR 521-230						<i>9/1/15 Per Phone. w/ C. Gant</i> <i>She will pay by Oct 1, 2015</i>
R04964-000 260407-04964000	2013 2012	587.000 13725.0000	10,335	\$256.29	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info: CENTRAL FLORIDA LAND BANK LLC & MICHAEL HART EXEC DIRECTOR C/O LOIS M HEALY 3200 19TH ST W LEHIGH ACRES FL 33971 LEG 0000.13 ACRES A B MCRAE SUB LOT 26 BLK 14 OR 606-477						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R04981-000 260407-04981000	2013 590.000 2012 13744.0000	2,312	\$86.06	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	ROBINSON WILLIE C/O RHONDA ROBINSON 707 12TH ST PERRY FL 32347 LEG 0000.19 ACRES COM 496.5 FT W & 213.8 FT S OF NE COR OF NW 1/4 OF NE 1/4 RUN N & S 5 4 FT E & W 153 FT					
R05018-500 260407-05018500	2013 601.000 2012 13789.0000	4,000	\$121.88	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	WILLIAMS TOMMY V 207 KATHLEEN RD PERRY FL 32348 LEG 0000.91 ACRES THE W 154 FT OF THE N 263 FT OF THE E 1/2 OF SW 1/4 OF SW 1/4 OR 562-294					
R05019-000 260407-05019000	2013 602.000 2012 13790.0000	31,765	\$784.40	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	WILLIAMS TOMMY V 207 KATHLEEN RD PERRY FL 32348 LEG 0001.06 ACRES E 280 FT OF N 163 FT OF SW 1/4 OF SW 1/4 OR 562-294					
R05030-000 260407-05030000	2013 603.000 2012 13802.0000	6,625	\$177.56	18.000	0099999 COUNTY HELD CERTIFICATE	
Owner Info:	WILLIAMS TOMMY V 207 KATHLEEN RD PERRY FL 32348 LEG 0000.18 ACRES BELAIR MANOR SUB URS LOT 209 DESC AS COM SW COR SE 1/4 OF SW 1/4 RUN N 963 FT FOR POB TH E 77 FT N 100 FT W 77 FT S 100 FT TO POB OR 562-294					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05033-010 260407-05033010	2013 2012	604.000 13815.0000	2,102	\$81.60	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	WILLIAMS TOMMY V 212 KATHLEEN RD PERRY FL 32348 LEG 0000.18 ACRES BELAIR MANOR SUB URS LOT 314 OR 562-294					
R05083-000 260407-05083000	2013 2012	612.000 13894.0000	33,618	\$219.86	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	HUGGER BERTHA ESTATE & ROBINSON ALBERTA H 319 SECOND ST PERRY FL 32348 LEG 0000.71 ACRES ARLINGTON HEIGHTS PART OF LOT 2 DESC AS COM NE COR OF NE 1/4 OF SW 1/4 RUN S 30 FT W 699 FT S 235 FT TO POB TH S 165 FT W 188.53 FT N 164.1 FT E 188.53 FT TO POB OR 96-891 282-314 404-954 1/2 HX ALBERTA H ROBINSON					
R05135-000 260407-05135000	2013 2012	625.000 13953.0000	1,911	\$77.54	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	PAGE THOMAS H & HOFFMAN LORIA TC 566 SW ARLINGTON BLVD STE 105 LAKE CITY FL 32025 LEG 0000.18 ACRES SPRING LAKE HEIGHTS LOT 9 BLK D OR 643-961					
R05152-000 260407-05152000	2013 2012	634.000 13990.0000	1,638	\$71.74	18.000	0099999 COUNTY HELD CERTIFICATE
Owner Info:	SPERR CONNIE C 1855 SW 87TH PL OCALA FL 34476 LEG 0000.19 ACRES SPRING LAKE HEIGHTS LOT 2 LESS A TRIANGLE IN SE COR OR 363-27					

AH HX

Account/Geo No.		Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05163-500 260407-05163500		2013	640.000	4,000	\$121.88	18.000	0099999	
		2012	14025.0000				COUNTY HELD CERTIFICATE	
Owner Info:	BROWN MARK & CASSANDRA 43 YORK STREET HARTFORD CT 06106 LEG 0000.42 ACRES SPRING LAKE HEIGHTS LOTS 7 & 8 BLK H OR 526-994							
R05288-000 260407-05288000		2013	669.000	1,604	\$71.03	18.000	0099999	
		2012	14164.0000				COUNTY HELD CERTIFICATE	
Owner Info:	MILTON TOLLIE ESTATE C/O DAVE STALLWORTH 1012-A W MALLOY AVE PERRY FL 32347 LEG 0000.96 ACRES N L SMITH SUB LOT 11 BLK D							
R05309-000 260407-05309000		2013	676.000	16,326	\$383.42	18.000	0099999	
		2012	14193.0000				COUNTY HELD CERTIFICATE	
Owner Info:	WILLIAMS VICTORIA D & GLANTON ROBERT TC 124 S BEVERLY ST PERRY FL 32348 LEG 0000.88 ACRES N L SMITH SUB LOT 9 BLK E OR 568-549							
R05312-050 260407-05312050		2013	678.000	1,336	\$65.35	18.000	0099999	
		2012	14200.0000				COUNTY HELD CERTIFICATE	
Owner Info:	TAYLOR JO ANN C/O MARYANN E TAYLOR 1111 DANIEL ST APT 2 JACKSONVILLE FL 32209 LEG 0000.16 ACRES COM NW COR SE 1/4 OF SW 1/4 RUN N03DW 305.8 FT TO S RW SOUTHERN RR TH N69D13ME 780 FT TO POB TH S03DE 115 FT N 69D13ME 60 FT N03DW 115 FT S69D13MW 60 FT TO POB OR 125-571							

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05350-000 260407-05350000	2013 2012	685.000 14239.0000	3,500	\$111.27	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	SELLERS FREDERICK 711 W BACON ST PERRY FL 32348 LEG 0000.41 ACRES COM AT A PT 80 FT SOUTH OF THE NE CORNER OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 THENCE RUN SOUTH 78 FT THENCE RUN WEST 230 FT THENCE NORTH 78 FT THENCE RUN EAST 230 FT TO THE POB LESS AND EXCEPT ROAD R/W OR 665-211					
R05360-450 260407-05360450	2013 2012	690.000 14257.0000	5,445	\$159.68	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	PATTERSON TONIO 840 LIBERTY ST TALLAHASSEE FL 32310 LEG 0000.37 ACRES WESTWOOD SUB LOTS 18 & 19 OR 561-331					
R05448-000 260407-05448000	2013 2012	713.000 14346.0000	33,938	\$226.65	18.000 0099999	COUNTY HELD CERTIFICATE AH HX
Owner Info:	WATTERS ALPHA N & NELSON EARNEST JR JT 100 FIFTH ST PERRY FL 32348 LEG 0000.31 ACRES JERKINS HEIGHTS LOTS 1 & 4 BLK 8 OR 577-877					
R05477-200 260407-05477200	2013 2012	718.000 14383.0000	4,385	\$130.04	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	HIGHTOWER WILLIE JOE & DOROTHY 907 W UNION ST PERRY FL 32348 LEG 0000.47 ACRES J H PARKER SUB LOTS 7 & 9 BLK 3 OR 257-877 & 258-179					

Account/Geo No.		Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05477-500 260407-05477500		2013	719.000	1,560	\$70.11	18.000	0099999	COUNTY HELD CERTIFICATE
		2012	14384.0000					
Owner Info:		HIGHTOWER KIWANIS 907 W UNION ST PERRY FL 32348 LEG 0000.16 ACRES J H PARKER SUB LOT 10 BLK 3 OR 367-128						
R05487-010 260407-05487010		2013	725.000	500	\$47.62	18.000	0099999	COUNTY HELD CERTIFICATE
		2012	14397.0000					
Owner Info:		JACKSON IRIS C/O SHAN JACKSON 5812 WINDHAM DR MILTON FL 32570 LEG 0000.03 ACRES J H PARKER SUB W 15 FT OF N 84.5 FT LOT 3 BLK 5 DB 72-238						
R05615-100 MYR 280407-05615100		2013	740.000	691	\$49.14	18.000	0099999	COUNTY HELD CERTIFICATE
		2012	15391.0000					
Owner Info:		ANDERSON ROY T TRUSTEE 302 FAIR FOUNDATION BLDG TYLER TX 75702 LEG 0200.00 ACRES MINERAL RIGHTS 57.66 % INT IN OGM RGTS IN NW 1/4 OF NE 1/4 & E 1/2 OF W 1/2 OR 197-791						
R05635-100 MR 310407-05635100		2013	741.000	759	\$50.32	18.000	0099999	COUNTY HELD CERTIFICATE
		2012	16641.0000					
Owner Info:		PINE ISLAND INC P O BOX 1365 LUFKIN TX 75901 LEG 0480.00 ACRES MINERAL RIGHTS 19/72 INT IN OGM RGTS IN W 1/2 & NE 1/4 OR 126-411 412						

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05638-000 310407-05638000	2013	742.000	1,000	\$54.56	18.000	0099999	
	2012	16645.0000				COUNTY HELD CERTIFICATE	
Owner Info:	KUIHN B L UNKNOWN ADDRESS UNKNOWN FL 32347 LEG 0000.21 ACRES THAT PART OF SE 1/4 OF SE 1/4 LYING S OF OLD RR RW						
R05644-200 320407-05644200	2013	744.000	823	\$51.45	18.000	0099999	
	2012	17208.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR ET UX P O BOX 1365 LUFKIN TX 75902 LEG 0520.00 ACRES MINERAL RIGHTS 19/72 INT IN OGM RGTS IN E 1/2 & NW 1/4 & SE 1/4 OF SW 1/4 & W 1/2 DB 52-197 OR 117-221 106-598 123-745						
R05712-000 350407-05712000	2013	770.000	1,800	\$75.20	18.000	0099999	
	2012	18129.0000				COUNTY HELD CERTIFICATE	
Owner Info:	GLANTON ROBERT 124 S BEVERLY ST PERRY FL 32348 LEG 0000.45 ACRES COM NW COR SECT TH S 255 FT TH E 250 FT TH S 195.5 FT FOR POB TH S 195.5 FT E 100 FT N 195.5 FT W 100 FT TO POB TOGETHER WITH 30 FT ESMT OR 481-24						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05712-005 350407-05712005	2013 774.000	2,250	\$84.74	18.000	00999999	
List of lands						
Owner Info:	WILLIAMS VICTORIA D					*** APPLICATION INFO *** APPL TYPE: TURNED IN DATE APPLIED: 06.12.2014 RECEIPT: 1311435.0044 APPLICANT: 0099999
	170 FOLSOM ST W PERRY FL 32348 LEG 0000.45 ACRES COM NW OF SECT RUN SLY 255 FT TH ELY 250 FT FOR POB TH SLY 195.5 FT ELY 100 FT NLY 195.5 FT WLY 100 FT TO POB SUBJ TO 30 FT ESMT OR 565-483					
R05712-025 350407-05712025	2013 777.000	2,250	\$84.74	18.000	00999999	
	2012 18138.0000				COUNTY HELD CERTIFICATE	
Owner Info:	SLAUGHTER GERALDINE P O BOX 278 PERRY FL 32348 LEG 0000.45 ACRES COM NW COR SECT RUN S 1D 00M 38S W ALG SECT LN 245 FT N 90D 00M 00S E 350 FT TO POB TH S 1D 00M 38S W 195.50 FT N 90D 00M 00S E 100 FT N 1D 00M 38S E 195.50 FT N 90D 00M 00S W 100 FT TO POB OR 336-568 & 369-124					
R05720-200 350407-05720200	2013 784.000	2,508	\$90.22	18.000	00999999	
	2012 18162.0000				COUNTY HELD CERTIFICATE	
Owner Info:	BLASKE LOUIS E SR 802 GRAY AVE APT 1 CARABELLE FL 32322 LEG 0000.17 ACRES BELAIR HEIGHTS URS LOT 508 DESC AS COM NW COR SECT S 25 FT E 546 FT S 100 FT FOR POB E 76 FT S 100 FT W 76 FT N 100 FT TO POB OR 545-868					



Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05721-560 350407-05721560	2013 2012	794.000 18203.0000	4,500	\$132.48	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	GLANTON OLLIE M 120 S BEVERLY ST PERRY FL 32348 LEG 0000.33 ACRES BEVERLY ESTATES URS LOT 56 DESC AS COM NW COR SECT E 1288 FT S 650.87 FT S 470 FT W 882.5 FT FOR POB N 150 FT W 95 FT S 150 FT E 95 FT TO POB OR 251-519					
R05725-521 350407-05725521	2013 2012	799.000 18238.0000	9,735	\$247.44	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	ELIACIN GARDY W 1616 LA MEDERIA DR SW PALM BAY FL 32908 LEG 0000.69 ACRES QUAIL POINTE SUB LOT 21 BLK A OR 552-330					
R05799-550 360407-05799550	2013 2012	814.000 19037.0000	1,000	\$58.21	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	PUCKETT J E UNKNOWN ADDRESS WINTER HAVEN FL 33884 LEG 0000.22 ACRES COM SE COR OF BLK D GROVE PARK SUB S0D47M40SW 256.16 FT FOR pob N89D 03MW 166.1 FT W 60 FT N89D03MW 105 FT S75D49M10SW 98.46 FT S89DE 420 FT N TO POB DB 54-61					
R05944-770 020507-05944770	2013 2012	828.000 756.0000	17,980	\$188.41	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	CARTER PHILLIP T 1379 PINE BLUFF RD PERRY FL 32348 LEG 0002.04 ACRES COM SE COR OF SW 1/4 OF SE 1/4 RUN W 586.96 FT FOR POB CONT W 292 FT N 303.95 FT TO S R/W 50 FT RD E ALG S R/W 292 FT S 303.95 FT TO POB OR 417-667					

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Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R05990-100 050507-05990100 <i>NR</i>	2013	837.000	443	\$44.79	18.000	0099999
	2012	2254.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR ET UX P O BOX 1365 LUFKIN TX 75902 LEG 0280.00 ACRES MINERAL RIGHTS 19/72 INT IN OGM RGTS IN SE 1/4 & SE 1/4 OF NE 1/4 & W 1/2 OF NE 1/4 DB 52-197 OR 117-221						
R06061-500 120507-06061500	2013	841.000	26,911	\$221.97	18.000	0099999
	2012	5021.0000				COUNTY HELD CERTIFICATE
Owner Info: LYNCH RACHELLE 782 CARLTON CEMETARY RD PERRY FL 32348 LEG 0001.24 ACRES COM SW COR SE 1/4 OF NE 1/4 N01D33M 28SE 15.31 FT FOR POB N01D33M28SE 253.28 FT N81D45M41SE 214.07 FT S1D 45MW 263.77 FT TO CRV CONC TO S RAD 1949.86 FT SW ALG CRV 211.78 FT TO POB OR 620-304						
R06113-200 <i>NR</i> 180507-06113200	2013	856.000	480	\$45.43	18.000	0099999
	2012	7232.0000				COUNTY HELD CERTIFICATE
Owner Info: HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENTS CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0160.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF NW 1/4 & NW 1/4 OF SW 1/4 & SE 1/4 OF SE 1/4 DB 57-109 OR 116-678						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R06120-100 190507-06120100	2013 858.000	840	\$51.75	18.000	0099999	
	2012 7747.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0280.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN S 1/2 OF NE 1/4 & SE 1/4 OF NW 1/4 & N 1/2 OF S 1/2 DB 57-109 OR 116-678					
R06122-100 200507-06122100	2013 860.000	720	\$49.65	18.000	0099999	
	2012 8444.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 1/2 INT IN OGM RGTS IN E 3/4 OF S 1/2 DB 57-109 OR 116-678 LEG 0240.00 ACRES MINERAL RIGHTS					
R06169-200 260507-06169200	2013 871.000	18,522	\$188.41	18.000	0099999	AH HX
	2012 14461.0000				COUNTY HELD CERTIFICATE	
Owner Info:	KAISER FREDRICK W & TERRY M 1645 LOUZETTIE LN PERRY FL 32348 LEG 0003.00 ACRES COM SE COR OF SW 1/4 RUN W 735 FT TO POB TH W 210 FT N 620 FT E 210 FT S 620 FT TO POB SUBJ TO UTIL ESMT IN OR 180-654					
R06173-000 260507-06173000	2013 872.000	9,093	\$188.41	18.000	0099999	AH HX
	2012 14466.0000				COUNTY HELD CERTIFICATE	
Owner Info:	TUCKER MANNING L 1100 S WASHINGTON ST PERRY FL 32348 LEG 0006.04 ACRES COM NW COR OF SW 1/4 OF SW 1/4 TH S 630 FT E 420 FT N 630 FT W 420 FT TO POB OR 497-82 83 SUBJ TO LIFE ESTATE IN OR 606-702					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R06177-200 <i>myZ</i> 270507-06177200	2013 873.000 2012 15045.0000	720	\$49.65	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0240.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SE 1/4 OF NE 1/4 & NW 1/4 OF NE 1/4 & NW 1/4 OF NW 1/4 & S 1/2 OF NW 1/4 & NW 1/4 OF SW 1/4 DB 57-109 116-679					
R06193-100 <i>myZ</i> 280507-06193100	2013 876.000 2012 15521.0000	720	\$49.65	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0240.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN SW 1/4 OF NW 1/4 & NE 1/4 OF SW 1/4 & SE 1/4 DB 57-109 OR 116-678					
R06197-000 <i>myZ</i> 290507-06197000	2013 877.000 2012 15737.0000	1,080	\$55.97	18.000	0099999	COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0360.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF NE 1/4 & NW 1/4 OF NE 1/4 & N 1/2 OF NW 1/4 & S 1/2 OF S 1/2 DB 57-109 OR 116-678					

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R06200-100 <i>NR</i> 300507-06200100	2013	878.000	1,200	\$58.07	18.000	0099999	
	2012	16102.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0400.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF NE 1/4 & NW 1/4 OF NE 1/4 & NE 1/4 OF NW 1/4 & S 1/2 OF NW 1/4 & 1/2 OF SW 1/4 & S 1/2 OF SE 1/4 DB 57-109 OR 116-678						
R06201-100 <i>NR</i> 310507-06201100	2013	879.000	1,080	\$55.97	18.000	0099999	
	2012	16987.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0360.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NE 1/4 & SW 1/4 & NE 1/4 OF SE 1/4 DB 57-109 OR 116-678						
R06202-100 <i>NR</i> 320507-06202100	2013	880.000	1,560	\$64.41	18.000	0099999	
	2012	17378.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0520.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN NE 1/4 & W 1/2 OF NW 1/4 & S 1/2 LESS SW 1/4 OF SW 1/4 OF SW 1/4 DB 57-109 OR 116-678						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R06206-000 <i>MR</i> 330507-06206000	2013 881.000	960	\$53.87	18.000	00999999	
	2012 17621.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0320.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN E 1/2 OF 'NE 1/4 & SW 1/4 OF NE 1/4 & NW 1/4 OF NW 1/4 & SE 1/4 DB 57-109 OR 116-678					
R06209-000 <i>MR</i> 340507-06209000	2013 882.000	720	\$49.65	18.000	00999999	
	2012 17854.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0240.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN S 1/2 OF NW 1/4 & SW 1/4 DB 57-109 OR 116-679					
R06230-100 <i>MR</i> 050607-06230100	2013 884.000	480	\$45.43	18.000	00999999	
	2012 2351.0000				COUNTY HELD CERTIFICATE	
Owner Info:	HENDERSON S W JR ET UX & P O BOX 1365 LUFKIN TX 75902 LEG 0160.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN W 1/2 OF NW 1/4 & SE 1/4 OF NW 1/4 DB 55-376 OR 116-675					

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R06234-100 NW2 050607-06234100	2013	885.000	480	\$45.43	18.000	0099999
	2012	2356.0000				COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0160.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 OF NE 1/4 & SW 1/4 OF NE 1/4 & NE 1/4 OF NW 1/4 DB 57-109 OR 116-678					
R06240-100 050607-06240100	2013	887.000	11,799	\$188.41	18.000	0099999
	2012	2374.0000				COUNTY HELD CERTIFICATE
Owner Info:	WRIGHT DANIEL C II 2875 W PAGE RD PERRY FL 32347 LEG 0002.00 ACRES COM SW COR SW 1/4 OF SW 1/4 N88DE 680 FT N 806.42 FT N88DE 260 FT FOR POB S 217.02 FT N88DE 383.09 FT TO CRV N ALG CRV 99.62 FT N 119.53 FT S88DW 401.43 FT TO POB SUBJ TO UTIL ESMT IN OR 179-372 OR 470-626					
R06241-100 NW2 060607-06241100	2013	888.000	840	\$51.75	18.000	0099999
	2012	2887.0000				COUNTY HELD CERTIFICATE
Owner Info:	HENDERSON S W JR & LOUCILE HW & KURTH INVESTMENT CORP TC P O BOX 1365 LUFKIN TX 75902 LEG 0280.00 ACRES MINERAL RIGHTS 1/2 INT IN OGM RGTS IN N 1/2 OF NE 1/4 & SW 1/4 OF NE 1/4 & NW 1/4 DB 57-109 OR 116-678					

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Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R06386-000	2013	920.000	700	\$49.31	18.000	0099999
260607-06386000	2012	14500.0000				COUNTY HELD CERTIFICATE
Owner Info:	EZELL WILLIAM ESTATE C/O HUGH W POPPELL 515 W MAIN ST PERRY FL 32347-2606 LEG 0000.14 ACRES COM NW COR OF SW 1/4 OF SE 1/4 RUN S 310 FT TH E 210 FT FOR POB TH E 30 FT S 210 FT W 30 FT N 210 FT TO POB DB 66-99					
R06766-000	2013	1055.000	3,500	\$98.49	18.000	0099999
350707-06766000	2012	18409.0000				COUNTY HELD CERTIFICATE
Owner Info:	BAGGETT LAWRENCE L JR & HALL JIMMY JT 1518 MAUDE ST VALDOSTA GA 31601 LEG 0000.11 ACRES EZELL BEACH URS N 1/2 LOT 28 DESC AS COM SE COR NE 1/4 OF NW 1/4 RUN N 766 FT W 133 FT FOR POB TH S 100 FT W 100 FT N 100 FT E 100 FT TO POB LESS S 50 FT PREVIOUSLY DEEDED IN OR 67-424 OR 304-345 DB 69-18 OR 67-424					
R06804-000	2013	1059.000	500	\$45.79	18.000	0099999
350707-06804000	2012	18447.0000				COUNTY HELD CERTIFICATE
Owner Info:	GUILFORD WILLIE M JORDAN 2799 MCDANIEL RD PERRY FL 32347 LEG 0000.11 ACRES EZELL BEACH URS LOT 67 DESC AS COM SE COR OF NE 1/4 OF NW 1/4 RUN N 766 FT W 716 FT FOR POB TH S 100 FT W 50 FT N 100 FT E 50 FT TO POB DB 67-454					



Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R07679-000 300408-07679000	2013	1147.000	2,500	\$80.92	18.000	0099999	
	2012	16009.0000				COUNTY HELD CERTIFICATE	
Owner Info:	PADGETT KATRINA V C/O JEFFERSON L PADGETT JR 1988 HILL RD PERRY FL 32347 LEG 0001.00 ACRES COM NE COR OF NE 1/4 OF NE 1/4 TH S 813.5 FT W 210 FT N 210 FT FOR POB TH N 210 FT FT W 210 FT S 210 FT E 210 FT TO POB OR 615-761						
R07679-200 300408-07679200	2013	1149.000	3,342	\$95.70	18.000	0099999	
	2012	16011.0000				COUNTY HELD CERTIFICATE	
Owner Info:	GRAMBLING JAMES K & PAMELA P 5570 BRYANT RUSSELL RD PERRY FL 32348 LEG 0001.00 ACRES COM NE COR OF N 1/2 OF NE 1/4 OF NE 1/4 TH S 602 FT 6 52 INCHES FOR POB TH S 210 FT W 210 FT N 210 FT E 210 FT TO POB TOGETHER WITH 43.5 FT ESMT OR 316-786						
R07807-100 310408-07807100	2013	1164.000	500	\$47.62	18.000	0099999	
	2012	16774.0000				COUNTY HELD CERTIFICATE	
Owner Info:	FAULKNER JOHNNIE UNKNOWN ADDRESS PERRY FL 32347 LEG 0000.10 ACRES COM SW COR OF SW 1/4 OF SW 1/4 RUN N 7 FT TH E 578.5 FT TO W RW US 19 TH SELY TO S LN SECT TH W TO POB OR 43-50						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R07934-000 320408-07934000	2013 2012	1179.000 17235.0000	440	\$44.72	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	JOHNSON HERALD D & JONES CECIL 2062 TYSON RD MONTICELLO FL 32344 LEG 0000.11 ACRES COM NW COR OF NW 1/4 OF NW 1/4 RUN N 714.16 FT FOR POB CONT N 85.84 FT E 109.71 FT SW 148.5 FT TO POB OR 132-900					
R08143-000 040508-08143000	2013 2012	1199.000 1738.0000	2,843	\$238.35	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	PARKER ADRANA C/O WILLIE CHARLES WILLIAMS 105 N BEVERLY ST PERRY FL 32348 LEG 0000.23 ACRES BOHANAN SUB LOT 16 BLK A OR 221-265					
R08155-000 040508-08155000	2013 2012	1204.000 1750.0000	21,671	\$569.06	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	FRANKLIN DEBRA 3762 BOHANAN CIR PERRY FL 32348 LEG 0000.27 ACRES BOHANAN SUB LOT 28 BLK A OR 284-659					
R08180-000 040508-08180000	2013 2012	1208.000 1773.0000	1,155	\$57.30	18.000 0099999	COUNTY HELD CERTIFICATE
Owner Info:	STEADMAN JEROME E UNKNOWN ADDRESS MABLETON GA 30126 LEG 0000.43 ACRES BOHANAN SUB LOT 22 BLK B OR 388-49					

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information
R08398-500 060508-08398500	2013	1246.000	500	\$45.79	18.000	0099999	
	2012	2835.0000				COUNTY HELD CERTIFICATE	
Owner Info:	LYNCH J B UNKNOWN ADDRESS PERRY FL 32347 LEG 0000.06 ACRES COM NW COR OF NE 1/4 OF SE 1/4 RUN W 5 FT TO E RW OLD DIXIE HWY TH SE ALG RW 511 FT TH E 211.75 FT FOR POB TH N 23.25 FT E 118 FT S 17D 8M E 22 FT TH W TO POB DB 39-164						
R08421-505 060508-08421505	2013	1247.000	12,685	\$188.41	18.000	0099999	AH
	2012	2866.0000				COUNTY HELD CERTIFICATE	HX
Owner Info:	WILKINSON VERONA 3309 S US HWY 19 LOT 4 PERRY FL 32348 LEG 0000.43 ACRES COM NE COR NW 1/4 OF SW 1/4 W 83.43 FT FOR POB W 166.61 FT S22DW 146.04 FT E 26.46 FT SE ALG CRV 65.51 FT N44DE 206.03 FT TO POB OR 462-463						
R08591-000 200508-08591000	2013	1270.000	9,727	\$112.71	18.000	0099999	AH
	2012	8518.0000				COUNTY HELD CERTIFICATE	HX
Owner Info:	DURDEN LORENE & TIMOTHY C TC 2268 DEAN RD PERRY FL 32348 LEG 0000.61 ACRES COM AT NW COR OF SW 1/4 OF SE 1/4 RUN E 115 FT FOR POB TH E 200 FT S 150 FT W 200 FT N 150 FT TO POB OR 626-561 1/2 HMST TIMOTHY DURDEN						

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R08697-060 330508-08697060	2013 2012	1286.000 17625.0000	17,678	\$188.41	18.000 0099999 COUNTY HELD CERTIFICATE	AH 
Owner Info:	ROBERTS BRENDA P 8101 MARSAN RD PERRY FL 32348 LEG 0004.99 ACRES LOT W-16 DESC AS; COM SW COR OF NW 1/4 OF NE 1/4 TH N 560.87 FT FOR POB TH E 747.20 FT N 3D E ALG A 60 FT RD 307.29 FT TH W 310.55 FT S 10 D W 30.55 FT W 442.61 FT S 276.75 FT TO POB OR 338-417					
R09121-000 280409-09121000	2013 2012	1335.000 15487.0000	943	\$53.57	18.000 0099999 COUNTY HELD CERTIFICATE	
Owner Info:	DZUREC PAUL UNKNOWN ADDRESS 472 MINOLA DR MIAMI SPRINGS FL 33166 OR 93-215 & 191-685 LEG 0000.34 ACRES ALL THAT PART OF SE 1/4 OF NW 1/4 & SW 1/4 OF NE 1/4 LYING S OF US 27 LESS LAND SOLD LESS 9/32 & 1/64 INT IN OGM RGTS					
R09485-510 230909-09485510	2013 2012	1373.000 10229.0000	11,625	\$241.19	18.000 0099999 COUNTY HELD CERTIFICATE	
Owner Info:	BRAGG JAMES R 17520 NE SR 26 HAWTHORNE FL 32640 LEG 0000.93 ACRES STEINHATCHEE TIDE SWAMP CAMP LOT 1 LESS S 96.78 FT LYING S OF N LN OF SW 1/4 OR 648-725					

Account/Geo No.	Cert/Folio No.		Value	Face Amount	Bid %	Certificate Holder	Payment Information	
R09736-000	2013	1425.000	21,679	\$188.41	18.000	0099999	AH	HX
250909-09736000	2012	13135.0000				COUNTY HELD CERTIFICATE		
Owner Info:	WILLIAMS LYDIA C & JULIUS E 1208 SECOND AVE NE STEINHATCHEE FL 32359 LEG 0000.47 ACRES STEINHATCHEE SUB LOTS 3 & 4 BLK 40 LOCATED IN SECTS 24 & 25 CHANGED FROM PARCEL #9595-100 OR 227-311							
R09826-000	2013	1439.000	6,125	\$144.58	18.000	0099999	*** APPLICATION INFO *** APPL TYPE: TURNED IN DATE APPLIED: 06.12.2015 RECEIPT: 1411391.0004 APPLICANT: 0099999	
250909-09826000	2012	13277.0000				COUNTY HELD CERTIFICATE		
List of Lots								
Owner Info:	HEINRICH ELAINE  1042 SAN RAFAEL ST ST AUGUSTINE FL 32080 LEG 0000.24 ACRES STEINHATCHEE SUB LOT 13 BLK 50 OR 605-152							
R09965-580	2013	1458.000	1,274	\$59.38	18.000	0099999		
260909-09965580	2012	14585.0000				COUNTY HELD CERTIFICATE		
Owner Info:	MCBRYANT NORMAN J 175 SE SAINT LUCIE BLVD APT B59 STUART FL 34996 LEG 0000.29 ACRES STEINHATCHEE SUB S 65 FT OF LOTS 1 2 3 4 BLK 80 OR 491-130							

Account/Geo No.	Cert/Folio No.	Value	Face Amount	Bid %	Certificate Holder	Payment Information
R10070-150	2013	1470.000	300,000	\$5,306.43	18.000	0099999
260909-10070150	2012	14817.0000				COUNTY HELD CERTIFICATE
List of lands						
Owner Info:	COOPER REGGIE D & DENNIS R					*** APPLICATION INFO *** APPL TYPE: TURNED IN DATE APPLIED: 07.09.2014 RECEIPT: 1312145.0082 APPLICANT: 0099999
	TC 1227 LAKE JOSEPHINE DR SEBRING FL 33875-6454 LEG 0002.46 ACRES STEINHATCHEE SUB LOTS 4 5 6 7 8 9 10 11 12 BLK 125 WITH RIPARIAN RIGHTS OR 646-565					
R10295-100	2013	1514.000	500	\$45.79	18.000	0099999
190910-10295100	2012	8184.0000				COUNTY HELD CERTIFICATE
Owner Info:	SOLOMON GRETA & H F ADDRESS UNKNOWN PERRY FL 32347 LEG 0000.14 ACRES RIVERSIDE SUB PT LOTS 1 & 2 BLK 5 DESC AS S 10 FT OF E 332 FT OF LOT 1 & N 10 FT OF E 332 FT LOT 2 BLK 5 SUBJ TO ESMT IN OR 193-878					
Grand Totals			20,284.86	(	144)	

## TAYLOR COUNTY BOARD OF COMMISSIONERS

### *County Commission Agenda Item*

**SUBJECT/TITLE:**



THE BOARD TO REVIEW AND APPROVE AN RFQ FOR MISDEMEANANT OFFENDER SUPERVISION SERVICES, AS AGENDAED BY THE COUNTY ADMINISTRATOR

**MEETING DATE REQUESTED:**

SEPTEMBER 21, 2015

**Statement of Issue:**

**Recommended Action:** APPROVE THE RFQ

**Fiscal Impact:**

**Budgeted Expense:**

**Submitted By:** COUNTY ADMINISTRATOR 838-3500 X 7

**Contact:**

SUPPLEMENTAL MATERIAL / ISSUE ANALYSIS

**History, Facts & Issues:**

**Options:**

**Attachments:**



## TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
P.O. Box 620, Perry, FL 32348  
(850) 838-3506 Phone  
(850) 838-3549 Fax

DUSTIN HINKEL, County Administrator  
201 E. Green Street, Perry, FL 32347  
(850) 838-3500, extension 6 Phone  
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney  
P.O. Box 167, Perry, FL 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

### **NOTICE OF REQUEST FOR QUALIFICATIONS FOR MISDEMEANANT OFFENDER SUPERVISION SERVICES**

The Taylor County Board of County Commissioners is soliciting sealed qualifications for misdemeanor offender supervision services.

Qualified firms or individuals desiring to provide the required services must submit the qualification packages in a sealed envelope or similar package marked "***Sealed Qualifications for MISDEMEANANT OFFENDER SUPERVISION SERVICES***" to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, or P.O. Box 620, Perry, Florida 32348, to arrive no later than 4:00 P.M., local time, on Friday, October 16, 2015. **All qualifications MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Qualifications will be opened and respondents announced at 6:00 P.M. local time, or as soon thereafter as practical, on Tuesday, October 20, 2015, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.

Qualification information **MUST** be obtained from the Office of the County Administrator located at the Administrative Complex, 201 East Green Street, Perry, Florida 32347.

Required Qualification information:

**Qualifications must include the following tabbed sections:**

- 1. Applicant Profile**
- 2. Experience**
- 3. Staff (Personnel to be responsible for performing services and accompanying resumes).**
- 4. References for similar projects in past 5 years**
- 5. Project Approach**
- 6. Past Litigation, Legal Actions**
- 7. Required Forms (see pg. #5)**

The County reserves the right, in its sole and absolute discretion, to reject any or all qualifications, to cancel or withdraw this request for qualifications at any time and waive any irregularities in the qualification process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the qualification deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local



business preference in a maximum amount of five (5) percent of the total score, under the conditions set forth in Ordinance 2003-12. **No faxed qualifications will be accepted.**

**For additional information contact:**

Dustin Hinkel  
County Administrator  
201 E. Green Street  
Perry, FL. 32347  
(850) 838-3500

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida.



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### GENERAL INFORMATION

1. Qualification information **MUST** be obtained from the Office of the County Administrator, 201 East Green Street, Perry, Florida 32347, (850) 838-3500.
2. Five (5) qualification packages must be submitted in person to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, or by mail to P.O. Box 620, Perry, Florida 32348 to arrive no later than 4:00 P.M., local time, Friday, October 2, 2015.
4. Qualifications must be in a sealed envelope plainly marked on the outside: **"Sealed Qualifications for MISDEMEANANT OFFENDER SUPERVISION SERVICES".**
5. **All qualifications MUST have the respondents name and mailing address clearly shown on the outside of the envelope or package when submitted.**
6. Qualifications not received by the Clerk of Court prior to the specified time will not be considered and **will be returned to the respondent unopened.**
7. Once opened no qualification may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
8. Respondents must complete and furnish with their qualification, the Florida Public Entity Crimes Statement as required by F.S. 287.133 (3) (a).
9. Qualifications shall be received and respondents announced on Monday, October 5, 2015 at 6:XX P.M., or as soon thereafter as practical, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.
10. The Taylor County Board of County Commissioners reserves the right, in its sole and absolute discretion, to reject, to reject any or all qualifications, to cancel or withdraw this qualification at any time and waive any irregularities in the qualification process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the qualification deemed to be in the County's best interest.

General Qualification Considerations  
(Continued)

11. It is the responsibility of the respondents to fully understand and follow all project expectations.
12. All bids submitted, requiring General Liability and Workmen's Compensation Insurance, per the bid specifications, must include a Certificate of Insurance showing \$1,000,000.00 liability insurance, listing Taylor County as additional insured, or a statement from an insurance agent, verifying that if the prospective bidder/respondent is awarded the bid, a Certificate of Insurance will be issued to the successful bidder/respondent within thirty (30) days of the acceptance of the bid, in the amount stated. Also include the Declaration Page from the insurance policy, showing Workmen's Compensation Insurance on all employees working on the project. Workers Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers Compensation Hold Harmless Agreement. Any bidder/respondent, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised that the bid will be given to the next lowest bidder/respondent who meets all bid specifications.
13. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference under the conditions set forth in Taylor County Ordinance 2003-12.
14. The Taylor County Board of County Commissioners **Does Not Accept Faxed Qualifications.**
15. Respondents who elect to send sealed qualifications Overnight Express or Federal Express must send them to the physical address of: Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.
16. For additional information, contact:

Dustin Hinkel,  
County Administrator  
201 E. Green Street  
Perry, Florida 32347

(850) 838-3500



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### QUALIFICATION CHECKLIST

#### Check Items Included:

- \_\_\_\_\_ 1. Required qualification information referenced above.
- \_\_\_\_\_ 2. Certificate of Liability Insurance or Agent Statement as outlined in the General Considerations (**MUST BE INCLUDED**).
- \_\_\_\_\_ 3. Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State, Articles of Incorporation, and Taylor County Workers Compensation Hold Harmless Agreement (**MUST BE INCLUDED WITH BID**).
- \_\_\_\_\_ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) (**AFFIDAVIT ENCLOSED**).

Checklist **Please include with qualification.**

## HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT

COMES NOW, \_\_\_\_\_, and after having obtained a State of Florida Worker's Compensation Certificate, a copy of which is attached hereto and marked Exhibit "A" and in consideration of Taylor County having accepted the said Worker's Compensation exemption and Taylor County having agreed for me to proceed with the following project, to-wit:

### **TAYLOR COUNTY MISDEMEANANT OFFENDER SUPERVISION SERVICES**

1. I hereby agree to indemnify, hold harmless and defend Taylor County, Florida from any liability claim, demand, action, cause of action, suit, loss, damage, expense, cost attorney fee, settlement or judgment as a result of my being injured while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.
2. I also hereby indemnify and release Taylor County, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any rehabilitation or any expense as a result of any injury on said project.
3. I hereby release Taylor County from any liability of whatever kind or nature as a result of any injury on the above project.
4. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.
5. I hereby agree that I have relied on the legal advice of my attorney and that I fully understand this agreement and I have voluntarily executed same.

DONE AND EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015,

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF TAYLOR

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, \_\_\_\_\_, personally known to me ( ) produced identification ( ) to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

Accepted by Taylor County, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by

\_\_\_\_\_

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Qualification or Contract No. \_\_\_\_\_  
for \_\_\_\_\_

2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)

Whose business address is \_\_\_\_\_  
\_\_\_\_\_ and

(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_,

(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_.)

3. My name is \_\_\_\_\_ and my relationship to the entity  
name above is \_\_\_\_\_.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime: or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_ FORM PUR 7068 (Rev. 11/89)



## **ATTACHMENT "A"**

### **SCOPE OF WORK:**

III. SCOPE OF CONTRACT. "CONTRACTOR" agrees to provide the following services to court ordered probationers under his supervision consistent with standards and criteria of the Florida Department of Corrections:

A. Prepare a written plan of need which is to be addressed during the period of supervision on each probationer and maintain it in the counselor's case file. Also, identify any self-improvement needs not addressed by the court order and assist the probationer in treatment, referral and follow-up.

B. Provide Job placement referral services for probationers as needed.

C. Conduct personal office visits for counseling with each probationer. Where appropriate, make no less than one personal contact per month with the probationer by a supervising counselor to evaluate conformity with the court order, and provide an opportunity for counseling.

D. Maintain regular contacts with agencies that provide self-improvement resources necessary to enforce the condition of supervision. Verify completion of self-improvement programs by the probationer.

E. Maintain close follow-up and enforce all ordered conditions of probation which require participation in a designed program by making the initial follow-up referrals and enforce special conditions of probation including:

1. Restitution
2. Fines and Court Costs
3. Evaluation and Treatment Programs
4. Community Service Hours
5. Cost of Supervision
6. Procurement of License
7. Full-time education, employment, and job search requirements.

F. Prepare a report on violation and modification of probation as appropriate.

G. Pursuant to fees set by Florida Statute 948.09, collect no less than the court ordered minimum monthly cost of supervision fee from each probationer and maintain documentation of all these payments.

H. Waive indigent's fees and cost when directed by the presiding Judge, at his discretion, to do so.

I. Maintain a separate file on each probationer as a part of a uniform file system. Record date chronologically of each contact made.

J. Require all staff to be qualified as required by law and the applicable Florida Statutes.

K. Maintain a local office in the city of Perry and be staffed Monday through Friday, 9 AM to 5 PM. The office must have computers, internet access, email, and fax.

L. The Contractor must be able to provide to the Probationer a list of providers who provide drug patches, synthetic cannabis patches, alcohol monitors, and GPS monitoring.

M. Attend all county arraignment, pretrial, and violation of probation hearings and bring a computer (whether tablet, notebook or laptop) to the hearings and be able to consult their files and probationers' payment histories via computer.

N. Provide its cellphone number to the County Judge.

O. Prepare and submit to the sentencing Judge Affidavits of Violation of Probation and Warrants for Arrest for Violation of Probation within one day of Probationer's arrest for a new law offense and in addition, at a minimum, the contractor shall provide the Chief Judge of the Third Judicial Circuit as well as the Taylor County Judge and the County Administrator a monthly report of financial deposits by the end of the business day on the third Thursday of the following month and a quarterly statistical report by the last day of the month immediately following the last month of the reporting quarter. Monthly reports must reconcile with the quarterly report.

P. Maintain a current list of acceptable service providers for probation related services.

Q. Prepare quarterly reports as required by Florida Statutes and submit same to the Chief Judge County Judge, and the County Administrator.

R. No employee, officer, agent, or owner of Contractor may serve as a bail bondsman in Taylor County, or as an employee, officer, agent, or owner of a business that writes bail bonds in Taylor County.

S. No employee, officer, agent, or owner of Contractor may practice law in misdemeanor or traffic court in Taylor County, or as an employee, officer, agent, or owner of a law firm that practices law in misdemeanor or traffic court in Taylor County.

# ATTACHMENT "B"

## EVALUATION/QUALIFICATION FORMAT

Qualifications will be evaluated on the basis of technical merit based on responsiveness to the requested scope of services using the criteria listed below. Further evaluation may include an oral interview/presentation with the three (3) most qualified respondents. Note that firms may be re-ranked following oral presentations, should it be determined that oral presentations will be requested.

### Primary Evaluation Criteria

Qualifications for the requested services shall be evaluated using the following criteria:

- Profile (20 points): Scoring will emphasize management, organization, and method for providing probation supervision services.
- Staff (25 points): Scoring will emphasize level of expertise, related professional backgrounds, certifications, and skills.
- References (20 points): Scoring will be based on the quality of references.
- Experience (30 points): Level of Experience in Probation Programs
- W/MBE (5 points): Certification as a Woman/Minority Owned Business

The evaluation criteria are shown in the required format. For a qualification to be eligible, the format must be strictly followed. All qualifications should be typewritten, bound 8 ½ x 11 format, and should be properly identified by name of respondent and marked with "Misdemeanant Probation Provider" to facilitate effective evaluation by the County. A letter of interest or executive summary may also be included in the qualification. During this RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any qualification. Taylor County is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. Taylor County strictly enforces open and fair competition.

Qualifications must include the following tabbed sections:

1. Applicant Profile
2. Experience
3. Staff (Personnel to be responsible for performing services and accompanying resumes).
4. References for similar projects in past 5 years
5. Project Approach
6. Past Litigation, Legal Actions
7. Required Forms (see pg. #5)

## **ATTACHMENT "C"**

### **CONTRACT FOR MISDEMEANANT OFFENDER SUPERVISION SERVICES**

This agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, for a term of five (5) years by and between the Board of County Commissioners/County Judge of Taylor County, Florida (the "COUNTY"), a political subdivision of the State of Florida, on behalf of the Chief Judge of the Third Judicial Circuit (the "CHIEF") and \_\_\_\_\_ ("CONTRACTOR").

WHEREAS, certain misdemeanor defendants are sentenced to terms of probation by the Taylor County Court within the Third Judicial Circuit (the "COURT"); and

WHEREAS, Section 948.03 Florida Statute, states that supervision, rehabilitation and probation services may be provided by a court-approved private entity; and

WHEREAS, the "COURT" seeks a private entity to provide certain probation services for the efficient administration of justice within this circuit; and

WHEREAS, "CONTRACTOR" had provided proof of competence to provide probation services to the "COURT" and the "COURT" needs probation services; and

WHEREAS, the County Judge of the "COURT" request that "CONTRACTOR" implement certain probation supervision procedures; and

WHEREAS, the Florida law requires the County to have between itself and misdemeanor probation providers a contract.

NOW THEREFORE, in consideration of the mutual covenants and provisions contained herein, and for other valuable consideration received by the parties, the "COUNTY" and "CONTRACTOR" agree as follows:

I. TERM AND RENEWAL, The term of the Contract shall begin on \_\_\_\_\_ and shall remain in effect for a period of five (5) years thereafter until the Court terminates such services by Administrative Order. Following the aforesaid five year period, this Contract, including all previous modifications thereto, will automatically renew for an additional five year period, and for each successive years, unless sooner terminated by Court Order.

II. CANCELLATION. This Contract may be canceled for just cause by either party with the advice and consent of the Court. The Court however retains full authority to terminate said services when the Court determines it to be necessary. However, the County, after advising "CONTRACTOR" in writing of deficiencies must allow "CONTRACTOR" ninety (90) days to bring the program into compliance. If compliance is attained, the normal contract period will continue unimpaired. Future non-compliance will be handled as outlined above. If there is continued non-compliance after ninety (90) days, the Contract can be canceled after thirty (30) days written notice.

III. SCOPE OF CONTRACT. "CONTRACTOR" agrees to provide the following services to court ordered probationers under his supervision consistent with standards and criteria of the Florida Department of Corrections:

A. Prepare a written plan of need which is to be addressed during the period of supervision on each probationer and maintain it in the counselor's case file. Also, identify any self-improvement needs not addressed by the court order and assist the probationer in treatment, referral and follow-up.

B. Provide Job placement referral services for probationers as needed.

C. Conduct personal office visits for counseling with each probationer. Where appropriate, make no less than one personal contact per month with the probationer by a supervising counselor to evaluate conformity with the court order, and provide an opportunity for counseling.

D. Maintain regular contacts with agencies that provide self-improvement resources necessary to enforce the condition of supervision. Verify completion of self-improvement programs by the probationer.

E. Maintain close follow-up and enforce all ordered conditions of probation which require participation in a designed program by making the initial follow-up referrals and enforce special conditions of probation including:

1. Restitution
2. Fines and Court Costs
3. Evaluation and Treatment Programs
4. Community Service Hours
5. Cost of Supervision
6. Procurement of License
7. Full-time education, employment, and job search requirements.

F. Prepare a report on violation and modification of probation as appropriate.

G. Pursuant to fees set by Florida Statute 948.09, collect no less than the court ordered minimum monthly cost of supervision fee from each probationer and maintain documentation of all these payments.

H. Waive indigent's fees and cost when directed by the presiding Judge, at his discretion, to do so.

I. Maintain a separate file on each probationer as a part of a uniform file system. Record date chronologically of each contact made.

J. Require all staff to be qualified as required by law and the applicable Florida Statutes.

K. Maintain a local office in the city of Perry and be staffed Monday through Friday, 9 AM to 5 PM. The office must have computers, internet access, email, and fax.

L. The Contractor must be able to provide to the Probationer a list of providers who provide drug patches, synthetic cannabis patches, alcohol monitors, and GPS monitoring.

M. Attend all county arraignment, pretrial, and violation of probation hearings and bring a computer (whether tablet, notebook or laptop) to the hearings and be able to consult their files and probationers' payment histories via computer.

N. Provide its cellphone number to the County Judge.

O. Prepare and submit to the sentencing Judge Affidavits of Violation of Probation and Warrants for Arrest for Violation of Probation within one day of Probationer's arrest for a new law offense and in addition, at a minimum, the contractor shall provide the Chief Judge of the Third Judicial Circuit as well as the Taylor County Judge and the County Administrator a monthly report of financial deposits by the end of the business day on the third Thursday of the following month and a quarterly statistical report by the last day of the month immediately following the last month of the reporting quarter. Monthly reports must reconcile with the quarterly report.

P. Maintain a current list of acceptable service providers for probation related services.

Q. Prepare quarterly reports as required by Florida Statutes and submit same to the Chief Judge County Judge, and the County Administrator.

R. No employee, officer, agent, or owner of Contractor may serve as a bail bondsman in Taylor County, or as an employee, officer, agent, or owner of a business that writes bail bonds in Taylor County.

S. No employee, officer, agent, or owner of Contractor may practice law in misdemeanor or traffic court in Taylor County, or as an employee, officer, agent, or owner of a law firm that practices law in misdemeanor or traffic court in Taylor County.

IV. RECORDS. Representatives of the County Judge, Court Administrator or the Clerk of the Court or their duly authorized representatives shall have access for purposes of examinations, to any books, documents, papers, and records of "CONTRACTOR" as they may relate to this contract. In addition to fiscal records, the probationer's file will include the following:

A. Court Order relating to supervision

B. Intake and Supervision Report

C. Monthly report when appropriate

D. Monthly receipts for COS payments

E. Records of restitution and court ordered monetary requirements

F. Report of treatment programs or other special conditions of the court

G. Reports of Violation

H. Reports of Termination

I. Date of each contact in field or office

Retain and maintain records of probationer's supervision and cost transactions involved in collection of restitution and court ordered monetary requirements for a period of not less than three (3) years from the ending date of the probation.

V. REPORTS. At a minimum, "CONTRACTOR" shall provide to the Chief Judge of the Third Judicial Circuit, as well as the County Judge and County Administrator, a monthly report of financial deposits by end of the business day on the third Thursday of the following month and a Quarterly statistical report by the last day of the month immediately following the last month of the reporting quarter. Monthly reports must reconcile with the quarterly report.

VI. NOTICE. Pursuant to this Agreement, notice shall be given in writing by U.S. Mail, certified return receipt request, addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Taylor County Board of County  
Commissioners  
P.O. Box 620  
Perry, FL 32348

VII. AUDIT. Each year the "CONTRACTOR" shall provide an audit of the misdemeanor accounts.

VIII. INDEMNITY. The "CONTRACTOR" shall indemnify, defend and hold harmless the County from all claims, suits, judgment and or damages including court costs and attorney fees arising out of intentional acts, negligence or omissions by the "CONTRACTOR". In addition, the "CONTRACTOR" shall obtain and maintain a general liability policy with a benefit of at least \$1,000,000 naming the County as a certificate holder and as additional insured. Each year on October 1 the Contractor shall show proof of said policy.

IX. ENTIRE AGREEMENT. This written agreement contains the sole and entire agreement between the "COUNTY" and "CONTRACTOR", and supersedes any and all other agreements between them.

X. WAIVER OR MODIFICATION. No waiver or modification of this agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the parties hereto except as stated herein.

XI. CONTRACT GOVERNED BY FLORIDA LAW. This agreement and performance hereunder and all suits and special proceedings hereunder shall be construed in accordance with the laws of the state of Florida.

XII. SEVERABILITY. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

XIII. During the performance of this Agreement, "CONTRACTOR" herein assures the "COUNTY" that "CONTRACTOR" is in compliance with Title VII of the 1964 Civil Rights Act as amended and the Florida Human Rights Act of 1977 in that "CONTRACTOR" does not, on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status, discriminate in any form or manner against his employees or applicants for employment. "CONTRACTOR" understands and agrees that this Agreement is conditioned upon the veracity of this statement of Assurance. This statement of assurance shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans within its protective range of applicability.

XIV. This Contract shall not be construed to be an exclusive contract to provide probation services to Taylor County Court and both the County Commission and "CONTRACTOR" fully recognize the authority of the Court to designate any public or private entity to provide for such services and the Court's authority to terminate such entities from providing such services.

XV. It is understood by the parties that "CONTRACTOR" shall provide all funding for said services and that the County shall not be obligated to fund any portion thereof.

XVI. "CONTRACTOR" shall not practice criminal law in Taylor County Traffic or Misdemeanor Court. "CONTRACTOR" shall not write bail bonds in Taylor County.

IN WITNESS WHEREOF, the "COUNTY" has executed and signed this agreement through the Board of County Commissioners and duly attested by its Clerk and "CONTRACTOR" has signed and executed this agreement, as set forth below.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAYLOR COUNTY

\_\_\_\_\_  
Patricia Patterson  
Chairperson

ATTEST: \_\_\_\_\_  
ANNIE MAE MURPHY

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR

\_\_\_\_\_

I concur with the terms and conditions of this agreement.

\_\_\_\_\_  
Bill Blue, County Judge