



# BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

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1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456  
PHONE (850)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: [bocc@gulfcounty-fl.gov](mailto:bocc@gulfcounty-fl.gov)  
Website: [www.gulfcounty-fl.gov](http://www.gulfcounty-fl.gov)

DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAYS AT 9:00 A.M., E.T.

July 18, 2013

Tommy Barfield, District Secretary  
FL Dept. of Transportation  
1075 Highway 90 East  
Chipley, FL 32428

Re: SCOP, SCRAP & CIGP Funding

Dear Secretary Barfield:

It has been brought to the Board's attention that the legislature increased the funding for the Small County grant programs for fiscal year 2013-14 by approximately \$50,000,000.00. As you are aware from previous correspondence, County Road 386 is Gulf County's top priority for repair due to the safety factors including the width of the road, striping, and drainage issues.

Currently, Gulf County has been awarded LAP funding for striping of C.R. 386 (design phase for 2013, and construction for 2014). The amount of this funding is \$520,000.00. We have also applied for resurfacing of the road in phases through SCOP and SCRAP programs.

Gulf County's request is that FDOT consider awarding and moving forward the SCOP and SCRAP phases of C.R. 386. The funding for the LAP re-striping could then be reallocated because the striping would be included in the resurface project and it would be more cost efficient. If we continue the process of placing thermoplastic striping on the road now, and the SCOP and SCRAP grants are awarded, we feel it would be a waste of funding that can be utilized in other areas.

We are grateful for all of the funding that FDOT has provided to Gulf County, and would appreciate your assistance in this matter. If you have any questions, please contact Don Butler at (850) 229-6106.

Sincerely,  
GULF COUNTY BOARD OF COUNTY COMMISSIONERS

  
Tynalin Smiley  
Chairman

CARMEN L. McLEMORE  
District 1

WARD McDANIEL  
District 2

JOANNA BRYAN  
District 3

TAN SMILEY  
District 4

WARREN J. YEAGER, JR.  
District 5

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REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2013 AUG -7 PM 12:07

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813-13 44

## JOB NOTICE

The Gulf County Board of County Commissioners is accepting applications for one (1) FULL-TIME Mechanic I with benefits. Applications and a complete job description are available in our HR office or at [www.gulfcountry-fl.gov](http://www.gulfcountry-fl.gov). EOE Application deadline is Thursday, August 8<sup>th</sup> at 5:00 p.m. E.T. For more information, please contact Brett Lowry, Deputy Administrator at 850-229-5335. Gulf County enforces a Drug-Free Workplace Policy and is an Equal Opportunity / Affirmative Action Employer.

/s/ Rebecca L. Norris

Tynalin Smiley  
Chairman

**Advertise:** July 28, 2013 and August 4, 2013  
**Invoice:** Gulf County Board of County Commissioners  
**Ad size:** Help Wanted  
**Ad #** 2013-87

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REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2013 JUL 25 AM 11:43

## JOB NOTICE

The Gulf County Board of County Commissioners is accepting applications for a Mechanic II (Small Engine Mechanic) for our Public Works Department. Starting salary is \$15.8312 per hour. This is a bargaining unit (Union) position with full benefits. Applications and a complete job description are available in our Human Resources Office (1000 Cecil G. Costin, Sr. Blvd., Port St. Joe), or at [www.gulfcounty-fl.gov](http://www.gulfcounty-fl.gov)

Applications will be accepted until **5:00 p.m.**, E.T. on **August 05, 2013** at the **Gulf County Human Resources Office**. For more information, please contact Brett Lowry, Deputy Administrator at (850) 229-5335.

Gulf County enforces a Drug-Free Workplace Policy and is an Equal Opportunity/Affirmative Action Employer.

/s/ Tynalin Smiley, Chairman

Attest: /s/ Rebecca L. Norris, Clerk

Dates: August 1, 2013

Ad: #2013-89

Invoice: Gulf County Board of County Commissioners

Ad size: Classifieds

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REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2013 JUL 30 AM 9: 40

## JOB NOTICE

The **Gulf County Board of County Commissioners** is accepting applications for one (1) PART-TIME Veterans' Service Officer with No Benefits. Applications and a complete job description are available in our HR office or at [www.gulfcounty-fl.gov](http://www.gulfcounty-fl.gov). EOE Application deadline is Thursday, August 22<sup>th</sup> at 5:00 p.m. E.T. For more information, please contact Brett Lowry, Deputy Administrator at 850-229-5335. Gulf County enforces a Drug-Free Workplace Policy and is an Equal Opportunity / Affirmative Action Employer.

/s/ Rebecca L. Norris

Tynalin Smiley  
Chairman

**Advertise:** August 15, 2013 and August 22, 2013

**Invoice:** Gulf County Board of County Commissioners

**Ad size:** Help Wanted

**Ad #** 2013-93

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REBECCA L. NORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2013 AUG -6 PM 3:35

## PUBLIC NOTICE

**A Public Hearing will be held at the Planning and Development Review Board (PDRB) meeting on Monday, August 19, 2013 at 8:45 a.m. EST, and at the Board of County Commissioners (BOCC) meeting on Tuesday, August 27, 2013 at 9:00 a.m. EST. Both public hearings will be held in the BOCC Meeting Room at the Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida. The public hearings will be to discuss and act on the following:**

1. Approval of Minutes
2. Variance - Douglas & Barbara Cooksey - for Parcel ID #03898-002R - Located in Section 5. Township 7 South, Range 11 West, Gulf County, Florida - Road setback encroachment to add screen porch.
3. County Development Regulations and Policies (LDK)
6. Staff. Public and Open Discussion

The public is encouraged to attend and be heard on these matters. Information prior to the meeting can be viewed at the Planning Department at 1000 Cecil G. Costin Sr. Blvd., Room 311.

Ad #2013-92

Date: August 8, 2013 and August 15, 2013

Invoice: Gulf County Planning Department

**Size: Headline no smaller than 18 point**

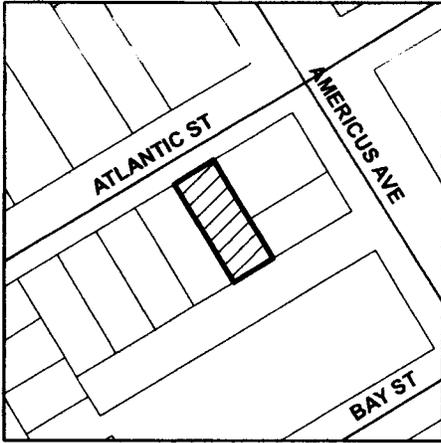
**Must be at least 2 columns wide by 10 inches long**

**Must not appear in the newspaper portions where legal notices and classified advertisements appear**

**Map**

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 REBECCA L. NORRIS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2013 AUG - 1 PM 2:26

Douglas & Barbara Cooksey



BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
PLANNING DEPARTMENT  
DAVID RICHARDSON, PLANNER

1000 CECIL G. COSTIN, SR. BLVD., • ROOM 311 PORT ST. JOE, FLORIDA 32456 • PHONE (850) 227-9562 • FAX (850) 227-9563

MEMORANDUM

**To: Gulf County Board of County Commissioners (BOCC)**  
**CC: Chief Administrator, County Attorney, County Departments**  
**From: David Richardson, Planner/Floodplain Administrator**  
**For: Gulf County, Florida**  
**NFIP Number 120098**  
**Subject: 2013 Floodplain Management Progress Report**  
**Date: August 13, 2013**

Because the BOCC is a participant in Community Rating System (CRS) under the National Flood Insurance Program (NFIP), the CRS program requires an annual progress report by a participant with a C classification. A C classification is assigned to communities with a high Repetitive Loss Properties (RPL) occurrence and Gulf County meets the RPL criteria. Failure by a participant C community to submit a Floodplain Management Progress Report by October 1st will cause a CRS community to default to a Class 10 status. Enclosed is the 2013 report for your review. Any comments or changes need to be submitted to the Planning Department before the August 27 meeting.

Thank you,

*David Richardson*  
David Richardson  
Planner/Floodplain Administrator

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REBECCA L. MORRIS  
CLERK OF CIRCUIT COURT  
GULF COUNTY, FLORIDA  
2013 AUG -7 PM 12: 07

8/13/13 *RS*

# **Gulf County, Florida**

## **2013 Floodplain Management Progress Report**

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### **Background**

In order for a community property owner to receive insurance premium reductions for National Flood Insurance, the community must participate in the Community Rating System (CRS) program. As a condition of continued participation in the CRS program, the community is required to complete an annual recertification report and submit it to FEMA by October 1<sup>st</sup>. The Floodplain Administrator is responsible for the annual progress report. The Floodplain Administrator tracks flood activities during the reporting period and consults with other county departments for applicable input. This document is Gulf County's progress report as compiled by the Floodplain Administrator and the process also requires this report be distributed to the local governing body, the media and be made available to the public. The approved Progress Report will be e-mailed to the STAR in PDF. Copies of the Progress Report have been and are available for review in the Gulf County Planning Department, Room 311 and Gulf County Building Department, Room 305 located in the Robert M. Moore Administration Building. The report will also be available on the County and Planning Department web page as PDF document.

A draft Floodplain Management Plan was presented to the Gulf County Board of County Commissioners (BOCC), county departments and the public through the August 13, 2013 information packet for review and comments. The plan is based on the best available data and knowledge accumulated during the report planning period. The draft plan was prepared by the County Planner who also serves as the Floodplain Administrator. The plan was scheduled to be presented to the BOCC for approval at their August 27, 2013 regular meeting. Copies of the approved plan will be available for review in the Gulf County Planning Department, Room 311 and Gulf County Building Department, Room 305, both located in the Robert M. Moore Administration Building. Copies are available from the Clerk of the Courts Office in the main Court House. Both facilities are located at 1000 Cecil G. Costin, Sr. Blvd., Port St. Joe, Florida, 32456. The current 2012 Flood Prevention Ordinance is posted on the Planning Department's web page and the ordinance was also incorporated into the revised Land Development Regulations (LDR) adopted on June 24, 2013.

### **Flood Events**

For the first half of the report period of August through December, 2012 and January, 2013, Gulf County had no major flooding activity. The pattern changed around beginning about February 14, 2013 and continued into the first week of March. Periods of heavy rain impacted the Apalachicola River Basin causing minor flooding along the river system. Because the riverine system has so many variables that can affect the level of flooding the BOCC, as precaution and to allow immediate action if needed, issued a State of Emergency on February 25, 2013 and allowed to expire at the end of the March 5, 2013 proclamation. There were several road closing, but no reported structure damage. Beginning in April, our weather pattern changed. From April through June, the County slowly began to dry out with certain areas of the County KBDI reaching the low 600's and a county average of about 500. In July the weather made another reversal. Beginning July 2 through July 7, Gulf County and the Florida Panhandle was subject an intense rain event that produced flash flooding. The event was a weather pattern that pulled moisture from the Gulf of Mexico that resulted in training which is a continuous chain of storms over the same area. Some areas in Western Gulf County received +/- 10 inches of rain while the Eastern half received +/- 5 inches of rain. This cause many yards and some roads to be flooded. There were no reported flood damage to structures. The more Westward you traveled, the rain fall total's increase rapidly with many Bay, Walton, Washington and Holmes counties areas receiving +/- 20 inches of rain. This event was just the beginning as the July weather continued to produce rain with many areas

**8**

receiving 17" or more. A few homes that had experience past flooding issues were affected by these rain events and standing water and full ditches, ponds, etc. a common sight. Rain events such as July 2013 should be clear example and lesson for taking into account sheet flooding and flash flood in areas not subject to the classic flood events.

## **Floodplain Management Plan Element Review**

### **A. Base Flood Elevation**

Gulf County is continuing to require FEMA Flood Elevation Certificates for residential and commercial structures built in a flood zone. We are also enforcing the one foot freeboard as applicable to respective flood zones. Permits issued within the DEP CCCL are subject to additional elevation height above BFE to compensate for wave action. All building permits are subject to the flood protection regulations that are part of the 2010 Florida Building Code. Because of the flood protection associated with the 2010 Florida Building Code, the Flood Protection Ordinance was updated and adopted in 2012. In addition to the 2012 Flood Protection Ordinance, Gulf County will begin requiring a Floodproofing Certificate and a V Zone Design Certificate as applicable. Both must be completed by a registered Professional Engineer or Architect. These forms are in addition to and **will not** replace the customary Elevation Certificate (FC). There were no variances approved dealing with floodplain management.

### **B. Flood Mapping**

Beginning April 16, 2009, the County began enforcing the G map series. The G series was a partial map revision for the county that will replace some of the F series maps. So as of April 16, 2009, the Gulf County FIRM maps will reference F and G series maps.

The LiDAR elevation data that was mentioned in the previous progress report continues to be a invaluable resource that provides the county with elevation data that has been used to respond to several mapping issues. The county staff continues to assist the public with their NFIP mapping and flood determination issues. Even though the housing financial crisis is beginning to abate, flood insurance is still a major issue with homeowner mortgages. With the passage of the Biggert-Waters 2012 NFIP Reform Bill, flood insurance will become more important to homeowners.

Additional changes to the FEMA flood maps are scheduled for late 2013/2014. The new maps will be a product of the previously mentioned LiDAR data, new riverine modeling and coastal surge modeling. What the new FIRM maps will have over the older FIRM maps is the quality of data. With the addition of LiDAR elevation data into the riverine flow models and the updated coastal surge models, elevation flood data will be hard to challenge. Even though it will be difficult to dispute the new flood data, the county staff is working closely with the Northwest Florida Water Management District and the FIRM mapping contractors to provide local knowledge into the mapping process. Hopefully, the interjection of local knowledge in conjunction with the technical data will justify a more detail flood study. The funds for detail studies is very limited and any request for a detail study will be limited.

### **C. Flood Protection Assistance:**

The County has maintained a listing of books and pamphlets for retrofitting existing structures. The County Building Department has remained current with retrofitting issues as outlined in the action plan. FIRM Panels are available in the libraries and in the Planning Department. The Planning, GIS and Building Departments use NFIP GIS data to assist individuals in ascertaining their flood zones. An interactive GIS based flood zone mapping is available on a web site hosted by the GIS Department. As

The Northwest Florida Water Management District as a cooperating Technical Partner (CTP) with FEMA also has a map portal <http://portal.nwfwmdfloodmaps.com/map.aspx?ctv=gulf> that allows access to flood information. A static PDF map is available on the Planning Department web page at [Gulf County, Florida Government](#).

#### **D. Flood Protection Materials**

Copies of various FEMA publications have been acquired and are available for public review. The County will assist the public in getting any copies they request. We have also included links to these documents on the [Planning Department web page at Gulf County, Florida Government](#).

#### **E. Flood Warning, Mitigation and Preparedness**

Gulf County is very sensitive to the events that affect both coastal and inland flooding. Gulf County Emergency Management Office monitors available data and will alert the proper authorities and public of potential hazardous conditions as needed. The public with a valid 911 address can sign up for Emergency Notification at the EOC, through their web page or <http://www.gulfcounty-fl.gov/911.cfm>. Gulf County's LMS adopted in 2011 is currently under review. The Northwest Florida Water Management District has assume some of the regulatory responsibility for stormwater permitting from DEP.

Gulf County continues to address drainage issues through culvert permitting and by maintaining ditch and swell infrastructures. The county is still considering a project that will add more culverts along CR 387 (Doc Whitfield Rd.) that will allow flood waters to disperse at several outlets instead of being directed to a single outlet. This action should help reduce the flooding impacts to the Howard Creek area. The County is also working on a \$300,125 grant to pipe and fill the Americus Avenue ditch outfall between US 98 and Americus Avenue. This should help improve open space, discharge water quality and reduce coastal surge impacts.

Gulf County is also working with State and Federal agencies to reduce the coastal flooding impacts to SR 30E at the Stump Hole by continuing to expand the hardening rock berm that protects SR 30E from the Gulf Of Mexico. The project has been funded through grants and the most recent project awarded was for Phase IV construction. The \$22 million beach re-nourishment project bond by the Cape San Blas property owners MSTU was retired this year. The area continues to experience erosion and the project was impacted by coastal storms soon after project completion and before the refurbish beach could stabilize. Storm mitigation with FEMA was applied for and rejected by FEMA. The County assisted by Florida Division of Emergency Management (FDEM) is continuing to appeal the rejection by FEMA for a mitigation project to replace the lost beach due to coastal wave action. FEMA rejection was largely based on the objection by US Fish and Wildlife who used the CBRA as a reason for opposition. The County maintains that one goal of the CBRA is habitat protection which is fulfilled through beach re-nourishment by maintaining the sandy beach as a coastal habitat especially for sea turtles. Without the re-nourishment project, there would be no sandy beach for recreation and the sea turtles, etc. would lose valuable sandy beach habitat. Also, the re-nourishment project will not increase building density, another goal of the CBRA. The County is appealing the CBRA designation with applicable Federal Agencies in Washington DC. If successful, the areas within the CBRA should be able to purchase NFIP Flood Insurance that is currently unavailable due to the CBRA designation.

Any and all goals and /or projects are at the mercy of limited funding as revenue to the County has been and continues to be on yearly decline. The County utilized grants and match funding to address project priorities.

## **F. Community Rating System (CRS)**

Through the determination of BOCC to enforce the regulations that govern flood protection and the daily performance of their duties by staffs of the Planning Department, Building Department, Public Works Department and Emergency Management/GIS Department, the County maintains a CRS Class 8 rating. This rating is translated into lower premium cost for flood insurance. For NFIP Flood Insurance policies within a flood zone, the reduction is 10% and for policies not in a flood zone, the reduction is 5%. With the new NFIP Reform Act of 2012, the county CRS program may increase in local importance if flood insurance is to remain financially feasible.

As a condition for CRS rate reductions, the local government participant is subject to a yearly recertification that must be completed and filed by October 1st of each year except for every fifth year. Every fifth year an onsite audit by an Insurance Service Office (ISO) CRS Specialist will take place to confirm all credit activities are still valid. In 2011, Gulf County was subject to and completed a fifth year recertification audit and the next on site audit should be in 2016. The 2016 audit will have to comply with the 2013 CRS Coordinator's Manual that change the scoring of several categories. The staff is in the process making the transition to the 2013 guidelines.

## **G. Biggert-Waters Insurance Reform Act of 2012**

This bill was signed into law by the President July 6, 2012. The bill contains many reforms and changes to the NFIP and could have sever impacts to several areas of the County. It is estimated that 168 policies will be affected by the reform act. As we understand the new law and the shift to risk mapping which identifies a property owner's flood risk and as the chance for flood damage increases, so does the insurance premium until a "monetary risk threshold" (for the lack of better term) is reached. It is highly suggested that you check with your insurance agent to monitor your flood insurance policy for any changes. Fact sheets and other printed information is available at the Planning Department.

## **H. Recommendations**

With the current local, state and national economic recession, the Floodplain Administrator recommends to the BOCC to continue from the 2012 recommendations:

1. that the County Grant Department or individuals to continue to seek grants or assistance to mitigate flooding issues;
2. for the Public Works Department to continue maintaining operational projects such as culvert permitting, ditch cleaning and swale maintenance as part of flood and stormwater control, to continue the use of work order to track maintenance projects;
3. and for the Emergency Management Department, Planning Department and Building Department to continue to implement the Florida Building Code, Local Mitigation Strategy (LMS), Comprehensive Emergency Management Plan (CEMP), Land Development Regulations (LDR) and Flood Ordinance as applicable to insure the health and safety of the County from flood events through preparedness, protection and mitigation;
4. it is also recommended that all future LMS updates follow FEMA procedures to insure the document will be accepted by FEMA/NFIP. This action is recommended because the LMS is a unique document for the State of Florida and may not fully comply with NFIP/CRS document standards.
5. continue to fund the Emergency Notification System to alert the public of an emergency such as flash flooding, river flooding, dam safety warnings, flooding due to coastal surge, etc.

**I. Status of Recommendations**

1. Progress for this recommendation is totally dependent on funding and affordability.
2. The County continues to maintain the stormwater system as funds and personnel are available. Many stormwater facilities are subject to regulatory agencies requiring permits before any work is done and many of the facilities are difficult to permit.
3. All these recommendation are being fulfilled and updating the LMS is forth coming.
4. This will be accomplished with the LMS update.
5. The BOCC has continue to budget the Emergency Notification System despite the difficult revenue limitations the BOCC is experiencing.

**Additional Information**

Should the BOCC or public have any questions concerning flood plain management, please contact the Planning Department. Should your question be beyond our knowledge, we will seek or direct you to State and FEMA experts to get an answer to your question.

**Accepted and Approved by the Gulf County Board of County Commissioners (BOCC) on August 27, 2013.**

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**Tynalin Smiley, BOCC Chairman**

Florida Department of  
Law Enforcement

Gerald M. Bailey  
Commissioner

July 26, 2013

The Honorable Tan Smiley  
Chairman, Gulf County  
Board of Commissioners  
1000 Cecil G. Costin, Sr. Boulevard  
Port St. Joe, FL 32456

**Business Support  
Office of Criminal Justice Grants**  
Post Office Box 1489  
Tallahassee, FL 32302-1489  
(850) 617-1250  
[www.fdle.state.fl.us](http://www.fdle.state.fl.us)

Rick Scott, *Governor*  
Pam Bondi, *Attorney General*  
Jeff Atwater, *Chief Financial Officer*  
Adam Putnam, *Commissioner of Agriculture*

FILED FOR RECORD  
 REBECCA L. MORRIS  
 CLERK OF CIRCUIT COURT  
 GULF COUNTY, FLORIDA  
 2013 AUG - 7 PM 12: 07

Re: Federal Fiscal Year (FFY) 2013 Residential Substance Abuse Treatment (RSAT) Program

Dear Chairman Smiley:

The Florida Department of Law Enforcement (FDLE) is pleased to announce the availability of funds under the Residential Substance Abuse Treatment (RSAT) program. Funds will be awarded only to Boards of County Commissioners within the State of Florida to implement substance abuse treatment programs in state and local facilities.

The total funds awarded to the State of Florida for FFY2013 is \$ 636,987. With a required 10% pass through to local agencies, funds available for local agencies under this Notice of Funding Availability (NFA) total \$100,000. However, residual funds from a prior year are also available; therefore three prospective subgrantees will receive up to \$50,000 each. Each award must be matched in cash for no less than 25 percent of the total program cost. Subject to funding availability, models which are successfully implemented will be eligible to receive another award in an equal amount for one additional year. A copy of this package has also been mailed to the attention of the jail administrator.

Submitted applications for funding will be evaluated using the scoring document enclosed. The FDLE Office of Criminal Justice Grants (OCJG) will notify each submitting county once funding determinations have been made. Also enclosed are "Frequently Asked Questions," provided as a tool to assist jail administrators in the development of the application for funding.

To be eligible for consideration applications must be submitted using the FDLE Subgrant Information Management On-Line (SIMON) grant management system no later than August 23, 2013 at 5:00 p.m. Eastern Standard Time. In addition, two hard copies of the application must be submitted to OCJG by August 30, 2013. Applications received after these dates will not be considered.

SIMON can be accessed at <http://simon.fdle.state.fl.us>. The following steps should be taken prior to completion of an application:

1. The Project Director is typically responsible for the administration of the subgrant activities and; therefore, should create a user account for the Chief Official, Chief Financial Officer, as well as themselves for submission of the application. Users will then receive an email containing the username and password. These are computer

The Honorable Tan Smiley  
July 26, 2013  
Page Two

- generated and only the person whose email address appears in the request will receive the username and password. The user may now proceed to the next step.
2. Enter the Subgrantee Organization and Implementing Agency (if different from the subgrantee) into SIMON. User will receive an email approving the Organization(s) and may now proceed to the next step.
  3. The Project Director should then modify or request permission to fill out an application. Email notification will be sent approving the applicants' request and granting clearance to proceed with the application itself.

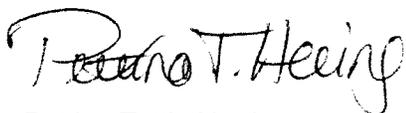
Due to the time involved in processing and approving user accounts and organization(s) requests, it is imperative that these steps be taken as soon as possible.

Application completion will require an "Announcement Code" which is a security feature allowing access to the application. The Announcement Code is RSAT1314. Application completion will not be possible without this Code. A detailed user manual is available on the website. Once the application has been submitted in SIMON, please forward the two hard copies of the application to:

Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
Attention: Petrina Herring, Administrator  
2331 Phillips Road  
Tallahassee, Florida 32308

For technical assistance with SIMON please call the SIMON helpdesk at (850) 617-1258. For additional questions regarding RSAT funding or the application process, please contact Planning Manager Martha McWilliams at (850) 617-1250.

Sincerely,



Petrina Tuttle Herring  
Administrator  
Office of Criminal Justice Grants

Enclosures

CC: Jail Administrator

PTH/MKM/as

## RSAT APPLICATION EVALUATION SCORE SHEET

15

Application number: \_\_\_\_\_ OCJG Reviewer: \_\_\_\_\_

Application subgrantee: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_

Subgrant contact name, phone and email: \_\_\_\_\_

ITEM EVALUATED	POSSIBLE POINTS	POINTS SCORED	COMMENT
<b>I. Subgrant Application Package</b>			
• EEO Certifications	5	—	
• Statement of compliance with the Standards and Conditions set forth in the application	5	—	
Subtotal Points	<b>10</b>	—	
<b>II. Program Description</b>			
• Measurable goals and objectives	5	—	
• Statement of intended partnership with community-based substance abuse programs	2	—	
• Statement of need for program services	2	—	
• Program model description clear and comprehensive	5	—	
• Statement specifying data collection for performance reporting	2	—	
• Clear and concise explanation of units that will be included in the unit cost	2	—	
• Period of treatment six-to-12 months in length	2	—	
• Treatment provided in residential treatment facilities set apart from the general prison population	5	—	
• Treatment develops cognitive, behavioral, social, vocational and other skills to solve substance abuse and other problems	5	—	
• Explanation of periodic and random drug testing of RSAT participants during program (and after if remaining in the custody of the state) and sanctions for positive tests.	5	—	
• Individual treatment plans incorporating aftercare treatment	2	—	
• Statement that program participants will be provided with aftercare services	2	—	
• Letter of support on letterhead from aftercare agency indicating preference given to RSAT participants	2	—	
• Provision that substance abuse treatment services demonstrate an evidence base and appropriate target population	2	—	
• Statement that funds will not be used on inherently religious activities & that delivery of services is not discriminating on the basis of religion	2	—	
Subtotal Points	<b>45</b>	—	
<b>III. Budget Narrative</b>			
• Quantifiable deliverables directly related to program goals and objectives	15	—	
• Unit Cost calculations are correct and ensure that if a service is not provided, no funding provided	5	—	
• All contracts are within the grant period	5	—	
• Source and amount of match	5	—	
Subtotal Points	<b>30</b>	—	
<b>TOTAL POINTS SCORED</b>	<b>85</b>	—	

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## FREQUENTLY ASKED QUESTIONS

The following are answers to frequently asked questions related to the Residential Substance Abuse Treatment (RSAT) for Prisoners Held in Community Correctional Facilities Program currently being implemented by the Florida Department of Law Enforcement. Most of the questions have been raised by officials in offices that are responsible for administration of this federally funded grant program. This document provides guidance regarding the program provisions and requirements.

### PURPOSE

1. **Question:** What is the purpose of the RSAT for Community Corrections Prisoners Program?

**Answer:** The purpose of the program is to assist units of local government to develop and implement residential substance abuse treatment programs in local correctional and detention facilities in which prisoners are incarcerated for a period of time sufficient to permit substance abuse treatment.

### ELIGIBILITY

2. **Question:** Who is eligible to apply?

**Answer:** Eligible applicants include a Board of County Commissioners and Chairman or designated representative thereof representing a county in the State of Florida.

### MATCHING FUND REQUIREMENT

3. **Question:** Is there a matching fund requirement?

**Answer:** Yes. The federal share of the program may not exceed 75 percent of the total program. The 25 percent matching fund requirement must be in the form of a cash match. Cash match is defined as cash spent for project-related costs which are allowable applications of federal funds. Federal funds may not be used as match.

### PROGRAM DEVELOPMENT AND DESIGN

4. **Question:** What are the basic program design requirements?

**Answer:** Programs shall:

- Last at least three months;
- Be provided in residential treatment facilities where every effort is made to separate program participants from the general correctional population (totally separate facilities or a dedicated housing unit within a facility exclusively for use by program participants); kitchen and recreational facilities may be shared with the general correctional population, but offenders served under these programs should otherwise be separated;
- Focus on the substance abuse problems of the inmate;
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the

substance abuse and related problems; and,

- Have in place and continue to require or agree to implement urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse treatment programs in correctional facilities. The applicant must include a description in the subgrant application of its current drug testing program, the number of offenders tested, and plans to expand or continue these programs.

**5. Question: Will funding preference be given to program models meeting enhanced requirements?**

**Answer:** Yes. Funding preference will be given to programs which:

- Feature individualized treatment plans incorporating aftercare services.
- Exhibit linkages to aftercare services. Linkages shall be evidenced by Letters of Intent drawn-up on aftercare agency letterhead and signed by authorized representatives. Subgrant applications with letters which clearly indicate that RSAT graduates will be given priority-access to aftercare services will receive additional preference.
- Provide residential treatment facilities that are **totally separate** from the general correctional population (programs which share kitchen and recreational facilities with the general correctional population will not receive preference).
- Are new programs, i.e., the subgrant application must state that the program is a new program and indicate that residential substance abuse treatment services will not be available in the planned area of service unless the subgrant application is awarded. The subgrant application must clearly indicate that the proposed program does not represent an enhancement or expansion of a pre-existing program in order to receive preference.

**6. Question: Can the program be designed to last less than three months?**

**Answer:** No. Federal statutes require that the program last at least three months. A subgrant-funded program should accept inmates who can participate in the residential phase of the program for at least three months.

**7. Question: Can inmates participate in the program for longer than twelve months?**

**Answer:** No. Studies have shown that the effectiveness of a residential treatment program begins to decrease if the offender remains in the program too long. This is not to suggest that offenders will not require additional treatment and support after the residential portion of the program. The program should be designed with at least two phases, i.e., the grant-supported residential phase, followed by an intensive and comprehensive aftercare program which is not grant-supported.

**8. Question: Can funds be used to treat offenders who abuse alcohol?**

**Answer:** Yes. Substance abuse refers to both alcohol and drug abuse.

**9. Question: Must the program be located within a jail?**

**Answer:** No. Residential treatment may be provided in conventional jail facilities, as well as boot camps, halfway houses, residential community corrections programs, and other similar types of residential correctional facilities.

**10. Question: Can the program be designed to provide, for example, two months of residential Treatment in an institution and the balance in a residential correctional facility, such as a**

halfway house, in the community.

**Answer:** Yes, as long as the residential portion of the program lasts at least three months. If the program is split, the two residential components must be coordinated to provide a continuity of services. An aftercare component should still be available to provide treatment services and support to the offenders after release from the community residential component.

**11. Question:** **The treatment facility should be, if possible, set apart or totally separate from the general correctional population. What does “set apart” or “totally separate” mean?**

**Answer:** “Set apart” and “totally separate” mean a building, component, or dedicated housing unit within a correctional facility that is exclusively for use by program participants. It should separate the participants by sight and sound and have a dedicated space for housing and for program activities. Program participants may share facilities with the general population for meals, recreation, general education and other activities.

### AFTERCARE

**12. Question:** **May grant funds be used to pay for aftercare services?**

**Answer:** No. Grant funds may only be used for the residential portion of a treatment program.

**13. Question:** **Guidelines indicate that preference will be given to applicants that provide aftercare services to program participants. Does this mean that programs without an aftercare component could be funded?**

**Answer:** Yes. However, the State is required to give preference to programs which provide aftercare because research indicates that such programs are much more effective if aftercare services are provided.

**14. Question:** **If an offender is returned to the general population after completing the residential substance abuse program, can we provide aftercare within the facility?**

**Answer:** Aftercare refers to nonresidential community-based services, including treatment, support, and monitoring of the offender, which follows release from the residential treatment program. Generally, offenders should be placed in a residential treatment program during the last six to twelve months of their sentence in a residential facility so that they can be released directly into a community-based aftercare program. If an offender is returned to the general population, he or she should be provided with support services within the institution and should be placed in an aftercare program when returned to the community.

### PROGRAM PARTICIPANTS

**15. Question:** **Can grant funds be used to provide substance abuse treatment in juvenile facilities?**

**Answer:** Yes.

**16. Question:** **Must an offender be sentenced to jail to qualify for participation in a grant-funded treatment program?**

**Answer:** No. The offender must be sentenced to or held in a residential facility operated by a local correctional agency. The facility may be an institution, such as a jail or boot camp, or in the community, such as a halfway house or a community corrections program.

- 17. Question:** Can the courts sentence directly to a community-based residential treatment program?
- Answer:** Grant funds may be used to support residential substance abuse treatment programs in correctional facilities which serve as an alternative to incarceration and accept offenders directly from the courts.
- 18. Question:** Can grant funds be used to establish a community-based residential treatment program which serves as an intermediate sanction for probation or parole violators rather than returning them to prison?
- Answer:** Yes, as long as the program meets the other basic required criteria.
- 19. Question:** Can grant funds be used to buy slots or pay for services for offenders in a private treatment facility?
- Answer:** No. The program must be in a correctional facility.
- 20. Question:** Could a correctional facility use grant funds to contract with a private entity to provide services within a correctional facility?
- Answer:** Yes.

### DRUG AND ALCOHOL TESTING REQUIREMENT

- 21. Question:** Each grant recipient must have in place and continue to require or agree to implement urinalysis and/or other proven reliable forms of drug and alcohol testing of individuals assigned to residential substance abuse programs in correctional facilities. Does this apply to all of the grant recipient's residential substance abuse treatment programs or only those that are grant funded?
- Answer:** Although grant recipients are encouraged to test individuals in all corrections substance abuse treatment programs, this requirement only applies to grant-funded activities.
- 22. Question:** May grant funds be used to implement the drug testing requirement?
- Answer:** Yes, but only the costs associated with testing offenders while in the grant-funded program may be paid with grant funds.

### SUPPLANTING

- 23. Question:** May grant funds be used to expand or enhance an existing residential substance abuse treatment program?
- Answer:** Yes. Grant funds may be used for the expanded or enhanced portion of an existing program. However, grant funds may not be used to supplant or replace existing non-federal funds.
- 24. Question:** Can the residential substance abuse treatment program funds be used to continue a program currently funded by another federal grant program?
- Answer:** Yes. Although the intent of this program is to increase the availability of treatment programs for offenders, these funds could be used to continue a program currently funded by another federal grant program. However, the rules related to supplanting would apply to the continuation of programs currently funded with state or local funds. Programs initiated with other federal funds must meet or be modified to meet the requirements for this program.

**ADMINISTRATION**

**25. Question:** Will subgrant recipients receive funding in a lump sum or the normal advance/reimbursement method?

**Answer:** Subgrant recipients will receive funding via the advance/reimbursement method.

**26. Question:** What are allowable costs?

**Answer:** Allowable costs are those which are directly associated with the provision of treatment services. Allowable costs are governed according to "General Principals of Allowability and Standards for Selected Cost Items" set forth in the United States Bureau of Justice Assistance Office of Justice Programs' Financial Guide (as amended) and federal Office of Management and Budget's (OMB) Circular No. A-87, "Cost Principles for State and Local Governments."

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# County likely to approve 5-cent gas tax increase

County, City commissions view fees as necessary

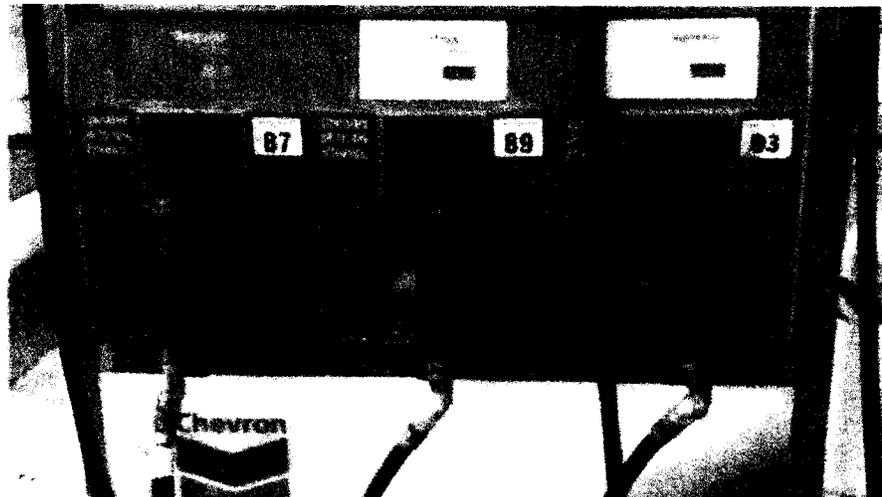
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Leon residents not happy about gas tax. The majority of the Leon County Commission is in favor

Written by **Arek Sarkissian** | Democrat staff writer

A 5-cent increase to the gas tax that could be passed next month by the Leon County Commission will cost each driver an estimated \$26 a year.

FILED UNDER

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The \$4 million generated by the tax increase would prevent even more costly property-tax hikes in both Tallahassee and the county, but it's still a touchy issue for motorists who recall a decade ago when the national average for gas was \$1.72 a gallon. On Tuesday, Terri Collins paid \$3.54 a gallon to fill up the tank on her minivan.

"I think we need to do a better job using the money we're already providing through our taxes and not asking us to provide more money," Collins said. "Why don't we go back and make better use of the money we're already getting?"

Five of the seven county commissioners said they would support the gas tax when it goes to a vote next month, creating the supermajority required for it to pass. The tax,

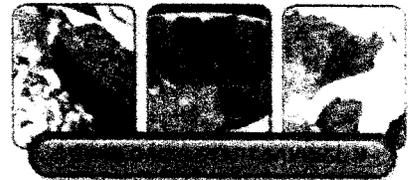
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Gas tax breakdown  
 Here's how the 12-cent Leon County Local Option Fuel tax will be distributed:

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INFORMATION  
 DATE: 8-13-13

DB



A majority of Leon County Commissioners felt a 5-cent gas tax was necessary to help pay for county-maintained roadways. A good chunk of transportation costs are subsidized by general revenue dollars.

1 cent per gallon: Generates \$1.3 million, all goes to the county.

Proposed 5 cent per gallon increase: Would generate \$4.1 million first nine months of this year and \$5.5 million next year, 50 percent to the city and 50 percent to the county.

**Commissioners' rides**

The Leon County Commissioners are subject to the 5-cent gas tax just like the constituents they serve. Here is a list of what the Commissioners drive to work.

- John Dailey, Honda Odyssey
- Bryan Desloge, Subaru Outback
- Kristin Dozier, Toyota Prius
- Maryanne Lindley, BMW coupe
- Nick Maddox, Lincoln Navigator
- Bill Proctor, Chevrolet Caprice
- Jane Sauls, Honda Pilot

which for an average driver would amount to about \$2 a month, 50 cents a week or 7 cents a day, would take effect Jan. 1 with revenues split evenly between the county and city of Tallahassee.

The 5-cent tax increase would make Leon County one of the 25 in the state to max out the 12-cent local option tax allowed by law, which already generates \$4.8 million shared with the city. It also would conclude seven years of debate brought up by County Commissioner Bryan Desloge. He's said growth has long outpaced revenue from the current local-option tax. The county already plans to take \$3.4 million from the general fund to subsidize the transportation budget in next year's spending plan, which will go into effect on Oct. 1.

"We have a policy in place that county entities are self-supporting, if we aren't going to honor that then maybe we need to look at that policy," Desloge said. "We've cut enough from the budget over the past few years."

The commission voted 6-1 last month for a \$225 million proposed budget, setting the stage for two public hearings to be held on Sept. 17 and Sept. 24 before the final vote. The spending plan includes filling an \$8.78 million shortfall by using \$5 million in reserves, new fees for storm water and rural waste collection and the elimination of nine full-time positions. The plan did not include projected revenue from the gas tax.

5 County likely to approve 5-cent gas tax increase

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