

BOARD OF COUNTY COMMISSIONERS

GULF COUNTY, FLORIDA

<u>AGENDA</u>	<u>JANUARY 26, 2016</u>	<u>TIME / PAGE NO.</u>
1. Meeting Called to Order		9:00 a.m.
2. Consent Agenda		1-137
3. County Staff Business		
4. Board Business		
5. Quasi-Judicial Hearings – Review & Consideration of P.D.R.B. Recommendations of the Following Applications		138
- Small Scale Land Use Amendment – Charles M. Kent * Parcel ID #03457-005R * County Road 386 North Overstreet		
6. P.D.R.B. – Request for Hardship on Recreational Vehicles		138
7. Kenneth Chad Williams		139
- Search 7 Rescue		
- Fishing on Side of Road		
- Personal Issues on Neal Road		
8. Nancy Brockman		140-142
-Gulf Co Library – Stats for 2015		
9. Mike Barrett		143-144
- Public Safety		
- Condition of Bike/Jogging Trail on the Cape		
10. Olga Cemore.		145
- Beach Blast Triathlon & Duathlon		
11. Public Discussion		

F.S. 286.0105:

If a person decides to appeal any decision made by the board, agency or commission, with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CONSENT AGENDA

January 26, 2016

1. Minutes – December 8, 2015 – Regular Meeting 1-20
 - December 15, 2015 – Special Meeting 21-22
 - December 30, 2015 – Emergency Meeting 23-24
 - January 6, 2016 – Emergency Meeting 25-26
 - January 12, 2016 – Special Meeting 27-29
 - January 12, 2016 – Workshop 30-31

2. Approval of Checks and Warrants for December, 2015 which are incorporated herein by reference, pursuant to Chapter 136.06 F.S. 32-38

3. Agreement – Roberson & Associates, P.A. (Audit Engagement Letter * FY 2014-15 * \$70,400.00) 39-45
 - FL Dept. of Transportation (Amendment #1 * Regional Incentive Program Agreement * #AR523 * Stumphole Revetment Project) 46-48

4. Appointment – Career Source Gulf Coast Board (Re-appointment * Patrick Farrell) 49-50

5. Budget Amendment #3 – General Fund (Amend the FY 2015-16 Budget for the General Fund for the purchase of a vehicle to be used by County Administration) 51
 - Budget Amendment #4 – General Fund & Public Works Fund (Amend the FY 2015-16 Budget for General Fund & Public Works Fund for expenditures that were not included in the adopted budget) 52
 - Budget Amendment #5 – General Fund (Amend the FY 2015-16 Budget for General Fund for line item adjustment to the Gulf Co Jail Budget) 53

6. Change Order – RESTORE Act Consultant * Bid #1415-01 (CO #1 * Dewberry * Additional Professional Services * Increase of \$15,990.00) 54-56
 - Printing 2016 T.D.C. Visitor Guide * Bid #1415-28 (CO #1 * Solo Printing * Changes/Adjustment * Increase of \$650.02) 57-58

7. Grant – County Incentive Grant Program (Award Engineering & Design Services * Old Bay City Road, Phase III * Preble-Rish, Inc. * \$55,954.00) 59-60

	– Duke Energy (“Piggy-back” off of Gadsden County Bid * Strategic Sites Inventory Services for Economic Development * \$26,500.00)	61-62
	– FDLE (FFY 2015 Edward Byrne Memorial JAG Application * JAGD1516 * \$1,691.00)	63-88
	– FDLE (Edward Byrne Memorial JAG Subgrant Award * 2016- JAGC-GULF-1-H3-136 * Operation Safe Streets * \$17,474.00)	89-125
	– Small County Outreach Program (Award Engineering & Design Services * County Road 5 * Preble-Rish, Inc. * \$88,890.00)	126-127
	– Small County Road Assistance Program (Award Engineering & Design Services * Atlantic Street * Preble-Rish, Inc. * \$12,500.00)	128-129
8.	Proclamation – Rev. Dr. Martin Luther King, Jr. Day of Service 2016 Celebration	130
9.	Request – County Administrator (Move February Board Meeting * Monday, February 29, 2016)	131
	– County Attorney (Gulf Co Local State of Emergency Permitting Extensions * Cape San Blas Beach Emergency Building Permits)	132-133
	– Veterans’ Service Officer (Relocation of the Service Memorial * Lake Alice Park)	134-135
10.	Resolution – General Fund (FY 2015-16)	136
	– General Grants Fund (FY 2015-16)	137

3. Acknowledgement – FL Dept. of Revenue (Local Option Gas Tax on Motor Fuel & Special Fuel * Local Ordinances & Rates on File)
4. Agreement – Dewberry Engineers, Inc. (Amendment #1 * Gulf Co RESTORE Act Consultant & Professional Services * Bid #1415-01)
 - FL Dept. of Economic Opportunity (Rural Area of Opportunity Designation Execution)
 - Trinity (Buckhorn Landfill * Site Assessment Addendum * \$61,728.03)
5. Appointment – Gulf Consortium Executive Committee (Re-appointment * Warren J. Yeager, Jr.)
 - Opportunity Florida Board (Appointee * Michelle Childs)
6. Budget Amendment #1 – General Fund (Amend the FY 2015-16 Budget for the General Fund for the purchase of new voting equipment)
 - Budget Amendment #2 – BP & RESTORE Act Fund (Amend the FY 2015-16 Budget for BP & RESTORE Act Fund for the purchase of an ambulance)
7. Inventory – Gulf Co T.D.C. (Asset Surplus * #230-39 * 2000 Chevrolet K1500 * Vin #2GCEK19T9Y1212205 * #230-40 * 1996 Ford F150 * Vin #1FTEF14N8TLB10569 * Advertise to Receive Sealed Bids to Sell)
 - Gulf Co Veterans' Service (Asset Transfer to Surplus * #240-27 * Dell Latitude D510 Laptop * Serial Number 14448697345)
8. Invoice – Disasters, Strategies, & Ideas Group, LLC/DSI Group, LLC (#1785 * Disaster Response & Recovery Training * Bid #1415-32 * \$16,000.00 to be paid from State Homeland Security Grant #15-DS-P4-02-33-01-279)
 - **DELETE PAGES 91-92**** – Levy Law Firm (Legal Services * \$988.94)
9. Policy – County Use of the Honeyville Community Center
 - **DELETE**** – Public Speaking Request Form
10. Request for Funds – Gulf Co Sheriff's Office (Beach Patrol Funds * October, 2015 * \$3,691.52)
 - Gulf Co Sheriff's Office (Cost of Supplies * Crime Prevention * \$4,446.72)

11. Resolution – Dissolving the Dead Lakes Water Management District, as follows:

RESOLUTION NO. 2015-47

WHEREAS, there presently exists a special district known as the Dead Lakes Water Management District created by Florida Chapter Law 61-2212; and

WHEREAS, the present existence of the Dead Lakes Water Management District duplicates unnecessarily the administrative activities and costs associated with providing the public services originally envisioned for the special district; and

WHEREAS, the public services entrusted to the Dead Lakes Water Management District unnecessarily duplicate those presently provided by Gulf County, Florida by and through its Board of County Commissioners; and

WHEREAS, the continued duplication of public services, administrative activities, and administrative costs are deemed by the Board of Commissioners of the Dead Lakes Water Management District to be an unnecessary expenditure of public funds to accomplish the delivery of equivalent services to the public; and

WHEREAS, there is no longer a continued public need to maintain the Dead Lakes Water Management District which serves a small rural area as those services are more efficiently and effectively provided and administered by Gulf County which is the local general purpose government within which the district is located; and

WHEREAS, the Board of Commissioner of the Dead Lakes Water Management District held a public meeting of the Dead Lakes Water Management District to address the issue of dissolution of the special district and as there has been brought forth no information which would substantiate the continued need for the existence of the Dead Lakes Water Management District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Dead Lakes Water Management District, as follows:

The Legislature is respectfully requested to repeal the special act(s) creating and establishing the Dead Lakes Water Management District and requests that this dependent, special district created by special law be dissolved.

(End)

– Supporting the Regional Economic Development Organization, Opportunity Florida, as follows:

RESOLUTION NO. 2015-48

A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS SUPPORTING THE REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION, OPPORTUNITY FLORIDA, TO PURSUE MORE RELEVANT INCENTIVES AND COMPETITIVE ADVANTAGES FOR OUR RURAL AREA OF OPPORTUNITY.

Complete Resolution on file with Clerk

(End)

– Dissolving the Highland View Water & Sewer District, as follows:

RESOLUTION NO. 2015-49

WHEREAS, there presently exists a special district known as the Highland View Water and Sewer District created by Florida Chapter Law 61-2212; and

WHEREAS, the present existence of the Highland View Water and Sewer District duplicates unnecessarily the administrative activities and costs associated with providing the public services originally envisioned for the special district; and

WHEREAS, the public services entrusted to the Highland View Water and Sewer District unnecessarily duplicate those presently provided by Gulf County, Florida, by and through its Board of County Commissioners; and

WHEREAS, the continued duplication of public services, administrative activities, and administrative costs are deemed by the Board of Commissioners of the Highland View Water and Sewer District to be an unnecessary expenditure of public funds to accomplish the delivery of equivalent services to the public; and

WHEREAS, there is no longer a continued public need to maintain the Highland View Water and Sewer District which serves a small rural area as those services are more efficiently and effectively provided and administered by Gulf County which is the local general purpose government within which the district is located; and

WHEREAS, the Board of Commissioner of the Highland View Water and Sewer District held a public meeting of the Highland View Water and Sewer District to address the issue of dissolution of the special district and

as there has been brought forth no information which would substantiate the continued need for the existence of the Highland View Water and Sewer District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Highland View Water and Sewer District, as follows:

The Legislature is respectfully requested to repeal the special act(s) creating and establishing the Highland View Water and Sewer District and requests that this dependent, special district created by special law be dissolved.

(End)

12. S.H.I.P. – Change Order (#1 * Gulf 2 Bay Development * S.H.I.P. Project – Betty J. Harris * Bid #1415-34 * \$3,128.00 * #2 * Gulf 2 Bay Development * S.H.I.P. Project - Betty J. Harris * Bid #1415-34 * \$2,000.00)

– Authorize Contractor (Qualified S.H.I.P. Contractor * Vision Builders of Gulf Coast, LLC)

– County S.H.I.P. Policy

(End)

C.O.R.B.A – GULF COUNTY TECH REVIEW

Chief Administrator Butler presented to the Board an email from U.S. Fish and Wildlife regarding the C.O.R.B.A. issue on Cape San Blas; reporting that the County had an agreement that by the end of September, U.S. Fish and Wildlife would have their technical review completed and available to the County. He discussed the events that took place leading up to December; stating that this email is notifying the County that it will go out for public review in the spring of 2016. Chief Administration Butler requested permission from the Board to review what could be done to get this issue in front of a Judge and report back to the Board. After discussion by members of the Board, Commissioner Bryan motioned to allow Staff to come back with a plan of action on how to address this issue, without any expense at this point, that can be placed in the Agenda for public and Board's review. Commissioner Quinn seconded the motion for discussion. Upon inquiry by Commissioner Quinn, Commissioner Bryan clarified that she is asking Staff to come up with a written plan that the Board can review; not taking any real action or incurring any real cost other than paying for Staff's time. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

HABITAT CONSERVATION PLAN UPDATE

Chief Administrator Butler reported that Cardno, the County's consultant, should have the proposed Habitat Conservation Plan (HCP) to the County by December 16, 2015. He discussed forwarding the proposed plan to the Board for review, and at the next Board meeting the Board can cast their vote to accept or deny the proposed plan. Chief

Administrator Butler reported that the HCP is going to put some severe restrictions on building (construction) along the coast line.

WHITE CITY BULKHEAD – WHITE CITY PARK

Chief Administrator Butler discussed Item #9 (Pages 125-126) from the Agenda regarding a proposal for the White City Bulkhead Project. He recommended that the Board consider looking to enlist in the services of Commissioner McLemore on the area that is really leaning out. After discussion by Chief Administrator Butler, Commissioner Bryan discussed her concerns regarding the seawall and the building at White City Park; stating this issue needs to be addressed. Commissioner Bryan motioned to approve the proposal from Preble Rish, Inc., in the amount of \$44,750.00 for the engineering services of the White City Bulkhead at the White City Park. Commissioner McLemore seconded the motion for discussion. After discussion, Chief Administrator Butler reported that PRI's proposal is for the entire project, including removing the existing wall and installing a new wall. Commissioner McLemore discussed comparing the cost for the entire project verses engineering 30-40 feet that is bad. After further discussion, Commissioner Bryan withdrew her motion. She then motioned to hold a workshop on January 12, 2016 at 9:00 a.m., E.T. to discuss this matter further. Commissioner McLemore seconded the motion. After discussion by Chairman McDaniel, Commissioner inquired about changing the meeting to a Special Meeting instead of a Workshop. Commissioner Bryan stated that she would like to keep it set as a Workshop and hold it at the E.O.C. Building. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

PURCHASE PROPERTY – LOT AT CAPE SAN BLAS

County Attorney Novak discussed a parcel located at 4787 Cape San Blas Road; stating that the Board allowed Staff to execute a contract <Contract on file with Clerk> for the proposed purchase of this property. He reported that the title work was received last week, but there are issues within the title report that cannot be answered today. County Attorney Novak recommended that the Board request a thirty (30) day extension of the sellers to allow time for Staff to further vet the property. He also recommended to the Board that if the seller does not grant the extension, then the Board would withdrawal the proposal. Commissioner McLemore motioned to approve County Attorney Novak's recommendations. Commissioner Barnes seconded the motion. After discussion, County Attorney Novak stated that he will ask the seller for a forty-five (45) day extension. Following additional discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

ADVERTISE FOR SEALED BIDS – ROAD BOND PROJECT

Assistant Administrator Hammond presented a road paving list for the Gas Tax Revenue Road Bond, Series 2015 A & B; requesting permission to advertise to receive sealed bids for the road bond paving project. After further discussion, Commissioner McLemore motioned to move forward with the list today and look at further projects. Commissioner Barnes seconded the motion for discussion. Following further discussion by the Board, Chairman McDaniel called for public comment. Roni Coppock, of St. Joe Beach appeared before the Board to discuss her concerns regarding the roads in District III. Sharon

Winchester, of St. Joe Beach appeared before the Board to discuss her concerns regarding the lack of support for District III by other members of the Board. Chairman McDaniel called for any objection to the motion. Commissioner Bryan opposed to the motion. Discussion followed. The Chairman then called for a recess.

The meeting did then recess at 10:13 a.m., E.T.

The meeting did then reconvene at 10:23 a.m., E.T.

Chairman called for the vote. The motion then passed 4 to 1, with Commissioner Bryan voting no.

COUNTY POLICY – ORDER TO CONDUCT COUNTY MEETINGS

County Attorney Novak discussed the County Policy and read a portion of this policy regarding the order in conducting County meetings, and also a portion of the Public Speaking Ordinance.

GRANT EXTENSION – S.C.R.A.P. AND S.C.O.P.

Upon request by Grant Coordinator Childs, Commissioner McLemore motioned to extend the S.C.O.P. Grant for the CR 30B Project and the S.C.R.A.P. Grant for the CR 30 Project until April 30, 2016. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

REPORT – E.D.C.

Gulf County E.D.C. Director Holley appeared before the Board to provide an update regarding economic development.

RESOLUTION – SUPPORTING THE REGIONAL E.D.O. OPPORTUNITY FLORIDA

County Attorney Novak discussed page 97 of the Consent Agenda that was introduced by the E.D.C.; requesting that the third paragraph down be changed by the Clerk to read Gulf County. Commissioner Barnes motioned to approve the amendment to this Resolution (2015-48). Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

REPORT – RESTORE

RESTORE Act Coordinator Yeager appeared before the Board to present and discuss the RESTORE Project list. He discussed using part of POT 1 Money as leverage for the N.R.D.A. Projects. RESTORE Act Coordinator Yeager provided the Board with a time-line update regarding the Highland View Boat Ramp, Veterans' Memorial (Beacon Hill) Park, and the Pier. Discussion followed.

REPORT – T.D.C.

T.D.C. Director Jenkins appeared before the Board to present the November, 2015 Status Report to the Board.

RESOLUTION – OPPOSITION TO PROPOSED LEGISLATION

Upon discussion by T.D.C. Director Jenkins, Commissioner McLemore motioned to adopt the following resolution. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously, as follows:

RESOLUTION NO. 2015-50
A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSIONERS IN OPPOSITION TO PROPOSED LEGISLATION THAT WOULD HAVE A NEGATIVE IMPACT ON THE TOURISM INDUSTRY IN GULF COUNTY AND ACROSS THE ENTIRE STATE OF FLORIDA.

Complete Resolution on file with Clerk

(End)

PAGE 2 – MINUTES PULLED FROM CONSENT

Commissioner Bryan discussed page 2 that was pulled from the Consent Agenda regarding the Mediacom Agreement for data services; noting that it was voted on at the last meeting as a sole-source. She stated that we have learned that it is not a sole-source; inquiring if the record needs to be revised to reflect this. Commissioner Bryan reported that Fairpoint Communications could provide this service for \$719.00 per month with no installation. After discussion by Commissioner Bryan, County Attorney Novak reported that in the last seven (7) days Administration received communications from that vendor (Fairpoint Communications) adding additional information that was requested over six and one-half (6 ½) months ago; stating that moralizing past meetings have been accurate. After discussion by County Attorney Novak, Central Services Director Lanier discussed the time-line in collecting information regarding data services; stating that what was presented to the Board at the (December 8th) meeting as sole-source was based on the information she had at that time. Discussion followed. Commissioner McLemore motioned to approved page 2 (Item #1 * September 22, 2015 Regular Meeting). Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

FORM – PUBLIC SPEAKING REQUEST

Commissioner Bryan inquired if this form (Public Speaking Request Form) is required or can one still attend and raise their hand to speak at the end of the meeting (during public discussion). Chief Administrator Butler discussed meeting with the Chairman regarding a way to get the names right for those that come to speak in front of the Board; stating that there is a need to tighten up on who is actually speaking to the Board. He also stated that those that call and come in before the meeting will have to fill this form out, and someone from the floor will have to fill this form out by going to Central Service Director Lanier after they speak so we will know who they are. After discussion by Chief Administrator Butler, Commissioner Bryan discussed her concerns in regards to placing requirements on the public that are not the same Staff, such as providing materials ahead of time for the Board to review. She inquired about the time allowed and discussed her concerns regarding the

proposed form. After discussion by Commissioner Bryan, County Attorney Novak reported that he provided the language and created the proposed form; stating he reviewed it with the Chairman. After discussion, Commissioner McLemore motioned to approve pages 91-92 (Public Speaking Request Form). Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner Bryan voting no.

SIDEWALK PROJECT – FL D.O.T.

Commissioner Bryan discussed pages 1-2 and 19-20 in the Information Packet regarding the FL D.O.T. Sidewalk Project from Pine Street to the Bay County Line. She reported that FL D.O.T. is willing to continue work on the St. Joe Beach Sidewalk by keeping it on the landward side on Highway 98 to complete the sidewalk through the Bay County line. Commissioner Bryan stated that the County will need to amend the Resolution that directed FL D.O.T. to stop at Abalone Street. After discussion, Commissioner Bryan motioned to revise the Resolution (2015-44) to request that the FL D.O.T. examine the landward side or North side of Highway 98 and if it is possible to continue the sidewalk through from Abalone Street to the Bay County line. Commissioner Quinn seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no. Chairman McDaniel requested that Chief Administrator Butler contact FL D.O.T. to meet. Commissioner Bryan requested that if the Chairman was going to meet with FL D.O.T., to call a special meeting so that she could attend. After discussion by Chairman McDaniel, Chief Administrator Butler discussed holding a workshop and adding it to the scheduled Workshop of the 12th (January, 2016).

RESOLUTION NO. 2015-51

A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSION REQUESTING THE FLORIDA DEPARTMENT OF TRANSPORTATION'S ACKNOWLEDGEMENT, COOPERATION, AND ASSISTANCE TO GULF COUNTY IN THIS REQUEST TO CONSIDER PLACEMENT OF THE SIDEWALK ON THE NORTH SIDE OF HIGHWAY 98, IF POSSIBLE FOR THE SR30 US 98 SIDEWALK FROM PINE STREET TO BAY COUNTY LINE (15-11604); REQUESTING FLORIDA DEPARTMENT OF TRANSPORTATION TO APPROVE, ACCEPT AND SUPPORT THESE NEW MODIFICATIONS; AND ACCEPTING RESPONSIBILITY FOR SAME TO MAKE NECESSARY AMENDMENTS TO THE GRANT AWARD AND PROJECTS PLANNING.

Complete Resolution on file with Clerk

(End)

PROPERTY CLEANUP – ALABAMA AVENUE

Commissioner Bryan discussed a trailer that burned on Alabama Avenue; stating this property has gone through the Special Magistrate, but nothing has been done to clean up the property. County Attorney Novak stated that he read the Special Magistrate's Order

and discussed the “clean and lien”. He reported that a Lis Pendens was filed on the property after the Special Master Hearing. County Attorney Novak requested direction from the Board; stating the bank may send out their litigation department this month to clean the property. He discussed the options the County could take, as follows: 1. Instruct Public Works to go out to the property and take the public safety element out of it; 2. County do a full “clean and lien”; or 3. CIT Bank steps up to clean the property. After discussion, County Attorney Novak recommended that Board allow Staff to pursue this matter for the next two weeks and work with the bank (CIT Bank) to have them clean it, offer a contribution in full to reimburse the County to clean the property, or the County take the steps necessary to make the property safe but not necessarily clean the entire property. Commissioner Bryan had no objection to the way the County Attorney laid out the options. Chairman McDaniel directed the County Attorney to contact the bank regarding this matter. Ray Lapeyrouse, of St. Joe Beach appeared before the Board to discuss her concerns regarding the property; stating that it butts-up to her property and the bank has hired someone local to cut the grass.

LIMITED MAINTENANCE AGREEMENT – GULFAIRE DITCH

Commissioner Bryan requested an update regarding the Limited Maintenance Agreement with Deseret Ranches for the GulfAire Ditch. County Attorney Novak reported that he has provided the Limited Maintenance Agreement to Public Works & Mosquito Control Director Cothran; stating that the document is ready for signatures today <not on file with the Clerk>. Upon inquiry by Commissioner Bryan, Public Works & Mosquito Control Director Cothran reported that he will obtain Chief Administrator Butler’s signature today and will send the document off to Deseret for their signature.

CONTRACT – WASTE PRO

Commissioner Bryan discussed the Waste Pro Contract with Wakulla County; stating that Wakulla County received a more favorable deal than Gulf County. She stated that Waste Pro is in default and this should be the time to renegotiate the contract or rebid the services. Commissioner Bryan discussed the Wakulla County Contract with Waste Pro. Commissioner Bryan motioned that the County default Waste Pro and demand the same or better terms as Wakulla County. The motion dies for lack of a second. Commissioner Bryan then motioned that the Board instruct Staff to gather the information regarding the contract with Wakulla County and report back to the Board. Commissioner Barnes seconded the motion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no. Discussion continued regarding the Waste Pro contract.

RESOLUTION – DR. PAT’S ALLEY

After discussion by Commissioner Barnes, County Attorney Novak read the proposed resolution. Commissioner Barnes motioned to adopt the following resolution. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no, as follows:

RESOLUTION NO. 2015-52

A RESOLUTION REQUESTING THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION NAME THE NORTHERN EGRESS LANE OF S.R. 30A AT U.S. HIGHWAY 98 "DR. PAT'S ALLEY."

* Complete Resolution on file with Clerk *

(End)

DEMOLITION HOUSE – LAKE GROVE ROAD

Commissioner McLemore requested approval from the Board to tear-down an abandoned house on Lake Grove Road; reporting that it has been through the legal process. After discussion, Commissioner McLemore motioned to move forward (2211 Lake Grove Road * Edward Escobar). Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

INVOICE – LEVY LAW FIRM

Chairman McDaniel discussed Pages 86, 87, & 88 (Levy Law Firm Invoice) that was pulled from the Consent Agenda; reporting that the Board budgeted money for a lawsuit with Neal and Timberland Company, in the amount of \$5,000.00 that was claimed from money out of the City of Wewahitchka (TL James Park). He reported that had this case gone to court, the bill would have been much higher. Chairman McDaniel stated that this case was settled out of court and inquired how the County could recoup the remaining balance from the Property Appraiser. Chief Administrator Butler stated that he will contact Property Appraiser Burke and report back to the Board at the next Board meeting. No action was taken regarding the invoice.

RESOLUTION – EMERGENCY DECLARATION PERMITTING

<Commissioner Quinn left the meeting at 11:53 a.m., E.T.> Following discussion by County Attorney Novak, he then presented a proposed resolution to the Board for consideration. County Attorney Novak read the proposed resolution. Commissioner Barnes motioned to adopt the following resolution. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There was no public comment <Commissioner Quinn returned to the meeting at 11:56 a.m., E.T.>. Chairman McDaniel provided an update to Commissioner Quinn regarding the motion and inquired if he had any discussion. Commissioner Quinn had no comment. The motion then passed unanimously. Discussion followed.

RESOLUTION NO. 2015-53

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA, AUTHORIZING THE ADMINISTRATION AND BUILDING DEPARTMENT OFFICIALS FOR THE PROPER REVIEW AND ISSUANCE OF TEMPORARY BUILDING PERMITS UPON PROPER APPLICATION FROM THOSE GULF COUNTY PROPERTY OWNERS AFFECTED BY THE RECENT LOCAL EMERGENCY DECLARATION

FOR COASTAL EROSION AND PUBLIC SAFETY AND PROPERTY PROTECTION; PROVIDING FOR AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

PUBLIC HEARING – M.S.T.U.

County Attorney Novak discussed the proposed resolutions and the advertisement to hold a public hearing regarding the M.S.T.U. (Municipal Services Taxing Unit); reporting that the proposed election date will be April 12, 2016; January 13, 2016 will be the cut-off for certifying the ballot; deadline for registering to be a qualified elector is March 14, 2016; and March 23, 2016 is the date in which the ballots will be mailed out. He then read three (3) proposed resolutions by title. After discussion by members of the Board and Staff, Chairman McDaniel called for public comment. Robert Locascio, of Port St. Joe appeared before the Board to discuss his concerns regarding the proposed M.S.T.U., previous beach nourishment cost, and estimated cost for a bridge. Commissioner Bryan motioned to allow additional time for Mr. Locascio to speak. Commissioner Quinn seconded the motion, and it passed unanimously. Mr. Locascio discussed the sea turtles, and the coastal environment. Commissioner Bryan motioned to allow additional time for Mr. Locascio to speak. Commissioner Quinn seconded the motion, and it passed unanimously. At the conclusion of discussion by Mr. Locascio, Chairman McDaniel again called for public comment. Ronald Shiver, of the Cape San Blas appeared before the Board to discuss his concerns regarding the Peninsula, if a storm hit the area. He stated that the County should support this. Amy Rodgers, of Port St. Joe appeared before the Board to inquire if the public could see the plans on how the money could be spent. Jill Davis, of Cape San Blas appeared before the Board to discuss a study that she read regarding allowing things to accrue naturally, expressing that by allowing the water to cut through the Stumphole there will be erosion on the Bayside, and a lot of the sand will be taken into the Port. She discussed her concerns regarding the wildlife and The Port. Penny Easton, of Cape San Blas appeared before the Board to discuss the ballots from the last referendum; reporting that 47 (forty-seven) of the addresses were incorrect and it was unclear of the deadline date being received or postmarked. She stated that she would like to be able to tax herself to save her home. After discussion by County Attorney Novak, Pat Hardman, of Cape San Blas appeared before the Board to discuss her concerns regarding the need of a long-term plan; stating that the major problem for Gulf County is C.O.R.B.A. After discussion by Ms. Hardman, Chairman McDaniel closed the public hearing. County Attorney Novak read the proposed resolution by title regarding the Cape San Blas Bayside M.S.T.U. Commissioner Barnes motioned to adopt the following resolution. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 2, with Commissioners McLemore and Bryan voting no, as follows:

RESOLUTION NO. 2015-54

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA, CALLING A BOND REFERENDUM WITH

RESPECT TO THE CAPE SAN BLAS BAYSIDE MUNICIPAL SERVICES TAXING UNIT CREATED BY GULF COUNTY ORDINANCE 2005-27 AND AMENDMENTS THEREAFTER, FOR THE ISSUANCE OF LIMITED GENERAL OBLIGATION BONDS TO FINANCE BEACH NOURISHMENT; AND PROVIDING AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

County Attorney Novak read a proposed resolution by title regarding the Cape San Blas Gulfside Interior M.S.T.U. Commissioner Barnes motioned to adopt the following resolution. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 2, with Commissioners McLemore and Bryan voting no, as follows:

RESOLUTION NO. 2015-55

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA CALLING A BOND REFERENDUM WITH RESPECT TO THE CAPE SAN BLAS GULFSIDE INTERIOR MUNICIPAL SERVICES TAXING UNIT CREATED BY GULF COUNTY ORDINANCE 2005-26 AND AMENDMENTS THEREAFTER, FOR THE ISSUANCE OF LIMITED GENERAL OBLIGATION BONDS TO FINANCE BEACH NOURISHMENT; AND PROVIDING AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

County Attorney Novak read a proposed resolution by title regarding the Cape San Blas Gulfside Beachfront M.S.T.U. Commissioner Barnes motioned to adopt the following resolution. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 3 to 2, with Commissioners McLemore and Bryan voting no, as follows:

RESOLUTION NO. 2015-56

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA, CALLING A BOND REFERENDUM WITH RESPECT TO THE CAPE SAN BLAS GULFSIDE BEACHFRONT MUNICIPAL SERVICES TAXING UNIT CREATED BY GULF COUNTY ORDINANCE 2005-25 AND AMENDMENTS THEREAFTER, FOR THE ISSUANCE OF LIMITED GENERAL OBLIGATION BONDS TO FINANCE BEACH NOURISHMENT; AND PROVIDING AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

County Attorney Novak reported that ballot due date to the Supervisor of Elections is April 12, 2016 and the ballots will go out no later than March 23, 2016. Chairman McDaniel requested that the Supervisor of Elections contact the local news to get a notice out to the people involved in this referendum.

The meeting did then recess at 12:44 p.m., E.T.

The meeting did then reconvene at 12:55 p.m., E.T.

RESOLUTION – BAN FRACKING

Amy Datz, of Tallahassee appeared before the Board to discuss a proposed resolution. After discussion by County Attorney Novak, he then read the proposed resolution by title. Commissioner Bryan motioned to adopt the following resolution. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously, as follows:

RESOLUTION NO. 2015-57

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA, SUPPORTING PROPOSED LEGISLATION PROVIDING A STATEWIDE BAN ON HYDRAULIC FRACTURING, ACID FRACTURING, AND WELL STIMULATION PERFORMED FOR THE PURPOSES OF EXPLORATION OR PRODUCTION OF OIL OR NATURAL GAS IN STATE OF FLORIDA; PROVIDING FOR AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

PUBLIC HEARING – RIGHT-OF-WAY ABANDONMENT APPLICATION

County Attorney Novak discussed the application filed by Old Florida Executive Properties requesting an abandonment of a 60 (sixty) foot right of way, legally known as Seminole Road, off of Highway 71 South. Planner Lowry reported that the P.D.R.B. reviewed this application for abandonment; reporting that the adjacent property owner, Deseret Ranches has submitted a support letter. Zach Childs, of Old Florida Executive Properties appeared before the Board to discuss the abandonment application. Commissioner McLemore motioned to move forward. Commissioner Quinn seconded the motion. After discussion by Chairman McDaniel, he then called for public comment. There being no public comment, the motion passed unanimously. County Attorney Novak discussed the various phases regarding to the abandonment process; stating that the motion authorizes the Chairman to sign the Resolution which is then advertised.

RESOLUTION NO. 2015-58

A RESOLUTION OF THE GULF COUNTY BOARD OF COUNTY COMMISSION FOR ITS AUTHORIZING VACATION AND ABANDONMENT OF RIGHT OF WAY ALONG SEMINOLE ROAD PURSUANT TO GULF COUNTY ABANDONMENT POLICY WITH NOTICED PUBLIC HEARING AND APPROVING VOTE OF THE BOARD OF COUNTY COMMISSION; AUTHORIZING AND DIRECTING COUNTY OFFICIALS, OFFICERS, EMPLOYEES, AND AGENTS TO TAKE SUCH ACTIONS AS MAY BE NECESSARY OR DESIRABLE IN FURTHERANCE OF THE ABANDONMENT DIRECTIVES HEREIN; PROVIDING FOR AUTHORITY; AND PROVIDING AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

QUASI-JUDICIAL HEARINGS – REVIEW & CONSIDERATION OF P.D.R.B. RECOMMENDATIONS

VARIANCE REQUEST – MICHAEL ANTTILA / LOUISIANA LANE

Planner Lowry introduced a variance request from Michael Anttial (Parcel ID #06291-330R) requesting a side setback variance at Louisiana Lane, Indian Pass. After discussion by County Attorney Novak, Chairman McDaniel inquired if anyone objected to waiving the Quasi-Judicial Hearing. There were no objections. Planner Lowry reported that the P.D.R.B. is recommending to the Board to allow a four (4) foot variance into the 9.5 (nine and half) foot setback on the East side of the property to allow placement of an A/C pad under Section 34, provisions 1 (one) and 3 (three). Commissioner Barnes motioned to approve the P.D.R.B. recommendation. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

SMALL SCALE LAND USE AMENDMENT – CHARLES KENT / OVERSTREET

Planner Lowry introduced a small scale land use amendment from Charles M. Kent (Parcel ID #03457-005R) requesting a land use change from residential to mixed use commercial/residential on a 2.07 acre parcel located on County Road 386 North, Overstreet. After discussion by County Attorney Novak, Chairman McDaniel inquired if there were any objections to waiving the Quasi-Judicial Hearing. A gentleman stood up from the audience stating that he is a property owner and objects to the land use change. County Attorney Novak requested that all that want to testify come forward to be sworn in by the Clerk. <Commissioner McLemore left the meeting at 1:16 p.m.> Clerk Norris then administered the oath to the following people: Janett Kirkland, Donald Werbacher, Valinten Krupeliev, Charles Kent, and Planner Brett Lowry. County Attorney requested that each Commissioner state for the record any exparte communications regarding this application. Commissioner Bryan stated that she had correspondence with Mr. Kent and Brett Lowry. Chairman McDaniel and Commissioner Barnes stated that they have not had any exparte communications. Commissioner Quinn stated that he has spoken with the County Attorney. Mr. Charles Kent, of Overstreet appeared before the Board to discuss

the land use amendment application. After discussion, County Attorney Novak reported that Mr. Kent didn't have proof of notifying his neighbors at the time of the P.D.R.B. meeting and the P.D.R.B. tabled this request; stating that since the P.D.R.B. meeting, Mr. Kent does have proof that notices were sent out to the neighboring property owners. After further discussion, Planner Lowry stated that the P.D.R.B. recommended to the Board by 5-0 vote to table this request and ask that Mr. Kent provide additional information regarding the use of this project in compliance with the Northwest Florida Water Management District (NFWFMD), together with public hearing dates listed on the letter Mr. Kent sent out to the adjacent property owners. Upon inquiry by County Attorney Novak, Mr. Kent stated that he can only pull 100 liters per day from a four (4) inch well. Discussion followed. Valinten Krupeliev appeared before the Board to discuss the water system and the amount of water that will be purified per day. Donald Werbacher and Janett Kirkland appeared before the Board to discuss their concerns regarding this application requesting the property be changed from residential to mixed use commercial/residential. After further discussion, Commissioner Bryan motioned to table. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

NON-RESIDENTIAL DEVELOPMENT – PRESNELL'S VACATION RESORT & RV PARK, LLC / SIMMONS BAYOU

Planner Lowry introduced a non-residential development from Presnell's Vacation Resort & RV Park, LLC (Parcel ID #06252-000R & #06252-010R) requesting a development order of a 71 (seventy-one) unit RV Park at Simmons Bayou. He reported that the P.D.R.B. recommends to the Board by a 4-1 vote to approve the development order for a 71 unit RV Park. Commissioner Bryan motioned to waive the Quasi-Judicial Hearing. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0). Kevin Presnell and Teddy Nobles, representing Presnell's Vacation Resort & RV Park, LLC appeared before the Board to discuss the project. Commissioner Quinn motioned to approve the P.D.R.B.'s recommendation. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

PROPERTY NEEDS EXEMPT

Ruth Griffin, of Balmy Breeze RV Park appeared before the Board to discuss her concerns regarding the new RV Ordinance; requesting the Board grant her an exemption in order to operate this park (Balmy Breeze RV Park). She reported that this RV Park has been in operation for 20 (twenty) years. After discussion, Commissioner Barnes motioned to help Ruth Griffin and grant Mrs. Griffin a variance. County Attorney Novak discussed the notices issued by the County Code Enforcement Officer; stating that various property owners are seeking this hardship. He inquired how the Board wishes to proceed with the RVs in violation under the Ordinance in this corridor and Mrs. Griffin's petition for a hardship. Discussion followed. County Attorney Novak stated that if the Board is willing to allow for hardships, then Mrs. Griffin and other property owners on the Cape will be required to place it in front of the P.D.R.B. and then bring back their recommendations before the Board in January. He reported that a hardship would be someone that pre-

existed, rented commercially a parcel in the Corridor, collected and paid bed tax through the Department of Revenue and Gulf County, and had a valid and established commercial operation on that lot for a certain period of time prior to passing the RV Ordinance. After discussion by Commissioner Barnes, County Attorney Novak requested that if the Board finds this language favorable, then the County would receive through the Planning Department a (hardship) request from the applicant to appear before the P.D.R.B. with the sole criteria being that they would be an established commercial operation in existence for a year prior to January 27, 2015; providing documentation of paying bed tax; giving valid criteria in which the Board would consider them a hardship for a sunset period of time. Chairman McDaniel discussed the Code Enforcement Officer not issuing any more citations until the Board resolves this matter. Following discussion, Commissioner Barnes amended his motion to go with what the County Attorney Novak said. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0). Discussion followed.

WEWAHITCHKA MEDICAL CENTER QUARTERLY UPDATE

Chairman McDaniel called for Katrina Saunders to appear. Clerk Norris reporting that Ms. Saunders had to leave and was no longer present.

OSCEOLA COUNTY HFA MULTI-COUNTY BOND ISSUE

Mitch Owens, of RBC Capital Markets appeared before the Board to discuss a Multi-County Housing Authority Bond Issue which would be for the rehab of existing facilities; reporting that one of the projects is in Gulf County, that being the Pine Ridge Facility. He also discussed the need of a resolution from the Board before the project can move forward. After discussion, Commissioner Barnes motioned to approve the following resolution. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0), as follows:

RESOLUTION NO. 2015-59

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA, APPROVING THE OPERATION OF THE OSCEOLA COUNTY HOUSING FINANCE AUTHORITY IN GULF COUNTY FOR THE PURPOSE OF ISSUING ITS MULTIFAMILY HOUSING REVENUE BONDS (HALLMARK PROJECT TO PROVIDE FUNDS TO FINANCE THE ACQUISITION, REHABILITATION AND EQUIPPING OF MULTIFAMILY RESIDENTIAL RENTAL PROJECTS IN MULTIPLE LOCATIONS WITHIN THE STATE OF FLORIDA, INCLUDING A MULTIFAMILY RESIDENTIAL RENTAL PROJECT NAMED PINE RIDGE LOCATED IN PORT ST. JOE, GULF COUNTY; APPROVING THE ISSUANCE BY THE OSCEOLA COUNTY HOUSING FINANCE AUTHORITY OF ITS NOT TO EXCEED \$44,000,000 MULTIFAMILY HOUSING REVENUE BONDS (HALLMARK PROJECT), SERIES [TO BE DESIGNATED], OF WHICH \$2,240,000 WILL BE FOR THE BENEFIT OF

HALLMARK PINE RIDGE, LLC, A FLORIDA LIMITED LIABILITY COMPANY, TO PROVIDE FUNDS TO FINANCE THE ACQUISITION, REHABILITATION AND EQUIPPING OF PINE RIDGE, A MULTIFAMILY RESIDENTIAL RENTAL PROJECT LOCATED IN GULF COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

* Complete Resolution on file with Clerk *

(End)

BEARS IN MONEY BAYOU

Chairman McDaniel called for Karen Beardsley to appear. Ms. Beardsley was not present. Dorothy Rogers, of Money Bayou appeared before the Board to voice her concerns regarding bears in Money Bayou. She then read a note written by Karen Beardsley regarding the bears in the area.

OYSTER AQUACULTURE

TJ Ward appeared on behalf of Tommy Ward to discuss oyster aquaculture in Gulf County at Indian Lagoon and requested the Board's blessings for this project. After discussion, Commissioner Quinn motioned to allow the Chairman to sign a letter of support for the oyster aquaculture at Indian Lagoon <letter on file with Clerk>. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

BEARS IN GULF COUNTY

Commissioner Barnes discussed his concerns regarding bears near the school; reporting that F.W.C. (Fish and Wildlife Commission) was contacted. He inquired if there was something that could be done to get F.W.C.'s attention regarding this matter. A lady from the audience stood up and began to speak on this issue.

PROPERTY NEEDS EXEMPT

Commissioner Barnes inquired if the County could issue Mrs. Griffin a temporary (hardship). County Attorney Novak discussed the Board issuing Mrs. Griffin a temporary hardship. After discussion, Commissioner Barnes motioned to issue Mrs. Ruth Griffin a temporary hardship until the final hearing. Commissioner Quinn seconded motion. After discussion by Commissioner Bryan, County Attorney Novak discussed placing a moratorium on the six (6) identifying violation non-compliance notification that have been issued in order for the Board to review their hardship, instructing the Building Department not to schedule a violation hearing. Upon inquiry by Chairman McDaniel, the Board had no objection to modifying the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (4-0).

CHAIRMANSHIP

Wanda Cahill, of Beacon Hill appeared before the Board to read a letter from Jill Paton regarding her concerns for the 2016 Chairmanship positions. Ms. Cahill discussed her concerns regarding this matter; requesting that the Board allow the District III Commissioner to serve as Chair.

CHAIRMANSHIP ISSUES

Chairman McDaniel called for Gretchen Mayes. Ms. Mayes was not present. A lady from the audience spoke out that Ms. Mayes had to leave, but left written remarks.

DISTRICT III CHAIRPERSON ISSUE

Margie Collins, of Beacon Hill appeared before the Board to discuss her concerns regarding the Chairperson position.

E.M.S.

Chairman McDaniel called for Ricky Tolbert. Mr. Tolbert was not present.

MORE REGULAR MEETINGS

Linda Sertich, of Beacon Hill appeared before the Board to discuss her concerns regarding the length of this meeting; requesting that the Board go back to two (2) meetings per month. After discussion, Commissioner Bryan motioned to move back to two (2) meetings per month. The motion failed for a lack of a second.

ROTATION IN COUNTY COMMISSIONERS CHAIRMANSHIP

Bernadette Hackett, of Howard Creek appeared before the Board to discuss her concerns regarding the rotation in County Commissioners Chairmanship; requesting that the Board revisit their vote for the stay of Commissioner McDaniel as Chairman for another year. She stated that she would like to see Commissioner Bryan placed in that position (Chairman).

HOWARD CREEK PLAYGROUND

Bernadette Hackett, of Howard Creek appeared before the Board to discuss her concerns regarding the Howard Creek Playground; reporting that the playground needs to be replaced.

BOCC LEADERSHIP

Jennifer Corbin, of Beacon Hill appeared before the Board to read Gretchen Mayes letter regarding the 2016 Chairmanship position. Ms. Corbin then discussed her concerns regarding the Chairmanship. Commissioner Bryan motioned to allow additional time for her to speak. Commissioner Barnes seconded the motion. Ms. Corbin discussed her concerns regarding District III. After discussion by members of the Board, Commissioner Bryan motioned to alter the earlier decision and allow Commissioner Bryan to serve as Chairman as 2016. Commissioner Quinn seconded the motion for discussion. After further discussion, the motion failed 2 to 2, with Chairman McDaniel and Commissioner Barnes voting no.

ROAD PAVING PROJECT

Amy Rodgers, of Port St. Joe appeared before the Board to discuss the road paving list; requesting that the Board include North Garrison Avenue to connect to South Garrison Avenue to the road paving list. She also requested that the Board add to the list to connect Avenue G to Avenue F. Commissioner Quinn motioned to allow her additional time to

speaking. Commissioner Bryan seconded the motion. Mrs. Rogers discussed adding the sidewalks to continue on from Hodrick Street along Martin Luther King to Highway 98, and adding a sidewalk from Dr. Langston Drive to First Street.

CLEAN UP DEBRIS

Amy Rodgers, of Port St. Joe appeared before the Board to request that the Board work with property owners to clean up a lot located behind CVS Pharmacy on Highway 98. After discussion by Mrs. Rodgers, Chairman McDaniel asked Mrs. Rodgers to contact Chief Administrator Butler or Commissioner Quinn and work with the City of Port St. Joe regarding this matter.

CHAIRMANSHIP

Barbara Radcliff, of Port St. Joe appeared before the Board to discuss her concerns regarding the 2016 Chairmanship position and the Board.

OPEN PRAYER

Mike Barrett, of Port St. Joe appeared before the Board to discuss public safety; requesting that the Chairman add fire fighters and E.M.S. personnel to the prayer at the beginning of the meetings.

PUBLIC RECORDS REQUEST

Mike Barrett, of Port St. Joe appeared before the Board to discuss his concerns regarding obtaining information as to how the County's tax payer dollars are spent; stating that people are coming to him saying that there are people in the County that are mad at you for asking questions.

There being no further business, and upon motion by Commissioner Quinn, second by Commissioner Barnes, and unanimous 4-0 vote, the meeting did then adjourn at 3:17 p.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

DECEMBER 15, 2015
PORT ST. JOE, FLORIDA
SPECIAL MEETING

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Ward McDaniel, and Commissioners Sandy Quinn, Jr. and Jerry W. Barnes.

Others present were: County Attorney Novak, Clerk Rebecca L. Norris, Clerk Director of Finance & Management Rhonda Woodward, Clerk Budget & Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Assistant Administrator Michael L. Hammond, Deputy Administrator Kari Summers, Central Services Director Lynn Lanier, Gulf County E.D.C. Director Chris Holley, Gulf County E.M.S. Director Houston Whitfield, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Public Works & Mosquito Control Director Mark Cothran, Assistant Public Works Director Lee Collinsworth, Gulf County RESTORE Act Coordinator Warren Yeager, Jr., Sheriff Mike Harrison, Solid Waste Director Joe Danford, and Veterans' Service Officer & S.H.I.P. Administrator Joe Paul.

Chairman McDaniel called the meeting to order at 8:00 a.m., E.T.

Chairman McDaniel led the Pledge of Allegiance to the Flag.

GULF COUNTY E.M.S.

Assistant Administrator Hammond stated that based on some law changes, it would be beneficial for the County to eliminate the nine (9) hour shift slot and the paid back-up and go to a full-time second shift. He reported that this would mean the County will hire six (6) full-time employees and eliminate the paid back-up and nine (9) hour shift on the South end. Clerk Norris inquired if this change would be covered under their available budget. Assistant Administrator Hammond stated that there will be a negative impact to the budget of approximately \$120,000.00 to \$150,000.00 based on the benefits the County offers for full-time employees. He stated that Staff and E.M.S. Director Whitfield's recommendation to the Board is that the County eliminate the nine (9) hour slot and the paid back-up, and add another full-time crew (three (3) paramedics and three (3) EMTs). After discussion, Chairman McDaniel called for public comment. There was no public comment. Commissioner Barnes motioned to approve Staff's recommendation. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (3-0).

AWARD BID #1516-03 / LANDFILL CLOSURE

Assistant Administrator Hammond reported that Staff's recommendation is to award Bid #1516-03 for the closure of Five Points Landfill to GAC Contractors, Inc. (low bidder) and to modify the bid to add twenty (20) calendar days to the completion date for a total of 140 calendar days; contingent upon the County Attorney signing off on the final contract.

Public Works Director Cothran read the bids aloud to the Board. After discussion, Commissioner Quinn motioned to award Bid #1516-03 to GAC Contractors, Inc. (low bidder; to be paid from Landfill Closure Escrow Funds). Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (3-0). Discussion followed.

There being no further business, and upon motion by Commissioner Barnes, second by Commissioner Quinn, and unanimous 3-0 vote, the meeting did then adjourned at 8:14 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**

DECEMBER 30, 2015
PORT ST. JOE, FLORIDA
EMERGENCY MEETING

The Gulf County Board of County Commissioners met this date in emergency session with the following members present: Chairman Ward McDaniel, and Commissioners Sandy Quinn, Jr. and Jerry W. Barnes.

Others present were: County Attorney Jeremy Novak, Clerk Director of Finance & Management Rhonda Woodward, Deputy Clerk Leanna Roberts, Assistant Administrator Michael L. Hammond, Deputy Administrator Kari Summers, Building Official George Knight, Emergency Management Director Marshall Nelson, E9-1-1 Coordinator Ben Guthrie, County Planner Brett Lowry, Public Works & Mosquito Control Director Mark Cothran, Assistant Public Works Director Lee Collinsworth, Gulf County RESTORE Act Coordinator Warren Yeager, Jr., Sheriff's Department Captain Chris Buchanan, and Veterans' Service Officer & S.H.I.P. Administrator Joe Paul.

Chairman McDaniel called the meeting to order at 8:00 a.m., E.T.

DECLARATION OF LOCAL STATE OF EMERGENCY – FLOODING

Chairman McDaniel reported that the County is here today to declare a local state of emergency due to the flooding of the Apalachicola and Chipola Rivers. He thanked various agencies that have assisted the County during this time. E9-1-1 Coordinator Guthrie appeared before the Board to present the water gauge of the Apalachicola River near Blountstown and a photo of the Columbia Dam that is located on the Chattahoochee River. After discussion, E9-1-1 Coordinator Guthrie reported that as the water moves down stream, Wewahitchka is approximately 96 hours South of the Jim Woodruff Dam; stating that it is going to take some time for the water to move down and move out. He stated that the E.O.C. is activated at a Level II and remain at this stage until things start to settle. Chairman McDaniel called for public comment. There was no public comment. After further discussion, Chairman McDaniel requested that Public Works Director Cothran and Assistant Public Works Director Collinsworth document everything. After additional discussion by Chairman McDaniel, County Attorney Novak read the proposed local state of emergency declaration. Commissioner Barnes motioned to declare a local state of emergency due to the flooding of the Apalachicola and Chipola Rivers. Commissioner Quinn seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously (3-0).

There being no further business, the meeting did then adjourn at 8:12 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK OF COURT**

JANUARY 6, 2016

PORT ST. JOE, FLORIDA

EMERGENCY MEETING

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Ward McDaniel, and Commissioners Joanna Bryan, Sandy Quinn, Jr., and Jerry W. Barnes.

Others present were: County Attorney Jeremy Novak, Clerk Director of Finance & Management Rhonda Woodward, Clerk Budget & Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Kari Summers, Building Official George Knight, E9-1-1 Coordinator Ben Guthrie, County Planner Brett Lowry, Public Works & Mosquito Control Director Mark Cothran, Gulf County RESTORE Act Coordinator Warren Yeager, Jr., Sheriff Mike Harrison, Sheriff's Department Captain Chris Buchanan, and T.D.C. Executive Director Jennifer Jenkins.

Chairman McDaniel called the meeting to order at 2:01 p.m., E.T.

EXTENSION OF THE DECLARATION OF LOCAL STATE OF EMERGENCY – FLOODING

E9-1-1 Coordinator Guthrie appeared before the Board to discuss the water gauges at the Apalachicola and Chipola Rivers; reporting that the levels are dropping. He stated as the water goes down the Emergency Management will go into a recovery phase; discussing collecting debris that has washed inward. E9-1-1 Coordinator Guthrie reported that water wells and septic tanks that were under water will have to be looked at by the Health Department. He requested the County extend the Declaration of Local State of Emergency. After discussion, Health Department Administrator Marsha Lindeman appeared before the Board to report that the Health Department is getting information out to the public based on the stage of events. After discussion by Chairman McDaniel, Department of Health Department Environmental Health Services Manager Zach Hodges appeared before the Board to discuss assisting the public with well water testing and instructions on how to flush and disinfect their wells. Chairman McDaniel called for public comment. There was no public comment. County Attorney Novak discussed the proposed extension of the declaration of local state of emergency. Upon motion by Commissioner Barnes, second by Commissioner Bryan, and unanimous 4-0 vote, the Board extended the Declaration of the Local State of Emergency due to flooding.

There being no further business, the meeting did then adjourn at 2:12 p.m., E.T.

WARD MCDANIEL
CHAIRMAN

ATTEST:

REBECCA L. NORRIS
CLERK

JANUARY 12, 2016
PORT ST. JOE, FLORIDA
SPECIAL MEETING

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Sandy Quinn, Jr., and Jerry W. Barnes.

Others present were: County Attorney Jeremy Novak, Clerk Director of Finance & Management Rhonda Woodward, Clerk Budget & Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Kari Summers, Gulf County E.D.C. Director Chris Holley, Emergency Management Director Marshall Nelson, E9-1-1 Coordinator Ben Guthrie, Parks & Recreational Director Billy Traylor, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Public Works & Mosquito Control Director Mark Cothran, Assistant Public Works Director Lee Collinsworth, Gulf County RESTORE Act Coordinator Warren Yeager, Jr., Sheriff Mike Harrison, Solid Waste Director Joe Danford, T.D.C. Executive Director Jennifer Jenkins, and Veterans' Service Officer & S.H.I.P. Administrator Joe Paul.

Chairman McDaniel called the meeting to order at 9:01 a.m., E.T.

EQUIPMENT INVOICES

After discussion by Chairman McDaniel, Solid Waste Director Danford requested that the Small County Grant approval be discussed before the equipment invoices.

SMALL COUNTY GRANT APPROVAL

Solid Waste Director Danford appeared before the Board to present the Small County Grant; requesting the Board approve this grant. Commissioner McLemore motioned to approve the Small County Grant. Commissioner Quin seconded the motion. Commissioner Bryan requested a briefing for the public. Solid Waste Director Danford discussed the Small County Grant; reporting that \$4,000.00 is going to the S. Q. G. (Small Quantity Generator) Program, the County purchased an E85 (Bobcat) Excavator, in the amount of \$86,909.00, and the balance will be applied for the purchase of a (40") Flail Mower and a Thumb. He also reported that the difference, in the amount of \$4,956.83, will be paid from Public Works budget. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

EQUIPMENT INVOICES

Solid Waste Director Danford discussed the invoices regarding a small excavator and flail mower, to be paid from the Small County Grant and Public Works budget. Commissioner McLemore motioned to approve these invoices (Bobcat Company). Commissioner

Barnes seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

TITLE VI / NON-DISCRIMINATION POLICY

Upon request by Deputy Administrator Summers, Commissioner McLemore motioned to approve the Title VI Non-discrimination Policy. Commissioner Quinn seconded the motion. After discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

EXTENSION OF DECLARATION OF LOCAL STATE OF EMERGENCY – FLOODING

E9-1-1 Coordinator Guthrie appeared before the Board to report that the waters are still receding; stating that the County will still be dealing with the debris and flooded septic tanks and wells. He requested that the Board extend the Declaration of Local State of Emergency for one (1) more week. Commissioner McLemore discussed the need for Emergency Management look into purchasing a water buffalo/tank in the future. E9-1-1 Coordinator Guthrie discussed the debris issue; stating now that the County is out of the landfill business, the public is inquiring about what to do with the debris. Commissioner McLemore reported that he received calls regarding this issue also; asking the wishes of the Board. He stated that the public needs to take it to the dump (transfer station). After discussion, Commissioner Bryan motioned to extend the Declaration of Local State of Emergency. Commissioner Barnes seconded the motion. Chairman McDaniel called for public comment. Upon inquiry by Clerk Director of Finance & Management Woodward, County Attorney Novak reported that the second extension will expire next Wednesday at 11:59 p.m. Upon inquiry by Chairman McDaniel, County Attorney Novak stated that the date is January 20, 2016. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

The meeting did then adjourn at 9:12 a.m., E.T.

Chairman McDaniel reopened the Special Meeting at 9:15 a.m., E.T.

EQUIPMENT INVOICES

County Attorney Novak requested that Solid Waste Director Danford or the Clerk confirm that it is a State Contract purchase. Solid Waste Director Danford reported that it was in the Small County Grant. County Attorney Novak stated that for the exceptions to the purchasing policy that it be clear in the minutes that it is a State Contract.

There being no further business the meeting did then adjourn at 9:16 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK OF COURT**

JANUARY 12, 2016
PORT ST. JOE, FLORIDA
WORKSHOP

The Gulf County Board of County Commissioners met this date in a workshop with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Sandy Quinn, Jr., and Jerry W. Barnes.

Others present were: County Attorney Jeremy Novak, Clerk Director of Finance & Management Rhonda Woodward, Clerk Budget & Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Kari Summers, Gulf County E.D.C. Director Chris Holley, Emergency Management Director Marshall Nelson, E9-1-1 Coordinator Ben Guthrie, Parks & Recreational Director Billy Traylor, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Public Works & Mosquito Control Director Mark Cothran, Assistant Public Works Director Lee Collinsworth, Gulf County RESTORE Act Coordinator Warren Yeager, Jr., Sheriff Mike Harrison, Solid Waste Director Joe Danford, T.D.C. Executive Director Jennifer Jenkins, and Veterans' Service Officer & S.H.I.P. Administrator Joe Paul.

Chairman McDaniel called the meeting to order at 9:17 a.m., E.T.

WHITE CITY BOAT RAMP AND PARK

Commissioner Bryan discussed the proposal given by Preble-Rish, Inc. and requested that Preble-Rish, Inc./County Engineer Smallwood appeared before the Board to discuss the proposal regarding the White City Bulkhead. After discussion by Commissioner Bryan, Preble-Rish, Inc./County Engineer Smallwood appeared before the Board to discuss the project; reporting that the proposal consists of replacing approximately 400 feet of wall on both sides of the building. He discussed the other option discussed by the Board of sloping the wall. Commissioner McLemore suggested the Board dismount the building and work on the forty (40) foot section that caved in by putting in a slope. He also suggested they build a pole barn shed. Commissioner McLemore stated this work could be done "in house" with the help of Public Works Director Cothran and Parks & Recreational Director Taylor; requesting a \$20,000.00 budget. After discussion by members of the Board, Commissioner Bryan inquired about the building and the ground underneath. Commissioner McLemore agreed that by removing the building it would relieve pressure on the ground and that there is a need for a building at the White City Park. Discussion followed. After further discussion, Commissioner Bryan requested that Staff put something together to add to the Agenda for the next Board meeting for the Board to consider. After Board discussion, Chairman McDaniel called for public comment. There was no public comment.

ST. JOE BEACH BIKE PATH GRANT AND PROJECT

After discussion by Chief Administrator Butler, John Fowler, of F.D.O.T. appeared before the Board to give a presentation regarding the U.S. 98 Sidewalk Project. <Commissioners McLemore and Quinn left the meeting at 9:38 a.m., E.T.> He reported that the project is to construct a 5 (five) foot paved sidewalk from Pine Street to the Bay County Line. Mr. Fowler discussed the history behind this project <Commissioner Quinn returned to the meeting at 9:40 a.m., E.T.>. He reported that F.D.O.T. can build the sidewalk continuously along the Northside; discussing the new proposal. <Commissioner McLemore returned to the meeting at 9:43 a.m., E.T.> After further discussion regarding the proposed project, <Commissioner McLemore left the meeting at 9:48 a.m., E.T.> Commissioner Bryan inquired if there would be a crosswalk to County Road 386 to tie-in the Mexico Beach sidewalk. Mr. Fowler reported that F.D.O.T. is planning to stripe a crosswalk across County Road 386. Commissioner Bryan asked if a lighted sign could be installed at the intersection of County Road 386 and State Highway 98, in lieu of the rumble strips. Mr. Fowler discussed the crosswalk; stating that the project presented today is to build a sidewalk. He reported that there may be a chance to address this intersection on the resurfacing project. Discussion followed. Jerry Purdue, of F.D.O.T. appeared before the Board to discuss working with the County on the intersection of County Road 386 and State Highway 71; reporting that the opportunity does exist to work together to find a reasonable solution. Commissioner Bryan requested that Chief Administrator Butler follow up with Mr. Purdue regarding the intersection at County Road 386 and State Highway 98. Discussion followed. Chairman McDaniel called for public comment. There was no public comment.

There being no further business, the meeting did then adjourn at 9:59 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK OF COURT**



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01/20/2016 11:54 838dlyle GULF COUNTY BCC AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 00100 10110

FOR: All Except Stale

CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

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3748	12/01/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	137,322.32			
3751	12/01/2015	WIRE	006126 CENTENNIAL BANK	828.81			
3752	12/01/2015	WIRE	006126 CENTENNIAL BANK	2,434.46			
3753	12/03/2015	WIRE	006126 CENTENNIAL BANK	2,568.21			
3754	12/03/2015	WIRE	04010 ELECTRONIC FEDERAL TAX PA	51,601.27			
3755	12/03/2015	WIRE	040903 EXPERTPAY FOR EMPLOYERS	3,736.50			
3756	12/03/2015	WIRE	04230 NATIONWIDE RETIREMENT SOL	11,625.25			
3757	12/03/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	2,169.21			
3758	12/04/2015	WIRE	000116 ELECTRONIC FEDERAL TAX PA	1,011.14			
3759	12/03/2015	WIRE	004010 ELECTRONIC FEDERAL TAX PA	52,769.67			
3760	12/04/2015	WIRE	000401 FLORIDA DIV. RETIREMENT	180.00			
3761	12/03/2015	WIRE	006126 CENTENNIAL BANK	173.05			
3762	12/10/2015	WIRE	000142 FLORIDA DEPT. OF REVENUE	95,993.96			
3763	12/09/2015	WIRE	005572 PUBLIC RISK MANAGEMENT OF	50,910.75			
3764	12/07/2015	WIRE	000278 BOARD COUNTY COMMISSIONER	6,425.64			
3767	12/09/2015	WIRE	005897 AMERICAN FIDELITY ASSURAN	2,315.16			
3768	12/10/2015	WIRE	002036 THE STANDARD INSURANCE CO	828.81			
3771	12/11/2015	WIRE	006126 CENTENNIAL BANK	138,281.16			
3772	12/15/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	180.00			
3775	12/16/2015	WIRE	006126 CENTENNIAL BANK	53,062.73			
3776	12/17/2015	WIRE	04010 ELECTRONIC FEDERAL TAX PA	540.38			
3777	12/17/2015	WIRE	040903 EXPERTPAY FOR EMPLOYERS	12,983.66			
3778	12/17/2015	WIRE	04230 NATIONWIDE RETIREMENT SOL	2,568.21			
3784	12/17/2015	WIRE	006126 CENTENNIAL BANK	818.81			
3785	12/29/2015	WIRE	000116 BD.CO.COMMISSIONERS P/R	145,518.29			
3786	12/29/2015	WIRE	04010 ELECTRONIC FEDERAL TAX PA	54,319.68			
3787	12/31/2015	WIRE	040903 EXPERTPAY FOR EMPLOYERS	235.38			
3788	12/31/2015	WIRE	04230 NATIONWIDE RETIREMENT SOL	3,736.50			
3789	12/31/2015	WIRE	000278 BOARD COUNTY COMMISSIONER	34,930.58			
3790	12/30/2015	WIRE	000278 BOARD COUNTY COMMISSIONER	11,020.77			
3791	12/30/2015	WIRE	000421 INT. UNION OF OPER. ENG.	157.50			
108044	12/03/2015	PRINTED	000421 INT. UNION OF OPER. ENG.	52.00			
108045	12/03/2015	PRINTED	004290 UNITED WAY OF NORTHWEST F	24,180.00			
108046	12/04/2015	PRINTED	000172 NORTHWEST REGIONAL LIBRAR	3,938.46			
108047	12/04/2015	PRINTED	000181 CITY OF PORT ST JOE	157.18			
108048	12/04/2015	PRINTED	000186 DAVID RICH'S IGA MEWA	911.97			
108049	12/04/2015	PRINTED	000189 ST JOE AUTO PARTS	9.99			
108050	12/04/2015	PRINTED	000190 ST JOE HARDWARE	525.24			
108051	12/04/2015	PRINTED	000190 ST JOE HARDWARE	122.89			
108052	12/04/2015	PRINTED	000190 ST JOE HARDWARE	244.21			
108053	12/04/2015	PRINTED	000194 ST JOE NATURAL GAS CO	34.85			
108054	12/04/2015	PRINTED	000251 ROWLAND'S WELDING &	67.00			
108055	12/04/2015	PRINTED	000101 ACTION FIRE & SAFETY	1,446.65			
108056	12/04/2015	PRINTED	000151 GCEC	167.86			
108057	12/04/2015	PRINTED	000181 CITY OF PORT ST JOE	37.00			
108058	12/04/2015	PRINTED	000186 DAVID RICH'S IGA MEWA	64.89			
108059	12/04/2015	PRINTED	000187 RISH GIBSON SCHOLZ TRUST	1,000.00			
108060	12/04/2015	PRINTED	000190 ST JOE HARDWARE	21.95			
108061	12/04/2015	PRINTED	000190 ST JOE HARDWARE	5.99			
108062	12/04/2015	PRINTED	000215 WALLACE PUMP & SUPPLY	491.45			
108063	12/04/2015	PRINTED	000222 CITY OF WEWAHITCHKA	326.34			
108064	12/04/2015	PRINTED	000495 THOMPSON TRACTOR CO.	795.66			



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FOR CASH ACCOUNT: 00100 10110

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CHECK # CHECK DATE TYPE VENDOR NAME

UNCLEARED

CLEARED BATCH CLEAR DATE

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED
108065	12/04/2015	PRINTED	000638 LIGHTHOUSE UTILITIES	263.44
108066	12/04/2015	PRINTED	000738 RING POWER CORP.	870.00
108067	12/04/2015	PRINTED	000755 GALLS INC.	1,863.91
108068	12/04/2015	PRINTED	000894 ST JOE RENT ALL INC.	2,426.53
108069	12/04/2015	PRINTED	000904 DEPT OF HEALTH	47.00
108070	12/04/2015	PRINTED	000931 PREBLE-RISH, INC.	28,605.00
108071	12/04/2015	PRINTED	001002 FISHERS BUILDING SUPPLY	42.93
108072	12/04/2015	PRINTED	001141 CULLIGAN	28.50
108073	12/04/2015	PRINTED	001141 CULLIGAN	16.50
108074	12/04/2015	PRINTED	001162 TEK DISTRIBUTORS, INC.	349.41
108075	12/04/2015	PRINTED	001318 MIZE PLUMBING, GLASS AND	49.75
108076	12/04/2015	PRINTED	001429 LEROY HILL COFFEE COMPANY	110.64
108077	12/04/2015	PRINTED	001643 BAYSIDE LUMBER & BUILDING	366.71
108078	12/04/2015	PRINTED	001648 HARRIS BUSINESS MACHINES	219.15
108079	12/04/2015	PRINTED	001731 HAROLDS AUTO PARTS	431.70
108080	12/04/2015	PRINTED	001731 HAROLDS AUTO PARTS	125.88
108081	12/04/2015	PRINTED	001731 HAROLDS AUTO PARTS	7.10
108082	12/04/2015	PRINTED	001731 HAROLDS AUTO PARTS	36.24
108083	12/04/2015	PRINTED	002258 MARIANNA AUTO PARTS	29.28
108084	12/04/2015	PRINTED	002638 G & C SUPPLY CO., INC.	1,945.50
108085	12/04/2015	PRINTED	003321 HILL MANUFACTURING CO.	85.00
108086	12/04/2015	PRINTED	003992 ADVANCE AUTO PARTS	65.51
108087	12/04/2015	PRINTED	004160 UNIFIRST CORPORATION	69.25
108088	12/04/2015	PRINTED	004160 UNIFIRST CORPORATION	12.40
108089	12/04/2015	PRINTED	004495 BOUND TREE MEDICAL, LLC	2,110.96
108090	12/04/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	1,411.16
108091	12/04/2015	PRINTED	004568 MEDIACOM	132.04
108092	12/04/2015	PRINTED	004568 MEDIACOM-SOUTHEAST LLC	69.95
108093	12/04/2015	PRINTED	004568 MEDIACOM	199.95
108094	12/04/2015	PRINTED	004659 REBECCA L. NORRIS	10.00
108095	12/04/2015	PRINTED	004660 RAMSEYS PRINTING & OFFIC	547.78
108096	12/04/2015	PRINTED	005123 FIRST IN SERVICES, LLC	1,142.23
108097	12/04/2015	PRINTED	005261 SYSCO-GULF COAST	2,013.28
108098	12/04/2015	PRINTED	005264 FAIRPOINT COMMUNICATIONS	2,675.05
108099	12/04/2015	PRINTED	005640 ST. JOE ELECTRIC SUPPLY	222.29
108100	12/04/2015	PRINTED	005684 VERIZON WIRELESS	41.23
108101	12/04/2015	PRINTED	005734 FDACS	200.00
108102	12/04/2015	PRINTED	005734 FDACS	22,094.36
108103	12/04/2015	PRINTED	006009 ROK TECHNOLOGIES, INC	400.00
108104	12/04/2015	PRINTED	006055 HY-TEMP GAS-BLOUNTSTOWN	46.00
108105	12/04/2015	PRINTED	006205 PENGUIN MANAGEMENT, INC.	450.00
108106	12/04/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	28.14
108107	12/04/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	805.65
108108	12/04/2015	PRINTED	006326 911 DATAWASTER, INC.	4,167.00
108109	12/04/2015	PRINTED	006370 STEWART & STEVENSON LLC	2,723.70
108110	12/04/2015	PRINTED	006432 WASTE PRO OF FLORIDA, INC	676.28
108111	12/04/2015	PRINTED	006487 KRISTIANNE KOCH RIDDLE	500.00
108112	12/04/2015	PRINTED	006533 PORT ST JOE REDEVELOPMENT	163,306.00
108113	12/10/2015	PRINTED	004160 UNIFIRST CORPORATION	147.19
108114	12/10/2015	PRINTED	004360 FLORIDA COMBINED LIFE	16,092.09
108115	12/10/2015	PRINTED	004659 REBECCA L. NORRIS	5,734.08
108116	12/10/2015	PRINTED	006093 LEGALSHIELD	15.95



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CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
108117	12/11/2015	PRINTED	000150 GRIFFIN SAND AND	547.50			
108118	12/11/2015	PRINTED	000151 GCEC	1,085.87			
108119	12/11/2015	PRINTED	000186 DAVID RICH'S IGA WEGA	23.67			
108120	12/11/2015	PRINTED	000186 DAVID RICH'S IGA WEGA	229.84			
108121	12/11/2015	PRINTED	000189 ST JOE AUTO PARTS	1,467.65			
108122	12/11/2015	PRINTED	000190 ST JOE HARDWARE	128.93			
108123	12/11/2015	PRINTED	000190 ST JOE HARDWARE	51.89			
108124	12/11/2015	PRINTED	000194 ST JOE NATURAL GAS CO	1,738.34			
108125	12/11/2015	PRINTED	000336 KENDALL MURPHY	1,350.00			
108126	12/11/2015	PRINTED	000894 ST JOE RENT ALL INC.	2,083.05			
108127	12/11/2015	PRINTED	000906 COMFORTER FUNERAL HOME	2,260.00			
108128	12/11/2015	PRINTED	000931 PREBLE-RISH, INC.	3,230.00			
108129	12/11/2015	PRINTED	001002 FISHERS BUILDING SUPPLY	110.55			
108130	12/11/2015	PRINTED	001429 LEROY HILL COFFEE COMPANY	200.06			
108131	12/11/2015	PRINTED	001604 MARSHALL NELSON	99.18			
108132	12/11/2015	PRINTED	001643 BAYSIDE LUMBER & BUILDING	975.85			
108133	12/11/2015	PRINTED	001731 HAROLDS AUTO PARTS	633.81			
108134	12/11/2015	PRINTED	001908 PANHANDLE AUTOMOTIVE, INC	65.00			
108135	12/11/2015	PRINTED	002029 DUREN'S PIGGLY WIGGLY	55.76			
108136	12/11/2015	PRINTED	002029 DUREN'S PIGGLY WIGGLY	372.68			
108137	12/11/2015	PRINTED	002258 MARIANNA AUTO PARTS	263.32			
108138	12/11/2015	PRINTED	002619 ST. JOSEPH BAY HUMANE SOC	4,158.00			
108139	12/11/2015	PRINTED	002638 G & C SUPPLY CO., INC.	70.27			
108140	12/11/2015	PRINTED	003017 BO KNOWS PEST CONTROL	85.00			
108141	12/11/2015	PRINTED	003017 BO KNOWS PEST CONTROL	45.00			
108142	12/11/2015	PRINTED	003204 DEWAYNE STRADER	50.00			
108143	12/11/2015	PRINTED	003328 PEAK'S UNLIMITED	279.00			
108144	12/11/2015	PRINTED	003433 SHIRLEY JENKINS	105.38			
108145	12/11/2015	PRINTED	003433 SHIRLEY JENKINS	91.35			
108146	12/11/2015	PRINTED	003764 COASTAL DESIGN & LANDSCAP	90.00			
108147	12/11/2015	PRINTED	003826 NFPA	1,555.50			
108148	12/11/2015	PRINTED	004011 RHONDA GAY	43.72			
108149	12/11/2015	PRINTED	004249 STATE OF FLORIDA	1,368.69			
108150	12/11/2015	PRINTED	004459 GRAYBAR	367.13			
108151	12/11/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	274.48			
108152	12/11/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	1,450.58			
108153	12/11/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	10,661.51			
108154	12/11/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	42.37			
108155	12/11/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	374.91			
108156	12/11/2015	PRINTED	000158 GULF COUNTY SHERIFFS	8,138.24			
108157	12/11/2015	PRINTED	002198 LAURA TAYLOR	221.52			
108158	12/11/2015	PRINTED	004483 LOWE'S HOME CENTERS, INC.	221.61			
108159	12/11/2015	PRINTED	004487 BUY RITE DRUGS	25.87			
108160	12/11/2015	PRINTED	004568 MEDIACOM	162.25			
108161	12/11/2015	PRINTED	004599 SUWANNEE RIVER SUPPLY, IN	279.68			
108162	12/11/2015	PRINTED	004628 GAINOUS SERVICES	377.75			
108163	12/11/2015	PRINTED	004660 RAMSEYS' PRINTING & OFFIC	221.19			
108164	12/11/2015	PRINTED	004820 MILLER HEATING & AIR COND	158.00			
108165	12/11/2015	PRINTED	004827 VEEMER SOUTHEAST	26.51			
108166	12/11/2015	PRINTED	005069 COASTAL METAL ROOFING, IN	384.90			
108167	12/11/2015	PRINTED	005261 SYSCO-GULF COAST	5,965.42			
108168	12/11/2015	PRINTED	005317 AUTO-CHLOR SERVICES, LLC	177.50			



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FOR: All Except State

CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
108169	12/11/2015	PRINTED	005445 EMS CONSULTANTS, LTD	5,399.77			
108170	12/11/2015	PRINTED	005640 ST. JOE ELECTRIC SUPPLY	115.50			
108171	12/11/2015	PRINTED	005684 VERIZON WIRELESS	613.69			
108172	12/11/2015	PRINTED	005684 VERIZON WIRELESS SERVICES	10.00			
108173	12/11/2015	VOID	005709 DISASTERS, STRATEGIES & I	.00			
108174	12/11/2015	PRINTED	005780 PANAMA ALTERNATOR & START	15.00			
108175	12/11/2015	PRINTED	005809 DOLLAR GENERAL CHARGE SAL	21.50			
108176	12/11/2015	PRINTED	005936 XEROX CORPORATION	117.82			
108177	12/11/2015	PRINTED	005936 XEROX CORPORATION	225.67			
108178	12/11/2015	PRINTED	006009 ROK TECHNOLOGIES, INC	400.00			
108179	12/11/2015	PRINTED	006152 JENNIFER M. JENKINS	165.00			
108180	12/11/2015	PRINTED	006198 SARAH PETER	41,500.00			
108181	12/11/2015	PRINTED	006223 CANON SOLUTIONS AMERICA,	156.86			
108182	12/11/2015	PRINTED	006236 ONE WAY FITNESS CENTER	325.00			
108183	12/11/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	443.37			
108184	12/11/2015	PRINTED	006321 MEGAN HINSON	4,900.00			
108185	12/11/2015	PRINTED	006330 INDEPENDENT HEALTH SERVIC	35.12			
108186	12/11/2015	PRINTED	006331 BUSINESS INFORMATION SYST	870.00			
108187	12/11/2015	PRINTED	006341 WEWA OUTDOORS & PAWN LLC	12.95			
108188	12/11/2015	PRINTED	006362 HR DIRECT	139.43			
108189	12/11/2015	PRINTED	006379 IZEA, INC	25,000.00			
108190	12/11/2015	PRINTED	006386 GOOGLE INC.	4,605.29			
108191	12/11/2015	PRINTED	006497 MODULAR DOCUMENT SOLUTION	157.50			
108193	12/17/2015	PRINTED	000421 INT. UNION OF OPER. ENG.	52.00			
108194	12/17/2015	PRINTED	004290 UNITED WAY OF NORTHWEST F	72.50			
108226	12/22/2015	PRINTED	000101 ACTION FIRE & SAFETY	1,682.23			
108227	12/22/2015	PRINTED	000151 GCEC	1,183.45			
108228	12/22/2015	PRINTED	000153 GULF ARC, INC	209,571.70			
108229	12/22/2015	PRINTED	000158 GULF COUNTY SHERIFFS	4,639.97			
108230	12/22/2015	PRINTED	000181 CITY OF PORT ST JOE	215.16			
108231	12/22/2015	PRINTED	000186 DAVID RICHES IGA WEWA	481.22			
108232	12/22/2015	PRINTED	000189 ST JOE AUTO PARTS	5.99			
108233	12/22/2015	PRINTED	000189 ST JOE AUTO PARTS	159.92			
108234	12/22/2015	PRINTED	000189 ST JOE AUTO PARTS	920.21			
108235	12/22/2015	PRINTED	000190 ST JOE HARDWARE	71.97			
108236	12/22/2015	PRINTED	000190 ST JOE HARDWARE	25.85			
108237	12/22/2015	PRINTED	000194 ST JOE NATURAL GAS CO	94.88			
108238	12/22/2015	PRINTED	000194 ST JOE NATURAL GAS CO	2,081.41			
108239	12/22/2015	PRINTED	000222 CITY OF WEWAHITCHKA	90.00			
108240	12/22/2015	PRINTED	000312 THE WATER SPIGOT	1,633.44			
108241	12/22/2015	PRINTED	000495 THOMPSON TRACTOR CO.	127.20			
108242	12/22/2015	PRINTED	000537 CARPET COUNTRY	168.78			
108243	12/22/2015	PRINTED	000638 LIGHTHOUSE UTILITIES	3,013.00			
108244	12/22/2015	PRINTED	000666 BAY COUNTY BOARD COUNTY	1,431.24			
108245	12/22/2015	PRINTED	000726 LIFE MANAGEMENT CENTER	1,539.50			
108246	12/22/2015	PRINTED	000839 GULF CO. TRANSPORTATION	275.92			
108247	12/22/2015	PRINTED	000876 BOB BARKER COMPANY, INC	861.05			
108248	12/22/2015	PRINTED	000894 ST JOE RENT ALL INC.	520.00			
108249	12/22/2015	PRINTED	000906 COMFORTER FUNERAL HOME	90,128.99			
108250	12/22/2015	PRINTED	000931 PREBLE-RISH, INC.	54.86			
108251	12/22/2015	PRINTED	001002 FISHERS BUILDING SUPPLY	.00			
108252	12/22/2015	VOID	001132 PRECISION COMMUNICATIONS				



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CHECK # CHECK DATE TYPE VENDOR NAME UNCLEARED CLEARED BATCH CLEAR DATE

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
108253	12/22/2015	PRINTED	001141 CULLIGAN	22.75			
108254	12/22/2015	PRINTED	001141 CULLIGAN	87.50			
108255	12/22/2015	PRINTED	001141 CULLIGAN	10.00			
108256	12/22/2015	PRINTED	001141 CULLIGAN	24.00			
108257	12/22/2015	PRINTED	001141 CULLIGAN	5.95			
108258	12/22/2015	PRINTED	001162 TEK DISTRIBUTORS, INC.	1,298.82			
108259	12/22/2015	PRINTED	001230 RODNEY HALL ROOFING, INC.	200.00			
108260	12/22/2015	PRINTED	001318 MIZE PLUMBING, GLASS AND	379.16			
108261	12/22/2015	PRINTED	001429 LEROY HILL COFFEE COMPANY	88.14			
108262	12/22/2015	PRINTED	001604 MARSHALL NELSON	26.98			
108263	12/22/2015	PRINTED	001643 BAYSIDE LUMBER & BUILDING	2,013.21			
108264	12/22/2015	PRINTED	001648 HARRIS BUSINESS MACHINES	266.04			
108265	12/22/2015	PRINTED	001731 HAROLDS AUTO PARTS	597.45			
108266	12/22/2015	PRINTED	001731 HAROLDS AUTO PARTS	132.37			
108267	12/22/2015	PRINTED	001908 BAY LINCOLN DODGE CHRYSLER	471.95			
108268	12/22/2015	PRINTED	001920 MED-TECH RESOURCE, INC.	479.47			
108269	12/22/2015	PRINTED	002102 TAUNTON'S LLC	3,050.00			
108270	12/22/2015	PRINTED	002258 MARIANNA AUTO PARTS	570.75			
108271	12/22/2015	PRINTED	002411 WHITE'S WRECKER SERVICE,	459.00			
108272	12/22/2015	PRINTED	002455 DONNIE'S TOTAL PRIDE PEST	45.00			
108273	12/22/2015	VOID	003017 *** NOT FOUND	.00			
108274	12/22/2015	PRINTED	003321 HILL MANUFACTURING CO	139.00			
108275	12/22/2015	PRINTED	003328 PEAK'S UNLIMITED	1,335.44			
108276	12/22/2015	PRINTED	003349 PREFERRED GOVERNMENTAL IN	47,480.00			
108277	12/22/2015	PRINTED	003490 QUEST DIAGNOSTICS	37.20			
108278	12/22/2015	PRINTED	003764 COASTAL DESIGN & LANDSCAP	90.00			
108279	12/22/2015	PRINTED	004065 COMBINED INSURANCE SERVIC	1,600.00			
108280	12/22/2015	PRINTED	004160 UNIFIRST CORPORATION	277.00			
108281	12/22/2015	PRINTED	004249 STATE OF FLORIDA	49.60			
108282	12/22/2015	PRINTED	004312 CLYDE R. LAMBERSON, JR	3,702.01			
108283	12/22/2015	PRINTED	004440 DENISE MANUEL	71.25			
108284	12/22/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	54.15			
108285	12/22/2015	PRINTED	004553 J.V. GANDER, DISTRIBUTORS	1,331.06			
108286	12/22/2015	PRINTED	004566 FLORIDA HOSE & RUBBER	143.92			
108287	12/22/2015	PRINTED	004568 MEDIACOM	994.04			
108288	12/22/2015	PRINTED	004568 MEDIACOM	154.26			
108289	12/22/2015	PRINTED	004660 RAMSEYS' PRINTING & OFFIC	199.95			
108290	12/22/2015	PRINTED	004820 MILLER HEATING & AIR COND	409.98			
108291	12/22/2015	PRINTED	004827 VERMEER- SOUTHEAST	280.00			
108292	12/22/2015	PRINTED	004964 NEECE TIRE & AUTO SERVICE	167.21			
108293	12/22/2015	PRINTED	005123 FIRST IN SERVICES, LLC	816.20			
108294	12/22/2015	PRINTED	005261 SYSCO-GULF COAST	5,057.13			
108295	12/22/2015	PRINTED	005264 FAIRPOINT COMMUNICATIONS	2,095.87			
108296	12/22/2015	PRINTED	005282 UPS	4,303.55			
108297	12/22/2015	PRINTED	005383 TECH CARE X-RAY, LLC	136.45			
108298	12/22/2015	PRINTED	005429 GULF STATE CHEMICAL & WE	70.00			
108299	12/22/2015	PRINTED	005429 GULF STATE CHEMICAL & WE	316.60			
108300	12/22/2015	PRINTED	005564 AMERIGAS-PANAMA CITY	163.00			
108301	12/22/2015	PRINTED	005594 EMERGENCY MEDICAL PRODUCT	79.00			
108302	12/22/2015	PRINTED	005609 MELANIE G. TAYLOR	3,580.00			
108303	12/22/2015	PRINTED	005614 RELIABLE COPY PRODUCTS	125.00			
108304	12/22/2015	PRINTED		118.44			



P 6
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01/20/2016 11:54 GULF COUNTY BCC
838dllyle AP CHECK RECONCILIATION REGISTER

FOR CASH ACCOUNT: 00100 10110

FOR CASH ACCOUNT: 00100 10110

CHECK # CHECK DATE TYPE VENDOR NAME

CHECK #	CHECK DATE	TYPE	VENDOR NAME	UNCLEARED	CLEARED	BATCH	CLEAR DATE
108305	12/22/2015	PRINTED	005640 ST. JOE ELECTRIC SUPPLY	438.61			
108306	12/22/2015	PRINTED	005780 PANAMA ALTERNATOR & START	310.00			
108307	12/22/2015	PRINTED	005809 DOLLAR GENERAL CHARGE SAL	185.00			
108308	12/22/2015	PRINTED	005897 COBRA ADMINISTRATIVE SOLU	76.97			
108309	12/22/2015	PRINTED	005936 XEROX CORPORATION	133.62			
108310	12/22/2015	PRINTED	005936 XEROX CORPORATION	131.87			
108311	12/22/2015	PRINTED	005991 PHILCO	203.86			
108312	12/22/2015	PRINTED	005993 KONICA MINOLTA BUSINESS S	109.71			
108313	12/22/2015	PRINTED	006161 HALIFAX MEDIA GROUP	2,488.40			
108314	12/22/2015	PRINTED	006170 CLEAR CHANNEL AIRPORTS	945.00			
108315	12/22/2015	PRINTED	006170 CLEAR CHANNEL AIRPORTS	110.00			
108316	12/22/2015	PRINTED	006240 DAVID W PRICE	150.00			
108317	12/22/2015	PRINTED	006257 DUKE ENERGY FLORIDA, INC.	13,961.35			
108318	12/22/2015	PRINTED	006311 OUTPOST DESIGN	15,585.00			
108319	12/22/2015	PRINTED	006330 INDEPENDENT HEALTH SERVICE	161.75			
108320	12/22/2015	PRINTED	006330 INDEPENDENT HEALTH SERVICE	741.74			
108321	12/22/2015	PRINTED	006334 SOLO PRINTING INC.	28,369.50			
108322	12/22/2015	PRINTED	006341 WEWA OUTDOORS & PAWN LLC	37.53			
108323	12/22/2015	PRINTED	006353 LIBERTY CO CLERKS OFFICE	18,993.00			
108324	12/22/2015	PRINTED	006413 SANDERS APPLIANCE SERVICE	115.00			
108325	12/22/2015	PRINTED	006461 RACHEL JACKSON	15.00			
108326	12/22/2015	PRINTED	006543 JESSICA SUSICH	15.00			
108327	12/22/2015	PRINTED	001132 PRECISION COMMUNICATIONS	124.00			
108328	12/22/2015	PRINTED	001162 TEK DISTRIBUTORS, INC.	312.34			
108329	12/22/2015	PRINTED	003017 BO KNOWS PEST CONTROL	85.00			
108330	12/30/2015	PRINTED	002340 COSTIN AND COSTIN	7,917.05			
108331	12/30/2015	PRINTED	003364 JERRY W. BARNES	265.42			
108332	12/30/2015	PRINTED	003365 CARMEN L. MCLEMORE	400.00			
108333	12/30/2015	PRINTED	003433 SHIRLEY JENKINS	124,528.50			
108334	12/30/2015	PRINTED	004659 REBECCA L. NORRIS	123,887.50			
108335	12/30/2015	PRINTED	005914 WARD MCDANIEL	400.00			
108336	12/30/2015	PRINTED	005930 NOVAK LAW GROUP, PLLC	14,946.00			
108337	12/30/2015	PRINTED	005946 GARY M. PABLO, MD	833.33			
108338	12/30/2015	PRINTED	006243 JOHN M HARLOW	91,026.50			
108339	12/30/2015	PRINTED	006245 MITCH BURKE	128,923.25			
108340	12/30/2015	PRINTED	006433 SANDY QUINN	181.70			
108341	12/30/2015	PRINTED	006451 MIKE'S LIMOUSINE SERVICE,	4,640.00			
108342	12/31/2015	PRINTED	000421 INT. UNION OF OPER. ENG.	157.50			
108343	12/31/2015	PRINTED	004160 UNIFIRST CORPORATION	533.44			
108344	12/31/2015	PRINTED	004290 UNITED WAY OF NORTHWEST F	39.50			

300 CHECKS CASH ACCOUNT TOTAL 2,308,508.88



01/20/2016 11:54
838dlyle

GULF COUNTY BCC
AP CHECK RECONCILIATION REGISTER

P 7
apchkrccn

	UNCLEARED	CLEARED
300 CHECKS	2,308,508.88	
FINAL TOTAL		.00

** END OF REPORT - Generated by Darla Lyle **



**ROBERSON &
ASSOCIATES, P.A.**
CERTIFIED PUBLIC ACCOUNTANTS

116A Sailors Cove Drive
Port St. Joe, Florida 32456
Phone (850) 227-3838 Fax (850) 227-2506

Vance CPA LLC
Certified Public Accountant

219-B Avenue E
Apalachicola, FL 32320
Phone (888) 531-6408 Fax (866) 406-7422

16 JAN 20 PM 4: 16

FILED FOR THE
FEDERAL SERIES
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA

Audit Engagement Letter

December 7, 2015

Don Butler, County Administrator
Board of County Commissioners
Gulf County, Florida

We are pleased to confirm our understanding of the services we are to provide Gulf County, Florida for the year ended September 30, 2015. Vance, CPA, LLC will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of Gulf County, Florida as of and for the year ended September 30, 2015. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Gulf County, Florida's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gulf County, Florida's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules and GASB required Supplementary Pension, OPEB if required.

Supplementary information other than RSI also accompanies Gulf County, Florida's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the

United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The audit will be performed and opinions will be issued by Vance CPA, LLC. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major programs(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to financial statements, schedule of expenditures of federal awards, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is a reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Gulf County, Florida and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management and financial information is reliable and properly recorded. Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees,

former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit finding should be available for our review. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures- General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures- Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures- Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Gulf County, Florida's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will

consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 *Compliance Supplement* and related addenda for the types of compliance requirements that could have a direct and material effect on each of Gulf County, Florida's major programs. The purpose of these procedures will be to express an opinion on Gulf County, Florida's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service provider.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Roberson & Associates, P.A. and Vance CPA, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Auditor General of the State of Florida or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Roberson & Associates, P.A. and Vance CPA, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned

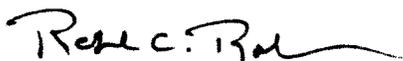
parties. These parties may intend, or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Auditor General of the State of Florida. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will coordinate with the appropriate Gulf County personnel a work schedule for beginning the audit and for issuing the audit report thereon. Ralph C. Roberson of Roberson & Associates, P.A., is the coordinating engagement partner and Ben Vance is responsible for supervising the engagement, signing the reports and issuing the opinion. Our all inclusive fee for these services is \$70,400. Our invoices for these fees will be rendered as work progresses and are payable to Roberson & Associates, P.A. on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Gulf County, Florida and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Ralph C. Roberson, CPA
Administrator for the firms

This letter correctly sets forth the understanding of Gulf County, Florida.

By: _____

Title: _____

**FIRST AMENDMENT TO
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRANSPORTATION REGIONAL INCENTIVE PROGRAM AGREEMENT**

Financial Project No.: 422457-3-38-01
Contract No.: AR523
Vendor No.: F596000627033
Catalog of State Financial Assistance No.: 55.026

This First Amendment to the State of Florida Department of Transportation Transportation Regional Incentive Program Agreement (the "Amendment") is made this ___ day of _____, 2015, between the State of Florida, Department of Transportation (the "Department"), and Gulf County, Florida (the "County").

RECITALS

1. On May 4, 2015, in accordance with Section 339.2819, Florida Statutes, the Department and the County entered into a Transportation Regional Incentive Program Agreement, contract number AR523 (the "Agreement"), whereby the Department agreed to provide the County with financial assistance under Financial Project Number 422457-3-38-01, for design, permitting and construction on an additional 500' on the south end of the Stumphole Revetment project (the "Project"), and the County agreed to undertake the construction of the Project in accordance with all applicable, federal, state and local statutes, rules and regulations and standards.
2. Section 10(A) of the Agreement states that no modification, amendment, or alteration in the terms or conditions contained therein shall be effective unless contained in a written document executed by the County and the Department.
3. The Department and the County mutually desire to amend the Agreement by removing the County's matching of funds requirement, and increasing the Department's share of the project costs by \$70,755.
4. The County, by resolution No. 2014-07 dated April, 2014, a copy of which is attached to the Agreement, has authorized the Chairman, Chief Administrator or Grant Coordinator to sign any and all documents relating to the Project and funding.

NOW, THEREFORE, the Department and the County hereto do agree as follows:

5. The aforementioned recitals in paragraphs 1-4 are true and are by reference incorporated and made part of this Amendment.
6. Section 3(A) of the Agreement is hereby deleted and the following shall be inserted in lieu thereof:

"The County and the Department agree that the matching of funds is not required for this Agreement."

16 JAN 20 PM 4:16

Page 1 of 3
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
COMMUNITY DEVELOPMENT

1/24/16 *AS*

7. The first paragraph of Section 3(B) of the Agreement is hereby deleted and the following shall be inserted in lieu thereof:

“The estimated total cost as set forth in the Department’s adopted work program for this Project is Four Hundred Ninety Eight Thousand One Hundred Ninety Dollars and no cents (\$498,190). The estimated Department share of the Project is Four Hundred Ninety Eight Thousand One Hundred Ninety Dollars and no cents (\$498,190).”

8. Exhibit “1” of the Agreement is replaced by Attachment “1” of this Amendment, attached hereto and by this reference made a part of this Amendment.

9. Except as hereby modified, amended or changed, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

The remainder of this page intentionally left blank

IN WITNESS WHEREOF, the County and the Department have executed this Amendment on the date(s) below.

COUNTY:

GULF COUNTY, FLORIDA

DEPARTMENT:

STATE OF FLORIDA,
DEPARTMENT OF TRANSPORTATION

By: _____
Printed Name: _____
Title: _____

By: _____
JASON PETERS, P.E.
Director of Transportation Development

Date: _____

Date: _____

Attest: _____
Printed Name: _____
Title: _____

Attest: _____
Executive Secretary (Seal)

County Legal Review:

Department Legal Review:

By: _____
Title: _____

Office of the General Counsel



MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS

FROM: CHRIS HOLLEY, EXECUTIVE DIRECTOR 

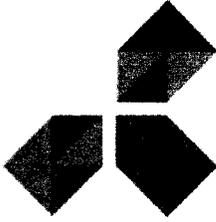
DATE: JANUARY 26, 2016

RE: CAREERSOURCE BOARD MEMBER REAPPOINTMENT

Attached for your review, consideration and approval is a letter from CareerSource Gulf Coast requesting Patrick Farrell be reappointed to their board.

FILED FOR RELEVANCE
 REBECCA L. MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 16 JAN 20 PM 4: 17

1-26-16 LL



CareerSource
GULF COAST

5230 West Highway 98 Panama City FL 32401
P: 850.913.3285 F: 850.913.3269
careersourcegc.com

December 21, 2015

Mr. Chris Holley
Executive Director
Gulf County Board of County Commission
1000 Cecil G. Costin, Sr. Blvd.
Port St. Joe, FL 32456

Dear Mr. *Holley: Chris*

In response to a future vacant seat on the CareerSource Gulf Coast Board in Gulf County, this is to request the following name for reappointment nomination by the Gulf County Economic Development Alliance to the Gulf County Commission.

Board Member - Private Sector (3 year term)

J. Patrick Farrell, Jr.
Community Association Manager
Gulf Coast Property Services, LLC
209 7th Street
Port St. Joe, FL 32456

Mr. Farrell has served on the Gulf Coast Workforce Board since November, 2009 and has expressed an interest in remaining on the Board. His current term expires February 12, 2016. We also ask that you request the Gulf County Commission to waive the requirement to advertise this board appointment since it is a reappointment. Please copy us in your correspondence to the Gulf County Commission regarding this appointment.

Thank you and the Gulf County Economic Development Alliance for your continued support and assistance to CareerSource Gulf Coast

Yours truly,

Kimberly L. Bodine

Kimberly L. Bodine
Executive Director

**Budget Amendment No. 03
FY2015-2016**

Amend the FY2015-2016 Budget for General Fund for the purchase of a vehicle to be used by County Administration and other departments for in-county and out-of-county travel to help reduce travel cost. The funding for this vehicle purchase was included in the budgeted reserves of the FY2015-2016 Adopted Budget.

General Fund

	Original Budget	Increase/ (Decrease)	Amended Budget
<u>Reserves:</u>			
00159700-599000 GF Resv- Contingencies	1,178,289	(35,314)	1,142,975
<u>Expenditures:</u>			
<i>County Administration</i>			
00151200-564000 Machinery & Equipment	0	35,314	35,314

This Budget Amendment duly approved and adopted by the Gulf County Board of County Commissioners at their regular meeting on the 26th day of January, 2016.

16 JAN 20 PM 4: 17
 FILED FOR RECORD
 REBECCA L. HERRING
 CLERK OF CIRCUIT COURT
 GOV. OF FLORIDA

1/51/16 KE

**Budget Amendment No. 04
FY2015-2016**

Amend the FY2015-2016 Budget for General Fund and Public Works Fund. The following expenditures were not included in the adopted budget and funding is requested from reserves. The repair cost invoiced to Facility Maintenance for the Sheriff's Office being requested at this time totals \$4,431.46.

General Fund

	Original Budget	Increase/ (Decrease)	Amended Budget
<u>Reserves & Transfers Out:</u>			
00159700-599002 GF Resv- Infrastructure	81,828	(4,432)	77,396
00158100-591000 GF Inter-Fund Transfer Out	3,199,496	4,432	3,203,928

Public Works Fund

	Original Budget	Increase/ (Decrease)	Amended Budget
<u>Transfers In:</u>			
10438100-381000 PW Inter-Fund Transfer In	2,857,667	4,432	2,862,099
<u>Expenditures:</u>			
<i>Pub Wk Facilities Maintenance</i>			
10451900-546001 Repair & Maint- Build & Grnd	10,214	4,432	14,646

This Budget Amendment duly approved and adopted by the Gulf County Board of County Commissioners at their regular meeting on the 26th day of January, 2016.

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
16 JAN 29 PM 4:17

1/26/16 **52** KS

**Budget Amendment No. 05
FY2015-2016**

Amend the FY2015-2016 Budget for General Fund for line item adjustments to the County Jail budget. This amendment is being requested to separate the inmate medical expenditures by professional services and operating supplies, but does not change the overall budget.

General Fund

		Original Budget	Increase/ (Decrease)	Amended Budget
<u>Expenditures:</u>				
<i>County Jail</i>				
00152300-531001	Prof Services- Inmate Medical	95,000	(25,000)	70,000
00152300-552005	Oper Supp- Inmate Rx/OTC	0	25,000	25,000

This Budget Amendment duly approved and adopted by the Gulf County Board of County Commissioners at their regular meeting on the 26th day of January, 2016.

16 JAN 20 PM 4:17
 CLERK OF DISTRICT COURT
 MERRICK L. MORRIS
 MERRICK L. MORRIS

53
 1/26/16 MS

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

FROM THE DESK OF WARREN J. YEAGER, RESTORE COORDINATOR

1000 CECIL G. COSTIN SR. BLVD., ROOM 310, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: wyeager@gulfcountry-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

Memorandum

To: Gulf County Board of County Commissioners
From: Warren Yeager, RESTORE Coordinator
CC: County Administrator, Don Butler
Date: 1/20/2016
Re: Gulf County RESTORE Consultant Services Contract Change Order

Attached please a proposed change order for additional services requested by the Gulf County RESTORE Consultant. It is the recommendation and request by this department following your review of these additional services and proposed fees for the Board's approval of this attached change order.

Adopted and approved change order for Dewberry (Gulf County RESTORE Act Consultant) and proposed additional services in open session this _____ day of _____, 2016.

Chairman of the Gulf County Board of County Commissioners Date _____

Attest to Chairman's signature: Deputy Clerk of Court Date _____

FILED FOR RECORD
REBECCA L. MORRIS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
16 JAN 20 PM 4:18

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

LORENA BRYAN
District 3

SANDY QUINN
District 4

JERRY BARNES
District 5

54 HS



Dewberry Engineers Inc
 25 W. Cedar Street, Suite 110
 Pensacola, FL 32502
 850-435-7424
 www.dewberry.com

January 5th, 2015

Gulf County, FL
 Attn: Warren Yeager, RESTORE Coordinator
 1000 Cecil G. Costin Sr. Blvd.
 Port Saint Joe, Florida 32456

RE: Change Order No. 1 for Restore Act Technical Consultant Professional Services Agreement,
 Gulf County RFQ No. 1415-01

Dear Mr. Yeager:

Gulf County, FL (County) has requested Dewberry Engineers Inc (Consultant) perform additional professional services consistent with Article 1 under our existing contract, Gulf County, Restore Act Technical Consultant Professional Services Agreement, Gulf County RFQ No. 1415-01, dated April 29, 2015.

SCOPE OF SERVICES:

The following services will be provided consistent with the County's requests for additional Restore support:

Task 7 – MYIP Planning Assistance Grant Program Support

- a. Reimbursement Request Preparation and Tracking
 - i. Assist in preparation of backup documentation and budget tracking for an estimated 10 reimbursement requests through grant close-out (an estimated 8 hours per reimbursement request)
- b. Support for Planning Assistance Performance and Financial Grant Reporting
 - i. Support in Preparation of 2 semi-annual Performance Progress Reports and 1 final Performance Progress Report
 - ii. Support in preparation of 2 semi-annual Federal Financial Reports and 1 Final Federal Financial Report

DELIVERABLES:

1. Approximately ten (10) digital copies, as needed, of reimbursement package backup documentation and Cost Tracking Spreadsheet
2. Two (2) digital copies of the semi-annual Performance Progress Report, as needed
3. One (1) digital copy of the Final Performance Progress Report
4. Two (2) digital copies of the semi-annual Federal Financial Report
5. One (1) digital copy of the Final Federal Financial Report

Mr. Warren Yeager
Gulf County RESTORE Act
RFQ No. 1415-01
January 5th, 2015
Page 2 of 2

TIME OF PERFORMANCE:

It is anticipated that tasks above will be completed by December 31, 2016.

PAYMENT FOR SERVICES:

Dewberry Engineers Inc will perform the above services on an HNTE basis as detailed in the Fee Summary table below.

Fee Summary

Task 7 – MYIP Planning Assistance Grant Program Support	Fee
7.a. Reimbursement Request Preparation and Tracking	\$10,640.00
7.b. Support for Planning Assistance Performance and Financial Grant Reporting	\$5,350.00
Total	\$15,990.00

All services not included in this contract, but requested by the County by amendment to this contract will be provided on an hourly basis and deducted from the Contingency in accordance with the Prime Agreement.

Sincerely,



Michael A. Hanson, PE
Senior Associate



Estelle Wilson
Project Manager

CONTRACT CHANGE ORDER

ORDER NO.	1
DATE	01/19/16
STATE	FLORIDA
COUNTY	GULF

CONTRACT FOR TDC VISITOR GUIDE PRINTING
 OWNER GULF COUNTY BOARD OF COUNTY COMMISSIONERS/TDC

To SOLO PRINTING Bid #1415-28 (Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Changes/Adjustments to Visitor Guide prior to final Press Run		\$ 650.02
TOTAL		
NET CHANGE IN CONTRACT PRICE	\$.00	\$ 650.02

JUSTIFICATION:

Adjustments/Changes necessary to guide prior to the press run in Miami.

The amount of the Contract will be (Increased) by the Sum of \$ 650.02.
 The Contract Total including this and previous Change Orders will be: \$ 57,389.02.
 This Document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
 Ward McDaniel, Chairman (Owner- County) _____ (Date)

Accepted _____
 Solo Printing, Project Manager (Contractor) _____ (Date)

16 JAN 20 PM 4:18
 GULF COUNTY BOARD OF COUNTY COMMISSIONERS
 BOARD ROOM
 1000 W. GULF BLVD.
 PENSACOLA, FL 32501

1/19/16 KS

BID TABULATION SHEET

BID #1415-28

PROJECT: PRINTING OF THE 2016 GULF COUNTY VISITOR GUIDE

15,000

76,800

COMPANY NAME	BASE BID	ALTERNATE #1	ALTERNATE #2
Panaprint	\$66,236.00	\$67,010	
Hartley Press	\$57,830 + 2,940.00		
RF Services, Inc.			
Trend Offset Printing	\$41,291.13		
Solo Printing	\$56,739.00		


 Clerk 8/24/15
 Date


 BCC Representative 8/24/15
 Date



MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MICHELLE CHILDS, EDC & GRANTS

DATE: JANUARY 26, 2016

SUBJECT: COUNTY INCENTIVE GRANT PROGRAM (CIGP) FOR OLD BAY CITY ROAD PHASE III, PROPOSAL FOR ENGINEERING & DESIGN BY PREBLE-RISH INC

Requesting approval to award the engineering and design services for the project listed below to Preble-Rish Inc. in the amount listed below. Please see attached proposal and scope of services.

CIGP Old Bay City Road Phase III
 FPID No. 428035-3-54-01
 \$55,954.00

16 JUN 20 PM 4: 19

CLERK OF SUPERIOR COURT
 RECORDS & REPORTS
 1000 MARKET STREET
 WASHINGTON, DC 20004



MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS

FROM: CHRIS HOLLEY, EXECUTIVE DIRECTOR

DATE: JANUARY 26, 2015

RE: COUNTY AUTHORIZATION FOR ACCEPTANCE OF GRANT FUNDS,
 AUTHORIZE GADSDEN COUNTY RFQ APPROVAL/PROCESS; CONTRACT
 AWARD FOR VENDOR

The Gulf County EDC requests (1) Board authorization to accept grant funds from Duke Energy in the amount of \$26,500; (2) to “piggyback” the Gadsden County Request for Qualifications (attached) and contract award for Strategic Sites Inventory services for economic development; and (3) authorize Gulf County Commission Chairman to execute a services contract with LEO Consultants in an amount not to exceed \$26,500 for Strategic Sites Inventory services for the Gulf County Economic Development Coalition following a review and approval of the county attorney and county administrator.

16 JAN 20 PM 4: 18

RECEIVED
 COUNTY CLERK
 GULF COUNTY
 1/26/15

www.gulfcountyedc.com

61
 1/26/15 HS

REQUEST FOR QUALIFICATIONS
Technical Sites Evaluation Economic Development Services
RFQ No. 15-21

The Gadsden County Board of County Commissioners is seeking sealed qualifications from interested and qualified firms to provide services related to strategic light and heavy industrial sites evaluation and prioritization to the Board of County Commissioners. Proposals will be received until 2:00 p.m., Thursday, December 10, 2015 in the Management Services Department, 5-B E. Jefferson Street, Quincy, FL 32351 and opened thereafter in the County Administrator's Conference Room, 9-E. Jefferson Street, Quincy, FL 32351. Specifications may be obtained from Allara Gutcher, Planning and Community Development Director at 1-B E. Jefferson Street, Quincy, FL or by dialing 850-875-8663 or by email at agutcher@gadsdencountyfl.gov. Questions concerning the specifications should be directed to Allara Gutcher at 850-875-8663. Proposals will not be valid if not sealed in an envelope marked "SEALED PROPOSAL" and identified by the name of the firm, proposal number and time of opening. The Gadsden County Board of County Commissioners reserves the right to reject any one proposal or all proposals, any part of any proposal, to waive any informality in any proposal, and to award the purchase in the best interest of the County. Any person requiring a special accommodation because of a disability should contact the Management Services Department at least five (5) days prior to the proposal opening. EEO/AA.

Date issued: November 19, 2015

Florida Department of Law Enforcement

Richard L. Swearingen
Commissioner

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

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

December 11, 2015

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

GULF COUNTY
2015 DEC 21 PM 12:40
BOARD OF COUNTY
COMMISSIONERS

Re: Federal Fiscal Year (FFY) 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Florida JAG Direct

Dear Chairman McDaniel:

The Florida Department of Law Enforcement (FDLE) has received an award from the United States Department of Justice (USDOJ) for FFY 2015 JAG funds. These grant funds are distributed to units of local government based on local population and crime statistics reported to FDLE.

FDLE has allocated \$1,691.00 from this award for use by your agency, in accordance with the Florida JAG Direct distribution provision of Chapter 11D-9, Florida Administrative Code. Please note these funds require monthly or quarterly expenditure and performance reporting. General instructions regarding the JAG direct application process can be found at the following link <http://www.fdle.state.fl.us/Content/grants/jagd.aspx>. Applications that do not comply with the instructions or do not include all required information will be returned for revision or will have a special condition withholding funds placed on the grant at the time of award.

Recipients must apply online using FDLE's grant management system, Subgrant Information Management Online (SIMON). SIMON can be accessed at <http://simon.fdle.state.fl.us>. The Project Start and End Dates on the application should reflect the period **February 1, 2016 through June 30, 2016**.

Application completion will require an "Announcement Code" which is a security feature allowing access to the application. The Announcement Code for this application is **JAGD1516**. This code will remain active through the deadline for submission. Application completion will not be possible without the announcement code. A user manual and video tutorial are available online for assistance. The deadline for submission is **Friday, January 8, 2016**.

In addition to the electronic submission, recipients must print the completed application and required certifications and submit two hard copies (with original signatures) by **Friday, January 15, 2016** to:

Physical address for courier delivery:

Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, FL 32308

Mailing address for USPS delivery:

Office of Criminal Justice Grants
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, Florida 32302-1489

STAMPED RECEIPT
DEC 15 2015 10:15 AM
OFFICE OF CRIMINAL JUSTICE GRANTS
FLORIDA DEPARTMENT OF LAW ENFORCEMENT
2331 PHILLIPS ROAD
TALLAHASSEE, FL 32308

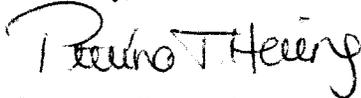
The Honorable Ward McDaniel
December 11, 2015
Page Two

The intent and purpose of the JAG program is to improve the criminal justice system, reduce crime and improve public safety; and projects may be funded under any one of the JAG purpose areas. However, recipients are reminded that federal funds must not supplant those funds that have been appropriated for the same purpose, and may not be used to pay all or part of any costs, positions, expenditures, etc. the recipient is already obligated or budgeted to pay. To further clarify, federal grant funds should not be utilized to support or accomplish an agency's baseline capabilities. Instead, grant funds should be used to enhance or implement those services which the agency is not able to support or sustain within existing capabilities.

Please ensure the application clearly discusses the criminal justice or law enforcement program for which federal funds will be used, and the Scope of Work provides all required contract elements for project activities, deliverables and documentation. If funds are being requested for equipment or technology, the application should provide discussion for how that equipment will provide services or support in addition to or outside of current agency capabilities.

Our office is available Monday through Friday, 8:00a.m.– 5:00p.m. EDT at (850) 617-1250 to assist with any questions. For issues relating to SIMON, please contact Government Analyst Tim Colletti at (850) 617-1258. For questions regarding your proposal or the JAG program, please contact me or Planning Manager Randall Smyth at (850) 617-1250. We look forward to working with you to provide this important funding to Florida's agencies.

Sincerely,



Petrina Tuttle Herring
Bureau Chief

PTH/aw

cc: Local Law Enforcement Agency



**Florida Department of Law Enforcement
Office of Criminal Justice Grants**

Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250 criminaljustice@fdle.state.fl.us

**Federal Fiscal Year 2015
Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

JAG-Direct

**Program Announcement
Application Instructions
Important Pre- and Post-award Dates
Application Checklist**

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JAG-D Program Announcement

Introduction

The State of Florida, Department of Law Enforcement (FDLE) received an award from the United States Department of Justice (USDOJ) for Justice Assistance Grant funds. FDLE will distribute these funds in accordance with the distribution provisions of Chapter 11D-9, Florida Administrative Code. This announcement is to notify eligible applicants of program requirements. Please note this Program Announcement includes information from the USDOJ relating several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice for any one or more of the following purpose areas:

1. Law enforcement programs;
2. Prosecution and court programs;
3. Prevention and education programs;
4. Corrections and community corrections programs;
5. Drug treatment and enforcement programs;
6. Planning, evaluation, and technology improvement programs; and
7. Crime victim and witness programs.

Any law enforcement or justice initiative previously eligible for funding under Byrne or LLEBG is eligible for JAG funding. However, please limit each application for funding to one program type; for example: equipment purchase, task force, crime prevention, school resource officer, prevention education, drug treatment, or domestic violence.

Length of Award

JAG Direct awards are typically for a period not to exceed five months beginning on February 1st and ending on June 30th.

Distribution of Funds

Grant funds are distributed on a cost-reimbursement basis for satisfactory performance of eligible activities. Requests for reimbursement can be submitted on a monthly or a quarterly time frame and should include total expenditures for the period reflected. Reimbursements will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance deliverables as specified in the agreement.

Application Access and Deadline

The FDLE Subaward Information Management ON-line grant management system (SIMON) can be accessed to submit JAG Direct applications starting **December 15, 2015**. Applications must be submitted via SIMON by January 8, 2016. In addition, please mail two hard copies of the application with original signatures to FDLE Office of Criminal Justice Grants by **January 15, 2016**.

Registration Requirements

To apply for JAG funds in SIMON, an organization and its users must be registered in SIMON and have a Data Universal Numbering System (DUNS) number as required by OJP. Organizations must also be registered with the U.S. Federal Government's System for Award Management (SAM.gov – previously known as CCR).

Prohibited Uses

JAG funds may not be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Based on extraordinary and exigent circumstances making the use of funds essential, the U.S. Department of Justice, Bureau of Justice Assistance (BJA) may certify a state's request to use funds for:

- a. Vehicles (*see below regarding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters);
- b. Unmanned aerial vehicles/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV);
- c. Luxury items;
- d. Real estate;
- e. Construction projects, other than penal or correctional institutions; and
- f. Any similar matters.

* JAG funds can be used to purchase police cruisers. A police cruiser is defined as a vehicle (marked or unmarked), used in the ordinary course of business by police forces for law enforcement activities such as patrolling, temporarily detaining and transporting individual prisoners, and including a police pursuit vehicle (PPV) or a system support vehicle (SSV). Depending on the jurisdiction, a police cruiser could include sedans, sport utility vehicles (SUVs), motorcycles, segways, etc. BJA will confirm that vehicles purchased as police cruisers are actually used for patrol duties in accordance with the conditions of the grant award.

JAG funds may not be used to supplant state or local funds; this includes overtime pay, uniforms, clothing allowances, etc. for a given activity.

Bulletproof Vest Purchases

Bulletproof vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice (NIJ) ballistic or stab standards. In addition, bulletproof vests purchased must be American-made. The latest NIJ standard information can be found at <http://www.nij.gov/topics/technology/body-armor/Pages/welcome.aspx>

To use JAG funds for bulletproof vests, the agency must certify that a written "mandatory wear" policy is in effect. FAQs related to the mandatory wear policy and certifications can be found at <https://www.bja.gov/Funding/JAGFAQ.pdf>. This policy must be in place for all uniformed officers before any JAG funding can be used for vests. A sample policy is available from OCJG.

JAG funds may not be used to meet the 50% match requirement for the Bulletproof Vest Program.

Civil Rights Requirements

- a. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subaward recipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 CFR Part 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
- b. FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in the delivery of services or benefits or in employment.
- c. Subaward recipients are responsible for ensuring that contractors, vendors, and agencies to whom they pass-through funds to, are in compliance with all Civil Rights requirements and that the contractors, vendors, and agencies are aware that they may file a discrimination complaint with the subaward recipient, with FDLE, or with the Office for Civil Rights and how to do so.
- d. Equal Employment Opportunity Plans
 1. A subaward recipient or implementing agency must develop an EEO Plan if it has 50 or more employees and has received any single award of \$25,000 or more from the Department of Justice. The plan must be prepared using the on-line short form at www.ojp.usdoj.gov/about/ocr/eeop_comply.htm, must be retained by the subaward recipient or implementing agency, and must be available for review or audit.
 2. If the subaward recipient or implementing agency is required to prepare an EEO Plan and has received any single award of \$500,000 or more from the Department of Justice, it must submit the EEO plan to the Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.
 3. To prepare an EEOP, please visit the OCR website at www.ojp.usdoj.gov/about/ocr/eeop.htm. The website contains an automated on-line EEOP Short Form for preparing a plan that provides screen-by-screen prompts to complete the plan. All new EEOPs must be completed using the on-line short form. Recipient of JAG Countywide funds from FDLE are considered a "subaward recipient". For subaward recipients, the Short Form will ask for two grant numbers. The grant number at the top of the screen is the application number from SIMON. For grants that have already been awarded, use the subaward number (for example, 2999-JAGD-CNTY-99-Q9-999). For current applications and any others that have not yet been awarded, use the application reference number (for example, 2999-JAGD-999). The grant number on the bottom half of the screen is FDLE's federal grant number from USDOJ. Please contact OCJG for this number.
 4. A subaward recipient or implementing agency is exempt from the EEO Plan requirement if it has fewer than 50 employees, if it does not receive any single award of \$25,000 or more from the Department of Justice, or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe.
 5. **All subaward recipients and implementing agencies must also submit an EEO Certification to FDLE.**
 6. The subaward recipient and implementing agency acknowledge that failure to comply with EEO Requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.
- e. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or

disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.

- f. In accordance with federal civil rights laws, the subaward recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- g. Subaward recipients must include comprehensive Civil Rights/Nondiscrimination Provisions in all contracts funded by the subaward recipient.
- h. If the subaward recipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subaward recipient, with FDLE or with the Office for Civil Rights. Discrimination complaints may be submitted to FDLE at Office of the Inspector General, P.O. Box 1489, Tallahassee, Florida 32302-1489 or emailed to fdlecomments@fdle.state.fl.us. Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, Washington, DC 20531, by phone at (202)307-0690.
- i. The subaward recipient must have procedures in place for responding to discrimination complaints that employees, clients, customers, and program participants file directly with the subaward recipient.
- j. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission based on the nature of the complaint.
- k. Americans with Disabilities Act
Subaward recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).
- l. Limited English Proficiency (LEP)
In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.
- m. Equal Treatment for Faith Based Organizations
The subaward recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

Grant recipients must be able to document compliance with each of these requirements at the time of monitoring. Please contact OCJG with questions about how these requirements relate to a grant project or about the specific documentation that will be required.

State and Federal Transparency

Subaward award agreements and information supplied to the Office of Criminal Justice Grants for grant management and payment purposes will be used by FDLE to report to the following mandatory state and federal transparency systems.

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Performance Management Tool (PMT)

The Bureau of Justice Assistance maintains the Performance Management Tool (PMT) online system for reporting performance data for subaward agreements.

Florida Accountability and Contract Tracking System (FACTS)

The Florida Legislature amended Section 215.985, F.S., making the Department of Financial Services (DFS) responsible for the development and maintenance of a contract reporting system, the Florida Accountability Contract Tracking System (FACTS). State law requires all agreements (contracts, purchase orders and grants for state or federal financial assistance) to be placed in this transparency system.

FDLE will provide all subaward agreements from SIMON to the FACTS system, including original contract and amendment document images. The following excerpt from F.S. 215.985 provides information for the specific information required to be provided to FACTS.

- (14) The Chief Financial Officer shall establish, maintain, and make available to the public a secure contract tracking system through a secure website for viewing and downloading. The Chief Financial Officer shall use appropriate Internet security measures to ensure that no person has the ability to alter or modify records available on the website.
- (a) Within 30 calendar days after executing a contract, each state entity shall post the following information relating to the contract on the contract tracking system:
1. The names of the contracting entities.
 2. The procurement method.
 3. The contract beginning and ending dates.
 4. The nature or type of the commodities or services purchased.
 5. Applicable contract unit prices and deliverables.
 6. Total compensation to be paid or received under the contract.
 7. All payments made to the contractor to date.
 8. Applicable contract performance measures.
 9. If a competitive solicitation was not used to procure the goods or services, the justification of such action, including citation to a statutory exemption or exception from competitive solicitation, if any.
 10. Electronic copies of the contract and procurement documents that have been redacted to exclude confidential or exempt information.
- (b) Within 30 calendar days after an amendment to an existing contract, the state entity that is a party to the contract must update the information described in paragraph (a) in the contract tracking system. An amendment to a contract includes, but is not limited to, a renewal, termination, or extension of the contract or a modification of the terms of the contract.

- (c) By January 1, 2014, each state entity shall post to the contract tracking system the information required in paragraph (a) for each existing contract that was executed before July 1, 2013, with payment from state funds made after June 30, 2013.
- (d) 1. Records made available on the contract tracking system may not reveal information made confidential or exempt by law.

Exemption from FACTS

The SIMON grant management system allows for partial or complete contract exemption from FACTS for those agreements containing information exempt from public records. Please contact OCJG for additional information, to determine whether an agreement would be exempt, and the process and documentation required for exemption.

Creating the Application

Failure to follow these instructions and submit all required information will result in the application returned in SIMON for inclusion of the missing information OR the attachment of a special condition, at time of award, that will result in withholding of funds.

A brief description of the application process is below. Applications will be submitted via FDLE's online grants management system, SIMON, which can be accessed at <http://simon.fdle.state.fl.us>. This website also includes a help section containing a detailed user manual, frequently asked questions and video tutorials for some of the SIMON related tasks. Please read this manual before beginning the application process in SIMON.

Due to the time involved in processing and approving user accounts and organization(s) requests, it is imperative that applicants complete the following steps as soon as possible. (If the agency already has a user account and the organizations [subrecipient and implementing agency] already exist in SIMON, please disregard Steps 1 and 2).

Step 1: Usernames

Any member of a subaward agency working on the grant who does not already have a SIMON user account should create one by clicking "Register" on the front page of SIMON and completing the associated request form. Users will then receive an e-mail containing the SIMON username and password. These are computer generated, and only the person whose e-mail address appears in the request will receive the username and password.

Step 2: Organizations

If your subrecipient and implementing agency organizations are not already in the system, they must now be entered. Please note that a Data Universal Numbering System (DUNS) number is required to complete this step. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. To obtain a free DUNS number call Dun and Bradstreet at (866) 705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

The subrecipient must also have an active registration with the U.S. Federal Government's System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR) System. Please visit <https://www.sam.gov> to register or update/reactivate the organization's information. The application will not be awarded until this step has been completed.

Step 3: Creating the Application

The person who creates the application is the Application Manager and can modify/submit all tasks in SIMON regarding this application. Please review the position roles that are in SIMON (spreadsheet on Page 19 of user manual). More than one person can edit a module of an application by being assigned a role by the Application Manager. When a user who is not the Application Manager opens a transaction, the user will need to click the "Lock Transaction for Editing" button on the screen, make and save changes, and then click "Unlock Transaction" button. (The reason for locking and unlocking a transaction is further explained in the user manual.) Please review the spreadsheet carefully to understand which roles are able to perform specific tasks. Financial transactions are electronically signed and must be submitted by a Chief Financial Officer or designee. Please be sure to assign the appropriate roles to all necessary financial staff in SIMON.

The application consists of four main components: Administration, Project Overview, Performance, and Financial. The online user manual provides detailed instructions for completing the application. The following information will provide additional guidance to troubleshoot some of the most frequent problems.

****When entering data into SIMON, remember to SAVE the information on EACH screen!****

Failure to submit required Program information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a special condition, at the time of award, that will result in withholding of funds.

Project Overview

General Project Information

- A. Project Title. Enter a short, descriptive project title. The initial project title will remain the same throughout the subaward period. If this application is a continuation of a previous year project, the project title should not change.
- B. Subaward Period. The typical subaward has a start date of February 1st and is for a period not to exceed five (5) months.

Problem Identification

The problem identification is a brief description of the problem addressed with the subaward funds. Be aware this text entry area is limited to approximately 7,000 characters and does not have spell check or special formatting; therefore, we recommend information first be entered into a word processing program and then copied into SIMON.

Please be aware that when pasting information into SIMON some characters may convert to symbols. It is important to review the information placed into each section for accuracy prior to submitting the application.

Be sure to address the following items:

- A. Problem Description. What is the problem to which the project is responding? Define the problem as it relates to the program area under which funds are being sought. Be concise, avoid redundancy, but give enough detail to allow the reviewer to understand the problem.
- B. Problem Significance. Why is this problem significant to the subrecipient? Identify who is affected by the problem including the specific types of individuals who contribute to and/or who are negatively affected by the problem. Write for an audience that knows nothing about the problem and explain why it is important that the proposed project address this problem at this time.
- C. Needs Assessment. Identify the current scope of the problem. Support your problem statement(s) with factual information. Use both quantitative and qualitative data that relates to the specific geographic area(s) and problem. If this is a new subaward, highlight the identified and unmet needs the project will address this year. If this is a continuation of a pre-existing subaward, provide a brief summary of project accomplishments in meeting identified needs to date.

Project Summary (Scope of Work)

The Project Summary is a brief description of how the proposed project will focus on the problem. Be aware that this text entry area is limited to approximately 7,000 characters and does not have spell check or special formatting; therefore, it is recommend information first be entered into a word processing program and then copied into SIMON.

The project summary must clearly state the deliverables that will be achieved or accomplished, and the minimum performance for each deliverable that is required by the vendor/provider/employee in order to process payment.

Be sure to address any of the following items that are relevant to your project:

- A. What will the project accomplish?

- B. Who will receive services? (Participants must be involved with the criminal justice system.)
- C. Who will provide services?
- D. What other agencies will participate? For a multijurisdictional task force, provide a copy of the task force agreement. The agreement must address how assets will be divided if the task force is disbanded.
- E. If your project includes significant equipment purchases, describe the equipment to be purchased and how it will be used in project operations.
- F. Do NOT use brand or model names and do NOT include quantities or dollar amounts.
- G. Give a general description of cost covered by grant funds. Example: XXXX agency will use grant funds to pay (for what, who) to do (what activities).

Technology Related Projects

Subawards that may involve technology related projects, information sharing initiatives, or other projects that would result in the local system connecting to or interfacing with the state or national enforcement network must include the following statement in the Project Summary/Scope of Work:

"This project requests federal grant funding for a law enforcement or criminal justice technology related project and may be subject to review and approval by the State Information Technology (IT) Point of Contact. By utilizing funds for this project, the subrecipient and implementing agency agree to conform to all state and national standards for technology and information sharing systems that connect to, and/or interface with state and national systems, and/or reside on the state Criminal Justice Network (CJNet). These standards include, but are not limited to, the FBI CJIS Security Policy and any rules, regulations or guidance enacted by the Criminal and Juvenile Justice Information System (CJJIS) Council under F.S. 943.06."

Section Questions

Before answering the EEO questions, please check with the subrecipient and implementing agency's personnel director/human resource officer/clerk.

For Part 1, concerning Federal Revenue, answer "yes" or "no." If you answer "yes" to Part 1, also answer Part 2. If you answer "no" to Part 1, answer "N/A" to Part 2.

Administration

Officials/Contacts

The Chief Officials and Chief Financial Officers are filled automatically based on organization data. To modify these individuals, please consult the user manual, Chapter 7. A Project Director must be assigned by selecting the "Assign Role" button. If the decision is made to divide tasks, select the "Assign Role" button and assign other contact positions. If an individual is assigned as the subrecipient or implementing agency chief official designee, written documentation of signature authority for that person must be on file and available for review at monitoring.

Financial

General Financial Info

Financial reports may be submitted monthly or quarterly and are due within **30 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.** The reporting period selected for financial reports and performance reports must match.

Project Budget, Budget Status

- A. When entering information under Financial, Project Budget, the CALCULATE button and the SAVE button must be clicked for the changes to be permanent; clicking the SAVE button without first calculating will not save the changes.
- B. Please show all funds budgeted to the next highest dollar; do not include cents. (Example, show \$4,505.25 as \$4,506.) **Since match dollars are not required, please leave the match amounts at zero.**
- C. The amounts in the Budget Categories must match the amounts in the Budget Narrative.

Project Budget, Budget Narrative

- A. General Instructions
 1. You must briefly describe the budget categories requested. Be aware that this text entry area is limited to approximately 9,000 characters.
 2. If the budget includes services based on unit costs, in the space provided under Financial Section Questions, be sure to provide a definition and cost for each service and to describe the basis for unit costs and to state when the basis was established or updated.
 3. The Budget Narrative may reflect costs in any of the five budget categories (Salaries and Benefits, Contractual Services, Expenses, Operating Capital Outlay (OCO), Indirect Costs). A subtotal for each category in the budget narrative must be identified, as well as the total project costs.
 4. Describe the line items in each applicable budget category for which the application is requesting subaward funding. Provide sufficient detail to show cost relationships to project activities. Do not use model/brand names.
 5. Do not allocate or include any item approved or requested on another federally financed program as a cost.
 6. Federal funds may not supplant state or local funds; this includes overtime pay for a given activity. For additional guidance, please refer to the USDOJ *Financial Guide* at [http://oip.gov/financialguide/DOJ/pdfs/2015 DOJ FinancialGuide.pdf](http://oip.gov/financialguide/DOJ/pdfs/2015%20DOJ%20FinancialGuide.pdf)
 7. If actual project costs will exceed the available grant funding, make a statement that the subrecipient will cover all costs in excess of the amount available.
- B. Required Criteria for Documenting Allowable Project Costs
 1. Costs are necessary and reasonable for proper and efficient project administration and implementation and not a general expense to carry out a subrecipient's overall responsibilities.
 2. Costs are authorized by Federal Code or Florida Statutes or local laws and regulations in effect at the time subaward is awarded.
 3. Costs are treated consistently with policies, regulations, and procedures that apply uniformly to other subrecipient activities.
 4. Costs reflect the net of all applicable credits. Applicable credits means receipts or reduction of expenditure transactions that offset or reduce expense items. Applicable credits may include purchase discounts, rebates or allowances, recoveries or indemnities on losses, sales of publications, etc. Applicable credits may also occur when the subrecipient or implementing agency receives federal funds from sources other than this subaward to finance operations or capital items.

- C. **Salaries and Benefits.** Funds used to support payment of salaries and benefits to government employees dedicated to project activities.
1. Positions created with subaward funds must be in excess of the current number of appropriated positions in the implementing agency. If Salaries and Benefits are included in the budget cost as actual costs for staff in the implementing agency, is there a net personnel increase or a continued net personnel increase from the initial year? If no, state that no benefits will be charged to the grant. If yes, please list number and title of position and type of benefits. Be sure to answer the Financial Section Question about the net personnel increase.
 2. For full and part time positions, list the number and type of positions and the salary for each position (do not give names of individuals in the positions funded). State what percentage of the position's time will be spent on the project and what percentage of the position's salary will be charged to the grant. If the position was grant-funded in a prior year, the percentage of the position's salary funded cannot exceed the percentage paid for the same position in prior years with grant funds.
 3. For each position, include the following statement in the Budget Narrative: "This position will work XX% of time on project and the grant will pay for XX% of the salary/benefits."
 4. If the grant will pay for less than 100% of the salary and benefits for a position that is working 100% of its time on the grant, include one of the following statements in addition to the statement required in #3 above:
 - a. The grant will be charged at 100% of salaries and benefits until all funds budgeted for the position are expended. The agency will continue to fund the position through the end of the grant period.
 - b. The grant will be charged at XX% for each reporting period for the life of the grant.
 5. If the position will spend 100% of its time on grant-related activities, regardless of the percentage of costs to be reimbursed by the grant, the subrecipient will be required to submit a Certification for Employees Working Solely on a Single Federal Award every six months and at closeout.
 6. For overtime, list the types of positions that will be paid overtime, the estimated number of hours to be worked and estimated rate of pay.
 7. For all positions, including overtime, list all benefits to be paid by type (such as retirement, health insurance, social security). For overtime, do not include any benefits that are paid in full on the individual's straight-time salary. If no benefits will be paid, state "No benefits will be charged to the grant" in the Budget Narrative.
 8. The Project Summary should include a brief description, for all grant-funded positions, that clearly identifies the work related to the project.
 9. Pay and benefits cannot be increased because of federal monies. Employees are to be paid their actual regular hourly rate/overtime hourly rate not the estimated amount reflected on the approved budget narrative. Benefits claimed can only be what are normally claimed for position(s) in the approved budget.
- D. **Contractual Services.** Funds paid to an individual, organization, or other unit of government for specified services provided under terms of the contract between the subrecipient and the contract provider. Briefly describe how these services will be procured. The contract must include, by reference, the Standard Conditions section of the Subaward Application. Project contractual services must comply with the following requirements:
1. Local units of government must use their respective rules and regulations. In the absence of local rules and regulations, or if state regulations are more restrictive, state regulations must be used as a guide.

2. If the relationship with the service provider is contractual, describe the procurement process (competitive bids or sole source). If sole source procurement is used, review the information regarding Sole Source Justification under Certifications in this document.
 3. Arrangements with individuals must ensure that dual compensation is not involved. The contractual arrangement must be written, formal, proper and otherwise consistent with the subrecipient's usual practices for obtaining such services. Time and services for which payment will be made and rates of compensation will be supported by adequate documentation. Transportation and subsistence costs for travel performed must be at an identified rate consistent with the subrecipient's general travel reimbursement practices.
 4. Arrangements with other government units must ensure that work or services claimed for reimbursement are directly and exclusively devoted to subaward purposes and charged at rates not in excess of actual costs to the contractor government agency.
 5. Compensation for consultants employed by state and local governments will only be allowed when units of government will not provide their services without cost. In these cases, the rate of compensation must not exceed the daily rate paid by the unit of government.
 6. Compensation for individual consultant services must be reasonable and consistent with similar paid services in the market place. Federal regulations provide that the maximum rate for each consultant is \$650 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation and travel time in addition to time required for actual performance. A request for compensation for over \$650 a day requires prior approval and additional justification. For consultants hired through a competitive bidding process, not sole source, the \$650 threshold does not apply.
 7. Contractors must not appear on the federal government's Excluded Parties list (<https://www.sam.gov>).
 8. If the service provider is a non-profit organization and being reimbursed from the Subrecipient/Implementing Agency, the budget narrative should reflect unit costs for each service provided, not salary and benefits, expenses, operating capital outlay or indirect costs. If the grant will pass through funds to a county or city other than the subrecipient or implementing agency, please call your grant manager for instruction regarding which costs may be charged directly and which must be unit costs.
- E. **Expenses.** Funds paid for expenses necessary for project activities.
1. Expenditures should be assigned to Expenses or Operating Capital Outlay (OCO) based on the subrecipient's or the implementing agency's established policy. If the organization does not have an established policy, the State policy applies to the subaward. The State policy is that Expense items are consumable, expendable items that have a unit cost less than \$1,000 and/or a useful life of less than one (1) year.
 2. Itemize all expense items for purchase. Any items not specifically listed in the budget will be disallowed. Do not use the terms "such as," "etc." or "misc." Do not use brand or model names.
 3. All expense items must contribute directly to the project requesting funding and not be used for routine agency operations.
 4. Allowable expense costs include:
 - a. Advertising for personnel recruiting and competitive bidding.
 - b. Printing and reproduction. Describe items to be printed and/or reproduced.
 - c. Rental of staff offices and conference space.

- d. Communications expenses should be itemized (communications may include telephones, cell phones, pagers and related service charges, air cards and internet access including wireless service). **All radios (mobile or hand-held) must be P25 compliant.**
- e. Publicity. List purpose and types of media.
- f. Office supplies such as paper products, pens, paperclips, and printer cartridges. For office supplies only, you may say, "For example . . ." and give a representative list; you do not have to list all office supplies for purchase.
- g. Postage and shipping fees.
- h. Office equipment or furniture. List all items for purchase, for instance, desks, chairs, filing cabinets, bookcases, printers, fax machines, and shredders.
- i. Registration or tuition fees for conferences or training seminars and related travel expenses and travel related to field trips. All trips must be specifically identified in the budget with as much information as is available. If the location or dates of an event are unknown, give the name and purpose of the event. All travel must clearly relate to the program requesting funding. List all travel expenses for funding on the grant, such as lodging, per diem, meals, airfare, rental vehicle, mileage, and incidental expenses.
- j. Travel and training costs (food and/or beverages for meetings, conferences, training, or other events are NOT allowable).
- k. Confidential Funds. Prior to expenditure of confidential funds, the subrecipient must submit an executed Confidential Funds Certification Form.
- l. Vehicle expenses. Itemize by type (such as gas, oil changes, other routine maintenance, and repairs).
- m. Utility expenses. Itemize by type of service.
- n. Computer equipment and accessories below your OCO threshold. List all associated items for purchase including printers. These items may be requested as computer and associated peripheral equipment, including printers and monitors, if they are required to be purchased separately.
- o. Travel and Training costs.

F. Operating Capital Outlay (OCO) or Equipment. Funds paid for equipment necessary for project activities.

1. Expenditures should be assigned to Expenses or OCO based on the subrecipient's or the implementing agency's established policy. If the organization does not have an established policy, the State policy applies to the subaward. The State policy is that OCO includes equipment and other non-consumable, non-expendable items that have a unit cost of \$1,000 or more and/or a useful life of more than one (1) year. Please identify the threshold for OCO items in Section 2: Project Overview Section Questions.
2. Itemize all OCO items for purchase and give a cost per item.

NOTE: All radios (mobile or hand-held) must be P25 compliant.

G. Indirect Costs. Costs that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project.

1. If indirect costs are included in the budget, please indicate the basis for the plan (for example, percentage of salaries and benefits) in the space provided under Financial Section Questions.
2. Submit a copy of the current approved indirect cost plan, with the project application and provide documentation of the appropriate approval of this plan. The approval must be from the federal cognizant agency.
3. State agencies must have prior approval of their indirect cost plan from a cognizant federal agency.
4. The OCJG reserves the right to deny reimbursement of subaward indirect costs.
5. Guidelines for calculating Indirect Cost
 - a. If the Indirect Cost is 3.4%, figured on a total federal dollar amount of \$75,000, use the following calculation:

$$\$75,000 / 1.034 = \$72,533.85$$

$$\$72,533.85 \times 0.034 = \$2,466.15$$
 the allowable Indirect Cost.
 - b. If the Indirect Cost is based on Salaries and Benefits, the calculation will only be against the Salaries and Benefits budget category.
6. Answer all Section Questions.

Failure to submit required financial information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a special condition, at the time of award, that will result in withholding of funds.

Performance

Performance reports will be due quarterly within **15 days** after the end of the reporting period. **Receipt of funds will be contingent on timely reporting.**

The reporting periods selected for financial reports and performance reports must mirror each other with respect to monthly or quarterly reporting.

General Performance Information Federal and State Purpose Areas

- A. Choose ONLY one Federal Purpose Area for the project.
- B. Choose as many State Purpose Areas that fit the project beginning with **General Questions** that are required for all projects.

Objectives and Measures

- A. For each State Purpose Area selected, choose as many objectives and measures that fit the project. The objectives are based on mandatory federal performance metrics and provide information that FDLE must report to USDOJ. You will report your progress in achieving objectives on a quarterly basis.
- B. Purpose Areas, Objectives, and Measures selected must be appropriate for the proposed project.

Activities/Locations

Select as many Activities and Locations as applicable to your project.

Section Questions

If "other" is selected for Location Type or Geographic Area, answer the Section Questions accordingly; otherwise, answer "not applicable."

Failure to submit required Performance information will result in an application being returned in SIMON for inclusion of the missing information OR the attachment of a special condition, at the time of award, that will result in withholding of funds.

Standard Conditions

These are the conditions of agreement requiring compliance by units of local government (subrecipients), implementing agencies, and state agencies upon signed acceptance of the subaward award. It is imperative that all persons involved with or having administrative responsibility for this subaward read the Standard Conditions. Copies of this section of the application must be returned as part of the completed application. Failure to comply with provisions of this agreement may result in project costs being disallowed.

Only project costs incurred on or after the effective date of this agreement, as well as on or prior to the termination date of this agreement are eligible for reimbursement.

Certifications

Equal Employment Opportunity (EEO) Certifications

All subrecipients and implementing agencies must comply with the EEO requirements below. If the implementing agency is included in the subrecipient's EEO Certification and/or plan, no further documentation is required. If the implementing agency is not included in the subrecipient's EEO Certification and/or plan, a separate certification and/or plan must be submitted. Usually, a police department will be included in the city's plan, but a sheriff's office will not be included in the county's plan. Those subrecipients unclear whether their agency is included should contact their respective Human Resource department.

- A. All subrecipients and implementing agencies must submit a signed EEO Certification form. Submit the certification to OCJG with the application. Do not send the certification to USDOJ as instructed on the form.
- B. When completing the certification form, be sure to provide all information requested in the top portion, including the recipient's name and address, DUNS number, the grant title, the grant number for the current application, (use the application reference number, for example, 2999-JAGD-999), the award amount, and the contact person's name, title, phone number, and email address. The contact person listed should be someone who is knowledgeable about your grant. The form must be signed by the chief official or designee or by other appropriate staff such as a Human Resources or Personnel Director or an EEO Coordinator.
- C. Any subrecipient or implementing agency that is applying for an award of less than \$25,000 and that has no current USDOJ awards of \$25,000 or more, regardless of the number of employees, should complete the top portion and Section A of the form and mark the box indicating receiving an award of less than \$25,000.
- D. Any subrecipient or implementing agency that is applying for an award, regardless of the monetary amount, that has fewer than 50 employees should complete the top portion and Section A of the form and mark the box indicating having under 50 employees.
- E. Any subrecipient or implementing agency that currently has or is applying for an award of at least \$25,000 but under \$500,000 and that has 50 employees or more must prepare an online EEOP Short Form and should complete the top portion and Section B of the form.
- F. Any subrecipient or implementing agency that currently has or is applying for a single award of over \$500,000 and that has 50 employees or more must prepare an online EEOP Short Form and submit it to

OCR for review and approval and should complete the top portion and Section C of the form. A copy of the letter approving the EEOP must be submitted to OCJG with the application.

- G. If you need to prepare an EEOP, visit the OCR website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. This website contains an automated online EEOP Short Form with screen-by-screen prompts for completing your plan. All new EEOPs must be completed using the online short form. You are a subrecipient for grants that you receive from FDLE. For subrecipients, the Short Form will ask for two grant numbers. The grant number at the top of the screen is your application number from SIMON. For grants that have already been awarded, use your subaward number (for example, 2999-JAGD-CNTY 99 Q9 999). For your current application and any others that have not yet been awarded, use your application reference number (for example, 2999-JAGD-999). The grant number on the bottom half of the screen is FDLE's federal grant number from USDOJ. Contact your grant manager for this number.

Sole Source Justification

If the project requires a purchase of services or equipment from a sole source, you must complete the Sole Source Justification for Services and Equipment Form. The authorized official for the subrecipient or the implementing agency must sign this form.

If the cost exceeds \$150,000, pre-approval by OCJG is required. Submit the signed form with your application.

If the cost is below \$150,000, keep the form on file for review at an on-site monitoring visit. Sole Source purchases under \$150,000 must be stated as such in the application, and sufficient detail must be provided in order to determine that the purchase is eligible.

If the subrecipient is a state agency and the cost is at least \$150,000, then the agency must submit a copy of the approval from the Department of Management Services (F.S. 287.057(5)).

Automated Data Processing (ADP) Equipment

Automated Data Processing (ADP) Equipment means general purpose commercially available, mass produced automated data processing components and equipment systems created from them regardless of use, size, capacity or price. Components and systems are designed to be applied to the solution or processing of a variety of problems or applications and are not specifically designed (or configured) for any specific application.

If you plan to purchase ADP equipment and the cost exceeds \$150,000, you must complete an ADP Equipment and Software and Criminal Justice Information and Communication Systems Request for Approval Form and enclose this form with the project application. ADP equipment costs are limited to costs dedicated to project activities. The authorized official for the subrecipient or the implementing agency must sign this form. If under \$150,000, a detailed summary of the purchase should be included in the budget narrative with specific information of the requested purchase as outlined on the ADP form.

For further clarification, refer to the Financial Guide, USDOJ Common Rule for States and Local Governments and the federal Office of Management and Budget's Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. § 200) Subpart A Definitions, Subparts B-D Administrative Requirements, Subpart E Cost Principles, Subpart F Audit Requirements and all applicable Appendices, as applicable, in their entirety.

Confidential Funds Certification

Bulletproof Vest Certification

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements State agencies only

Signature Page

In the spaces provided, enter the typed information, as identified on the form, for both the subrecipient and the

implementing agency.

Each application must be signed by:

- A. Subrecipient authorizing official who is the chief officer or elected official of the subrecipient (head of state agency, chairman of county commission, mayor of city, chief of Indian tribe).
- B. Implementing agency authorizing official who is the chief officer or head of the government agency responsible for implementing the project.

When a chief officer or elected official of a subrecipient or implementing agency designates signature authority for another staff member, the chief officer or elected official must submit to FDLE a letter or resolution indicating the person who is to be given signature authority. The chief officer or elected official and the person receiving signature authority must both sign the letter indicating delegation of signature authority. The letter must also clearly identify which authority is being delegated.

The subrecipient must notify FDLE in a timely manner if there are any changes in signature authority during the grant period. Once the grant is awarded, most grant documents will be submitted electronically. To update the officials in SIMON or to designate an individual with signature authority, follow the instructions in the user manual or contact the SIMON helpdesk.

Corrections (strike-through, whiteout, etc.) on the signature page will not be accepted.

Submit two original signature pages for each application. If you submit only one original signature page, you will not receive an original back for your file.

Step 4: Submitting the Application

Please reference the attached application checklist and timeline.

Before you submit your application in SIMON, print out a copy of your application, signature pages, Standard Conditions, and any required certifications. The application must be submitted on-line **no later than January 8, 2016, at 5:00 PM, EDT.**

REMINDER: When copying information into SIMON from another program or document, some characters may convert to symbols. It is important to review the information placed into each section for accuracy prior to submitting the application.

While FDLE is striving to create a paperless grants management system, hard copies are still required. The following documentation should be submitted to FDLE **no later than January 15, 2016.**

- A. Two complete copies of the application, both with original signatures.
- B. EEO Certifications or USDOJ approval letters.
- C. Any of the following that apply to your project:

- Sole Source Justification Form
- ADP Form
- Certifications Regarding Lobbying
- Confidential Funds Certification
- Signature Authority letter/resolution
- Bulletproof Vest Certification

Failure to submit required documentation will delay the award or result in the attachment of a special condition, at the time of award, that will withhold funds

Contact Information

Our office is available for any assistance needed Monday through Friday, 8:00 a.m. – 5:00 p.m. EDT by calling (850) 617-1250. Please ask to speak with your county's grant manager.

For issues relating to SIMON, please ask for the SIMON Help Desk; otherwise, contact Planning Manager Randy Smyth.

FFY 2014 JAG-D Project Timeline

Application Timeline

December 11, 2015	Funding notifications with anticipated county allocations to subrecipients
December 15, 2015	Announcement Code activation date (JAGD1415)
January 8, 2016	Deadline for online submission of application.
January 15, 2016	Deadline for hard copies of applications with original signatures and any additional certifications/forms to be received by OCJG.
February 1, 2016	Start date for most JAG-D funded projects

Important Post-Award Dates

For projects with February 1, 2015 start date and quarterly reimbursements

NOTE: For subrecipients requesting monthly reimbursement, monthly performance reports are required.

Within 30 days of award	Deadline to submit completed Certificate of Acceptance to OCJG.
April 1, 2016	Deadline for subrecipients to provide OCJG with a letter explaining the status and reason for delay of any projects not operational. JAG Standard Conditions require projects to be operational within 60 days of original start date.
May 1, 2016	Deadline for subrecipients to provide OCJG with a second letter explaining the status and reason for delay of any projects not operational. JAG Standard Conditions require projects that are not operational within 90 days be reviewed by the Department for termination of agreement and reallocation of funding.
April 15, 2016	1 st Quarterly Performance Report due in SIMON
April 30, 2016	1 st Quarter Expenditure Report due in SIMON
June 30, 2016	END OF GRANT PERIOD
July 15, 2016	Final Performance Report due in SIMON
July 30, 2016	2 nd Quarterly Expenditure Report due in SIMON Financial Closeout due in SIMON

FFY 2014 JAG-D SIMON Application Checklist

Overall Grant Application

- Does your agency have an active DUNS number?
- Is your SAM.gov registration current/active?
- Have you and applicable grant staff read the Standard Conditions that apply to JAG subawards?
- Have you obtained a properly signed EEO certification and/or EEO plan as applicable to your grant?
- Did you include any additional forms required, such as sole source, confidential funds, bulletproof vest certification, signature authority, task force agreement, etc.?
- Are all sections of the grant complete and the application designates a Project Direct with knowledge of program goals/objectives, performance and expenditure requirements, record keeping and overall grant management coordination?

Problem Identification

- Does the problem identification clearly describe a need/issue required to be addressed with grant funds, including the scope of the problem and who is affected by the need/issue?
- Is there information describing the repercussions or impact if the need is not met?
- If this is a continuation from a pre-existing subaward, does this section provide a brief summary of project accomplishments that have been achieved, or needs that have been met, to date?

Project Summary (Scope of Work)

- Does the scope of work sufficiently describe the goals and objectives of the project? How will the problem identified in the previous section be addressed with this subaward?
- Does this section identify what the project will accomplish?
- Does this section identify who will receive services and/or who will provide services?
- Does this section identify standards, such as the quantity of activities/services or a minimum level of service to be performed?
- Does this section provide a breakdown of the deliverables that will be received?
- Does this section identify how deliverables will be accounted for and documented for performance reports? (i.e. criteria for successful completion, how service providers will be managed and held accountable during the grant period, etc.)
- For equipment purchases, does this section describe the equipment to be purchased, how it will be used in project operations, and how the purchase of the item(s) will address the problem identified in the previous section?

Performance

- Does the application include only one federal purpose area?
- Does the application contain the required State Performance Area (SPA) General Questions (1G) with all other SPAs that are applicable to the grant?
- Does the information in Performance Measure A, Part 1 accurately describe the goals/objectives discussed in the Scope of Work?

Financial / Budget

If the budget contains Salaries/Benefits:

- Is the salary rate (hourly, biweekly, annually, etc.) provided with total # of hours, weeks, etc.?
- If overtime is listed, does the narrative provide estimated number of hours with rate of pay?
- Are the benefits clearly defined and include rate, cost or percentage?
- Does the narrative contain a statement of the percentage the position is paid from grant funds?
- Does the narrative contain the percentage of time the position will work on grant funded activities?
- Does the narrative contain information for the percentage the grant will be charged for each reporting period?
- Does the narrative provide a brief description on how the position(s) being funded from the grant will accomplish grant activities?

If the budget contains Contractual Services:

- Does the budget clearly describe the activities each party will be contracted to perform?
- Does the narrative identify costs per service(s) rendered?
- Are unit costs clearly defined with supporting information in the Section Questions for Application Section #4: Financial?
- Does the narrative identify deliverables or documentation required to initiate payment?
- If contractual services contain consultant rates in excess of \$650 per day, does the application contain the additional request (letter) for approval of consultant rates?
- Does the narrative provide a brief description on how the services being procured will be used to accomplish grant activities?

If the budget contains Expenses:

- Does the budget list all the items that will be purchased and provide approximate costs for each?
- If the purchase is a bundle, does the budget list the items included in bundle? (i.e. if purchasing a computer is it a laptop or desktop, does it include docking station and/or peripherals? If so, which ones?)
- Does the narrative provide a brief description on how the purchase of these items will assist the project or be used toward accomplishing grant activities?

If the budget contains Operating Capital Outlay (OCO):

- Does the budget list each item to be purchased and provide the cost per item? If the item(s) purchased are included in a bundle or package, please detail what is included in the bundle.
- Is shipping, handling, warranty, and/or maintenance included and listed in the budget (if applicable)?
- If not already described in the Scope of Work, does the narrative provide an explanation on how the item(s) will be used to accomplish project activities?
- If warranty is included in the purchase, does the budget ensure grant funds will only be used for up to the first year of maintenance and only for dates within the approved grant period?

If the budget contains Indirect Costs:

- Is an Indirect Cost Plan included, as approved by the cognizant agency?

Florida Department of
Law Enforcement

Richard L. Swearingen
Commissioner

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

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

DEC 10 2015

The Honorable Ward McDaniel
Chairman
Gulf County Board of Commissioners
1000 Cecil G. Costin Sr Boulevard
Port St. Joe , FL 32456-1653

Re: Contract No. 2016-JAGC-GULF-1-H3-136

Dear Chairman McDaniel:

The Florida Department of Law Enforcement is pleased to award an Edward Byrne Memorial Justice Assistance Grant (JAG) subgrant to your unit of government in the amount of \$ 17,474.00 for the project entitled, OPERATION SAFE STREETS. This subaward is approved under Florida's state JAG award 2015-MU-BX-1066 from the Department of Justice. These funds shall be utilized for the purpose of reducing crime and improving public safety and the criminal justice system.

Enclosed is a copy of the approved subaward application with the referenced contract number and standard conditions. This subaward is subject to all administrative and financial requirements, including timely submission of all financial and performance reports and compliance with all standard conditions.

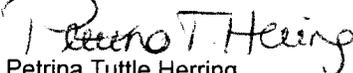
Information from subawards and performance reports are provided to the Department of Justice (DOJ) Performance Measurement Tool (PMT) and Federal Funding Accountability and Transparency Act (FFATA) to meet federal transparency requirements. Contract and grant information is also provided to the State of Florida, Department of Financial Services (DFS) via the Florida Accountability Contract Tracking System (FACTS). This grant agreement and all correlating information including general contract, performance, amendment/modification information and a copy of the grant document is provided to FACTS to meet requirements under Chapter 2013-54 and 2013-154 Laws of Florida. If this agreement contains confidential or exempt information not subject to disclosure under Chapter 119, F.S., please contact the Office of Criminal Justice Grants (OCJG) for guidance on how to request exemption.

Please complete and return the enclosed Certificate of Acceptance and Certification of Conflict of Interest forms within 30 calendar days from the date of award. Completion of the Certificate of Acceptance constitutes official acceptance of the subaward and must be received by the Department prior to reimbursement of any project expenditures.

Some costs require prior written approval from OCJG and DOJ before beginning project activities. If your subaward contains any such items or those listed on the Bureau of Justice Assistance (BJA) Controlled Expenditures List, a grant adjustment and written request with justification will be required. A correlating special condition on your subgrant award in the Subgrant Information Management ON-Line (SIMON) system may also be included.

We look forward to working with you on this project. Please contact Senior Management Analyst Supervisor Randall Smyth at (850) 617-1250 if you have any questions or we can be of further assistance.

Sincerely,


Petrina Tuttle Herring
Bureau Chief

PTH/ar

Enclosures

GULF COUNTY
 BOARD OF COMMISSIONERS
 2015 DEC 21 PM 12:40

SEARCHED INDEXED
SERIALIZED FILED

RECEIVED
CRIMINAL JUSTICE GRANTS
OFFICE

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2016-JAGC-GULF-1-H3-136, in the amount of \$ 17,474.00, for a project entitled, OPERATION SAFE STREETS, for the period of 10/01/2015 through 09/30/2016, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

This subaward requires that no recipient or subrecipient, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to restrict, the reporting of waste, fraud or abuse in accordance with the law to a department or agency authorized to receive such information. This is not intended to contravene requirements applicable to classified, sensitive or exempt information.

In accepting this award, the subgrantee certifies that it neither requires nor has required employees or contractors to sign such internal confidentiality agreements or statements.

(Signature of Subgrantee's Authorized Official)

(Print Name and Title of Official)

(Name of Subgrantee)

(Date of Acceptance)

State of Florida
Office of Criminal Justice Grants
Florida Department of Law Enforcement
2331 Phillips Road
Tallahassee, Florida 32308

CERTIFICATION OF CONFLICT OF INTEREST

Subgrantee: Gulf County Board of Commissioners

Award Number: 2016-JAGC-GULF-1-H3-136

Decisions related to use of these grant funds must be free of undisclosed personal or organizational conflicts of interest, both in fact and in appearance.

The subgrantee, through its authorized representative, certifies the unit of government above is compliant with OMB Uniform Grant Guidance (2 CFR Part 200), Section 200.112 and OJP Financial Guide, Section 3.20 regarding Conflict of Interest and will notify FDLE Office of Criminal Justice Grants, in writing, of any potential conflict of interest in accordance with this agreement.

The recipient also agrees to disclose in a timely manner, in writing, all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting this subaward.

(Signature of Subgrantee's Authorized Official)

(Print Name and Title of Official)

(Date)

SUBGRANT AWARD CERTIFICATE

Subgrantee: Gulf County Board of Commissioners

Date of Award: 12/10/2015

Grant Period: From: 10/01/2015 TO: 09/30/2016

Project Title: OPERATION SAFE STREETS

Grant Number: 2016-JAGC-GULF-1-H3-136

Federal Funds: \$ 17,474.00

State Agency Match:

Local Agency Match: \$ 0.00

Total Project Cost: \$ 17,474.00

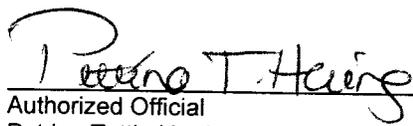
CFDA Number: 16.738

Award is hereby made in the amount and for the period shown above of a subgrant under Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 as amended Subpart 1 of such part (42 U.S.C. 3751-3759); the Consolidated Appropriations Act, 2008, Public Law 110-161; and Public Law 109-162, Title XI, Department of Justice Reauthorization, Subtitle B, Improving the Department of Justice's Grant Programs, Chapter 1, Assisting Law Enforcement and Criminal Justice Agencies, Section 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Office of Justice Programs (OJP) Financial Guide, Common Rule for State and Local Governments, or OMB Uniform Grant Guidance (2 CFR Part 200), in their entirety. It is also subject to the attached standard conditions and such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

This award is a cost-reimbursement agreement for satisfactory performance of eligible activities. Requests for reimbursement may be submitted quarterly or monthly as designated in the Financial Section of the agreement. Requests for reimbursement will be processed in conjunction with receipt and review of programmatic performance reports to determine successful completion of minimum performance for deliverables. Expenditures must be supported with documentation and verified during annual monitoring. Failure to comply with provisions of this agreement, or failure to meet minimum performance specified in the agreement will result in required corrective action up to and including project costs being disallowed, withholding of federal funds and/or termination of the project, as specified within the terms of the agreement and OMB Uniform Guidance 200.338 - 200.342.

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.



Authorized Official
Petrina Tuttle Herring
Bureau Chief

12/10/2015

Date

() This award is subject to special conditions (attached).

Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Subgrant Recipient

Organization Name: Gulf County Board of Commissioners

County: Gulf

Chief Official

Name: Ward McDaniel

Title: Chairman

Address: 1000 Cecil G. Costin Sr Boulevard

City: Port St. Joe

State: FL **Zip:** 32456-1653

Phone: 850-229-6106 **Ext:**

Fax: 850-229-9252

Email: commissioner2@gulfcountry-fl.gov

Chief Financial Officer

Name: Rebecca Norris

Title: Clerk of Court

Address: 1000 Cecil Costin Boulevard

City: Port St. Joe

State: FL **Zip:** 32456

Phone: 850-227-1115 **Ext:**

Fax:

Email: bnorris@gulfclerk.com

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1 Administration

Implementing Agency

Organization Name: Gulf County Sheriff's Office

County: Gulf

Chief Official

Name: Mike Harrison

Title: Sheriff

Address: Post Office Box 970

City: Port St. Joe

State: FL **Zip:** 32456-0970

Phone: 850-227-1115 **Ext:** 1317

Fax: 850-227-2097

Email: sheriff@gulfsheriff.com

Project Director

Name: Mike Harrison

Title: Sheriff

Address: Post Office Box 970

City: Port St. Joe

State: FL **Zip:** 32456-0970

Phone: 850-227-1115 **Ext:** 1317

Fax: 850-227-2097

Email: sheriff@gulfsheriff.com

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2: Project Overview

General Project Information

Project Title: OPERATION SAFE STREETS
Subgrant Recipient: Gulf County Board of Commissioners
Implementing Agency: Gulf County Sheriff's Office
Project Start Date: 10/1/2015 **End Date:** 9/30/2016

Problem Identification

The highways and streets of Gulf County are becoming increasingly more dangerous for our citizens to travel. With a population that nearly doubles in the summer months, the roads are filled with visitors that are unfamiliar with the traffic system of the county and present a significant risk to other motorists. The Gulf County Sheriff's Office is tasked with keeping the roads safe for our citizens and visitors. The Florida Highway Patrol is under staffed and seldom have troopers in the county to enforce traffic laws. The current budget of the Gulf County Sheriff's Office is limited and heavily relies on grant funding to provide necessary equipment for traffic enforcement. We are in need of speed detection devices to enforce speed limit laws and mobile printers to produce roadside citations.

Project Summary (Scope of Work)

We are requesting grant funds to purchase seven speed detection devices (radars) and seven mobile printers with stands. Upon receiving notification that grant funds have been awarded these items will be ordered. We will order them via internet or telephone from vendors utilizing state contract pricing. Once the items and invoices are received via mail the items will be paid for by department check. The items will then be entered into our inventory system for accountability and it will be noted that the items were purchased using grant funds. All quotes, invoices, packing slips and proof of payment will be retained for additional accountability. These devices will be distributed to patrol deputies who are certified in speed detection and will be used in the enforcement of traffic laws, specifically speed enforcement. By reducing the speed of motorist the overall safety of the public and law enforcement officers will be increased and traffic fatalities should decrease.

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 2 Project Overview

Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 2

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: Gulf County

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the most recent census)?

Answer: 15863

Question: What is the address of the location being used to provide services for this project?

Answer: 1000 Cecil G. Costin Blvd.
Port St. Joe, Florida 32456

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: Government

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: \$1,000.00

Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: No

Application Ref # 2016-JAGC-2846

Section #2 Page 2 of 2

Contract 2016-JAGC-GULF-1-H3-136

Rule Reference 11D-9.006 OCJG-005 (rev. October 2005)

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 01 - Law Enforcement (Includes Task Forces)

State Purpose Area: 1G - General Questions

Objectives and Measures

Objective: General Questions - General Questions for All Recipients

Measure: General 01

Will your organization be using the crimesolutions.gov website during the grant period regardless of JAG funding? Crimesolutions.gov provides information on several crime reduction and prevention programs and practices.

Goal: No

Measure: General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: No

Measure: General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: No

Measure: General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: No

Measure: General 06

Application Ref # 2016-JAGC-2846

Section #3 Page 1 of 3

Contract 2016-JAGC-GULF-1-H3-136

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: no

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: none of the above

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: The Gulf County Sheriff's Office is very active in the community. We have town hall meetings on a regular basis (monthly); we attend community meetings and events on a weekly basis; we maintain three social media outlets and provide information to the public on a regular basis.

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: Town Hall meetings, school programs, scholarship program, Christmas toy drive and many other community activities.

Measure: General 11

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Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 3: Performance

- Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.
- Goal: Deter excessive speed and careless driving on our highways thereby creating safer driving conditions for our citizens and visitors.
- Measure: General 12
Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?
- Goal: yes
- Measure: General 13
Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).
- Goal: Call volume in Gulf County is high and there is little time for deputies to focus on traffic enforcement.
- Measure: General 14
Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?
- Goal: yes

State Purpose Area: 3E - Equipment, Supplies, and Technology Enhancements

Objectives and Measures

- Objective:** Equipment - Questions for all recipients purchasing Equipment, Supplies, and Technology Enhancements.
- Measure: Equipment 1
Do the Subrecipient and Implementing agencies understand that they will be required to submit an itemized account of all items purchased during each reporting period as part of their performance reporting?
- Goal: yes

Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000627

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$3,652.50	\$0.00	\$3,652.50
Operating Capital Outlay	\$13,821.50	\$0.00	\$13,821.50
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$17,474.00	\$0.00	\$17,474.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI) ? No

100

Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial (cont.)

Budget Narrative:

Operating Capital Outlay

7 speed detection devices - \$1974.50 each = \$13821.50

Expenses

7 mobile printers - \$400.00 each = \$2800.00

7 printer stands - \$152.00 each = \$1064.00

Shipping and handling - \$105.00

Total = \$17790.50

Grant funding \$17474.00

Amount to be paid by agency \$316.50

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 4: Financial

Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: No

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: State Contract

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: n/a

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: n/a

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Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 5: Standard Conditions

Insert Standard Conditions Page here.

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Edward Byrne Memorial Justice Assistance Grant (JAG) Program

STANDARD CONDITIONS

The State of Florida, Department of Law Enforcement (FDLE) is a recipient of federal JAG funds. FDLE, as the non-federal pass-through entity and State Administering Agency (SAA) for this program, subawards JAG funds to eligible units of government. All subawards made by FDLE to units of government under this program require compliance with the agreement and Standard Conditions upon signed acceptance of the subaward.

Upon approval of the application, or subaward, the following terms and conditions will become binding. As a unit of government, the subrecipient will maintain required state and federal registrations and certifications for eligibility under this program. For JAG-Countywide subawards, the designated County Coordinator for local units of government will submit documentation in accordance with Florida Administrative Code 11D-9 supporting the strategic planning for allocation of these funds. The subrecipient agrees to submit required programmatic and financial reports supporting eligible activities were completed in accordance with the grant and program requirements.

The Department will only reimburse subrecipients for authorized activities. The Department will not reimburse for costs incurred for any purpose other than those specified in the agreement. Failure to comply with provisions of this agreement, or failure to perform grant activities as specified in the agreement, will result in required corrective action up to and including financial consequences. A financial consequence may be imposed for non-compliance in accordance with 2 C.F.R. § 200 and these Standard Conditions, including but not limited to project costs being disallowed, withholding of federal funds and/or termination of the project.

GENERAL REQUIREMENTS

All subrecipients must comply with requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide), http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf, the Edward Byrne Memorial Justice Assistance Grant (JAG) program guidance, federal statutes, regulations, policies, guidelines and requirements and Florida laws and regulations including but not limited to:

Florida Administrative Code, Chapter 11D-9, "Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program": www.flrules.org/

Office of Management and Budget (OMB) Uniform Grant Guidance (2 C.F.R. § 200) Subpart A Definitions, Subparts B-D Administrative Requirements, Subpart E Cost Principles, Subpart F Audit Requirements and all applicable Appendices. This guidance supersedes previous OMB Circulars and Standard Conditions and is applicable to any new subawards made under Federal grants awarded on or after December 26, 2014.
<http://www.ecfr.gov/cgi-bin/text-idx?SID=62764122c780e5d1d2134127afadc30d&node=2:1.1.2.2.1&rgn=div5>

Code of Federal Regulations: www.gpo.gov/fdsys/

2 C.F.R. § 175.15(b), "Award Term for Trafficking in Persons"

28 C.F.R. § 38, "Equal Treatment for Faith-Based Organizations"

28 C.F.R. § 66, "U.S. Department of Justice Common Rule for State And Local Governments"(Common Rule)

28 C.F.R. § 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)"

28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

Public Law

Pub. L. No. 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program:

<http://www.gpo.gov/fdsys/pkg/PLAW-109publ162/pdf/PLAW-109publ162.pdf>

United States Code: www.gpo.gov/fdsys/

42 U.S.C. §§ 3711 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"

State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:
<http://dliis.dos.state.fl.us/barm/genschedules/GS2-2008-Rev2010.pdf>

State of Florida Statutes

§ 215.971, "Agreements funded with federal or state assistance"

§ 215.985, "Transparency in government spending"

DEFINITIONS

Disallowed costs means those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§ 200.12, "Capital assets"; 200.20, "Computing devices"; 200.48, "General purpose equipment"; 200.58, "Information technology systems"; 200.89, "Special purpose equipment"; and 200.94, "Supplies."

Grant agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. §§ 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. § 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements and; Improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1, "Definitions". It is \$3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Non-Federal entity is a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Non-federal pass-through entity is a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program; the Florida Department of Law Enforcement (FDLE) is the non-federal pass-through entity for this agreement, also referred to as the State Administering Agency (SAA).

Performance goal means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§ 200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).

Protected Personally Identifiable Information (PII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to social security numbers; passport numbers; credit card numbers; clearances; bank numbers; biometrics; date and place of birth; mother's maiden name; criminal, medical, and financial records; and educational transcripts. This does not include PII that is required by law to be disclosed. (See also § 200.79 Personally Identifiable Information (PII)).

Questioned cost means a cost that is questioned by the auditor because of an audit finding 1) that resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; 2) where the costs, at the time of the audit, are not supported by adequate documentation; or 3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

Subaward/Subgrant means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Supplies means all tangible personal property other than those described in 2 C.F.R. § 200.33, "Equipment". A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§ 200.20, "Computing devices" and 200.33, "Equipment".

SECTION I: TERMS AND CONDITIONS

The subrecipient agrees to be bound by the following standard conditions:

- 1.0 **Payment Contingent on Appropriation and Available Funds** - The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subrecipients for incurred costs is subject to available federal funds.
- 2.0 **System for Award Management (SAM)** - The subrecipient must maintain current information in SAM until it submits the final financial report required under this award or receives the final payment, whichever is later. This requires that the subrecipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.
- 3.0 **Commencement of Project** - If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the reasons for delay, and the expected start date.
 - 3.1 If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.
 - 3.2 Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subaward funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.
- 4.0 **Supplanting** - The subrecipient agrees that funds received under this award will not be used to supplant state

or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

- 5.0 Personnel Changes** - Upon implementation of the project, in the event there is a change in Chief Officials for the Subrecipient or Implementing Agency or any contact information to include mailing address, phone number, email or title change, project staff must notify the SIMON help desk to update the organizational information in SIMON. Project director changes require a grant adjustment in SIMON.
- 6.0 Non-Procurement, Debarment and Suspension** - The subrecipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 C.F.R. § 180, "OMB Guidelines To Agencies On Government wide Debarment And Suspension (Non-procurement)". These procedures require the subrecipient to certify that it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department.
- 7.0 Federal Restrictions on Lobbying** - Each subrecipient agrees to comply with 28 C.F.R. § 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subrecipient for award of federal contract, grant, or cooperative agreement.
- 8.0 State Restrictions on Lobbying** - In addition to the provisions contained above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this agreement.
- 9.0 Additional Restrictions on Lobbying** - The subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.
- 10.0 "Pay-to-Stay"** - Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail", as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.
- 11.0 The Coastal Barrier Resources Act** - The subrecipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (Pub..L. No. 97-348) dated October 19, 1982 (16 U.S.C. §§ 3501 et seq.) which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.
- 12.0 Enhancement of Security** - If funds are used for enhancing security, the subrecipient agrees to:
- 12.1** Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.
- 12.2** Conduct such an assessment with respect to each such enhancement; and submit to the Department the aforementioned assessment in its Final Program Report.
- 13.0 Background Check** - Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435 Fla. Stat. shall apply.
- 13.1** All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to § 435, Fla. Stat., using the level 2 standards set forth in that chapter.
- 13.2** All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited

to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile record checks through the Florida Department of Law Enforcement, and federal criminal record checks through the Federal Bureau of Investigation, and may include local criminal record checks through local law enforcement agencies.

- 13.2.1** Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.
- 13.2.2** Such background investigations shall be conducted at the expense of the employing agency or employee. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.
- 14.0 Privacy Certification** - The subrecipient agrees to comply with all confidentiality requirements of 42 U.S.C. § 3789g and 28 C.F.R. § 22 that are applicable to collection, use, and revelation of data or information. Subrecipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. §§ 22 and, in particular, section 22.23. Privacy Certification forms must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.
- 15.0 Conferences and Inspection of Work** - Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.
- 16.0 Insurance for Real Property and Equipment** - The subrecipient must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity.

SECTION II: CIVIL RIGHTS REQUIREMENTS

- 1.0** Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, and contractors must comply with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 C.F.R. § 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
- 2.0** FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in the delivery of services or benefits or in employment. The subrecipient must notify program participants and beneficiaries that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services or benefits or in employment practices.
- 3.0** Subrecipients are responsible for ensuring that contractors and agencies to whom they pass through funds are in compliance with all Civil Rights requirements and that those contractors and agencies are aware that they may file a discrimination complaint with the subrecipient, with FDLE, or with the Office for Civil Rights (OCR), and how to do so.
- 4.0 Equal Employment Opportunity Plans**
- 4.1** A subrecipient or implementing agency must develop an EEO Plan if it has 50 or more employees and has received any single award of \$25,000 or more from the Department of Justice. The plan must be prepared using the online short form at www.ojp.usdoj.gov/about/ocr/eeop_comply.htm, must be

retained by the subrecipient or implementing agency, and must be available for review or audit. The organization must also submit an EEO Certification to FDLE.

- 4.2** If the subrecipient or implementing agency is required to prepare an EEO Plan and has received any single award of \$500,000 or more from the Department of Justice, it must submit its plan to the Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.
- 4.3** A subrecipient or implementing agency is exempt from the EEO Plan requirement if it has fewer than 50 employees or if it does not receive any single award of \$25,000 or more from the Department of Justice or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe. If an organization is exempt from the EEO Plan requirement, it must submit an EEO Certification to FDLE.
- 4.4** The subrecipient and implementing agency acknowledge that failure to comply with EEO requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.
- 5.0** In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs.
- 6.0** In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
- 7.0** Subrecipients must include comprehensive Civil Rights/Nondiscrimination Provisions in all contracts funded by the subgrant recipient.
- 8.0** If the subrecipient or any of its employees, contractors, vendors, or program beneficiaries has a discrimination complaint, they may file a complaint with the subrecipient, with FDLE, or with the Office for Civil Rights. Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or by phone at (202) 307-0690.
- 9.0** The subrecipient must have procedures in place for responding to discrimination complaints that employees, clients, customers, and program participants file directly with the subrecipient.
- 10.0** The subrecipient must have written policies or procedures in place for notifying program beneficiaries how to file complaints alleging discrimination by the subrecipient/implementing agency with FDLE or the OCR.
- 11.0** Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.
- 12.0** **Americans with Disabilities Act** - Subrecipients must comply with the requirements of the Americans with Disabilities Act (ADA) (Pub. L. No. 101-336), which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).
- 13.0** **Rehabilitation Act of 1973 (28 C.F.R. § 42(G))** - If the subrecipient has 50 or more employees and receives DOJ funding of \$25,000 or more, the subrecipient must take the following actions:
- 13.1** Adopt grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Section 504 of the Rehabilitation Act of 1973, found at 28 C.F.R. § 42(G), which prohibit discrimination on the basis of a disability in employment practices and the delivery of services.
- 13.2** Designate a person to coordinate compliance with the prohibitions against disability discrimination contained in 28 C.F.R. § 42(G).

- 13.3 Notify participants, beneficiaries, employees, applicants, and others that the subrecipient/implementing agency does not discriminate on the basis of disability.
- 14.0 **Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at www.lep.gov. FDLE strongly encourages subgrant recipients to have a written LEP Language Access Plan.
- 15.0 **Title IX of the Education Amendments of 1972 (28 C.F.R. § 54)** - If the subrecipient operates an education program or activity, the subrecipient must take the following actions:
- 15.1 Adopt grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education Amendments of 1972, found at 28 C.F.R. § 54, which prohibit discrimination on the basis of sex.
- 15.2 Designate a person to coordinate compliance with the prohibitions against sex discrimination contained in 28 C.F.R. § 54.
- 15.3 Notify applicants for admission and employment, employees, students, parents, and others that the subrecipient/implementing agency does not discriminate on the basis of sex in its educational programs or activities.
- 16.0 **Equal Treatment for Faith Based Organizations** - The subrecipient agrees to comply with the applicable requirements of 28 C.F.R. § 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the recipient or a subrecipient must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. The subrecipient also understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from the award, or the parent or legal guardian of such students. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See www.ojp.gov/about/ocr/equal_fbo.htm.
- 17.0 **Immigration and Nationality Act** - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. § 1324a(e), Section 274A(e) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subrecipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILITY

1.0 Fiscal Control and Fund Accounting Procedures

- 1.1 All expenditures and cost accounting of funds shall conform to the Office of Justice Programs Financial Guide, the Common Rule, and OMB Uniform Grant Guidance (2 C.F.R § 200) as applicable, in their entirety.
- 1.2 Subrecipients must have written procedures for procurement transactions. Procedures must ensure that all solicitations follow 2 C.F.R. § 200.319 Competition.
- 1.3 The subrecipient is required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. As a subrecipient, you must have a financial management system in place that is able to record and report on the receipt, obligation, and

expenditure of grant funds. An adequate accounting system for a subrecipient must be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and subrecipients.

- 1.4 All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the Department.
- 1.5 All funds not spent in accordance with this agreement shall be subject to repayment by the subrecipient.

SECTION IV: SUBAWARD MANAGEMENT AND REPORTING REQUIREMENTS

- 1.0 **Obligation of Subrecipient Funds** - Subaward funds shall not under any circumstances be obligated prior to the effective date, or subsequent to the termination date, of the period of performance. Only project costs incurred on or after the effective date, and on or prior to the termination date of the subrecipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of the subaward period of performance.
- 2.0 **Advance Funding** - Advance funding may be provided to a subrecipient upon a written request to the Department. The request must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer designee.
- 3.0 **Trust Funds**
 - 3.1 The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.
 - 3.2 The account may earn interest, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.
- 4.0 **Performance**
 - 4.1 **Subaward Performance** - The subrecipient must comply with state and federal requirements for subaward performance under 2 C.F.R. §§ 200.76 and 200.77. The subaward shall describe the timing and scope of expected performance as related to the outcomes intended to be achieved by the program. Where appropriate, the subaward should provide specific performance goals, indicators, milestones, or expected outcomes (such as outputs, or services performed or public impacts of any of these) with an expected timeline for accomplishment. Submitted programmatic reports must clearly articulate, where appropriate, performance during the execution of the award has met a standard against which the subrecipient's performance can be measured. These requirements should be aligned with agency strategic goals, strategic objectives, or performance goals that are relevant to the program.
 - 4.2 **Performance of Agreement Provisions** - In the event of default; non-compliance; or violation of any provision of this agreement by the subrecipient, the subrecipient's consultants and suppliers, or both, the Department shall impose sanctions it deems appropriate including withholding payments and cancellation, termination, or suspension of the agreement in whole or in part. In such event, the Department shall notify the subrecipient of its decision thirty (30) days in advance of the effective date of such sanction. The subrecipient shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.
- 5.0 **Grant Adjustments** - Subrecipients must submit a grant adjustment through SIMON for major substantive changes such as: scope modifications or changes to project activities, target populations, service providers, implementation schedules, project director, designs or research plans set forth in the approved agreement, and for any budget changes that affect a cost category that was not included in the original budget. Adjustments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.
 - 5.1 Subrecipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

- 5.2 Under no circumstances can transfers of funds increase the total budgeted award.
- 5.3 Requests for changes to the subaward agreement must be electronically signed by the subrecipient or implementing agency's chief official or the chief official's designee.
- 5.4 All requests for changes must be submitted in SIMON no later than thirty (30) days prior to grant expiration date.
- 6.0 **Required Reports** - All reports must relate financial data to performance accomplishments. Subrecipients must submit both reports on the same reporting cycle.
- 6.1 **Financial Expenditure Reports**
- 6.1.2 The subrecipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subaward period is extended, additional Project Expenditure Reports shall be submitted.
- 6.1.3 All project expenditures for reimbursement of subrecipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the SIMON (Subgrant Information Management Online).
- 6.1.4 All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.
- 6.1.5 Before the "final" Project Expenditure Report will be processed, the subrecipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.
- 6.1.6 Reports are to be submitted even when no reimbursement is being requested.
- 6.1.7 The report must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer's designee.
- 6.2 **Project Performance Reports**
- 6.2.1 Reporting Time Frames: The subrecipient shall submit Monthly or Quarterly Project Performance Reports in SIMON, hereafter known as the Department, within fifteen (15) days after the end of the reporting period. In addition, if the sub award period is extended beyond the "original" project period, additional Quarterly Project Performance Reports shall be submitted.
- 6.2.2 Failure to submit Quarterly Performance Reports that are complete, accurate, and timely may result in sanctions, as specified in Section IV 4.2, Performance of Agreement Provisions.
- 6.2.3 Report Contents: Performance Reports must include a response to all objectives included in your subaward. A detailed response is required in the narrative portion for yes/no performance objectives. The narrative must also reflect on accomplishments for the quarter and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.
- 6.2.4 Submission: Performance Reports may be submitted by the Project Director, Application Manager, or Performance Contacts.
- 6.3 **Project Generated Income (PGI)** - All income generated as a direct result of a subgrant project shall be deemed program income. Program income must be accounted for and reported in SIMON in accordance with the OJP Financial Guide (Section 3.4).
- 6.3.1 **Required Reports** - the subrecipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subaward project generated income and expenditures during the previous quarter. If any PGI

remains unspent after the subaward ends, the subrecipient must continue submitting quarterly PGI reports until all funds are expended.

- 6.3.2 PGI Earnings and Expenditure reports must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer's designee.
- 6.3.3 **PGI Expenditure** - Program income should be used as earned and expended as soon as possible and used to further the objects in which the award was made. Any unexpended PGI remaining at the end of the federal grant period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

- 6.4 **Other Reports** - The subrecipient shall report to the Uniform Crime Report and other reports as may be reasonably required by the Department.

SECTION V: MONITORING AND AUDITS

- 1.0 **Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subrecipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the Common Rule.

The Department reserves the right to unilaterally terminate this agreement if the subrecipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of § 119, Fla. Stat., unless specifically exempted and/or made confidential by operation of § 119, Fla. Stat., and made or received by the subrecipient or its contractor in conjunction with this agreement.

The subrecipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

- 2.0 **Monitoring** - The recipient agrees to comply with FDLE's grant monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, site visits, and/or Florida Department of Financial Services contract reviews and Expanded Audits of Payment (EAP). The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award and verify expenditures in accordance with § 215.971, Fla. Stat. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with grant monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).
- 3.0 **Property Management** - The subrecipient shall establish and administer a system to protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Governments, or 2 C.F.R. § 200, as applicable. This obligation continues as long as the subrecipient retains the property, notwithstanding expiration of this agreement.
 - 3.1 **Property Use** - The subrecipient must use equipment acquired under a Federal award for the authorized purposes of the project during the period of performance, or until the property is no longer needed. Subrecipients must use, manage, and dispose of equipment acquired under a Federal award in accordance with § 274, Fla. Stat. and 2 C.F.R. § 200.313, "Equipment".
- 4.0 **Subaward Closeout** - A Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the end date of the performance period.
 - 4.1 The Financial Closeout Audit must be electronically signed by the subrecipient or implementing agency's Chief Financial Officer or the Chief Financial Officer's designee.

- 5.0 High Risk Subrecipients** - The subrecipient agrees to comply with any additional requirements that may be imposed during the grant performance period if FDLE's pre-award risk assessment or the U.S. Department of Justice determines the subrecipient is a high-risk grantee. Cf. 28 C.F.R. §§ 66, 70.
- 6.0 Reporting, Data Collection and Evaluation** - The subrecipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by the Bureau of Justice Assistance in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by FDLE.
- 7.0 Retention of Records** - The subrecipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The subrecipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: <http://dos.myflorida.com/media/693574/general-records-schedulegs01-sl.pdf> <http://dos.myflorida.com/media/693578/g02.pdf>
- 8.0 Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subrecipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the subrecipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subrecipient's right to appeal the Department's decision is contained in § 120, Fla. Stat., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under § 120, Fla. Stat.
- 9.0 Single Annual Audit**
- 9.1** Subrecipients that expend \$750,000 or more in a year in federal awards shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with 2 C.F.R. § 200(F) Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received, and funds disbursed. When applicable, the subrecipient shall submit an annual financial audit that meets the requirements of Florida Statutes 11.45, "Definitions; duties; authorities; reports; rules."; 215.97, "Florida Single Audit Act"; Rules of the Auditor General; Chapter 10.550, "Local Governmental Entity Audits"; and Chapter 10.650, "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."
- 9.2** A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to all findings, including audit report and management letter findings. Incomplete audit reports will not be accepted by the Department.
- 9.3** Audits shall be completed by an Independent Public Accountant (IPA) and according to Generally Accepted Government Auditing Standards (GAGAS). The IPA shall be either a Certified Public Accountant or a Licensed Public Accountant. Subrecipients shall procure audit services according to § 200.509, and include clear objectives and scope of the audit in addition to peer review reports to strengthen audit quality and ensure effective use of audit resources.
- 9.4** The subrecipient shall promptly follow-up and take appropriate corrective action for any findings on the audit report in instances of noncompliance with federal laws and regulations, including but not limited to preparation of a summary schedule of prior audit findings and a corrective action plan. Subrecipient follow-up to audit findings must abide by requirements in 2 C.F.R. § 200.511.
- 9.5** Auditees must make copies available for public inspection and ensure respective parts of the reporting package do not include protected personally identifiable information. Records shall be made available upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.
- 9.6** Subrecipients that expend less than \$750,000 in federal awards during a fiscal year are exempt from the audit requirements of 2 C.F.R. § 200(F) for that fiscal year. In this case, written notification, which can be in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by

the Chief Financial Officer, or designee, that the subrecipient is exempt. This notice shall be provided to the Department no later than June 30 following the end of the fiscal year.

- 9.7 If this agreement is closed without an audit, the Department reserves the right to recover any disallowed costs identified in an audit completed after such closeout.
- 9.8 The Federal Audit Clearinghouse is the repository of record for 2 C.F.R. § 200(F). Audits performed as a result of this requirement must be completed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to Part 200 on the specified Data Collection Form (Form SF-SAC), and be signed by a senior level representative or chief official of the auditee. If the subrecipient opts not to authorize the Federal Audit Clearinghouse to make the reporting package publically available, the single audit report must be submitted directly to the Department. A scanned copy of the completed audit reports or a link to the electronic audit report should be sent via email to criminaljustice@fdle.state.fl.us or mailed to the following address:

Florida Department of Law Enforcement
Office of Criminal Justice Grants
Post Office Box 1489
Tallahassee, Florida 32302-1489

SECTION VI: SUBAWARD PROCUREMENT AND COST PRINCIPLES

- 1.0 **Procurement Procedures** - Subrecipients must use documented procurement procedures which reflect applicable state, local, and tribal laws and regulations, provided that the procurement standards conform to applicable Federal law (2 C.F.R. §§ 200.317-200.326).
- 2.0 **Federal Procedures** - All procedures employed in the use of federal funds for any procurement shall also be according to 28 C.F.R. § 66, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", 2 C.F.R. § 200.318, "General procurement standards", and Florida law to be eligible for reimbursement.
- 3.0 **Cost Analysis** - A cost analysis must be performed by the subrecipient if the cost or price is above the simplified acquisition threshold of \$150,000. Costs or prices based on estimated costs for contracts are allowable only if allowable under 2 C.F.R. § 200.405(e), "Cost Principles".
- 4.0 **Allowable Costs** - Allowance for costs incurred under the subaward shall be determined according to the general principles and standards for selected cost items set forth in the Office of Justice Programs Financial Guide, 28 C.F.R. § 66, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"; and 2 C.F.R. § 200.405(e), "Cost Principles".
- 4.1 All procedures employed in the use of federal funds for any procurement shall be according to 28 C.F.R. § 66, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", 2 C.F.R. § 200.420, "Considerations for selected items of cost"; and Florida law to be eligible for reimbursement.
- 4.2 Subrecipients eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise FDLE Office of Criminal Justice Grants in writing of both its eligibility and election, and must comply with all associated requirements in the OMB Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).
- 5.0 **Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency or the Department, either as direct or indirect costs, must be refunded (including interest) to the Federal Government in accordance with instructions from the Federal agency that determined the costs are unallowable unless Federal statute or regulation directs otherwise. See also Subpart D—Post Federal Award Requirements, 2 C.F.R. §§ 200.300, "Statutory and national policy requirements", through 200.309, "Period of performance."

- 5.1 Prohibited Expenditure List** - Subaward funds may not be used for items that are listed on the Prohibited Expenditure List at the time of purchase or acquisition.
<https://www.bja.gov/Funding/JAGControlledPurchaseList.pdf>
- 5.2 Controlled Purchase List** - Requests for acquisition of items on the Controlled Purchase List must receive explicit prior written approval from FDLE and BJA. If award funds are approved and used for the purchase or acquisition of any item on the Controlled Purchase List, the subrecipient must collect and retain certain information about the use of 1) the federally grant funded controlled equipment and 2) any other controlled equipment in the same category as the federally-acquired controlled equipment in the agency's inventory, regardless of source; and make that information available to FDLE and BJA upon request. No equipment on the Controlled Expenditure list that is purchased or acquired under this award may be transferred or sold to a third party without the prior approval and guidance from FDLE and BJA. Failure to comply with conditions related to Prohibited or Controlled Expenditures may result in prohibition from further Controlled Expenditure approval under this or other awards.
<https://www.bja.gov/Funding/JAGControlledPurchaseList.pdf>
- 6.0 Review prior to Procurement** - Subrecipients are encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods/services. Subrecipients are also encouraged to use excess and surplus property in lieu of purchasing new equipment and property when this is feasible.
- 7.0 Sole Source** - If the project requires a purchase of services or equipment from a sole source, the subrecipient must complete the Sole Source Justification for Services and Equipment Form. If the subrecipient is a state agency and the cost is at least \$150,000, then the agency must submit a copy of the approval from the Department of Management Services (287.057(5) Fla. Stat.). Sole Source form must be signed by the subgrant recipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.
- 8.0 Unmanned Aerial Vehicles** - The recipient agrees that awarded funds may not be expended on unmanned aircraft, unmanned aircraft systems, or aerial vehicles (US, UAS, or UAV) unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Additionally, any funding approved for this purpose would be subject to additional reporting, which would be stipulated by FDLE post award.
- 9.0 Personal Services** – Subrecipients may use grant funds for eligible personal services (salaries/benefits and overtime) and must maintain internal controls over salaries and wages. The following requirements apply to personal services paid with subgrant funds:
- 9.1 Timesheets** - Timesheets must be kept for all project staff whose hours will be charged to the project. The timesheets must be signed by the supervisor and clearly indicate hours spent on project activities.
- 9.2 Additional Documentation** - In accordance with Florida Statute § 215.971, the Florida Department of Financial Services may require documentation validation that personnel services were performed on project-related activities in accordance with the contract agreement.
- 9.3 Protected personally identifiable information** - The subrecipient shall take reasonable measures to safeguard protected personally identifiable information and other information the pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- 9.4 Overtime for Law Enforcement Personnel** - Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.
- 9.5 Employees Working Solely on a Single Federal Award** - For any position that works 100% of its time on a single federal award, the employee must certify that 100% of his or her time was spent working on that federal award. This requirement applies to both full time and part time positions regardless of the percentage of the position's salary that is charged to the grant. The certification must be signed by both

the employee and the employee's direct supervisor having firsthand knowledge of the work performed by the employee. The forms must be submitted semi-annually and may not be signed prior to the end of the reporting period. Certifications must be provided to cover the entire grant period

- 9.6 Maximum Allowable Salary** - No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the subrecipient whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov/oca/payrates/index.asp>.) A subrecipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.
- 10.0 Contractual Services** - The subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in §200.318 General procurement.
- 10.1 Requirements for Contractors of Subrecipients** - The subrecipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3711, et seq. at www.gpo.gov/fdsys/); the provisions of the current edition of the Office of Justice Programs Financial Guide (<http://ojp.gov/financialguide/DOJ/index.htm>); and all other applicable federal and state laws, orders, circulars, or regulations. The subrecipient must pass-through all requirements and conditions applicable to the federal grant award/subaward to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.
- 10.2 Approval of Consultant Contracts** - The Department shall review and approve in writing all consultant contracts prior to employment of a consultant when the consultant's rate exceeds \$650 (excluding travel and subsistence costs) per eight-hour day, or \$81.25 per hour. A detailed justification must be submitted to and approved by FDLE prior to obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide, the Common Rule, and in applicable state statutes. The Department's approval of the subrecipient agreement does not constitute approval of consultant contracts. If consultants are hired through a competitive bidding process (not sole source), the \$650 threshold does not apply.
- 11.0 Travel and Training** - The cost of all travel shall be reimbursed according to the subrecipient's written travel policy. If the subrecipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines § 112.061, Fla. Stat. Any foreign travel must obtain prior written approval.
- 11.1 BJA or FDLE Sponsored Events** - The subrecipient agrees to participate in BJA- or FDLE-sponsored training events, technical assistance events, or conference held by FDLE or BJA or their designees, upon FDLE's or BJA's request.
- 11.2 Expenses Related to Conferences, Meetings, Trainings, and Other Events** - The subrecipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>
- 11.3 Training and Training Materials** - Any training or training materials that has been developed or delivered with grant funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm
- 12.0 Publications, Media and Patents**
- 12.1 Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the

Office of Justice Programs Financial Guide (as amended), and the U.S. Department of Justice Common Rule for State and Local Governments, and 2 C.F.R. § 200.315 "Intangible Property," as applicable.

12.2 Copyright - The awarding agency reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes:

12.2.1 The copyright in any work developed under an award or subaward, and

12.2.2 Any rights of copyright to which a subaward recipient or subrecipient purchases ownership with support funded under this grant agreement.

12.3 Publication or Printing of Reports - The subrecipient shall submit for review and approval one copy of any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) days prior to the targeted dissemination date. The subrecipient understands and agrees that any training materials developed or delivered with grant funding must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm

All materials publicizing or resulting from award activities shall contain the following statements identifying the federal award:

"This project was supported by Award No. _____ awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice".

12.4 Patents - If any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored by the federal award or subaward funds, such facts must be promptly and fully reported to the awarding agency.

12.4.1 Unless there is a prior agreement between the subrecipient and the Department on disposition of such items, the Department may determine whether protection on the invention or discovery will be sought.

12.4.2 The Department will also determine how rights in the invention or discovery (including rights under any patents issued) will be allocated and administered in order to protect the public interest consistent with "Government Patent Policy" ("President's Memorandum for Heads of Executive Departments and Agencies," dated August 23, 1971, and statement of Government patent policy, as printed in 36 Federal Register 16839).

12.4.3 Government regulations have been issued in 37 C.F.R. § 401 by the U.S. Department of Commerce.

13.0 Confidential Funds and Confidential Funds Certificate - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds as set forth in the effective edition of the Office of Justice Programs Financial Guide is required for all projects that involve confidential funds. The signed certification must be submitted at the time of grant application. This certificate certifies the Project Director has read, understands, and agrees to abide by the provision in Section 3.12 of the Office of Justice Programs Financial Guide. This form must be submitted upon application if applicable. Confidential Funds certifications must be signed by the subrecipient or implementing agency Chief Official or an individual with formal, written signature authority for the Chief Official.

14.0 Task Force Training Requirement - The subrecipient agrees that within 120 days of award, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When FDLE awards funds to support a task force, the subrecipient must compile and maintain a task force personnel

roster along with course completion certificates. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

15.0 Information Technology Projects

- 15.1 Criminal Intelligence Systems** - The subrecipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the subrecipient may be fined as per 42 U.S.C. § 3789g(c)-(d). The subrecipient may not satisfy such a fine with federal funds.

The subrecipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the subrecipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

- 15.2 State Information Technology Point of Contact** - The subrecipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the subrecipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046

- 15.3 Interstate Connectivity** - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subrecipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

- 15.4 ADP Justification** - The subrecipient must complete an Automated Data Processing (ADP) Equipment and Software and Criminal Justice Information and Communication Systems Request for Approval form if the purchase of any ADP equipment is to be made. This form must be submitted upon application, if applicable. ADP justification must be signed by the subrecipient or implementing agency chief official or an individual with formal, written signature authority for the chief official.

16.0 Interoperable Communications Guidance

- 16.1** Subrecipients that are using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at www.safecomprogram.gov/library/lists/library/DispForm.aspx?ID=334.

- 16.2** Subrecipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The subrecipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Subrecipients must provide a listing of all communications equipment purchased with grant award

funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

- 17.0 **Drug Court Projects** - A Drug Court Project must comply with § 397.334, Fla. Stat., "Treatment-Based Drug Court Programs."

SECTION VII: ADDITIONAL REQUIREMENTS

1.0 Ballistic Resistant and Stab Resistant Body Armor

- 1.1 **Mandatory Wear Policy** - Subrecipients that wish to purchase armor with JAG funds must certify that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf.
- 1.2 **BVP Program** - JAG funds may be used to purchase armor for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
- 1.3 **NIJ Compliance** - Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, body armor purchased must be American-made. The latest NIJ standard information can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.

- 2.0 **Environmental Protection Agency's (EPA) list of Violating Facilities** - The subrecipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

3.0 National Environmental Policy Act (NEPA)

- 3.1 The subrecipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subaward funds by the subrecipient. This applies to the following new activities whether or not they are being specifically funded with these subaward funds. That is, it applies as long as the activity is being conducted by the subrecipient or any third party and the activity needs to be undertaken in order to use these subaward funds. Accordingly, the subrecipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the recipient agrees to contact FDLE OCJG.
- 3.1.1 New construction
- 3.1.2 Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- 3.1.3 A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
- 3.1.4 Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.
- 3.1.5 Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

- 3.2 The subrecipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subrecipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.
- 3.3 For any of a subrecipient's existing programs or activities that will be funded by these subawards, the subrecipient, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with the Department of Justice in any preparation by the Department of Justice of a national or program environmental assessment of that funded program or activity.
- 4.0 Methamphetamine Plans: Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories** - If an award is made to support methamphetamine laboratory operations the subrecipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.
- 4.1 **General Requirement:** The subrecipient agrees to comply with federal, state, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories. The subrecipient also agrees to complete a Methamphetamine Mitigation Plan (MMP) that includes the nine protective measures or components required by BJA and submit the plan to FDLE's Office of Criminal Justice Grants.
- 4.2 **Specific Requirements:** The subrecipient understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals, equipment, and waste from a seized laboratory's operations are placed or come to rest. Therefore, the subrecipient further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subaward. In so doing, the subrecipient understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractor or other qualified third party.
- 4.2.1 Provide medical screening of personnel assigned or to be assigned by the subrecipient to the seizure or closure of clandestine methamphetamine laboratories;
- 4.2.2 Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the subrecipient to either the seizure or closure of clandestine methamphetamine laboratories;
- 4.2.3 As determined by their specific duties, equip personnel assigned to the project with OSHA required protective wear and other required safety equipment;
- 4.2.4 Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;
- 4.2.5 Employ qualified disposal contractors to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;
- 4.2.6 Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;
- 4.2.7 Monitor the transport, disposal, and recycling components of subparagraphs 4.4.5 and 4.4.6 immediately above in order to ensure proper compliance;

- 4.2.8 Have in place and implement an inter-agency agreement or other form of commitment with a responsible State environmental agency that provides for that agency's 1) timely evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and 2) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing federal and state requirements; and
- 4.2.9 Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can 1) respond to the potential health needs of any minor at the site; 2) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; 3) ensure immediate medical testing for methamphetamine toxicity; and 4) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity
- 5.0 **National Historic Preservation Act** – The Act will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
- 6.0 **Human Research Subjects** - Subrecipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
- 7.0 **Global Standards Package** - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: www.it.ojp.gov/gsp_grantcondition. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
- 8.0 **Disclosures**
- 8.1 **Conflict of Interest** - The subrecipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Subrecipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).
- 8.2 **Violations of Criminal Law** - The subrecipient and implementing agency must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the sub award.
- 9.0 **Uniform Relocation Assistance and Real Property Acquisitions Act** - The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which governs the treatment of persons displaced as a result of federal and federally-assisted programs.
- 10.0 **Limitations on Government Employees Financed by Federal Assistance** - The subrecipient will comply with requirements of 5 U.S.C. §§ 1501-08 and 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- 11.0 **Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct** - The subrecipient must promptly refer to DOJ Office of Inspector General (OIG) and the Florida Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a claim for grant funds that violates the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.

- 12.0 Restrictions and certifications regarding non-disclosure agreements and related matters -**
Subrecipients or contracts/subcontracts under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits, restricts or purports to prohibit or restrict, the reporting of waste, fraud or abuse in accordance with law, to an investigative or law enforcement representative of a state or federal department or agency authorized to receive such information.
- 13.0 Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable -**
Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- 14.0 Text Messaging While Driving -** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and § 316.305, Fla. Stat., the subrecipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subaward and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 15.0 DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database -** If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at <https://www.ncjrs.gov/pdffiles1/nij/sl001062.pdf>. In addition, funds may not be used for purchase of DNA equipment and supplies when the resulting DNA profiles from such technology are not accepted for entry into CODIS (the National DNA Database operated by the FBI).
- 16.0 Environmental Requirements and Energy -** For subawards in excess of \$100,000, the subrecipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. §§ 1857(h)), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 15). The subrecipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.
- 17.0 Other Federal Funds -** The subrecipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the subrecipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

Application for Funding Assistance

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Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duly authorized officers on the date, month and year set out below.

**Corrections on this page, including Strikeovers,
whiteout, etc. are not acceptable.**

State of Florida
Department of Law Enforcement
Office of Community Justice

Signature: Petina T. Herring

Typed Name and Title: Petrina T. Herring, Bureau Chief

Date: 12/10/2015

Subgrant Recipient
Authorized Official of the Subgrant Recipient
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: Gulf County Board of County Commissioners

Signature: Ward McDaniel

Typed Name and Title: Ward McDaniel, Chairman

Date: 9/15/15

Implementing Agency
Official, Administrator, or Designated Representative

Typed Name of Implementing Agency: Gulf County Sheriff's Office

Signature: Mike Harrison

Typed Name and Title: Mike Harrison, Sheriff

Date: 9-15-15

124

Application for Funding Assistance

125

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 7. Certifications and Authorizations

Insert Certifications and Authorizations here.

125



MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MICHELLE CHILDS, EDC & GRANTS

DATE: JANUARY 26, 2016

SUBJECT: SMALL COUNTY OUTREACH PROGRAM (SCOP) FOR COUNTY ROAD 5, PROPOSAL FOR ENGINEERING & DESIGN BY PREBLE-RISH INC

FILED FOR RECORD
 FEDERAL MORRIS
 CLERK OF CIRCUIT COURT
 GULF COUNTY, FLORIDA
 16 JAN 20 PM 4: 20

Requesting approval to award the engineering and design services for the project listed below to Preble-Rish Inc. in the amount listed below. Please see attached proposal and scope of services.

SCOP County Road 5
 FPID No. 410406-2-54-01
 \$88,890.00



PREBLE-RISH INC
CONSULTING ENGINEERS & SURVEYORS

January 15, 2016

Mr. Ward McDaniel
Chairman, Gulf County BOCC
1000 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32457

**RE: County Road 5 SCOP
FPID No. 410406-2-54-01
Preble-Rish Project No. 3.271**

Dear Mr. McDaniel,

Preble-Rish, Inc. (PRI) is pleased to provide this Professional Services Proposal for the above referenced project. It is our understanding the project consists of survey and design to widen and resurface County Road 5 from S.R. 22 to the intersection of Stone Mill Creek Road (approximately 2.1 miles). PRI proposes to perform the services for this project as outlined below.

SCOPE OF SERVICES

A. Survey	\$ 13,860.00
1. Topographic survey of right-of-way within the length of the project	
2. Locate existing cross drains, side drains, and structures	
3. Locate existing above ground utilities	
4. Locate existing wetland lines within right-of-way as needed for permitting	
5. Locate existing driveway, mailboxes, signs, etc. as needed for design	
B. Design	\$ 75,030.00
1. Prepare construction drawings to comply with FDOT and County standards	
2. Prepare signage and pavement marking plans	
3. Prepare and submit permit applications for necessary environmental permitting	
4. Prepare responses to all requests for Additional Information from regulatory staff	
5. Prepare Engineer's Opinion of Probable Construction Costs	
6. Prepare contract documents necessary for bidding	
7. Review bids and make recommendation of award	
TOTAL PROPOSED FEE	\$ 88,890.00

We appreciate the opportunity to provide continuing engineering services to Gulf County. If this proposal is acceptable, please sign in the space provided below and return one copy to PRI. Should you have any questions or need additional information, please give me a call at (850) 227-7200.

Sincerely,

PREBLE-RISH, INC.


Clay Smallwood, P.E.
Project Manager

Accepted By:

Ward McDaniel
Chairman

cc: Ms. Michelle Childs, Gulf County Grant Writer (via email mchilds@gulfcountyedc.com)

K:\003.271 C.R. 5 SCOP\Proposal\011516 GC.doc

324 MARINA DRIVE, PORT ST. JOE, FL 32456 P (850) 227-7200 F (850) 227-7215

PANAMA CITY • BLOUNTSTOWN • SANTA ROSA BEACH
FT. WALTON BEACH • FREEPORT • TALLAHASSEE • MONTICELLO • QUINCY • CRAWFORDVILLE
CROSS CITY • LAKE CITY • MARIANNA • DAPHNE, AL • PORT-AU-PRINCE, HAÏTI



FILED FOR RECORD
REBECCA L. TORRES
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
16 JAN 20 PM 4:20

MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MICHELLE CHILDS, EDC & GRANTS

DATE: JANUARY 26, 2016

SUBJECT: SMALL COUNTY ROAD ASSISTANCE PROGRAM (SCRAP) FOR ATLANTIC STREET, PROPOSAL FOR ENGINEERING & DESIGN BY PREBLE-RISH INC

Requesting approval to award the engineering and design services for the project listed below to Preble-Rish Inc. in the amount listed below. Please see attached proposal and scope of services.

SCRAP Atlantic Street
 FPID No. 436718-1-54-01
 \$12,500.00

Subj: Proclamation for **Rev. Dr. Martin Luther King, Jr., Day of Service 2016 Holiday Celebration**

WHEREAS, Rev. Dr. Martin Luther King, Jr., devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, Dr. King's teaching can continue to guide and inspire us in addressing challenges in our communities; and

WHEREAS, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of a volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

WHEREAS, the gulf county commissioners during its regular commissioner's meeting _____ voted Dr. King's national holiday become likewise a holiday for the city; and

WHEREAS, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr., to serve their neighbors and communities on the King Birthday and Holiday; and

WHEREAS, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

WHEREAS, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

WHEREAS, King Day of Service projects are being organized by a wide range of nonprofit and community organizations across the nation; and

WHEREAS, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

WHEREAS, citizens of Gulf County Florida have the opportunity to participate in events throughout our county on the King Day of Service, Monday, January 18, 2016, as well as create and implement community service projects where they identify the need;

NOW, THEREFORE, I, Ward McDaniels, Chairman, of the board of county commissioners, proclaim the REV. DR. MARTIN LUTHER KING, JR., HOLIDAY as a Day of Service in Gulf County and call upon the people of Gulf County, Florida to pay tribute to the life and works of Rev. Dr. Martin Luther King, Jr., through participation in community service projects on Martin Luther King, Jr., Day and throughout the year.

Ward McDaniels, Chairman

16 JAN 20 PM 4: 19

RECEIVED
CLERK OF CIRCUIT COURT
GULF COUNTY FLORIDA
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130
1-26-16 LL

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA

131

CHIEF ADMINISTRATOR'S OFFICE

Donald Butler, Chief Administrator

1000 CECIL G. COSTIN SR. BLVD., ROOM 302, PORT ST. JOE, FLORIDA 32456
PHONE (850)229-6106/639-6700 • FAX (850) 229-9252 • EMAIL: dbutler@gulfcounty-fl.gov
DATE AND TIME OF MEETINGS • FOURTH TUESDAY AT 9:00 A.M., E.T.

MEMORANDUM

TO: GULF COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: DON BUTLER, COUNTY ADMINISTRATOR
SUBJECT: FEBRUARY BOARD MEETING
DATE: JANUARY 12, 2016

FILED FOR RECORD
RECORD CLERK
GULF COUNTY
16 JAN 20 PM 4:17

Recommendation to the Board is to move the February Board Meeting to Monday, February 29, 2016, to allow Commissioners and County Staff to attend the 2016 NACO Legislative Conference.

Thanks

CARMEN L. McLEMORE
District 1

WARD McDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

JERRY W. BARNES
District 5

131
1/26/16 KE

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY, FLORIDA
COUNTY ATTORNEY'S OFFICE

1000 CECIL G. COSTIN SR. BLVD., ROOM 302 , PORT ST. JOE, FLORIDA 32456
PHONE (850)229-4700 • FAX (850) 229-1148 • EMAIL: JNovak@novaklaw.us
DATE AND TIME OF MEETINGS • SECOND AND FOURTH TUESDAY AT 9:00 P.M., E.T.

Memorandum

To: Gulf County Board of County Commissioners
From: Jeremy T.M. Novak, County Attorney
CC: County Administrator, Don Butler
Date: 1/20/2016
Re: Gulf County Local State of Emergency Permitting Extensions

Attached please find a letter received and signed by the listed Gulf County property owners seeking the Board's authorizing vote to extend their current Cape San Blas Emergency Beach Building permit approvals for an additional sixty (60) days while they continue their collective efforts through the Florida DEP for proper and permanent permitting. It is also the request that the current applicants to secure a third and final extension through the April 18, 2016 for the conclusion of the pending MSTU ballot referendum for the special taxing districts in which they are located.

Adopted and authorized for an additional sixty (60) day extension in open session this _____ day of _____, 2016.

Chairman of the Gulf County Board of County Commissioners Date _____

Attest to Chairman's signature: Deputy Clerk of Court Date _____

61 19 44 02 NOV 01
TO: COUNTY CLERK
FROM: JEREMY T.M. NOVAK
SUBJECT: GULF COUNTY LOCAL STATE OF EMERGENCY PERMITTING EXTENSIONS

132
1/20/16 JS

January 13, 2016

Jeremy Novak
Gulf County BOCC Attorney

Mr. Novak:

We hereby ask the Board of County Commissioners to grant an extension of the deadline for the Gulf County, Cape San Blas Emergency Permit Application.

The results of the MSTU vote could change our design for a retaining wall and the requirements set by DEP may be affected.

We understand the current deadline is February 8, 2016. We request an extension to April 18, 2016.

Thank you for your consideration,

Homeowners:



John R. (Rick) Rushing
3611 Cape San Blas Rd.



Butch Kline
3607 Cape San Blas Rd.

CC: Jack Gaw
Nick Sylvester
Buddy Gerald
Mickey Cortez

VETERANS' SERVICE OFFICE



GULF COUNTY #23

1000 CECIL G. COSTIN SR. BLVD., ROOM 303

PORT ST. JOE, FLORIDA 32456

PHONE (850)229-6125 • FAX (850) 229-7180 EMAIL: vetservices@gulfcounty-fl.gov

11 January, 2016

RE: Wewahitchka VFW Post 8285 Monument

TO: Gulf County Board of County Commissioners

I am requesting approval of the attached letter from VFW Post 8285 in Wewahitchka concerning the relocation of the service Memorial that is currently located in front of the old courthouse in Wewahitchka.

The monument, as I understand it was purchased and placed by the Post.

The relocation will afford many more Veterans and other citizens to view this memorial to all the branches of our military.

Sincerely,

William J. Paul

Gulf County Veterans Service Officer

FILED FOR RECORDED
SERIALS
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
16 JAN 20 PM 4: 21

“To care for him who shall have borne the battle, and for his widow, and his orphan.” Abraham Lincoln

CARMEN L. McLEMORE
District 1

WARD MCDANIEL
District 2

JOANNA BRYAN
District 3

SANDY QUINN
District 4

JERRY BARNES
District 5

1-26-16-LL



Veterans of Foreign Wars
Of the United States
Post 8285
P.O. Box 757
Wewahitchka, FL 32465

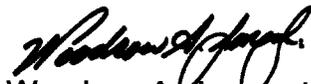


5 January 2016

To: Gulf County Board of Commissioners

Re: Wewahitchka VFW Monument

1. We request that the VFW Monument that is currently in front of the Wewahitchka Court House be moved to a location at Lake Alice Park. This request has already been approved by the Wewahitchka City Commissioners pending approval of the Gulf County Board of Commissioners and selection of exact location by the City Manager. The reason for this request is to allow a greater number of citizens to view and enjoy this monument commemorating the service & sacrifice of our Nation's Veterans.
2. The Board's cooperation and assistance in this matter is greatly appreciated.
3. Any questions concerning this may be directed to Joe Paul (819-6688).


Woodrow A. Jones, Jr.
Quartermaster

**RESOLUTION NO. 2016-
FY2015-2016 BUDGET**

WHEREAS, the Board of County Commissioners of Gulf County, Florida, has restricted reserves in the General Fund for Landfill Closure; and

WHEREAS, said reserves are needed to reimburse the Public Works Department for prior year closure activity by department staff and to reimburse current year approved landfill closure expenditures incurred in fiscal year 2015-2016;

NOW, THEREFORE, BE IT RESOLVED as follows:

The 2015-2016 fiscal year budget is to be amended as follows:

GENERAL FUND

		Original Budget	Increase/ (Decrease)	Amended Budget
<u>Reserves & Transfers Out:</u>				
00159800-599001	GF Resv- CCF Restricted	1,381,711	(179,314)	1,202,397
00158100-591000	GF Inter-Fund Transfer Out	3,020,182	179,314	3,199,496

PUBLIC WORKS FUND

		Original Budget	Increase/ (Decrease)	Amended Budget
<u>Transfers In:</u>				
10438100-381000	PW Inter-Fund Transfer In	2,678,353	179,314	2,857,667
<u>Expenditures:</u>				
<i>Pub Wk Finance & Administration</i>				
10451300-562000-BLDG	Buildings	0	100,000	100,000
<i>Pub Wk Solid Waste</i>				
10453400-531000-CLOSE	Professional Services	0	3,230	3,230
10453400-552000-CLOSE	Operating Supplies	0	140	140
10453400-564000-CLOSE	Machinery & Equipment	0	75,944	75,944

THIS RESOLUTION ADOPTED by the Gulf County Board of County Commissioners, this 26th day of January, 2016.

ATTEST:

Ward McDaniel, Chairman

Rebecca L. Norris, Clerk

16 JAN 20 PM 4:20
CLERK OF CIRCUIT COURT
GULF COUNTY FLORIDA
REBECCA L. NORRIS
ALICE FOR RECORD

136
1/26/16 KS

**RESOLUTION NO. 2016-
FY2015-2016 BUDGET**

WHEREAS, the Board of County Commissioners of Gulf County, Florida, has unanticipated revenue and line item adjustments in the General Grants Fund; and

WHEREAS, said revenue adjustments are necessary for expenditures in fiscal year 2015-2016;

NOW, THEREFORE, BE IT RESOLVED as follows:

The 2015-2016 fiscal year budget is to be amended as follows:

GENERAL GRANTS FUND

		<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
Revenues:				
Gen Grt State Grants				
11433400-334340-SCSW	Small Co Solid Waste Grant	90,000	909	90,909
11433400-334700-FBIP	FL Boating Improvement Prg Grt	0	148,350	148,350
Expenditures:				
State Homeland Security Grant				
11452500-534000-SHSG	Other Services	16,000	(16,000)	0
11452500-555000-SHSG	Training	0	16,000	16,000
Small Co Solid Waste Grant				
11453400-531000-SCSW	Professional Services	5,000	(1,000)	4,000
11453400-564000-SCSW	Machinery & Equipment	85,000	1,909	86,909
Florida Boating Improvement Grant				
11457900-563000-FBIP	Infrastructure	0	148,350	148,350

THIS RESOLUTION ADOPTED by the Gulf County Board of County Commissioners, this 26th day of January, 2016.

ATTEST:

Ward McDaniel, Chairman

Rebecca L. Norris, Clerk

16 JAN 20 PM 4: 20
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
RECEIVED
JAN 20 2016

137
1/26/16 KS

PUBLIC NOTICE

A Public Hearing will be held before the Gulf County Planning and Development Review Board (PDRB) on Monday, January 25th, 2016 at 8:45 a.m. EST and thereafter a quasi-judicial hearing before the Gulf County Board of County Commissioners (BOCC) meeting on Tuesday, January 26th, 2016 at 9:00a.m. EST. Both the public hearing and the quasi-judicial hearings will be held in the Gulf County BOCC Meeting Room at the Robert M. Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida. The public hearing before the PDRB will be to discuss, review, and submit recommendations to the BOCC on the following:

1. Small Scale Land Use Amendment – Charles M. Kent – Parcel ID #03457-005R – Section 35, Township 5 South, Range 11 West – County Road 386 North Overstreet – 2.07 Acre parcel request for land use change from Residential to Mixed Use Commercial/Residential (Tabled from November 16th, 2015 PDRB Meeting)
2. Request for hardship on Recreational Vehicles (RV's)
3. Public comment and discussion

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

Pursuant to F.S. 286.0105:

If a person decides to appeal any decision made by the board, agency or commission, with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Americans with Disabilities Act

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the County at least 3 days before the workshop/meeting/hearing by contacting: County Administrators Office at (850) 229-6106. If you are hearing or speech impaired, please contact Gulf County by utilizing and making the necessary arrangements with the Florida Coordination Council for the Deaf and Hard of Hearing at 866-602-3275.

Date: January 5, 2016



GULF COUNTY BOARD OF COMMISSIONERS PUBLIC SPEAKING FORM

Any citizen shall be entitled to be placed on the official agenda of a regular meeting of the Commission and/or be heard during the public comment period of a Commission meeting when recognized by the Chairman within the scope of the Commission's jurisdiction through the adopted Public Speaking Form.

To make a public speaking request and placed on the agenda, please fill out and submit this form and return to the Gulf County Administration, Room 302, Robert Moore Administration Building, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456 prior to 12:00 p.m. the Tuesday before the noticed Commission meeting date. Back-up materials, if any, must be included with the original Public Speaking Form in order to allow the Board an opportunity to review the material before the discussion.

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NAME OF SPEAKER OR GROUP: <i>Kenneth Chad Williams</i>	DATE OF REQUEST: <i>1/7/16</i>
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NAME OF PERSON REPRESENTING GROUP:	ADDRESS: <i>136 Neal Road Wawa FL 32465</i>	PHONE NUMBER: <i>850-638-2233</i> EMAIL ADDRESS: <i>roundhead336@gmail.com</i>
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Please indicate (X) how you prefer to be contacted: Mailing Address Email

SUBJECT YOU WISH TO DISCUSS: *Search & Rescue, Fishing inside of road, Personal issues on road (Neal)*

Use this space for any explanatory comments you feel necessary.

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT?

YES NO

IF SO, WHO?

WHEN?

WHAT WAS THE OUTCOME? *The Runaround*

FILED FOR RECORD
 REBECCA J. MORRIS
 CLERK OF CIRCUIT COURT
 16 JAN 20 PM 4: 21

By signing this public speaking form, I hereby swear and affirm that all of my comments and testimony provided by me are the truth and nothing but the truth, and I have reviewed and will strictly abide by the Gulf County Public Speaking Ordinance. Further, I shall only speak when recognized by the Chairman and strictly address all my comments to the Chairman of the County Commission as well as take direction, questions and further comment directly from the Chair.

X *[Signature]*

TO BE COMPLETED BY ADMIN. OFFICE ONLY	DATE SPEAKER SCHEDULED:	SPEAKER NOTIFIED? INITIALS:
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NAME OF SPEAKER OR GROUP: <i>Nancy Brockman - Library</i>	DATE OF REQUEST <i>1/11/16</i>
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NAME OF PERSON REPRESENTING GROUP: <i>Nancy Brockman</i>	ADDRESS: <i>110 Library Drive PSJ</i>	PHONE NUMBER: <i>229-8879</i> EMAIL ADDRESS: <i>nbrockman@nwrls.com</i>
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Please indicate (X) how you prefer to be contacted: Mailing Address Email

SUBJECT YOU WISH TO DISCUSS: <i>stats from last year</i>

Use this space for any explanatory comments you feel necessary.

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IF SO, WHO? <i>Commissioners</i> WHEN? <i>This past summer</i> WHAT WAS THE OUTCOME? <i>No change</i>	16 JAN 20 PM REBECCA L. MORRIS CLERK OF COUNTY COMMISSION GULF COUNTY, FLORIDA
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By signing this public speaking form, I hereby swear and affirm that all of my comments and testimony provided by me are the truth and nothing but the truth, and I have reviewed and will strictly abide by the Gulf County Public Speaking Ordinance. Further, I shall only speak when recognized by the Chairman and strictly address all my comments to the Chairman of the County Commission as well as take direction, questions and further comment directly from the Chair.

x. *Nancy Brockman*

TO BE COMPLETED BY ADMIN. OFFICE ONLY	DATE SPEAKER SCHEDULED:	SPEAKER NOTIFIED? INITIALS
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2015¹⁴¹

NORTHWEST REGIONAL LIBRARY SYSTEM

GULF COUNTY

Customer Visits:

36,897



Job & e-Government Sessions:

1,382



Items Borrowed:

49,869



Users Receiving Free Computer Instruction:

4,125



Northwest Regional Library System serves 200,000 residents of Bay, Gulf and Liberty Counties and thousands of winter visitors through eight libraries, a website, and numerous outreach activities.



Free Computer and Wi-Fi Access

Return on Investment \$1 = \$10.18*



*Taxpayer ROI in Florida Public Libraries 2013
<http://roi.info.florida.gov>

LIBRARIES = EDUCATION FOR ALL

"I never could have done the research on so many aspects of life without the library...Even just entering the building evokes hope in me."

Programs and Resources for Life-Long Learning

"This is the best children's program that I've seen and I've travelled a lot in the military."

School Readiness and Emergent Literacy Education

"Cory has done so well with his reading that he now has the confidence to get up in front of the church congregation and read from the Bible."

Adult Literacy Tutoring

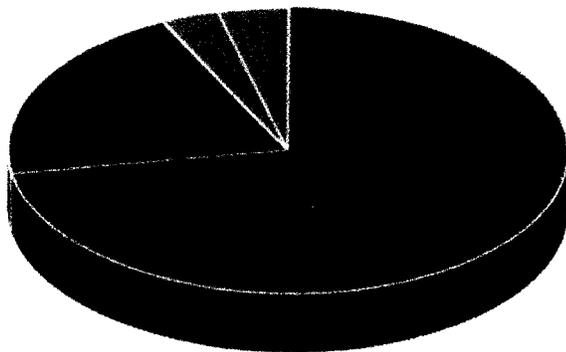
Highlights

The Bay County Public Library is pleased to announce that for the second year in a row, it has been named the "Best Library" in the state of Florida by the Florida Library Association. This is a significant achievement for the library system and a testament to the dedication and hard work of our staff and patrons. The award is presented annually to the library system that is judged to be the best in the state based on a variety of factors, including the quality of its services, the quality of its staff, and the quality of its facilities. The Bay County Public Library is proud to have received this honor and to continue to provide the highest quality services to our patrons.

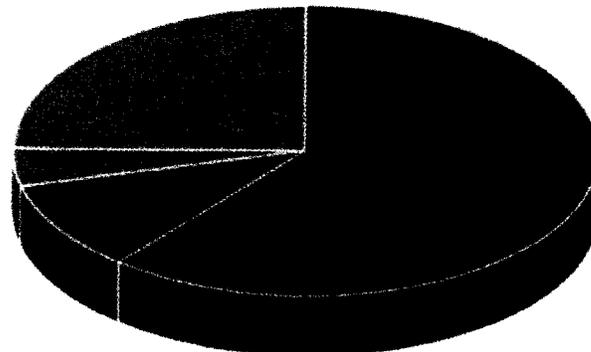


FY 2015 OPERATING INCOME - \$3,225,217

FY 2015 OPERATING EXPENSES - \$2,906,373



- Local Funds—\$2,321,551
- State Funds—\$662,657
- Donations—\$107,993
- Other—\$133,016



- Staff—\$1,769,290
- Books/Print—\$289,815
- Other Collections—\$121,502
- Other Expenditures—\$725,766

USAGE BY LOCATION	Visits			Items Borrowed			Computer Uses			Program Attendance		
	2014	2015*	Percent Change	2014*	2015*	Percent Change	2014*	2015*	Percent Change	2014	2015	Percent Change
Bay County Public Library	320,137	277,622	-13%	429,772	436,240	2%	143,139	132,087	-8%	20,964	20,845	-1%
Panama City Beach	102,983	98,188	-5%	127,294	131,187	3%	39,056	63,843	63%	6,630	9,818	48%
Parker	19,980	19,096	-4%	11,264	10,998	-2%	3,591	3,391	-6%	82	59	-28%
Springfield	21,058	20,549	-2%	13,827	13,906	1%	8,307	8,577	3%	699	563	-19%
Port St. Joe	19,435	19,785	2%	35,677	34,242	-4%	5,992	5,665	-5%	415	1,741	320%
Wewahitchka	18,366	17,112	-7%	14,399	15,627	9%	7,510	8,194	9%	651	1,313	102%
Bristol	11,983	9,406	-22%	7,657	7,573	-1%	5,578	4,804	-14%	1,181	453	-62%
Hosford	10,477	9,274	-11%	3,602	4,244	18%	3,774	2,811	-26%	3,057	2,982	-2%
Total	524,419	471,032	-10%	643,492	654,017	2%	216,947	229,372	6%	33,679	37,774	12%

* The Bay County Public Library was closed for 4 days in August for flooring installation. A reduction in the number of students attending North Bay Haven Charter Academy also impacted visits to the Bay County Library. The Hosford Library underwent a building renovation which impacted visits. Items borrowed figures for Bay County Library include e-books and other digital item checkouts for the entire library system. Computer use calculations include Wi-Fi use.



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NAME OF SPEAKER OR GROUP: <i>MIKE BARREN</i>	DATE OF REQUEST <i>1-19-14</i>
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NAME OF PERSON REPRESENTING GROUP: <i>MIKE BARREN</i>	ADDRESS: <i>157 POLARIS DR PSJ. FLA 32456</i>	PHONE NUMBER: <i>909-323-4634</i>
		EMAIL ADDRESS:

Please indicate (X) how you prefer to be contacted: Mailing Address Email

SUBJECT YOU WISH TO DISCUSS: <i>PUBLIC SAFETY</i>
--

Use this space for any explanatory comments you feel necessary.

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT?
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
IF SO, WHO?
WHEN?
WHAT WAS THE OUTCOME?

GULF COUNTY BOARD OF COUNTY COMMISSIONERS JAN 19 PM 2:24

By signing this public speaking form, I hereby swear and affirm that all of my comments and testimony provided by me are the truth and nothing but the truth, and I have reviewed and will strictly abide by the Gulf County Public Speaking Ordinance. Further, I shall only speak when recognized by the Chairman and strictly address all my comments to the Chairman of the County Commission as well as take direction, questions and further comment directly from the Chair.

X *[Signature]*

TO BE COMPLETED BY ADMIN. OFFICE ONLY	DATE SPEAKER SCHEDULED: <i>12:44 02 NYP 91</i>	SPEAKER NOTIFIED? INITIALS:
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NAME OF SPEAKER OR GROUP: <i>MIKE BARRITT</i>	DATE OF REQUEST <i>1-19-16</i>
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NAME OF PERSON REPRESENTING GROUP: <i>MIKE BARRITT</i>	ADDRESS: <i>157 POLARIS DR PST. FL, 32456</i>	PHONE NUMBER: <i>469 323-4634</i> EMAIL ADDRESS: <i>TWOALARMTRAVEL@HOTMAIL.COM</i>
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Please indicate (X) how you prefer to be contacted: Mailing Address Email

SUBJECT YOU WISH TO DISCUSS:
CONDITION OF BIKE / JOGGING TRAIL ON THE CAPE

Use this space for any explanatory comments you feel necessary.

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT?
YES NO

IF SO, WHO? *COMMISSIONER BARNES*

WHEN? *DEC 2015*

WHAT WAS THE OUTCOME? *INFORMATION EXCHANGE*

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[Signature]
X

TO BE COMPLETED BY ADMIN. OFFICE ONLY	DATE SPEAKER SCHEDULED: <i>16 JAN 20 11:42 AM '16</i>	SPEAKER NOTIFIED? INITIALS:
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*FILED FOR RECORD
CLERK OF CIRCUIT COURT
GULF COUNTY, FLORIDA
JAN 20 2016*

2016 JAN -7 AM 11:34



To the Gulf County Commissioner Meeting attendees

I would like to apply for your approval to temporarily close U.S. Highway 98 for an athletic event.

Name of event: Beach Blast Sprint and Olympic Distance Triathlon and Duathlon
Sprint Distance 0.35mile swim, 15mile bike, 6.1 mile run
Olympic Distance 0.7mile swim, 25mile bike, 6.2mile run

Date: April 23, 2016

Contact: Olga Cemore, Race Director, ph: 850-914-2348 or cell 850-867-0117

Approximate schedule: First start - Olympic distance 8:00am,
Second start - Sprint Distance 8:30am.
Last finisher of Olympic distance in at 11:45am,
Last finisher of Sprint distance 11:30am. All ET.

Details:

1. For safety of everyone involved, race participants, volunteers and spectators, we need uniformed men to assist when athletes cross U.S. Highway 98 after the swim part of the race. There will be a carpet laid on the road to keep everyone on the same path. Carpet will be removed after the event.

2. Bicycles leaving Beacon Hill Park entering U.S. Highway 98 will face potential hazard of entering the open traffic. Due to a significant decline of the road when leaving the Park, we need to be able to permit cyclists safely make a turn (East U.S. Highway 98). Traffic is not to be stopped unless an officer is letting race participants make the turn on U.S. Highway 98, no more than 10 minutes at the time.

Traffic control at major intersections will be provided by Gulf County Sheriff Department. This event has been bringing hundreds of athletes to the area for 10 years. It is a great community event, locals love to volunteer and small business enjoy athletes and their families coming to their establishments.

Olga Cemore
January 7, 2015

Ph 850.867.0117

Olga Cemore
P.O. Box 864
Panama City, FL 32402
BeachBlastTriathlon.com

Fax 850.914.2398

Agenda 145
1/26/16 MS