

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

**POST OFFICE BOX 1529
LAKE CITY, FLORIDA 32056-1529**

CONSENT AGENDA

March 16, 2017

5:30 P.M.

-
- (1) 911 Addressing - Requesting Approval of Private Road Name - NW Pickens Glen - District 1 - Ron Williams (Pg. 1)**
 - (2) BCC Administration - Requesting Approval of Minutes - Board of County Commissioners - Regular Meeting - February 16, 2017 (Pg. 5)**
 - (3) BCC Administration - Requesting Approval of Minutes - Board of County Commissioners - Special Meeting - February 9, 2017 (Pg. 13)**
 - (4) BCC Administration - Suwannee River Economic Council - 2017R-5 - Local Housing Assistance Plan (LHAP) (Pg. 16)**
 - (5) Landscaping and Parks - Requesting Approval to Transfer Donated Funds - South Columbia Sports Park and Fort White Babe Ruth Baseball, Inc., - Assist Purchasing a Zero Turn Machine - South Columbia Sports Complex - BA 17-32 - \$10,375 (Pg. 44)**
 - (6) Operations - Requesting Approval to Enter Private Property - Columbia County Fairgrounds - Down Tree Removal (Pg. 48)**
 - (7) Operations - Utility Permit - City of Lake City Utilities - SE Vet Loop (Pg. 51)**
 - (8) Operations - Utility Permit -Comcast - SW Finley Little Lane (Pg. 56)**
 - (9) Purchasing - Requesting Approval for Final Ranking and the Beginning of Negotiations RFP 2017-D Engineering Services for the North Florida Catalyst Site (Pg. 65)**
 - (10) Solid Waste - Requesting Approval for the Addendum #2 Engineering Services for Winfield Class III Expansion from Darabi and Associates, Inc. - \$75,000 (Pg. 71)**
 - (11) Solid Waste - Florida Department Environmental Protection - Small County Grant Agreement w/Attachments - FY16/17 - Assisting with the Cost of Removing Litter on County Roads - \$90,909.00 (Pg. 73)**
 - (12) Tourist Development Council - Requesting Approval of Madden Media Spring 2017 Retargeting Campaign - \$4,250 (Pg. 101)**



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 1, 2017 Meeting Date: March 16, 2017

Name: Ron Croft Department: 911 Addressing

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Approval of Private Road Name - NW Pickens Gln - Located in District 1 - Ron Williams

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. _____
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____ Fund: _____

FROM: _____ TO: _____ AMOUNT: _____

For Use of County Manger Only:

Consent Item Discussion Item



COLUMBIA COUNTY

911 ADDRESSING / GIS DEPARTMENT

P. O. Box 1787, Lake City, FL 32056-1787
263 NW Lake City Ave., Lake City, FL 32055
Telephone: (386) 758-1125 * Fax: (386) 758-1365 * Email: ron_croft@columbiacountyfla.com



MEMORANDUM

DATE: March 1, 2017

THRU: Scott Ward, Assistant County Manager

T0: Ben Scott, County Manager

FR: Ronal N. Croft, 911 Addressing / GIS Coordinator

RE: Approval of Street/Road Name(s) Pending Board of County Commissioners Approval.

The attached printout contains unnamed roadway(s) which require naming for Enhanced 911 Addressing purposes. The proposed road name(s) have been submitted to the District Commissioner under separate memorandum for approval, comment or other recommended action. The proposed road name was provided by the 9-1-1 Addressing/GIS Department based on the name of the Subdivision served.

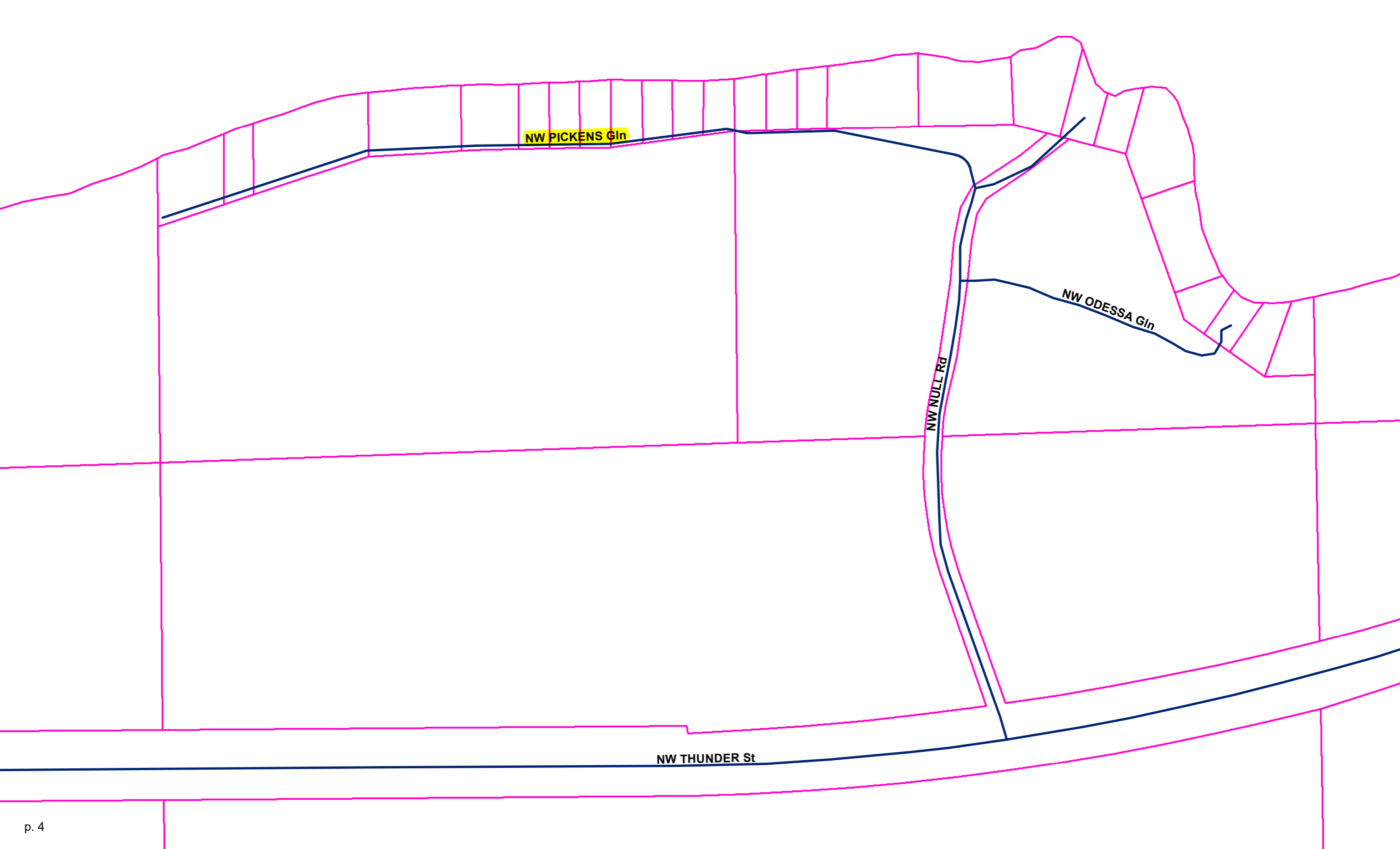
The 9-1-1 Addressing/GIS Department recommends approval of the proposed road name.

I request this list be submitted to the Board of County Commissioners for approval.

Please contact me if you have any questions concerning this request.

FOR BOARD OF COUNTY COMMISSIONERS APPROVAL OF PROPOSED ROAD NAME:

OLD NAME	OLD SUFFIX	OLD DRIVING DIRECTIONS	PREFIX	NEW ROAD NAME	NEW SUFFIX	NEW DRIVING DIRECTIONS
UNNAMED	RD	N NW US HWY 41, CONTINUE ON US HIGHWAY 41 IN WHITE SPRINGS, L BRIDGE ST IN WHITE SPRINGS, CONTINUE ON NW THUNDER ST (BACK INTO COLUMBIA COUNTY), R NW NULL RD, LEFT UNNAMED RD	NW	PICKENS	GLN	N NW US HWY 41, CONTINUE ON US HIGHWAY 41 IN WHITE SPRINGS, L BRIDGE ST IN WHITE SPRINGS, CONTINUE ON NW THUNDER ST (BACK INTO COLUMBIA COUNTY), R NW NULL RD, L NW PICKENS GLN



NW PICKENS Gln

NW ODESSA Gln

NW NULL Rd

NW THUNDER St



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

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Today's Date: March 8, 2017 Meeting Date: March 16, 2017

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

BCC Administration - Requesting Approval of Minutes - Board of County Commissioners - Regular Meeting - February 16, 2017

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item

Columbia County
Board of County Commissioners

Minutes of
February 16, 2017

The Columbia County Board of County Commissioners met in a regular meeting at the auditorium of the School Board Administrative Complex at 5:30 p.m. The meeting opened with prayer and the Pledge of Allegiance to the Flag of the United States of America.

Commissioners in Attendance: Chairman Ronald Williams, Rusty DePratter, Tim Murphy, Bucky Nash and Everett Phillips.

Others in Attendance: County Manager Ben Scott ("CM")
Assistant County Manager Scott Ward("ACM")
Assistant County Manager Kevin Kirby("ACM")
Risk Manager David Kraus ("RM")
County Attorney Joel Foreman
Deputy Clerk Katrina Vercher

Agenda Additions/Deletions

There were no additions or deletions.

MOTION by Commissioner Murphy to approve the agenda as presented.
SECOND by Commissioner Phillips. The motion carried unanimously.

Ministerial Matters

Proclamation 2017P-1

Commissioner DePratter read the Proclamation designating the week of February 20-24, 2017, as National Future Farmers of America Organization week in Columbia County.

FFA students thanked the Commission for the Proclamation and spoke briefly. They requested permission to fly the FFA Flag at the Courthouse during FFA Week.

MOTION by Commissioner to approve Proclamation 2017P-1. SECOND by Commissioner Nash. The motion carried unanimously.

MOTION by Commissioner to allow the FFA Flag to fly during FFA Week, February 20 – 24, 2017. SECOND by Commissioner Phillips. The motion carried unanimously.

Building and Zoning Hearings:

Land Development Regulations (“LDR”) Amendment

LDR 16-02-To amend the text of the LDR, section 2.1 entitled “Definitions - General” to redefine “Intensive Agricultural Development”, “Intensive Agriculture”, and add a definition for “Concentrated Animal Feeding Operation”. [Ordinance No. 2016-32]

County Attorney Foreman gave a brief history of why this came about.

Discussion ensued.

The public hearing opened.

The following citizens spoke in support:

Debbie McClelland	Sheila Breedan
Bruce Borders	Colette Jacono
Sandy Lyons	Merrilee Malwitz-Jipson
Laverne Hodge	

The following persons spoke in support for the listed organizations:

Our Santa Fe River	Jim Tatum
Ichetucknee Alliance	John Jopling and Jasmine Hagen
The Sierra Club	Whitey Markle

The following persons spoke in opposition for the listed organizations:

Columbia County Farm Bureau	Steven Dicks
Florida Farm Bureau Federation	Charles Shin
Florida Forestry Association	Mike Branch
Florida Cattlemen’s Association	Jim Hanley
Farm Credit of Alachua	Bobby Carnley
Pacific Legal Foundation	Mark Miller

Citizens Brad Dicks and John Willis spoke in opposition.

The public hearing closed.

Discussion ensued.

MOTION by Commissioner Murphy that this Board deny the change. SECOND by Commissioner Phillips.

By a roll call vote, the motion carried unanimously

Land Development Regulations (“LDR”) Amendment

LDR 17-01 – To amend the text of the LDR, Section 4.2.31, entitled "Home Occupation Requirement"; Section 4.4.5, entitled “Special Exceptions”; Section 4.5.7, entitled “Special Exceptions”; Section 4.6.5, entitled “Special Exceptions”; Section 4.7.5, entitled “Special Exceptions”; Section 4.8.5, entitled “Special Exceptions”; Section 4.9.5, entitled “Special Exceptions”; Section 4.11.5, entitled “Special Exceptions”; Section 4.18.4, entitled “Special Exceptions”; and, Section 4.19.4, entitled “Special Exceptions”. [Ordinance No. 2017-01]

Discussion ensued.

The public hearing opened and closed without comment.

MOTION by Commissioner DePratter to adopt Ordinance No. 2016-1, LDR 16-01. SECOND by Commissioner Nash. The motion carried unanimously

Public Comment on Discussion and Action Items:

Citizen Stewart Lilker offered comment on item #7. Commissioner Williams responded.

Citizen Sandy Lyons offered comment on the DFF Grant and the restrooms at Rum Island.

Citizen Merrilee Malwitz-Jipson offered comment on restrooms at Rum Island and other boat ramps in the County. CM Scott responded.

Citizen Barbara Lemley offered comment on the restrooms at Rum Island.

MOTION by Commissioner DePratter to approve the consent agenda. SECOND by Commissioner Nash. The motion carried unanimously.

Consent Agenda:

- (1) 911 Addressing - Request Approval of Unnamed Private Road Name - SW Windy Acres Court
- (2) BCC Administration - Requesting Approval of Minutes - Board of County Commissioners -Regular Meeting - February 2, 2017
- (3) BCC Administration - Requesting Approval of Minutes - Board of County Commissioners -Regular Meeting - January 19, 2017
- (4) Columbia County Fire Rescue - Interlocal Agreement between Columbia County and Macclenny for Mutual Aid

- (5) County Attorney - Resolution No. 2017 R-2 - Requesting Adoption of Eminent Domain – Old Wire Road Project
- (6) County Attorney - Resolution No. 2017 R-3 - Request Hearing for Road Closure - Clay Drive
- (7) Economic Development - Matching Grant Funds - Workforce Marketing Development -\$10,000 with \$1,000 Match
- (8) Human Resource - Requesting Approval of the Volunteer & Employee Criminal History System Contract
- (9) Library Department - Requesting Approval for Library Closure - April 15-16, 2017 (Easter Holiday)
- (10) Operations Department - Utility Permit - Comcast Cable - NE Dewdrop Way
- (11) Operations Department - Utility Permit - Comcast Cable - SW Camphor Court
- (12) Operations Department - Utility Permit - Comcast Cable - SW Walter Avenue
- (13) Operations Department - Utility Permit - FCCG/Comcast Aerial CATV Facilities - SE CR 252
- (14) Operations Department - Utility Permit - AT&T Aerial Fiber Cable and Buried Cable - 313 SW Windswept Glen to SW Arrowhead Terrace
- (15) Purchasing - Award Annual Bid 2017-B - Sand Loading and Hauling to Low Bidder Bubba's Site Prep
- (16) Purchasing Department - Award Annual Bid No. 2016-X - Mower Blades, Mix Oil, Trimmer String - Various Bidders
- (17) Recreation Department - Request Transfer of PILT Funds - Transportation Trust Account to Recreation Department and Extension Office - BA 17-29; \$19,335
- (18) Risk Management Department - Accept Florida Recreation Development Assistance Program Grant - Westside Community Center Park Improvements - BA 17-31- \$50,000
- (19) Risk Management Department - Approve Modification - Erin Glen Phase II HMGP Grant
- (20) Risk Management Department - Approve Application for Training Incentive Program for Safety (TIPS) Grant - BA 17-30; \$5,000

MOTION by Commissioner Murphy to adopt the consent agenda.
SECOND by Commissioner Phillips. The motion carried unanimously.

Discussion and Action Items:

Retail Strategies Agreement Renewal

On February 1, 2017, the Economic Development Advisory Board voted to recommend that the Board of County Commissioners approve the renewal of an agreement with Retail Strategies. The agreement is for a term of three (3) years at a cost to the County of \$17,500.00 per year. Staff recommends approval.

Discussion ensued.

MOTION by Commissioner Nash to take staff recommendation. SECOND by Commissioner Murphy. The motion carried unanimously.

Modifications to Roadside Mowing Contract

ACM Kirby addressed the Board concerning issues with the current roadside mowing contract. He advised the Board of the changes being made to the RFP for the mowing contract.

Discussion ensued.

Regional Initiative Valuing Environmental Resources ("RIVER") Grant

RM Kraus requested approval and authorization to apply for a RIVER Grant from the Suwannee River Water Management District in the amount of \$150,000.00 for the construction of restrooms at Rum Island Park.

Discussion ensued.

An additional \$43,850.00 for bank erosion may be requested in the grant application.

MOTION by Commissioner DePratter to approve with the addition. SECOND by Commissioner Phillips. The motion carried unanimously.

Florida Department of Juvenile Justice Grant

The Florida Department of Juvenile Justice is administering a grant through the US Department of Justice for innovative summer and afterschool service programs that address juvenile delinquency prevention and intervention. These programs include but are not limited to mentoring, afterschool programming and tutoring. Grant recipients will provide continuous programming for afterschool and summer for a 12-month period

and the grant may extend for a 3-year period. The program targets youth at risk of delinquency between the ages of five and seventeen. The grant is for up to \$61,000 per year and requires no match. The grant period would begin with the 2017-2018 school year.

RM Kraus requested approval and authorization to apply for the grant.

Discussion ensued.

MOTION by Commissioner DePratter to approve. SECOND by Commissioner Nash. The motion carried unanimously.

Hurricane Loss Mitigation Program Grant

The program targets single family, owner occupied homes and is intended to prevent or reduce losses and the cost of rebuilding after a disaster. Under this program the State would provide the County with \$194,000 with no required match. This would allow the County to assist 8 to 10 low income and senior citizen homeowners.

RM Kraus requested approval and authorization to apply for the grant.

MOTION by Commissioner Nash to approve. SECOND by Commissioner Phillips.

Discussion ensued.

The Chairman called for the vote. The motion carried unanimously.

Open Public Comments:

Citizen Merrilee Malwitz-Jipson offered comment on the public hearing for Ordinance No. 2016-32, wildflower mowing and Rum Island erosion.

Citizen Stewart Lilker offered comment on Lake Shore Access Road, an ethics workshop and item #7.

Commissioner Comments:

Commissioner Nash requested the Sports Advisory Board to be set on the next agenda.

Commissioner Phillips offered comment on the permitting process.

Commissioner Murphy requested an update on the Real Road project. ACM Kirby responded. He also requested a date be set for an ethics workshop.

Commissioner DePratter offered comment on the outcome of Ordinance No. 2016-32.

Staff Comments:

County Attorney Foreman offered comment on Ordinance No. 2016-32. Commissioner Williams responded.

Adjournment

There being no further business, the meeting adjourned at 8:30 p.m.

ATTEST:

Ronald Williams, Chairman
Board of County Commissioners

P. DeWitt Cason
Clerk of Circuit Court



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

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Today's Date: February 27, 2017 Meeting Date: March 16, 2017

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

BCC Administration - Requesting Approval of Minutes - Board of County Commissioners - Special Meeting - February 9, 2017

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item

Columbia County
Board of County Commissioners

Minutes of
February 9, 2017
Special Meeting

The Columbia County Board of County Commissioners met in a special scheduled meeting at the auditorium of the School Board Administrative Complex at 5:30 p.m. The meeting opened with prayer and the Pledge of Allegiance to the Flag of the United States of America.

Commissioners in Attendance: Chairman Ronald Williams, Rusty DePratter, Tim Murphy, Bucky Nash and Everett Phillips.

Others in Attendance: County Manager Ben Scott ("CM")
Assistant County Manager Scott Ward("ACM")
Assistant County Manager Kevin Kirby("ACM")
County Attorney Joel Foreman
Deputy Clerk Susan Weeks

Interlocal Agreement Lake City Gateway Airport

Hong Kong Aviation Engineering Company ("HAECO") representative Kip Blakely addressed the Commission.

Discussion ensued.

Economic Development Director Glenn Hunter recommended approval.

Airport Manager Roland Luster offered comment.

Citizen Stewart Lilker offered comment.

County Attorney Foreman read the Interlocal Agreement into the record.

City Manager Wendell Johnson offered comment.

Discussion ensued.

MOTION by Commissioner Phillips to approve the Interlocal Agreement
SECOND by Commissioner Nash.

Discussion ensued.

The Chairman called for a vote. The motion carried unanimously.

City Manager Wendell Johnson addressed the Commission.

Adjournment

There being no further business, the meeting adjourned at 6:30 p.m.

ATTEST:

Ronald Williams, Chairman
Board of County Commissioners

P. DeWitt Cason
Clerk of Circuit Court



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

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Today's Date: March 6, 2017 Meeting Date: March 16, 2017

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

BCC Administration - Suwannee River Economic Council - 2017R-5 - Local Housing Assistance Plan (LHAP)

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item



Suwannee River Economic Council, Inc.

**Post Office Box 70
Live Oak, Florida 32064**

Administrative Office - Phone (386) 362-4115

Fax (386) 362-4078

E-Mail: mattpearson@suwanneec.net

Website: www.srecinc.org

February 28, 2017

Ms. Penny Stanley
Columbia County
Board of County Commissioners
PO Box 1529
Lake City, FL 32056

Dear Ms. Stanley:

Enclosed please find Columbia County State Housing Initiatives Partnership (SHIP) Program Local Housing Assistance Plan (LHAP) for Board approval at the meeting of the County Commissioners to be held on March 16, 2017.

Enclosed are three (3) originals:

- The pages needing to be executed are tabbed.
- Please return two (2) fully executed LHAPs to me
- Retain one (1) fully executed LHAP for the County.

Please feel free to call Stephanie Barrington, SHIP Director, if you have any questions or need additional information.

Sincerely,

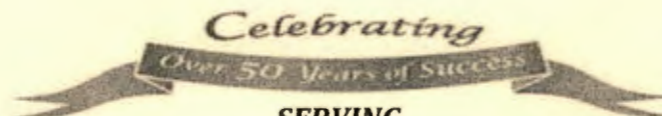
Matt Pearson
Executive Director

MP/ssb

RECEIVED

MAR 03 2017

**Board of County Commissioners
Columbia County**



SERVING

BRADFORD-COLUMBIA-DIXIE-GILCHRIST-HAMILTON-LAFAYETTE-LEVY-MADISON-PUTNAM-SUWANNEE-TAYLOR-UNION

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SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

2017-2018, 2018-2019 and 2019-2020

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Exhibits	
A. Administrative Budget for each fiscal year covered in the Plan	
B. Timeline for Estimated Encumbrance and Expenditure	
C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan	
D. Signed LHAP Certification	
E. Signed, dated, witnessed or attested adopting resolution	
F. Ordinance: (N/A)	
G. Interlocal Agreement (N/A)	
H. Subordination Agreement Policy	

I. Program Details:

A. Name of the participating local government: Columbia County, FL

Is there an Interlocal Agreement: Yes _____ No X

B. Purpose of the program:

1. To meet the housing needs of the very low, low and moderate income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020

D. Governance: The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers and local lenders and neighborhood associations. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse



neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

- I. **Waiting List/Priorities:** A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described within each individual strategy. Applications will be ranked giving first priority to households qualifying as Special Needs households as defined by Section 393.063 Florida Statutes, Section 420.0004(5) Florida Statutes, Section 420.0004(7) Florida Statutes, and Section 401.1451(13) Florida Statutes.
- J. **Discrimination:** In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. **Support Services and Counseling:** Support services are available from various sources. Available support services may include but are not limited to: Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, Foreclosure Counseling and Transportation.
- L. **Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- U.S. Treasury Department
- Local HFA Numbers

- M. **Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the



first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer unless as specified above. Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.
- P. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. Columbia County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: "A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: "The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs." The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. Program Administration: A third party entity or consultant will be contracted for all of part of the administrative of the program. The name of the entity is Suwannee River Economic Council, Inc. The administrative duties they will provide are all activities necessary to fully execute the SHIP program.
- R. Project Delivery Costs: A reasonable project delivery cost will be charged to cover inspections performed by the SHIP Administrator.
- S. Essential Service Personnel Definition: Defined in accordance with Rule Chapter 67-37.002(8) F.A.C. and Chapter 67-37.005(8), F.A.C. and Section 420.9075(3)(a) F.S. Essential Service Personnel consists of teachers, law enforcement, and firefighters / EMT.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes: Whenever repairs are necessary and performed on a home by a contractor under contract with the SHIP Administrator, Green Initiatives will be utilized to include, but are not limited to: low E windows, energy efficient hot water heaters, energy efficient appliances, high efficient HVAC systems, etc.
- U. Describe efforts to meet the 20% Special Needs set-aside: Applications will be ranked giving first priority to households qualifying as Special Needs households as defined by Section 393.063 Florida Statutes, Section 420.0004(5) Florida Statutes, Section 420.0004(7) Florida Statutes, and Section 401.1451(13) Florida Statutes.
- V. Describe efforts to reduce homelessness: Columbia County residents needing emergency shelter housing will be referred to GRACE Marketplace (operated by North Central Florida Coalition for the Homeless and Hungry), 3055 NE 28th Drive, Gainesville, FL 32609, Phone:352/792-0800, www.gracemarketplace.org

For those Columbia County residents seeking information for affordable rental housing and are not in immediate danger of eviction and/or homelessness, referrals will be made to flordiahousingsearch.org, 1-877-428-8844.

Additional assistance is provided through the Emergency Repair strategy which provides for the correction of health, safety, and building code violations in order for the resident to maintain the existing home and prevent homelessness.

- W. General Provisions: The following provisions will apply to all strategies unless otherwise indicated:
 - 1. Property Location. Property must be located within Columbia County to be eligible for assistance.



2. **Income Producing Properties.** Residential properties used as income producing properties are not eligible for SHIP assistance. Income producing properties are defined as properties producing rental income, or business income based on day care, personal services, retail services or similar activities that require regular and ongoing visits by clients and/or customers to the property. Home offices do not create income producing properties unless the office is regularly used to meet with customers within the property.
3. **Liens:** Properties must be free of any government or tax liens to be eligible for SHIP assistance.
4. **Applicant contributions defined:** Such contributions may include cash deposits paid under a purchase contract; typical closing cost expenses paid at or outside of closing; the cost of purchasing hazard insurance in instances where there is no existing insurance; and repairs or additions to the property required by SHIP and paid for by the applicant provided repairs or additions are complete and receipts are provided. Value of land owned or given may be applied toward contribution requirement. Written documentation must be provided. Payments for prior year's taxes, liens, repairs or improvements not required by SHIP or costs to cure existing title defects are excluded.
5. **SHIP mortgage position:** SHIP mortgages must be in first or second position. SHIP mortgages may not be in positions inferior to second position even in instances of subordination.
6. **Contractor information:** For strategies requiring new construction and any form of rehabilitation, repair, or reconstruction only state licensed contractors with proof of active status and insurance will be approved for contract work. Contractors are required to submit request of payment draws through the SHIP Administrators Office. The SHIP Administrator will review the draw schedule, prepare draw requests and pay contractors. Upon completion and final inspection approval by the County Building Inspector, final payment will be made to the contractor. All documentation will be submitted to the Columbia County Finance Department for reimbursement to the SHIP Administrator.
7. **Eligible housing:** any real and personal property located within the county or the eligible municipality which is designed and intended for the primary purpose of providing decent, safe, and sanitary residential units that are designed to meet the standards of the Florida Building Code or previous building codes adopted under chapter 553. Manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles, are eligible for

Emergency Repair strategy only. Manufactured housing is not eligible for New Construction or Purchase strategies.

II. LHAP Strategies:

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- a. Summary of Strategy: Assist applicants with the new construction of affordable housing.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low, Low, Moderate
- d. Maximum award: \$25,000 for Very Low, \$18,000 for Low, \$12,000 for Moderate
- e. Client required participation: 1% of the cost.
- f. Terms:
 1. Repayment loan/deferred loan/grant: Loan secured by a recorded subordinate mortgage. If owner financing SHIP must be the primary mortgage holder and the owner financier must hold the subordinate mortgage. If owner financing the interest rate may not exceed a pre-approved rate and details of the terms of the owner / seller financing must be provided to the SHIP Administrator.
 2. Interest Rate: 0%
 3. Years in loan term: 10
 4. Forgiveness: The loan is forgivable at 10% per year from the date of the SHIP lien. The County will forgive any of the SHIP assistance should there be insufficient net proceeds derived from a good faith sale of the property at market value during the ten (10) year period following the date of the agreement upon approval of the Columbia County Board of County Commissioners. "Net proceeds" is defined as the amount remaining after all private debt is repaid.
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be in default and the SHIP recipient must repay the prorated loan amount if any of the following occurs: sale, title transfer or conveyance of property or otherwise dispose of the home; conversion to a rental property; loss of homestead exemption status; or failure



to occupy the home as primary residence. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable. If the home is foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

- g. Recipient Selection Criteria: In addition to meeting income eligibility requirements, recipients must meet certain other criteria listed in General Provisions. Applicants will be served on a first-qualified, first-served basis. First-qualified is defined as having a hard copy of all commitment required documents on file with the SHIP Administrator. Sales / Construction Contract, Loan Application, and Appraisal must be provided before SHIP funds are committed.
- h. Sponsor/Developer Selection Criteria: N/A
- i. Additional Information:
 - 1. Properties must meet eligibility requirements as outlined in the SHIP program listed in General Provisions.
 - 2. Down payment assistance cannot exceed 50% of the cost of the home including closing cost.
 - 3. Construction contracts must be “turn key” form with floor plans, costs of materials and labor, and statement of no changes once submitted.
 - 4. Land owned at the time of application will not be included in the contract cost, but any financing payoff would be included.
 - 5. Subordination requests for refinancing will be in accordance with Exhibit H Subordination Agreement Policies.
 - 6. Client must complete a Home Ownership course prior to closing of the loan.
- j. Project Delivery Costs: N/A
- k. Mortgage maximums: The maximum appraised value is \$160,000. The total of the existing first mortgage and the SHIP mortgage cannot exceed \$160,000.00 excluding approved closing cost. Approved closing costs are those costs that are normal and customary in closing a first or second Real Estate mortgage. This specifically excludes any costs associated with any debt consolidation, pay down of debt or any existing debt or judgments payoff other than an existing mortgage encumbering the property. Sales price and or value as defined in FS 420.9071

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- a. Summary of Strategy: Assist applicants with the purchase and rehab (if applicable) of affordable housing.
 - b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
 - c. Income Categories to be served: Very Low, Low, Moderate
 - d. Maximum award: \$25,000 for Very Low, \$18,000 for Low, \$12,000 for Moderate
 - e. Client required participation: 1% of the sales price
 - f. Terms:
 - 1. Repayment loan/deferred loan/grant: Loan secured by a recorded subordinate mortgage. If owner financing SHIP must be the primary mortgage holder and the owner financier must hold the subordinate mortgage.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: 10
 - 4. Forgiveness: The loan is forgivable at 10% per year from the date of the SHIP lien. The County will forgive any of the SHIP assistance should there be insufficient net proceeds derived from a good faith sale of the property at market value during the ten (10) year period following the date of the agreement upon approval of the Columbia County Board of County Commissioners. "Net proceeds" is defined as the amount remaining after all private debt is repaid.
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: The loan will be determined to be in default and the SHIP recipient must repay the prorated loan amount if any of the following occurs: sale, title transfer or conveyance of property or otherwise dispose of the home; conversion to a rental property; loss of homestead exemption status; or failure to occupy the home as primary residence. In cases where the qualifying homeowner(s) die(s) during the loan term, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable. If the home is



foreclosed on by a superior mortgage holder, the county will make an effort to recapture funds through the legal process if it is determined that adequate funds may be available to justify pursuing a recapture.

- g. Recipient Selection Criteria: In addition to meeting income eligibility requirements, recipients must meet certain other criteria listed in General Provisions. Applicants will be served on a first-qualified, first-served basis. First-qualified is defined as having a hard copy of all commitment required documents on file with the SHIP Administrator. Sales Contract, Loan Application, Appraisal, Home Inspection Report (conducted by a certified inspector), and Wood Destroying Organism (WDO) Report must be provided before SHIP funds are committed.
- h. Sponsor/Developer Selection Criteria: N/A
- i. Additional Information:
 - 1. Properties must meet eligibility requirements as outlined in the SHIP program listed in General Provisions.
 - 2. Down payment assistance cannot exceed 50% of the cost of the home including closing cost.
 - 3. Subordination requests for refinancing will be in accordance with Exhibit H Subordination Agreement Policies.
 - 4. Client must complete a Home Ownership course prior to closing of the loan.
- j. Project Delivery Costs: Inspection fee to the SHIP Administrator for review of the Home Inspection Report and WDO Report to outline and address possible health/safety/building code issues. Blower Door Testing (if applicable) fee as required per Section R402.4.1.2 of the Florida Building Code, 5th Edition (2014) Energy Conservation Volume.
- k. Mortgage Maximums: The maximum appraised value for is \$160,000. The total of the existing first mortgage and the SHIP mortgage cannot exceed \$160,000.00 excluding approved closing cost. Approved closing costs are those costs that are normal and customary in closing a first or second Real Estate mortgage. This specifically excludes any costs associated with any debt consolidation, pay down of debt or any existing debt or judgments payoff other than an existing mortgage encumbering the property. Sales price and or value as defined in FS 420.9071

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- a. Summary of Strategy: Assist applicants with the emergency repair of their primary residence.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very Low
- d. Maximum award: \$10,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Assistance is provided in the form of a grant and therefore not subject to recapture.
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria: In addition to meeting income eligibility requirements, recipients must meet certain other criteria listed in General Provisions. Applicants will be ranked according to the following point criteria. Eligible clients with the highest points will be served first subsequent to Section I, V, Special Needs.

<u>Age of Applicant</u>		<u>Family Income</u>	
Over 60	6 points	AFDC or SSI Recipient	6 points
Child under 12 in the Household	6 points	Below federal poverty level	6 points
<u>Health of Applicant</u>		<u>Served Previously</u>	
Special Needs (as defined in Chapter 67-37.002(21) F.A.C.	6 points	For each occurrence within the previous five (5) years	-3 points

- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Properties must meet eligibility requirements as outlined in the SHIP program listed in General Provisions.



- i. Project Delivery Costs: Inspection Fee to the SHIP Administrator for job inspections performed by the Housing Estimator. Blower Door Testing (if applicable) fee as required per Section R402.4.1.2 of the Florida Building Code, 5th Edition (2014) Energy Conservation Volume.
- j. Property taxes and mortgage payments must be current as evidenced by paid tax receipts or an estoppel letter from the mortgage holder.
- k. Property ownership must be established and documentation furnished for the SHIP Administrator at the time of application.

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- a. Summary of Strategy: Assistance applicants following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP disaster funds may be used for items such as, but not limited to:
 - 1. Purchase of emergency supplies for eligible households to weatherproof damaged homes;
 - 2. Interim repairs to avoid further damage; tree and debris removal required to make the individual housing unit habitable;
 - 3. Construction of wells or repair of existing wells where public water is not available;
 - 4. Payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies;
 - 5. Security deposit for eligible recipients that have been displaced from their homes due to disaster;
 - 6. Rental assistance for eligible recipients that have been displaced from their homes due to disaster.
 - 7. Strategies included in the approved LHAP that benefit applicants directly affected by the declared disaster.

8. Other activities as proposed by the counties and eligible municipalities and approved by Florida Housing.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
 - c. Income Categories to be served: Very Low, Low, Moderate
 - d. Maximum award: \$10,000
 - e. Terms:
 1. Repayment loan/deferred loan/grant: All SHIP funds provided to eligible households will be in the form of a grant and not subject to recapture.
 2. Interest Rate: N/A
 3. Years in loan term: N/A
 4. Forgiveness: N/A
 5. Default: N/A
 6. Recipient Selection Criteria: First qualified, first served. Priority shall be given to individuals or households that qualify as Special Needs defined by Section 393.063 Florida Statutes, Section 420.0004(5) Florida Statutes, Section 420.0004(7) Florida Statutes, and Section 401.1451(13) Florida Statutes.
 7. Sponsor/Developer Selection Criteria: N/A
 8. Additional Information: Properties must meet eligibility requirements as outlined in the SHIP program listed in General Provisions.
 - f. Project Delivery Costs: Inspection Fee to the SHIP Administrator for job inspections performed by the Housing Estimator. Blower Door Testing (if applicable) fee as required per Section R402.4.1.2 of the Florida Building Code, 5th Edition (2014) Energy Conservation Volume.
 - g. Property taxes and mortgage payments must be current as evidenced by paid tax receipts or an estoppel letter from the mortgage holder.
 - h. Property ownership must be established and documentation furnished for the SHIP Administrator at the time of application.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

- A. Name of the Strategy: **Expedited Permitting**
Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects.

The current permitting process for Columbia County should be retained until the case load increases to such a degree that a backlog is experienced. The County currently issues approximately 600 permits per year. The County believes that a backlog would be experienced when more than 1,200 permits are issued per year. In accordance with the Policy of the Housing Element of the County's Comprehensive Plan, this includes the continued refining and streamlining of the existing development approval process, plus expedited plan reviews and inspections, explanatory brochures and computer programs to further refine the existing one-stop permitting and development review process and reduce the financing cost for developers.

The County takes all steps necessary not to delay the review of affordable housing developments, and should review delays begin to occur, the County institutes the practice of reviewing the affordable housing development first. This will occur when more than 1,200 permits are received per year.

The Planning and Zoning Commission will conduct a second meeting a month to accommodate specific affordable housing projects brought forth by planning and development, if they are unable to meet the regular meeting schedule.

No delays have been experienced in Columbia County's permitting procedures.

- B. Name of the Strategy: **Ongoing Review Process**
An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.
- a. Established policy and procedures: The current ongoing process of review allows the county to review any policy, procedure, ordinance, regulation, or plan revision that may increase the cost of housing prior to its adoption.
 - b. The County Building Department has the responsibility of performing the review procedure. The staffs review the action and prepare a written report with recommendations prior to the adoption of the plan. The staffs' review will consider the following:



1. Will the action increase the cost of development? If so, approximate cost. Explain how increased cost is worth negative impact on housing cost.
2. Will the action increase the time of approval? If so, how does benefit of this increase in approval time compare with the impact on housing costs?
3. Does the action increase the long term development cost? If so, how do the increased cost compare with the benefits of the action?

According to the Assistant County Coordinator, there were no new ordinances or policy changes which might affect the cost of housing.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance: (If changed from the original creating ordinance) (N/A)
- G. Interlocal Agreement (N/A)
- H. Subordination Agreement Policies

LHAP 2009-001

Exhibit A

Revised: 6/2016

(Local Government name)

Columbia County

Fiscal Year: 2017-2018		
	\$	444,338.00
Salaries and Benefits	\$	
Office Supplies and Equipment	\$	
Travel Per diem Workshops, etc.	\$	
Advertising	\$	
Other*	\$	
Total	\$	444,338.00
Fiscal Year: 2018-2019		
Estimated Allocation for Calculating:	\$	444,338.00
Salaries and Benefits	\$	
Office Supplies and Equipment	\$	
Travel Per diem Workshops, etc.	\$	
Advertising	\$	
Other*	\$	
Total	\$	444,338.00
Fiscal Year 2019-2020		
Estimated Allocation for Calculating:	\$	444,338.00
Salaries and Benefits		
Office Supplies and Equipment	\$	
Travel Per diem Workshops, etc.	\$	
Advertising	\$	
Other*	\$	
Total	\$	444,338.00

*All "other" items need to be detailed here and are subject to review and approval by the SHIP review committee. Project Delivery Costs that are outside of administrative costs are not to be included here, but must be detailed in the LHAP main document.

Details:

Exhibit B
Timeline for SHIP Expenditures

Columbia County, FL affirms that funds allocated for these fiscal years will meet the following deadlines:

Fiscal Year	Encumbered	Expended	1 st Year AR	2 nd Year AR	Closeout AR
2017-2018	6/30/2019	6/30/2020	9/15/2018	9/15/2019	9/15/2020
2018-2019	6/30/2020	6/30/2021	9/15/2019	9/15/2020	9/15/2021
2019-2020	6/30/2021	6/30/2022	9/15/2020	9/15/2021	9/15/2022

If funds allocated for these fiscal years is not anticipated to meet any of the deadlines in the table above, Florida Housing Finance Corporation will be notified according to the following chart:

Fiscal Year	Funds Not Encumbered	Funds Not Expended	1 st Year AR Not Submitted	2 nd Year AR Not Submitted	Closeout AR Not Submitted
2017-2018	3/30/2019	3/30/2020	6/15/2018	6/15/2019	6/15/2020
2018-2019	3/30/2020	3/30/2021	6/15/2019	6/15/2020	6/15/2021
2019-2020	3/30/2021	3/30/2022	6/15/2020	6/15/2021	6/15/2022

Requests for Expenditure Extensions (close-out year ONLY) must be received by FHFC by June 15 of the year in which funds are required to be expended. The extension request shall be emailed to robert.dearduff@floridahousing.org and terry.auringer@floridahousing.org and include:

1. A statement that "Columbia County, FL requests an extension to the expenditure deadline for fiscal year _____."
2. The amount of funds that is not expended.
3. The amount of funds that is not encumbered or has been recaptured.
4. A detailed plan of how/when the money will be expended.

Note: an extension to the expenditure deadline (June 30) does not relieve the requirement to submit (September 15) the annual report online detailing all funds that have been expended. Please email terry.auringer@floridahousing.org when you are ready to "submit" the AR.

Other Key Deadlines:

AHAC reports are due for each local government the same year as the local government's LHAP being submitted. Local governments receiving the minimum or less allocation are not required to report.

FLORIDA HOUSING FINANCE CORPORATION
HOUSING DELIVERY GOALS CHART
2017-2018

Please check applicable box	
New Plan:	X
Amendment:	
Fiscal Yr. Closeout:	

Name of Local Government: Columbia County

Estimated Funds: \$444,338.00

Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	A	B	C	D	E	F
								New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
10	New Construction			1	\$18,000	3	\$12,000	\$54,000.00			\$54,000.00	12.15%	4
1	Purchase Assist w/ Rehab			2	\$18,000	4	\$12,000		\$84,000.00		\$84,000.00	18.90%	6
6	Emergency Repair	14	\$10,000	13	\$10,000				\$261,949.00		\$261,949.00	58.95%	27
5	Disaster Repair/Mitigation										\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	14		16		7		\$54,000.00	\$345,949.00	\$0.00	\$399,949.00	90.01%	37
	RENTAL STRATEGIES	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	MI Units	Max. SHIP Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
	Not applicable										\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownersh	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
	Administration Fees											0.00%	
	Admin. From Program Income										\$44,439.00	10.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Ad	14		16		7		\$54,000.00	\$345,949.00	\$0.00	\$444,388.00	100.01%	37
	Percentage Construction/Re	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.										90%	
	Maximum Allowable Purchase Price:							New	Existing				
	Allocation Breakdown	Amount	%										
	Very-Low Income	\$147,970.42	33.3%										
	Low Income	\$167,978.58	37.8%										
	Moderate Income	\$84,000.00	18.9%										
	TOTAL	\$399,949.00	90.0%										
	Projected Program Income:		Max Amount Program Income For Admi	\$0.00									
	Projected Recaptured Funds:												
	Distribution:												
	Total Available Funds:		\$0.00										

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART 2018-2019											LHAP Exhibit C		
											Please check applicable box		
											New Plan:	X	
											Amendment:		
											Fiscal Yr. Closeout:		
Name of Local Government:		Columbia County					Estimated Funds:		\$444,338.00				
Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text.)	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	Without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
10	New Construction			1	\$18,000	3	\$12,000	\$54,000.00			\$54,000.00	12.15%	4
1	Purchase Assist w/ Rehab			2	\$18,000	4	\$12,000		\$84,000.00		\$84,000.00	18.90%	6
6	Emergency Repair	14	\$10,000	13	\$10,000				\$261,949.00		\$261,949.00	58.95%	27
5	Disaster Repair/Mitigation										\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	14		16		7		\$54,000.00	\$345,949.00	\$0.00	\$399,949.00	90.01%	37
RENTAL STRATEGIES		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	Without Construction	Total	Total	Total
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
	Not applicable										\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 2 (Non-Home Ownersh	0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
	Administration Fees											0.00%	
	Admin. From Program Income										\$44,439.00	10.00%	
	Home Ownership Counseling											0.00%	
	GRAND TOTAL												
	Add Subtotals 1 & 2, plus all Ad	14		16		7		\$54,000.00	\$345,949.00	\$0.00	\$444,388.00	100.01%	37
	Percentage Construction/Re	Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									90%		
	Maximum Allowable												
	Purchase Price:							New		Existing			
	Allocation Breakdown	Amount		%				Projected Program Income:		Max Amount Program Income For Admi		\$0.00	
	Very-Low Income	\$147,970.42		33.3%				Projected Recaptured Funds:					
	Low Income	\$167,978.58		37.8%				Distribution:					
	Moderate Income	\$84,000.00		18.9%				Total Available Funds:		\$0.00			
	TOTAL	\$399,949.00		90.0%									

FLORIDA HOUSING FINANCE CORPORATION HOUSING DELIVERY GOALS CHART 2019-2020											Please check applicable box		
											New Plan:	X	
											Amendment:		
											Fiscal Yr. Closeout:		
Name of Local Government:		Columbia County					Estimated Funds:		\$444,338.00				
Code	HOME OWNERSHIP STRATEGIES (strategy title must be same as the title used in plan text)	VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	A	B	C	D	E	F
		Units	Award	Units	Award	Units	Award	New Construction SHIP Dollars	Rehab/Repair SHIP Dollars	without Construction SHIP Dollars	Total SHIP Dollars	Total Percentage	Total Units
10	New Construction			1	\$18,000	3	\$12,000	\$54,000.00			\$54,000.00	12.15%	4
1	Purchase Assist w/ Rehab			2	\$18,000	4	\$12,000		\$84,000.00		\$84,000.00	18.90%	6
6	Emergency Repair	14	\$10,000	13	\$10,000				\$261,949.00		\$261,949.00	58.95%	27
5	Disaster Repair/Mitigation										\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
	Subtotal 1 (Home Ownership)	14		16		7		\$54,000.00	\$345,949.00	\$0.00	\$399,949.00	90.01%	37
RENTAL STRATEGIES		VLI	Max. SHIP	LI	Max. SHIP	MI	Max. SHIP	New Construction	Rehab/Repair	without Construction	Total	Total	Total
		Units	Award	Units	Award	Units	Award	SHIP Dollars	SHIP Dollars	SHIP Dollars	SHIP Dollars	Percentage	Units
Not applicable											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
											\$0.00	0.00%	0
Subtotal 2 (Non-Home Ownership)		0		0		0		\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0
Administration Fees												0.00%	
Admin. From Program Income											\$44,439.00	10.00%	
Home Ownership Counseling												0.00%	
GRAND TOTAL													
Add Subtotals 1 & 2, plus all Adm		14		16		7		\$54,000.00	\$345,949.00	\$0.00	\$444,388.00	100.01%	37
Percentage Construction/Reh:		Calculate Constr./Rehab Percent. by adding Grand Total Columns A&B, then divide by Annual Allocation Amt.									90%		
Maximum Allowable													
Purchase Price:									New	Existing			
Allocation Breakdown		Amount		%				Projected Program Income:		Max Amount Program Income For Admi		\$0.00	
Very-Low Income		\$147,970.42		33.3%				Projected Recaptured Funds:					
Low Income		\$167,978.58		37.8%				Distribution:					
Moderate Income		\$84,000.00		18.9%				Total Available Funds:		\$0.00			
TOTAL		\$399,949.00		90.0%									

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Local Government or Interlocal Entity: Columbia County, FL

Certifies that:

- (1) The availability of SHIP funds will be advertised pursuant to program requirements in 420.907-420.9079, Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, color, national origin, sex, handicap, familial status, or religion.
- (3) A process to determine eligibility and for selection of recipients for funds has been developed.
- (4) Recipients of funds will be required to contractually commit to program guidelines and loan terms.
- (5) Florida Housing will be notified promptly if the local government /interlocal entity will be unable to comply with any provision of the local housing assistance plan (LHAP).
- (6) The LHAP provides a plan for the encumbrance of funds within twelve months of the end of the State fiscal year in which they are received and a plan for the expenditure of SHIP funds including allocation, program income and recaptured funds within 24 months following the end of the State fiscal year in which they are received.
- (7) The LHAP conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the LHAP.
- (8) Amendments to the approved LHAP shall be provided to the Florida Housing for review and/or approval within 21 days after adoption.
- (9) The trust fund exists with a qualified depository for all SHIP funds as well as program income or recaptured funds.
- (10) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (11) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements (CAFR). An electronic copy of the CAFR or a hyperlink to the document shall be provided to Florida Housing by June 30 of the applicable year.
- (12) Evidence of compliance with the Florida Single Audit Act, as referenced in Section 215.97, F.S.

shall be provided to Florida Housing by June 30 of the applicable year.

- (13) SHIP funds will not be pledged for debt service on bonds.
- (14) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (15) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to serve eligible persons.
- (16) Rental Units constructed or rehabilitated with SHIP funds shall be monitored for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e). To the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility.
- (17) The LHAP meets the requirements of Section 420.907-9079 FS, and Rule Chapter 67-37 FAC.
- (18) The provisions of Chapter 83-220, Laws of Florida have not been implemented (except for Miami-Dade County).

Witness

Witness

Ronald Williams, Chairman
Columbia County
Board of County Commissioners

Date

OR

Attest:
(Seal)

RESOLUTION #: 2017R-5

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, COLUMBIA COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *section 420.9075, F.S.* It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Economic and Community Development Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for Columbia County, FL to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, COLUMBIA COUNTY, FLORIDA that:

Section 1: The Board of County Commissioners, Columbia County, FL hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2017/2018, 2018/2019, 2019/2020.

Section 2: The County Manager is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2017.

Ronald Williams, Chairman
Columbia County
Board of County Commissioners

(SEAL)

ATTEST:

County Clerk

COLUMBIA COUNTY SHIP
SUBORDINATION AGREEMENT POLICY

The SHIP Administrator will review the terms of the subordination request based on the following criteria and recommend approval by the Columbia County Board of County Commissioners. The Board of County Commissioners will make the ultimate decision.

1. The new loan/mortgage cannot be greater than the original loan/mortgage obtained to purchase the home.
2. The interest rate must be the same or less than the original interest rate.
3. Payments must still meet the Home Ownership Affordability criteria.
4. Loan Consolidations are not allowed.
5. There can be no cash back to the borrower.
6. Payments may not be higher than the original payments unless the term is being reduced and the Home Ownership Affordability criteria are met.



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 7, 2017 Meeting Date: March 16, 2017

Name: Clint Pittman Department: Landscape Department

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Request to transfer donated funds from South Columbia Sports Park and Fort White Babe Ruth Baseball, Inc., to assist in purchase of zero turn machine for South Columbia Sports Complex. BA 17-32; total amendment \$10,375.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [] N/A [] Yes Account No. [X] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 17-32 Fund: 001-GENERAL FUND

Table with 3 columns: FROM, TO, AMOUNT. FROM: 001-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS TO: 001-3710-537.60-64 CAPITAL OUTLAY / EQUIPMENT PURCHASES AMOUNT: \$10,375.00

For Use of County Manger Only:

[X] Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memorandum

March 8, 2017

To: Ben Scott, County Manager
Kevin Kirby, Operations Manager

From: Clint Pittman, Landscape & Parks Director *CPD*

Re: Fort White Equipment

As you are aware, I have a very limited amount of funds for equipment purchases and having said that it would not have been possible to purchase the ABI infield unit needed for the Fort White Complex. The South Columbia Sports Park and Fort White Babe Ruth Baseball stepped up and donated the majority of funds needed, which allows me to stay within budget. This is a great example of organizations giving back to help with the maintenance of the facility they use. Listed below is the breakdown of the needed equipment.

Unit Cost	\$19,109.81
Donation: South Columbia Sports Park	6,374.67
Donation: Fort White Babe Ruth	4,000.00
County Budgeted Equipment	8,735.14

This information is provided to go with the budget amendment request to place donated funds into my equipment line item.

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.
AND THIRD THURSDAY AT 5:30 P.M.

P. O. BOX 1529 ▼

LAKE CITY, FLORIDA 32056-1529 ▼

PHONE (386) 755-4100



ABI Attachments, Inc.
520 S Byrkit Ave
Mishawaka IN 46544
United States

Quote

#QO270608

ID #: 250852 Columbia County, 02/22/2017
of

Bill To

Columbia County
PO Box 1529
Lake City FL 32056
United States

Ship To
Columbia County Road Department
Clint Pittman
386-719-7545
607 NW Quinter St
Lake City FL 32055
United States
386-719-7545 clint_pittman@columbiacountyfla.com

Product Specialist **Payment Method** **Quote Expiration**
1st: Brian Heinsohn, 2nd: 03/25/2017

Shipping Method **Freight Accessorials**
Blue Grace - SAIA - Call Ahead -

Quantity	Item	Weight	Amount
1	ABI-S360 ABI Force - 18hp Zero Turn Machine (w/Hydraulic Spring Mid-Mount System, Rippers, & Multi-function Rake) (Base Unit)	1,350	\$15,500.00
1	ABI-S360SPTRF .ABI FORCE SPORTS TURF DECAL	0	\$0.00
1	IR-PB .Profile Blades For ABI Force & Infield Rascal (Set of 2 Blades)	42	\$195.00
1	IR-VFD-5-3800 .VibraFlex 5' Infield Drag 3800	75	\$495.00
1	10-99029 .ABI Force Mini-Box Blade (Solid) Complete	80	\$275.00
1	IR-RGDRGMTLVBR .Rigid Drag Mat & Level Bar for Infield Rascal/Force 6'	70	\$345.00
1	FRCREHYDLFT .Rear Hydraulic Lift for the ABI Force	50	\$445.00
1	80911 .ABI Force Aerator Head Attachment (Plugger)	300	\$1,695.00

Product Subtotal	\$18,950.00
Shipping Charge	\$319.62
Premium Freight Discount (-)	(\$159.81)
Tax Total (%)	\$0.00

Total \$19,109.81

Notes

South Columbia Sports Complex

Special Notice

Thank you for your interest! All payments must be received in US dollars. Payment in full before shipment is required unless otherwise approved for financing through one of our partners, or approved for corporate/government terms with ABI. If state and local sales or use taxes are not included on your quote, you may still be responsible to pay taxes on this purchase. Please consult with your tax advisor or the Department of Revenue for any tax liabilities. Review the "Freight Assessorials" section above to ensure appropriate offloading services have been ordered for your situation. Additional services may increase costs. All orders are subject to management approval. Product(s) sold with condition of stated limited warranties, standard return policy, and (when applicable) a conditional money back guarantee. Return Policy: abiattachments.com/policy/return/ If you have questions about this quote, please call your product specialist at 877-738-7253.



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 9, 2017 Meeting Date: March 16, 2017

Name: Kevin Kirby Department: Public Works Department

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Permission to enter and perform work on private property.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

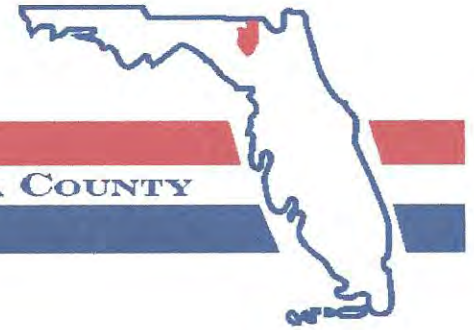
Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: March 9, 2017

To: Ben Scott, County Manager

From: Kevin Kirby, Assistant County Manager 

RE: Entering Private Property

I am requesting permission to enter private property known as the Columbia County Fairgrounds for the purpose of downed tree removal.

During the recent storm in February the tree was uprooted. The Fair Association has requested our assistance.





7

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

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Today's Date: March 7, 2017 Meeting Date: March 16, 2017

Name: Kevin Kirby Department: Public Works Department

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Utility permit from City of Lake City Utilities for extending a 2" PVC poly tubing water line west approx. 100', 4' deep on SE Vet Loop.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. _____
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____ Fund: _____

FROM: _____ TO: _____ AMOUNT: _____

For Use of County Manger Only:

Consent Item Discussion Item

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
UTILITY PERMIT**

Date: 3-3-2017 Permit No. _____ County Road SE Vet Loop Section No. 34-3S-17

Permittee City of Lake City Utilities Department

Address 692 SW St. Margaret's St., Lake City, fl Telephone Number 386-758-5449

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain Extend a 2" PVC Poly tubing Water line west approx. 100', 4' deep on SE Vet Loop.

FROM: 117 SE Vet Loop TO: 241 SE Vet Loop

Submitted for the Utility Owner by: Paul Dyal, Exec. Dir. of Utilities, City of Lake City
Typed Name & Title Signature Date

1. Permittee declares that prior to filing this application it has determined the location of all existing utilities, both aerial and underground and the accurate locations are shown on the plans attached hereto and made a part of this application. Proposed work is within corporate limits of Municipality: YES () NO (). If YES: LAKE CITY () FORT WHITE (). A letter of notification was mailed on 2-22-2017 to the following utility owners FPL, Windstream, AT&T Dist., City of Lake City Utils, Lake City Natural Gas, Comcast Cable Comm.

2. The Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work. The Public Works Director is Kevin Kirby, located at 533 NW Quinten Street, Lake City, Fl. Telephone Number 386-719-1019. The PERMITTEE's employee responsible for Maintenance of Traffic is Kevin Parloti Telephone Number 386-758-5456 (This name may be provided at the time of the 24 hour notice to starting work.)

3. This PERMITTEE shall commence actual construction in good faith within 90 days after issuance of permit, and shall be completed within 180 days after permitted work has begun. If the beginning date is more than 60 days from date of permit approval, then PERMITTEE must review the permit with the Columbia County Public Works Director to make sure no changes have occurred in the transportation facility that would affect the permitted construction.

4. The construction and maintenance of such utility shall not interfere with the property and rights of a prior PERMITTEE.

5. It is expressly stipulated that this permit is a license for permissive use only and that the placing of utilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

6. Pursuant to Section 337-403(1), Florida Statutes, whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facility as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities and appurtenances authorized hereunder, shall be immediately removed from said transportation facility or reset or

relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Columbia County, Florida from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including pacing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended for highways.

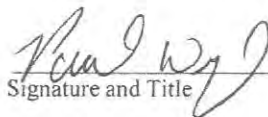
10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between 117 SE Vet Loop and 241 SE Vet Loop within the County's right of way as set forth above. PERMITTEE, as its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.

11. Special instructions: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inches (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: _____

It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these specialist instructions.

Submitted By: Paul Dyal, Exec. Dir. of Utilities, City of Lake City
Permittee

 Dir. of Utilities
Signature and Title

Place Corporate Seal

Attested

Utilities Permit
Page three
Revised: 8/17/00

Recommended for Approval:

Signature: _____ 

Title: _____ ASS County Manager

Date: _____ 03-07-17

Approval by Board of County Commissioners, Columbia County, Florida:

YES () NO ()

Date Approved: _____

Chairman's Signature: _____

*Rec'd
3-8-17*

Vet Loop Extension



General
1.
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Drawn By: k. Hizer

SEAL

Approved By: Brian Scott

City of Lake City
Engineering & GIS Division
692 SW St. Margarets St.
Lake City, FL. 32025

Revisions:



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COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 1, 2017 Meeting Date: March 16, 2017

Name: Kevin Kirby Department: Public Works Department

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Utility permit from Comcast for the purpose of placing 311' of U/G CATV facilities along SW Finley Little Lane.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [] Yes Account No. [] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item

**COLUMBIA COUNTY BOARD OF COUNTY COMISSIONERS
UTILITY PERMIT**

Date: 2-28-2017 Permit No. _____ County Road SW FINLEY LITTLE LN Section No. _____

Permittee COMCAST (ASHLEY MCCABE)

Address 7666 BLANDING BLVD Telephone Number (904)777-9052 ext 258

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain PLACE 311' OF U/G CATV FACILITIES ALONG SW FINLEY LITTLE LN.(SEE PLANS)

FROM: NE OF SW FINLEY LITTLE LN TO: NW OF SW FINLEY LITTLE LN

Submitted for the Utility Owner by: ASHLEY MCCABE
Typed Name & Title Signature Date

1. Permittee declares that prior to filing this application it has determined the location of all existing utilities, both aerial and underground and the accurate locations are shown on the plans attached hereto and made a part of this application. Proposed work is within corporate limits of Municipality: YES () NO (). If YES: LAKE CITY () FORT WHITE (). A letter of notification was mailed on _____ to the following utility owners ATT

2. The Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work. The Public Works Director is _____, located at _____ Telephone Number _____. The PERMITTEE's employee responsible for Maintenance of Traffic is _____ Telephone Number _____ (This name may be provided at the time of the 24 hour notice to starting work.)

3. This PERMITTEE shall commence actual construction in good faith within 30 days after issuance of permit, and shall be completed within 60 days after permitted work has begun. If the beginning date is more than 60 days from date of permit approval, then PERMITTEE must review the permit with the Columbia County Public Works Director to make sure no changes have occurred in the transportation facility that would affect the permitted construction.

4. The construction and maintenance of such utility shall not interfere with the property and rights of a prior PERMITTEE.

5. It is expressly stipulated that this permit is a license for permissive use only and that the placing of utilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

6. Pursuant to Section 337-403(1), Florida Statutes, whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facility as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities and appurtenances authorized hereunder, shall be immediately removed from said transportation facility or reset or

relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Columbia County, Florida from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including pacing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended for highways.

10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between _____ and _____ within the County's right of way as set forth above. PERMITTEE, as its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.


11. Special instructions: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inches (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: _____

It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these specialist instructions.

Submitted By: **ASHLEY MCCABE**
Permittee

Place Corporate Seal


Digitally signed by ASHLEY
Date: 2017.02.09 13:08:23 -05'00'
Signature and Title

Attested

Utilities Permit
Page three
Revised: 8/17/00

Recommended for Approval:

Signature: 

Title: ASS County Manager

Date: 03-01-17

Approval by Board of County Commissioners, Columbia County, Florida:

YES () NO ()

Date Approved: _____

Chairman's Signature: _____

*Rec'd
2-28-17*

BINDING SPACE

COMCAST
PROFESSIONAL AND CONSULTING
5934 Richard St
Jacksonville, FL 32216

NOTES
TRAFFIC CONTROL SHALL COMPLY WITH FEDERAL MANUAL
ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND
F.O.T. DESIGN STANDARD #NO. 600.

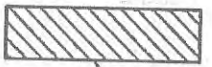
COLUMBIA COUNTY, FL RIGHT-OF-WAY PERMIT

SUBJECT: PROPOSED ADJACENT CANTY
LITTLE LN.
PROPOSED ADJACENT CANTY
LITTLE LN.
COLUMBIA COUNTY, FLORIDA
SHEET NO.: 1 OF 5
DATE: 02/27/2017
MAP: LC021
DRAFTED BY: J. COMPTON

PROJECT TOTALS
PROP BURIED CATV: 311
PROP. ON CATV: 0
TOTAL PROP. CATV: 311 (0.00MI)

225 SW FINLEY LITTLE LN
COUNTY PERMIT
COVER

SITE MAP
SCALE: NONE



JOB SITE



**225 SW FINLEY LITTLE LN
COUNTY PERMIT
NOTES & TYPICALS**

BINDING SPACE

COLUMBIA COUNTY U/G NOTES

ALL PROPOSED CONSTRUCTION WILL BE PER COLUMBIA COUNTY SPECIFICATIONS AS WELL AS ALL MESC SAFETY CODES.
 ALL PROPOSED CATV WILL BE WITHIN THE COLUMBIA COUNTY RIGHT-OF-WAY.
 ALL PROPOSED UNDERGROUND CATV WILL BE BURIED A MINIMUM OF 30" DEEP. EXCEPT BORES 36" DEEP. NOTIFICATIONS TO ALL UTILITIES INVOLVED WILL BE MADE PRIOR TO CONSTRUCTION.
 LOCATES WILL BE REQUIRED IN ALL PROPOSED UNDERGROUND AREAS AT LEAST 48 HRS. PRIOR TO CONSTRUCTION.
 ALL PROPOSED UNDERGROUND CATV ROAD BORES WILL USE COUNTY APPROVED DIRECTIONAL BORE MACHINE, AS WELL AS COUNTY APPROVED CONDUIT.
 ALL PROPOSED CATV DIRECTIONAL BORES WILL EXTEND A MINIMUM OF 5' BEYOND THE EDGE OF PAVEMENT.
 ALL PROPOSED CATV DRIVEWAY BORES WILL EXTEND A MINIMUM OF 2' BEYOND THE EDGE OF PAVEMENT.



**COLUMBIA COUNTY, FL
RIGHT-OF-WAY PERMIT**

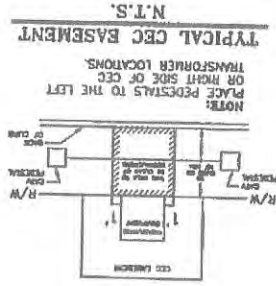
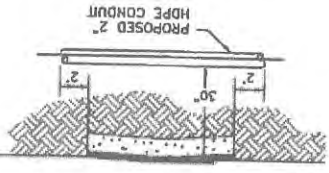
SUBJECT: 225 SW FINLEY LN
 PROPOSED ADRN. CATV FACILITIES ON SW FINLEY LITTLE LN
 COUNTY: COLUMBIA
 STATE: FLORIDA
 SHEET NO.: 2 OF 5
 DATE: 02/27/2017
 MAP: LCO21
 CONTACT: ASHLEY MCCABE
 DRAFTED BY: J. COMPTON

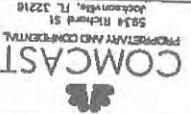
LEGEND

POWER POLE	---X---
JOINT USE TRANSFORMER POLE	---XX---
PHONE POLE	---O---
CATV POLE	---O---
STEEL POLE	---O---
CONCRETE POLE	---O---
JOINT USE POLE	---O---
R/SER	---O---
ANCHOR	---O---
OVERHEAD CTV	---O---
CATV FIBER WALK	---O---
TRAFFIC SIGNAL VAULT	---O---
TRAFFIC SIGNAL POLE	---O---
TRAFFIC SIGNAL BOX	---O---
CROSS SECTION REFERENCE	---O---
AGUAL FOOTAGE	---O---
U/G FOOTAGE	---O---
REFERENCE POINT	---O---
STORM DRAIN	---O---
BORE	---O---
SMALT/DIACH	---O---
GUARD RAIL	---O---
FENCE LINE	---O---
PROPOSED OVERHEAD CATV	---O---
EXISTING OVERHEAD CATV	---O---
EXISTING BURIED CATV	---O---
OVERHEAD ELECTRIC	---O---
BURIED ELECTRIC	---O---
GAS	---O---
OVERHEAD TELEPHONE	---O---
BURIED TELEPHONE	---O---
STORM SEWER	---O---
WATER	---O---
CENTERLINE	---O---
EDGE OF PAVEMENT	---O---
BACK OF CURB	---O---
RIGHT OF WAY	---O---

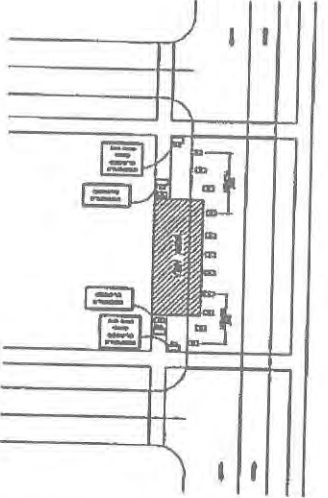
ALL UTILITIES LOCATED BY VISUAL INSPECTION, TO BE VERIFIED BY LOCATES.
 EOT REPRESENTS EDGE OF TRAVEL NOT TRUE EDGE OF PAVEMENT.
 E/P REPRESENTS THE TRUE EDGE OF PAVEMENT.
 EOD REPRESENTS THE EDGE OF DIRT.
 HAND DIG TRENCHES 36" DEEP ACROSS DIRT ROAD.

**TYPICAL DRIVEWAY
DIRECTIONAL BORE
N.T.S.**





PROPERTY AND COMMUNITY
5034 Richard St
Jacksonville, FL 32216



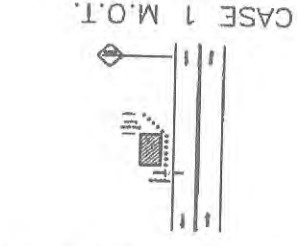
MID-BLOCK SIDEWALK CLOSURE

- GENERAL NOTES**
1. ONLY THE SPACES CONTROLLING PESTERIAL FLOWS ARE SHOWN ON THESE PLANS. OTHER SPACES WILL BE NEEDED TO CONTROL TRAFFIC ON STREETS.
 2. TEMPORARY SIGNAGE SHALL BE A MINIMUM OF 4" HIGH AND LEFT SIDE OF ANY OBSTRUCTION AND MATERIALS SUCH AS HOLES, DEBRIS, ETC. (FOR DETAILS SEE WORK BOOK).
 3. POST SIGNAGE SHALL BE LOCATED NEAR OR ADJACENT TO A SIDEWALK OR TO THE SIDEWALK.
 4. THE PRIMARY COUNTY PERMITTEE RESPONSIBLE FOR PERMITTING SHALL HAVE AN ALTERNATE ROUTE IS NOT FEASIBLE. CONTRACTOR SHALL PROVIDE AN ALTERNATE ROUTE FOR THE VEHICLES TO TRAVEL THROUGH THE WORK ZONE WHICH SIGNAGE IS CLOSED.
- CONDITIONS**
- IF ANY VEHICLE EQUIPMENT BEING OPERATED ON THESE ACTIVITIES EXCEEDS OR IS MORE THAN 50 GALLONS.

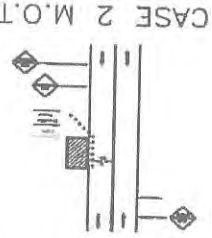
COLUMBIA COUNTY, FL
RIGHT-OF-WAY PERMIT

SUBJECT: PROPOSED ADJUTAL CAVY LITTLE LN.
225 SW FINLEY LN
COLUMBIA COUNTY, FLORIDA
SHEET NO.: 3 OF 3
DATE: 02/27/2017
CONTACT: ASHLEY MCCRAY
MAP: LC021
DRAWN BY: J. COMPTON

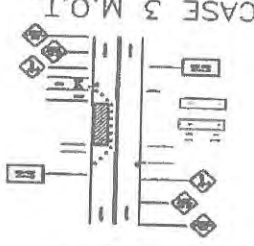
Shoulder Work
(2'-15' From the Edge of Pavement)
(Maintaining two-way traffic in two travel lanes)



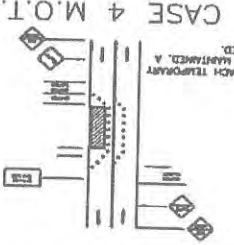
Shoulder Work With Minor Encroachment
(Within 2' of the Edge of Pavement)



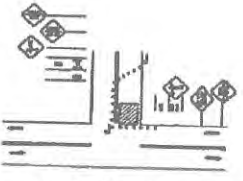
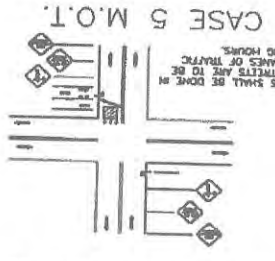
Lane Closure on a Two-Lane Road
(Two Flagger Operation)



Work in Travel Lane of a Minor Urban Street
(Maintaining Two-Way Traffic)



Lane Closure in Advance of an Intersection
(Work Area on the Through Road)



- MAINTENANCE OF TRAFFIC REQUIREMENTS**
1. THE CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 2. PROTECT FROM TRAFFIC AND BARRIERS 700 FT AWAY FROM THE WORK AREA. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 3. CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 4. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 5. PROTECT FROM TRAFFIC AND BARRIERS 700 FT AWAY FROM THE WORK AREA. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 6. CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 7. THE CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 8. THE CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 9. CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 10. CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 11. CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.
 12. CONTRACTOR SHALL MAINTAIN TRAFFIC FLOW THROUGHOUT THE PROJECT. ALL ROAD CROSSINGS SHALL BE DONE IN ACCORDANCE WITH THE MAINTENANCE OF TRAFFIC MANUAL.

TAPER LENGTH CRITERIA

TYPE OF WORK	MINIMUM TAPER LENGTH
ROADWAY WORK	MIN 100 FT
CONSTRUCTION WORK	MIN 150 FT
UTILITY WORK	MIN 75 FT

1-100 FT TAPER LENGTH FOR ALL WORK ON ROADWAY
1-150 FT TAPER LENGTH FOR ALL WORK ON CONSTRUCTION
1-75 FT TAPER LENGTH FOR ALL UTILITY WORK

SIGN SPACING

ROAD TYPE	MINIMUM SIGN SPACING
Interstate/Expressway	1,000
Arterial	500
Collector	300
Local (Two Lane)	150
Local (One Lane)	100



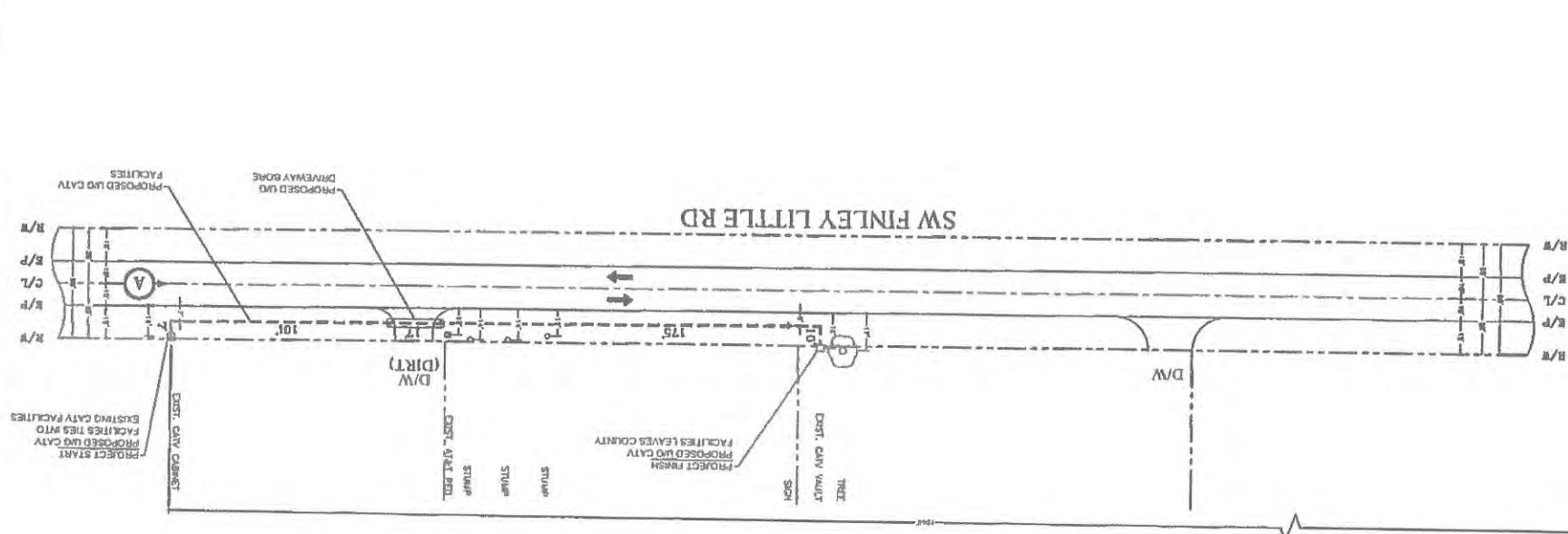
BINDING SPACE

ALFORD PL



COLUMBIA COUNTY, FL RIGHT-OF-WAY PERMIT

SUBJECT: PROPOSED ADRAL CATV FACILITIES ON SW FINLEY LITTLE LN
 COUNTY: COLUMBIA
 STATE: FLORIDA
 SHEET NO.: 4 OF 5
 DATE: 02/27/2017
 MAP: LC021
 CONTACT: ASHLEY MCCABE
 DRAFTED BY: J. COMPTON



C-225



COUNTY PERMIT
PLAN VIEW

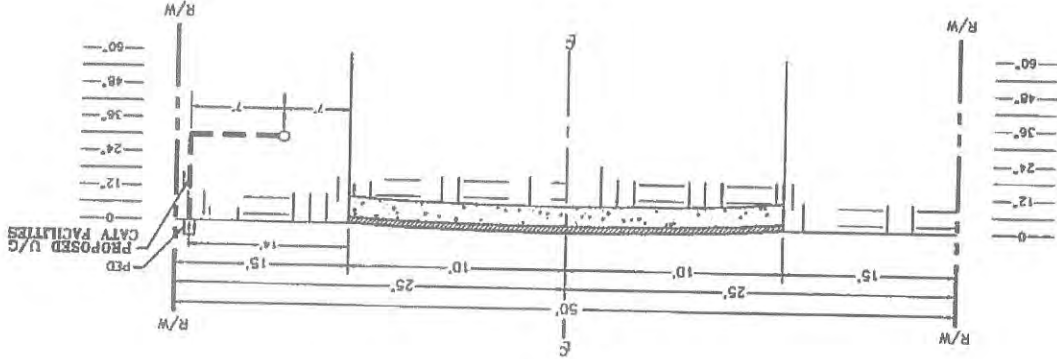
225 SW FINLEY LITTLE LN





COLUMBIA COUNTY, FL RIGHT-OF-WAY PERMIT

SUBJECT: 225 SW FINLEY LN	
COUNTY:	COLUMBIA
STATE:	FLORIDA
SHEET NO.:	5 OF 5
DATE:	02/27/2017
MAP:	LCD21
CONTACT: ASHLEY MCCABE ashley.mccabe@comcast.com	
DRAFTED BY: J. COMPTON	



CROSS SECTION
FROM TAG 'A'
N.T.S.



225 SW FINLEY LITTLE LN
COUNTY PERMIT
PLAN VIEW





9

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 8, 2017 Meeting Date: March 16, 2017

Name: Ray Hill Department: Purchasing

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Approve Final Ranking and the Beginning of Negotiations RFP 2017-D Engineering Services for the North Florida Catalyst Site

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [] N/A [X] Yes Account No. 30420025523031 [] No Please list the proposed budget amendment to fund this request

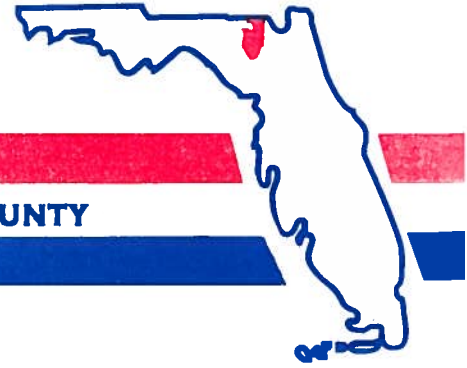
Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: March 8, 2017

To: Board of Commissioners

From: Ray Hill, Purchasing Director

RE: Final Ranking RFP 2017-D Engineering Services NFIP

The evaluation and ranking committee members Scott Ward, Glenn Hunter and Ray Hill met and ranked the proposals for this project. We request approval of the ranking and beginning negotiations with the number one (1) ranked firm, Moore Bass Consulting.

I have attached the evaluation forms and final ranking for your review.

Final Ranking
Engineering Services North Florida Catalyst Site
RFP 2017-D

Columbia County, Florida
 Board of County Commissioners

Firm	Scott Ward	Glenn Hunter	Ray Hill						Final /ranking
Moore Bass Consulting	1	1	1						1
DewBerry/Peble-Rish	2	3	3						3
C H W Professional Cons.	3	2	2						2

EVALUATION SHEET
FOR RANKING PROFESSIONAL ENGINEERING NORTH FL CATALYST SITE
RFP 2017-D

Columbia County, Florida
Board of County Commissioners
Criteria for Ranking:

Firm		Adequacy of Personnel	Firm Experience	Past Experience With Similar Government Clients	References	Current Contracts With Similar Government Clients			Total Score 0-100
Point Value		20	25	20	25	10			
Moore Bass Consulting		20	24	19	25	10			98
DewBerry/Peble-Rish		18	23	17	23	9			90
C H W Professional Con.		19	24	19	24	10			96

Signature of Rater: Glenn J. Hunter

Print Name: GLENN J. HUNTER

3/7/17

EVALUATION SHEET
FOR RANKING PROFESSIONAL ENGINEERING NORTH FL CATALYST SITE
RFP 2017-D

Columbia County, Florida
 Board of County Commissioners
 Criteria for Ranking:

Firm		Adequacy of Personnel	Firm Experience	Past Experience With Similar Government Clients	References	Current Contracts With Similar Government Clients			Total Score 0-100
Point Value		20	25	20	25	10			
Moore Bass Consulting		18	23	18	23	8			90
DewBerry/Peble-Rish		18	23	17	22	0			80
C H W Professional Con.		18	23	16	22	0			79

Signature of Rater: 

Print Name: Scott Ward

**EVALUATION SHEET
FOR RANKING PROFESSIONAL ENGINEERING NORTH FL CATALYST SITE
RFP 2017-D**

Columbia County, Florida
Board of County Commissioners
Criteria for Ranking:

Firm		Adequacy of Personnel	Firm Experience	Past Experience With Similar Government Clients	References	Current Contracts With Similar Government Clients			Total Score 0-100
	Point Value	20	25	20	25	10			
Moore Bass Consulting		20	25	20	25	0			90 1
DewBerry/Peble-Rish		18	20	20	23	0			78 3
C H W Professional Con.		18	23	20	25	0			86 2

Signature of Rater: C. Ray Hill

Print Name: C. Ray Hill 3/4/17

Addendum No.2
2016- 2017 Budget Year
Engineering Services Agreement
Winfield Class III Expansion – Task I
Darabi and Associates, Inc.
Columbia County Board of County Commission

Winfield Class III Landfill

Florida Department of Environmental Protection’s rules concerning Class III Landfill siting and liner requirements have changed, since we received permission for current Class III location. The existing site was grandfathered under the old rules and all Cells within the original site were constructed without the need to justify liner requirements. Now we are pursuing locating the class III in a new area of the Winfield facility as we the current site will be at capacity. The following work scope is the currently budgeted first phase of a 3phase project.

Phase I workscope:

Collect soils, ground water and hydrogeological information from the proposed Class III area, submit plans and documentation to secure DEP approval of the new Class III site. This step is highly recommended prior to spending time of permitting and site commitment.

Lump Sum Cost		\$75,0000.00
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Total This Addendum	Lump Sum	\$75,000.00
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Darabi and Associates, Inc.

Columbia County public Works

Frank Darabi, P.E.
President

Kevin Kirby,
Director



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: February 23, 2017 Meeting Date: March 16, 2017

Name: Ed Lontz Department: Solid Waste Management

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

FDEP - Small County Grant Agreement w/Attachments for FY16/17: Used to assist with the cost of removing litter on County Roads.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [] N/A [X] Yes Account No. 401-5340-534.30-34 [] No Please list the proposed budget amendment to fund this request

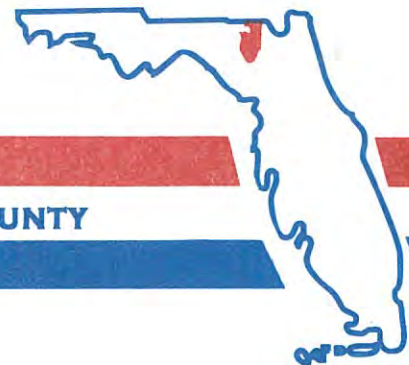
Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

DATE: February 22, 2017
TO: Kevin Kirby, Assistant County Manager
FR: Pam Davis, Asst. Solid Waste Director *Pam Davis*
RE: FY16-17 Small County Consolidated Solid Waste Grant Agreement

Please find attached the above referenced grant agreement along with attachments. This grant is from the Florida Department of Environmental Protection and utilized to assist in the cost of litter removal on county roads. The grant amount is \$90,909.

Upon approval, please have the Chairman execute the contract by signing page (13) and return to our department so that we can submit it electronically.

Please advise if you have any questions regarding this information.

DEP AGREEMENT NO. SC704

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WASTE MANAGEMENT
SMALL COUNTY CONSOLIDATED SOLID WASTE GRANT AGREEMENT
FOR STATE ASSISTANCE UNDER SECTION 403.7095(3), FLORIDA STATUTES
PURSUANT TO LINE ITEM 1674 OF THE FY16-17 GENERAL APPROPRIATIONS ACT

THIS AGREEMENT is entered into pursuant to Section 215.971, Florida Statutes (F.S.), between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, whose address is 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000 (hereinafter referred to as the "Department") and the Columbia County Board of County Commissioners, whose address is 1347 NW Oosterhoudt Lane, Lake City, Fl., 32055 (hereinafter referred to as "Grantee"), a local government, to provide financial assistance for the Columbia County Small County Consolidated Solid Waste Management Grant (herein after referred to as the "Project"). Collectively, the Department and the Grantee shall be referred to as "Parties" or individually as a "Party".

In consideration of the mutual benefits to be derived herefrom, the Department and the Grantee do hereby agree as follows:

1. **TERMS OF AGREEMENT:**

The Grantee does hereby agree to perform in accordance with Chapter 62-716, Florida Administrative Code (F.A.C.), the terms and conditions set forth in this Agreement, **Attachment A, Grant Work Plan**, and all attachments and exhibits named herein which are attached hereto and incorporated by reference. The Grantee acknowledges that receipt of this grant does not imply nor guarantee that a federal, state or local permit will be issued for a particular activity. Further, the Grantee agrees to ensure that all necessary permits are obtained prior to implementation of any Agreement activity that may fall under applicable federal, state or local laws. For purposes of this Agreement, the terms "Grantee" and "Recipient" are used interchangeably.

2. **PERIOD OF AGREEMENT:**

This Agreement shall begin upon execution by both parties and shall remain in effect until September 30, 2017 inclusive. The Grantee shall be eligible for reimbursement for work performed on or after October 1, 2016 through September 30, 2017, or until funds are fully expended, whichever occurs first. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.

3. **FUNDING/CONSIDERATION/INVOICING:**

A. As consideration for the satisfactory completion of services rendered by the Grantee under the terms of this Agreement, the Department shall pay the Grantee on a cost reimbursement basis up to a maximum of \$90,909.00. Award amount determined by 403.7095(3), F.S., and current population data. It is understood that any additional funds necessary for the completion of this Project are the responsibility of the Grantee. The parties hereto understand and agree that this Agreement does not require a match on the part of the Grantee.

B. Prior written approval from the Department's Grant Manager shall be required for changes to this Agreement.

i. A Change Order to this Agreement is required when task timelines within the current authorized Agreement period change, and/or when the cumulative transfer of funds between approved budget categories, as defined in **Attachment A**, are less than ten percent (10%) of the total budget as last approved by the Department. All Change Orders are subject to the mutual agreement of both parties as evidenced in writing.

- ii. A formal Amendment to this Agreement is required for changes which cause any of the following: an increase or decrease in the Agreement funding amount; a change in the Grantee's match requirements; a change in the expiration date of the Agreement; and/or changes to the cumulative amount of funding transfers between approved budget categories, as defined in **Attachment A**, exceeds or is expected to exceed ten percent (10%) of the total budget as last approved by the Department. All Amendments are subject to the mutual agreement of both parties as evidenced in writing.
- C. The Grantee shall be reimbursed on a cost reimbursement basis for all eligible Project costs upon the completion, submittal and approval of each deliverable identified in **Attachment A**, in accordance with the schedule therein.
- i. Reimbursement shall be requested utilizing **Attachment B, Payment Request Summary Form**. To be eligible for reimbursement, costs must be in compliance with laws, rules and regulations applicable to expenditures of State funds, including, but not limited to, the Reference Guide for State Expenditures, which can be accessed at the following web address: http://www.myfloridacfo.com/aadir/reference_guide/. All invoices for amounts due under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Pursuant to Chapter 62-716.310, F.A.C., the Grantee may submit invoices on a monthly or quarterly basis. Invoices shall be submitted within thirty (30) calendar days following the completion of the invoice period. A final payment request should be submitted to the Department no later than sixty (60) calendar days, following the completion date of the Agreement, to assure the availability of funds for payment. All work performed pursuant to **Attachment A** must be performed on or before the completion date of the Agreement, and the subsequent sixty-day period merely allows the Grantee to finalize invoices and backup documentation to support the final payment request.
 - ii. Prohibited costs for reimbursement under this Agreement include:
 - a. Indirect, overhead or administrative costs (excluding fringe benefits);
 - b. Promotional items such as t-shirts and other items promoting the program;
 - c. Vehicles, unless authorized under paragraph 20 of this Agreement; and
 - d. Taxes on services or goods purchased under this Agreement. The Grantee recognizes that the Department is an agency of the State of Florida, which by virtue of its sovereignty is not required to pay any taxes on services or goods purchased under this Agreement. The Department does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The Department will not pay for any personal property taxes levied on the Grantee or for any taxes levied on employee wages.
- Independent of the Grantee's obligation to any subcontractors, the Department shall not reimburse any of these prohibited costs, and if such costs are charged by a Grantee's subcontractor, the Grantee shall be responsible for payment from sources other than the grant funds awarded under this Agreement.
- D. The State Chief Financial Officer requires detailed supporting documentation of all costs under a cost reimbursement agreement. The Grantee shall comply with the minimum requirements set forth in **Attachment C, Contract Payment Requirements**. The **Payment Request Summary Form** shall be accompanied by the following, broken down by task: a listing of expenditures made under this Agreement from the Grantee's accounting system, including at a minimum, a description of the goods or services purchased, date of transaction (check date), voucher number (if available), check number, amount paid, and vendor name; supporting documentation; and other requirements as follows for each deliverable. Reimbursement shall be limited to the following budget categories:

- i. Contractual Services (Subcontractors) – Reimbursement requests for payments to subcontractors must be substantiated by copies of invoices with backup documentation identical to that required from the Grantee. Subcontracts which involve payments for direct salaries shall clearly identify the personnel involved, salary rate per hour, and hours spent on the project. All eligible multipliers used (i.e., fringe benefits) shall be supported by audit. If the Department determines that multipliers charged by any subcontractor exceeded the rates supported by audit, the Grantee shall be required to reimburse such funds to the Department within thirty (30) calendar days of written notification. Interest on the excessive charges shall be calculated based on the prevailing rate used by the State Board of Administration. Nonconsumable and/or nonexpendable personal property or equipment costing \$1,000 or more purchased for the Project under a subcontract is subject to the requirements set forth in Chapters 273 and/or 274, F.S., and Chapter 69I-72, Florida Administrative Code (F.A.C.) and/or Chapter 69I-73, F.A.C., as applicable. The Grantee shall be responsible for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Grantee shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

For fixed-price (vendor) subcontracts, the following provisions shall apply:

- a. The Grantee may award, on a competitive basis, fixed-price subcontracts to consultants/contractors in performing the work described in **Attachment A**. Invoices submitted to the Department for fixed-price subcontracted activities shall be supported with a copy of the subcontractor's invoice and a copy of the tabulation form for the competitive procurement process (i.e., Invitation to Bid or Request for Proposals) resulting in the fixed-price subcontract.
 - b. The Grantee may request approval from the Department to award a fixed-price subcontract resulting from procurement methods other than those identified in the paragraph above. In this instance, the Grantee shall request the advance written approval from the Department's Grant Manager of the fixed price negotiated by the Grantee. The letter of request shall be supported by a detailed budget and Scope of Services to be performed by the subcontractor. Upon receipt of the Department Grant Manager's approval of the fixed-price amount, the Grantee may proceed in finalizing the fixed-price subcontract.
 - c. All subcontracts are subject to the provisions of paragraph 12 and any other appropriate provisions of this Agreement which affect subcontracting activities.
- E. In addition to the invoicing requirements contained in paragraphs 3.C. and D. above, the Department will periodically request proof of a transaction (invoice, payroll register, etc.) to evaluate the appropriateness of costs to the Agreement pursuant to State and Federal guidelines (including cost allocation guidelines), as appropriate. This information, when requested, must be provided within thirty (30) calendar days of such request. The Grantee may also be required to submit a cost allocation plan to the Department in support of its multipliers (overhead, indirect, general administrative costs, and fringe benefits). State guidelines for allowable costs can be found in the Department of Financial Services' Reference Guide for State Expenditures at http://www.myfloridacfo.com/aadir/reference_guide/.
- F.
 - i. The accounting systems for all Grantees must ensure that these funds are not commingled with funds from other agencies. Funds from each agency must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project. Where a Grantee's, or subrecipient's, accounting

system cannot comply with this requirement, the Grantee, or subrecipient, shall establish a system to provide adequate fund accountability for each project it has been awarded.

- ii. If the Department finds that these funds have been commingled, the Department shall have the right to demand a refund, either in whole or in part, of the funds provided to the Grantee under this Agreement for non-compliance with the material terms of this Agreement. The Grantee, upon such written notification from the Department shall refund, and shall forthwith pay to the Department, the amount of money demanded by the Department. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the original payment(s) are received from the Department by the Grantee to the date repayment is made by the Grantee to the Department.
- iii. In the event that the Grantee recovers costs, incurred under this Agreement and reimbursed by the Department, from another source(s), the Grantee shall reimburse the Department for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Grantee to the date repayment is made to the Department by the Grantee.

4. **ANNUAL APPROPRIATION:**

The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. The parties hereto understand that this Agreement is not a commitment of future appropriations. Authorization for continuation and completion of work and payment associated therewith may be rescinded with proper notice at the discretion of the Department if Legislative appropriations are reduced or eliminated.

5. **REPORTS:**

The Grantee shall utilize **Attachment D, Progress Report Form**, to describe the work performed during the reporting period, problems encountered, problem resolutions, scheduled updates, and proposed work for the next reporting period. Reports shall be submitted to the Department's Grant Manager no later than thirty (30) calendar days following the completion of the invoice period authorized under Chapter 62-716.310, F.A.C., and described in Paragraph 3.C.i. of this Agreement. It is hereby understood and agreed by the parties that the term "monthly" shall reflect the calendar months, and that the term "quarterly" shall reflect the calendar quarters ending March 31, June 30, September 30 and December 31. The Department's Grant Manager shall have ten (10) calendar days to review the required reports and deliverables submitted by the Grantee.

6. **RETAINAGE:**

Retainage is not required under this Agreement.

7. **INDEMNIFICATION:**

Each party hereto agrees that it shall be solely responsible for the negligent or wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of Section 768.28, Florida Statutes. Further, nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract or this Agreement.

8. **DEFAULT/TERMINATION/FORCE MAJEURE:**

- A. The Department may terminate this Agreement at any time if any warranty or representation made by Grantee in this Agreement or in its application for funding shall at any time be false or misleading in any respect, or in the event of the failure of the Grantee to fulfill any of its obligations under this

Agreement. Prior to termination, the Department shall provide thirty (30) calendar days written notice of its intent to terminate and shall provide the Grantee an opportunity to consult with the Department regarding the reason(s) for termination.

- B. The Department may terminate this Agreement for convenience by providing the Grantee with thirty (30) calendar days' written notice. If the Department terminates the Agreement for convenience, the Department shall notify the Grantee of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated. If the Agreement is terminated before performance is completed, the Grantee shall be paid only for that work satisfactorily performed for which costs can be substantiated.
- C. If a force majeure occurs that causes delays or the reasonable likelihood of delay in the fulfillment of the requirements of this Agreement, the Grantee shall promptly notify the Department orally. Within seven (7) calendar days, the Grantee shall notify the Department in writing of the anticipated length and cause of the delay, the measures taken or to be taken to minimize the delay and the Grantee's intended timetable for implementation of such measures. If the parties agree that the delay or anticipated delay was caused, or will be caused by a force majeure, the Department may, at its discretion, extend the time for performance under this Agreement for a period of time equal to the delay resulting from the force majeure upon execution of an amendment to this Agreement. Such agreement shall be confirmed by letter from the Department accepting, or if necessary, modifying the extension. A force majeure shall be an act of God, strike, lockout, or other industrial disturbance, act of the public enemy, war, blockade, public riot, lightning, fire, flood, explosion, failure to receive timely necessary third party approvals through no fault of the Grantee, and any other cause, whether of the kind specifically enumerated herein or otherwise, that is not reasonably within the control of the Grantee and/or the Department. The Grantee is responsible for the performance of all services issued under this Agreement. Failure to perform by the Grantee's consultant(s) or subcontractor(s) shall not constitute a force majeure event.

9. **REMEDIES/FINANCIAL CONSEQUENCES:**

No payment will be made for deliverables deemed unsatisfactory by the Department. In the event that a deliverable is deemed unsatisfactory by the Department, the Grantee shall re-perform the services needed for submittal of a satisfactory deliverable, at no additional cost to the Department, within ten (10) calendar days of being notified of the unsatisfactory deliverable. If a satisfactory deliverable is not submitted within the specified timeframe, the Department may, in its sole discretion, either: 1) terminate this Agreement for failure to perform, or 2) the Department Grant Manager may, by letter specifying the failure of performance under this Agreement, request that a proposed Corrective Action Plan (CAP) be submitted by the Grantee to the Department. All CAPs must be able to be implemented and performed in no more than sixty (60) calendar days.

- A. A CAP shall be submitted within ten (10) calendar days of the date of the letter request from the Department. The CAP shall be sent to the Department Grant Manager for review and approval. Within ten (10) calendar days of receipt of a CAP, the Department shall notify the Grantee in writing whether the CAP proposed has been accepted. If the CAP is not accepted, the Grantee shall have ten (10) calendar days from receipt of the Department letter rejecting the proposal to submit a revised proposed CAP. Failure to obtain the Department approval of a CAP as specified above shall result in the Department's termination of this Agreement for cause as authorized in this Agreement.
- B. Upon the Department's notice of acceptance of a proposed CAP, the Grantee shall have ten (10) calendar days to commence implementation of the accepted plan. Acceptance of the proposed CAP by the Department does not relieve the Grantee of any of its obligations under the Agreement. In the event the CAP fails to correct or eliminate performance deficiencies by Grantee, the Department shall retain the right to require additional or further remedial steps, or to terminate this Agreement for failure to perform. No actions approved by the Department or steps taken by the Grantee shall preclude the Department from subsequently asserting any deficiencies in performance. The Grantee

shall continue to implement the CAP until all deficiencies are corrected. Reports on the progress of the CAP will be made to the Department as requested by the Department Grant Manager.

- C. Failure to respond to a Department request for a CAP or failure to correct a deficiency in the performance of the Agreement as specified by the Department may result in termination of the Agreement.

The remedies set forth above are not exclusive and the Department reserves the right to exercise other remedies in addition to or in lieu of those set forth above, as permitted by the Agreement. In the event of any legal action to enforce the terms of this Agreement, each party shall bear its own attorney's fees and costs.

10. RECORD KEEPING/AUDIT:

- A. The Grantee shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with United States generally accepted accounting principles (US GAAP) consistently applied. The Department, the State, or their authorized representatives shall have access to such records for audit purposes during the term of this Agreement and for five (5) years following the completion date or termination of the Agreement. In the event any work is subcontracted, the Grantee shall similarly require each subcontractor to maintain and allow access to such records for audit purposes.
- B. The Grantee understands its duty, pursuant to Section 20.055(5), F.S., to cooperate with the Department's Inspector General in any investigation, audit, inspection, review, or hearing. The Grantee will comply with this duty and ensure that its subcontracts issued under this Grant, if any, impose this requirement, in writing, on its subcontractors.

11. SPECIAL AUDIT REQUIREMENTS:

- A. In addition to the requirements of the preceding paragraph, the Grantee shall comply with the applicable provisions contained in **Attachment E, Special Audit Requirements**, attached hereto and made a part hereof. **Exhibit 1 to Attachment E** summarizes the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of **Attachment E**. A revised copy of **Exhibit 1** must be provided to the Grantee for each amendment which authorizes a funding increase or decrease. If the Grantee fails to receive a revised copy of **Exhibit 1**, the Grantee shall notify the Department's Grant Manager listed in paragraph 17 to request a copy of the updated information.
- B. The Grantee is hereby advised that the Federal and/or Florida Single Audit Act Requirements may further apply to lower tier transactions that may be a result of this Agreement. The Grantee shall consider the type of financial assistance (federal and/or state) identified in **Attachment E, Exhibit 1** when making its determination. For federal financial assistance, the Grantee shall utilize the guidance provided under 2 CFR §200.330 for determining whether the relationship represents that of a subrecipient or vendor. For state financial assistance, the Grantee shall utilize the form entitled "Checklist for Nonstate Organizations Recipient/Subrecipient vs. Vendor Determination" (form number DFS-A2-NS) that can be found under the "Links/Forms" section appearing at the following website:

<https://apps.fldfs.com/fsaa>
- C. The Grantee should confer with its chief financial officer, audit director or contact the Department for assistance with questions pertaining to the applicability of these requirements.

12. SUBCONTRACTS:

- A. The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to paragraph 3.D.

of this Agreement, which require prior approval. The Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement. The Grantee agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Grantee that the Department shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- B. The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this Agreement embrace diversity enthusiastically. The award of subcontracts should reflect the full diversity of the citizens of the State of Florida. A list of minority owned firms that could be offered subcontracting opportunities may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915.

13. PROHIBITED LOCAL GOVERNMENT CONSTRUCTION PREFERENCES:

- A. Pursuant to Section 255.0991, F.S., for a competitive solicitation for construction services in which fifty percent (50%) or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation, a state college, county, municipality, school district, or other political subdivision of the state may not use a local ordinance or regulation that provides a preference based upon:
 - i. The contractor's maintaining an office or place of business within a particular local jurisdiction;
 - ii. The contractor's hiring employees or subcontractors from within a particular local jurisdiction; or
 - iii. The contractor's prior payment of local taxes, assessments, or duties within a particular local jurisdiction.
- B. For any competitive solicitation that meets the criteria in Paragraph A., a state college, county, municipality, school district, or other political subdivision of the state *shall disclose in the solicitation document* that any applicable local ordinance or regulation does not include any preference that is prohibited by Paragraph A.

14. LOBBYING PROHIBITION:

In accordance with Section 216.347, F.S., the Grantee is hereby prohibited from using funds provided by this Agreement for the purpose of lobbying the State of Florida Legislature, the judicial branch or a state agency. Further, in accordance with Section 11.062, F.S., no state funds, exclusive of salaries, travel expenses, and per diem, appropriated to, or otherwise available for use by, any executive, judicial, or quasi-judicial department shall be used by any state employee or other person for lobbying purposes.

15. COMPLIANCE WITH LAW:

The Grantee shall comply with all applicable federal, state and local rules and regulations in providing services to the Department under this Agreement. The Grantee acknowledges that this requirement includes, but is not limited to, compliance with all applicable federal, state and local health and safety rules and regulations. The Grantee further agrees to include this provision in all subcontracts issued as a result of this Agreement.

16. NOTICE:

All notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an

electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. Any and all notices required by this Agreement shall be delivered to the parties at the addresses identified under paragraph 17.

17. CONTACTS:

The Department's Grant Manager (which may also be referred to as the Department's Project Manager) at the time of execution for this Agreement is identified below:

Henry Garrigo or Successor	
Florida Department of Environmental Protection	
Division of Waste Management	
2600 Blair Stone Road., MS# 4500	
Tallahassee, Florida 32399-2400	
Telephone No.:	(850) 245-8822
E-mail Address:	Henry.Garrigo@dep.state.fl.us

The Grantee's Grant Manager at the time of execution for this Agreement is identified below:

Ed Lontz, or Successor	
Solid Waste Director	
1347 NW Oosterhoudt Lane	
Lake City, Florida 32087	
Telephone No.:	(386) 752-6050 ext. 1549
E-mail Address:	elontz@columbiacountyfla.com

In the event the Department's or the Grantee's Grant Manager changes, written notice by electronic mail with acknowledgement by the other party will be acceptable. Any subsequent Change Order or Amendment pursuant to paragraph 3.B should include the updated Grant Manager information.

18. INSURANCE:

- A. Providing and maintaining adequate insurance coverage is a material obligation of the Grantee. This insurance must provide coverage for all claims that may arise from the performance of the work specified under this Agreement, whether such work is performed by the Grantee, any sub-grantee, or Grantee's contractors. Such insurance shall include the State of Florida, the Department, and the State of Florida Board of Trustees of the Internal Improvement Trust Fund, as Additional Insureds for the entire length of the Agreement.
- B. Coverage may be by private insurance or self-insurance. The Grantee shall provide documentation of all required coverage to the Department's Grant Manager *prior to* performance of any work pursuant to this Agreement. All commercial insurance policies shall be with insurers licensed or eligible to do business in the State of Florida. The Grantee's current certificate of insurance shall contain a provision that the insurance will not be canceled for any reason except after thirty (30) calendar days' written notice (with the exception of non-payment of premium, which requires a 10-calendar-day notice) to the Department's Grant Manager. If the Grantee is self-funded for any category of insurance, then the Grantee shall provide documentation that warrants and represents that it is self-funded for said insurance, appropriate and allowable under Florida law, and that such self-insurance offers protection applicable to the Grantee's officers, employees, servants and agents while acting within the scope of their employment with the Grantee for the entire length of the Agreement.
- C. During the life of this Agreement, the Grantee shall secure and maintain insurance coverages as specified below. In addition, the Grantee shall include these requirements in any sub grant or

subcontract issued for the performance of the work specified under this Agreement, unless such sub grant or subcontractor employees are covered by the protection afforded by the Grantee.

- i. Workers' Compensation Insurance is required for all employees connected with the work of this project. Any self-insurance program or insurance coverage shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation statutes, the Grantee shall provide proof of adequate insurance satisfactory to the Department, for the protection of its employees not otherwise protected.
- ii. Commercial General Liability insurance is required, including bodily injury and property damage. The minimum limits of liability shall be \$200,000 each individual's claim and \$300,000 each occurrence.
- iii. Commercial Automobile Liability insurance is required, for all claims which may arise from the services and/or operations under this Agreement, whether such services and/or operations are by the Grantee or any of its contractors. The minimum limits of liability shall be as follows:

\$300,000	Automobile Liability Combined Single Limit for Company-Owned Vehicles, if applicable
\$300,000	Hired and Non-owned Automobile Liability Coverage
- iv. Other Insurance may be required if any work proceeds over or adjacent to water, including but not limited to Jones Act, Longshoreman's and Harbormaster's, or the inclusion of any applicable rider to worker's compensation insurance, and any necessary watercraft insurance, with limits of not less than \$300,000 each. Questions concerning required coverage should be directed to the U.S. Department of Labor (<http://www.dol.gov/owcp/dlhwc/lcontac.htm>) or to the parties' insurance carrier.

19. CONFLICT OF INTEREST:

The Grantee covenants that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of services required.

20. EQUIPMENT:

Reimbursement for direct or indirect equipment purchases costing \$1,000 or more is not authorized under the terms and conditions of this Agreement. **Attachment F, Property Reporting Form**, is not applicable and shall be intentionally excluded.

21. UNAUTHORIZED EMPLOYMENT:

The employment of unauthorized aliens by any Grantee/subcontractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Grantee/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Grantee shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

22. QUALITY ASSURANCE REQUIREMENTS:

All sampling and analyses performed under this Agreement will be conducted as part of the Grantee's Department-mandated activities to maintain compliance with permitting requirements, which already conform with the requirements set forth in Chapter 62-160, F.A.C., and the Quality Assurance Requirements

for Department Agreements. Quality Assurance Project Plans, if applicable, will be submitted to the Department under permit conditions through the Grantee's permit application and/or renewal process, if necessary.

23. DISCRIMINATION:

- A. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
- B. An entity or affiliate who has been placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. The Florida Department of Management Services is responsible for maintaining the discriminatory vendor list and posts the list on its website. Questions regarding the discriminatory vendor list may be directed to the Florida Department of Management Services, Office of Supplier Diversity, at (850) 487-0915.

24. LAND ACQUISITION:

Land acquisition is not authorized under the terms of this Agreement.

25. PHYSICAL ACCESS AND INSPECTION:

As applicable, Department personnel shall be given access to and may observe and inspect work being performed under this Agreement, including by any of the following methods:

- A. Grantee shall provide access to any location or facility on which Grantee is performing work, or storing or staging equipment, materials or documents;
- B. Grantee shall permit inspection of any facility, equipment, practices, or operations required in performance of any work pursuant to this Agreement; and
- C. Grantee shall allow and facilitate sampling and monitoring of any substances, soils, materials or parameters at any location reasonable or necessary to assure compliance with any work or legal requirements pursuant to this Agreement.

26. PUBLIC RECORDS ACCESS:

- A. Grantee shall comply with Florida Public Records law under Chapter 119, F.S. Records made or received in conjunction with this Agreement are public records under Florida law, as defined in Section 119.011(12), F.S. Grantee shall keep and maintain public records required by the Department to perform the services under this Agreement.
- B. This Agreement may be unilaterally canceled by the Department for refusal by the Grantee to either provide to the Department upon request, or to allow inspection and copying of all public records made or received by the Grantee in conjunction with this Agreement and subject to disclosure under Chapter 119, F.S., and Section 24(a), Article I, Florida Constitution.
- C. If Grantee meets the definition of "Contractor" found in Section 119.0701(1)(a), F.S.; [i.e., an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency], then the following requirements apply:

- i. Pursuant to Section 119.0701, F.S., a request to inspect or copy public records relating to this Agreement for services must be made directly to the Department. If the Department does not possess the requested records, the Department shall immediately notify the Grantee of the request, and the Grantee must provide the records to the Department or allow the records to be inspected or copied within a reasonable time. If Grantee fails to provide the public records to the Department within a reasonable time, the Grantee may be subject to penalties under s. 119.10, F.S.
- ii. Upon request from the Department's custodian of public records, Grantee shall provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- iii. Grantee shall identify and ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Grantee does not transfer the records to the Department.
- iv. Upon completion of the Agreement, Grantee shall transfer, at no cost to Department, all public records in possession of Grantee or keep and maintain public records required by the Department to perform the services under this Agreement. If the Grantee transfers all public records to the Department upon completion of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Grantee keeps and maintains public records upon completion of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records that are stored electronically must be provided to Department, upon request from the Department's custodian of public records, in a format that is accessible by and compatible with the information technology systems of Department.

D. IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DEPARTMENT'S CUSTODIAN OF PUBLIC RECORDS by telephone at (850) 245-2118, by email at ombudsman@dep.state.fl.us or at the mailing address below.

**Department of Environment Protection
ATTN: Office of Ombudsman and Public Services
Public Records Request
3900 Commonwealth Boulevard, MS 49
Tallahassee, Florida 32399**

27. PUBLIC ENTITY CRIME, TERMINATION FALSE CERTIFICATION, SCRUTINIZED COMPANIES, BOYCOTTING:

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not perform work as a Grantee, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S, for Category Two, for a

period of thirty-six (36) months from the date of being placed on the convicted vendor list (287.133, F.S.).

- B. Grantee certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, Grantee agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement for cause if the Grantee, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Grantee, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

28. EXECUTION IN COUNTERPARTS:

This Agreement, and any Amendments or Change Orders thereto, may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

29. SEVERABILITY CLAUSE:

This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

30. ENTIRE AGREEMENT:

This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement, unless otherwise provided herein.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year last written below.

GRANTEE NAME

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: _____
Signature of Person Authorized to Sign

By: _____
Secretary or designee

Print Name and Title of Authorized Person

Print Name and Title of Authorized Person

Date: _____

Date: _____

Henry Garrigo, DEP Grant Manager

FEID No.: 59-6000564

For Agreements with governmental boards/commissions: If someone other than the Chairman signs this Agreement, a resolution, statement or other document authorizing that person to sign the Agreement on behalf of the Grantee must accompany the Agreement.

List of attachments/exhibits included as part of this Agreement:

Specify Type	Letter/ Number	Description (include number of pages)
<u>Attachment</u>	<u>A</u>	<u>Grant Work Plan (3 Pages)</u>
<u>Attachment</u>	<u>B</u>	<u>Payment Request Summary Form (3 Pages)</u>
<u>Attachment</u>	<u>C</u>	<u>Contract Payment Requirements (1 Page)</u>
<u>Attachment</u>	<u>D</u>	<u>Progress Report Form (1 Page)</u>
<u>Attachment</u>	<u>E</u>	<u>Special Audit Requirements (5 Pages)</u>
<u>Attachment</u>	<u>F</u>	<u>Property Reporting Form (1 Page) Attachment Intentionally Excluded</u>

ATTACHMENT A GRANT WORK PLAN

PROJECT TITLE: Columbia County Small County Consolidated Solid Waste Grant

PROJECT AUTHORITY: Columbia County (Grantee) received funding from the Florida Legislature in the amount of \$90,909, through Specific Appropriation Line Item No.1674, Solid Waste Management Trust Fund, Fiscal Year (FY) 2016 - 2017, General Appropriations Act. The Grantee meets the threshold for a small county (population under 110,000) and received this funding under the Small County Consolidated Grants program for the purpose of subsidizing its litter prevention and control cost. Authority for this Project is specified in Section 403.7095 Florida Statutes, and Chapter 62-716, Florida Administrative Code. Monitoring and auditing guidelines, as related to the Florida Single Audit Act, are specified in the Florida Catalog of State Financial Assistance (CSFA), No. 37.012.

PROJECT LOCATION: Roadside litter removal will be completed along 513 miles of roadways maintained by the Grantee. Litter debris materials will be collected from the roadways throughout Columbia County and then transported and properly disposed of at the Winfield Solid Waste Facility, 1347 NW Oosterhoudt Lane, Lake City, Florida, 32055.

PROJECT BACKGROUND: The Grantee currently maintains 513 miles of roadways within Columbia County and removes an average of 60 tons of illegally dumped materials collected annually and disposed of at the Grantee-maintained landfill, Winfield Solid Waste Facility. Funds provided through this agreement allow the Grantee to pay the contractual labor cost to pick up the litter from county maintained roadways. The Grantee needs this funding to help offset the cost for collection because of its small population and limited funding resources.

PROJECT DESCRIPTION: The Grantee, through a competitively procured vendors, Company A: Sand Endeavors and Company B: Boone Improvements, performs five (5) cycles annually (October 1, 2016 through September 30, 2017) on 513 miles each cycle of litter collection by hand on county maintained roadways. Approximately 60 tons of materials are collected by the contractor annually and disposed of at the Winfield Solid Waste Facility. All potentially hazardous materials are removed from the unauthorized areas and disposed of through the county's hazardous waste program at a properly permitted disposal site.

TASKS and DELIVERABLES:

Task #1: Litter Control and Prevention

Task Description: The Grantee selected through the Grantee's procurement process contracted with Company A: Sand Endeavors and Company B: Boone Improvements to conduct litter removal and control on the 513 miles of county maintained roadways. The Grantee prepared and solicited bids utilizing a bid package in accordance with state and federal laws and this Agreement. The Grantee will ensure that its contractor is performing the services, as described in the subcontract, by: 1) conducting site inspections on county roadways to monitor performance, no payments will be made without verification of compliance and a review of invoices and tonnage reports; 2) Responding to complaints received from the public regarding roadside litter issues; 3) Reporting to the department, any findings of concern regarding the proper maintenance of the county roadways; and 4) Encouraging public notification and reporting of any environmental concerns in the project area.

Deliverables: The contractor will provide the Grantee with an invoice, along with a report on the tons of litter collected and disposed of at the Winfield Solid Waste Facility or the proper permitted waste disposal site along with the miles of county roadways covered, to include weight receipts on no less than a monthly basis until all five (5) cycles are completed. The Grantee shall review invoices to include reports of the waste collected, the disposal sites utilized and weights receipts and upon approval will submit electronic copies of the paid invoices and checks for the contracted services. The Grantee will submit the following: 1) Electronic copy of public notice of advertisement for the bid; 2) electronic access to all inquiries, questions, and comments regarding the bid documents; 3) electronic copy of bid package; 4) written notice of selected contractor; 5) electronic copy of executed subcontract prior to submitting any invoices for the subcontracted work.

Performance Standard: The Department's Grant Manager will review the deliverables to verify that they meet the specifications in the Grant Work Plan and this task description. Upon review and written acceptance by the

Department's Grant Manager of all deliverables under this task, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement quarterly. Payment requests shall be submitted within thirty (30) calendar days following completion of the quarter. The outlined Deliverable(s) must have been submitted and accepted in writing by the Department's Grant Manager prior to payment request submittal.

Budget: Allowable costs for this task are not to exceed \$90,909 for contracts to conduct litter removal and control on county maintained roadways on behalf of the Grantee (Contractual Services).

PROJECT TIMELINE: The tasks must be completed by the end of each task timeline and all deliverables must be received by the designated due date.

Task No.	Task Title	Task Start Date	Task End Date	Deliverable Due Date/Frequency
1	Litter Control and Prevention	10/1/2016	9/30/2017	Quarterly, within thirty (30) days of the end of each quarter and prior to each payment request.

BUDGET DETAIL BY TASK:

Task No.	Budget Category	Budget Amount
1	Contractual Services for Litter Collection and Removal	\$90,909.00
	Total for Task:	\$90,909.00

PROJECT BUDGET SUMMARY: Cost reimbursable grant funding must not exceed the category totals for the project as indicated below.

Category Totals	Grant Funding, Not to Exceed, \$
Contractual Services Total	\$90,909.00
Total:	\$90,909.00

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Written authorization for Payment Request Submittal

Suggested language for Department's Grant Manager to use for Deliverable(s) review and written acceptance (or approval):

{May be sent via e-mail}

[Date]

[To: Grantee's Grant Manager]

[From: Department's Grant Manager]

Subject: Grant No. *{Agreement #}*; *{Project Title}* – Deliverable(s) Review

I am in receipt of the *{Deliverable Title(s)}* dated _____, received on _____ for Task *{#}* under Grant No. *{Agreement #}*, have completed my review, and find this/these deliverable(s) acceptable. *{Grantee's name}* may proceed with payment request submittal for Task *{#}* costs associated with this/these deliverable(s). This written acceptance should be included with the payment request submittal for these deliverables.

{If you find deficiencies in submitted deliverables}

I am in receipt of the *{Deliverable Title(s)}* dated _____, received on _____ for Task *{#}* under Grant No. *{Agreement #}*, have completed my review, and find the following items that require correction before payment request submittal is allowed for work associated with this/these deliverable(s).

{Describe items requiring correction; bullets or narrative}

Please submit the corrected items to me within *{#}* days *{revise as needed}*.

**ATTACHMENT B
PAYMENT REQUEST SUMMARY FORM**

DEP Agreement No.: _____ Agreement Effective Dates: _____

Grantee: _____ Grantee's Grant Manager: _____

Mailing Address: _____

Payment Request No. _____ Date of Payment Request: _____

Performance Period (*Start date – End date*): _____

Task/Deliverable No(s). _____ Task/Deliverable Amount Requested: \$ _____

GRANT EXPENDITURES SUMMARY SECTION

CATEGORY OF EXPENDITURE	AMOUNT OF THIS REQUEST	TOTAL CUMULATIVE PAYMENT REQUESTS	MATCHING FUNDS FOR THIS REQUEST	TOTAL CUMULATIVE MATCHING FUNDS
Salaries/Wages	\$	\$	SN/A	SN/A
Fringe Benefits	\$	\$	SN/A	SN/A
Contractual Services (Subcontractors)	\$	\$	SN/A	SN/A
Travel	\$	\$	SN/A	SN/A
Equipment (Direct Purchases)	\$	\$	SN/A	SN/A
Rental/Lease of Equipment	\$	\$	SN/A	SN/A
Miscellaneous/Other Expenses	\$	\$	SN/A	SN/A
Land Acquisition	\$	\$	SN/A	SN/A
TOTAL AMOUNT	\$	\$	SN/A	SN/A
TOTAL TASK/DELIVERABLE BUDGET AMOUNT	\$		SN/A	
Less Total Cumulative Payment Requests of:	\$		SN/A	
TOTAL REMAINING IN TASK	\$		SN/A	

GRANTEE CERTIFICATION

Complete Grantee's Certification of Payment Request on Page 2 to certify that the amount being requested for reimbursement above was for items that were charged to and utilized only for the above cited grant activities.

Grantee's Certification of Payment Request

I, _____, on behalf of
 (Print name of Grantee's Grant Manager designated in the Agreement)

_____, do hereby certify for
 (Print name of Grantee/Recipient)

DEP Agreement No. _____ and Payment Request No. _____ that:

- The disbursement amount requested is for allowable costs for the project described in Attachment A of the Agreement.
- All costs included in the amount requested have been satisfactorily purchased, performed, received, and applied toward completing the project; such costs are documented by invoices or other appropriate documentation as required in the Agreement.
- The Grantee has paid such costs under the terms and provisions of contracts relating directly to the project; and the Grantee is not in default of any terms or provisions of the contracts.

Check all that apply:

- All permits and approvals required for the construction, which is underway, have been obtained.
- Construction up to the point of this disbursement is in compliance with the construction plans and permits.
- The Grantee's Grant Manager relied on certifications from the following professionals that provided services for this project during the time period covered by this Certification of Payment Request, and such certifications are included:

Professional Service Provider (Name / License No.)	Period of Service (mm/dd/yy – mm/dd/yy)

_____ Grantee's Grant Manager's Signature	_____ Grantee's Fiscal Agent
_____ Print Name	_____ Print Name
_____ Telephone Number	_____ Telephone Number

**INSTRUCTIONS FOR COMPLETING
PAYMENT REQUEST SUMMARY FORM**

DEP AGREEMENT NO.: This is the number on your grant agreement.
AGREEMENT EFFECTIVE DATES: Enter agreement execution date through end date.
GRANTEE: Enter the name of the grantee's agency.
GRANTEE'S GRANT MANAGER: This should be the person identified as grant manager in the grant Agreement.
MAILING ADDRESS: Enter the address that you want the state warrant sent.
PAYMENT REQUEST NO.: This is the number of your payment request, not the quarter number.
DATE OF PAYMENT REQUEST: This is the date you are submitting the request.
PERFORMANCE PERIOD: This is the beginning and ending date of the performance period for the task/deliverable that the request is for (this must be within the timeline shown for the task/deliverable in the Agreement).
TASK/DELIVERABLE NO.: This is the number of the task/deliverable that you are requesting payment for and/or claiming match for (must agree with the current Grant Work Plan).
TASK/DELIVERABLE AMOUNT REQUESTED: This should match the amount on the "TOTAL TASK/DELIVERABLE BUDGET AMOUNT" line for the "AMOUNT OF THIS REQUEST" column.

GRANT EXPENDITURES SUMMARY SECTION:

"AMOUNT OF THIS REQUEST" COLUMN: Enter the amount that was expended for this task during the period for which you are requesting reimbursement for this task. This must agree with the currently approved budget in the current Grant Work Plan of your grant Agreement. Do not claim expenses in a budget category that does not have an approved budget. Do not claim items that are not specifically identified in the current Grant Work Plan. Enter the column total on the "TOTAL AMOUNT" line. Enter the amount of the task on the "TOTAL TASK BUDGET AMOUNT" line. Enter the total cumulative amount of this request **and** all previous payments on the "LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF" line. Deduct the "LESS TOTAL CUMULATIVE PAYMENT REQUESTS OF" from the "TOTAL TASK BUDGET AMOUNT" for the amount to enter on the "TOTAL REMAINING IN TASK" line.

"TOTAL CUMULATIVE PAYMENT REQUESTS" COLUMN: Enter the cumulative amounts that have been requested to date for reimbursement by budget category. The final request should show the total of all requests; first through the final request (this amount cannot exceed the approved budget amount for that budget category for the task you are reporting on). Enter the column total on the "TOTALS" line. **Do not enter anything in the shaded areas.**

"MATCHING FUNDS" COLUMN: Enter the amount to be claimed as match for the performance period for the task you are reporting on. This needs to be shown under specific budget categories according to the currently approved Grant Work Plan. Enter the total on the "TOTAL AMOUNT" line for this column. Enter the match budget amount on the "TOTAL TASK BUDGET AMOUNT" line for this column. Enter the total cumulative amount of this and any previous match claimed on the "LESS TOTAL CUMULATIVE PAYMENTS OF" line for this column. Deduct the "LESS TOTAL CUMULATIVE PAYMENTS OF" from the "TOTAL TASK BUDGET AMOUNT" for the amount to enter on the "TOTAL REMAINING IN TASK" line.

"TOTAL CUMULATIVE MATCHING FUNDS" COLUMN: Enter the cumulative amount you have claimed to date for match by budget category for the task. Put the total of all on the line titled "TOTALS." The final report should show the total of all claims, first claim through the final claim, etc. **Do not enter anything in the shaded areas.**

GRANTEE'S CERTIFICATION: Check all boxes that apply. Identify any licensed professional service providers that certified work or services completed during the period included in the request for payment. **Must be signed by both the Grantee's Grant Manager as identified in the grant agreement and the Grantee's Fiscal Agent.**

NOTES:

If claiming reimbursement for travel, you must include copies of receipts and a copy of the travel reimbursement form approved by the Department of Financial Services, Chief Financial Officer.

Documentation for match claims must meet the same requirements as those expenditures for reimbursement.

ATTACHMENT C

Contract Payment Requirements **Florida Department of Financial Services, Reference Guide for State Expenditures** ***Cost Reimbursement Contracts***

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.) Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved contract budget should be reimbursed.

Listed below are examples of the types of documentation representing the minimum requirements:

- (1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.
- (2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- (3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.
- (4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.
- (5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

For contracts between state agencies, and for contracts between universities, alternative documentation may be submitted to substantiate the reimbursement request. This may be in the form of FLAIR reports or other similarly detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address: http://www.fldfs.com/aadir/reference_guide.htm

ATTACHMENT D

PROGRESS REPORT FORM

DEP Agreement No.:	SC704		
Grantee Name:	Columbia County Board of County Commissioners		
Grantee Address:	1347 NW Oosterhoudt Lane, Lake City, Fl., 32087		
Grantee's Grant Manager:	Ed Lontz	Telephone No.:	(386) 752-6050
Reporting Period:			
Project Number and Title:			
<p>Provide the following information for all tasks and deliverables identified in the Grant Work Plan: a summary of project accomplishments for the reporting period; a comparison of actual accomplishments to goals for the period; if goals were not met, provide reasons why; provide an update on the estimated time for completion of the task and an explanation for any anticipated delays and identify by task.</p> <p>NOTE: Use as many pages as necessary to cover all tasks in the Grant Work Plan.</p> <p><u>The following format should be followed:</u></p> <p>Task 1:</p> <p>Progress for this reporting period:</p> <p>Identify any delays or problems encountered:</p>			

This report is submitted in accordance with the reporting requirements of DEP Agreement No. SC704 and accurately reflects the activities associated with the project.

Signature of Grantee's Grant Manager

Date

Print Name and Title

ATTACHMENT E

SPECIAL AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", "Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, 2 CFR Part 200, Subpart F, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and/or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised (for fiscal year start dates prior to December 26, 2014), or as defined in 2 CFR §200.330 (for fiscal year start dates after December 26, 2014).

1. In the event that the recipient expends \$500,000 (\$750,000 for fiscal year start dates after December 26, 2014) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F.
3. If the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, is not required. In the event that the recipient expends less than \$500,000 (or \$750,000, as applicable) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at www.cfda.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this Attachment indicates state financial assistance awarded through the Department of Environmental Protection by this Agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F and required by PART I of this Attachment shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised, and 2 CFR §200.501(a) (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, and 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised, and 2 CFR §200.512.
2. Pursuant to Section .320(f), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, and any management letters issued by the auditor, to the Department of Environmental Protection at one the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:

FDEPSingleAudit@dep.state.fl.us

3. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director

Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 401, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

Audit Director
Florida Department of Environmental Protection
Office of the Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, as revised, and 2 CFR Part 200, Subpart F, Florida Statutes, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
6. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, as revised and 2 CFR Part 200, Subpart F, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of 5 years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program Number	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program Number	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program Number	Funding Source	State Fiscal Year	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	General Appropriations Act (GAA), Line Item 1674, Grants and Aids to Local Governments and Nonstate Entities – Fixed Capital Outlay, Solid Waste Management from Solid Waste Management Trust Fund	2016-2017	37.012	Small County Consolidated Grants	\$90,909	140134

Total Award	\$90,909	
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For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [www.cfda.gov] and/or the Florida Catalog of State Financial Assistance (CSFA) [https://apps.fldfs.com/fsaa/searchCatalog.aspx]. The services/purposes for which the funds are to be used are included in the Contract scope of services/work. Any match required by the recipient is clearly indicated in the Contract.



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: March 7, 2017 Meeting Date: March 16, 2017

Name: Paula Vann Department: Tourist Development Council

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Request to approve Madden Media Spring 2017 Retargeting Campaign \$4,250

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. 107-5200-552.30-48 ADVERTISING
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____ Fund: _____

FROM: _____ TO: _____ AMOUNT: _____

For Use of County Manger Only:

Consent Item Discussion Item



971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 3.7.2017

TO: Scott Ward, Assistant County Manager

FROM: Paula Vann, TDC Director 

RE: Madden Media Spring 2017 Retargeting Campaign

Request to approve Madden Media Spring 2017 retargeting campaign for \$4,250. The goal of this campaign is to drive traffic to the springsrus.com website through targeted advertisements. See attached media card for more information. This similar campaign was very successful in the fall and we will monitor this program closely.



Madden Media

345 E Toole Ave.
Tucson, AZ 85701-1823
Office 520-322-0895
Fax 520-322-9438
mmcontracts@maddenmedia.com
Contract Created: 1/24/2017

Site Retargeting and Prospecting Agreement

Client: Columbia County TDC
Address: P.O. Box 1847
Lake City FL 32056

Contract No. C54954

Billing Information

Company: Columbia County TDC
Attention: Paula Vann
Email: pvann@columbiacountyfla.com
Address: P.O. Box 1847
Lake City FL 32056

Customer No.: 100357
Phone: 386 758-1312
Fax: 386 758-1311

Marketing Campaign	Ordered	Invoice
2017 VISIT FLORIDA Site Retargeting Co-op	VISIT FLORIDA co-op partner Silver Package	\$4,250.00
Total:		\$4,250.00

3 month campaign, dates TBD
 Estimated Clicks: 750-1250
 Estimated Impressions: 420,000

Region: NE and Central FL
 Niches: Outdoors & Nature

Signature: _____

Date: _____

Print Name: _____

Madden Media Rep.: Danah Heye

AGREEMENT DETAILS

ORDERS FOR ADVERTISEMENTS:

These Standard Terms and Conditions, together with the preceding Site Retargeting and Prospecting Agreement (the "SRPA") (collectively, the "Agreement") govern the terms under which Madden Media (MM) may place display advertising campaigns for the Advertiser. References to "Advertiser" in these Standard Terms and Conditions means the "Advertiser" as specified in the preceding SRPA.

CANCELLATION:

Orders are binding, except that either party may terminate this Agreement: (a) at any time upon 30 days' prior written notice to the other party; or (b) immediately if a failure is not cured within 10 business days after written notice received from the non-breaching party. In any event of termination, each party shall make all payments and deliverables owed to the other party under the agreement through the date of effective notice. In the event Advertiser has paid more than the actual costs incurred and applicable management fees, a refund will be issued within 30 days.

RESPONSIBILITY FOR ADVERTISEMENTS:

Advertiser represents and warrants to MM that it is fully authorized to deliver, and authorizes MM to deliver on its behalf, display advertisements (including, without limitation, all Content such as text, graphics, URLs, and sites to which URLs are linked), and that all Content complies with all applicable laws and regulations. If an agency is entering into this Agreement on behalf of an Advertiser, Agency agrees to the foregoing representations and also represents and warrants that it is the authorized agent of Advertiser, and Advertiser is not, as of the date of this Agreement, in material breach of any agreement with or in default with respect to any amount owed to Agency. It is the responsibility of Advertiser or Agency to inform MM of removed or relocated web content that may adversely affect the advertisements' ability to deliver appropriate content to visitors. MM will not be held liable for any clicks delivered to removed or relocated web content, such as those resulting in an HTTP 404 error response code.

COMMITMENT; PAYMENT TERMS:

Advertiser will be billed upon campaign activation. MM will invoice Advertiser for all fees under this Agreement, and Advertiser will pay MM all invoiced amounts within 30 days after the date of the invoice to MM. MM may remove any Content and cancel any SRPA, if Advertiser is in default of its payment obligations. Amounts due hereunder do not include taxes or other government fees, the computation and payment of which (other than taxes on MM income) is the responsibility of Advertiser.

COUNTS AND MAKE GOODS:

MM counts instances of Content being delivered based on requests, and MM will issue tracking reports on that basis. If MM fails to deliver the contracted deliverables, whether it be an agreed upon budget allocation, number of clicks, number of impressions or number of views, during the contract term, Advertiser's sole remedy for such failure will be an extension of this Agreement until the contracted deliverables are provided in full.

DISCLAIMERS; LIMITATIONS:

EXCEPT AS EXPRESSLY PROVIDED HEREIN, MM AND ANY MATERIALS OR OTHER SERVICES PROVIDED BY OR ON BEHALF OF MM PURSUANT TO THIS AGREEMENT ARE PROVIDED "AS IS" AND WITH ALL DEFECTS, AND MM HEREBY DISCLAIMS ALL REPRESENTATIONS, WARRANTIES, AND CONDITIONS, EXPRESS OR IMPLIED. EXCEPT FOR AMOUNTS OWING PURSUANT TO PRECEDING SRPA INVOICE TOTAL, NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF OR UNAUTHORIZED ACCESS TO INFORMATION). MM WILL NOT BE LIABLE TO ADVERTISER FOR DAMAGES IN EXCESS OF AMOUNTS ACTUALLY PAID TO MM HEREUNDER.

CONFIDENTIAL INFORMATION:

Information that is disclosed by one party to the other party, and that is marked "confidential", or which under the circumstances ought reasonably to be treated as confidential information (including this Agreement), will be treated as confidential by the receiving party. The receiving party will not disclose to a third party such information, or use such information other than for the purpose for which it was provided, without the written consent of the other party; this limitation will apply for a period of one year after disclosure of such confidential information. The foregoing limitations do not apply to the extent such information: (a) is or subsequently becomes publicly available other than through a breach of these limitations; (b) is already known to the receiving party at the time of disclosure; (c) is developed by the receiving party independent of such information; or (d) is rightfully received from a third party without restrictions on disclosure or use.

MISCELLANEOUS:

This Agreement shall be construed and controlled by the laws of the State of Arizona. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements or communications. This Agreement does not constitute an offer by MM and it shall not be effective until signed by Advertiser.

PRODUCTION:

Under this Agreement, MM will provide graphic design, upon Advertiser request, for two creative sets consisting of a prospecting static display advertisement and a site retargeting display advertisement in each of the following sizes: 728x90, 300x250, and 160x600.

REPORTING:

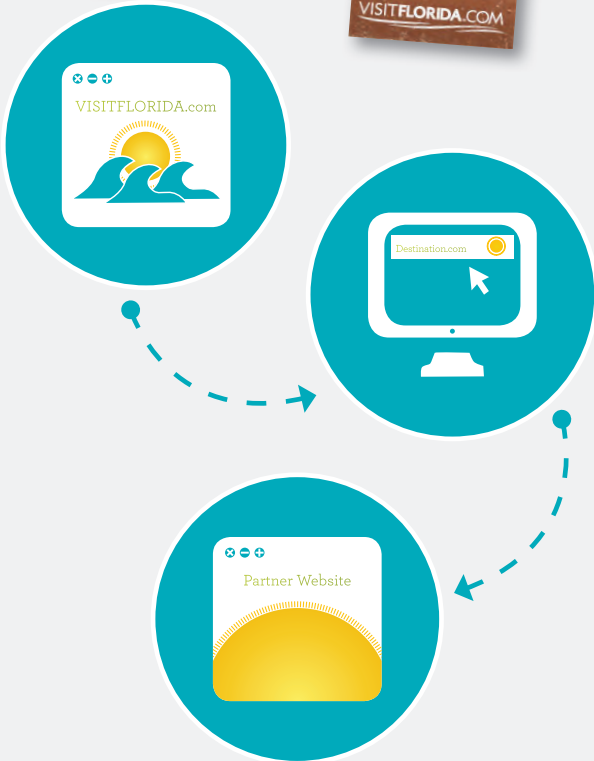
MM will provide campaign midway and conclusion reports, at a minimum, taken directly from the appropriate advertising account demonstrating key metrics such as clicks, impressions, click-through rates, and conversions delivered. Advertisers will only be privy to results of their individual advertising or the cumulative results of their program when sponsoring a cooperative initiative. MM will retain without limitation all direct access and management of the account(s) used to serve advertisements. Advertiser will not have direct access to bid management interface, or metrics such as cost per click incurred, cost per view incurred, and cost per thousand impressions incurred. MM will pay all media costs directly to 3rd party site(s).

COVENANT NOT TO DIVERT:

During the term of this agreement and for a period of one (1) year thereafter, the parties will not directly or indirectly solicit, induce, attempt to induce, or endeavor to entice away any employee of the other party, whether for their own account or for the account of a third party.

Site Retargeting Cooperative Campaign

PRESENTED BY MADDEN MEDIA IN PARTNERSHIP WITH VISIT FLORIDA



Strong calls-to-action encourage traffic to click on the display banner, bringing visitors to your site.

Reach travelers who have **just expressed interest in a trip to Florida**. With Madden Media's retargeting cooperative, Partners of all sizes can take advantage of VISITFLORIDA.com's impressive web traffic. After people visit the VISIT FLORIDA website, they will be served and targeted with creative banner ads with strong calls-to-action that drive them to your site and encourage them to explore your destination.

HOW IT WORKS

- Creative banner ad placement puts your brand front and center
- Targeted ads reach out to previous visitors who've already spent time on VISITFLORIDA.com
- Strong call-to-action brings visitors directly to your site
- Ongoing optimization performed in order to deliver maximum ROI
- Complete and detailed reporting of key performance indicators

This is an exclusive VISIT FLORIDA partner opportunity to retarget visitors from VISITFLORIDA.com.

Available campaign launch dates: July 1, 2016 - June 30, 2017

RATES*

	Bronze	Silver	Gold	Platinum
Package Total Net Cost	\$1,700	\$4,250	\$8,500	\$21,250
Estimated Impressions	160,000+	420,000+	913,000+	2.5 Million+
Estimated Clicks	250-750	750-1,250	1,750-2,250	5,500-6,000
Campaign Length	2 Months	3 Months	3-6 Months	6-12 Months
Targeting Capabilities**	100% Run of Site	100% Run of Site	75% Run of Site + 25% 1-2 Regional/ Niche Targets	75% Run of Site + 25% 3-4 Regional/ Niche Targets

*Custom packages available starting at \$25,000 **Regional & niche impressions based on available inventory



REGIONAL TARGETS



Limited campaigns available.
Reserve yours today!



Danah Heye
Regional Account Manager
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dheyed@maddenmedia.com

FOR MATERIALS SPECIFICATIONS,
PLEASE CONTACT:
800-444-8768 / 520-322-0895
Account Project Coordinators
materials@maddenmedia.com

maddenmedia
connecting people to places

VISITFLORIDA.COM