



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"
Bishop**
District 1

Eugene Hall
District 2, Vice-Chair

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5, Chair

**Regular Session Agenda
March 1, 2016 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344**

- 1. 9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
 - a) Approval of Agenda**
 - b) Minutes of February 16, 2016 Regular Session**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
 - a) Outreach Committee Quarterly Report – Dick Bailar**
 - b) SHIP Contract Amendment – Parrish Barwick/Jay Moseley**
 - c) 2021 SCRAP/SCOP/CIGP Recommendations – Kirk Reams/Daryle Gray**
 - d) CEI Services Recommendation – CEI Committee**
 - e) Small Grant & Non-Profit Grant Application Programs – Commissioner Barfield**
 - f) Small Grant Application/Jefferson County 4-H – Julie Conley**
 - g) Non-Profit Grant Committee Appointment Request – Julie Conley**
 - h) Non-Profit Grant Application/Capital Medical Society Foundation – Julie Conley**
- 6. County Coordinator**
- 7. Discussion Items**
- 8. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney

ITEM 3

CONSENT AGENDA ITEMS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
February 16, 2016

The Board met this date in regular session. Present were Chairman Stephen Walker, Commissioners Betsy Barfield, Hines Boyd and Eugene Hall. Also present were County Attorney Buck Bird and Chief Deputy Clerk Tyler McNeill.

1. Chairman Stephen Walker led the invocation and Pledge of Allegiance.
2. Sheriff David Hobbs announced a dedication of the monument for fallen deputy Chris Smith would be held on Wednesday, February 25th at 3 pm.
3. Citizen John Nelson announced the VFW's 15th annual awards and dinner banquet would be held on April 9th at 7 pm.
4. **On motion by Commissioner Barfield, seconded by Commissioner Hall and unanimously carried (4-0), the consent agenda—consisting of the approval of the agenda, the minutes of February 2nd Regular Session and the Chamber TDC Grant Request—was approved.**
5. Katrina Richardson, on behalf of the Jefferson County Tourist Development Council, introduced this item. She stated the local TDC recommended Nancy Wideman to fill the vacancy created by Dick Bailar's resignation. **On motion by Commissioner Barfield, seconded by Commissioner Boyd and unanimously carried (4-0), the Board approved the appointment of Nancy Wideman to the Original FL Tourism Development Task Force.**
6. Attorney Buck Bird stated he would be absent from the first March meeting and that he had requested Attorney Scott Shirley be the County's counsel for this meeting.
7. Commissioner Hall stated a Recreation Park meeting had been held the previous night and he would be providing minutes from this meeting at a later date.
8. Commissioner Barfield stated there was a vacancy on the non-profit grant review committee and requested this item be placed on the agenda for the next meeting.
9. Commissioner Walker stated he had spoken with Congresswoman Gwen Graham's field representative Alex Quintana about the possibility of an easement to the coast.
10. **On motion by Commissioner Boyd, seconded by Commissioner Barfield and unanimously carried (4-0), the meeting was adjourned.**

Chairman

Attest: _____
Clerk

ITEM 5(a)

**OUTREACH COMMITTEE
QUARTERLY REPORT**

JEFFERSON COUNTY ACTION PLAN OVERSIGHT COMMITTEE
445 Melrose Drive
Monticello, FL 32344
850-997-0676

March 1, 2016 Quarterly Report

Commissioners, this is the second quarterly report of the activities of the Jefferson County Action Plan Oversight Committee:

- The second quarterly meeting of the committee was conducted on February 11, 2016, at which time 10 of the 11 Committee and Stakeholders were present.
- Coordinator Bailar had previously held meetings with each Stakeholder, focusing on their respective activities.
- Reporting on their Action Plan activities were: Jed Dillard, Extension Office; Katrina Richardson, Chamber; Emily Anderson, Monticello; Parrish Barwick, County; Ron Cichon, EDC; Anne Holt, Main Street; Marcia Elder, SBDP and Katrina Richardson, TDC.
- During the lunch, Ms. Jennifer Johnson was introduced as our new Public Health Administrator and made a presentation on the far-reaching services provided the citizens of the county.
- A Press Release has been submitted to the NEWS, informing the community of these activities.

As Coordinator, I will continue to make regular contacts with each Stakeholder, getting updates on their Action Plan activities.

The next quarterly meeting of the Action Plan Oversight Committee will be on May 12, 2016, at the Chamber at 11 -1pm. Lunch will be served and you are cordially invited to attend.

Respectfully submitted,
Dick Bailar
Action Plan Oversight Committee Coordinator

ITEM 5(b)

SHIP CONTRACT AMENDMENT

AMENDMENT

Program Administration Contract – Government Services Group, Inc.
Jefferson County Ongoing Housing, Community and SHIP Projects
Funding through FFY 2015/2016, and 2016/2017 (if appropriated).

Amendment

Program Administration for State Housing Initiatives Partnership (SHIP) Program. This addendum also adds Contract Addendum "A" – Attached. This language is required by FHFC.

Scope of Services- Program Administration

- ✓ Review and update required local policies
- ✓ Review leveraging opportunities/other possible source of financing
- ✓ Representation during site visits and monitorings
- ✓ Develop project information management and filing system
- ✓ Develop project financial management system for receiving and disbursing funds
- ✓ Develop work plans for project contract document
- ✓ Preparation of project contract document
- ✓ Develop and track budget for project contract
- ✓ Oversight of project schedule and compliance
- ✓ Coordination with agencies and contracts, as necessary
- ✓ Review bid documents and contract documents for compliance
- ✓ Conduct pre-construction conference
- ✓ Monitor contractor and construction specialist progress
- ✓ Conduct preliminary inspections and work write-ups
- ✓ Conduct construction progress inspections
- ✓ Supervision of payment authorizations
- ✓ Develop and process contract amendments, as needed
- ✓ Review change orders and amendments for compliance, as needed
- ✓ Monitor all project activity to ensure compliance
- ✓ Provide all other necessary technical assistance
- ✓ Review final change orders, pay requests, and construction documents
- ✓ Balance final project budget for state annual reporting
- ✓ Prepare documents for administrative/financial close-out

Total Fee for Services: 10% Administration Fee of total funds received by the County, including program income to be paid in equal monthly payments over a twelve (12) month period based upon the allocation for each fiscal year noted under this contract Addendum. Should the project be completed prior to the twelve (12) month period ending, the balance will be due upon completion of the project. Invoices will be submitted on a monthly basis in accordance with Section C (2) of the contract and subject to the administrative ceilings imposed by the funding agency and/or the County's Local Housing Assistance Plan (LHAP).

This amendment, addendum "A" and Fee for Services covered herein are hereby agreed upon on this ____ day of _____, 2016.

APPROVED BY GSG:

APPROVED BY COUNTY:

Signature

Signature

Printed Name

Printed Name

CONTRACT ADDENDUM “A” – JEFFERSON COUNTY

The administration of resources awarded by the Department of “ABC” (*or other appropriate reference to the contracting State awarding agency*) to the recipient (*or other appropriate reference to the recipient*) may be subject to audits and/or monitoring by the Department of “ABC,” as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133 and Section 215.97, F.S., as revised (see “AUDITS” below), monitoring procedures may include, but not be limited to, on-site visits by Department of “ABC” staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of “ABC.” In the event the Department of “ABC” determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of “ABC” staff 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 (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Department of “ABC” 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 “ABC.” The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities).
4. (*NOTE: The State awarding agency should address other miscellaneous matters affecting Part I audits, such as Web sites where information that would help facilitate the recipient’s compliance can be obtained.*)

PART II: STATE FUNDED

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

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient (for fiscal years ending September 30, 2004 or thereafter), 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 agreement indicates state financial assistance awarded through the Department of "ABC" 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 "ABC," 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(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate 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. *(NOTE: The State awarding agency should address other miscellaneous matters affecting Part II audits, such as Web sites where information that would help facilitate the recipient's compliance can be obtained.)*

PART III: OTHER AUDIT REQUIREMENTS

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

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:
 - A. The Department of "ABC" at each of the following addresses:

Department address(es) (i.e., office(s) responsible for program oversight)

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

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

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
- 2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department of “ABC” for the reasons pursuant to Section .320 (e)(2), OMB Circular A-133, as revised, the recipient shall submit the required written notification pursuant to Section .320 (e)(2) and a copy of the recipient’s audited schedule of expenditures of Federal awards directly to each of the following (*If the State awarding entity, pursuant to Section .320(f), OMB Circular A-133, wants a copy of the reporting package described in Section .320(c) and/or a management letter, the State awarding agency should replace the above language with the following language*) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department of “ABC” at each of the following addresses:

Department address(es) (i.e., office(s) responsible for program oversight)

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

- A. The Department of “ABC” at each of the following addresses:

Department address (es) (i.e., office(s) responsible for program oversight)

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

Auditor General’s Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

- 4. (*The State awarding agency should use the following language, if applicable*) Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of the recipient directly to:

- A. The Department of “ABC” at each of the following addresses:

Department address (es) (i.e., office(s) responsible for program oversight)

- 5. Any reports, management letter, or other information required to be submitted to the Department of “ABC” pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and 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 “ABC” for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of (*specify appropriate number of years, should be at least five years*) years from the date the audit report is issued, and shall allow the Department of “ABC,” or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of “ABC,” or its designee, CFO, or Auditor General upon request for a period of (*specify appropriate number of years, should be at least three years*) years from the date the audit report is issued, unless extended in writing by the Department of “ABC.” *NOTE: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.*

EXHIBIT – 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

NOTE: If the resources awarded to the recipient represent more than one Federal program, provide the same information shown below for each Federal program and show total Federal resources awarded.

Federal Program (list Federal agency, Catalog of Federal Domestic Assistance title and number) -
\$ (amount)

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

NOTE: If the resources awarded to the recipient represent more than one Federal program, list applicable compliance requirements for each Federal program in the same manner as shown below.

Federal Program:

List applicable compliance requirements as follows:

1. First applicable compliance requirement (e.g., what services/purposes resources must be used for).
2. Second applicable compliance requirement (e.g., eligibility requirements for recipients of the resources).
3. Etc.

NOTE: Instead of listing the specific compliance requirements as shown above, the State awarding agency may elect to use language that requires the recipient to comply with the requirements of applicable provisions of specific laws, rules, regulations, etc. For example, for Federal Program 1, the language may state that the recipient must comply with a specific law(s), rule(s), or regulation(s) that pertains to how the awarded resources must be used or how eligibility determinations are to be made. The State awarding agency, if practical, may want to attach a copy of the specific law, rule, or regulation referred to.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

NOTE: If the resources awarded to the recipient for matching represent more than one Federal program, provide the same information shown below for each Federal program and show total State resources awarded for matching.

Federal Program (list Federal agency, Catalog of Federal Domestic Assistance title and number) -
_____ \$ (amount)

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

NOTE: If the resources awarded to the recipient represent more than one State project, provide the same information shown below for each State project and show total state financial assistance awarded that is subject to Section 215.97, Florida Statutes.

State Project (list State awarding agency, Catalog of State Financial Assistance title and number) -
_____ \$ (amount)

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

NOTE: List applicable compliance requirements in the same manner as illustrated above for Federal resources. For matching resources provided by the Department of "ABC" for Federal programs, the requirements might be similar to the requirements for the applicable Federal programs. Also, to the extent that different requirements pertain to different amounts of the non-Federal resources, there may be more than one grouping (i.e., 1, 2, 3, etc.) listed under this category.

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the recipient.

ITEM 5(c)

SCRAP/SCOP/CIGP RECOMMENDATIONS



February 24, 2016

Mr. Kirk Reams
Clerk of Court
1 Courthouse Circle
Monticello, Florida 32344

RE: 2021 SCRAP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for SCRAP candidates, you and I have been reviewing many roads over the past few weeks. Based on the criteria set forth in FDOT's SCRAP Program we recommend the following:

Primary SCRAP Project:

- 1) Thompson Valley/Turkey Scratch Rd. (From US 19 to Aucilla Rd.)
- 2) Government Farms Rd. (North Salt Rd to Beginning of New Pavement)
- 3) South Salt Rd – Phase I (US 90 to Ed Bishop Rd)
- 4) South Salt Rd – Phase I (Ed Bishop Rd to US 27)

Secondary SCRAP Project (under \$100,000):

- 1) Main St. (From SR 59 to Old Lloyd Rd)
- 2) Boland Cemetery Rd. (From US 19 to Cook Rd.)
- 3) Brown Rd (Freeman Rd to Boland Cemetery Rd)
- 4) Turney Anderson Rd (Dills Rd to intersection with Clark Rd)

I am requesting approval from the Board to submit Thompson Valley/Turkey Scratch Road for the Primary project and Main Street for the Secondary project. If you or the Commissioners need any additional information while considering this request, please do not hesitate to let me know.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

Daryle Gray, P.E.
Project Manager



February 24, 2016

Mr. Kirk Reams
Clerk of Court
1 Courthouse Circle
Monticello, Florida 32344

RE: 2021 SCOP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for SCOP candidates, you and I have been reviewing many roads over the past few weeks. Based on the criteria set forth in FDOT's SCOP Program we recommend the following roads (in this order):

- 1) Lake Rd (US 19 to Cocroft Rd)
- 2) South/North Old Drifton Rd (US 19/High School to US 19)
- 3) Fanlew/Natural Bridge Rd. (US 59 to Leon County Line)

The solicitation from FDOT is for two candidate projects. I am requesting approval from the Board to submit candidates (1) and (2). If you or the Commissioners need any additional information while considering this request, please do not hesitate to let me know.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

Daryle Gray, P.E.
Project Manager



February 24, 2016

Mr. Kirk Reams
Clerk of Court
1 Courthouse Circle
Monticello, Florida 32344

RE: 2021 CIGP Submittals

Dear Mr. Reams,

In response to FDOT's solicitation for CIGP candidates, you and I have been reviewing many roads over the past few weeks. Based on the criteria set forth in FDOT's CIGP Program we recommend the following roads (in this order):

- 1) South Main Ave. (from U.S. 90 to Old Lloyd Rd.)
- 2) Hatchett/Ebenezer Rd. (from U.S. 19 to Attatulga Road)

The solicitation from FDOT is for one candidate project. I am requesting approval from the Board to submit South Main Avenue. If you or the Commissioners need any additional information while considering this request, please do not hesitate to let me know.

Upon the Board's decision, we will prepare the required supporting documentation for each candidate to accompany the application(s) and will provide them to you to submit to FDOT.

Sincerely,

Daryle Gray, P.E.
Project Manager

ITEM 5(e)

**SMALL GRANT & NON-PROFIT GRANT
APPLICATION PROGRAMS**

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
SMALL GRANT PROGRAM

Purpose. The purpose of this program is to provide economic support for activities and initiatives that encourage economic development and enhance the quality of life in our community.

Eligibility. Applicants must be volunteer-based, non-profit organizations, located in and serving Jefferson County. To be eligible, the applicant must demonstrate the activity for which funding is sought will:

1. Increase economic activity in the county; and/or
2. Improve and promote the county's image and, thereby, enhance the prospect for increased economic activity in the future.

The maximum award available through the Small Grant Program is \$1500. This amount may be adjusted by the County, based on budgetary considerations.

Only one application per organization, per fiscal year, will be considered. The County will not consider applications from cemetery associations, veterans' or labor organizations, religious groups or fraternal organizations. Social and/or civic organizations may be eligible, depending on the nature of the request.

How to Apply. Application forms are available in the County Coordinator's Office or online at www.jeffersoncountyfl.gov. Completed applications should be forwarded to:

County Coordinator's Office
1484 S. Jefferson Street
Monticello, Florida 32344

Additional instructions and timelines are contained in the application. All questions regarding the process should be directed to the County Coordinator at 850-342-0287 or pbarwick@jeffersoncountyfl.gov.

Evaluation. Proposals will be evaluated by the Small Grant Review Committee which shall consist of the Executive Directors of the Economic Development Council, Tourist Development Council and Chamber of Commerce, and the County Coordinator. The Committee's nonbinding recommendations will be submitted to the Board of County Commissioners for final approval and notification of awards. The following criteria will be used to evaluate grant proposals:

- Does the proposal respond to a demonstrated or emerging community need?
- Is the project tied to economic development?
- Will existing and/or additional volunteer and fundraising efforts be used as leverage to promote the project?
- Are matching funds available?
- Does the proposal offer a plan for financial sustainability without continued grant assistance?
- Does the applicant have the demonstrated ability to implement the project?
- Does the applicant receive public financial support?

SMALL GRANT PROGRAM
APPLICATION

Thank you for your interest in Jefferson County's Small Grant Program. Our goal is to provide support for activities and initiatives that encourage economic development and enhance the quality of life in our community.

Please complete this application (typewritten applications are preferred) and return it to the County Coordinator's office at least 60 days prior to the date on which the funds are needed.

The process for evaluation of applications is as follows:

1. Within 30 days of receipt of a completed application, the Small Grant Program Review Committee will meet to evaluate the application. This meeting will be advertised and open to the public. You will be personally notified of the meeting and invited to have an open discussion with the Committee regarding your project. This will be the only forum in which your application will be discussed.
2. The Committee's evaluation and recommendation will be forwarded to the Board of County Commissioners and placed on the Consent Agenda for the next available meeting (but no later than 30 days following the Review Committee's meeting). You will receive notice of the meeting. However, there will be no further input or discussion and the Board will either accept or reject the Committee's recommendation.
3. The County Coordinator will notify applicants of the County Commission's decision regarding the grant request.
4. If your funding request is granted, you are required to submit a report outlining the development, implementation and overall assessment of the project or event. Please provide as many details as possible to assist the Review Committee and County Commission in evaluating the impact of the project or event. This report should be submitted to the County Coordinator's office no later than 30 days following the completion of the project or event.

Project name: _____

Organization name: _____

Type of organization (charitable, 501(c)(3), etc.) _____

Name, address, telephone number and e-mail address of primary contact: _____

Please describe how the project meets the criteria established for this program. You may create your own narrative or respond by answering the questions below. Please limit your narrative or responses to one page and attach it to this application.

- **How does the project respond to a demonstrated or emerging community need?**
- **What product or service will be rendered as a result of receiving funding?**
- **Is the project tied to economic development?**
- **How will the project be implemented?**
- **Are volunteer services and fundraising efforts being used as leverage to implement the project?**
- **Is the project currently receiving public funding from other sources?**
- **Are matching funds available?**
- **How will the project be sustained when the requested funds are exhausted?**

Amount of funds requested: \$_____

Anticipated project completion date:_____

Signature of Applicant

Title

Date

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
NON PROFIT ORGANIZATION
GRANT PROGRAM

Purpose. The purpose of this program is to provide Jefferson County Board of County Commission support for activities and initiatives with non profit organizations and enhance the quality of life services within our community.

Eligibility. Applicants must be a non-profit organization serving Jefferson County. To be eligible, the applicant must demonstrate the activity which funding is sought with:

1. Clear and direct connection of service programs and activity in the county to citizens; and/or
2. Improved/Increased service to Jefferson County Citizens filling any gaps of service other programs are failing to address.

The maximum award available through the Non Profit Grant Program is \$2,000.00. This amount may be adjusted by the County, based on budgetary considerations.

Only one application per organization, per fiscal year, will be considered; recipients of other county programs will not be eligible. The County will review requests bi-annually, in the spring during budget development also if funds are available a review session will be conducted in November. Non Profit organizations are eligible, service provided to county citizens will be the deciding factor for funding a request.

How to Apply. Application forms are available in the County Coordinator's Office or online at www.jeffersoncountyfl.gov. Completed applications should be forwarded to:

County Coordinator's Office
1484 S. Jefferson Street
Monticello, Florida 32344

Additional instructions and timelines are contained in the application. All questions regarding the process should be directed to the County Coordinator at 850-342-0287 or pbarwick@jeffersoncountyfl.gov.

Evaluation. Proposals will be evaluated by the Non Profit Grant Review Committee which shall consist of _____, _____ and _____, and the County Coordinator. The Committee's nonbinding recommendations will be submitted to the Board of County Commissioners for final approval. The following criteria will be used to evaluate grant proposals:

- Is the Organization a Not-For-Profit 501(c)(3)?
- Does the proposal respond to a demonstrated or emerging community need?
- Is the project providing a service not met by other public/private service providers?
- Will existing and/or additional volunteer and fundraising efforts be used as leverage to promote the project?
- Are matching funds available?
- Does the proposal offer a plan for financial sustainability without continued grant assistance?
- Does the applicant have the demonstrated ability to implement the project?
- Does the applicant receive public financial support?

JEFFERSON COUNTY
NON PROFIT GRANT
PROGRAM APPLICATION

Thank you for your interest in Jefferson County's Non Profit Grant Program. Our goal is to provide support for activities and initiatives that public service to our citizens and enhance the quality of life in our community.

Please complete this application (typewritten applications are preferred) and return it to the County Coordinator's office at least 60 days prior to the date on which the project funding is to be considered. Fall by October 15th and Spring by May 15th.

The process for evaluation of applications is as follows:

1. The Non Profit Grant Program Review Committee will meet Bi-annually to evaluate the application. Your organization will be notified of the meeting and invited to have an open discussion with the Committee regarding your project.
2. The Committee's evaluation and recommendation will be forwarded to the Board of County Commissioners and placed on the Consent Agenda for the next available meeting (but no later than 30 days following the Review Committee's meeting). You will receive notice of the meeting where commissioners may request further input or discussion; the BOCC will have final decision related to the Committee's recommendation.
3. The County Coordinator will cause applicants to be notified of the County Commission's decision regarding the grant request.
4. If your funding request is granted, you are required to submit a report after the project/event outlining the development, implementation and overall assessment of the project or event. Please provide as many details as possible to assist the Review Committee and County Commission evaluating the impact of the project or event. This report should be submitted to the County Coordinator's office no later than 30 days following the completion of the project or event.

Project name: _____

Organization name: _____

Type of organization (charitable, 501(c)(3), etc.) _____

Name: _____
Address: _____

Phone: _____
e-mail: _____
Primary contact: _____

Please describe how the project meets the criteria established for this program. You may create your own narrative or respond by answering the questions below. Please limit your narrative or responses to one page and attach it to this application.

- **How does the project respond to a demonstrated or emerging community need?**
- **What product or service will be rendered as a result of receiving funding?**
- **Is the project tied to public service for our citizens and/or communittee?**
- **How will the project be implemented?**
- **Are volunteer services and fundraising efforts being used as leverage to implement the project?**
- **Is the project currently receiving public funding from other sources?**
- **Are matching funds available?**
- **How will be project be sustained when the requested funds are exhausted?**

Amount of funds requested: \$ _____

Anticipated project completion date: _____

Signature of Applicant

Title

Date

ITEMS 5(f,g,h)

SMALL GRANT APPLICATION

**NON-PROFIT GRANT COMMITTEE
APPOINTMENT REQUEST**

NON-PROFIT GRANT APPLICATION

Kirk Reams

From: Julie Conley <jcedc@embarqmail.com>
Sent: Tuesday, February 23, 2016 2:13 PM
To: Kirk Reams
Subject: County grant application review

Kirk:

The Small Grant Review Committee met this morning to review the application submitted by the Jefferson County 4-H Program. The Committee finds the applicant meets the eligibility requirements and the proposed project is consistent with the purposes and intentions of the program. We recommend the BOCC grant the funding as requested.

Serving as the Review Committee for the Non Profit Grant Program, we also reviewed the application submitted by Capital Medical Society Foundation, Inc. The Committee finds that applicant also meets the eligibility requirements and the proposed project is consistent with the purposes and intentions of the program. We recommend the BOCC grant the funding as requested. However, since the make up of the Review Committee for the Non Profit Grant Program is not specifically mentioned in the application, and we were acting as such at the request of Commissioner Barfield, we request that you formally appoint the Committee, which currently consists of the EDC Director, Chamber/TDC Director and County Coordinator.

Thank you.

Julie Conley
Executive Director
Jefferson County EDC