

As noted in attached documents, on November 30, 2012, the engineer of record, contractor and Chairman executed the Certificate of Completion and on December 21, 2012, statement of completion and request for transfer to operation entity was received by SWFWMD for permit number 44 35636.0 Panacoochee Retreats Drainage Modification.

Therefore, staff recommends approval of close out documents for CDBG 11DB-T3-05-70-01-N10 for Panacoochee Retreats and request the Chairman to sign the cover letter and 2 copies of Section VIII and Applicant/recipient Disclosure/Update Report.

Included documents:

Cover Letter

Section I. Contract Information

Section II. Public Services, Public Facility and Infrastructure

Section V. Status of Accomplishments and Expenditures

Section VI. Beneficiary Data

Section VIII. Closeout Approval

Engineer's Certification of Completion

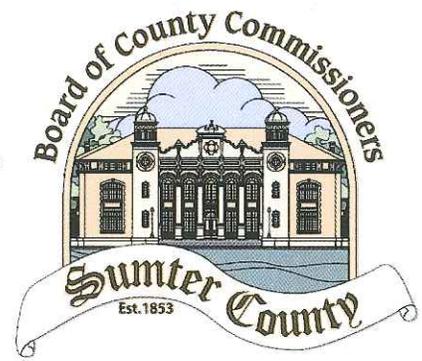
Applicant/Recipient Disclosure/Update Report

Civil Rights Profile

Board of County Commissioners

Sumter County, Florida

7375 Powell Road, Suite 200 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401
Website: <http://sumtercountyfl.gov>



February 12, 2013

Tammy Anderson
Fl. Dept. of Economic Opportunity
Small Cities CDBG Program
107 East Madison
MSC-400
Tallahassee, Fl. 32399-6508

Re: Closeout Report for Sumter County
CDBG-NR Grant Number **11DB-T3-05-70-01-N10**

Dear Ms. Anderson:

Enclosed for your review are two copies (each with original signatures) of the Sumter County CDBG project closeout documents. The closeout documents include:

- Project Closeout Report
- Financial Disclosure Document (Form 2880)
- Civil Rights Profile
- Engineer's Certification of Completion

If you have any questions, please let us know.

Sincerely,

Doug Gilpin
Chairman
Sumter County Board of County Commissioners

Enclosures

Al Butler, Dist 1
Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Doug Gilpin, Dist 2
Chairman
(352) 689-4400
7375 Powell Road
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Don Burgess, Dist 3
(352) 689-4400
7375 Powell Road
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Garry Breeden, Dist 4
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Don Hahnfeldt, Dist 5
Second Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Bradley S. Arnold,
County Administrator
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Gloria R. Hayward, Clerk & Auditor
(352) 569-6600
215 East McCollum Avenue
Bushnell, FL 33513

County Attorney
The Hogan Law Firm
Post Office Box 485
Brooksville, Florida 34605

Section I. Contract Information

Contract Number: 11DB-T3-05-70-01-N10		Beginning Date: 6-21-11	Ending Date: 6-20-13	Local Government's DUNS Number: 069673853	
Recipient: Sumter County		Local Contact: Scott Cottrell, PE, Public Works Director		Phone Number: (352) 569-6700	
1. Indicate how the project was carried out (administration and construction):			Recipient Employees <input type="checkbox"/>	Contractors <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
2. Indicate how beneficiary data was collected:			Census <input type="checkbox"/>	Survey <input checked="" type="checkbox"/>	Income Verification Form (for Housing or ED) <input type="checkbox"/>
3. Enter the Census Tract(s) and/or Block Group(s) service area(s):			Census Tract(s) 990400	Block Group(s) 1	
4. If location of activities has changed since the initial award was made, and a revised map was not previously submitted, is a map included?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. Is a Property Management Register included?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. If an infrastructure project, is an engineering certification included?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
7. Is the project located in a Historic District?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8. Is the project located in a Presidentially Declared Disaster Area?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Is the project a Brownfield Activity?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Did the local government provide the assistance (to the beneficiaries) in the form of a loan or a grant?			Grant <input checked="" type="checkbox"/>	Loan <input type="checkbox"/>	Deferred, forgivable loan <input type="checkbox"/>
11. If a loan, indicate:	Interest Rate: %	Monthly Loan Amount: \$	Amortization Period in Months:		
12. List all other funds, along with the source, used to support the activities funded with this grant:					
	Source		Amount		
Local Funds (i.e., General Revenue)	Sumter County BOCC		\$138,980.94		
Grant(s)			\$		
Private Funds (i.e., Participating Party, etc.)			\$		
Loan(s)			\$		
Other, including Program Income (Specify)			\$		
13. Will the project result in program income? <i>Program income earned as a result of Small Cities CDBG and Disaster Recovery grants, but not expended before closeout must be returned to DEO. Make check payable to the Department of Economic Opportunity – CDBG Program and include it with the Closeout.</i>				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If program income has already resulted, indicate amount:				\$na	
• Indicate amount of program income that has been expended to date:				\$na	
14. Does the local government have CDBG funds on hand? If yes, you cannot close the contract.			Yes <input type="checkbox"/>	If yes: \$	No <input checked="" type="checkbox"/>
15. Has a final Request for Funds been submitted? If not, you cannot close the contract.			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Section II. Public Services, Public Facility and Infrastructure

(To be completed by Commercial Revitalization, Disaster Recovery and Neighborhood Revitalization grant recipients. If water/sewer hookups were provided, please complete Section IV.)

1. Service (Housing Counseling, etc.)	
a. Number of persons with new access to this service or benefit	na
b. Number of persons with improved access to this service or benefit	na
c. Number of persons now receiving a service or benefit that is no longer substandard	na
2. Public Facility or Infrastructure Improvement (i.e., Water and Sewer Facilities, Drainage, Street Paving)	
a. Number of persons with new access to this type of public facility or infrastructure improvement	na
b. Number of persons with improved access to this type if public facility or infrastructure improvement	na
c. Number of persons served by public facility or infrastructure that is no longer substandard	392

Section V. STATUS OF ACCOMPLISHMENTS AND EXPENDITURES (Use additional pages if necessary)

National Objective 1-L/M 2-Urgent Need 3-Slum & Blight	(A) Activity #	(B) Activity Name	(C) IDIS # (for Small Cities CDBG)	(D) CDBG Accomplishments		(E) Current Approved CDBG Budget	(F) CDBG Funds Received To Date	(G) Other Leverage Funds Expended	
			DEO Use Only	Contracted	To Date				
1	21A	Administration		na	na	\$43,000	\$43,000	\$882.08	
1	03J	Flood and Drainage		27,006 LF	27,006 LF	\$402,696.54	\$402,696.54	\$0	
1	03K	Streets - Repaving		43,656 SY	43,656 SY	\$304,303.46	\$304,303.46	\$107,998.86	
1	03J	Engineering - Flood and Drainage		0	0	\$0	\$0	\$30,100	
						\$	\$	\$	
						\$	\$	\$	
						\$	\$	\$	
TOTALS				27,006 LF 43,656 SY	27,006 LF 43,656 SY	750,000.00	\$750,000.00	\$138,980.94	
J. Total CDBG Approved Budget:		Total of Column (E)					\$750,000.00		
K. Total CDBG Funds Received To Date:		Total of Column (F)					\$750,000.00		
L. Refund Due to DEO:		If Line (K) is greater than Line (J) indicate the difference					\$0		
M. Amount to be Deobligated:		If Line (K) is less than Line (J) indicate the difference					\$0		

Section VIII. CLOSEOUT APPROVAL

I certify that, to the best of my knowledge, all activities undertaken by the local government with funds under this grant agreement have been carried out in accordance with the grant agreement, that proper provision has been made for the payment of all paid costs identified; that the State of Florida is under no obligation to make further payment to the local government under the grant agreement in excess of the amount identified on Line J of the STATUS OF ACCOMPLISHMENTS AND EXPENDITURES form submitted with this closeout report; that every statement and amount set forth in this instrument is true and correct as of this date; that all required audits as of this date have been submitted and approved; and I acknowledge that DEO reserves the right to recover any disallowed costs identified in an audit completed after this closeout.

Chief Elected Official or Authorized Designee

Signature

Name and Title

Date

For DEO use only:	
Approval of this Closeout Package authorizes the deobligation of unexpended CDBG contract funds in the amount of \$_____.	
Division of Community Development	DEO Finance and Accounting Section
_____ Name and Title	_____ Name and Title
_____ Date	_____ Date

Engineer's Certification of Completion

TO: Sumter County Board of County Commissioners, 319 East Anderson Avenue,
Bushnell, Florida 33513

FROM: Springstead Engineering, Inc., 727 South 14th S., Leesburg, FL 34748

DATE: November 16, 2012

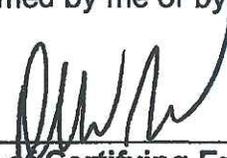
**RE: SUMTER COUNTY CDBG Grant Number #11DB-T3-05-70-01-N10
Flood, Drainage and Repaving Improvements to Panacoochee Retreats
Subdivision**

I, the undersigned professional engineer registered in Florida and Engineer of Record for the referenced project, certify that:

- The project has been constructed in accordance with the construction permit(s), owner's directives, and approved construction plans and specifications, and
- Record drawings for the project adequately reflect the as-built condition of the completed work.

This certification is based upon on-site observation of construction conducted by me or by a project representative under my direct supervision and, if applicable, upon a review of shop drawings, test results/records, and record drawings performed by me or by a project representative.

David W. Springstead, P.E.
Printed Name of Certifying Engineer

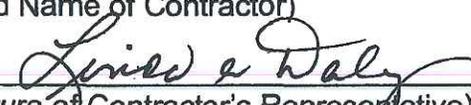

Signature of Certifying Engineer

Engineer's Registration Number: 48229 **Date:** 11/30/12

The Contractor Accepts this Certificate of Final Completion on:

Date: 11/30/12

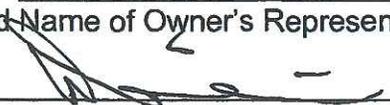
Contractor: Daly Zilch (Florida), Inc.
(Printed Name of Contractor)

By: 
(Signature of Contractor's Representative)

The Owner (Sumter County) Accepts this Certificate of Final Completion on:

Date: 11/30/12

Owner: Sumter Co. Board of Co. Commissioners
(Printed Name of Owner's Representative)

By: 
(Signature of Owner's Representative)

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 10/31/2012)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): Sumter County Board of County Commissioners, 7375 Powell Rd., Wildwood, FL 34785 (352) 689-4400	2. Social Security Number or Employer ID Number: 596-00-0450
3. HUD Program Name Small Cities CDBG Program	4. Amount of HUD Assistance Requested/Received \$750,000.00
5. State the name and location (street address, City and State) of the project or activity: Unincorporated Sumter County, Florida (Panacoochee Retreats)	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
Sumter County Board of County Commissioners	Cash	\$242,283.11	Drainage/Repave/Eng/adm

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
Andy Easton & Associates	342-06-2470	Grant Administration	\$43,000 - CDBG funds
Springstead Engineering, Inc.	591-49-0500	Engineering	\$101,184.25 -County fund:
Daly & Zilch	593-38-4496	Construction	\$707,000 -CDBG funds
Daly & Zilch	593-38-4496	Construction	\$141,098.86 -County fund:

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
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Doug Gilpin, Chairman

**CIVIL RIGHTS PROFILE
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT**

RECIPIENT NAME Sumter County

CONTRACT NUMBER 11DB-T3-05-70-01-N10 DATE: 1-2-13

DEMOGRAPHIC DATA

1. Total Number of Local Government Employees: 216 (FTE) (Do **NOT** include constitutional officers)
2. Number of Employees who work on CDBG funded activities: 6
3. Total Number of Local Government Minority Employees: 8 FTE (Do **NOT** include constitutional officers)
4. Number of Minority Employees who work on CDBG funded activities: 0
5. Local Government Population: 93,420 (Counties do **NOT** include populations of incorporated cities)
6. Local Government Minority Population:(Counties do **NOT** include populations of incorporated cities) 13,452
7. Local Government Minority Population Percentage: (Counties do **NOT** include populations of incorporated cities) 14.4%
8. Percentage of Persons of Low and Moderate Income in the Local Government: 38.4% (Counties do **NOT** include populations of incorporated cities)

For Neighborhood Revitalization and Commercial Revitalization Only

9. Service Area Population: 392
10. **Percentage of Persons of Low and Moderate Income in the Service Area: 80.10%**

To document civil rights compliance, this profile should be completed and returned to:

CDBG Program Administrator
Department of Community Affairs
2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100

Retain a file copy in the event that a CDBG field monitor wishes to review it during a monitoring visit.

CIVIL RIGHTS PROFILE (07.02)

Use application survey data or census data, as appropriate, to determine beneficiary information. Complete a form for each activity, except Administration and Engineering. Submit civil rights information with executed contract and update upon completion of grant.

1. **Total Beneficiaries in Service Area:** Using project data on eligible individuals, enter number of individual beneficiaries in each population group to be assisted.
2. **LMI Beneficiaries in Service Area:** Using project data regarding individuals, enter number of individual LMI beneficiaries in each population group to be assisted.

FOR ECONOMIC DEVELOPMENT GRANTS ONLY (should be provided at the time of grant completion)

3. **Job Applicants:** Use job applicant information provided by the employer and enter number of individual job applicants in each population group to complete.
4. **Job Hires:** Use job applicant and hiring information provided by the employer and enter number of job hires (employees) holding jobs when final job creation requirements have been met.

5. **FOR HOUSING GRANTS ONLY:**
(Complete column 2 below at closeout using data provided by assisted households.)

ACTIVITY NAME: Flood and Drainage

Population Group	1. Total Beneficiaries	2. LMI Beneficiaries	3. Job Applicants	4. Employees Hired	5. Housing Beneficiaries
White/non Hispanic	390	312			
Black/non Hispanic	0	0			
Hispanic	4	4			
Asian/Pacific Islander	0	0			
American Indian /Alaskan Native	2	2			
Female Head of Household	40	32			
Elderly Head of Household	51	40			
Handicapped	26	20			

ACTIVITY NAME: Repaving

Population Group	1. Total Beneficiaries	2. LMI Beneficiaries	3. Job Applicants	4. Employees Hired	5. Housing Beneficiaries
White/non Hispanic	390	312			
Black/non Hispanic	0	0			
Hispanic	4	4			
Asian/Pacific Islander	0	0			
American Indian /Alaskan Native	2	2			
Female Head of Household	40	32			
Elderly Head of Household	51	40			
Handicapped	26	20			