



**Division of Community Development**  
**Office of Long-Term Resiliency (OLTR)**

---

**REBUILD FLORIDA**  
**INFRASTRUCTURE REPAIR PROGRAM (IRP)**  
**APPLICATION**

**GENERAL INFORMATION**

<b>Local Government Applicant Name:</b>	Hernando County Board of County Commissioners
<b>Official Project Title:</b>	Waterways Building
<b>Unique Entity Identifier (UEI):</b>	MWKBKNTZ9SW7
<b>Federal Employer Identification Number (FEIN):</b>	59-1155275

**Application Preparer:** (This is the city/town/county employee that FloridaCommerce will contact regarding any question within your submitted application.)

<b>First and Last Name:</b>	Casey Stepp
<b>Title:</b>	Grant Writer
<b>Mailing street address:</b>	15470 Flight Path Drive
<b>City:</b>	Brooksville
<b>State:</b>	FL
<b>Zip:</b>	34604
<b>Phone Number:</b>	352-475-4778
<b>Email Address:</b>	cstepp@co.hernando.fl.us

**Local project manager/lead contact:** (This is the person who will lead the project locally.)

<b>First and Last Name:</b>	Velvet Burris
<b>Title:</b>	Housing Coordinator
<b>Mailing street address:</b>	621 West Jefferson Street
<b>City:</b>	Brooksville
<b>State:</b>	FL
<b>Zip:</b>	34601
<b>Phone Number:</b>	352-540-4339
<b>Email Address:</b>	vburris@co.hernando.fl.us

### Location of Proposed Project

Street Address:	4170 Pine Dale Court
City:	Hernando Beach
State:	FL
Zip:	34607

Please select which qualifying county this project is located in:

#### HUD MIDs

- |                                    |  |                                    |
|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Charlotte | <input checked="" type="checkbox"/> Hernando | <input type="checkbox"/> Polk      |
| <input type="checkbox"/> Citrus    | <input type="checkbox"/> Highlands           | <input type="checkbox"/> Seminole  |
| <input type="checkbox"/> Collier   | <input type="checkbox"/> Indian River        | <input type="checkbox"/> St. Lucie |
| <input type="checkbox"/> Columbia  | <input type="checkbox"/> Lafayette           | <input type="checkbox"/> Sumter    |
| <input type="checkbox"/> DeSoto    | <input type="checkbox"/> Lake                | <input type="checkbox"/> Suwannee  |
| <input type="checkbox"/> Dixie     | <input type="checkbox"/> Leon                | <input type="checkbox"/> Taylor    |
| <input type="checkbox"/> Duval     | <input type="checkbox"/> Levy                |                                    |
| <input type="checkbox"/> Hamilton  | <input type="checkbox"/> Madison             |                                    |

#### State MIDs

- |                                   |                                    |                                     |                                    |
|-----------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Alachua  | <input type="checkbox"/> Gadsden   | <input type="checkbox"/> Liberty    | <input type="checkbox"/> Putnam    |
| <input type="checkbox"/> Baker    | <input type="checkbox"/> Gilchrist | <input type="checkbox"/> Marion     | <input type="checkbox"/> St. Johns |
| <input type="checkbox"/> Bradford | <input type="checkbox"/> Glades    | <input type="checkbox"/> Martin     | <input type="checkbox"/> Union     |
| <input type="checkbox"/> Brevard  | <input type="checkbox"/> Gulf      | <input type="checkbox"/> Nassau     | <input type="checkbox"/> Wakulla   |
| <input type="checkbox"/> Clay     | <input type="checkbox"/> Hardee    | <input type="checkbox"/> Okeechobee |                                    |
| <input type="checkbox"/> Flagler  | <input type="checkbox"/> Hendry    | <input type="checkbox"/> Osceola    |                                    |
| <input type="checkbox"/> Franklin | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Palm Beach |                                    |

Does the proposed project exist within a fiscally constrained county (per [S. 218.67\(1\) F.S.](#))?

☐ Yes ☒ No

If "Yes," please select which fiscally constrained county:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Baker (State)     | <input type="checkbox"/> Gulf (State)      | <input type="checkbox"/> Madison (HUD)      |
| <input type="checkbox"/> Bradford (State)  | <input type="checkbox"/> Hamilton (HUD)    | <input type="checkbox"/> Okeechobee (State) |
| <input type="checkbox"/> Columbia (HUD)    | <input type="checkbox"/> Hardee (State)    | <input type="checkbox"/> Putnam (State)     |
| <input type="checkbox"/> DeSoto (HUD)      | <input type="checkbox"/> Hendry (State)    | <input type="checkbox"/> Suwannee (HUD)     |
| <input type="checkbox"/> Dixie (HUD)       | <input type="checkbox"/> Highlands (HUD)   | <input type="checkbox"/> Taylor (HUD)       |
| <input type="checkbox"/> Franklin (State)  | <input type="checkbox"/> Jefferson (State) | <input type="checkbox"/> Union (State)      |
| <input type="checkbox"/> Gadsden (State)   | <input type="checkbox"/> Lafayette (HUD)   | <input type="checkbox"/> Wakulla (State)    |
| <input type="checkbox"/> Gilchrist (State) | <input type="checkbox"/> Levy (HUD)        |   |
| <input type="checkbox"/> Glades (State)    | <input type="checkbox"/> Liberty (State)   |   |

Please select the number of **FEMA IA Categories A-G (to include IA/PA)** Declarations your community received for storms occurring within the applicable 2023-2024 allocation period:

☐ One (1) ☐ Two (2) ☒ Three (3) ☐ Four (4) ☐ Five (5)

Please select the number of **FEMA PA** Declarations your community received for storms occurring within the applicable 2023-2024 allocation period:

☐ One (1) ☐ Two (2) ☐ Three (3) ☒ Four (4) ☐ Five (5)

Does the project applicant qualify as a Rural Development Initiative (REDI) Eligible County and/or Community (per [S. 288.0656\(6\)\(b\) F.S.](#))?

☐ Yes ☒ No

If "Yes," please select the applicable REDI designation(s):

- ☐ Northwest Rural Areas of Opportunity (NW RAO)
- ☐ South Central Rural Areas of Opportunity (SC RAO)
- ☐ North Central Rural Areas of Opportunity (NC RAO)
- ☐ Economically Distressed Rural Counties (EDRC)
- ☐ Designated Rural Communities Located in an Urban County (DRCLUC)

Does the project applicant qualify as an Area of State Critical Concern (ASCC) Eligible County and/or Community (per [S. 380.05 F.S.](#))?

☐ Yes ☒ No

If "Yes," please select the applicable ASCC designation(s):

- ☐ Big Cypress Area (Collier)
- ☐ Green Swamp Area (Polk and Lake)
- ☐ Apalachicola Bay Area (Franklin)
- ☐ Brevard Barrier Island Area (Brevard and Indian River)

### FUNDING REQUEST

Type of Funding Sought:

- ☐ Infrastructure Activities (Storm Tie-Back)
- ☐ Mitigation Activities (No Storm Tie-Back)
- ☒ Infrastructure Activities with Mitigation Measures (Storm Tie-Back with Hardening and Resiliency)

If the Infrastructure funding sought incorporates mitigation measures, can the infrastructure project be completed without additional funding for the mitigation measures?

☐ Yes ☒ No ☐ N/A

<b>Total Infrastructure Funds Requested</b> (Storm Tie-Back)	\$7,124,250
<b>Total Mitigation Funds Requested</b> (No Storm Tie-Back)	\$0
<b>Other Funding/Local Leverage</b> (Attributed to the project)	\$75,000
<b>Total Project Budget</b> (100% - Requested and Leverage)	\$7,199,250

If Other Funding has been secured, select the source of the leveraged funds (select all that apply).

- ☐ FEMA (non-HMGP) ☐ State Funds
- ☒ Local Match ☐ Private Funds



☐ Other: \_\_\_\_\_

[[Attach](#)] supporting documentation for source of leveraged funds.

Is the local government covered by the National Flood Insurance Program (NFIP)?

☒ Yes ☐ No

If you do not participate in the NFIP, will you participate in the program prior to the announcement of the Intent to Award?

☐ Yes ☐ No

### NATIONAL OBJECTIVE

How was the LMI data obtained for this project?

☒ Census Block Data (*preferred*) ☐ Survey Data (*Responses and Worksheet **MUST BE PROVIDED***)

Total service area population served:	8,700
Total LMI population served:	5,415
Total Low- Income citizens served:	3,015
Total Moderate- Income citizens served:	5,235
Total LMI percentage (%):	57.35%
Percentage of Total UGLG Population to be Served by this project:	4.6%

If your project LMI is below 51% Low-Moderate Income Data (LMID) for the Area of Benefit (*based on [2016-2020 ACS](#)*), please select the applicable criteria to qualify your project under the “Urgent Need” National Objective and provide a written justification on how this project qualifies to participate in the IRP.

☐ The existing conditions must pose a serious and immediate threat to the health or welfare of the community.

☐ The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months).

☐ The grantee is unable to finance the activity on its own.

☒ Other sources of funding are *not* available.

1,500 words or less.

### ELIGIBLE ACTIVITIES

Please select which CDBG-DR eligible **Infrastructure** activity that best describes your proposed program or project:

- ☐ Restoration or improvements of Infrastructure damaged by a qualifying 2023 and/or 2024 storm (such as water and sewer facilities, streets, removal of debris, bridges, etc.).
- ☒ Demolition and rehabilitation of publicly- or privately-owned commercial or industrial buildings.
- ☐ Renourishment of protective coastal dunes systems and state beaches.
- ☒ Repairs to damaged buildings that are essential to the health, safety, and welfare of a community when repairs to these buildings constitute an urgent need (this may include police stations, fire stations, parks and recreational centers, community and senior centers, hospitals, clinics, schools and educational facilities and other public properties, including properties serving as emergency shelters).
- ☐ Repairs to water lines and systems, sewer lines and systems, drainage, and flood mitigation systems.
- ☐ Natural or green infrastructure.
- ☐ Communications infrastructure.
- ☐ Acquisition with or without relocation assistance.
- ☐ Other: \_\_\_\_\_

Please select which CDBG-DR eligible **Mitigation** activity that best describes your proposed program or project:

- ☐ Development of mitigation standards, regulations, policies, and programs.
- ☒ Adherence to FEMA code+, statewide building code, and floodplain management regulations.
- ☐ Dam safety programs, seawalls, and levee systems; enlarge a dam or levee beyond the original footprint of the structure that existed prior to the disaster event, after obtaining pre-approval from HUD

and any federal agencies that HUD determines are necessary based on their involvement or potential involvement with the levee or dam.

- ☐ Acquisition of flood prone and environmentally sensitive lands.
- ☒ Retrofitting/hardening/elevating structures and critical facilities.
- ☐ Relocation of structures, infrastructure, and facilities out of vulnerable areas; permanent relocation of public facilities located in high-risk areas, appropriate relocation assistance and rebuilding in low-risk areas within the neighborhood or areas of opportunity.
- ☐ Public awareness/education campaigns.
- ☐ Improvement of warning and evacuation systems.
- ☐ Other: \_\_\_\_\_

### PROJECT DESCRIPTION

If you are seeking funding only through an eligible **Infrastructure Activity (Storm Tie-Back)**, write an overview/summary of the infrastructure project being proposed.

Please include the following:

1. Project purposed.
2. How the work will be completed.
3. The team responsible for completing the work.
4. Method(s) used to determine funding requested.
5. Anticipated outcomes.
6. How the project will be maintained after it is completed.

**\*Please note if property acquisition is required and if the applicant possesses the necessary jurisdiction/site control to complete the project activities.**

N/A

If you are seeking funding only through an eligible **Mitigation Activity (No Storm Tie-Back)**, write an overview/summary of the mitigation project being proposed.

Please include the following:

1. Project purposed.
2. How the work will be completed.
3. The team responsible for completing the work.

4. Method(s) used to determine funding requested.
5. Anticipated outcomes.
6. How the project will be maintained after it is completed.

**\*Please note if property acquisition is required and if the applicant possesses the necessary jurisdiction/site control to complete the project activities.**

N/A

**If you are seeking funding only through an eligible **Infrastructure project with Mitigation Measures (Storm Tie-Back and Hardening and Resiliency)**, write an overview/summary of the mitigation project being proposed.**

**Please include the following:**

1. Project purposed.
2. How the work will be completed.
3. The team responsible for completing the work.
4. Method(s) used to determine funding requested.
5. Anticipated outcomes.
6. How the project will be maintained after it is completed.

**\*Please note if property acquisition is required and if the applicant possesses the necessary jurisdiction/site control to complete the project activities.**

The proposed project includes the demolition of existing structures, design, engineering, permitting and construction of a new Waterways facility of appropriately 4,340 sq. ft. of elevated office building, seawall addition, dock addition, and boat ramp renovation. An elevator or ADA compliant ramp will be included to meet accessibility requirements. All necessary infrastructure will be added to the property as well as addressing the required drainage modification to allow for proper flow of stormwater on and through the site. The infrastructure required will include water, sewer, electric, network connection, and access to the Gulf of America. The project will address the storm damages to existing docks and provide necessary improvements and upgrades. The additional dock will allow for permanent location for the Fire Rescue boat which will allow enhanced response times for the public. All maintenance and storage for the onsite staff will be performed and provided at the ground floor level. A new building will be designed above the base flood elevation allowing for adequate storage of vessels below and accommodating future expansion needs as they may arise well into the future. Outdoor storage for boats and equipment will be incorporated under the elevated building and remaining site. Parking areas will be provided for staff, Sheriff Office, and FWC along with the occasional visitor. A portion of the property is currently fenced; however, it was damaged from the 2024 storms specifically and will require replacement to secure the site.

There are three basic methods of delivering the project: (1) Design/Bid/Build (DBB), (2) Construction Manager/General Contractor (CMGC) and (3) Design/Build (DB). DBB is a hard bid method whereby the County hires a design team to design and prepare bid documents for contractors to bid. This approach is the lengthiest of the three methods and it is recommended that bidders be pre-qualified to provide bids. CMGC is a method by which the design team and contractor are selected and work together with the County to develop documents within the specified budget. This method requires the general contractor to bid the various elements of the project which keeps a competitive bidding process in play. They receive their negotiated fee for the project. This method also allows for a more expeditious timeline with the ability to provide bidding packages for early site work, superstructure, finishes, final site, furnishings, and equipment. The final method, DB, is the hiring of one team that includes the contractor and design team under one contract. Per Florida Revised Statutes, a design criteria package must be developed for the solicitation. The approach typically is led by a contractor whose main purpose is to bring a project within budget. The county will utilize the CMGC delivery method for the project. The project will be put out to bid and contracted services will be used to complete it. The funding requested was established based on Project Plan prepared in 2023 utilizing current good faith estimates of costs comparatively to other projects occurring or having occurred in the County. The Hernando County Waterways Manager and Parks & Recreation Administrator will be heavily involved in the planning and monitoring of the project in addition to the Procurement Division.

This project will fulfill the operational needs of the Parks and Recreation Department's Waterways Division, Hernando County Sheriff's Office Marine Unit, and the Florida Fish and Wildlife Commission (FWC) marine officers and provides direct accessibility to waterways within Hernando County. The goals of the project are to serve as a home base for the Waterways Division, FWC and Sheriff's Office while allowing interagency cooperation and coordination for all issues/concerns on HC waterways. The proximity of the project location allows for quick access to Gulf waters and associated rivers and tributaries. The current facility required extensive damage assessment post natural disaster before staff could begin to address damage assessment of public waterways. This also delayed commercial activities (fishing, charters, etc.) dependent on water access in the area from resuming normal operations. This facility must consider the current and anticipated future needs and functions of the division. The property will be maintained by Hernando County following project completion, as is custom for all county owned properties. All of these aforementioned entities are responsible for serving the entire population of Hernando County, therefore this Waterways Building serves the entire population not just those of the immediate area.

Understanding the substantial damage and future needs of the County, in March 2025, Hernando County Board of County Commissioners approved the purchase of the adjacent lot for \$735,000 to allow for the proper expansion to account for current and future needs of the division in addition to our partners, the Hernando County Sheriff's Office and Florida Fish and Wildlife (FWC) that are collocated at the site.

Upon completion, the site will be maintained by the Facilities department and staff like all other County owned properties.

### DAMAGE SUMMARY

**Write an overview/summary of infrastructure damaged by a qualifying 2023 and/or 2024 storm, specific to this project.**

The Waterways building received 2.5 feet of storm surge inside the building from Hurricane Idalia (2023). The water damage was extensive, however the County decided to repair the internal damage (drywall, electrical, flooring, furniture) with the hope of utilizing it for a few more years. In 2024, Hurricane Helene's storm surge caused 5 feet of water inside the building along with structural damage (shifted cinder blocks and concrete spalling due to rusted rebar). The damage was too extensive to justify repairs, so the building was deemed condemned and is slated for demolition in FY26. The adjacent concrete block shed was also damaged due to storm surge which caused shifting of cinder blocks and exposure of rebar. This structure will also be demolished. The existing chain link fence around the property was pushed over by storm surge and debris. The fence is showing rust from the saltwater inundation from numerous years of storm surge.

### UNMET NEED

**Describe how the proposed activity will address an Unmet Need tied to the impact of damage from the disaster (Note: All CDBG-DR activities must clearly address an impact of the disaster).**

The current Waterways building was built in 1960 and is considered a non-compliant structure for both Florida Building Code and the current floodplain elevations pursuant to the Flood Insurance Rate Maps.

Due to the damage sustained in the 2024 storms, the Waterways building has been unoccupied, and the staff has been utilizing the maintenance shed on property as an office building. A port-a-potty has also been placed on-site for a temporary restroom for staff. The proposed facility would eliminate the concern of flooding in the office building, thus allowing staff to quickly recover post disaster and allowing for faster response to the public needs. Reducing response times to potential hazards in the waterways assists Hernando County partners, Sheriff's Office Marine Unit, FWC and Fire Rescue, in accessing those in need after disaster strikes. Due to the current state of the Hernando County Waterways facility, the Sheriff's Marine Unit deputies and FWC must store equipment in their vehicles or at another location thus resulting in substantial response time delays. Also, adding a docking structure on the newly purchased property will allow mooring of a Fire Rescue boat enhancing the response times as well. Rapid response post disaster is essential for all entities and the enhanced safe access to the waterways of Hernando County that this project will allow are vital. Returning the area to functional waterways is also essential for the economic and tourism success of the community.

Hernando County is a coastal community with river, tributaries and canals that are directly connect to the Gulf of America. As such, Hernando County has numerous aids to navigation, boat ramps, and waterbodies that require maintenance and enforcement to ensure public safety. Construction of

facility with direction connection to a main access channel that can be utilized by several agencies would provide benefits to the State waters such as increased response time to water emergencies, accessibility of boating equipment to assist with in-water rescues, safety zone for inclement weather, increased coordination of agencies and swift repair of aids to navigation for all.

### BUDGET, ACTIVITY WORK PLAN, DUPLICATION OF BENEFITS

#### Budget, AWP, and DOB Template

[[Attach - Fillable Form](#)] Budget, Activity Work Plan, and Duplication of Benefits Worksheet.

[[Attach](#)] Quotes/Estimates used to determine funding request.

### SUPPORTING DOCUMENTS

[[Attach](#)] Map clearly showing Project Location and/or Service Area.

[[Attach](#)] Most Recent Flood Plain Map.

### PRE-EXISTING DESIGN(S)

**Does the applicant possess a 100% architectural/engineering design(s) for this projects that are signed and stamped by a licensed architect/engineer?**

☐ Yes ☐ No

If “Yes,” please [[Attach](#)].

### PICTURES

**Attach either up to ten (10) photos of the service area or any other relevant photos for the scoring team to review regarding the program or project.**

Picture(s) [[Attach](#)]

### CITIZEN PARTICIPATION/PUBLIC NOTICE

**All applicants must conduct a public hearing or public comment period, notifying their citizens of their intent to seek CDBG-DR funding. In order to satisfy this requirement, please provide documentation for one of the two methods below.**



# FLORIDACOMMERCE

## Division of Community Development Office of Long-Term Resiliency (OLTR)

### Public Hearing

Date of Hearing Notice:	
Date of 1 <sup>st</sup> Public Hearing:	

Documentation of Public Hearing Notice [[Upload](#)]

#### Documentation of 1<sup>st</sup> Public Hearing

- ☐ Public Hearing Meeting Minutes [[Upload](#)]
- ☐ Public Hearing Certification [[Upload](#)]
- ☐ Citizen Participation Plan [[Upload](#)]
- ☐ Citizen Complaint Policy [[Upload](#)]
- ☐ Citizen Complaints from Public Hearing [[Upload](#)]

### Public Comment Period

Date of Public Notice:	09/12/2025
Public Comment Start Date:	09/12/2025
Public Comment End Date:	09/23/2025

Documentation of Public Notice [[Upload](#)]

- ☐ Public Notice Certification [[Upload](#)]
- ☐ Citizen Participation Plan [[Upload](#)]
- ☐ Citizen Complaint Policy [[Upload](#)]
- ☐ Citizen Complaints from Public Comments [[Upload](#)]

### CERTIFICATION AND SIGNATURE

As authorized Executive Officer, I certify that staff, contractors, vendors, and community partners of the CDBG-DR initiative:

- A. Will comply with all HUD and Florida requirements in the administration of the proposed CDBG-DR funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-DR program(s) and/or project(s) and;
- C. Certify that all information submitted in this Application is true and accurate.

X SIGN HERE





Office of Long-Term Resiliency  
CDBG-DR/MIT  
Application - Project Budget

Program:	2023 - 2024 Storms - Infrastructure Repair Program
Name of Applying Entity:	Hernando County Board of County Commissioners
Project Name:	Waterways Building

Activity and Descriptions	CDBG-DR/MIT Amount	Leverage Funds	Source*	Total Funds
<b>1. Grant Administration</b>				
Administration	\$339,250			\$339,250
Reports & Invoicing	\$200,000			\$200,000
CEI	\$250,000			\$250,000
<b>2. Engineering Services</b>				
Design & Engineering	\$750,000			\$750,000
Environmental	\$50,000			\$50,000
Permits	\$5,000			\$5,000
<b>4. Construction</b>				
Site Demolition		\$75,000	General Fund	\$75,000
Fencing	\$30,000			\$30,000
Seawall	\$1,000,000			\$1,000,000
Dock & Gangways	\$1,000,000			\$1,000,000
General Construction	\$3,500,000			\$3,500,000
<b>TOTALS:</b>	<b>\$ 7,124,250.00</b>	<b>\$ 75,000.00</b>		<b>\$ 7,199,250.00</b>

\*The amount(s) and source(s) of all Leverage Funds needed to complete this project must be provided on the accompanying DOB Form.

Prepared By:	Casey Stepp
Date Prepared:	9/16/2025



Office of Long-Term Resiliency  
CDBG-DR/MIT  
Application - Activity Work Plan

Program:	2023 - 2024 Storms - Infrastructure Repair Program
Name of Applying Entity:	Hernando County Board of County Commissioners
Project Name:	Waterways Building

Start Date (month/year)	End Date (month/year)	Description of Proposed Task to be Completed by the "End Date."	Estimated Funds to be Requested by the "End Date"	Estimate of Total Funds Reimbursed by the "End Date"
March 1, 2026	May 31, 2026	Board Approval & Bidding Process	\$0.00	\$0
June 1, 2026	July 31, 2026	Site Demolition	\$75,000.00	\$75,000
June 1, 2026	September 30, 2026	Environmental Exemption and Policy Reviews/Revisions	\$50,000.00	\$125,000
June 1, 2026	December 31, 2026	Grant Admin. (Reports) and Engineering Design (60%)	\$750,000.00	\$875,000
August 1, 2026	October 31, 2026	Permitting & Regulatory Approvals	\$5,000.00	\$880,000
January 1, 2027	December 31, 2028	Grant Admin. (Reports/Invoicing/Monitoring/DBA/Sec. 3), CEI (50%) and Construction (50%)	\$2,890,000.00	\$3,770,000
January 1, 2029	February 28, 2029	Grant Admin. (Closeout), CEI and Construction (100%) Retainage	\$3,429,250.00	\$7,199,250

"Estimated Funds to be Requested are the funds required to complete that individual task by the "End Date."


"Estimate of Total Funds Reimbursed" is a running total of all funds anticipated to be reimbursed by the "End Date."

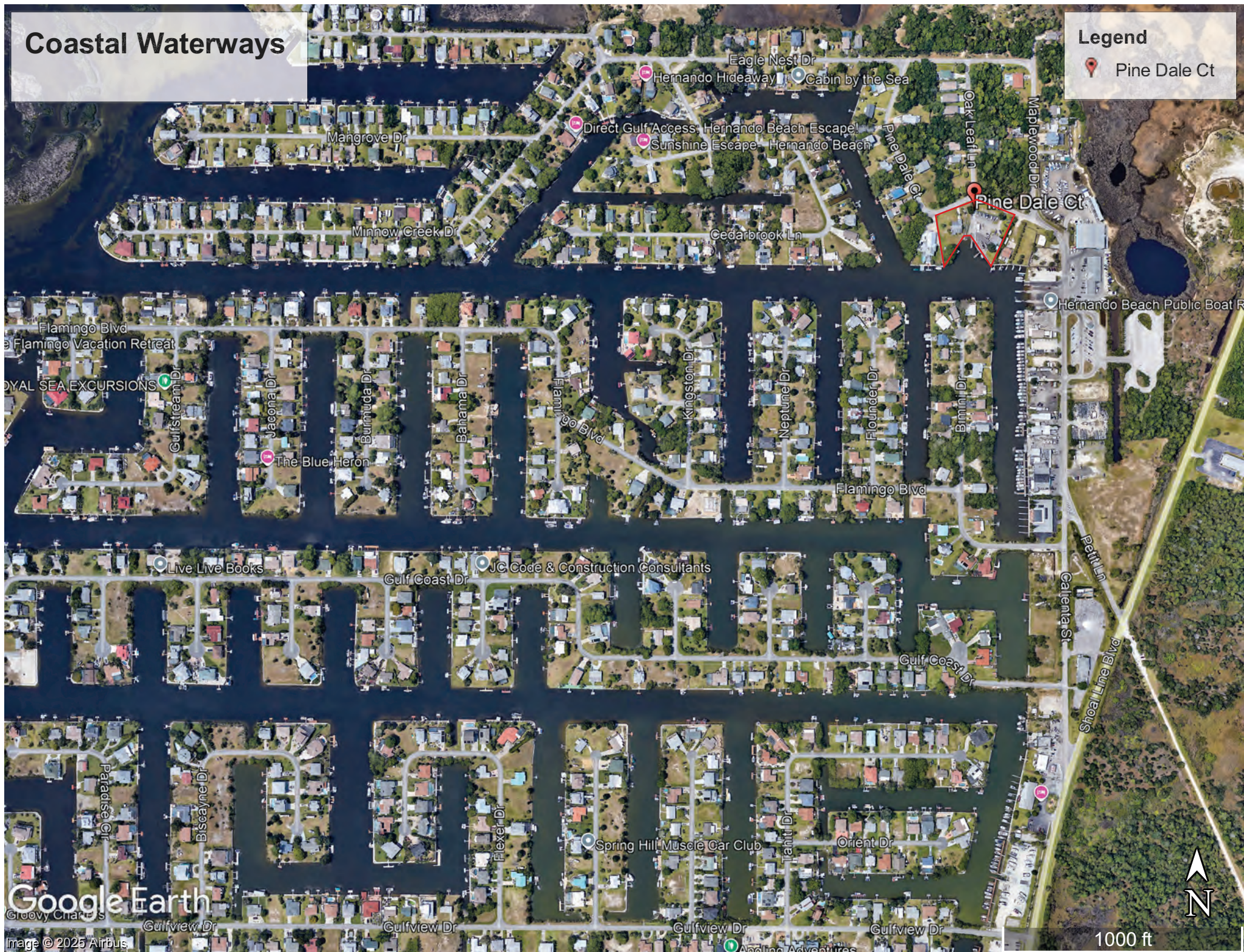
Prepared By:	Casey Stepp
Date Prepared:	9/16/2025



# Coastal Waterways

## Legend

 Pine Dale Ct





# National Flood Hazard Layer FIRMette



82°39'24"W 28°30'19"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
OTHER FEATURES		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped
MAP PANELS		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.



This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 8/18/2025 at 5:45 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Basemap Imagery Source: USGS National Map 2023



































Waterways

Hardie Board Siding

Upper Ceiling  
Attic / Crawl space  
ALC Handler, ALC Ducts,  
Wiring & Storage.

6 1/2' maximum

8' Drop Ceiling 15" structural Floor / ceiling

3' x 6' x 5'

18" steel Beams 9" Floor

6" 4000 PSI Concrete

ground level

5% Maximum slope

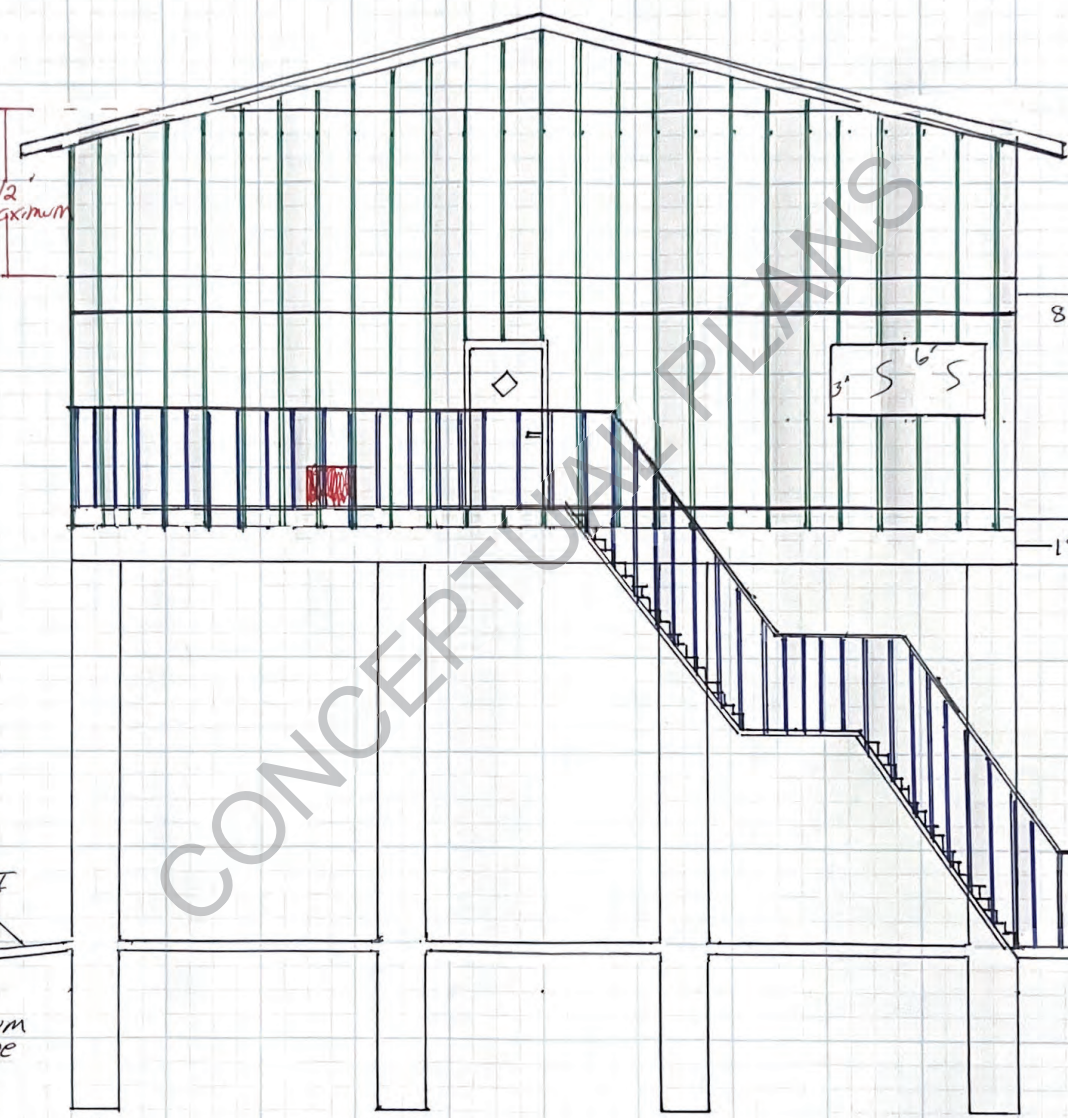
5% Maximum slope

ground level

2' steel reinforced 4000 PSI concrete piles

Not To Scale

North side





Waterways

Hardie Board Siding

Upper ceiling Attic/  
Craw Space  
A/C Handler A/C Ducts  
Wiring and Storage

6.5' maximum

15' Structural Floor/  
Ceiling

8' Drop Ceiling

9" Floor

18" Steel Beams

6" 4000 PSI  
Concrete

Ground Level

5%  
Maximum  
slope

5%  
Maximum  
slope

Ground Level

2'  
Steel Reinforced  
4000 PSI concrete  
piles

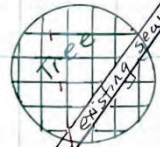
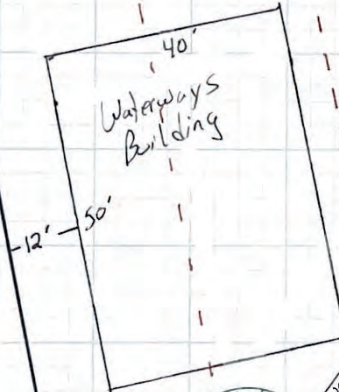
NOT TO SCALE

South Side



4' 4'

Remove  
to  
property  
line



New Ramp  
straight  
& longer  
not as  
steep

Remove  
existing  
ramp.

Remove and  
Replace all  
decking and  
piles.





Solid Fiberglass doors  
uPVC window frames  
w/ impact resistant double-  
pane glass

All Interior and Exterior walls  
are 6" thick with sound  
deadening insulation

Hardie Board Siding

Waterways

22 g Galvalume  
All Joints sealed  
Top & Bottom gaskets

Upper ceiling 6 1/2' maximum  
Attic/craw space A/C handler,  
A/C ducts, wiring, storage

Structural floor/ceiling  
15"

8' drop ceiling

9" Floor

18" Steel Beams

6" 4,000 PSI  
concrete

Grand Level

5% Maximum  
slope

5% maximum slope

Grand Level

2'  
Steel Reinforced  
4,000 PSI concrete  
piles

East side

NOT TO SCALE

CONCEPTUAL PLANS

4' x 8' S

4' x 8' S

4' x 8' S

16'



Hardie Board Siding

Waterways

22 g Galvalume  
All joints sealed.  
Top & Bottom gaskets

Upper Ceiling  
Attic/ Crawl Space  
A/C Handler, A/C Ducts,  
Wiring, & storage

6 1/2"  
maximum

Structural Floors & Ceiling  
8' Drop Ceiling

9" Floor  
18" Steel Beams

6" 4,000 PSI  
Concrete

5% Maximum  
slope

Ground Level

5% Maximum  
slope

Ground Level

6" 4,000 PSI  
concrete

steel reinforced  
4,000 PSI concrete  
piles

NOT TO Scale.

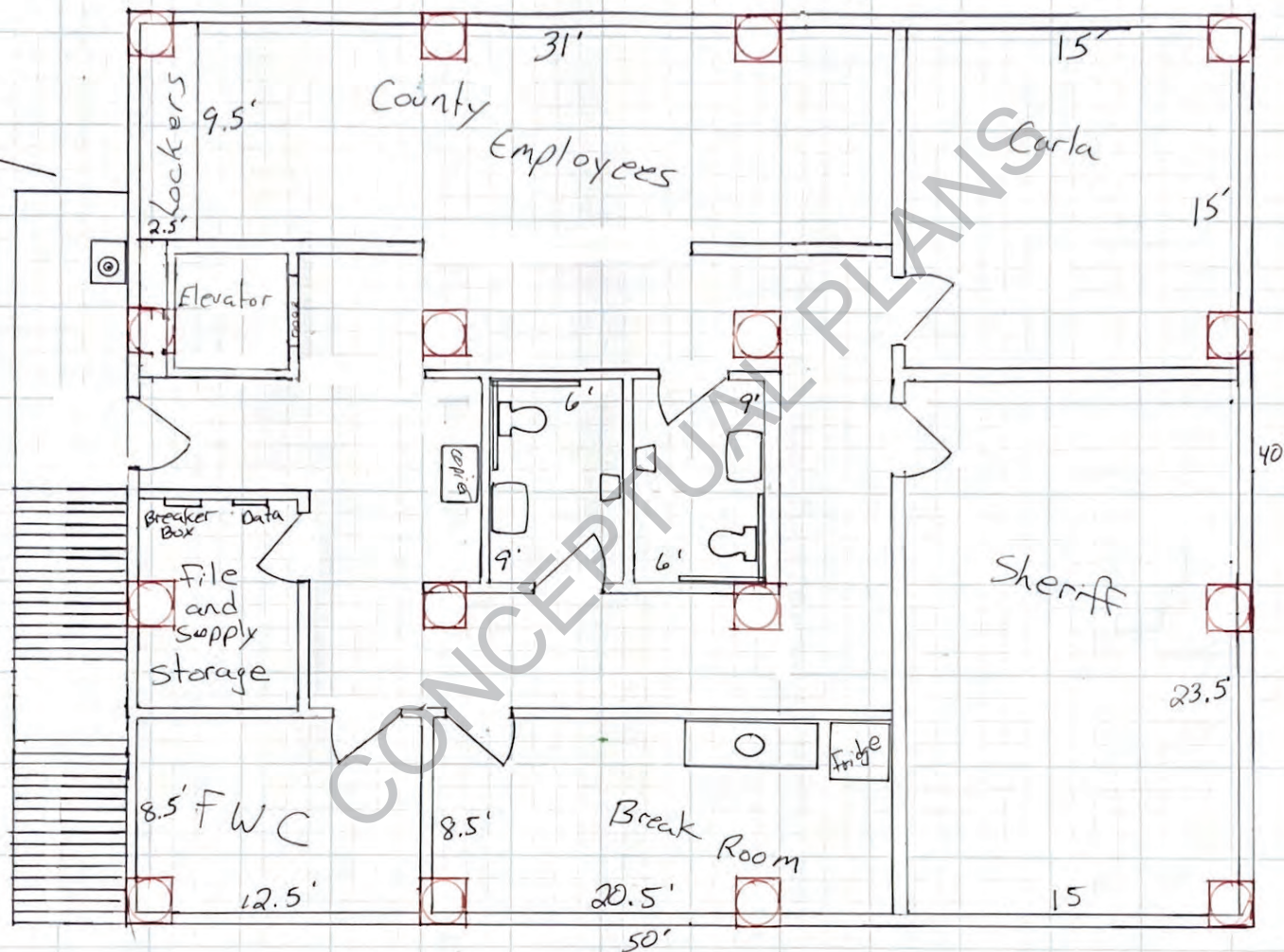
West Side



- 4 OFFICES & 1 Break Room
- 1 352.5 SF Sheriff (3 personnel)
- 1 294.5 SF County Emp. (5 personnel)
- 1 174.25 SF Break Room
- 1 225 SF Manager (1)
- 1 106.25 SF FWC (1)

Water Ways

1' 1'

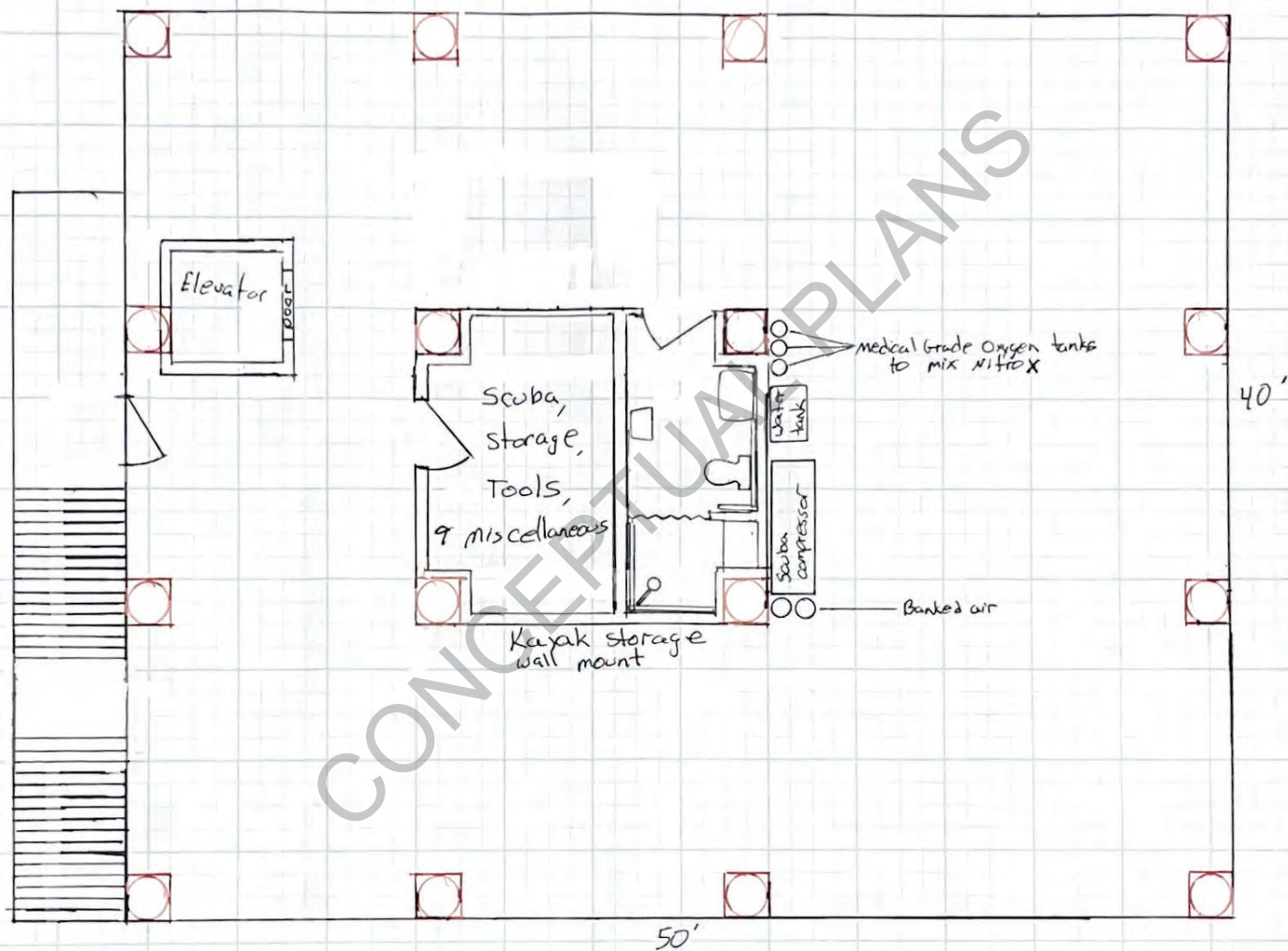


NOT TO Scale





Water Ways continued  
Downstairs



NOT TO SCALE

# **HERNANDO COUNTY, FLORIDA**



## **Program Plan**

**For**

## **Waterways Building at Hernando Beach**

**January 2023**

Publication Version Control

Version	Control No.	Date	Revision Description	Prepared By:
Program Plan_v1	V1	1-15-2023	First draft	evdb

---

*General Explanation: This document represents the anticipated scope of site, infrastructure and architectural structures conceived in Hernando County, Florida for the development of a New Waterways Building at Hernando Beach*

---

## Contents

Purpose .....	3
Members of the working group .....	4
Background and History .....	4
Goals and Objectives.....	4
Existing Conditions.....	5
Project Requirements .....	5
Options.....	7
Strategies and Approach.....	8
Cost Estimates.....	9
Schedule.....	10
Funding and Financing .....	11
Summary .....	11
Reviews and Comments.....	11
Acknowledgements/Resources.....	11
Appendices.....	12

## Purpose

At the request of Hernando County Administrator, Mr. Jeffery Rogers, a group consisting of representatives from Hernando County Waterways, Florida Wildlife Commission and the Hernando County Sheriff's Office developed this programming document for a new waterway's building in Hernando Beach. The plan includes building space and site requirements, a review of alternative sites, and specifies the regulatory agencies having jurisdiction for the project. The plan includes a total estimated cost for the project, including soft costs and construction.

The group will establish:

- Philosophy, values, goals, and desired image of the project.
- Site requirements such as water, sewer/septic, electrical, technology, parking, circulation, and orientation.
- Explicit space requirements for the future site, and buildings.
- Definition of the activities which will take place in each space of the buildings.
- Functional relationship of the spaces.
- Spatial Relationship of which we can develop diagrams and flow charts.
- Special technical requirements of each of the spaces and the building systems.
- Determine financial requirements and a create a preliminary budget.
- Define a schedule and time frame for the project(s).
- Identify regulatory issues such as zoning and building code requirements.
- Identify and community goals and concerns.
- Identify ecological and environmental concerns; EPA, SWFWMD.
- Determine recommended construction project delivery method.

The group was formed and met for an initial kick off meeting on April 30, 2021 at the Hernando County Sheriff Complex main training room. Subsequent meetings and reviews by Planning and Zoning, Department of Public Works and the Utility Department have resulted in the current programming document.

Subsequent meeting was held to review the plan on May 14<sup>th</sup> prior to sending for review by other County Departments.

## Members of the working group

Christopher Linsbeck - Hernando County Community Services Director

Carla Burrmann M.S., C.W.E. - Manager Aquatic Services and Waterways/Environmentally Sensitive Lands

Robert Talmage - Hernando County Parks and Recreation

Kevin Grover - Florida Wildlife Commission

Matthew LaPalme - Hernando County Sheriff's Office

Erik van de Boogaard - Hernando County Construction Projects Coordinator

## Background and History

---

The current waterways building was built in 1960 and supports Hernando County waterways division, **Hernando County** Sheriff's Office, Florida Wildlife Commission (FWC) and the Coast Guard. Records indicate a remodel was done in 1999. A complete list of recorded permits is attached on the Property Record Card as developed and maintained by the County Appraisers Office. The property is made up of two parcels identified as Key numbers 15244 and 152462. It is assumed that these parcels will be merged if this site is chosen as the site for the new building.

These sites as well as a private parcel across the street have been considered in this document. Consideration of storage yard capacities and what a new building may have with the potential impacts to its surroundings were discussed.

## Goals and Objectives

---

The goal of the working group is to:

- Develop a clear understanding of the building occupants and scope of work.
- Develop a framework of improvements required to construct the facility.
- Determine the specific site requirements of buildings and infrastructure such as water, sewer, roads, technology, and common spaces.
- Define the space needs for site, and buildings.
- Identify the activities which will take place on the grounds and within the buildings.
- Identify financial requirements and a create preliminary budgets.
- Define schedules and time frames for the project to include phased implementation as may be available.
- Determine zoning and building code requirements along with potential ecological and environmental concerns.



## Existing Conditions

---

The current waterways building was built in 1960 and sits on parcel key #152462 and the yard is located adjacent on parcel key #152444 making up the existing facility that supports Hernando County Waterways Division, Sheriff's Office, Florida Wildlife Commission (FWC) and the Coast Guard. Total square footage of the property, per the appraiser's office is 30,863.



A survey will need to be done to determine if any existing encroachments exist.

Appraisers information and pictures of the current facility are attached in the appendices.

## Project Requirements

---

To fulfill the operational needs of the Parks and Recreation Departments Waterways Division, Hernando County Sheriff's Office, and the Florida Wildlife Commission for adequate accessibility to waterways within Hernando County.

The goals of the project are to serve as a home base for the Waterways Division, FWC and Sheriff's Office. Interagency cooperation and coordination are goals. The proximity of the project allows for quick access to the Gulf waters and estuaries.

This facility must take in account the current and anticipated needs and functions. It must be in an area that will provide access to the Waterways along the gulf coast of Hernando County. Additional storage may be considered for inland waterway transportation.

The Waterways division needs 2 closed offices with a larger office area for cubicles and workstations to accommodate up to 4 tech staff. In addition, a cubicle space shall be provided for FWC staff's use. A larger private office shall be dedicated to the Sheriff's Office with lockable door and lockable storage for various equipment. The spatial relationships are not a primary factor in the building layout. However, sound insulation shall be installed in all private offices and the conference room.

Activities in the office spaces are typical to those normally associated with office work. A small break area, copy area and a conference room are also included.

All maintenance and storage will be performed and provided at the ground floor level. A lift for movement of supplies shall be provided. No elevator is necessary and public access is discouraged.

The proposed sites will require infrastructure that is able to support and sustain the planned improvements. These include water, sewer, electrical, technology and access to the Gulf of Mexico. It is

anticipated that the water and sewer lines will be upgraded and sized appropriately. A separate fire line will be required.

There are numerous areas currently shared by Hernando County Parks and Recreation, Sheriff, and the Florida Wildlife Commission (FWC). A full review of the individual needs and common space needs has been undertaken within this document.

Space Needs have been identified as follows:

#### Waterways Building

Room Types	Quantity	Dimension	Total Area
<b>Hardwall Offices</b>			
Sheriffs Office with storage cabinets	1	15 x 15	225 sf
Standard Offices	2	15 x 10	300 sf
Cubicles	6	10 x 10	600 sf
<b>Meeting Rooms</b>			
Conference Room	1	12 x 12	144 sf
<b>Other Rooms</b>			
Copy Room in cubicle area	1	5 x 10	50 sf
Break area	1	10 x 10	100 sf
Server/File Closet	1	5 x 8	40 sf
<b>Subtotal</b>			1,459 sf
<b>+ Circulation Area</b>			0.3
<b>Total Useable Area</b>			1,897 sf
<b>Common Area Factor</b>			0.15
<b>TOTAL AREA</b>			<b>2,181 sf</b>

Outdoor storage for boats and equipment will be incorporated under the raised building and remaining site. It is necessary for all equipment to be removed prior to a storm event or to have necessary tie down and secure storage available.

Parking areas will be provided for staff and the occasional visitor. The site is currently fenced and an electronic gate with access code or badge system shall be installed. This will maintain security and reduce the public's access to the building and site.

The anticipated site improvements are identified in the table below and are estimates of the possible area each amenity will consume.

Use and Building Types	Quantity	Dimension			Total Area
Outdoor Spaces					
Slips	8	12	x	36	3,456 sf
Dock	1	20	x	136	2,720 sf
Parking Areas	12	12	x	16	2,304 sf
Boat Parking Areas	8	16	x	36	4,608 sf
Equipment Storage	1	20	x	20	400 sf
Electric			x		0 sf
Signage			x		0 sf
		Subtotal			13,488 sf
		'+ Circulation Area			0.3
		Total Useable Area			17,534 sf
		Common Area Factor			0.3
TOTAL AREA					22,795 sf

## Options

The total square footage of the combined properties appears adequate for this program. However, phasing considerations or alternative boat storage and launch facilities should be carefully examined to ensure ongoing operational needs are met. The building footprint is envisioned to encompass enough area to act as an open covered vessel storage. This design would mean that the occupied space is only a portion of the entire second floor deck area, with an ability to have the occupied space expanded, if necessary, over time. The concept shall consider a roof that covers the entire deck area initially providing for an outdoor covered observation deck and ability to expand occupied spaces in the future.

The group looked at the consideration of purchasing the lot across the street, parcel key#152667. This would provide for ongoing operations to continue, while constructing a new facility. This option will add considerable cost by additional land purchase, land clearing and unknown environmental impacts such as potential gopher tortoises. These are not required with maintaining the existing site. It does afford the ability to provide for separation of watercraft from the building functions, however, if any covered boat storage and maintenance is desired. Additional structures would be necessary driving costs higher. The property may not provide adequate size for a new building.

In conclusion, the option of the existing combined sites is the least expensive option if program functions can remain or be relocated during the construction activities.

## Strategies and Approach

---

The project needs to be submitted in the upcoming Capital Improvement Plan. Depending on the delivery method for the project, the request will differ. A hard bid approach would stretch out the funding and construction project through 2026, while a CMGC could see project completion in early 2025. It is anticipated advertisement for professional services would commence July 2023 with selections completed by October of 2023.

There are 3 basic methods of delivering the project. They are Design/Bid/Build (DBB), Construction Manager/General Contractor (CMGC) and Design/Build. D/B/B is a hard bid method whereby the County hires a design team to design and prepare bid documents for contractors to bid. This approach is the lengthiest of the 3 methods and is recommended that bidders be pre-qualified to provide bids. CMGC is a method by which the design team and contractor are selected and work together with the County to develop documents within the specified budget. This method requires the general contractor to bid the various elements of the project which keeps a competitive bidding process in play. They receive their negotiated fee for the project. This method also allows for a more expeditious timeline with the ability to provide bidding packages for early site work, superstructure, finishes, final site, furnishings, and equipment. The final method, D/B is the hiring of one team that includes the contractor and design team under one contract. Per Florida Revised Statutes a design criteria package must be developed for the solicitation. The approach typically is led by a contractor whose main purpose is to bring a project within budget and is typically not as well thought out through the design process due to the cost driven nature of the delivery method.

The team discussed the delivery methods and recommended a CMGC delivery method be utilized for the project.

Ongoing operations need to provide for continued access to the boat ramp and dock. Vessels would be stored at the nearby water tower site while office functions can be temporarily relocated to the building at Linda Pederson Park.

A two phased project shall be considered for purposes of regulatory agencies and permits required. The building and site would be phase 1, while the dock and boat slips, phase 2. The Department of Environmental Protection, the Army Corps of Engineers approvals are required for phase 2 and provide for a longer permitting time frame than the building project.

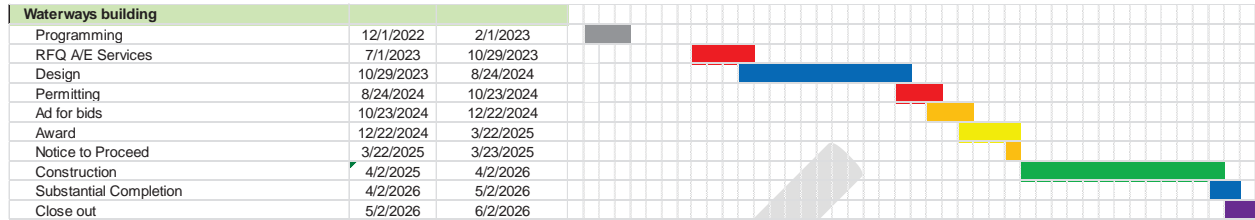
Zoning will need to verify that existing zoning for the use is in place. If not, a rezoning process will be necessary.

## Cost Estimates

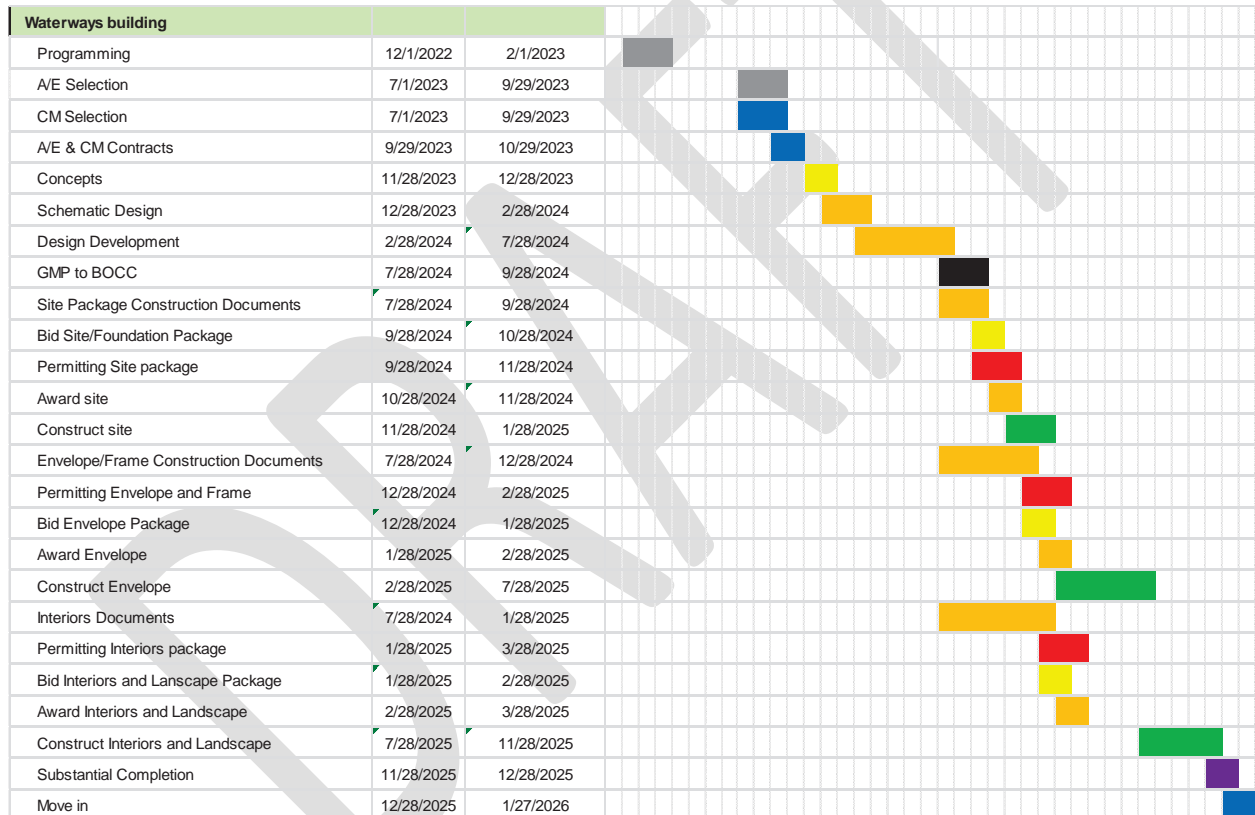
Project Name/Number	
Hernando County Waterways Building/00000	
4,334 sq. ft.	Budget
Site Surveys, Investigations, Reports	\$ 25,000
A/E Fees	\$ 285,000
WREC	\$ 30,000
Sub Total	\$ 340,000
Construction	
Prime Contractor	\$ 2,500,000
Utilities	\$ 35,000
Dock and gangways	\$ 645,000
Contingency	\$ 350,000
Sub Total	\$ 3,530,000
<b>Total</b>	<b>\$ 3,870,000</b>

## Schedule

### D/B



### CMGC



## Funding and Financing

---

Various opportunities exist for funding the project. They include oil spill resources, resiliency funding, and a direct appropriation. Funding has not been secured at the time of this plan.

Consideration to the delivery method must be maintained in the development of the C.I.P. In a traditional hard bid process, funds for construction will not be required until design documents are complete. A CMGC delivery requires funding available for construction during the design phase for allocation to separate bid packages.

## Summary

---

A working group developed this plan for a new waterway's building. The existing building has been flooded several times and is too small for the functions required of the division and its partners. A new building shall be designed above the base flood elevation allowing for adequate storage of vessels below and accommodate future expansion needs as they may arise well into the future.

The project will address the existing dock and provide necessary improvements and upgrades.

The project is necessary to maintain access to the gulf waters and estuaries of Hernando County's western border by the waterways department, Sheriff's Office, and Florida Wildlife Commission. Consideration for vessel storage for the Hernando County Fire Rescue will also be considered.

## Reviews and Comments

---

Gordon Onderdonk, PE, LEED AP, Director of Utilities-Hernando County Utility Department

Michelle Miller, M.S., Hernando County Planning Administrator

Scott Herring, Hernando County Director of Public Works/County Engineer

Patrick Taylor, Deputy Chief, Hernando County Fire and Rescue

## Acknowledgements/Resources

---

..... None I can think of

## Appendices

---

Appraiser information and pictures of existing facilities.

DRAFT





# HERNANDO COUNTY, FLORIDA PROPERTY RECORD CARD

## 2025 PRELIMINARY TAX ROLL

KEY #	00152462	PRINTED ON	08/11/25	PAGE	1
PARCEL #	R12 223 16 1890 0010 0180	SITUS	4170 PINE DALE CT		
OWNER(S)	HERNANDO COUNTY, ATTN: DPW	PARCEL DESCRIPTION	GULF COAST RET UNIT 1		
MAILING ADDRESS	1525 E JEFFERSON ST	UPDATED	BLK 1 LOT 18		
UPDATED	BROOKSVILLE FL 34601-3537	01/01/80	ORB 86 PG 561		
06/21/12					

MISCELLANEOUS PROPERTY INFORMATION		
SQUARE FOOTAGE	10,759	
ACRES	0.20	
JURISDICTION	C	COUNTY
LEVY CODE	CWES	COUNTY WIDE EMS
NEIGHBORHOOD	GF04	GULF FRONT ZONE 4
SUBDIVISION	1890	GULF COAST RET UNIT 1
DOR LAND USE	86	COUNTIES OTHER THAN PUBLIC SCH
NON-AD VALOREM DIST1	36	H.C. FIRE/RESCUE DISTRICT



2025-01-00 PROPERTY VALUES					
	COUNTY	SCHOOL	SWFWMD	MUNICIPALITY	
LAND	276,409	276,409	276,409		
BUILDINGS	+ 103,933	103,933	103,933		
FEATURES AND OUT BUILDINGS	+ 18,355	18,355	18,355		
JUST/MARKET VALUE	= 398,697	398,697	398,697		
VALUE PRIOR TO CAP	398,697	398,697	398,697		
ASSESSED VALUE	216,687	398,697	216,687		
EXEMPT VALUE	- 216,687	398,697	216,687		
TAXABLE VALUE	=				
CLASSIFIED LAND USE VALUE					

EXEMPTIONS BY TAXING AUTHORITY								
CODE	DESCRIPTION	L.UPDT	CAP.YR	COUNTY	SCHOOL	SWFWMD	MUNICIPALITY	EXT.TAX SAVINGS
003	COUNTY PROPERTY	2025		YES	YES	YES		4,294.48

LAND INFORMATION															
CODE	DESCRIPTION	AG	LAST UPDT	CAP YEAR	EXC CAP	GRA DE	FRON TAGE	DEPTH	UNITS	MEASURE				ADJ RATE	VALUE
02	RESIDENTIAL	N	2006		Y				10,759.00	SQFT				24.65	265,209
S4	SEAWALL, CONC POURE	N	2002		Y				80.00	UNITS				140.00	11,200

BUILDING 01 INFORMATION									
NUMBER	1	YEAR BUILT	1960	CAP YEAR		STORIES	1.0		
CODE	30	DEPRECIATION %	54%	EXCL.FROM CAP?	Y	ROOMS	4		
DESC	PROFESSIONAL BUILDING	ADD'l DEPREC.	0%			BEDROOMS	2		
L.UPDT	2023	OVERRIDE RATE				BATHROOMS	2		

BUILDING 01 CONSTRUCTION			
ELEMENT	CODE	DESCRIPTION	POINTS
FOUNDATION		CONT FOOT	
EXTERIOR WAL		CONC BLOCK	
FRAME		CRT REINF	
FLOOR SYSTEM		SLAB ON	
FLOOR COVER		CARPET-COMBO	
ROOF STRUCTR		WD FR TRUSS	
ROOF COVER		ROLLED ROOF	
INTERIOR		DRY WALL	

BUILDING 01 AREAS									
CODE	BASE /AUX	CAP YEAR	EXC CAP	RATE	PERI METER	SQFT SIZE	REPLACEMENT COST	DEPRECIATED VALUE	
OPF	A		Y		38.00	60.00	3,232	1,487	
OPU	A		Y		48.00	140.00	5,027	2,312	
UTU	A		Y		66.00	230.00	16,519	7,599	
UTF	A		Y		28.00	45.00	4,444	2,044	
BAS	B		Y		126.00	837.00	150,292	69,134	
TOTAL						1,312.00	179,514	82,576	
ADJUSTED						1,000.00			
BASE						837.00			

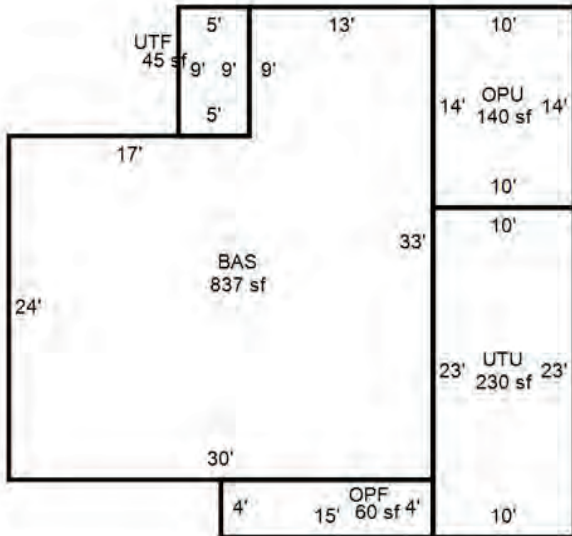
HERNANDO COUNTY, FLORIDA  
PROPERTY RECORD CARD

## 2025 PRELIMINARY TAX ROLL

KEY #	00152462	PRINTED ON	08/11/25	PAGE	2
-------	----------	------------	----------	------	---

HTG & AC		PKG HEAT/AIR		AUXILIARY	475.00		
----------	--	--------------	--	-----------	--------	--	--

**December 2009 BUILDING 01 DRAWING**



January 2023 BUILDING 01 PHOTO



## BUILDING 01 FEATURES

CODE	DESCRIPTION			YEAR BUILT		WIDTH	LENGTH	UNITS				REPLACEMENT COST	DEPRECIATED VALUE
BTS-1	BOAT SLIP/RAMP			2004		15	44	660				2,376	2,376
CF2-2	CHAIN LINK FENCE 4F			2018		400		400				1,920	1,920
DK1-1	DOCK, BOAT/WOOD			1990		20	20	400				7,200	1,440
DK1-2	DOCK, BOAT/WOOD			2004		20	60	1200				21,600	4,320
PV1-1	PAVEMENT, CONCRETE			0		3	80	240				864	864
PV1-2	PAVEMENT, CONCRETE			1990		6	80	480				1,728	1,728
PV1-3	PAVEMENT, CONCRETE			2017		10	18	180				648	648
PV2-1	PAVEMENT, ASPHALT R			0		8	60	480				1,152	1,152
PV2-2	PAVEMENT, ASPHALT R			2000		10	80	800				1,920	1,920
UTC-1	UTILITY, DETACHED, CO			1980		10	12	120				1,872	562

## BUILDING 02 INFORMATION

NUMBER	2	YEAR BUILT	2017	CAP YEAR		STORIES	1.0
CODE	40	DEPRECIATION %	07%	EXCL.FROM CAP?	Y	ROOMS	1
DESC	WAREHOUSE	ADD'l DEPREC.	0%			BEDROOMS	0
L.UPDT	2023	OVERRIDE RATE				BATHROOMS	0

## BUILDING 02 CONSTRUCTION

ELEMENT	CODE	DESCRIPTION	POINTS
FOUNDATION		CONT FOOT	
EXTERIOR WAL		MTL/PREFN	
FRAME		RIGID FRAME	
FLOOR SYSTEM		SLAB ON	
FLOOR COVER		CRT FINISH	
ROOF STRUCTR		JOIST/RIG	
ROOF COVER		PREFN METAL	
INTERIOR		UNFINISHED	
HTG & AC		NONE	

## BUILDING 02 AREAS

	BASE	CAP	EXC		PERI		REPLACEMENT	DEPRECIATED
CODE	/AUX	YEAR	CAP	RATE	METER	SQFT SIZE	COST	VALUE
BAS	B		Y		90.00	450.00	22,964	21,357
TOTAL						450.00	22,964	21,357
ADJUSTED						450.00		
BASE						450.00		
AUXILIARY						0.00		

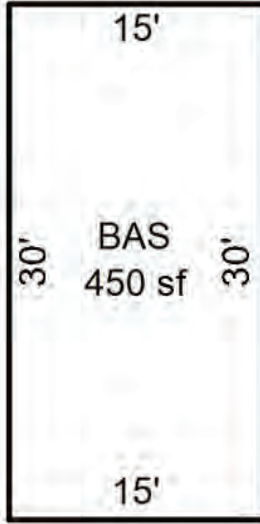


# HERNANDO COUNTY, FLORIDA PROPERTY RECORD CARD

2025 PRELIMINARY TAX ROLL

KEY #	00152462	PRINTED ON	08/11/25	PAGE	3
-------	----------	------------	----------	------	---

January 2019 BUILDING 02 DRAWING



June 2023 BUILDING 02 PHOTO



## BUILDING 02 FEATURES

CODE	DESCRIPTION			YEAR BUILT		WIDTH	LENGTH	UNITS				REPLACEMENT COST	DEPRECIATED VALUE
DOH-1	DOOR, OVERHEAD, COMME			2017		10	12	120				576	576
PV1-1	PAVEMENT, CONCRETE			2017		4	5	20				72	72
PV1-2	PAVEMENT, CONCRETE			2017		6	12	72				259	259
PV1-3	PAVEMENT, CONCRETE			2017		12	12	144				518	518

## BUSINESSES ON PROPERTY

KEY #	BUSINESS NAME	NAICS	BUSINESS TYPE
-------	---------------	-------	---------------

## ADDRESSES ON PROPERTY

SITUS
4170 PINE DALE CT

## BUILDING PERMITS

APPLIC. #	APP. DATE	PERMIT #	CODE	DESCRIPTION	ISSUED	STATUS	FINALED	VALUE
1471294	10/16/23	1471294	WDC	COMM WINDOW/DOOR REPL	10/31/23	FINALED	01/25/24	1,618
1466124	07/24/23	1466124	CG	COMMERCIAL MECHANICAL	07/25/23	FINALED	08/04/23	8,485
1371214	02/21/19	1371214	CE	COMMERCIAL ELECTRIC	03/06/19	FINALED	03/07/19	2,321
1359846	06/21/18	1359846	ZFNC	ZP: FENCE COMMERCIAL	07/03/18	FINALED	07/19/18	8,342
1345127	08/15/17	1345127	AC	COMM ACCESSORY STRUCTURE	09/06/17	FINALED	01/30/18	14,250
1206493	03/12/07	1206493	CG	COMMERCIAL MECHANICAL	03/14/07	FINALED	03/19/07	3,031
1172098	08/15/05	1172098	BL	BOAT LIFT	12/02/05	FINALED	10/17/05	7,831
1159863	03/22/05	1159863	RP	RAMP	05/09/05	FINALED	06/01/05	7,000
1126962	08/19/03	1126962	DO	DOCK	10/24/03	FINALED	02/02/04	5,180
1085607	07/11/01	1085607	SL	SLAB	07/23/01	FINALED	10/23/01	1,500
1064562	03/07/00	1064562	FN	FENCE	03/07/00	FINALED	03/27/00	2,542
1056508	07/30/99	1056508	CD	COMMERCIAL REMODELING	11/16/99	FINALED	08/13/00	4,370
1035269	01/05/98	1035269	RR	REEROOF	01/05/98	FINALED	07/27/98	2,000
0045894	04/09/91	9103077	GA	GARAGE	04/18/91	FINALED	12/11/91	1,000
0908431	04/22/86	8602804	SE	SEAWALL	05/07/86	FINALED	06/28/89	2,000
0916743	01/09/85	8500144	US	UTILITY SHED	01/21/85	FINALED	07/25/87	960

## PROPERTY SALES

SALE DATE	NEW OWNER	CODE	DESCRIPTION	VAC?	INST	OR BOOK	OR PAGE	SALEGRP	VALUE
05/25/99	HERNANDO COUNTY	Q	QUALIFIED	N	WD	1272	0419	86	65,000
01/01/80	WHITE ANN	Q	QUALIFIED	N	WD	0439	1875		16,000
01/01/80	DOSSENBACH CARL A	D	DISQUALIFIED	N		----	----		

## PROPERTY APPRAISER INSPECTIONS

INSP. DATE	ROLL	EMPL	CODE	REASON
06/30/23	2024	299	17	5 YEAR REVIEW
01/30/19	2019	197	17	5 YEAR REVIEW
10/16/14	2015	197	17	5 YEAR REVIEW

## PROPERTY APPRAISER NOTES

January 01 2001
REZONED PSF FOR MAINT BLD/OFFC
FILE #H-99-24



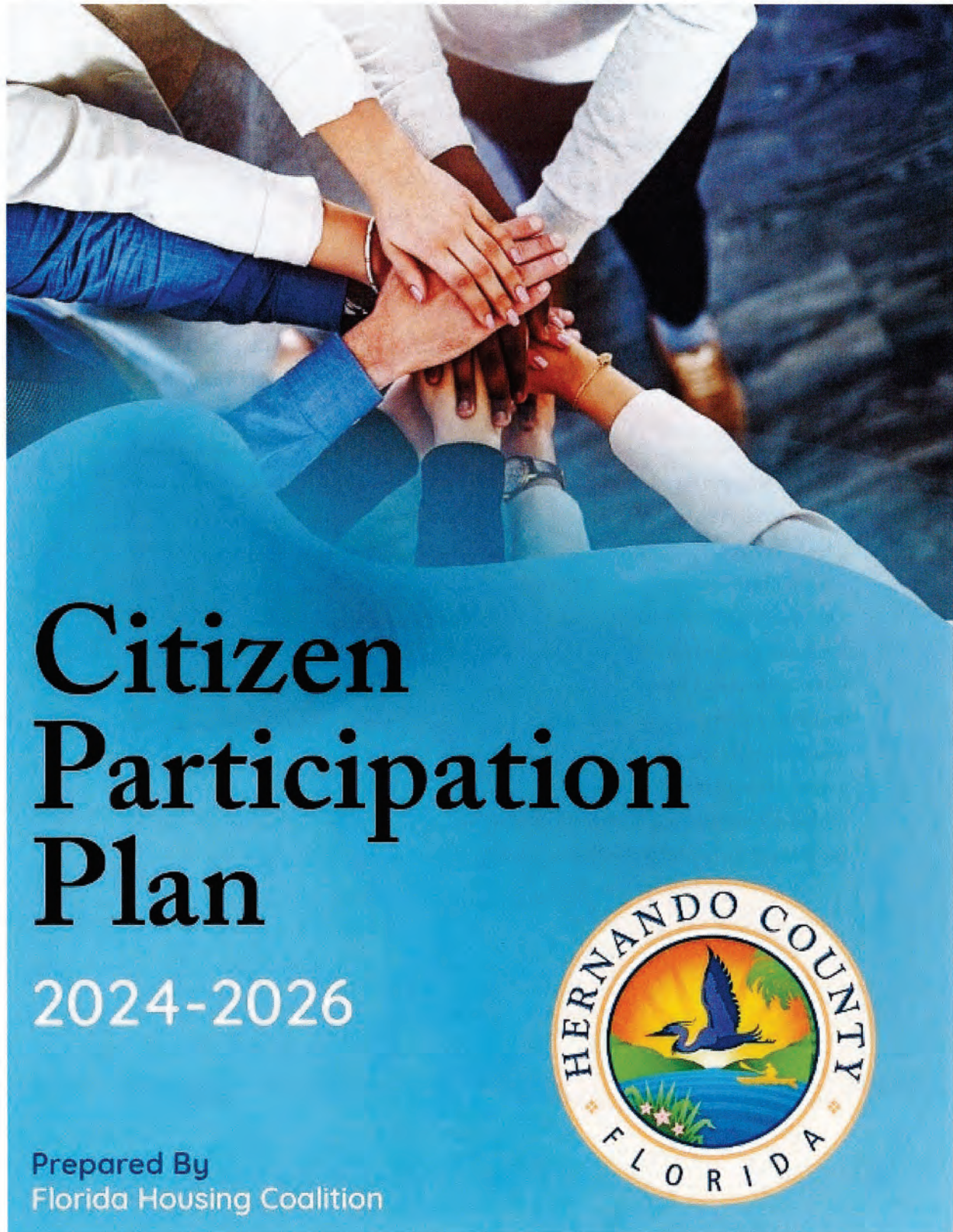
# HERNANDO COUNTY, FLORIDA PROPERTY RECORD CARD

2025 PRELIMINARY TAX ROLL

KEY #	00152462	PRINTED ON	08/11/25	PAGE	4
-------	----------	------------	----------	------	---

12/14/09	2010	197	17	5 YEAR REVIEW
01/18/06	2006	197	1	BUILDING PERMIT
01/03/05	2005	118	1	BUILDING PERMIT





## Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>Purpose of Citizen Participation Plan .....</b>	<b>3</b>
<b>Encouraging Citizen Participation.....</b>	<b>4</b>
Consultation .....	4
Encouraging Participation by Special Populations .....	5
Alternative Methods of Outreach and Engagement.....	6
Language Access Strategy .....	6
<b>Development of the Consolidated Plan .....</b>	<b>7</b>
Availability of HUD Data .....	7
Access to Program Information.....	7
Anti-Displacement.....	7
<b>Public Participation Process.....</b>	<b>9</b>
Public Hearings / Meetings .....	13
Public Comment .....	13
Notification Procedures .....	14
Plan Availability to the Public.....	15
<b>Substantial Amedments.....</b>	<b>15</b>
<b>Annual Performance Report .....</b>	<b>15</b>
<b>Access to Records .....</b>	<b>16</b>
<b>Technical Assistance.....</b>	<b>16</b>
<b>Disaster or Declaration of Emergency .....</b>	<b>17</b>
<b>Comment, Grievance, and Compliant Procedure .....</b>	<b>17</b>
<b>Use of the Citizen Participation Plan .....</b>	<b>17</b>



## Introduction

In accordance with 24 CFR Section 91.105, Hernando County Housing and Supportive Services has prepared a Citizen Participation Plan (CPP) to provide for and encourage citizen participation in the process of preparing and implementing plans and activities related to programs funded by the U. S. Department of Housing and Urban Development (HUD). Federal grant funds administered by Hernando County include the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program.

As a requirement of the above-named entitlement grants, the county must prepare the following documents:

- Consolidated Plan: The Consolidated Plan serves as the planning document and application for HUD formula grant programs and consists of a housing needs assessment, a housing market analysis, a three-year strategic plan, and the first-year Annual Action Plan. The three-year Consolidated Plan identifies local housing and community development needs and sets forth a funding strategy for addressing those needs.
- Annual Action Plan: An Annual Action Plan summarizes the activities that will be undertaken during one program year to address the needs outlined in the Consolidated Plan.
- Consolidated Annual Performance Evaluation Report (CAPER): A Performance Report that evaluates the progress during the program year in carrying out the activities outlined in the Annual Action Plan.
- Fair Housing Plan: The county is obligated to Affirmatively Further Fair Housing (AFFH) as a recipient of HUD funds and has the option to comply with this requirement through the preparation of a fair housing plan. These plans may be called an Analysis of Impediments to Fair Housing Choice or Housing Equity Plan. The fair housing plan identifies local and regional fair housing issues and set goals for improving access to equitable housing particularly for members of protected classes.

## Purpose of the Citizen Participation Plan

The CPP is intended to promote a community-wide dialogue to identify housing and community development priorities to be incorporated into the Consolidated Plan and Annual Action Plan and to provide transparency about program performance and impact. The Citizen Participation Plan provides a guide for citizens and organizations to participate in an advisory role in assisting with the development of the HUD regulatory plans and reports mentioned above. The CPP sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for engagement in the community development process. The CPP describes herein the process the county will use to collect public input and involve the public in the preparation of the required HUD regulatory plans.

### **Encouraging Citizen Participation**

In the preparation of the Consolidated Plan and other HUD regulatory documents, the county will consult with the applicable populations and organizations necessary to complete the plans. The public and stakeholders will be invited to participate in all aspects of plan development, however the county may consult stakeholders at different stages of development and ask for participation in specific components of the plans.

### **Consultation**

Special emphasis has been placed on encouraging participation by:

#### General Public

- persons of low and moderate incomes
- residents of blighted neighborhoods and areas where housing and community development funds are utilized
- residents of predominantly low- and moderate-income neighborhoods identified by Hernando County
- minority populations
- non-English speaking persons
- individuals with disabilities
- residents of public housing

#### Agencies and Organizations

- local and regional institutions
- Continuums of Care
- businesses
- developers
- nonprofit organizations
- philanthropic organizations
- community-based and faith-based organizations
- broadband internet service providers
- emergency management organizations

#### Public Housing Authority

- residents of public and assisted housing developments
- resident advisory boards
- resident councils
- resident management corporations
- other low-income residents of targeted revitalization areas in which the developments are located.

## **Encouraging Participation by Special Populations**

### Low- and Moderate-Income Persons

The public participation process outlined herein is designed to promote participation by low- and moderate-income citizens, as well as residents of blighted neighborhoods and CDBG or HOME project areas. The county may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include posting of notices in blighted neighborhoods and in places frequented by low- and moderate-income persons and holding public hearings in low- and moderate-income neighborhoods or areas of existing or proposed CDBG or HOME project activities.

### Individuals with Disabilities

Persons with special needs who require assistance to participate in public hearings or meetings are requested to notify the county's ADA Coordinator at (352) 754-4776 or (352) 754-4025, at least three business days in advance of the event.

The county will consult with local disability advocacy groups to identify the most effective ways to reach persons with different types of disabilities, and if willing, use their communication networks to provide notice of upcoming events of interest to the disability community. The county will also make efforts to utilize tools like the Online Suite for Effectively Engaging Individuals with Disabilities in Consolidated Planning (hosted by Florida Housing Coalition), a platform that provides tools for Entitlement Communities to increase participation by the disability community in the Consolidated Plan process.

The locations of all public hearings as described herein shall be made accessible to individuals with disabilities. The county shall provide a sign language interpreter whenever the ADA Coordinator is notified in advance that one or more hearing impaired individuals will be in attendance. The county shall provide reasonable accommodation whenever the ADA Coordinator is notified in advance that one or more hearing or visually impaired persons will attend a meeting. Additionally, the county shall provide reasonable accommodations whenever the ADA Coordinator is provided reasonable advance notification that one or more persons with mobility, or developmental disabilities will be in attendance.

### Stakeholders

Federal regulations require Hernando County to consult with public and private agencies when developing and implementing the Consolidated Plan. Hernando County will encourage the participation of local and regional institutions, Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing and implementing the Consolidated Plan and Fair Housing Plan.



#### Public Housing Agencies

Hernando County will encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the Consolidated Plan and Fair Housing Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The county will provide information to the Gainesville Housing Authority (GHA) about Consolidated Plan, Fair Housing Plan, and AFFH activities related to its developments and surrounding communities so that the housing authority can make this information available at the annual public hearing(s) required for the PHA Plan.

#### **Alternative Methods of Outreach and Engagement**

When possible, Hernando County will explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance. Engagement efforts will include traditional methods including notices in local news circulations and on the county's official website, but the county will make concerted efforts to also provide non-traditional methods of outreach and engagement. These methods may include a hybrid approach of on-site and virtual public hearings/meetings and the use of social media and/or virtual engagement web pages for the distribution of public notices and to solicit participation by the public and stakeholders. The county may also use the latest technology or tools to increase participation by underserved and marginalized populations.

Alternative efforts may include:

#### Outreach Efforts

- Social media
- Local media outlets
- Listservs
- Utility inserts
- Flyers

#### Engagement Efforts

- Surveys
- Virtual engagement experiences
- Polls
- Questionnaires
- Interviews

#### **Language Access Strategy**

In compliance with Title VI of the Civil Rights Act of 1964, the county will take responsible steps to ensure meaningful access to benefits, services, information, and other important aspects of the programs

covered by the HUD regulatory plans and related documents for individuals with Limited English Proficiency.

With advanced notice to the Department of Housing and Supportive Services, the county will make all reasonable efforts to accommodate non-English speaking citizens expected to participate in a public hearing or meeting. Printed notices of such meetings will be prepared in the language of the non-English speaking citizens and the county will employ the services of an interpreter to assist in translating the event for the benefit of the non-English speaking citizens.

#### **Development of the Consolidated Plan**

The Consolidated Plan establishes Hernando County's long-range strategy and three-year investment plan for community development, housing, and homeless services. The Consolidated Plan allocates federal resources from the Community Development Block Grant Program (CDBG) and HOME Investment Partnerships Program (HOME).

Hernando County will meet the following minimum requirements when developing the Consolidated Plan:

##### **Availability of HUD Data**

As soon as feasible after the start of the public participation process Hernando County will make the HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its consolidated plan available to its residents, public agencies, and other interested parties. Hernando County may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.

##### **Access to Program Information**

During the annual planning process the county shall make program information available to citizens, public agencies, and other interested parties. Through a public notice or engagement meetings, the county will provide information on anticipated receipt of grant funds, including an estimate of the amount of CDBG, HOME, and program income expected in the program year along with a description of the range and types of activities that can be funded with these resources. The county will provide an estimate of the amount of these funds that will benefit low- and moderate-income people. This transfer of program information may align with Annual Action Plan community engagement meetings or with the county's Request for Applications process for public service funding.

##### **Anti-Displacement**

The county seeks to minimize, to the greatest extent feasible, the involuntary displacement, whether permanently or temporarily, of persons (families, individuals, businesses, nonprofit organizations, or farms) from projects funded with CDBG or HOME involving single or multi-family rehabilitation, acquisition, commercial rehabilitation, demolition, economic development, or capital improvement activities.



When carrying out assisted activities under the CDBG and HOME programs, the county will take appropriate steps to minimize displacement of families and individuals from their homes and neighborhoods. The county will consider taking the following steps to minimize the direct and indirect displacement of persons:

1. Assess proposed projects to determine potential displacement and consider any alternatives that may minimize displacement. This assessment may include:
  - a. Give priority to rehabilitation of housing as opposed to demolition
  - b. Demolish or convert units that are vacant and not able to be occupied
  - c. Limit the undertaking of projects that minimize benefit due to excessive displacement
2. Phase the proposed rehabilitation projects to allow displaced persons in multi-family housing to remain in the building during and after rehabilitation.
3. Assist in identifying temporary relocation housing facilities for persons displaced short-term.
4. Evaluate each project closely to ensure that established owners and tenants do not incur excessive financial burden to meet local housing codes.
5. Require a displacement mitigation or relocation plan for CDBG and HOME applications proposing displacement and relocation activities.
6. Require the project's developer to assist displaced persons to remain in the neighborhood by:
  - a. Establishing on-site counseling centers to provide information on benefits available
  - b. Providing Section 8 vouchers to low/mod families who would otherwise be unable to afford new housing
  - c. Coordinating with area Section 8 cooperating landlords, media, Chamber of Commerce, and local realtors to locate vacancies for persons facing displacement
  - d. Giving priority to displaced persons to return on-site

If displacement is precipitated by activities that require the acquisition (whole or in part) or rehabilitation of real property directly by Hernando County, all appropriate benefits as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments, the "Uniform Act", or the county's Residential Anti-Displacement and Relocation Assistance Plan under Section 104(d) shall be provided to the displaced person or persons. Information about these programs will be provided to all persons who may potentially be displaced in the form of informational brochures on these programs and detailed explanations by county staff.



### **Public Participation Process**

In the development of the county's HUD regulatory plans and implementation of HUD programs, the county will conduct an intentional and inclusive public participation process focused on promoting equity in programs and increasing participation by underrepresented and marginalized populations. The county will follow the public participation guidelines below in preparing the Consolidated Plan, Annual Action Plan, Fair Housing Plan, Consolidated Annual Performance and Evaluation Report, and any related Substantial Amendments to the Consolidated Plan or Annual Action Plan. The number of public hearings required depends on the type of plan, amendment process, or performance report considered, but the county intends to engage citizens at the onset of the project's planning process.

The table below summarizes the public hearing, meeting, notification, comment period, and submittal requirements by type of plan, amendment process or performance report considered:

Public Participation Table					
TYPE OF SUBMITTAL:	Consolidated Plan (including Year 1 Annual Action Plan)	Annual Action Plan	Fair Housing Plan	Substantial Amendments	Consolidated Annual Performance and Evaluation Report (CAPER)
<i>Description</i>	Once every three (3) years, Hernando County must develop a Consolidated Plan that identifies goals and strategies for providing affordable and decent housing, a safe and suitable living environment and adequate economic opportunities for program-eligible populations. The Consolidated Plan includes the Year 1 Annual Action Plan.	Each program year, Hernando County must develop an Annual Action Plan that identifies sources of funding and projects to be completed during the program year to implement the Consolidated Plan. The Year 1 Annual Action Plan is included in the Consolidated Plan process. The remaining Year 2 through Year 5 Annual Action Plans are developed subsequently.	Hernando County is obligated as part of the Consolidated Plan to certify Affirmatively Furthering Fair Housing (AFFH). An option for complying with this certification is to develop a Fair Housing Plan to identify fair housing issues in the jurisdiction and region. The Fair Housing Plan sets goals to overcome fair housing issues and informs subsequent housing and community development planning processes.	A substantial change in the proposed use of program funds requires that amendments to the Consolidated Plan and/or Annual Action Plan be submitted to HUD.	Each program year, Hernando County will issue a Consolidated Annual Performance and Evaluation Report (CAPER) showing how the Consolidated Plan and Annual Action Plan were implemented. The CAPER includes a description of the resources available and investment of those resources in terms of geographic distribution and populations assisted.
<i>Public Hearings</i>	Minimum of two (2) public hearings to encourage citizen participation, the first to be held early in the planning process and prior to publishing the plan for public comment and the second to be held after the draft plan	Minimum of one (1) public hearing after the draft plan has been published for comment but prior to submitting to HUD.	Public Hearings are currently not required by HUD regulation for the preparation of a Fair Housing Plan. At the county's discretion, a minimum of one (1) public hearing to adopt the plan.	Consolidated Plan/Fair Housing Plan Amendments: Same as for the Consolidated Plan  Action Plan Amendments: Same as for the Annual Action Plan.	Minimum of one (1) public hearing after the draft plan has been published for comment but prior to submitting to HUD.

Public Participation Table					
TYPE OF SUBMITTAL:	Consolidated Plan (including Year 1 Annual Action Plan)	Annual Action Plan	Fair Housing Plan	Substantial Amendments	Consolidated Annual Performance and Evaluation Report (CAPER)
	has been published for comment but prior to submitting to HUD.				
<i>Public Meetings</i>	Minimum of two (2) public meetings with neighborhoods and/or stakeholder groups, to be held early in the planning process	Minimum of one (1) public meeting with neighborhoods, stakeholder groups, and/or sub-recipients to be held early in the planning process	Minimum of two (2) public meetings with neighborhoods and/or stakeholder groups, to be held early in the planning process	Consolidated Plan Amendments: Same as for the Consolidated Plan  Action Plan Amendments: Same as for the Annual Action Plan.	Public meetings are not required by HUD regulation for the preparation of the CAPER.
<i>Published Notice of Plan Availability for Review/Comment</i>	Minimum of one (1) notice of plan availability for public review and comment, including a summary of the plans and locations and hours of availability; published in a newspaper of general circulation and any smaller publications serving program-eligible populations; and published at the start of the 30-day comment period.	Same as for Consolidated Plan.	Same as for Consolidated Plan.	Same as for Consolidated Plan.	Minimum of one (1) notice of CAPER availability for public review and comment; including a summary of the CAPER; locations and hours of availability; published in a newspaper of general circulation and any smaller publications serving program-eligible populations; and published at the start of the 15-day comment period.
<i>Comment Period</i>	Hernando County will make a draft of the plans	Same as for Consolidated Plan.	Same as for Consolidated Plan.	Same as for Consolidated Plan.	Hernando County will make a draft of the

2024-2026 CITIZEN PARTICIPATION PLAN

11 of 16



Public Participation Table					
TYPE OF SUBMITTAL:	Consolidated Plan (Including Year 1 Annual Action Plan)	Annual Action Plan	Fair Housing Plan	Substantial Amendments	Consolidated Annual Performance and Evaluation Report (CAPER)
	available for a 30-day comment period. Copies of the draft plans will be made available for review at the Clerk of the Commission's office, Housing and Supportive Services offices and public libraries serving program-eligible populations. The plans will also be posted to the county's website and a reasonable number of additional copies will be provided to citizens upon request.				CAPER available for a 15-day public comment period. Copies of the draft CAPER will be made available for review at the Clerk of the Commission's office, Housing and Supportive Services offices, and public libraries serving program-eligible populations. The CAPER will also be posted to the county's website and a reasonable number of copies will be provided to citizens upon request.
Submission of the Plan	Submitted to HUD no later than 45 days prior to the start of the program year, including all HUD-required forms and certifications.	Same as for Consolidated Plan.	Currently not required by HUD regulation to submit the Fair Housing Plan for approval.	Consolidated Plan/Action Plan Substantial amendments may be submitted up to six (6) times per program year.	Submitted to HUD by December 30th or within 90 days of the close of the program year. Hernando County's program year begins on October 1st and ends on September 30th.

### **Public Hearings/Meetings**

In accordance with 24 CFR 570.486, the county will hold at least two public hearings each year to obtain views of citizens, public agencies, and other interested parties on housing and community development needs, development of proposed activities, and review of program performance.

The public hearings are conducted at a minimum of two different stages of the program year. The county will hold at least one of these hearings before the proposed Consolidated Plan or Annual Action Plan is published for public comment. Public hearings will be held in person.

The county will also hold a minimum of two public meetings during the development of the Consolidated Plan. To maximize participation, the county will implement a hybrid engagement approach for public meetings. Meetings may be held in person in the target neighborhoods as identified in the Consolidated Plan and Action Plans or virtually using ZOOM, WEBEX or an available public access application.

These meetings will focus on topics of special interest to the neighborhood, the public or the agency, and may be held to obtain feedback about ideas prior to the publication of plans or documents. Public meetings will be open to residents, housing and homeless partners, nonprofit organizations, service providers, businesses and other groups, and individuals to make sure there is on-going communication and transparency in the transfer of information.

The purposes of the public hearings and public meetings are to:

- Receive comments from citizens, public agencies, community members and other interested parties;
- Respond to proposals and comments at all stages of the submittal process;
- Identify housing and community development needs;
- Review the proposed use of funds;
- Review program amendments; and
- Review program performance.

Public hearings and meetings will be held in buildings accessible to all persons (for in person), and at times and locations convenient to stakeholders and potential beneficiaries of each federally funded program. These public hearings and meetings will address the needs of the community, particularly those of program-eligible populations.

### **Public Comment**

The county will post draft plans for no less than 30 days for the Consolidated Plan, Annual Action Plan, Fair Housing Plan, and any substantial amendments, and no less than 15 days for the CAPER, so that all interested residents will have a sufficient opportunity to review and comment.

All residents, particularly those low- and moderate-income residents of neighborhoods targeted for the use of CDBG and HOME, will be afforded opportunities to participate in discussions on these programs. Residents can make comments by (1) communicating directly with the Department of Housing and

Supportive Services; (2) attending public meetings; and (3) attending public hearings with the County Commission when such items are being considered. Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG or HOME funds, to the implementation of any CDBG or HOME program, performance reports, or to any substantial amendments to the Consolidated Plan or Fair Housing Plan should submit comments electronically by email, in writing by mail, or by telephone.

Citizen comments are received during regular office hours of the county and can be submitted by emailing [vramirez@co.hernando.fl.us](mailto:vramirez@co.hernando.fl.us), calling Housing and Supportive Services at (352) 754-4000, or by mail addressed to:

Department of Housing and Supportive Services  
Hernando County Board of County Commissioners  
621 West Jefferson Street  
Brooksville, Florida 34601

The county will consider any comments or views of residents of the community received in writing or verbally at public hearings and during the comment period. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final consolidated plan.

All meetings of the County Commission are open to the public in compliance with the Florida Government-in-the-Sunshine Law. The county ensures that all parties are afforded adequate opportunities to review and comment on plans, programs, activities, and draft reports. This includes providing reasonable accommodations for people with limited English proficiency and individuals with disabilities.

#### **Notification Procedures**

Hernando County will give adequate notice of public hearings, meetings, or plan availability related to federal programs. As required by HUD, documentation of these notices must be submitted with the respective application for federal funds. To reach the broadest audience possible, the county places meeting notices in various media outlets and in a variety of languages, when applicable.

Residents are notified of public hearings, meetings, and plan availability in the following manner:

- Public Notice published in the Hernando Sun
- Public Notice published on the Housing and Supportive Services webpage at <https://www.hernandocounty.us/departments/housing-and-supportive-services>
- Public Notice published on the county's official social media sites

The county may employ additional methods of notification for public hearings or meetings including distribution of flyers or handouts, announcements on the radio or television, virtual campaigns, or blast emails to stakeholders. Notifications of the availability of federal funds may be made in a like manner.



Notice of all public hearings will be published in the Hernando Sun at least 14 days in advance of the event. Notice of public meetings will be published in a like manner.

Information about public hearings and meetings can also be accessed by calling Housing and Supportive Services at (352) 754-4000.

#### **Plan Availability to the Public**

The Consolidated Plan and its contents will be made available to the public by making copies of the document available on the Internet, on the jurisdiction's official government website, and as well at libraries, government offices, and public places. All printed documents incorporate a statement which serves to inform interested participants that it can be made available in alternate format. Additionally, each public notice includes language which informs the reader of the availability of special arrangements for persons with disabilities. These provisions will be made available with a minimum of three (3) working days' notice in advance, on the part of the participant in need. In addition, Hernando County will provide a reasonable number of free copies of the plan to residents and groups that request it.

#### **Substantial Amendments**

The Consolidated Plan or Annual Action Plan can be amended to provide for changes in the purpose, location, scope or beneficiaries of an activity. Substantial amendments are triggered by the following actions:

- The addition or elimination of an activity differing from the ones originally described in the Consolidated Plan or Annual Action Plan.
- A change in the purpose, scope, location, or beneficiaries of an activity.
- Budget changes to any activity that is equal to at least fifteen (15) percent of the annual entitlement grant.

A substantial amendment does not apply for the correction of an inadvertent omission of any data or funding details that were available for public comment, and subsequently approved by the Hernando County Commission. Documents may be amended to correct such oversights without implementing the Substantial Amendment Process.

Citizens will be given reasonable notice and an opportunity to comment on substantial amendments to the Consolidated Plan and Annual Action Plan. Public notice and public comment requirements will be implemented in accordance with the public participation process described above (also refer to the public participation process table).

#### **Annual Performance Report**

Every year, the county must submit to HUD the Consolidated Annual Performance Evaluation Report (CAPER), within 90 days of the close of the program year. In general, the CAPER describes how funds were actually spent and the extent to which these funds were used for activities that benefited low- and moderate-income people. The Annual Performance Report shall be made available for review and

comment. Public notice and comment requirements will be implemented in accordance with the procedures described in the Public Participation Process sections of this CPP and the related table.

#### **Access to Records**

Full access to the Housing and Supportive Services program information, documents, and schedules of meeting times and publication dates will be provided to the public. Program records and information, consistent with state and local laws regarding privacy and obligations of confidentiality, are available for citizen review at the Department of Housing and Supportive Services, Hernando County Board of County Commissioners, 621 West Jefferson Street, Brooksville, Florida 34601. The Housing and Supportive Services office may be reached by telephone at (352) 754-4000 during normal business hours of 8:00 a.m. – 4:30 p.m., Monday through Friday. Upon request, Hernando County will provide copies of standard documents at no charge to the general public.

Key documents of Housing and Supportive Services are placed on file for public inspection in its offices. All documents which are reviewed by the County Commission are also on file in the offices of the Clerk of Circuit Court & Comptroller. Key documents include, but are not limited to:

- The Consolidated Plan;
- The Annual Action Plan;
- The Fair Housing Plan;
- The Consolidated Annual Performance and Evaluation Report (CAPER); and
- Other HUD Reports, as applicable.

Other information and records relating to the county's use of various federal and state program funds may be reviewed by the public in the offices of Housing and Supportive Services in compliance with the Florida Public Records Law and applicable HUD regulations.

#### **Technical Assistance**

Upon request, Housing and Supportive Services will provide technical assistance to groups representing the needs of program-eligible populations, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of the CDBG and HOME funded programs.

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of federal program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG and HOME program rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG or HOME programs; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their



needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs.

Technical assistance for developing proposals will be limited to guidance in completing applications for funding, providing information on deadlines and project eligibility, and providing technical assistance concerning HUD regulations. County staff members will neither prepare applications, nor appear as advocates for or against specific project proposals.

#### **Disaster or Declaration of Emergency**

In the event of a disaster or a declaration of emergency, public participation activities may be altered at the direction of HUD to expedite grantee response to affected communities. Additionally, public participation activities will be facilitated by the most feasible means available at the time (i.e. call-in or virtual meetings in lieu of public meetings). Information to those with vision and hearing impairments, as well as non-English speakers will be provided to the extent feasible.

#### **Comment, Grievance, and Complaint Procedure**

Hernando County will consider any comments or views of citizens received in writing, or orally, at public hearings and meetings. A summary of all comments or views, as well as how they were addressed in the relevant document, will be included in the final Consolidated Plan, Annual Action Plan, Fair Housing Plan, substantial amendments to the plans, or performance reports.

Hernando County will provide citizens with timely responses to grievances or complaints. Citizens may submit a written grievance or complaint to the Hernando County Board of County Commissioners at 15470 Flight Path Drive, Brooksville, FL 34604. The county will make reasonable effort to issue a written response to every written grievance or complaint within 15 working days of receipt. When this is not possible the county shall, within 15 working days of receipt, issue a letter indicating the status of the response and approximate anticipated date of a final determination.

#### **Use of the Citizen Participation Plan**

Hernando County will use this Citizen Participation Plan when preparing and implementing plans related to programs funded by HUD.

If there are changes because of legislative authority or HUD causes changes in rules, regulations or guidelines which impact its federal programs, such changes will supersede the provisions contained in this Citizen Participation Plan.

In addition to the Housing and Supportive Services office address and phone numbers referenced herein, inquiries and comments regarding federal programs may also be directed to HUD's Community Planning and Development Division located at the Charles Bennett Federal Building, 400 W. Bay Street, Suite 1015, Jacksonville, FL 32202, or by calling (904) 232-2627.



Citizens are encouraged to participate in all phases of the CDBG and HOME programs and will be provided full access to program information. However, final responsibility and authority for the development and implementation of the CDBG and HOME programs, and related plans, will lie with Hernando County.