DOE EERE SunShot Initiative

Rooftop Solar Challenge
Award No. DE-EE0005701

Final Scientific/Technical Report

Streamline, Organizational, Legislative and Administrative Response to Permitting, PV Market Share, and Solar Energy Costs (Broward Go SOLAR)

Technical Contact:
Armando Linares
Deputy Director, Environmental Protection and Growth Management Department
115 South Andrews Avenue, Room 329
Fort Lauderdale, Florida 33301
954.357.6602
alinares@broward.org

Business Contact:
Linda Ross
Grants Administrator
Office of Intergovernmental Affairs and Professional Standards
115 South Andrews Avenue, Room 427
Fort Lauderdale, Florida 33301
954.357.5338
lross@broward.org

August 28, 2013

Team Members:
Cities and Towns of Dania Beach, Davie, Deerfield Beach, Fort Lauderdale, Hallandale Beach, Hillsboro Beach, Lauderdale-by-the-Sea, Miramar, North Lauderdale, Oakland Park, Pompano Beach, Sunrise, Tamarac, Unincorporated Broward County, Florida Power and Light, School Board of Broward County, Broward League of Cities, Broward County Board of Rules and Appeals, State Office of Energy, Florida Solar Energy Center

Contents

Executive Summary

Broward County and its partners (the Go SOLAR Team), operating under a Department of Energy Rooftop Solar Challenge Agreement, designed, developed and implemented an online permitting system for rooftop solar PV systems. This is a single web based system with a single permit fee that will issue a permit, with a set of design plans preapproved by partner building officials, within one hour. The system is currently available at gosolar.broward.org for use within any of the partner Authorities Having [permitting] Jurisdiction (AHJ).

Additionally, the Go SOLAR Team researched, developed and to the extent feasible, implemented three best management practices to make a fertile environment for the new online permit system. These included Net Metering and Interconnection Standards, Solar-Friendly Financing, and Planning and Zoning Ordinances.

Finally, the team implemented a substantial outreach effort to advocate for the development of solar in Broward County, with an emphasis on Solar Rights, concluding with a Go SOLAR Fest day and a half conference with over 1,200 attendees and 50 exhibitors.

The Go SOLAR project was completed on time, under DOE's budgeted amount, and all project objectives were met or exceeded.

I. Introduction

Broward County and its partners (Go SOLAR Team) proposed to the Department of Energy (DOE) a simplified permitting process for rooftop solar PV systems. The simplified process would replace current, multiple permitting processes at fifteen separate Authorities Having Jurisdiction (AHJ) with a single, web based permitting system capable of issuing a permit in approximately one hour. On February 14, 2012, DOE awarded the Go SOLAR Team an agreement to build the proposed system. The system was built in the first 10 months of the agreement period and went live in January 2013. This final report describes the work completed during the agreement period in accordance with the Final Report outline provided in the executed agreement.

II. Comparison of Actual Accomplishments with the Statement of Project Objectives

A Statement of Project Objectives (SOPO) was required for the DOE agreement. The SOPO outlines the objectives and tasks to be accomplished by the Go SOLAR Team. This section compares those tasks against actual accomplishments.

Task 1.0: **Streamline and standardize the permitting process for rootop PV installations**
Broward Go SOLAR will develop and implement a common, expedited solar permitting process for residential and small commercial properties, with a flat fee and single application form, with the goal of issuing permits within 24 hours of application.

Status: Completed

Comments: All fifteen Go SOLAR Team AHJs agreed to a single permitting process with a single flat fee of $552 and a single application form. The system is currently live at gosolar.broward.org. Using the system, a permit, along with a set of preapproved design plans, can be issued within approximately 1 hour.

Task 1.1: **Research successful permitting models**
During the first quarter of the grant period, successful strategies from other parts of the country will be evaluated for their applicability to local and regional needs, both through literature review and by contacting national experts.

Status: Completed

Comments: Internet research revealed four leaders in Expedited Permitting: Philadelphia, San Jose, Sacramento, and San Francisco. Each of these four were researched in more detail, including a review of these 12 documents or websites: Philadelphia - **Solar PV System Installations with an Electrical Permit Only**, **Permit Website**, **Guidebook for PV Solar Projects**, **25 Cities Meet to Discuss**

How to Eliminate Barriers and Bring More Solar to Market; San Jose - **Building Division Website**, **Policy on the use of the 2010 CEC for Solar Photovoltaic Systems**, **Solar Photovoltaic System 2010 CEC Residential Inspection Checklist**, **Photovoltaic Systems Plan Review and Permitting Requirements**; Sacramento - **Requirements for Commercial Electronic Plan , Check Building Permit Submittals**, **Submittals Verification Checklist**, **City of Sacramento Guide to Solar Energy Permits**; San Francisco - **Electrical Permit Application for Roof-Mounted Solar Photovoltaic (PV) Systems Only**, **Expedited Permit Process for PV Systems**, **Solar America Board for Codes and Standards Expedited Permit Process Report**. Staff also attended the 2012 Solar Leadership Summit in San Jose, networked with multiple contacts, participated in technical sessions to identify challenges and solutions for permitting and interconnection, and visited the City of San Jose municipal offices to review San Jose's permitting system. Finally, staff had numerous coordination meetings with the **Florida Solar Energy Center**.

Sub-Task 1.2: **Create a streamlined solar permitting process for all participating permitting departments throughout Broward County**

As lead applicant, Broward County will work cooperatively with the Department of Energy and a vast array of collaborative stakeholders, including Florida Power and Light (FPL) (the utility serving all participating jurisdictions), the State Energy Office, the Broward County Board of Rules and Appeals, and fourteen municipalities that currently set their own solar permitting requirements. Procedures in neighboring jurisdictions are frequently inconsistent, and multiple departments may be required to review each application. Frequently, this lack of uniformity leads to confusion, unnecessary delays, and increased transaction costs for solar installers and customers. The Broward SOLAR Project will develop best practices for process improvements that may promote solar market penetration, first locally, then regionally and statewide. Throughout the grant period, the focus will be on a combined strategy of streamlining the permitting process, education, and outreach.

Status: Completed

Comments: All fifteen Go SOLAR Team AHJs agreed to a single permitting process with a single flat fee of $552 and a single application form. The system is currently live at gosolar.broward.org. Using the system, a permit, along with a set of preapproved design plans, can be issued within approximately 1 hour. Best Management Practices were developed during the creation of the permitting system and include Go SOLAR Net Metering and Interconnection, Financing Options, and Planning and Zoning. As described further in this document, significant education and outreach activities were conducted to highlight and promote the accomplishments of the Go SOLAR team.

Sub-Task 1.3:	**Implement and test** Implementation and testing of the new permitting database within participating jurisdictions is expected to take approximately one month and will be finalized by the end of the third quarter.
Status:	Completed

Sub-Task 1.4:	**Educate** By the end of the third quarter, a series of workshops will be conducted to familiarize permitting inspectors in each municipality with the simplified procedure, and teach solar installers and customers how to navigate the new system.
Status:	Completed
Comments:	Training workshops were conducted on February 3, April 12, June 21, October 16, and October 31, 2012. Webinars were used during some of these presentations and are posted on Youtube. Training manuals were also developed and are posted on the Go SOLAR web site.

Task 2:	**Develop and implement a community-wide education and outreach campaign to raise awareness of the benefits of renewable energy and promote the installation of rooftop PV systems among residents and local businesses**
Status:	Completed

Sub-Task 2.1:	**Public Relations Campaign** During the third and fourth quarters, a publicity and outreach plan, including videos, brochures, public service announcements, bus placards, etc., will be implemented to increase demand for private sector solar systems.
Status:	Completed
Comments:	The following outreach events were used to advocate for solar systems. 1. Go SOLAR web site developed and maintained. 2. Permitting and Outreach Committees developed a comprehensive e-mail distribution list (over 1,100) of target audiences that include solar/general/electrical/roofing contractors, building officials, utilities, design professionals, homeowner associations, insurance companies, solar equipment manufacturers, engineering firms, fire departments, solar trade associations and more. Routine updates on the status of Go SOLAR, including monthly newsletters, were sent to this distribution list. 3. Go SOLAR Challenge Kick-off. 4. Broward County College Earth Day. 5. JM Family Lexus Environmental Event. 6. Broward County Transit Earth Day Event Sustainability Workshop. 7. Remediation Times Electronic Newsletter article.

8. Broward County Code Awareness and Safety Expo.
9. Go SOLAR monthly newsletter.
10. 5-step Permit Application Video.
11. Dissemination of four Go SOLAR rollup displays throughout County and partner public buildings.
12. Dissemination of Go SOLAR promotional materials (pens, key chains, reusable cups, etc.).
13. Multiple press releases on Go SOLAR.
14. Permitting Meeting at the US Solar Institute in Ft. Lauderdale.
15. Go SOLAR script for the Broward County Call center to address question on Go SOLAR.
16. Presentation before the City of Sunrise Environmental Sustainability Advisory Board.
17. Presentation before the Broward County Building Officials and Inspectors Association Meeting.
18. Go SOLAR article in Broward County Bridges publication.
19. Go SOLAR Plasma Screen revolving ads in the Broward County Government Center.
20. Go SOLAR posters in Broward County West Regional, South Regional, North Regional, and Main libraries.
21. Dissemination of 1,300 Go SOLAR brochures through the partner cities.
22. Go SOLAR article in the Oakland Park Oakleaf Newsletter.
23. Four information cards (Benefits of Solar Energy, Net Metering and Interconnection of a Solar Energy System, Promote Go SOLAR, and Learn about your solar rights as a homeowner) were produced at 3,000 copies apiece and distributed throughout Broward County and made available to participating Partner Cities.
24. Presentation at the Town of Davie Green Energy and Environmental Committee.
25. Participation at City of Coconut Creek Business Expo.
26. Participation at City of Deerfield Beach Open Government Safety Event.
27. Participation at Town of Davie Green Fair.
28. Go SOLAR Fest Tail Light Bus Ads for 15 buses.
29. Online permitting Tail Light Bus ads for 15 buses.
30. Go SOLAR Fest phone outreach efforts targeting solar contractors, business associations, local, state and federal representatives, contractors, panel manufacturers, homeowner associations, electrical designers, installers, educators, sustainable companies, banks, real estate attorneys, and engineers.
31. A one and a half day seminar, entitled Go SOLAR Fest, was completed on January 25 and 26, 2013. This program focused on accomplishments, emerging solar technologies, and solar benefits. The conference was attended by over 1,200 attendees, 50 exhibitors, and 37 speakers.

Sub-Task 2.2: **Solar Rights**

During the third and fourth quarters, a series of workshops will be designed to educate the public and small businesses organizations about their legal right to install rooftop solar systems, and teach local Homeowner Associations about their obligations under Florida's solar rights laws.

Status: Completed

Comments: In concert with the DOE project manager, this sub-task was slightly altered, as follows:

1. Solar rights were one of four solar information cards prepared by the Go SOLAR team. Hundreds of these cards were distributed at multiple outreach events, including public meetings and environmental outreach events.
2. A solar rights video was prepared and made available via the Go SOLAR web site.
3. An Energy and Environmental Law attorney was selected to speak on Solar Rights at Go SOLAR Fest and over 1,200 attendees from the public, small businesses, and homeowners associations were able to learn about their Solar Rights in Florida.
4. A solar rights brochure was posted to the Go SOLAR web page.

Sub-Task 2.3: **Financial Options**

To help make solar technology more affordable for property owners, financing experts, solar installers, potential customers, legal experts, and regional stakeholders will be invited to attend a one-day workshop to discuss the applicability of successful market-based incentives, as well as various financing options, including direct financing, leasing, and third-party ownership models. This workshop will be scheduled during the fourth quarter.

Status: Completed

Comments: On October 30, 2013, the financial workshop was completed, providing an excellent synopsis of the challenges and opportunities associated with financial options, all captured in the Financial Options Best Management Practices.

Sub-Task 2.4: **Broward Solar Panel**

Toward the end of the project year, a training workshop and panel discussion targeting building officials and inspectors, government officials and local legislators, solar installers, and the public will highlight the program's accomplishments, as well as emerging solar technologies, and the benefits of solar energy delivered by customer owned and sited PV systems. This workshop will be scheduled during the fourth quarter.

Status: Completed

Comments: A one and a half day seminar, entitled Go SOLAR Fest, was completed on January 25 and 26, 2013. This program focused on accomplishments,

emerging solar technologies, and solar benefits. The conference was attended by over 1,200 attendees, 50 exhibitors, and 37 speakers.

Task 3:	**Develop and make available best practices regarding the following:**
Sub-Task 3.1	**Net Metering and Interconnection Standards** Develop and make available best practices regarding net metering and interconnection standards.
Status:	Completed
Comments:	Best Management Practices completed in September 2012.
Sub-Task 3.2	**Solar-Friendly Financing** Develop and make available best practices regarding solar financing models, including residential PACE or other financial incentive programs.
Status:	Completed
Comments:	Best Management Practices completed in November 2012.
Sub-Task 3.3	**Zoning Ordinances** Develop and make available best practices regarding solar friendly planning and zoning.
Status:	Completed
Comments:	Best Management Practices completed in November 2012.
Task 4:	**Project Management and Reporting** Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein. This includes all required status reports, financial reports, special reports, and final close-out reports. In addition, all publications, conference papers, summaries of project review meetings, and/or other public releases of program results will be made available to the funder.
Status:	Completed
Comments:	This final report is the final document associated with Go SOLAR and is being submitted on time, prior to August 30, 2013.
Task 5:	**Market Assessment** Complete a final Market Assessment and input the data into the US DOE/NREL Solar Metrics Rooftop Solar Challenge Database. The Market Assessment will be completed by the last day of the project year and will reflect substantial and demonstrable improvements in market conditions to be achieved through the above tasks. Independent industry verification of these results will also be provided. This verification will be in the form of a letter signed by representatives from at least 2 companies in the residential PV business and at

least 2 companies in the commercial PV business representing a significant portion of PV sales in the participating jurisdictions. Broward Solar will also work closely with DOE/NREL as they independently verify that the results reported by Broward Solar at the end of the project year are accurate.

Status: Completed

Comments: The final Market Assessment and verification letters were completed by February 14, 2013 and submitted into the US DOE/NREL Solar Metrics Rooftop Solar Challenge Database.

III. Project Activities Summary

Understanding the extent of the challenge to complete the agreement deliverables in one year, development of the online permitting system began December 2011. The award was formerly executed in February 2012. At that time, a Go SOLAR steering committee was created. This committee included four subcommittees: Planning and Zoning, Financial Options, Net Metering and Interconnection Standards, and Outreach. A Project Management schedule was completed and tasks were assigned to the various subcommittees.

To help track all Go SOLAR activities, announce meetings, provide Go SOLAR related outreach documents, and keep interested parties informed on the status of the project, the Go SOLAR and email address (gosolar@broward.org) was created. This provided a single source of information and a single point of contact, easily remembered, throughout the duration of the contract activities.

The first milestone was a Go SOLAR Kick-off meeting, conducted at Broward County Commission Chambers on April 19, 2013. All participating partners were invited, and the overall concept of the single permitting system was introduced. This meeting was also used to identify staff that were particularly interested in participating in Go SOLAR.

An ad hoc committee of Go SOLAR partner building officials was created. At the first meeting, the building officials agreed to the number of inspections required for the rooftop solar PV installation and reached consensus on a single permit fee. With this consensus, an interlocal agreement was developed which allowed Broward County to issue all rooftop solar PV permits for all participating partners [or in DOE parlance, Authorities Having Jurisdictions (AHJ)] via the online Go SOLAR permitting system. Eventually, all partners approved the interlocal agreement through their respective city and county commissions, providing a legal basis to tie all permitting partner agencies together via the Go SOLAR online permitting system.

The Financial Options subcommittee elected to proceed with a single workshop. A pre-workshop survey was sent to financial institutions, realtors and other stakeholders to obtain input on current financial options practices. On October 30, 2012, the Financial Options

workshop was conducted, the survey results presented, and a guided discussion occurred to identify financial options in Broward County. The results of this effort were captured in the Financial Options Best Management Practices.

For the Net Metering and Interconnection and Planning and Zoning subcommittees, routine (monthly) meetings were conducted to encourage comment and recommendations on the development of the online permitting system. Subcommittee membership and participation was open to all interested parties, with effort made to have membership that reflected permitting agencies, solar contractors, engineering firms, and other key stakeholders. Both subcommittees summarized all their findings in their respective best management practices. The Planning and Zoning subcommittee also created a model zoning ordinance and requested all partners to adopt that zoning ordinance. This effort was designed to ensure any permits issued by the Go SOLAR online system would not violate the AHJ's zoning rules and regulations.

Development of the online system was completed primarily by a single analyst using .NET and Visual Basic. Application development, database, and web publishing protocols already existed within Broward County's Enterprise Technology Services Division and were adhered to in the development of Go SOLAR. The application was designed to be standalone, specifically to ensure the team met the one year timeframe (integration with partner permitting systems would have substantially increased development time).

The permitting speed associated with the online system – issuance of a permit within one hour – depended on preapproved design plans. Acquiring these was somewhat challenging. The first approach was use of the Broward County Advantage Marketing Program. Here, an agreement for mount manufacturers to provide design plans for their PV mounts in exchange for preapproving their plans and posting those plans on the Go SOLAR permitting program seemed reasonable. In fact, several mount manufacturers indicated that they would be interested in participating. In practice, and after publication of the Market Agreement, none did participate.

Because of the limited time associated with the DOE agreement, the Go SOLAR Team looked for less traditional procurement methods (the more traditional easily takes many months – time the team did not have). Accordingly, the team worked with a preexisting engineering firm already under contract with Broward County and contracted for the design plans. As each plan was developed, it was reviewed first by Broward County Permitting and Licensing staff; once approved, it was sent out for review by all the AHJ building officials. Numerous revisions were required, but eventually the partners approved the plans, and they were made available via the Go SOLAR permitting system.

As a quick aside to the activity flow, the electronic sign and seal proved to be a small challenge in and of itself. Florida requires that design plans be signed and sealed by a Florida Certified Professional Engineer and as the Go SOLAR plans were electronic, electronic signing and sealing protocols were followed. However, these protocols are not well known throughout the

engineering community, and it took an unexpected total of six weeks to have all the design engineers learn and implement the electronic sign and sealing processes.

With the Go SOLAR online system being built with input from key stakeholders via the subcommittees, the design plans being created by a design engineer, the interlocal agreements and zoning language being approved, the Go SOLAR team moved on to training applicants and AHJ staff in use of the system. Much of this training was captured via webinar or video and posted on the Go SOLAR web site for 24/7 availability.

Throughout the Go SOLAR contract period, the Outreach subcommittee maintained an ever increasing public footprint. The goal was to build interest in Go SOLAR during the development of the application, with a major kick-off announcing the go live date. The outreach began with leveraging existing public events – various fairs, conferences, and public meetings were used to discuss and publicize Go SOLAR. As the system developed further, press releases and brochures were issued. This effort continued through the Go SOLAR go live date in January 2013 and to the Go SOLAR Fest, a final day and a half conference emphasizing all the work completed during the agreement period. Considerable public outreach to include bus, newspaper, radio and television advertisements was used to drive interest in the conference. This entire effort culminated in a successful Go SOLAR Fest, with over 1,200 attendees.

The reader is referred to Form SF-425 (Appendix A) for information on the Go SOLAR budget. As a brief summary, DOE contributed $602,000 and Broward County and its partners $300,000, for total project costs of $902,000.

As with any such project, lessons are always learned. Key lessons learned with Go SOLAR are:

1. Free is good. An immense amount of work was completed to ensure a successful Go SOLAR Fest. However, it was not until the attendance fee was dropped from $50 to free that registration quickly spiked into the hundreds. Further, a frequent comment received by Go SOLAR staff involved appreciation, from both attendees and exhibitors (who paid only $100 per booth), for the low cost of the event.
2. Implementation of innovative solutions is mined with time sinks. The electronic sign and seal experience is one key example. In practice, the effort is simple and quick. However, to learn this new technology required considerable time to work through a lack of clear agreement and understanding on how to complete electronic signing and sealing in Florida.
3. Effective collaborative efforts require time. As indicated in this summary, multiple partner agencies were engaged in Go SOLAR, from the various subcommittee members to members of the public and industry interested in the program. Keeping key partners with extremely busy schedules (for example, partner building officials) engaged during the lengthy process proved challenging. So too did tracking all aspects of program activity across multiple AHJs.
4. Variety comes at a cost of efficiency. Almost immediately, Go SOLAR team members saw the Go SOLAR solution as one of commoditizing solar installations – making a design

that would permit easy installation on a variety of rooftops. However, this efficiency was made challenging by the tremendous variety of PV products on the market. The final solution required limiting design options to obtain plans that could be approved by all AHJs.

IV. Products Developed Under this Award

1. Go SOLAR online permitting system (submitted to ESTSC by FedEx on August 20, 2013)
2. Fifteen preapproved PV installation design plans covering five roof types, and eight electrical schematics (submitted to ESTSC by FedEx on August 20, 2013 and available for viewing at gosolar.broward.org)
3. Go SOLAR online permitting system user manuals and videos
4. Go SOLAR website at www.broward.org/gogreen/gosolar
5. Video capture of Go SOLAR Fest conference
6. Go SOLAR Interlocal Agreement
7. Go SOLAR Net Metering and Interconnection Best Management Practices
8. Go SOLAR Financing Best Management Practices
9. Go SOLAR Planning and Zoning Best Management Practices
10. Go SOLAR Public Outreach Materials

V. Conclusion

The Go SOLAR team demonstrated the viability of an online permitting system that allowed the permitting of rooftop solar PV systems within approximately one hour. Use of the system requires that the applicant be able to use one of the preapproved design plans and associated electrical schematics. Furthermore, the Go SOLAR team worked on improving or publicizing Planning and Zoning Practices, Financing Options, Net Metering and Interconnection Standards, and Solar Rights. Broward County looks forward to building upon these successes and continuing to improve the solar permitting process to help Florida increase its use of rooftop solar systems.

Appendix A – Form SF 425

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page of
U.S. Department of Energy	DE-EE0005701	1 1

3. Recipient Organization (Name and complete address including Zip code)

County of Broward Linda Ross, 115 S. Andrews Avenue #427, Fort Lauderdale FL 33301-1801

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
066938358	59-6000531		☑ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☑ Accrual

8. Project/Grant Period (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)
From: 02/15/2012	05/31/2013	3/31/2013

10. **Transactions**	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	646,367.00
e. Federal share of expenditures	452,923.30
f. Federal share of unliquidated obligations	149,185.77
g. Total Federal share (sum of lines e and f)	602,109.07
h. Unobligated balance of Federal funds (line d minus g)	44,257.93
Recipient Share:	
i. Total recipient share required	193,748
j. Recipient share of expenditures	299,737.30
k. Remaining recipient share to be provided (line i minus j)	-105,989.30
Program Income:	
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Provisional	0.093	1/1/2013	3/31/2013	99,631.28	4,445.00	4,445.00
				g. Totals:	99,631.28	4,445.00	4,445.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
Jeffery Halsey	954 519-1468
	d. Email Address
	jhalsey@broward.org
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	8-20-13
	14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.