



T. J. "JERRY" GREESON

CLERK OF THE CIRCUIT AND COUNTY COURT • NASSAU COUNTY, FLORIDA

P.O. BOX 456
FERNANDINA BEACH, FLORIDA 32035-0456
PHONE: (904) 321-5700

CLERK OF THE COUNTY COURT
RECORDER OF DEEDS
CLERK OF BOARD OF COUNTY COMMISSIONERS
CHIEF FINANCE OFFICER FOR NASSAU COUNTY
COUNTY AUDITOR

BOARD MEETING

DATE: 8-12 1996

ACTION: 9

INFO: _____

MEMORANDUM

TO: Walt Gossett, County Coordinator

FROM: T.J. "Jerry" Greeson, Clerk of the Circuit Court *TJG*

DATE: August 2, 1996

RE: 95/96 FloridaFix Contract Close-Out Package

Attached is a copy of the 95/96 FloridaFix Contract Close-Out report.

Please present to the Board of County Commissioners for approval. Once approved, the Chairman's signature is required on the cover letter (copy also attached).

Thank you for your assistance in this matter.



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
P.O. Box 1010
Fernandina Beach, Florida 32035-1010

Jim B. Higginbotham	Dist. No. 1 Fernandina Beach
John A. Crawford	Dist. No. 2 Fernandina Beach
Tom Branan	Dist. No. 3 Yulee
Chris Kirkland	Dist. No. 4 Hilliard
Jimmy L. Higginbotham	Dist. No. 5 Callahan

T. J. "Jerry" GREESON
Ex-Officio Clerk

MICHAEL S. MULLIN
County Attorney

WALTER D. GOSSETT
County Coordinator

August 12, 1996

Ms. Rossie McGoolie
Weatherization Grants Management Unit
Bureau of Community Assistance
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Re: FloridaFix Contract 96FF-4L-04-55-01-016; Close-out Report

Dear Ms. McGoolie:

Attached is the Close-out package for the above referenced contract -- Fiscal Year 1995-96.

Sincerely,

Jim B. Higginbotham
Chairman
Board of County Commissioners

(904) 225-9021 Board Room; 321-5703, 879-1029, 355-6275

An Affirmative Action / Equal Opportunity Employer

FLORIDAFIX CLOSE-OUT PACKAGE

Revised 7/11/94

Contract Number 96FF-4L-04-55-01-016 Period 7, 1, 95 to 4, 30, 96Subgrantee Name Nassau County Board of CommissionersAddress P.O. Box 456City, State, Zip Fernandina Beach, Florida 32035-0456Total Contract Amount \$ 32,000

1. TOTAL CONTRACT FUNDS RECEIVED

\$ 31,402.00

2. AUTHORIZED EXPENDITURES & ACCRUALS

\$ 31,402.00

(Page 2, Column E)

3. SUBTOTAL (Line 1 Minus Line 2)

\$ - 0 -

4. TOTAL VALUE OF MATERIALS INVENTORY

The dollar value of any materials in excess
of \$100 purchased with this grant
that were not used must be refunded (See Page 4)\$ - 0 -

(Subtotal)

5. INTEREST INCOME

(MUST BE RETURNED BY SEPARATE CHECK)

\$ - 0 -

6. ADD Lines 3, 4, and 5. THIS AMOUNT IS:

a) TO BE RETURNED TO THE DEPARTMENT OF
COMMUNITY AFFAIRS OR\$ - 0 -

b) DUE TO THE SUBGRANTEE

\$ - 0 -Complete this close-out package,
attach a copy of the refund check
and mail to:Weatherization Grants Management Unit
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100Make check(s) payable to CASHIER,
Department of Community Affairs: Write
the Contract Number on the check. Mail
the check under a separate cover to:CASHIER
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100THIS PACKAGE MUST BE COMPLETED AND MAILED TO
FLORIDAFIX, WEATHERIZATION GRANTS MANAGEMENT UNIT WITHIN
45 DAYS FROM THE END OF THE CONTRACT

ACCRUALS: Any authorized expenditures incurred prior to the ending date of this contract that have not been paid prior to the processing of the close-out. List below.

COST CATEGORIES	BUDGET ALLOCATION (A)	EXPENDITURES 6/30/94 (B)	REVISED EXPENDITURES (C)	ACCRUALS (D)	TOTAL OF (B+C+D) (E)	BALANCE (A-E) (F)
1. ADMINISTRATIVE PERSONNEL EXPENSES:						
a) Salary	3,806	3,806	-0-	-0-	3,806	-0-
b) Fringe	1,239	1,239	-0-	-0-	1,239	-0-
c) Indirect Cost	-0-	-0-	-0-	-0-	-0-	-0-
ADMINISTRATIVE PERSONNEL SUBTOTAL	5,045	5,045	-0-	-0-	5,045	-0-
2. OPERATING EXPENSES:						
a) Client Intake Staff	1,873	1,873	-0-	-0-	1,873	-0-
b) Office Expenses	-0-	-0-	-0-	-0-	-0-	-0-
c) Public Relations	-0-	-0-	-0-	-0-	-0-	-0-
d) Agency Liability Insurance	-0-	-0-	-0-	-0-	-0-	-0-
e) Other	-0-	-0-	-0-	-0-	-0-	-0-
OPERATING EXPENSES SUBTOTAL	1,873	1,873	-0-	-0-	1,873	-0-
3. IMPLEMENTATION EXPENSES:						
a) Building Permits	-0-	-0-	-0-	-0-	-0-	-0-
b) Tools & Equipment	-0-	-0-	-0-	-0-	-0-	-0-
c) On-Site Supervisor	1,888	1,888	-0-	-0-	1,888	-0-
d) Materials	13,805	13,805	-0-	-0-	13,805	-0-
e) Labor - Subcontractor	6,979	6,979	-0-	-0-	6,979	-0-
- Staff (labor & fringe)	1,812	1,812	-0-	-0-	1,812	-0-
η Vehicle - Lease	-0-	-0-	-0-	-0-	-0-	-0-
- Mileage	-0-	-0-	-0-	-0-	-0-	-0-
9) Storage	-0-	-0-	-0-	-0-	-0-	-0-
h) Other	-0-	-0-	-0-	-0-	-0-	-0-
IMPLEMENTATION EXPENSE TOTAL	24,484	24,484	-0-	-0-	24,484	-0-
4. TRAINING & TECHNICAL ASSISTANCE:						
a) Training Workshops	598	-0-	-0-	-0-	-0-	598
b) Training Materials	-0-	-0-	-0-	-0-	-0-	-0-
c) Other	-0-	-0-	-0-	-0-	-0-	-0-
TRAINING & TECHNICAL ASSISTANCE TOTAL	598	-0-	-0-	-0-	-0-	598
GRAND TOTAL EXPENSES	32,000	31,482	-0-	-0-	-0-	598

INVESTMENT STATEMENT

MATERIAL INVENTORY

Subgrantee Name: Nassau County Contract Number: 96FF-4L-04-53-01-016 Revised 7/11/94

- Description - List all materials that were purchased under this contract with FloridaFix grant funds or cash match and not used.
- FloridaFix or Match - Indicate the source of funding used.
- Number of Items - The number of items on hand.
- Cost of Item - The purchase price of each item.
- Total Cost of Items - Multiply the number of items by the cost per item.
- Location of Materials - The physical location of listed materials

DESCRIPTION	FLAFIX FUNDS	CASH MATCH	NUMBER OF ITEMS	COST OF ITEM	COST ITEMS ON HAND	TOTAL COST OF MATERIAL ON HAND	LOCATION OF MATERIAL
<i>None</i>							

TOTAL VALUE OF MATERIALS INVENTORY \$ -0-

REPORT ON PAGE 1, AS MATERIALS INVENTORY, THE TOTAL VALUE OF MATERIALS, IF IN EXCESS OF \$100.00.
 THE TOTAL COST OF THE MATERIAL ON HAND, IF IN EXCESS OF \$100.00, MUST BE REFUNDED TO THE DEPARTMENT OF COMMUNITY AFFAIRS.

SUBGRANTEE NAME NASSAU County CONTRACT # 96FF-4L-04-55-01-016
 TOTAL # OF HOUSES CONTRACTED WITH DCA 27 TOTAL # OF HOUSES COMPLETED 27
 AVERAGE AMOUNT OF FLORIDAFIX FUNDS SPENT PER HOUSE 1,163
 (Divide Total FloridaFix Funds by # of Completed Houses)

AVERAGE AMOUNT OF MATCH FUNDS SPENT PER HOUSE 3,250
 (Divide Total Match Funds by # of Completed Houses)

BOX A
87,930.79

TYPE THE LAST TOTAL FROM THE "TOTALS TO DATE" COLUMN ON YOUR FINAL MATCH REPORT IN BOX A

COST CATEGORIES	PROJECTED MATCH FROM APPENDIX D			ACTUAL MATCH FROM MONTHLY REPORTS		
	CASH	NON CASH	FED MATCH	CASH	NON CASH	FED MATCH
Administrative			-0-	7,218.57	-0-	-0-
Operating			-0-	2,526.52	-0-	-0-
Implementation			-0-	72,185.70	6,000	-0-
Training			-0-	-0-	-0-	-0-
TOTALS			-0-	81,930	6,000	-0-

BOX B
 GRAND TOTAL OF
 ACTUAL MATCH
87,930.79

FUND SOURCE KEY	PROJECTIONS FROM CONTRACT			ACTUAL MATCH TOTALED MONTHLY REPORTS		
	CASH	NON CASH	FED MATCH	CASH	NON CASH	FED MATCH
1. PRIVATE BUS.						
2. CORPORATE						
3. CITY/CO GOV.						
4. VOLUNTEER					6,000	
5. DISCOUNTS						
6. FARMERS HOME						
7. INDIVIDUAL						
8. CDBG						
9. UTILITY CO.						
10. SHIP				81,930		
11. OTHER						
TOTALS						

BOX C
 GRAND TOTAL OF
 OF MONTHLY REPORT
 ACTUAL MATCH
87,930.79

BOXES A, B & C SHOULD BE THE SAME.

NOTE: ATTACH A FINAL MONTHLY MATCH REPORT THAT INCLUDES ALL MATCH EXPENDED DURING THE CLOSE OUT PERIOD.

FLORIDAFIX MONTHLY MATCH REPORT

Section A:

AGENCY NAME : Nassau County Board of County Commissioners

Contract # 96FF-4L-04-55-01-016

		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	REVISED EXP. THRU JUNE	END OF CONTRACT ACCRUALS	TOTALS TO DATE
ADMINISTRATIVE PERSONNEL:	CASH	0	0	0	0	0	0	0	9,578.80	1,493.55	3,448.50	696.67	621.05			7,218.57
	NON-CASH															
	FED MATCH															
OPERATING:	CASH								335.58	522.74	1,207.01	243.83	217.36			2,521.52
	NON-CASH															
	FED MATCH															
IMPLEMENTATION:	CASH								2,588.03	14,935.55	34,485.00	6,966.64	6,210.48			72,185.70
	NON-CASH								6,000.00							6,000.00
	FED MATCH															
T & TA:	CASH	0	0	0	0	0	0	0	0	0	0	0	0			
	NON-CASH															
	FED MATCH															
TOTALS		0	0	0	0	0	0	0	16,882.41	16,951.84	39,140.51	7,907.14	7,048.89			87,930.79

Section B:

CASH CURRENT MONTH DETAIL			NON-CASH CURRENT MONTH DETAIL			FEDERAL MATCH CURRENT MONTH DETAIL		
FUND SOURCE #	AMOUNT		FUND SOURCE #	AMOUNT		FUND SOURCE #	AMOUNT	
ALICE Roberts 024	10	1,363.59						
BERNICE Walker 025	10	791.27						
Suzanne Middleton 026	10	4,160.35						
Althea Lambert 027	10	733.68						
TOTALS		7,048.89	TOTALS			TOTALS		

- FUND SOURCE KEY:
- 1. PRIVATE BUSINESS DONOR
 - 2. CORPORATE DONOR
 - 3. CITY/CO. GOV.
 - 4. VOLUNTEERS
 - 5. DISCOUNTS
 - 6. FARMERS HOME
 - 7. INDIVIDUAL DONOR
 - 8. CDBG
 - 9. UTILITY CO.
 - 10. SHIP
 - 11. OTHER (SPECIFY)

Section C:

TOTAL NUMBER OF HOUSES CONTRACTED: 27 NUMBER OF HOUSES COMPLETED THIS MONTH: 4

NUMBER OF HOUSES STARTED THIS MONTH: 0 NUMBER OF HOUSES COMPLETED TO DATE: 27