



STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

EMERGENCY MANAGEMENT • HOUSING AND COMMUNITY DEVELOPMENT • RESOURCE PLANNING AND MANAGEMENT

LAWTON CHILES
Governor

LINDA LOOMIS SHELLEY
Secretary

August 9, 1995

Mr. Rudy Marchese
Director
Nassau County Board of
County Commissioners
Post Office Box 1010
Fernandian Beach, Florida 32035-1010

REGIONAL PLANNING SECTION

Re FloridaFix Contract: 95FF-67-04-55-01-016

Dear Mr. Marchese:

Enclosed is your copy of the 1995-1996 FloridaFix Contract. If you have any questions, please contact your consultant at (904) 488-7541.

Sincerely,

Lucy Shepard
Community Programs Administrator
Community Assistance Section

LS/rmt

Enclosure

2740 CENTERVIEW DRIVE • TALLAHASSEE, FLORIDA 32399-2100

FLORIDA KEYS AREA OF CRITICAL STATE CONCERN
FIELD OFFICE
2796 Overseas Highway, Suite 212
Marathon, Florida 33050-2227

SOUTH FLORIDA RECOVERY OFFICE
P.O. Box 4022
8600 N.W. 36th Street
Miami, Florida 33159-4022

GREEN SWAMP AREA OF CRITICAL STATE CONCERN
FIELD OFFICE
155 East Summerlin
Bartow, Florida 33830-4641

FLORIDAFIX CONTRACT
MEMORANDUM OF RENEWAL FOR STATE FISCAL YEAR 1995-96

CONTRACT NUMBER: 95FF-67-02-47-18-026

AGREEMENT BETWEEN THE STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT

AND

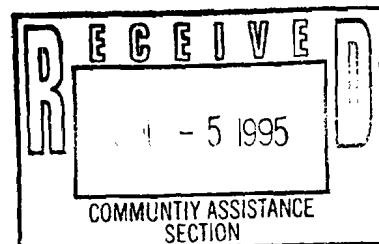
Nassau County Board of County Commissioners

THIS MEMORANDUM OF RENEWAL, is entered into between the State of Florida Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the DEPARTMENT) and Nassau County Board of County Commissioners, (hereinafter referred to as the recipient) to renew and amend that contract between the DEPARTMENT and the recipient dated August 18, 1994 (the "original contract").

Witnesseth:

WHEREAS, the DEPARTMENT awarded a one-year grant to the recipient beginning with state fiscal year 1994-95; and

WHEREAS, the DEPARTMENT has evaluated the performance of the recipient and determined that the contract will be renewed for one (1) year as provided in Rule 9B-55-015(4) Fla. Admin. Code.



NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the DEPARTMENT and the recipient hereby agree as follows:

1. The original contract for state fiscal year 1994-95 is hereby renewed and extended through June 30, 1996, as contract number 96FF-4L-04-55-01-016.

2. Article (16) of the original contract is amended to provide that the grant for state fiscal year 1995-96 hereunder is \$ 32,000.00 in accordance with the terms of the original contract.

4. ARTICLE (3) of the original contract is hereby amended to provide that the term of this Memorandum of Renewal shall commence upon execution by both parties and shall terminate June 30, 1996. All other provisions of Article (3) of the original contract remain in full force and effect.

6. Except as modified herein, all terms and conditions contained in the original contract remain in full force and effect.

7. This instrument and Attachments A-1, A-2, A-4 to A-7, G and J attached hereto and incorporated herein by reference embody the entire Memorandum of Renewal of the parties, and may only be amended in writing in accordance with the terms contained herein.

This Memorandum of Renewal executed by the recipient at
Nassau County, Florida this 26th day of

June, 1995.

The Recipient:

BY: 

(Signature)

Jimmy L. Higginbotham

(Typed name of signatory)

Chairman, Board of County Commissioners

(Title)

Attest: 

59-1863042

Federal Employer I.D.#

This Memorandum of Renewal executed by the DEPARTMENT,
at Tallahassee, Florida this 8 day of
August, 1995.

THE DEPARTMENT:
Department of Community Affairs

By: 

John A. Lenaerts, Chief
Bureau of Community Assistance

**ATTACHMENT A-1
FLORIDAFIX BUDGET SUMMARY
1995-96**

Recipient: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

EXPENSE CATEGORY	FLORIDAFIX FUNDS*	CASH MATCH & NON-CASH DONATION***	FEDERAL MATCH	TOTAL
1. ADMINISTRATIVE	5,045.00	1,327.00	-	6,372.00
2. OPERATING	1,873.00	803.00	-	2,676.00
3 IMPLEMENTATION**	24,484.00	24,870.00	-	49,354.00
4. TRAINING AND TECH. ASSISTANCE	598.00	0.00	-	598.00
5. TOTAL	32,000.00	27,000.00	-	59,000.00

* Total FloridaFix is equal to the amount of the grant request.

** At least 70% of the total match plus FloridaFix funds must be spent in implementation .

*** At least 10% of the required match shall be in volunteer labor.

**ATTACHMENT A-2
FLORIDAFIX BUDGET
1995-96
(ATTACH DETAIL BREAKDOWN)**

Recipient: Nassau County Board of County Commissioners

Total FloridaFix Allocation \$: 32,000.00

EXPENSE CATEGORY	FLORIDAFIX FUNDS
ADMIN\PERSONNEL	
a. Salaries	3,806.00
b. Fringe	1,239.00
c. Indirect Cost	0.00
SUBTOTAL ADMIN\PERSONNEL	5,045.00
OPERATING	
a. Client Intake Staff	1,873.00
b. Office Expenses	0.00
c. Public Relations	0.00
d. Agency Liability Insurance	0.00
e. Comprehensive Annual Audit	0.00
f. Other	0.00
SUBTOTAL OPERATING	1,873.00
IMPLEMENTATION	
a. Building Permits	0.00
b. Tools & Equipment	0.00
c. On-Site Supervisor	1,888.00
d. Materials	13,805.00
e. Labor: Subcontractor	6,979.00
- Staff Labor & Fringe	1,812.00
f. Vehicles: Lease	0.00
- Mileage	0.00
g. Storage	0.00
h. Other	0.00
SUBTOTAL IMPLEMENTATION	24,484.00
TRG & T. A.	
a. Training Workshops	598.00
b. Training Materials	0.00
c. Other	0.00
SUBTOTAL T. & T. A.	598.00
GRAND TOTAL EXPENSE	32,000.00

BUDGET DETAIL

Contract No. 95FF-67-02-47-18-026

**PROPOSED EXPENSE BY
FUNDING SOURCE**

EXPENSE	FLORIDA FIX GRANT	CASH MATCH	TOTAL
ADMINISTRATIVE EXPENSE			
Personnel:			
Program Coordinator			
5.828 hrs./wk. @ \$12.20/hr.			
X 52 wks./yr. = \$3,697.00			
70% Florida Fix	2,588.00		
30% SHIP (State)		1,109.00	
Secretary			
4.957 hrs./wk. @ \$6.75/hr.			
X 52 wks./yr. = \$1,740.00			
70% Florida Fix	1,218.00		
30% SHIP (State)		522.00	
Sub-Total of Gross Salaries	3,806.00	1,631.00	
Fringe Benefits (Incl. Leave)			
Fringe Benefits = \$1,770.00			
70% Florida Fix	1,239.00		
30% SHIP (State)		531.00	
Total Administrative Costs	5,045.00	2,162.00	7,207.00
OPERATING EXPENSE			
Client Intake Staff			
6.0048 hrs./wk. @ \$8.57/hr.			
X 52 wks./yr. = \$2,676.00			
70% Florida Fix	1,873.00		
30% SHIP (State)		803.00	
Total Operating Costs	1,873.00	803.00	2,676.00

BUDGET DETAIL**PROPOSED EXPENSE BY
FUNDING SOURCE**

EXPENSE	Florida Fix Grant	Cash Match	Total
IMPLEMENTATION EXPENSE			
On-Site Supervisor 5,668 hrs./wk. @ \$9.15/hr. X 52 wks./yr. = \$2,697.00			
70% Florida Fix	1,888.00		
30% SHIP (State)		809.00	
Materials	13,805.00	14,025.00	
Contractor Expense			
Labor	8,791.00	9,201.00	
Total Implementation Expense	24,484.00	24,035.00	48,519.00
TRAINING & WORKSHOP			
Travel			
Private vehicle @\$.29/mile	160.00		
Commercial airline	298.00		
Course fees	60.00		
Hotel (two nights)	80.00		
Total Training & Workshop	598.00		598.00
GRAND TOTALS	32,000.00	27,000.00	59,000.00

ATTACHMENT A-4

WORK PLAN
FY 1995-96

A. Partnership Plan

(1) Nassau County Board of Commissioners

The Nassau County Board of County Commissioners is the recipient of SHIP program funding for the County. The level of County funding is \$250,000 annually. Of these funds, a minimum of \$187,500 is directed toward construction. The current FY 1995-96 "Local Housing Assistance Plan" (the plan that specifies how SHIP funding will be distributed) calls for approximately \$57,000 of these funds to be designated for "emergency repairs" and "rehabilitation." It is from this portion of SHIP fund allocation that the \$27,000 of matching funds will be drawn to support the FLORIDAFIX program. These funds will be available to the FLORIDAFIX program each year so long as the SHIP funding program continues to provide a minimum of \$250,000 annually to Nassau County.

(2) Florida Power & Light Company

Florida Power & Light Company out of its Lake City, Florida office, provides an energy audit check of residences within Nassau County. As part of this service, FP&L provides up to \$300 in grant assistance to support the upgrading of insulation, doors, windows, heating/cooling systems, etc. that contribute to energy loss within the home. This service already is being utilized by Nassau County. Activities under this program will be coordinated with FLORIDAFIX activities to further the effectiveness of both programs.

(3) Community Involvement

The Nassau County Affordable Housing Advisory Committee has a 7-member Board of Directors that have been drawn from various components of the community that are related to housing (banking, construction, real estate, Low Income Housing Advocate and representative of the County Commission). In addition, this group has encouraged the formation of a Low-Income Local Housing Partnership which extends input to housing decisions to include low income housing advocates that are currently working within the communities through church, social and other formal groups.

The activities of the FloridaFix program will be coordinated through the Low Income Local Housing Partnership to encourage community participation in donating labor in support of the Program's weatherization and emergency repair projects. It shall be the goal of the community involvement effort to reduce labor costs to the project by 20 percent. This infusion of donated labor will add approximately \$4,150 to the "materials" side of "contractor expense" for project implementation.

The Nassau County FloridaFix Project Office will request advice from the Department of Community Affairs regarding effective procedures for developing community interest in volunteering labor support for weatherization and emergency repair activities.

All monthly meetings of the Nassau County Affordable Housing Advisory Committee are advertised and open to the public for comment.

b Program Plan

(1) Population and Geographic Area Served

Funds derived from the FLORIDAFIX program will be distributed to support on-going low-income housing rehabilitation projects throughout Nassau County. Experience gained from the SHIP and now the FloridaFix Program has shown that most requests for home repairs come from a segment of the population that is over 60-years of age and are in the Very Low-Income category. It is projected that 80 percent of the FloridaFix program funds will be directed to this segment of the population.

(2) Establishing the Client List

As stated earlier, support provided with FLORIDAFIX funds will be directed to the priority listing of low-income rehabilitation need already established for the SHIP program. Emergency repair and rehabilitative work undertaken through the SHIP program does not include weatherization considerations beyond those that may be provided through the very modest grant funding associated with the energy audit conducted by FP&L. Since the current County activities related to improving housing conditions for the very-low and low income residents of the County is the first county-wide effort undertaken for some time, it can be appreciated that the need is one that far exceeds the County's resources to fully support. Therefore, repair and rehabilitation work is being accomplished at a minimal level, and, even so, the listing of needy far exceeds the availability of funds within

the County to meet those needs.

FLORIDAFIX funding will not be used to supplant funds that would otherwise have been provided through SHIP funding, but will be used to extend SHIP funded projects to include weatherization and emergency repair activities that would have been needed to properly complete the project but would have been beyond the funding available to the project.

The SHIP client list that will be used to prioritize FLORIDAFIX expenditures was developed through newspaper advertising and articles relating to program accomplishments, program flyers distributed through church activities and at public commercial laundramats, and through radio public announcements provided by two local radio stations.

(3) Working With Clients

The selection of clients has already been accomplished through the SHIP program. The procedure that was followed is documented in the County's Local Housing Assistance Plan and proceeds as follows.

In advertised public hearing, criteria was established to prioritize possible clients for County housing assistance. Assistance, in order of priority, could take the form of (1) emergency repairs (2) housing rehabilitation or (3) purchase of housing--both new construction and existing structures.

The process of establishing the applicant list, prioritizing need, accomplishing site work, insuring work quality, and evaluating program results took the following form:

- o Establishing the client list -- the first step in establishing the client list is to determine eligibility as a factor of income. Income category is based upon the schedule provided by the Florida Housing Finance Agency relating income to family size and MSA. (Nassau County is not identified separately as a County, but is included in Jacksonville MSA.) Having established that the applicant is in the very-low or low-income category, the next step is to determine age and stated client need (emergency repairs, rehabilitation, home purchase).
- o Determining Need -- Emergency repairs are given first priority. Clients requesting emergency repairs or rehabilitation work are interviewed over the telephone to acquire basic information regarding the condition of the home and the location of the home. Following this telephone interview, a site inspection is made to establish work that needs to be accomplished and the general

condition of the structure.

All data acquired at the site visit is entered upon a standard form for later evaluation and to provide later direction in pursuing the case.

Emergency repairs -- include a leaking roof, malfunctioning potable water or sanitary waste system, broken windows or door (exterior), malfunctioning electrical system, or any other housing fault that could affect the health or safety of the resident.

Emergency repair work for home owners-occupants over 62 years of age is coordinated with the local Farmers Home Administration in Baldwin, FL to combine available County money with the Farmers Home Administration's 504 Emergency Repair Grant program thereby extending available County funds for this effort. Emergency repairs of home owner-occupants under the age 62 is funded entirely from County SHIP funding.

Rehabilitation -- Rehabilitation construction receives second priority consideration for funding in work to be accomplished in improving the living conditions for very low and low income persons who reside in Nassau County. Rehabilitation work includes providing special access for handicapped residents; repair of walls and flooring, which, because of condition, degrades the quality of life for the resident; repair of basic structure components and general repairs which do not constitute an immediate threat to life or property but, which, over the longer term, will degrade the quality of life for the occupant.

New construction (home ownership) will not receive any funds from the FLORIDAFIX Program. However, weatherization improvements, as part of a package for the purchase of an existing home, will be considered on a case-by-case basis.

- c. Prioritization of clients -- the listing of individual families to be assisted using FLORIDAFIX grant funds will be established based upon a number of criterion including: age, handicapped status, size of family, income level and relationship of work to be performed to the extension of the useful life of the home in terms of years of occupancy.
- o Contract award and follow through -- Once a determination is made as to the work to be accomplished, Nassau County, through the Regional Planning Council, contacts contractors registered or licensed in Nassau County and

directs a minimum of two firms to the site for the purpose of considering the job and providing work estimates.

When the job is completed, an inspection of the work is accomplished by the Nassau County Building Official, or his representative, who verifies that all work is complete and has been performed according to the County building code.

Upon receipt of an approved final inspection by the Building Department, the Board of County Commissioners authorizes release of payment to the contractor.

- d. Description of Units (See ATTACHMENT A-7.)
- e. Coordination of Organizational Resources -- Nassau County has an agreement with the Northeast Florida Regional Planning Council to administer the \$250,000 per year received by the County from the state SHIP program. In addition, Nassau County has an agreement with the Farmers Home Administration to provide 50/50 funding for emergency repair activities to owner-occupied homes for persons 62 years of age and older. The Authority also is working with Florida Power & Light Company to utilize the resources of that company in performing energy audit checks and for awarding modest grants (up to \$300) to implement minimal energy-saving activities on the most needy homes.

FLORIDAFIX funds will be used not to supplant, but to enhance, the work already being accomplished utilizing the above-noted resources.

- (1) Currently emergency repair work is funded by all resources for up to \$8,000/unit F(age 62 and over); \$4,000 under age 62. Rehabilitation work is funded up to \$9,500/per unit.
- (2) All work is conducted on owner-occupied units. Vacant units are not covered under the current program.
- (3) Units supported under the current program must be occupied by the original owner or a person of the similar income level for a period of 10 years. If the property is not so occupied or is disposed of by the original owner through resale, the rehabilitation grant must be repaid to the County according to the following schedule:

1st year	100%
1 - 2 years	100%
2 - 3 years	100%
3 - 4 years	70%
4 - 5 years	60%

5 - 6 years	50%
6 - 7 years	40%
7 - 8 years	30%
8 - 9 years	20%
9 - 10 years	10%
Beyond 10 years	0%

Nassau County will continue on an annual basis to monitor all residences supported under this program to ensure that County housing remains occupied by persons/families of designated income levels or that fees are collected when income levels are not maintained.

(f) Coordination of Services

The Weatherization Assistance Program (WAP) in Nassau County under Chapter 520, Part III F.S., is supported through the Northeast Florida Community Action Agency.

The Nassau County Housing Authority will coordinate with the Northeast Florida Community Action Agency to ensure that possible duplication of effort does not occur.

g. Continuation of Services

As stated earlier, the need for weatherization in emergency repair and rehabilitation exceeds the County's current financial resources. The Board of County Commissioners' intent is to continue with the FLORIDAFIX program so long as such funding is available to the county and so long as the SHIP program, as a source of matching funds, continues from the collection of Document Tax Stamp resources.

**ATTACHMENT A-5
PRODUCTION SCHEDULE
1995-96**

A total number of 27 houses will be weatherized.

The Department should be notified of any changes in the monthly schedule.

An amendment must be completed if there are any changes in the total number of homes as originally contracted.

MONTH	HOUSES TO BE COMPLETED	CUMULATIVE TOTAL NUMBER OF HOUSES
July 95	0	0
August	2	2
September	5	7
October	4	11
November	3	14
December	3	17
Janurary 96	3	20
February	3	23
March	4	27
April	0	27
May	0	27
June	0	27
Close-out period	0	27

For a house to be counted as completed, all work must be completed, the final inspection made, and the Building Work Report (BWR) provided to the Department.

ATTACHMENT A-6
MATCH SOURCES
1995-96

1. Cash

FLORIDAFIX matching fund will be made in the form of cash. The principal source of the cash matching funds will be provided through FY 1995-96 SHIP funds already designated for use as emergency repair or rehabilitation activities. The FLORIDAFIX funds will not supplant those designated in the SHIP program, but will expand activities under those funds to include energy conservation and emergency repairs not covered under the limited available SHIP funds.

2. Non-Cash

In addition to cash derived from SHIP, the program will benefit from the energy audit activities provided to the program by Florida Power and Light Company personnel. While a very small amount of grant money may be available from FP&L as grant matching funds, this source of cash is not certain and is not included in the proposed match calculation.

Nassau County will provide program implementation support through assignment of Building Department inspectors which will ensure that all work performed under the program is complete and meets County building code. Funding for inspection services is normally derived from the collection of building permit fees and late or repeat inspection charges. The county, in the case of projects undertaken through use of FLORIDAFIX funds, will forego these permit fees as a non-cash (labor) contribution to the program.

**ATTACHMENT A-7
DESCRIPTION OF UNITS
1995-96**

1. Calculate the number of houses to be served as follows:

Total FloridaFix funds requested	\$	<u>32,000.00</u>	
Subtract \$5,000 =	\$	<u>27,000.00</u>	
Divide by \$1,600 = \$1,000 (Average per House Cost *)		<u>27</u>	(Total Number of Houses)

2. Of this total, estimate how many will be:

(a) Single Family Houses	<u>27</u>		
(b) Duplex or other multi-family houses	<u>-0-</u>		
(c) Total of a and b above must equal the number of houses from step 1.		<u>27</u>	

3. How many houses do you expect to be:

(a) Owner occupied	<u>27</u>		
(b) Privately owned occupied rentals	<u>-</u>		
(c) Unoccupied Houses **	<u>-</u>		
(d) Total of lines a, b and c above must equal the total number of houses from step 1.		<u>27</u>	

* The average per house must be at least \$1,000 and not more than \$1,500

** Permission must be granted by the Department prior to qualifying these units as eligible for the program.

ATTACHMENT G
ADVANCE REQUEST JUSTIFICATION
1995-96

A. If any advance is requested on this Agreement, the Recipient must provide at least the following information and justification.

- 1. Number of houses to be weatherized or assisted during the first three months (from the production schedule).....\$ 7
- 2. Average projected expense for each house.....\$ 1,000.00
- 3. Total of line 1 X line 2.....\$ 7,000.00
- 4. Total of line 3 X 10% projected administrative expenses.....\$ 700.00
- 5. Explain any other projected expenses for this period:.....\$ -

-
-
- 6. Total of lines 3 + 4 + 5\$ 7,700.00
THESE ARE THE ESTIMATED EXPENSES FOR 3 MONTHS.
 - 7. Total amount of grant x .25%.....\$ 8,000.00
THIS IS THE MAXIMUM ALLOWABLE ADVANCE.

THE ADVANCE AMOUNT REQUESTED MUST BE THE TOTAL FROM
LINE 6 OR LINE 7, WHICHEVER IS THE LESS AMOUNT.

B. In the space below provide a concise explanation of the need for this advance.

To provide start up funding.

ATTACHMENT J
SPECIAL CONDITIONS
1995-96