

MEMORANDUM OF UNDERSTANDING

**THIS** Memorandum of Understanding (MOU) establishes guidelines for the collaboration between the Nassau County State Housing Initiative Partnership (SHIP) program, the Amelia Island-Nassau County Association of REALTORS® (AINCAR) and the Housing Partnership of Northeast Florida (HP) for the implementation of the Ramp It Up Program.

It is understood that the overall purpose of this program is to establish a method for the construction of wheelchair ramps for eligible applicants with special needs to facilitate access to their place of residence through the Nassau SHIP Program.

**SCOPE OF SERVICES:** AINCAR agrees to cooperate with SHIP and HP. SHIP will identify qualified clients and process reimbursement of costs from designated SHIP funds through the Nassau County Finance Department. Eligible residents for SHIP program purposes must be the owner/occupant of the assisted housing unit and must meet the SHIP program income criteria. AINCAR will refer the eligible residents to the Housing Partnership of Northeast Florida (HP) by either telephone or e-mail, providing HP with their name, address and telephone number.

The HP will contact the potential client, fill out an application and schedule an inspection of the site. HP will have the resident/client sign any necessary paperwork to help with the application, and to meet its internal requirements, including all necessary waivers. HP will design the ramp necessary to meet ADA specifications and handle permit applications, and will furnish AINCAR with plans, lumber pricing and the materials estimation.

HP and AINCAR will then cooperate to schedule the volunteer group to build the ramp on a mutually agreeable day. HP will furnish the rehabilitation specialist/general contractor for this job, and supply drinks for the job site. Once the ramp is completed the HP will have the

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To	Erin Thompson	From	Sherry
Co.		Co.	AINCAR
Dept.		Phone #	261-8133


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NASSAU COUNTY GRANTS OFFICE

resident/client sign off on the project, secure the final inspection as needed, and provide AINCAR with the materials/contractor invoice and final inspection. AINCAR will submit the invoices and final inspections to SHIP for reimbursement from Nassau County SHIP Funds.


AINCAR will cooperate with SHIP in the transmission of qualified applicants to HP. It will also secure lumber and materials, schedule and assign volunteers to perform the ramp construction, and supply a lunch for the volunteers at the site. Once construction is completed,

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding this 29<sup>th</sup> day of July, 2005.

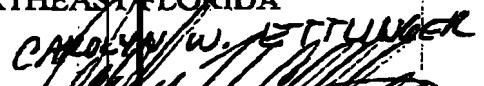
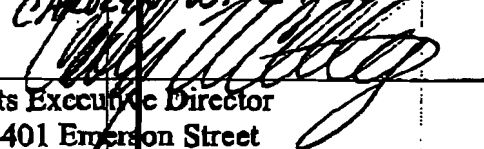
AMELIA ISLAND-NASSAU COUNTY ASSOCIATION OF REALTORS®

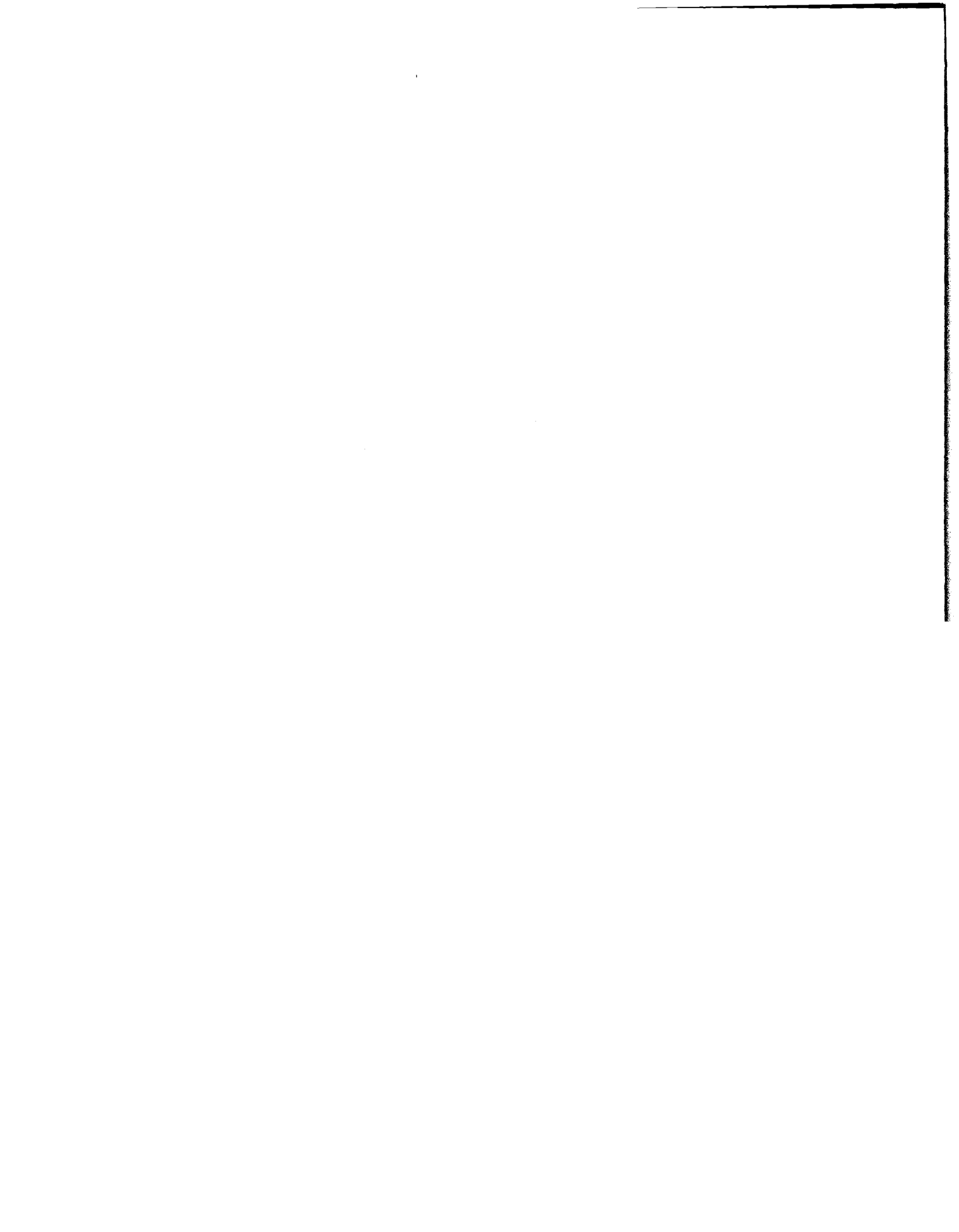
By:   
Its Executive Vice-President  
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NASSAU COUNTY STATE HOUSING INITIATIVE PARTNERSHIP

By:   
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HOUSING PARTNERSHIP OF NORTHEAST FLORIDA

  
By:   
Its Executive Director  
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**NASSAU COUNTY GRANTS DEPARTMENT**  
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**FACSIMILE TRANSMITTAL**

**DATE:** October 3, 2005

**TO:** Ms. Joyce Bradley, Clerk's Office Fax No.: 904.548.4669

**FROM:** *Eron D. Thompson, Grants Coordinator*

**Total number of pages (including cover sheet):** 3

**MESSAGE:**

Ms. Joyce, I received this document today from Sherry @ the Amelia Island-Nassau County

Association of Realtors and was not sure if you had a copy in your SHIP: Ramp-It-Up file.

If you have a copy please disregard this one.

Thanks, Eron

**If you cannot clearly read this transmission or have any questions regarding this transmission, please contact us at (904) 321.5785.**