

Memorandum



To: Rick Beasley, Executive Director

From: Jhyna Arauco, Business Services Manager
Robert Smith, Adult Programs Supervisor
Cheri Kaveheresi, Policy Manager
Jennifer Montiel-Perez, Contracts Compliance Officer

Date: May 2, 2019

Re: City of Key West

The Review Committee has met formally and reviewed City of Key West Employed Worker Training (EWT) application package. Subsequent to completing the full reviews and corrections made thereafter, it has been determined City of Key West submitted all required documentation to proceed.

Training requested by City of Key West for Basic Law Enforcement Academy (BLE 72) is from May 13, 2019 through October 3rd 2019 thus crossing over CareerSource South Florida's fiscal year, in which the application had to be split to allocate training costs per fiscal year. Therefore, the committee reviewed two rating sheets for this EWT application. Each rating sheet proposal must score a total of ten (10) points to qualify for funding, however if the employer was previously awarded an EWT grant in the past they must have a total of twelve (12) points to qualify for funding in which applies to City of Key West.

First rating sheet covers training for May 13, 2019 to June 30, 2019 in which City of Key West was awarded a total of thirteen (13) points, making them eligible for funding. Second rating sheet covers training from July 1st, 2019 to October 3rd, 2019 in which City of Key West was awarded a total of thirteen (13) points, making them eligible for funding.

Therefore, the Committee deemed City of Key West a qualified candidate for funding.

The City of Key West is a municipality agency in Key West, Florida. The City of Key West Police Department is responsible for protecting a city population of over 25,000 residents and an estimated 2,662,500 visitors annually. City of Key West operates the largest police department in Monroe County and all law enforcement individuals must possess a certificate of compliance for Law Enforcement Officers.

The City of Key West is requesting the training for the following reasons:

The City of Key West is facing severe staffing shortages due to the cost of living, lack of career pathways and scarce training providers in the area. The lack of affordable housing is causes locals to move to more affordable areas resulting in a lack of skilled workforce locally. This makes training local recruits crucial as it will guarantee them with a career pathway and a sustainable living wage that will allow them to stay local. In summary, City of Key West has refocused their efforts and is recruiting locally by offering training assistance to targeted qualified individuals.

Basic Law Enforcement Academy- Basic Law Enforcement course prepares trainees to meet the requirements of the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission. Upon successful completion of a basic

training program, students will be eligible to apply to take the State Officer Certification Exam. After completing the course candidates will receive a State of Florida Law Enforcement Certification.

Employees who successfully complete the training will receive an increase in salary of over 20% upon completing the training, health insurance, membership in the Florida Retirement System and a State of Florida Law Enforcement Certification.

The table below sets forth the cost of the project.

Program Year	Project Amount	Number of Employees to be Trained	Cost Per Trainee
2018-2019	\$14,000.00	10	\$1,400.00
2019-2020	\$14,000.00	10	\$1,400.00

As a result, the committee is compelled to move the application forward.

Your approval is requested for the City of Key West to proceed with the requested training.



Employed Worker Training Program – Team Rating Worksheet

Center: Monroe County Project Coordinator: Alexandria Borges

Business Name: City of Key West Date: April 24, 2019

* Total Training Funds Requested: \$ 14,000 * Total Number of Participants to Train: 10

Each proposal must score a minimum of 1 point for #1 and #2.

1. Cost Per Participant = Max 5 points 1

Less than \$600 = 5 points	\$601 to \$800 = 4 points	\$801 to \$1,000 = 3 points
\$1,001 to \$1,200 = 2 points	\$1,201 to \$1400 = 1 point	[Ave Cost Per: <u>\$ 1,400.00</u>]

2. Average Wage Rate = Max 5 points 5

\$12.00 to \$13.99 = 1 point	\$14.00 to \$15.99 = 2 points	\$16.00 to \$16.99 = 3 points
\$17.00 to \$17.99 = 4 points	\$18.00 or Greater = 5 points	[Ave Wage: <u>\$ 18.00</u>]

Bonus Points

3. Earnings Gain = Maximum 2 points 2

Less than 2% = 1 point, Greater than 2% = 2 Points (Earnings gain within 30 days.)

4. Targeted Occupational List (TOL) = Maximum 1 point 1

5. Targeted Industry = Maximum 1 point 1

6. Minimum 1 Job Order of \$12.00/hour in EFM (6 months prior to application date) = 1 point 1

7. Placement of \$12.00 and above in EFM (6 months prior to application date) = 2 points 2

Each proposal must score a total of 10 points to qualify for funding. **Total Points Awarded:** 10

ADDITIONAL SCORING FOR EMPLOYERS PREVIOUSLY AWARDED AN EWT GRANT**

8. Employer listed Job Orders and Hired from CSSF since last EWT award = Maximum of 1 point 1


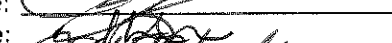


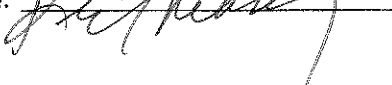
PREVIOUS EWT OUTCOMES:

9. Credential Attainment Rate of 95% or higher = Maximum 1 point 1

10. Earnings Gain Awarded as listed in previous EWT proposal = Maximum of 1 point 1

Each proposal for employers awarded previous EWT grants must score a total of 12 points to qualify for funding.

Maximum Points Possible: **20** **Total Points Awarded:** 13

Reviewers:	Cheri Kavehersi	Signature: 	Date: <u>5/2/19</u>
	Jhyna Arauco	Signature: 	Date: <u>5/2/19</u>
	Robert Smith	Signature: 	Date: <u>5/2/19</u>
	Jennifer Montiel-Perez	Signature: 	Date: <u>5/2/19</u>
Executive Director:	Rick Beasley	Signature: 	Date: <u>5/6/19</u>



SECTION 1: GENERAL INFORMATION

Organization Name:	City of Key West		
Street Address:	1300 White Street		
City & County:	Key West - Monroe County	Zip Code:	33040-0000
Authorized Contact Person:	Jim Scholl	Title:	City Manager
Telephone Number:	305-809-3888	Fax Number:	(305) 809-3888
Email Address:	jscholl@cityofkeywest-fl.gov	Website Address:	www.cityofkeywest-fl.gov

Date of Establishment:	1/8/1828	Years in Business:	190	# FT Employees:	500
Are you current on all Federal, State, and Local Taxes?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> TAX EXEMPT	
What is the legal structure of your organization?		Incorporated			
What is your organization's primary SIC Code?	9199	Check your SIC Codes here:		Miami-Dade	
What are your organization's other SIC Codes?	7374-9531-9111			Monroe	
What is your Federal Employer Identification Number (EIN)?	59-8000346	Learn about EINs here:		EIN	
What is your Unemployment Compensation (UC) ID#?	Self Insured	Learn about UC here:		UC	
What is your Florida Sales & Use Tax (FSUT) number?	Exempt	Learn about FSUT here:		FSUT	

Please describe your business, its products and/or services, and your customer base:
 Municipal agency providing services to a city population of 25,755 residents and estimated 2,662,500 visitors on an annual basis. Services provided include public works, utilities, parks and recreation, building, planning, engineering, port operations, with internal support services including finance, human resources and information technology.

Please describe in detail need for training current workforce:
 The City of Key West has a continuous need for Police Officers. Per the State of Florida Chapter 943, Police Officers must possess a certificate of compliance for Law Enforcement Officers. Due to the high cost of housing, hiring already trained police officers from the mainland has proven to be unsuccessful. The training for this certificate requires 770 hours of training and spans over 21 weeks. The ability of the City of Key West to sponsor the requisite training to a select and limited pool of qualified candidates is crucial to attracting and retaining police officers at the Key West Police Department. All employees/recruits receive wages paid for by the City of Key West during the training. Upon successful completion of certification recruits receive a 33% increase in salary. This training will allow other officers to advance in the law enforcement field while those at retiring age could do so without creating a shortage of officers. Graduates from a locally sponsored Police officer training program have proven to be a vital part of the Key West Police Department's ability to successfully provide public safety services to the community. It is rigorous training that, quite frankly, not everyone is capable of completing. With a population of approximately 25,755 and a median age of 41, it is a challenge to keep the police department fully staffed. Also presenting recruiting challenges are Key West's high cost of living with housing being a large part of that cost. The median list price of housing in Key West is in the \$500 thousands and median rent prices are \$1,500. The cost of living index is 40% higher in Key West than the national average. The reimbursement of tuition costs by CareerSource South Florida is paramount to the City's ability to sponsor local candidates in a locally administered academy. Thanking your organization in advance for your dedication to assisting the adult sector of the Key West community acquire the necessary professional skills which allow them to live and contribute to our wonderful island. Key West has over 2,662,500 visitors annually with 91 certified police officers. The ratio of visitors and Key West residents to police officers is 1 police officer for 29,541 visitors and Key West residents.

Training Start Date:	05/13/2019	Training End Date:	06/30/19
(a) Grant Request Dollars:	\$ 14,000.00	(e) Total Number of Trainees:	10
(b) Your Matching Funds:	\$ 53,870.40	(f) CSSF Cost Per Trainee:	\$ 1,400.00
(c) Total Cost:	\$ 67,870.40	(g) Current Employee Average Hourly Wage:	\$ 18.00
(d) Matching Fund %:	79.4%	(h) Post Training Average Hourly Wage:	\$ 25.37

Will this training avert any lay-offs at this location?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If YES, how many?	
Will this training create any vacancies that CSSF can help fill?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If YES, how many?	N/A
Will improve long-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will improve short-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Critical to long-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Critical to short-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Will help prevent organization having to relocate operations	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will lower employee turnover	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is your organization receiving State or Federal funding for this training request	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If yes Please Explain	
Will this training lead to an immediate wage increase?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

We have identified 0 employees that meet the definition of self-sufficiency as defined by SFWB but will not be retained unless additional training or services are received.
CERTIFICATION BY CAREER CENTER DIRECTOR OR AUTHORIZED MANAGEMENT REPRESENTATIVE (FOR INTERNAL USE ONLY)

Contract Number	Funding Source
NAME: Alexandria Borges	TITLE: Center Manager
SIGNATURE:	DATE: 4/24/19



Customized Training Agreement

Section 37 Training Project Detail														
Last Name	First Name	Department	Job Title (Current)	Job Title (Post Training)	Type of Training	Cost per trainee	Incident Worker (Yes or No)	Certification	Total Hours Paid During Training	\$ Employee-SAN Sufficient as defined by SFWE (Yes or No)	Employment's Current Wage	Employment's Post Training Wage	% of Employee's Pre-Training Wage	Employer Match Wage & Benefits
1	Agley	Dennis	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
2	Bracciola	Joseph	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
3	Deese	Joelle	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
4	Hartman	Randolph	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
5	Mayorga-Lopez	Jorge	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
6	Perez	Randy	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
7	Roscoe	Raymond	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
8	Soza	Juan	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
9	Wynn	Nolan	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	232	\$18.00	\$	25.37	\$ 5,387.04
11							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
12							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
13							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
14							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
15							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
16							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
17							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
18							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
19							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
20							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
21							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
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24							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
25							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
26							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
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46							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
47							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
48							\$0.00	No	Officer Certification	0	\$0.00	\$		\$
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Customized Training Agreement

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Customized Training Agreement


Line Item	Amount	Count	Average Wage	Total
118	\$0.00	0		
120	\$0.00	0		
121	\$0.00	0		
122	\$0.00	0		
123	\$0.00	0		
124	\$0.00	0		
125	\$0.00	0		
126	\$0.00	0		
127	\$0.00	0		
128	\$0.00	0		
129	\$0.00	0		
130	\$0.00	0		
131	\$0.00	0		
132	\$0.00	0		
133	\$0.00	0		
134	\$0.00	0		
135	\$0.00	0		
136	\$0.00	0		
137	\$0.00	0		
138	\$0.00	0		
140	\$0.00	0		
141	\$0.00	0		
142	\$0.00	0		
143	\$0.00	0		
144	\$0.00	0		
145	\$0.00	0		
146	\$0.00	0		
147	\$0.00	0		
148	\$0.00	0		
149	\$0.00	0		
150	\$0.00	0		
Total	\$14,000.00	10	Average Wage \$ 18.00	\$ 53,870.40

Customized Training Agreement

SECTION 3: TRAINING PROGRAM BUDGET			
Category	Grant Request	Employer Match	Total
1 Trainee Wages & Benefits		\$ 53,870.40	\$ 53,870.40
2 Training Equipment Purchase			\$ -
3 Facility Usage			\$ -
a			\$ -
b			\$ -
c			\$ -
d			\$ -
4 Travel, Food, & Lodging			\$ -
a			\$ -
b			\$ -
c			\$ -
d			\$ -
6 Instructor Wages/Tuition			
Basic Law Enforcement Training (10) Trainees @ \$1,400.00 for a total of 232 total hours			
a	\$ 14,000.00		\$ 14,000.00
b			\$ -
c			\$ -
d			\$ -
e			\$ -
f			\$ -
g			\$ -
6 Curriculum Development			
a			\$ -
b			\$ -
c			\$ -
d			\$ -
7 Materials, Supplies, & Textbooks			
a			\$ -
b			\$ -
c			\$ -
d			\$ -
e			\$ -
f			\$ -
8 Other Cost			
a			\$ -
b			\$ -
c			\$ -
d			\$ -
Sub Total			
9 Indirect Costs			\$ -
a Relevant description			\$ -
b			\$ -
TOTALS	\$ 14,000.00	\$ 53,870.40	\$ 67,870.40



Customized Training Agreement

SECTION 4: TRAINING PROVIDER INFORMATION		
Training Provider Name (1): Florida Keys Community College		
Street Address:	5901 College Road	Type of Trainer: Community College
City & County:	Key West - Monroe County	Zip Code: 33040-0000
Authorized Contact Person	Cathy Torres	Title: Director of Public Safety
Telephone Number:	305-809-3520	Fax Number: 305-292-5163
#	Training Description	Training Location
1	Basic Law Enforcement Training	5901 College Road , Key West, FL 33040
2		
3		
Training Provider Name (2):		
Street Address:		Type of Trainer:
City & County:		Zip Code:
Authorized Contact Person		Title:
Telephone Number:		Fax Number:
#	Training Description	Training Location
1		
2		
3		
Attach Curriculum Outline and Identify Certificate or Credential Received		
SECTION 5: BUSINESS FINANCIAL VIABILITY		
Local Business Tax Receipt		
Proof of State of Florida Registration www.sunbiz.org		
Proof of Workers Compensation		
Attach a completed Request for Taxpayer Identification Number & Certification		W-9 Form
SECTION 6: CERTIFICATION BY AUTHORIZED BUSINESS REPRESENTATIVE		
<p>As an authorized representative of the organization applying for the "Customize Training Award", I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.</p>		
NAME:	Jim Scholl	TITLE: City Manager
SIGNATURE:		DATE: 24 APR 2019

Invoice Summary									
Last Name	First Name	Type of Training	Cost per trainee	Total Hours	Basic Law Enforcement	# of Hours	b	# of Hours	
1	Agibev	Denis	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
2	Bracciale	Joseph	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
3	Deese	Joelle	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
4	Ham	Randolph	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
5	Hernandez	Leonardo	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
6	Mayorga-Lopez	Jorge	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
7	Perez	Randy	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
8	Roscoe	Raymond	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
9	Soza	Juan	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
10	Wynn	Nolan	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	232	\$1,400.00	232		
11			\$0.00	0					
12			\$0.00	0					
13			\$0.00	0					
14			\$0.00	0					
15			\$0.00	0					
16			\$0.00	0					
17			\$0.00	0					
18			\$0.00	0					
19			\$0.00	0					
20			\$0.00	0					
				10	\$14,000.00	\$14,000.00	\$0.00		

	Training Details	Instructor Wages / Tuition	Curriculum Development Cost	Materials, Books & Supplies/Other Costs	Grant Request Total	# of People	Per Person Total
a	Basic Law Enforcement Training (10) Trainees @ \$1,400.00 for a total of 232 total hours	\$ 14,000.00	0		\$ 14,000.00	10	\$ 1,400.00
b							
c							
d							
e							
f							
g							
h							
i							
j							
k							

Total \$ 14,000.00

Curriculum Development	
a	
b	
c	
d	
e	
f	
g	
h	
i	
Materials, Supplies, & Textbooks	
a	
b	
c	
d	
e	
f	
g	
h	
i	
Other Cost	
a	



Employed Worker Training Program – Team Rating Worksheet

Center: Monroe County Project Coordinator: Alexandria Borges

Business Name: City of Key West Date: April 24, 2019

* Total Training Funds Requested: \$ 14,000 * Total Number of Participants to Train: 10

Each proposal must score a minimum of 1 point for #1 and #2.

1. Cost Per Participant = Max 5 points 1

Less than \$600 = 5 points	\$601 to \$800 = 4 points	\$801 to \$1,000 = 3 points
\$1,001 to \$1,200 = 2 points	\$1,201 to \$1400 = 1 point	[Ave Cost Per: <u>\$ 1,400.00</u>]

2. Average Wage Rate = Max 5 points 5

\$12.00 to \$13.99 = 1 point	\$14.00 to \$15.99 = 2 points	\$16.00 to \$16.99 = 3 points
\$17.00 to \$17.99 = 4 points	\$18.00 or Greater = 5 points	[Ave Wage: <u>\$ 18.00</u>]

Bonus Points

3. Earnings Gain = Maximum 2 points 2
 Less than 2% = 1 point, Greater than 2% = 2 Points (Earnings gain within 30 days.)

4. Targeted Occupational List (TOL) = Maximum 1 point 1

5. Targeted Industry = Maximum 1 point 1

6. Minimum 1 Job Order of \$12.00/hour in EFM (6 months prior to application date) = 1 point 1

7. Placement of \$12.00 and above in EFM (6 months prior to application date) = 2 points 2

Each proposal must score a total of 10 points to qualify for funding. **Total Points Awarded:** 10

ADDITIONAL SCORING FOR EMPLOYERS PREVIOUSLY AWARDED AN EWT GRANT

8. Employer listed Job Orders and Hired from CSSF since last EWT award = Maximum of 1 point 1

PREVIOUS EWT OUTCOMES:

9. Credential Attainment Rate of 95% or higher = Maximum 1 point 1

10. Earnings Gain Awarded as listed in previous EWT proposal = Maximum of 1 point 1

Each proposal for employers awarded previous EWT grants must score a total of 12 points to qualify for funding.

Maximum Points Possible: **20** **Total Points Awarded:** 13

Reviewers:	Cheri Kavehersi	Signature:	Date: <u>5/2/19</u>
	Jhyna Arauco	Signature:	Date: <u>5/2/19</u>
	Robert Smith	Signature:	Date: <u>5/2/19</u>
	Jennifer Montiel-Perez	Signature:	Date: <u>5/2/19</u>
Executive Director:	Rick Beasley	Signature: _____	Date: _____



CareerSource
SOUTH FLORIDA

Customized Training Application

SECTION 1: GENERAL INFORMATION

Organization Name:	City of Key West		
Street Address:	1300 White Street		
City & County:	Key West - Monroe County	Zip Code:	33040-0000
Authorized Contact Person:	Jim Scholl	Title:	City Manager
Telephone Number:	305-809-3886	Fax Number:	(305) 809-3886
Email Address:	jscholl@cityofkeywest-fl.gov	Website Address:	www.cityofkeywest-fl.gov

Date of Establishment:	1/8/1828	Years in Business:	190	# FT Employees:	500
Are you current on all Federal, State, and Local Taxes?	<input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> TAX EXEMPT				
What is the legal structure of your organization?	Incorporated				
What is your organization's primary SIC Code?	9199	Check your SIC Codes here:	Miami-Dade		
What are your organization's other SIC Codes?	7374-9531-9111		Monroe		
What is your Federal Employer Identification Number (EIN)?	59-6000346	Learn about EINs here:	EIN		
What is your Unemployment Compensation (UC) ID#?	Self Insured	Learn about UC here:	UC		
What is your Florida Sales & Use Tax (FSUT) number?	Exempt	Learn about FSUT here:	FSUT		

Please describe your business, its products and/or services, and your customer base:
 Municipal agency providing services to a city population of 25,755 residents and estimated 2,662,500 visitors on an annual basis. Services provided include public works, utilities, parks and recreation, building, planning, engineering, port operations, with internal support services including finance, human resources and information technology.

Please describe in detail need for training current workforce:
 The City of Key West has a continuous need for Police Officers. Per the State of Florida Chapter 943, Police Officers must possess a certificate of compliance for Law Enforcement Officers. Due to the high cost of housing, hiring already trained police officers from the mainland has proven to be unsuccessful. The training for this certificate requires 770 hours of training and spans over 21 weeks. The ability of the City of Key West to sponsor the requisite training to a select and limited pool of qualified candidates is crucial to attracting and retaining police officers at the Key West Police Department. All employees/recruits receive wages paid for by the City of Key West during the training. Upon successful completion of certification recruits receive a 33% increase in salary. This training will allow other officers to advance in the law enforcement field while those at retiring age could do so without creating a shortage of officers. Graduates from a locally sponsored Police officer training program have proven to be a vital part of the Key West Police Department's ability to successfully provide public safety services to the community. It is rigorous training that, quite frankly, not everyone is capable of completing. With a population of approximately 25,755 and a median age of 41, it is a challenge to keep the police department fully staffed. Also presenting recruiting challenges are Key West's high cost of living with housing being a large part of that cost. The median list price of housing in Key West is in the \$500 thousands and median rent prices are \$1,500. The cost of living index is 40% higher in Key West than the national average. The reimbursement of tuition costs by CareerSource South Florida is paramount to the City's ability to sponsor local candidates in a locally administered academy. Thanking your organization in advance for your dedication to assisting the adult sector of the Key West community acquire the necessary professional skills which allow them to live and contribute to our wonderful island. Key West has over 2,662,500 visitors annually with 91 certified police officers. The ratio of visitors and Key West residents to police officers is 1 police officer for 29,541 visitors and Key West residents.

Training Start Date:	07/01/2019	Training End Date:	10/03/19
(a) Grant Request Dollars:	\$ 14,000.00	(e) Total Number of Trainees:	10
(b) Your Matching Funds:	\$ 124,923.60	(f) CSSF Cost Per Trainee:	\$ 1,400.00
(c) Total Cost:	\$ 138,923.60	(g) Current Employee Average Hourly Wage:	\$ 18.00
(d) Matching Fund %:	89.9%	(h) Post Training Average Hourly Wage:	\$ 25.37

Will this training avert any lay-offs at this location?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If YES, how many?	
Will this training create any vacancies that CSSF can help fill?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If YES, how many?	N/A
Will improve long-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Will improve short-term wage levels of trainees	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Critical to long-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Critical to short-term viability of our organization	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Will help prevent organization having to relocate operations	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will lower employee turnover	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Is your organization receiving State or Federal funding for this training request?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO if yes Please Explain		
Will this training lead to an immediate wage increase?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

We have identified 0 employees that meet the definition of self-sufficiency as defined by SF/WIB but will not be retained unless additional training or services are received.
CERTIFICATION BY CAREER CENTER DIRECTOR OR AUTHORIZED MANAGEMENT REPRESENTATIVE (FOR INTERNAL USE ONLY)

Contract Number	Funding Source
NAME: Alexandria Borges	TITLE: Center Manager
SIGNATURE:	DATE: 4/24/19

Customized Training Agreement

Line No.	Last Name	First Name	Discipline	Job Title (Career)	Job Title (Post Training)	Type of Training	Cost per Trainee	Incremental Worker (Yes or No)	Certification	Yr of Hours Paid During Training	Is Employee as defined by SFMB (Yes or No)	Employee's Current Wage	Employee's Post Training Wage	% of Employee's Post Training Wage Earned	Employee's Health, Wage & Benefits
1	Adleev	Denis	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
2	Joseph	Joseph	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
3	Deess	Josiah	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
4	Henn	Leonard	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
5	Mayorga	Jorge	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
6	Lopez	Randy	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
7	Presz	Rosylin	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
8	Roscoe	Juan	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
9	Soza	Juan	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
10	Wynn	Nelson	Law Enforcement	Police Academy Recruit	Police Officer	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	No	Officer Certification	538	No	\$18.00	\$25.37	29%	\$12,492.36
11							\$0.00			0					
12							\$0.00			0					
13							\$0.00			0					
14							\$0.00			0					
15							\$0.00			0					
16							\$0.00			0					
17							\$0.00			0					
18							\$0.00			0					
19							\$0.00			0					
20							\$0.00			0					
21							\$0.00			0					
22							\$0.00			0					
23							\$0.00			0					
24							\$0.00			0					
25							\$0.00			0					
26							\$0.00			0					
27							\$0.00			0					
28							\$0.00			0					
29							\$0.00			0					
30							\$0.00			0					
31							\$0.00			0					
32							\$0.00			0					
33							\$0.00			0					
34							\$0.00			0					
35							\$0.00			0					
36							\$0.00			0					
37							\$0.00			0					
38							\$0.00			0					
39							\$0.00			0					
40							\$0.00			0					
41							\$0.00			0					
42							\$0.00			0					
43							\$0.00			0					
44							\$0.00			0					
45							\$0.00			0					
46							\$0.00			0					
47							\$0.00			0					
48							\$0.00			0					
49							\$0.00			0					
50							\$0.00			0					
51							\$0.00			0					
52							\$0.00			0					
53							\$0.00			0					
54							\$0.00			0					
55							\$0.00			0					
56							\$0.00			0					
57							\$0.00			0					
58							\$0.00			0					
59							\$0.00			0					
60							\$0.00			0					
61							\$0.00			0					
62							\$0.00			0					
63							\$0.00			0					
64							\$0.00			0					
65							\$0.00			0					



Customized Training Agreement

No.	Description	Quantity	Unit Price	Total Price	Average Wage	Total Wage	Total Hours
1		0					
2		0					
3		0					
4		0					
5		0					
6		0					
7		0					
8		0					
9		0					
10		0					
11		0					
12		0					
13		0					
14		0					
15		0					
16		0					
17		0					
18		0					
19		0					
20		0					
21		0					
22		0					
23		0					
24		0					
25		0					
26		0					
27		0					
28		0					
29		0					
30		0					
31		0					
32		0					
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39		0					
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41		0					
42		0					
43		0					
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67		0					
68		0					
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83		0					
84		0					
85		0					
86		0					
87		0					
88		0					
89		0					
90		0					
91		0					
92		0					
93		0					
94		0					
95		0					
96		0					
97		0					
98		0					
99		0					
100		0					
Total Employees in Need of Training				10			
Average Wage				\$ 18.00	\$	25.37	
Total Wage				\$			



Customized Training Agreement

SECTION 3: TRAINING PROGRAM BUDGET			
Category	Grant Request	Employer Match	Total
1 Trainee Wages & Benefits		\$ 124,923.60	\$ 124,923.60
2 Training Equipment Purchase			\$ -
3 Facility Usage			\$ -
a			\$ -
b			\$ -
c			\$ -
d			\$ -
4 Travel, Food, & Lodging			\$ -
a			\$ -
b			\$ -
c			\$ -
d			\$ -
5 Instructor Wages/Tuition			
Basic Law Enforcement Training (10) Trainees @ \$1,400.00 for a total of 538 total hours			
a	\$ 14,000.00		\$ 14,000.00
b			\$ -
c			\$ -
d			\$ -
e			\$ -
f			\$ -
g			\$ -
6 Curriculum Development			
a			\$ -
b			\$ -
c			\$ -
d			\$ -
7 Materials, Supplies, & Textbooks			
a			\$ -
b			\$ -
c			\$ -
d			\$ -
e			\$ -
f			\$ -
8 Other Cost			
a			\$ -
b			\$ -
c			\$ -
d			\$ -
Sub Total			
9 Indirect Costs			\$ -
a <i>Relevant description</i>			\$ -
b			\$ -
TOTALS	\$ 14,000.00	\$ 124,923.60	\$ 138,923.60

Invoice Summary							
Last Name	First Name	Type of Training	Cost per trainee	Total Hours	Basic Law Enforcement	# of Hours	
1	Agleev	Denis	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
2	Bracciale	Joseph	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
3	Deese	Joelle	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
4	Ham	Randolph	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
5	Hernandez	Leonardo	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
6	Mayorga-Lopez	Jorge	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
7	Perez	Randy	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
8	Roscoe	Raymond	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
9	Soza	Juan	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
10	Wynn	Nolan	Basic Law Enforcement Academy (BLE 68)	\$1,400.00	538	\$1,400.00	538
11			\$0.00	0			
12			\$0.00	0			
13			\$0.00	0			
14			\$0.00	0			
15			\$0.00	0			
16			\$0.00	0			
17			\$0.00	0			
18			\$0.00	0			
19			\$0.00	0			
20			\$0.00	0			
				10	\$14,000.00	\$14,000.00	

	Training Details	Instructor Wages / Tuition	Curriculum Development Cost	Materials, Books & Supplies/Other Costs	Grant Request Total	# of People	Per Person Total
a	Basic Law Enforcement Training (10) Trainees @ \$1,400.00 for a total of 538 total hours	\$ 14,000.00	0		\$ 14,000.00	10	\$ 1,400.00
b							
c							
d							
e							
f							
g							
h							
i							
j							
k							

Total \$ 14,000.00

Curriculum Development	
a	
b	
c	
d	
e	
f	
g	
h	
i	

Materials, Supplies, & Textbooks	
a	
b	
c	
d	
e	
f	
g	
h	
i	

Other Cost

a

BLE #72 ACADEMY SCHEDULE

May 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Orientation 1300-1700	PT Assessment 1300-1700 Intro 1800-2200	Intro 1300-1700 Legal 1800-2100 PT 2100-2200	Legal 1300-2100 PT 2100-2200	Legal 1300-2100 PT 2100-2200	Legal 1300-2100 PT 2100-2200
19	20	21	22	23	24	25
		Intro Exam 1300-1500 PT 1500-1700 Legal 1800-2200	Legal 1300-2100 PT 2100-2200	Legal 1300-2100 PT 2100-2200	Legal 1300-2100 PT 2100-2200	Legal 1300-2100 PT 2100-2200
26	27	28	29	30	31	
	No Classes College Closed	Legal 1300-1700 Legal Exam 18-2000 Diverse Community 2000-2200	Diverse Community 1300-2200	Diverse Community 1300-2200	Diverse Community 1300-2200	

Dinner break is 1700-1800, unless otherwise noted

BLE #72 ACADEMY SCHEDULE

June 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Diverse Community 1300-2200
2	3	4 Diverse Community 1300-1700 Patrol 1800-2000 PT 2000-2200	5 Patrol 1300-2100 PT 2100-2200	6 Patrol 1300-2100 PT 2100-2200	7 Patrol 1300-2100 PT 2100-2200	8 Patrol 1300-2100 PT 2100-2200
9	10	11 Patrol 1300-1600 PT 1600-1700 Diverse Exam 18-2000 PT 2000-2200	12 Calls for Service 1300-2200	13 Calls for Service 1300-2100 PT 2100-2200	14 Calls for Service 1300-2100 PT 2100-2200	15 Calls for Service 1300-2200
16	17	18 PT 1300-1500 Patrol Exam 15-1700 Calls for Service 1800-2200	19 Criminal Investigations 1300-2200	20 Criminal Investigations 1300-2100 PT 2100-2200	21 Criminal Investigations 1300-2100 PT 2100-2200	22 Criminal Investigations 1300-2100 PT 2100-2200
23/30	24	25 PT 1300-1500 Calls Exam 15-1700 Criminal Investigations 1800-2200	26 Criminal Investigations 1300-2100 PT 2100-2200	27 Criminal Investigations 1300-2200	28 Report Writing 1300-2100 PT 2100-2200	29 Report Writing 1300-2200

Dinner break is 1700-1800, unless otherwise noted

BLE #72 ACADEMY SCHEDULE

July 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		PT 1300-1500 Criminal Exam 1500-1700 Report Writing 1800-2200	Report Writing 1300-2200	No Classes College Closed	Report Writing 1300-2100 PT 2100-2200	Report Writing 1300-2100 PT 2100-2200
7	8	9	10	11	12	13
		Report Writing 1300-2100 PT 2100-2200	Report Writing 1300-1700 Crime Scene 1800-2100 PT 2100-2200	Crime Scene 1300-2200	Crime Scene 1300-2200	Crime Scene 1300-2200
14	15	16	17	18	19	20
		Report Rvw Report Exam 15-1700 Crime Scene 1800-2200	Crime Scene 1300-1700 Critical Incidents 1800-2200	Critical Incidents 1300-2200	Critical Incidents 1300-2100 PT 2100-2200	Critical Incidents 1300-2200
21	22	23	24	25	26	27
	PT 1300-1500 Crime Scene Exam 1500-1700 Critical Incidents 1800-2200	Critical Incidents 1300-1700 Vehicle Ops 1800-2100 PT 2100-2200	Vehicle Ops 1300-2100 PT 2100-2200	Vehicle Ops 1300-2100 PT 2100-2200	Vehicle Ops 1300-2100 PT 2100-2200	
28	29*	30*	31*			
	Vehicle Ops MDC Range 0800-1700	Vehicle Ops MDC Range 1400-2300	Vehicle Ops MDC Range 0800-1700			

*Vehicle Operations Driving Range at Miami Dade College, lunch/dinner break as per Instructors

BLE #72 ACADEMY SCHEDULE

August 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 No Classes	2 No Classes	3 Critical Incidents 1300-2200
4	5	6 Critical Incidents Exam 1300-1500 DT 1500-1700 DT 1800-2200	7 Traffic Stops 1300-1700 DT 1800-2200	8 Traffic Stops 1300-1700 DT 1800-2200	9 Traffic Stops 1300-1700 DT 1800-2200	10 DT 1300-2200
11	12 Vehicle Ops Rvw 1300-1500 Vehicle Ops Exam 1500-1700 DT 1800-2200	13 Traffic Stops 1300-2200	14 DT 1300-2200	15 Traffic Stops 1300-2200	16 No Classes College Closed	17 DT 1300-2200
18	19	20 Traffic Stops Exam 1300-1500 DT 1500-2200	21 DUI Traffic Stops 1300-1700 DT 1800-2200	22 DUI Traffic Stops 1300-1700 DT 1800-2200	23 DUI Traffic Stops 1300-1700 DT 1800-2200	24 DUI Traffic Stops 1300-2200
25	26	27 DUI Traffic Stops 1300-1700 DT 1800-2200	28 DUI Rvw 13-1500 DUI Exam 15-1700 DT 1800-2200	29 1 st Aid 1300-2100 DT 1800-2200	30 1 st Aid 1300-2200	31 DT 1300-2200 OC SPRAY

Dinner break is 1700-1800, unless otherwise noted

BLE #72 ACADEMY SCHEDULE

September 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	No Classes College Closed	DT Rvw 13-1500 DT Exam 15-1700 1 st Aid 1800-2200	1 st Aid 1300-2200	1 st Aid 1300-2200	1 st Aid 1300-2100 PT 2100-2200	Traffic Crash 1300-2100 PT 2100-2200
8	9	10	11	12	13	14
		1 st Aid Rvw 13-1500 1 st Aid Exam 15-1700 Traffic Crash 18-2100 PT 2100-2200	Traffic Crash 1300-2100 PT 2100-2200	Traffic Crash 1300-2100 PT 2100-2200	Traffic Crash 1300-2100 PT 2100-2200	Traffic Crash Rvw 1300-1500 Traffic Crash Exam 1500-1700
15	16	17	18	19	20	21
	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200
22	23	24	25	26	27	28
		Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200	Firearms 1300-2200
29	30					

Dinner break is 1700-1800, unless otherwise noted

BLE #72 ACADEMY SCHEDULE

October 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Firearms Rvw 13-1700 Firearms Exam 1800-2000 PT 2000-2200	2 Dart-Firing Stun Gun 1300-2200	3* PT Assessment 1000-1400 Comprehensive Exam 1500-1900	4	5
6	7	8	9	10 Graduation!!! 1800-2000	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Lunch break 1400-1500

Dinner break is 1700-1800, unless otherwise noted



**Florida Keys
Community College**

Island Living, Island Learning

Basic Law Enforcement Academy

Title: BLE 72

Duration: 102 (actual days)

Total Class Time: 770 hours

Number of participants: 13 minimum to 16 maximum **Training Cost:** \$5488.48 per student

Course Description

Basic Law Enforcement course prepares students to meet requirements of the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC). Upon successful completion of a basic training program, students will be eligible to apply to take the State Officer Certification Exam (S.O.C.E). If the student passes the SOCE, he/she will become eligible to apply for a Law Enforcement Officer, or Deputy Sheriff, in the State of Florida.

Course Topics: Intro to Law Enforcement, Legal, Interactions in a Diverse Community, Interviewing and Report Writing, Fundamentals of Patrol, Calls for Service, Criminal Investigations, Crimes Scene to Courtroom, Critical Incidents, Law Enforcement Vehicle Operations, First Aid for Criminal Justice Officers, Criminal Justice Firearms, Criminal Justice Defensive Tactics, Dart-Firing Stun Gun

Learning Objectives:

- Knowledge of codes of ethics; history and evolution of laws; introduction to the criminal justice system
- Statutory authority of the FDLE CJSTC; basic law and legal procedures; law enforcement operations;
- Investigation knowledge and skills; laws, rules, and regulations of arrest; search and seizure
- Knowledge of use of force; defensive tactics; physical fitness; weapons skills; controlling and restraining techniques
- Traffic control and direction, DUI enforcement techniques; first aid techniques; communications skills; and human relations skills.

Learning Methodology: FKCC incorporates a variety of instructional methodologies including participative lecture, student-centered learning, demonstrations, role-plays, and presentation laboratories, including "crawl, walk, run" manner of watch, practice, do as well as a variety of audio-visual materials. The program provides students an introduction to presentation skills and curriculum development

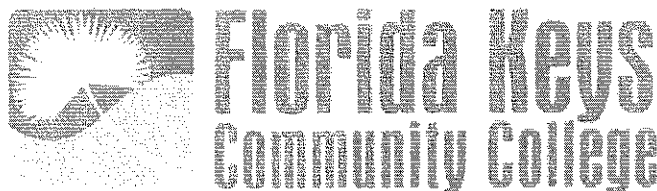
Who should attend: Employees who meet the basic requirement of the state who wish to further their career in public safety.

Prerequisites: Criminal Justice Basic Abilities Test, 19 years of age, GED or High School Diploma, US Citizen, Background Screening, Seven Years of Driving Record

CEU's: NA

Certificates/ Certification Given: State of Florida Law Enforcement Certification

Logistics Information: TBA



April 19, 2019

Ms. Carolyn D. Sheldon
Senior Grants Administrator
City of Key West
P.O. Box 1409
Key West, FL 33041-1409

To Whom It May Concern:

The Basic Law Enforcement Academy #72 will attend 232 hours of the 770 hours required training from May 13, 2019 to June 30, 2019.

The remaining 538 hours will be completed from July 1, 2019 to October 3, 2019.

Please note the schedule is subject to change, so if there any changes, you will be notified via email.

Sincerely,

A handwritten signature in black ink, appearing to read "Catherine Torres", written over a faint horizontal line.

Catherine Torres
Director, Institute for Public Safety



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER World Risk Management LLC a member of: Ballator Insurance Group 20 N Orange Ave Ste 500 Orlando FL 32801	CONTACT NAME: Jennifer Jennings	PHONE (A/C, No, Ext): (407) 445-2414	FAX (A/C, No): (407) 445-2868
	E-MAIL ADDRESS: jennifer.jennings@wrmlc.com		
INSURED City of Key West PO Box 1409 1300 White St Key West FL 33040	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Public Risk Management of Florida		58159
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: CL1882101448 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

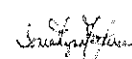
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PRM018-005-073	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ Self Insured Retention: \$ 100,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comprehens <input checked="" type="checkbox"/> Collision		PRM018-005-073	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Col Deductible \$ 1,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	PRM018-005-073	10/01/2018	10/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: The City of Key West works on Keys Energy Property and Adjacent Property
With respects to the listed coverages held by the named insured, as evidence of insurance.

CERTIFICATE HOLDER

CANCELLATION

South Florida Workforce Investment Board 7300 Corporate Center Drive Miami FL 33126-1234	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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DANISE D. HENRIQUEZ, C.F.C.
MONROE COUNTY TAX COLLECTOR

2018 Paid Real Estate
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

PROPERTY ID #	ESCROW/CD	MILLAGE CODE	ACCOUNT #
1040827		10KW	1040827


CITY OF KEY WEST
PO Box 1409
Key West, FL 33041-1409

0004010000000056825
1300 WHITE St

SQR 1 TR 18 LTS 1 THRU 4
9-10-13-14-17-18-21-22-25-26-29-30-31-32; SQR 2 TR
18 PT LTS 3, 4 AND 10 AND

AD VALOREM TAXES					
TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION AMOUNT	TAXABLE VALUE	TAXES LEVIED
SCHOOL STATE LAW	1.5600	6,410,832	6,410,832	0	0.00
SCHOOL LOCAL BOARD	1.7980	6,410,832	6,410,832	0	0.00
GENERAL REVENUE FUND	0.7495	6,410,832	6,410,832	0	0.00
F&F LAW ENFORCE JAIL JUDICIAL	1.9068	6,410,832	6,410,832	0	0.00
HEALTH CLINIC	0.0394	6,410,832	6,410,832	0	0.00
FLORIDA KEYS MOSQUITO CONTROL	0.4555	6,410,832	6,410,832	0	0.00
CITY OF KEY WEST	2.2074	6,410,832	6,410,832	0	0.00
SO FL WATER MANAGEMENT DIST	0.1209	6,410,832	6,410,832	0	0.00
OKEECHOBEE BASIN	0.1310	6,410,832	6,410,832	0	0.00
EVERGLADES CONSTRUCTION PRJT	0.0417	6,410,832	6,410,832	0	0.00
TOTAL MILLAGE		9.0102	AD VALOREM TAXES	\$0.00	

RETAIN THIS PORTION FOR YOUR RECORDS.
WALK-IN CUSTOMERS
PLEASE BRING FOR RECEIPT.

NON-AD VALOREM ASSESSMENTS		AMOUNT
LEVYING AUTHORITY	RATE	
		
NON-AD VALOREM ASSESSMENTS		\$0.00

COMBINED TAXES AND ASSESSMENTS	\$0.00	See reverse side for important information.
--------------------------------	--------	---

If Postmarked By Please Pay	Nov 30, 2018 \$0.00				
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IF PAID BY



DANISE D. HENRIQUEZ, C.F.C.
MONROE COUNTY TAX COLLECTOR

2018 Paid Real Estate
NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

PROPERTY ID #	ESCROW/CD	MILLAGE CODE	ACCOUNT #
1040827		10KW	1040827

RETURN WITH PAYMENT

CITY OF KEY WEST
PO Box 1409
Key West, FL 33041-1409

0004010000000056825
1300 WHITE St

SQR 1 TR 18 LTS 1 THRU 4
9-10-13-14-17-18-21-22-25-26-29-30-31-32; SQR 2 TR
18 PT LTS 3, 4 AND 10 AND

CHECKS ON U.S. BANKS ONLY TO DANISE D. HENRIQUEZ, C.F.C. TAX COLLECTOR • P.O. BOX 1129, KEY WEST, FL 33041-1129

If Postmarked By Please Pay	Nov 30, 2018 \$0.00				
--------------------------------	------------------------	--	--	--	--

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
City of Key West

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) > _____
 Other (see instructions) > _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate
Government Entity

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
1300 White Street

6 City, state, and ZIP code
Key West, Florida 33040

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
5	9	-	6	0	0	0	3	4	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person > *MARK FINIGAN*
F. NANCY D.C. Date > *3/22/17*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.