



# Community Redevelopment Area Application for Tax Increment Appropriation 2012 Allocation

Applications for funding are accepted between Tuesday, July 5, 2011 and Friday, September 30, 2011. By law funding for the Community Redevelopment Agency occurs after January 1. The attached Community Redevelopment Agency Use of Tax Increment Funding Guidelines includes additional information to assist in the application process.

- A. CRA LOCATION: Which Community Redevelopment Area (CRA) subarea is the project located within? **Check one:**
  - Bahama Village Subarea
  - Caroline Street Corridor Subarea

B. PROJECT NAME:

C. PROJECT LOCATION/ADDRESS:

D. APPLICANT (*PLEASE EXECUTE ATTACHED AUTHORIZATION FORMS*)

Entity

Authorized Representative

Role or Capacity of Authorized Representative

Address

Telephone Number

Cellular Number

E-Mail Address

E. PROJECT INFORMATION

What type of project is proposed: **Check one:**  Construction/Restoration  Program

Provide a brief description of the project:


If a Construction/Restoration Project, please provide information that fully describes the physical boundaries of the proposed project as follows:

- map(s)
- deeds(s)
- boundary survey
- Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

If a Program, please fully describe the population served by the program and the address of the program facility location on a separate sheet of paper. Please attach authorization from the property owner for the proposed program facility location.

- Facility location authorization

F. OWNERSHIP AND LEGAL STRUCTURE

Provide the full name(s) of the person(s) or entity(s) expected to own (or operate if a program) the project and fully describe their legal structure (i.e. principals, ownership interests, relationship to parent organization, subsidiaries, etc.). Include a complete list of officers, directors and board members (as applicable) associated with entity who requested the appropriation. Attach additional information if necessary.


Is the facility or program open to the public regardless of the individual's race, color, sex, gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, or source of income and is there a charge associated with public use or entry to the facility or program? Please describe if necessary or explain if facility or programs have limitations to access. Attach additional information if necessary.


G. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please provide the following pre-application meeting dates:

Planning Department

Historic Preservation Planner

H. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2012 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)  
 yes  no

2. Project Cost for 2012

Total Project Cost  (if multiphase, for all years)

3. Amount of TIF Funding Requested for 2012

Total Amount of TIF Funding Requested   
(if multiphase, for all years)

4. Total Amount of matching funds provided for 2012

Total Amount of matching funds provided   
(if multiphase, for all years)

Describe the source and amount of matching funds

5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)

Detailed budget attached

I. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Schedule attached

J. GREEN FEATURES

Although not specifically required by Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, it is important to encourage the concept of going green within the context of implementation of a community redevelopment. Going green in this instance means conscious attempts to reduce overall negative environmental impacts by individuals, businesses and government. Community redevelopment activities including the appropriation and use of tax increment when reasonably feasible should

consider a focus on conserving the earth's resources, energy efficient activities, production of consumption of energy, use of sustainable materials, elimination of waste, compliance with environmental regulations and the use of environmentally friendly products, equipment and services. In this context green services are earth friendly, ethically produced and made energy efficient and employ the use recyclable materials. Please indicate how this application will promote green services. **Projects with green features will be given priority for funding.**

Green Features response attached

**K. CERTIFICATION**

By making this application, Applicant certifies that he or she has read Section 163.340(9), Florida Statutes (the definition of "community redevelopment") and the City's Community Redevelopment Plan (including any amendment or restatement thereof, and understands that any funding pursuant to application must be consistent with the City's community redevelopment policy objectives and City of Key West guidelines and procedures.)

The undersigned has read this form, authorized its preparation and, under penalty of perjury, hereby certifies that, to the best of his or her knowledge and belief that the information provided is true, accurate and complete. Applicant understands that any appropriation is subject to available funds and if requested agrees to provide any and all additional information in a timely fashion as requested by the CRA or City.

Chapter 837.06 Florida Statutes - False Official Statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided for in S. 775.082 or S. 775.083.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on \_\_\_\_\_ (date) by

\_\_\_\_\_  
Please Print Name of Affiant

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary's Signature and Seal

\_\_\_\_\_  
Name of Acknowledger printed or stamped

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Commission Number, if any

**City of Key West  
Planning Department**

**Authorization Form**  
*(Where Owner is a Business Entity)*

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, \_\_\_\_\_ as  
*Please Print Name of person with authority to execute documents on behalf of entity*

\_\_\_\_\_ of \_\_\_\_\_  
*Name of office (President, Managing Member)                      Name of owner from deed*

authorize \_\_\_\_\_  
*Please Print Name of Representative*

to be the representative for this application and act on my/our behalf before the City of Key West.

\_\_\_\_\_  
*Signature of person with authority to execute documents on behalf on entity owner*

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ by

\_\_\_\_\_  
*Name of Authorized Representative*

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
*Notary's Signature and Seal*

\_\_\_\_\_  
*Name of Acknowledger typed, printed or stamped*

\_\_\_\_\_  
*Commission Number, if any*

**City of Key West  
Planning Department**

**Authorization Form**  
*(Individual Owner)*

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, \_\_\_\_\_ authorize  
*Please Print Name(s) of Owner(s) (as appears on the deed)*

\_\_\_\_\_  
*Please Print Name of Representative*

to be the representative for this application and act on my/our behalf before the City of Key West.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Signature of Joint/Co-owner if applicable*

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ by

\_\_\_\_\_  
*Name of Authorized Representative*

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
*Notary's Signature and Seal*

\_\_\_\_\_  
*Name of Acknowledger typed, printed or stamped*

\_\_\_\_\_  
*Commission Number, if any*

**City of Key West  
Planning Department**

**Verification Form**

*(Where Authorized Representative is an Entity)*

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_  
*(print name) (print position; president, managing member)*

of \_\_\_\_\_  
*(print name of entity serving as Authorized Representative)*

being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

\_\_\_\_\_  
*Street Address of subject property*

All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

\_\_\_\_\_  
*Signature of Authorized Representative*

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ by  
*date*

\_\_\_\_\_  
*Name of Authorized Representative*

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
*Notary's Signature and Seal*

\_\_\_\_\_  
*Name of Acknowledger typed, printed or stamped*

**City of Key West  
Planning Department**

**Verification Form**  
*(Where Owner is the applicant)*

I, \_\_\_\_\_, being duly sworn, depose and say that I am the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

\_\_\_\_\_  
*Street address of subject property*

All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

\_\_\_\_\_  
*Signature of Owner*

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ by  
*date*

\_\_\_\_\_  
*Name of Owner*

He/She is personally known to me or has presented \_\_\_\_\_ as identification.

\_\_\_\_\_  
*Notary's Signature and Seal*

\_\_\_\_\_  
*Name of Acknowledger typed, printed or stamped*

\_\_\_\_\_  
*Commission Number, if any*





## Community Redevelopment Agency Use of Tax Increment Funding Guidelines

### I. Purpose

The purpose of these guidelines is to:

- A. Guide Community Redevelopment Agency (CRA), the Bahama Village Redevelopment Advisory Committee (BVRAC), City staff and other advisory groups in preparing analysis and recommendations regarding the appropriation and use of tax increment funds for the CRA, including:
  - Private Sector funding requests
  - Non-Profit funding requests
  - Public Funding requests
  - Program Funding request
- B. Provide a framework within which the CRA can evaluate and compare proposed appropriation and uses of tax increment funds;
- C. Inform the community of the City's positions on the use of tax increment funding and the process through which decisions regarding the use of this tool are made; and
- D. Inform applicants regarding anticipated procedures and expectation funding is awarded.

### II. Redevelopment Plan Implementation

- A. Implement community redevelopment that meets and furthers the objectives of, and are consistent with the principles and goals in the amended and restated Community Redevelopment Plan (the Plan) adopted by the City Commission on January 5, 2010. The plan is available on the Planning Department webpage at [www.keywestcity.com](http://www.keywestcity.com) or at the [CRA](#) link.

### III. Review Process

Application review is expected to follow the following steps:

- A. Staff will review the applications to determine if they are complete and notify the applicant of any deficiencies in the application and provide a timeframe within which deficiencies can be resolved.
- B. Bahama Village Redevelopment Advisory Board (for projects within the Bahama Village subarea) will allow applicants to make short presentations and evaluate each project based on the established criteria and recommend projects for funding.
- C. Recommended awards will be forwarded to the CRA and City Commission for review and approval.

### IV. Procedures

The following is an outline of procedures required to be followed by an Owner (defined as any group, organization, person etc.) once awarded an appropriation of Tax Increment Funding by the CRA. Please note that the applicant is responsible for paying all permit application and issuance fees, including impact and licensing fees, associated with the proposed development.

Before any funding each applicant will be required to provide federal and state tax identification numbers (or a social security number if the applicant is an individual without a tax I.D. number). Please note that a restrictive covenant may be required by the City of Key West for your project.

The applicant is expected to follow and meet the schedule submitted with the project application for each of the applicable steps described below. Failure to adhere to the schedule may jeopardize funding, and staff reserves the right to bring projects which do not meet the schedule back to the CRA for reconsideration.

#### A. General Conditions

- City Staff briefs Owner on process and procedures.
- Owner briefs City Staff on project scope, schedule and other critical aspects.
- All capital projects should involve an Architect/Engineer - City Staff to determine exceptions, when applicable.
- All payments to Architect/Engineer, General Contractor and Others will be direct and made by City.
- City and Owner execute agreement regarding use of funds which contain acknowledgement of process and potential for reversion of funds.

#### B. Construction Projects: If Applicant is proposing a Construction or Restoration Project, the following procedures are relevant:

1. Owner Selects Architect/Engineer if Applicable

- All capital projects will require engagement of Architect/Engineer.
  - Florida Licensed
  - Local Architect/Engineer with restoration experience preferred.
- Owner and Architect/Engineer develop fee structure. Fee(s) shall be in accordance with the Fee Guide Calculator , as published by the State of Florida Department of Management Services.
- Written Agreement required.
- City will review selection of Architect/Engineer and resulting Agreement for reasonableness and completeness.
- Owner and Architect/Engineer enter into Agreement.
- Owner will review and recommend to City for payment all Requests for Payment from Architect/Engineer.

2. Architect/Engineer Responsibilities if Applicable

- Develop plans and/or specifications.
  - Based on Desires of Owner and Consistent with approved project.
- Determines if estimated cost is within appropriation approved by City Commission - if not inform City Staff.
- Secures all necessary local, state and federal approvals and permits.
- Contractor Selection.
  - Encourage competition to the maximum extent possible.
  - Develop solicitation and bidding documents, if necessary.
  - Encourage General Contractors to use Bahama Village resources to the maximum extent possible.
  - Collects bids and makes award recommendation to Owner and City Staff.
- Owner and General Contractor will enter into written Agreement - assistance provided by Architect/Engineer.
  - City will review selection of General Contractor and resulting Agreement for reasonableness and completeness
- Prior to issuance of a Notice to Proceed, Architect/Engineer shall confirm Contractor/Vendor is in good standing and a General Liability Insurance certificate should be received from each contractor/subcontractor naming the City as additional insured as well as the Owner
- Issue Notice to Proceed
- Monitor Progress of Work until Completion.
- Review and approve all Contractor and "Others" Payment Requests.
- Architect/Engineer shall ensure partial and final releases are secured from all contractors and subcontractors.

- All permits must be completed and open permits must be closed prior to final payment.

3. Other Actions

- City Staff to report on project progress to Commission or Committee

C. Programs: If the project is a program, the following procedures apply:

1. General Conditions

- City Staff briefs Recipient on Process and Procedures.
- Recipient briefs City Staff on program scope, goals and other critical aspects.
- Funds will be disbursed on a reimbursement basis. Frequency of reimbursement to be determined by Staff based on program characteristics.
- City and Recipient execute an agreement regarding use of appropriated funds which contain acknowledgement of process and potential for reversion of funds or discontinuance of future funding.

2. Recipient Responsibilities

- Establish or demonstrate the existence of an accounting system for the program which is transparent, single purpose and auditable.
- Prior to initial reimbursement Recipient develops and provides to City Staff a 12 month budget detailing the anticipated expenses to be reimbursed.
- Reimbursement requests for labor and operating expenses should have sufficient narrative detail to demonstrate support and connection with program objectives.
- City will be assured by the recipient, and may request documentation to support, that all payroll taxes and/or 1099s have been submitted to the correct agencies in an accurate and timely manner.
- Provide in conjunction with the reimbursement request a report to Staff outlining program accomplishments for the reimbursement period and a summary accounting of program revenues and expenses for the reimbursement period and a total summary accounting for the program period covered by the TIF appropriation. Such a report will reflect "other" revenues and expenses of the program which were not covered by the annual budget.
- Additionally, such a report will demonstrate compliance on any unique conditions placed on the appropriation by the BVRAC or by the Key West City Commission. Such report will be made available to the BVRAC if applicable.

- Recipient will notify City Manager immediately of any operational, financial or legal issues which could impact prior or future funding of the program.
- Recipient will make a presentation to the BVRAC if within the Bahama Village Subarea, no less than quarterly, of the accomplishments and future plans of the program.

### 3. City's Responsibilities

- City Staff will make itself available to answer any questions the Recipient may have concerning the Recipient's responsibilities.
- City Staff will process reimbursement requests within 10 workdays provided all required documentation is provided. Realizing cash flow is critical to the Recipient, Staff will make effort to release reimbursements prior to 10 workdays, however there may be times in which 10 workdays will be required.
- City Staff will notify the BVRAC or City Commission immediately of any operational, financial or legal issues of the program which could impact prior or future funding of the program.



## Community Redevelopment Area Applications for Tax Increment Appropriation 2012 Schedule for Application Cycles and Review

The Caroline Street Corridor and Bahama Village Community Redevelopment Agency (CRA) will accept and review applications for Tax Increment Appropriations for funding available after January 1, 2012 on the following schedule:

Tuesday, July 5, 2011:	2012 Application Cycle Open - New Applications available
Friday, September 30, 2011:	2012 Applications Due by 5:00 pm
Friday, October 7, 2011:	Staff Review for Completeness (anticipated)
Friday, October 21, 2011:	Additional Information Provided by Applicants (anticipated)
November 3, 2011:	Applicant Presentations to Bahama Village Redevelopment Advisory Committee - <i>for applications within the Bahama Village Subarea only</i>
December 1, 2011:	Recommendations for Appropriations by Bahama Village Redevelopment Advisory Committee - <i>for applications within the Bahama Village Subarea only</i>
January 17, 2012	Approval appropriations by City Commission sitting as the CRA - <i>for both subareas</i>