



EXECUTIVE SUMMARY

To: Bahama Village Redevelopment Advisory Committee

Through: Mark Finigan, Assistant City Manager
Donald Leland Craig, AICP, Director of Community Development Services

From: Nicole Malo, Planner II

Meeting Date: January 2, 2014

Re: 2014 Community Redevelopment Trust Fund Application Ranking – Staff Findings and Application Summaries

Attachments

2014 Scoring and Ranking Form
Revised Application Summary Table
Applications:

- Newman United Methodist Church
- Green Jobs and Futures
- Habitat for Humanity
- 213 Petronia Street
- Bethel AME Zion Church
- KW Africana Festival

Background

On September 30, 2013 the Planning Department received four (4) complete applications for the Bahama Village Subarea 2014 Community Redevelopment Trust Fund (CRTF aka. TIFF). With permission from the City Planner/Director of Community Development Services two (2) applications were given deadline extensions.

Approximately \$456,000 in funds have been gained in the CRTF since last year; although as discussed at several BVRAC meetings this year and agreed upon at the November 7, 2013 BVRAC Meeting, at least \$40,000 of the CRT Fund will be reserved for the Long Range Expenditure Master Plan with a Highest and Best Use Analysis for the former Assisted Living Facility site and \$10,000 will be reserved for BVRAC, CRA and Staff training in 2014. Therefore, \$400,000 is available to be allocated for projects this year. As discussed,

the Committee is not obligated to recommend expenditure of any of the funds which can be saved for future projects.

Process

The 2014 CRTF Application Scoring and Ranking form provided for the first time this year will be used to rank and allocate funding for each application based on a simple objective points system to be filled out at the BVRAC Meeting. The Scoring and Ranking form consists of twenty-two (22) scoring objectives/criteria that are measured using a point system of one (1) point if the individual criterion has been met by the application, two (2) points if the criterion has been exceeded by the application and zero (0) points if the criterion has not been met, for each application. The first twelve (12) criteria were taken from the 2013-2014 CRTF application questions and criteria 13-22 (BV-1 through BV-10) are from the adopted 2010 Community Redevelopment Plan Guiding Principles for the Bahama Village Community Redevelopment Area (see 2014 Scoring and Ranking Form attachments).

While reviewing the applications the Committee should also consider the feasibility of the project, to what extent the projects affect has on the greatest public good, whether it enhances the quality of life for the community, and whether the application best leverages the fund while alleviating or mitigating blight.

Schedule

December 5, 2013	BVRAC Meeting: BVRAC hears applicant presentations;
January 2, 2014	Staff presents findings; BVRAC scoring and ranking; Application ranking established and recommendations made to the CRA.
February 4 or 18, 2014	CRA Meeting - Review of BVRAC recommendation.

Application Summaries and Findings of Fact

This report is provided in order to summarize each of the applications in the order that they appear on the attached Application Summary Table. Staff’s findings of fact are given here and summarized again below.

1. Newman Rehabilitation Building Project

This request is for the final phase of a three year rehabilitation project totaling and estimated \$231,141. To date all stained glass has been restored and replaced and the financial request is for concrete repair, exterior siding repairs (as needed) and painting of the entire building, which is the final phase for rehabilitation and repair.

Request: \$62,190

Matching Funds: No matching funds are provided this year.

Findings: To date the applicant has responsibly and appropriately spent the allocated CRT funding and has never gone over budget, in fact the total project cost has not changed since the initial request in 2010. The Church is historically contributing and the

stained glass windows hold both economic and cultural value for the property and community.

2. Green Jobs and Futures

This request is for a sustainability program in partnership with Key West High School, Monroe County Extension Services, Habitat for Humanity, the City of Key West and A Positive Step. Key West High School students enrolled in the school's existing Sustainability Solar Energy class this spring will be trained in weatherization and energy and water efficiency identification and minor repairs. The students will approach 150 single family properties within the BVCRA to identify and record energy inefficiencies within each structure. The students will be supervised on-site by the County's energy expert, and provided with the appropriate tools by the Monroe County Extension Services in order to complete the energy audits. During the summer the program will transition to students enrolled in the Positive Step Internship Program. The trained students, with permission from the homeowner, will weatherize, repair and replace fixtures within the home that will save energy and water. Data will be gathered for each property that will be shared with the City's sustainability division and with Habitat for Humanity who may follow up when more complicated weatherization and fixtures are required. Funding is for the materials used within each building to provide energy and water efficiency upgrades to single family residences in the Bahama Village sub-district and to pay for the Monroe County Extension Services supervisor.

Request: \$80,332

Matching Funds: \$1,000 in matching funds; and \$34,428 in kind contributions

Findings: This is a highly leveraged project between public entities and non-profits utilizing volunteer/in kind manual labor. The project has an educational and vocational component for local youth, although the students may not necessarily be residents of the Bahama Village, however, the program should help reduce utility bills and weatherize homes for residents in the Bahama Village.

3. Habitat for Humanity (HFH) – Neighborhood Revitalization Initiative

The proposal is for the HFH Neighborhood Revitalization program that was funded for the second time by the BVRAC in 2013. The proposal is for repairs and improvements to residential properties that qualify for HFH needs based funding. The program is made possible by volunteer services that do not have to be reimbursed.

Request: \$75,000

Matching Funds: No matching funds are proposed to date for the Habitat for Humanity request; although, HFH typically partners with other existing organizations that administer home improvement programs and other grants; and provide services that allow their funds to be heavily leveraged such as administering the contract work, acquiring reduced or pro-bono architectural services, volunteer construction services, and reuse of materials; lastly, sweat equity is a requirement of homeowners eligible to receive HFH funding.

Considerations: This project is highly leveraged between public entities and non-profits where volunteer/in kind manual labor is used. This program has in the past operated to alleviate blight on individual residential structures.

4. 213 Petronia Street Residence

This request is for a single phase project for demolition and reconstruction of a privately owned single family home. This application was received incomplete and allowed an additional week to complete as per the City Planner. The applicant has been informed that, if awarded, the funds will be amortized through a mortgage for the amount of the appropriation.

Request: \$70,000

Matching Funds: \$100,000 match provided

Findings: This is an unusually large funding request for a single family residence where a small number of people are directly benefitted by the project. The BVRAC has declined to appropriate the use of CRT Funds on individual properties in the past, preferring to fund programs such as Habitat for Humanity, whose program are highly leveraged and benefit a larger number of homes and residents for the same amount of money. Last funding cycle, the BVRAC specifically denied a homeowner request for a much smaller amount of money, where the improvements were all visible from the street and the applicant was willing to deed restrict affordable the three units on the property.

5. Bethel AME Church – Fellowship Hall and Parsonage HVAC System

This request is for a single phase project to replace the window systems with a Heating Ventilation and Air-conditioning System for the Fellowship Hall and the Parsonage. This application was received incomplete and allowed an additional week to complete as per the City Planner.

* Please note that the applicant failed to respond to staff's letter of Request for Additional Information.

Request: \$ \$20,998

Matching Funds: No match provided

Findings: In the past BVRAC has recommended to the CRA that the CRT Funds be used to repair structural and historically significant features of buildings owned by community organizations, such as churches that serve large segments of the BV CRA population. Such funded improvements have not included non-essential items such as HVAC systems particularly for a parsonage, which are essentially private residences. At present the parsonage has window air conditioning units which are repairable and serviceable. The structures for which the HVAC Systems are intended do not meet the definition of blighted.

6. Key West African Festival (KWAF) – Community Development Project

This request is for a new program, the Key West Africana Festival (KWAF). The financial request is to fund, promote and manage the Festival in addition to a program for Tourism Industry Vendor Development and a Cultural Competency Training Program.

Request: \$85,000

Matching Funds: No match provided

Findings: This program does NOT have as its focus the elimination of blight, the repair of structures nor the improvement of public infrastructure or public places. It is simply a Festival, much like Goombay or any other such event which provides an opportunity to create profit for the promoters. Unlike Habitat for Humanity, or even the Community Garden, that provide direct benefit to multiple residents of the Community Redevelopment Area, this program is simply a training opportunity for individuals, whose selection method is uncertain and whose priorities fail to eliminate blight or make public improvements has not been demonstrated. Moreover, certain elements of the program such as the marketing budget, indirect administration costs, and the purchase of tablet computers, do not appear to be reasonable expenses in and of themselves because the affects of the program are very small in scope and it lacks the ability to alleviate blight.

Summary of Findings: As a result of staff review of the applications based upon the Objective Criteria of the Adopted CRA Plan that focuses on projects that affect the greatest public good, enhance the quality of life for the community, and best leverage funds while alleviating blight, staff has the following findings:

The BVRAC must keep in the forefront of their evaluations of the projects and programs requesting funding the basic principles of the CRA Plan, and the past precedents set by the BVRAC and the City Commission sitting as the Community Redevelopment Agency.

These principals and past actions focus on:

- Funding projects which actually alleviate physical blight of the structures, evidenced by structural failure of essential portions of the building rather than conveniences;
- A past record of performance in using CRT (TIF) Funds for eligible projects;
- The funding of projects which occur on public property, or significant community organizations serving large numbers of CRA residents, rather than a particular family residence or private business;
- Projects and programs which highly leverage funds and positively affect numerous structures or public improvements.

When these principals, criteria and performance standards are applied to the projects applying for funds, it will be obvious to BVRAC Members that not all requested funding may be practical, suitable or appropriate.

CRT (TIF) Application Scoring Sheet

Criteria & Objectives	<u>Newman Rehabilitation Building Project</u> Request: \$62,190 Match: \$0 Match Ratio: 0%	<u>Green Jobs and Futures</u> Request: \$80,332 Match: \$1,000 Match Ratio: 30% in kind. 1% financial match	<u>Habitat for Humanity: Neighborhood Revitalization Initiative;</u> Request: \$75,000 Match Ratio: No match; in kind unknown	<u>213 Petronia Street Residence</u> Request: \$70,000 Match: \$100,000 Match Ratio: 58%	<u>Bethel A.M.E Church</u> Request: \$20,998 Match Ratio: 0%	<u>KW African Festival</u> Request: \$85,000 Match Ratio: 0%
1: Application completeness						
2: General Blight						
3: Long Term Blight						
4: Equal Opportunity						
5: Need						
6: Budget Analysis						
7: Fundraising						
8: Matching Funds						
9: Tax Increment Growth						
10: Partnerships						
11: Sustainability						
12: Maintenance						
BV-1: Unique Character						
BV-2: Transportation						
BV-3: Housing Stocks						
BV-4: Regulatory Measures						
BV-5: BV Residents						
BV-6: Public/Private						
BV-7: Open Space						
BV-8: Sustainability						
BV-9: Community						
BV-10: Safe and Clean						
Total:						

*BV 1-10 in the table above indicates CRA Objectives specifically related to Bahama Village as summarized in the Guiding Principles for the Bahama Village Redevelopment Area Objectives (dated November 1, 2011).

Application Recommended Funding Amounts						
Recommended amount for allocation						
**Total						

** Funding amount for each application will be determined by adding up the funding amounts recommended by each board member for each project/program and dividing the resulting total funding amount recommended by the number of board members voting on that project/program.

Points System Methodology

Please use the following points system to rank each of the applications unless otherwise noted:

- Yes: One (1) point if the objective has been met;
- No or unanswered: Zero (0) points if the objective has not been met;
- Exceeded: Two (2) points if the objective has been exceeded.

Methodology

The following documents, attached herein for your reference, are derived from the objectives of the 2010 CRA Plan:

- A. Guiding Principals
- B. Objective Criteria
- C. 2014 Application

The Points System Score Card criteria have been derived from the attached documents referenced above. Applications shall be considered and ranked based on the 2010 CRA Principals, the Bahama Village Primary Objectives, and application strength as summarized below into yes/no criteria format. The total amount of funding available for the 2014 Community Redevelopment Trust Fund (CRTF) appropriation is approximately \$ 400,000.

Criteria and Objectives

Community Redevelopment Area Application Criteria and Objectives:

Criteria 1 - (CRA) - Was the application submitted complete and was it submitted by the due date of September 30, 2013?
(see 2014 CRT Schedule and the Application cover page)

Criteria 2 - Did the application demonstrate how the proposed project will alleviate blight in the subarea? (see Application item D)

Criteria 3 - Has the applicant shown how the proposed project has the long term ability to alleviate blight? (see Application item D)

Criteria 4 - 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? (Application item E.)

Criteria 5 - Has the applicant provided adequate justification of the **need** for public funding, demonstrated through referenced data, research, analysis etc.? (see Application item G.)

Criteria 6 - Has the applicant provided adequate justification for the **use of ALL** public funding, demonstrated through **each** the Budget's specific line item requests and how **each** item enhances the project and alleviates blight (detailed justification of time usage, wages, cost materials etc.)? (see Application item G.)

Criteria 7 - Has the applicant attempted to raise funds for the project to date and/or provided adequate information describing future planned fund raising events and alternative funding sources? (see Application item G. Budget)

Criteria 8 - Does the application provide matching funds and/or in kind services for the proposed request? (see Application item G. Budget)

Criteria 9 - As a result of the project, are property tax increases expected that will create tax increment? (Application item G. Budget)

Criteria 10- Is the request well leveraged? Are multiple partnerships provided or large volunteer efforts? (Application item G. Budget)

Criteria 11 - Has the applicant demonstrated how energy and water consumption will be reduced by 15% as part of the proposed project/program? (Application item I. Green Features)

Criteria 12 -

- a. For Construction/Restoration Projects, has the applicant fully described the plan for maintaining the proposed project including how the project will be funded if multiphased?
- b. For a Program has the applicant fully described the plan for maintaining the proposed project including but not limited to a financial plan describing how the program will sustain itself overtime? (Application item J. Maintenance)

Bahama Village Redevelopment Area Objectives:

The direct and indirect benefits of any proposed community redevelopment project (including rehabilitation, infrastructure, redevelopment, development and programs) should be determined and quantified based upon advancing the Primary Objectives of the Plan. Does the proposed project meet or exceed some of the specific objectives of the CRA Plan for the subarea?

Objective BV 1: Recognition of unique community characteristics - Does the proposal maintain and improve the historical, architectural and cultural community character by recognizing the existing mixed use and family-oriented neighborhoods and businesses, and the pedestrian-oriented connections to the larger environment of the City? Such as:

- Focus on mixed use (commercial and residential) development, in existing mixed use designated land use areas;
- Encourage small scale commercial uses?
- Discourage large scale development and redevelopment?

Objective BV 2: Innovative Use of Transportation, Pedestrian and Open View Corridors - Does the proposal create innovative intermodal transportation strategies to address traffic circulation, reduce congestion, protect pedestrians and provide parking solutions and expand public waterfront access through? Such as:

- Improve existing pedestrian and bicycle connections within the subarea and between the subarea and other destinations in the City?
- Promote pedestrian-oriented mixed use areas through streetscaping, greenway and wayfinding projects?
- Infrastructure corridors (transportation, power, utility, pedestrian and communications)?

Objective BV 3: Advance Housing Stocks - Does the proposal re-invest in, refurbish or replace existing housing; encourage affordable and work-force housing; preserve and empower homeownership and long-term rentals for residents such as:

- Appropriate programs to assist in the renovation and redevelopment of housing stock?
- Ensures the historic value of existing structures through loan and funding programs?

Objective BV 4: Advance Effective and Efficient Regulatory Measures - Does the proposal promote and implement the vision for the BVCRA?

Objective BV 5: Advance the Bahama Village Subarea - Does the proposal embrace and support the social fabric of the residents of the subarea; and, encourage economic opportunities for the residents and businesses of the subarea? Such as:

- Small scale grant programs to refurbish and maintain properties; or
- Community training programs for employees and meaningful employment.

Objective BV 6: Stimulate Public and Private Participation - Does the proposal stimulate public/private interest and participation in the redevelopment of the BVCRA as a vibrant community? Does the proposal identify incentive programs, grants and funding options, including bonds and loans, applicable to CRA objectives?

Objective BV 7: Innovative Development and Use of Open Space - Does the proposal encourage provision, maintenance and policing of parks, recreation facilities and open public space improvements; increase recreation opportunities throughout the community? Such as:

- Provide access to safe, activated, interconnected recreational opportunities, including pocket parks, greenways and recreational corridors?
- Encourage public spaces as open green space, including multimodal transportation corridors?

Objective BV 8: Promote Sustainable Community Redevelopment - Does the proposal promote funding and delivery of programs to support the unique community of the subarea? Promote sustainable redevelopment, such as:

- Promote an open dialogue with residents, landowners, business interests and other stakeholders?
- Does the program advance community continuity through training, educational or social programs aimed at advancing community redevelopment?

Objective BV 9: Support Community Redevelopment - Does the proposal ensure that revitalization, redevelopment and new projects within the Community Redevelopment Area comply with planning review, HARC, the Tree Commission, and any other applicable local, state or federal regulatory provisions?

Objective BV 10: Emphasize a Safe and Clean Environment - Does the proposal ensure that the Community Redevelopment Area is safe and clean over a period of time; identify and implement extraordinary maintenance and community policy innovation activities? Such as:

- Implement crime prevention through environmental/urban design standards (CEPTED) to correct security problems such as site design, lighting and landscaping?
- Address socioeconomic/urban design problems which cause, encourage or facilitate criminal activity?
- Involve local citizens in the campaign against crime?
- Make the local law enforcement or security approachable and trusted in order to foster an image of the community as a safe place?
- Periodically assess the numbers and types of law enforcement responses within the Community Redevelopment Area; identify problems and trends?
- Develop innovative techniques to address special needs of visitors?

- Identify, execute, and coordinate special maintenance standards and programs for public facilities.
- “Community policing innovations” including, but not limited to:
 - community mobilization,
 - neighborhood block watch,
 - citizen patrol,
 - foot patrol,
 - storefront police stations
 - intensified motorized patrol.



Community Redevelopment Area Applications for Tax Increment Appropriation 2014 Schedule for Application Cycles and Review

The Bahama Village Community Redevelopment Agency (CRA) will accept and review applications for Tax Increment Appropriations after July 1, 2013 on the following schedule:

- Monday, July 8, 2013: 2014 Application Cycle Open.
New Applications available on-line and at the Planning Department
- Monday, September 30, 2013: 2014 Applications Due to the Planning Department by 5:00 pm
- Friday, October 18, 2013: Staff Review for Completeness (**anticipated**)
- Friday, November 1, 2013: Additional Information Provided by Applicants (**anticipated**)
- Thursday, December 5, 2013: Applicant Presentations to Bahama Village Redevelopment Advisory Committee - *for applications within the Bahama Village Subarea only* (**anticipated**)
- To Be Established for January 2014:
Recommendations for Appropriations by Bahama Village Redevelopment Advisory Committee - *for applications within the Bahama Village Subarea only* (**anticipated**)
- Tuesday, February 4, 2014: Approval appropriations by City Commission sitting as the CRA (**anticipated**)



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Bahama Village Community Redevelopment Area Community Redevelopment Trust Fund Appropriation Application Cover page 2014 Allocation Year

Funding Source

Based on a Finding of Necessity, first adopted in 1995 and updated in 2009, that establishes that the Bahama Village (BV) Redevelopment Area meets the state definitions for blighted districts, a special taxing district was established created from tax increment growth known as the Community Redevelopment Trust Fund (CRTF).

Each year the property tax increment growth generated from within the BV subarea that has accrued above the baseline year (1995), is taken from both the City and the County's general property tax fund base and held in the CRTF. The Community Redevelopment Trust Fund generated by property taxes are allowed to be awarded to projects located within the district boundaries that meet the adopted Community Redevelopment Plan and alleviate blight. In this case, this application is made available to the public in order to compete for those funds. Within the BV subarea, the Bahama Village Redevelopment Advisory Committee reviews the applications, after staff review, and makes recommendations of expenditure to the CRA. The Community Redevelopment Agency is ultimately responsible for directing the expenditure of the fund each year.

As part of the adopted Community Redevelopment Plan and the City's Strategic Plan each of the CRA districts is required to adopt a 5-year capital plan in order to prioritize expenditure of the CRTF Fund which is a taxpayer based fund. The long-range plan is expected to be complete sometime in 2014.

Application Process

Please completely fill out the attached application. Provide additional information on separate sheets of paper labeled according to the corresponding letter of the question. There are inserts attached to this application to assist in better organizing the application attachments. Please submit one (1) signed original paper copy and one (1) copy in electronic format (ie: email, cd, or USB flash drive) of the application to the Planning Department. Applications for funding are accepted between Monday, July 8, 2013 and close of business (5pm), Friday, September 27, 2013. Please contact the Planning Department to make an appointment or for questions regarding the application at 305-809-3778 or nmalo@keywestcity.com.

After staff review, additional information may be requested or required. Incomplete applications may not be considered for award. Please see the 2013 Schedule for Application Cycles and Review for details related to the process. By law funding for the Community Redevelopment Agency occurs after January 1, 2014. The attached Community Redevelopment Agency Use of Community Redevelopment Trust Fund Guidelines includes additional information to assist in the application process. Please note that CRTF awards are processed by the City as **reimbursements** only.

**CRTF Application Cover Page
June 2013**



**Community Redevelopment Area
Application for of the Community Redevelopment Trust Fund
Tax Increment Appropriation
For the Bahama Village Subarea
2014 Allocation Year**

A. **PROJECT NAME:** _____

B. **PROJECT LOCATION/ADDRESS:**

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

Entity _____

Authorized Representative _____

Role or Capacity of Authorized Representative _____

Address _____

Telephone Number _____

Cellular Number _____

E-Mail Address _____

D. **PROJECT INFORMATION: Development Benefits and Costs**

The direct and indirect benefits of any proposed community redevelopment project (including rehabilitation, infrastructure, redevelopment, development and programs) should, be determined and quantified based upon advancing the Primary Objectives of the Plan. All projects must be compliant with the Land Development Regulations, Historic Architectural Guidelines and other adopted City Plans.

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

- b. Provide a description of the project: Demonstrate how the proposed project will alleviate blight in the subarea; Describe how the project has the long term ability to alleviate blight; Demonstrate how the proposed project meets or exceeds specific objectives of the CRA Plan for the subarea.
 Description attached

- c. Provide a map of the project and where it falls within the CRA boundary
 Map attached

- d. Provide a description of the population served by the project: How many people are affected by the project improvements? How is that population related to the subarea?
 Description attached

- e. Attach proper authorization and verification forms from the property owner(s) for the proposed project facility location.
 Property location authorization and verification form attached
 Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

- f. For **Construction/Restoration Projects**, provide information that fully describes the physical boundaries of the proposed project as follows:
 Map(s) attached
 Deeds(s) attached
 Sunbiz printout at www.sunbiz.org
 Boundary survey attached

Please indicate whether the proposed site is considered a contributing building or structure within the Historic district or is individually listed in the National Register of Historic Places (NHRP).

- Locally contributing historic structure
- Individually listed in the NHRP

E. 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 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 or explain if facility or programs have limitations to access. Attach additional information if necessary.

F. PREAPPLICATION MEETING

A pre-application with the Planning Department is required prior to application submittal. Please contact the Planning Department to make appointments. Provide below provide dates that the pre-application meetings were held:

_____ City Planner or designated Staff
_____ Historic Preservation Planner
_____ Sustainability Coordinator

G. PROJECT BUDGET: Need for Public Contribution of Tax Increment

The need for a tax increment appropriation must be demonstrated to the satisfaction of advisory committee, staff, and the CRA. Documentation, including development budgets, cash flow projections, market studies and other financial and market information will be carefully analyzed. The City, at its sole discretion, may choose to require a deed restriction in the form or a lien, restrictive covenant and promissory note for any funds awarded.

Applicants are encouraged to consider the total amount available for TIF funding in 2014 relative to their project request. This year the amount of funding that will be available is approximately \$ _____.

1. What type of funding is being requested?
 Loan
 Donation with matching funds
 Donation without matching funds

2. What type of taxing classification entity are the improvements for?
 Private Property – Residential
 Private Property – Commercial
 Not for profit organization
 Publicly owned land

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

4. Project Cost for 2014 _____
Total Project Cost _____ (if multiphase, for all years)

5. Amount of TIF Funding Requested for 2014 _____
Total Amount of TIF Funding Requested _____
(if multiphase, for all years)

6. Matching Funds: Amount of Tax Increment Contribution versus Private Investment – In order to promote the maximization of the ratio of private investment to public contribution, a redevelopment proposal requesting community redevelopment tax increment funding assistance should, provide a minimum match for the proposed request. In kind services (considered donated/free/ volunteered labor; materials; goods and services) can contribute to the match.

Total Amount of matching funds provided for 2014 _____
Total Amount of matching funds provided (if multiphased, for all years)

Provide documentation describing the source and amount of matching funds and schedule of values for its use

___ Matching Funds Description attached

Provide documentation describing how the organization has attempted to raise funds for the project to date and what fund raising events and alternative funding sources are planned

___ Description of alternative funding pursuits attached

Total amount of in-kind contributions _____
Total Amount of in-kind contributions provided (if multi-phased, for all years) _____

Provide documentation describing the source, type and amount of in-kind contributions including schedule of values for unit of in-kind services/goods. The City reserves the right to deny the application of certain types of in-kind services and goods and to renegotiate a schedule of values for permissible items.

___ In-kind contribution description attached

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

8. As a result of the property improvements, how much property tax increase is expected?

H. PROJECT SCHEDULE

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

___ Schedule attached

I. GREEN FEATURES - Promote Sustainable Community Redevelopment - Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, recognizes the importance of and encourages sustainable development and “going green” within the context of implementation of community redevelopment. Going green means a conscious attempt to reduce overall negative environmental impacts by individuals, businesses and government.

Pursuant to the City’s adopted Climate Action Plan reduce greenhouse gas emissions by 15% and to demonstrate sustainable community leadership, applicants must document 15% water and energy use reductions. As a governmental entity the city is committed to being a responsible spending agent. By investing taxpayers money (TIF expenditures) in sustainable projects the City will ensure greater lifecycle longevity of a development project, healthier conditions for the occupants and the community as a whole, and the overall reduction of utility costs for the property owner. In order to ensure that tax payer funds are being used in a sustainable way attach the following documentation:

1. An energy and water baseline report consisting of 12 months of energy and water use. For commercial buildings (including multifamily), building data must be input into EPA Portfolio Manager (<https://www.energystar.gov/istar/pmpam/>), and access to building data given to the City of Key West. For residential, either EnergyGuage or RESNET may be used to establish a baseline.

___ Energy and Water Baseline Report attached

2. Plans to reduce 15% of both water and energy use on the property.

___ Greenhouse Gas Reduction Plan attached

J. MAINTENANCE

For **Construction/Restoration Project**, please fully describe the plan for maintaining the proposed project, including but not limited to evidence as to how the appropriate repair and maintenance coverage for the improvements funded by the TIF request will be provided; and if the project has multiple construction phases, describe how subsequent phases will be funded.

___ Building Maintenance Plan attached

For a **Program** please fully describe the plan for maintaining the proposed project including but not limited to a financial plan describing how the program will sustain itself overtime

___ Program Maintenance Plan attached

K. CERTIFICATION

By making this application, Applicant certifies that he or she has read Chapter 163, Part III Florida Statutes 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.

Applicant certifies that the proposed project shall be completed consistent with this application and representation made in order to obtain funding.

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: _____ 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

K:\Community Redevelopment Area Plans\Application Materials\CRA - TIF Application 2013 - Draft.doc



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Overview: Guiding Principals for the Bahama Village Redevelopment Area Objectives November 1, 2011

The information below provides a summary of guiding principals for understanding the objectives of the Bahama Village Community Redevelopment Area (BVCRA) as extracted from the Amended and Restated CRA Plan, 2010. The information below characterizes the Vision, Objectives, and Strategies of the Bahama Village (BV) subarea and should be used to guide approvals for the Tax Increment Fund allocations.

According to the CRA Plan the area is envisioned to be revitalized and redeveloped in a manner particularly sensitive to the needs and desires of the Bahama Village community and its residents and business proprietors. In addition to the residential, retail, entertainment, institutional and commercial employment opportunities that may result from this Community Redevelopment Plan, it is envisioned that there will be an emphasis on parks, open spaces and designated civic areas for special events. In addition, general public access and multimodal connectivity within the subareas and to other areas in the City should also be considered.

The vision encompasses both residential and non-residential redevelopment and varying price ranges of housing stock. Overall quality of life is expected to increase in the subarea through revitalization and redevelopment of housing and delivery or refurbishment of infrastructure, but also by transportation improvements.

The transportation component of the vision must focus both on vehicular and pedestrian traffic. A combination of safety-conscious bicycle and pedestrian features can significantly reduce vehicular traffic. The greatest positive impact on transportation will be increasing the pedestrian and bicycle-friendly orientation of the area. Rather than having to use a vehicle for shopping, work, recreation, or visits to friends; walking, bicycling and use of intermodal or multi-model transportation will become a more favorable option. The village concept embodied in this Community Redevelopment Plan should accommodate the potential for shuttles and various forms of transit service which further reduce the vehicular demand on the roadway network.

Please note that because the fund is generated from the increases in property value of projects that increase the value of a property that will produce higher gains for the fund in the years to come. Future capital projects will continue to reverse and remove the blighting trends within the Community Redevelopment Area. Special assessments, grants and other revenues should be used to compliment or in conjunction with available tax increment to achieve stated goals. Costs or budgets should not be construed as exclusively the burden of the public sector. Private enterprise as a participant in carrying out significant portions of the Plan should be encouraged.



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The following information identifies objectives and strategies that lay the foundation for the programs and projects to be considered when implementing the goal of reducing and eventually eliminating blight in the area:

- Consider apparent benefit, value, revenues or other relevant factors.
- Focus on creating a sustainable, more energy-efficient and environmentally-friendly community located in a densely populated area of an historical island community, steeped in traditions. These fundamental concepts include:
 - Provision of vibrant and attractive gathering places for the entire community;
 - Better access to open spaces, facilities and services;
 - Pedestrian friendly street and access network;
 - Increasing and refurbishing affordable housing stock;
 - Addressing vehicular flow, parking and intermodal transportation needs;
 - Seeking opportunities to conserve water resources while creating urban landscaping opportunities;
 - Implementing crime prevention measures; and
 - Developing linkages that better integrate the Community Redevelopment Area with existing City, County and community resources.

Objective 1: Recognition of Unique Community Characteristics - Maintain and improve the historical, architectural and cultural community character by recognizing the existing mixed use and family-oriented neighborhoods and businesses, and the pedestrian-oriented connections to the larger environment of the City. Such as:

- Focus on mixed use (commercial and residential) development, in existing mixed use designated land use areas;
- Encourage small scale commercial uses;
- Discourage large scale development and redevelopment.

Objective 2: Innovative Use of Transportation, Pedestrian and Open View Corridors – Create innovative intermodal transportation strategies to address traffic circulation, reduce congestion, protect pedestrians and provide parking solutions and expand public waterfront access through:

- Improvements to existing pedestrian and bicycle connections within the subarea and between the subarea and other destinations in the City;
- Promote pedestrian-oriented mixed use areas through streetscaping, greenway and wayfinding projects;
- Develop infrastructure corridors (transportation, power, utility, pedestrian and communications).

Objective 3: Advance Housing Stocks - Re-invest in, refurbish or replace existing housing; encourage affordable and work-force housing; preserve and empower homeownership and long-term rentals for residents:

- No reduction of affordable or work-force housing;



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- Identify appropriate programs to assist in the renovation and redevelopment of housing stock;
- Ensure that the historic value of existing structures are maintained through application of existing HARC guidelines and through loan and funding programs.

Objective 4: Advance Effective and Efficient Regulatory Measures - Ensure that regulation is in place that promotes and implements the vision for the BVCRA:

- Review the Comprehensive Plan and Land Development Regulations,
- Assess permitted density for affordable housing.

Objective 5: Advance the Bahama Village Subarea - Embrace and support the unique historic social fabric of the residents of the subarea; and, encourage economic opportunities for the residents and businesses of the subarea, such as:

- Develop small scale grant programs to refurbish and maintain properties;
- Invest in community training programs for employees and meaningful employment.

Objective 6: Stimulate Public and Private Participation - Stimulate public/private interest and participation in the redevelopment of the BVCRA as a vibrant community:

- Identify incentive programs, grants and funding options, including bonds and loans, applicable to CRA objectives.

Objective 7: Innovative Development and Use of Open Space - Encourage provision, maintenance and policing of parks, recreation facilities and open public space improvements; increase recreation opportunities throughout the community, such as:

- Provide access to safe, activated, interconnected recreational opportunities, including pocket parks, greenways and recreational corridors;
- Encourage public spaces as open green space, including multimodal transportation corridors.

Objective 8: Promote Sustainable Community Redevelopment - Promote funding and delivery of programs to support the unique community of the subarea. Promote sustainable redevelopment, such as:

- Promote an open dialogue with residents, landowners, business interests and other stakeholders;
- Identify and fund programs that advance community continuity through training, educational or social programs aimed at advancing community redevelopment;
- Employ an annual process that evaluates the success and effectiveness of prior years' allocations of funds;
- Provide a five year spending plan with a special emphasis on multi-year projects and long range needs.

Objective 9: Support Community Redevelopment - Ensure that revitalization, redevelopment and new projects within the Community Redevelopment Area comply with planning review, HARC, the Tree Commission, and any other applicable local, state or federal regulatory provisions, such as:



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- Encourage review and oversight of the development of design concepts and plans proposed by any property owner to ensure the integrity of the vision articulated in the CRA Plan;
- Dedicate staff to coordinate and process all applications proposed for the CRA, and look for a means to educate and encourage all participants to develop approaches consistent with this and other Primary Objectives.

Objective 10: Emphasize a Safe and Clean Environment - Ensure that the Community Redevelopment Area is safe and clean over a period of time; identify and implement extraordinary maintenance and community policy innovation activities. Such as:

- The Community Redevelopment Act encourages “community policing innovations” including, but not limited to, community mobilization, neighborhood block watch, citizen patrol, foot patrol, storefront police stations or intensified motorized patrol.
- The following principles shall be established to guide these programs, they include:
 - Addressing socioeconomic/urban design problems which cause, encourage or facilitate criminal activity;
 - Involve local citizens in the campaign against crime;
 - Make the local law enforcement or security approachable and trusted in order to foster an image of the community as a safe place.
- Periodically assess the numbers and types of law enforcement responses within the Community Redevelopment Area; identify problems and trends;
- Develop innovative techniques to address special needs of visitors;
- Implement crime prevention through environmental/urban design standards (CEPTED) to correct security problems such as site design, lighting and landscaping;
- Identify, execute, and coordinate special maintenance standards and programs for public facilities.

Attached please find an interactive diagram that may help guide ones understanding of how this years proposals meet or do not meet the ten objectives above.

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Objective Criteria for Ranking TIF Appropriation Requests

These criteria are consistent with the Amended and Restated Community Redevelopment Area Plan.

Applications should be considered and ranked based on the following factors:

- A. **Compliance with the amended and restated Community Redevelopment Plan** - An applicant seeking project financial assistance must demonstrate that the recommended community redevelopment project or program is consistent with the objectives and strategies in the applicable Community Redevelopment Plan.
- B. **Need for Public Contribution of Tax Increment** - The need for a tax increment appropriation must be demonstrated to the satisfaction of advisory committee (if in Bahama Village), CRA and staff, and the CRA. Documentation, including development budgets, cash flow projections, market studies and other financial and market information should be carefully analyzed.
- C. **Amount of Tax Increment Contribution versus Private Investment** – A redevelopment proposal requesting tax increment funding assistance should, to the greatest extent possible, maximize the ratio of private investment to public contribution.
- D. **Term of Appropriation** – The length of the term of the tax increment funding assistance shall be kept to the minimum necessary to achieve the desired result. The proposed term of any tax increment funding assistance shall be fully documented.. If this appropriation is for a reoccurring program, at what point does program become self sustaining and meet measurements of success?
- E. **Development Benefits and Costs** – The direct and indirect benefits of any proposed community redevelopment project (including rehabilitation, infrastructure, redevelopment, development and programs) should, where possible, be determined and quantified based upon advancing the Primary Objectives of the Plan.

**Community Redevelopment Area Appropriation Requests
Bahama Village Sub-Area
2014 (FY 2013-2014)**

Applicant	Project Name and Location	Project or Program Type	FY 2013 Request	Expected Scope of Work Associated with Allocation	Notes
United Methodist Church	Newman Rehabilitation Building Project 410 Truman Avenue	Multiphase Construction Program	\$62,190 (no match provided this year)	Concrete repair and paint of entire building.	This request is for the final phase of a three year rehabilitation project totaling and estimated \$231,141.
Habitat for Humanity of Key West and Lower Keys, Inc.	Green Jobs and Futures	Construction Program	\$80,332 (\$34,428 in matching funds; and \$1,000 in kind contributions)	Funding for the materials used to provide energy and water efficiency upgrades to single family residences in the Bahama Village subdistrict.	This request is for a sustainability program in partnership with Key West High School, Monroe County Extension Services, the City of Key West and A Positive Step.
Habitat for Humanity of Key West and Lower Keys, Inc.	Habitat for Humanity Neighborhood Revitalization Initiative Single family homes within the BV CRA boundaries	Construction Program	\$75,000 (matching funds provided on a site by site basis; in kind required by program)	Neighborhood Revitalization Initiative providing repairs for homes and families that meet HFH qualification criteria, specifically the elderly.	This request is for an existing program with a third year funding request for the same amount.
Edwards Family	213 Petronia Street Residence	Construction Project	\$70,000 (\$100,000 match provided)	Private property improvements for demolition and reconstruction of a single family home.	This request is for a single phase project. *This application was received incomplete and allowed an additional week to complete as per the City Planner.

**Community Redevelopment Area Appropriation Requests
Bahama Village Sub-Area
2014 (FY 2013-2014)**

Applicant	Project Name and Location	Project or Program Type	FY 2013 Request	Expected Scope of Work Associated with Allocation	Notes
Reverend Bernard Lane	Bethel AME Church 907 Thomas Street and 223 Truman Avenue	Interior Construction Project	\$20,998 (no match provided)	Installation of new HVAC system into Parsonage and Fellowship Hall.	This request is for a single phase project. *This application was received incomplete and allowed an additional week to complete as per the City Planner.
Christopher Norwood	Key West African Festival (KWAFF) - Community Development Project No location to date	Program	\$85,000 (no match provided)	Program funds Tourism Industry Vendor Development and Cultural Competency Training Program as well as sponsoring programs for the KW African Festival.	This request is for a new program.
		TOTAL	\$358,389		