



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 of 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