

Original Application



Print Form



Community Redevelopment Area Application for Tax Increment Appropriation for the Bahama Village Subarea 2013 Allocation

Please completely fill out this application. Please use inserts for all attachments in proper order. Applications for funding are accepted between Monday, July 2, 2012 and Friday, September 28, 2012. After staff review, additional information may be requested. Please see the 2012 Schedule for Application Cycles and Review for details related to the process. By law funding for the Community Redevelopment Agency occurs after January 1st. The attached Community Redevelopment Agency Use of Tax Increment Funding Guidelines includes additional information to assist in the application process.

A. **PROJECT NAME:** Habitat for Humanity Neighborhood Revitalization Initiative

B. **PROJECT LOCATION/ADDRESS:** Homes of partner families needing repairs within the boundaries of the Bahama Village subarea

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

Entity Habitat for Humanity of Key West and the Lower Florida Keys, Inc.

Authorized Representative Mark Moss

Role or Capacity of Authorized Representative Executive Director

Address 30320 Overseas Highway, Big Pine Key 33043

Telephone Number (305) 294-9006 (Key West office)

Cellular Number (305) 407-4070

E-Mail Address buildit@habitatlowerkeys.org

D. PROJECT INFORMATION

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

Provide a brief description of the project and how it meets specific objectives of the CRA Plan.

Description attached

Provide a description of the population served by the project.

Description attached

Please attach proper authorization and verification forms from the property owner(s) for the proposed project facility location.

Property location authorization and verification form attached

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

map(s) attached

deeds(s) attached

boundary survey attached

Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

If a Program provide the address of the program facility location:

Key West Office: 2409 N. Roosevelt Ave., Suite 7, Key West, FL 33040

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 who requested the appropriation. Attach additional information if necessary.

See attached Item E

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.

See attached Item E

I. 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

J. 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 Statues - 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: [Signature] Date: 9/27/2012

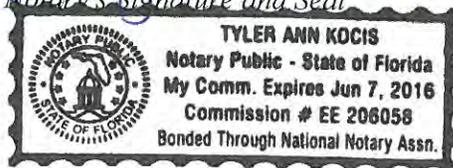
Subscribed and sworn to (or affirmed) before me on 9/27/12 (date) by DAVID MARK MOSS.

Please Print Name of Affiant D. MARK MOSS

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

TYLER KOCIS Name of Acknowledger
Notary Title or Rank
EE 206058 Commission Number

[Signature]
Notary's Signature and Seal



ITEMS Attached

C Applicant

- C1 Per Florida Statue 489.103(18), HFH can act as a contractor on one, two and three family homes
- C2 Habitat for Humanity's Description of Neighborhood Revitalization Initiative (NRI)
- C3 HFH Insurance Certificate

D Project Information

E OWNERSHIP AND LEGAL STRUCTURE

- E1 HFH Tax Exempt Status Letter from Feds
- E2 HFH KW affiliate of good standing letter from HFHI
- E3 Sunbiz proof of incorporation as tax exempt entity
- E4 List of BOD
- E5 Mark Moss' Contractor's Test Results

G Project Budget

Sample ABWK Project Overview

Sample ABWK Project photos and profit and loss report

H Project Schedule

Community Redevelopment Area

Application for Tax Increment Appropriation 2013 Allocation

- A. PROJECT NAME:** Habitat for Humanity Neighborhood Revitalization Initiative
- B. PROJECT LOCATION ADDRESS:** Homes of partner families needing repairs within the boundaries of the Bahama Village Sub area of the CRA in Key West
- C. APPLICANT**
- | | |
|-----------------|---|
| Entity: | Habitat for Humanity of Key West and the Lower Keys, Inc. |
| Authorized Rep: | Mark Moss |
| Role: | Executive Director/Construction Manager |
| Address: | 30320 Overseas Highway, Big Pine Key FL 33043 |
| Telephone | (305) 294-9006 (Key West office) |
| Cellular: | (304) 407-4070 |
| Email: | BuildIt@HabitatLowerKeys.org |

HFH is an affiliate of Habitat for Humanity International in good standing. It was established in 1987. It has built 35 homes in the Lower Keys. In the aftermath of Hurricane Wilma, its Big Pine facility headquartered "Care-a- Vanners" who helped repair 88 homes with local grants paying for materials. It benefits from the Big Pine facility it leases from Monroe County for a nominal sum. Per Florida Statue 489.103(18), HFH can act as a contractor on one, two and three family homes.

ITEM D
PROJECT INFORMATION



Habitat for Humanity International's mission is: *Habitat for Humanity works in partnership with God and people everywhere, from all walks of life, to develop communities with people in need by building and renovating houses, so that there are decent houses in decent communities in which every person can experience God's love and can live and grow into all that God intends.*

Neighborhood Revitalization Initiative (NRI)

Habitat for Humanity's Neighborhood Revitalization Initiative allows affiliates to serve more families by responding to community aspirations with an expanded array of products, services and partnerships, with the mission of empowering residents to revive their neighborhoods and enhance the quality of life. There are three products, or types of programs, that are used depending on the affiliates resources and community needs; Brush with Kindness, Critical Home Repairs and Weatherization. The table below shows the basic guidelines for each program.

<u>Brush with Kindness</u>	<u>Weatherization</u>	<u>Critical Home Repairs</u>
Exterior painting and minor repair	Improve energy efficiency and indoor air quality	Repairs to alleviate health, life and safety/code issues
Exterior scraping, caulking and painting	Interior and exterior work	Interior and exterior work necessary to maintain the home
Window repair (new screen, glass, glazing)	Replacement of windows and doors	Window replacement
Minor siding and trim repair	Caulking/foaming cracks and gaps	Extensive siding and trim repair or replacement
Minor roof repair and soffit or fascia replacement	Insulating openings, attics, crawlspaces, etc.	Major roof repair or replacement
Board replacement in porch, stair or ramp	Minor repairs to ventilation systems	Porch or wheelchair ramp construction
Door replacement	Adding or replacing door seals	Installation or extension of house systems (heating, electrical, plumbing, etc.)
Landscaping (pruning and trimming, weeding, reseeding)	Insulating pipes and duct work; wrapping water heaters	Floor and wall repair/replacement
Cleanup, brush/junk removal Weather stripping	Applying insulation in walls Energy audits before and after work	Foundation repair

Florida Statue Chapter 489.103 (18)

(18) Any one-family, two-family, or three-family residence constructed or rehabilitated by Habitat for Humanity International, Inc., or its local affiliates. Habitat for Humanity International, Inc., or its local affiliates, must:

- (a) Obtain all necessary building permits.
- (b) Obtain all required building code inspections.
- (c) Provide for supervision of all work by an individual with construction experience.

(19) A disaster recovery mitigation organization or a not-for-profit organization repairing or replacing a one-family, two-family, or three-family residence that has been impacted by a disaster when such organization:

- (a) Is using volunteer labor to assist the owner of such residence in mitigating unsafe living conditions at the residence;
- (b) Is not holding itself out to be a contractor;
- (c) Obtains all required building permits;
- (d) Obtains all required building code inspections; and
- (e) Provides for the supervision of all work by an individual with construction experience.

D. PROJECT INFORMATION (attachment Item D)

Provide a brief description of the project and how it meets specific objectives of the CRA Plan.

Habitat for Humanity of Key West and the Lower Keys' Neighborhood Revitalization Initiative (NRI) is based on Habitat for Humanity International US's NRI program, adapted to our local needs. **Neighborhood Revitalization Initiative (NRI)** provides a range of home preservation services for homeowners in need. The NRI includes two programs, **A Brush with Kindness** and **Critical Home Repairs**. (The Weatherization aspect of the national NRI model is not yet a part of our local effort). The NRI helps improve the quality of life in neighborhoods through local community partnerships and expanding housing solutions. This Habitat affiliate is focused on house repairs for existing low to moderate income homeowners, targeting seniors first.

Critical Home Repairs (CHR) are defined as extensive repairs performed to alleviate critical health, life or safety issues or code issues for homeowners in need. This type of repair and rehab work is a part of Habitat's history in Key West and the Lower Keys. The renewed focus on helping neighborhoods thrive compliments the traditional Habitat home ownership program.

Brush with Kindness covers simpler items such as exterior painting, yard clean up and minor repair services.

Qualifications:

Habitat qualifies interested homeowners according to its mission; evaluating their need, willingness to partner and ability to pay. Habitat requires sweat equity participation from its partner families. Habitat will focus on senior (over 65 years old) homeowners who are at 80% or lower of area median income with a demonstrated need. Habitat requests the flexibility to consider other home owners and those whose income is up to 100 % of area median income if their need warrants.

Habitat enters into a contract with each home owner that describes the scope of work, its cost, their required contribution and the schedule of completion. The home owner completes a certificate of completion at the end, indicating they are satisfied with the work. Habitat also offers a one year warranty on its work.

Habitat acts as a general contractor as often as possible partnering with other licensed professionals as needed, for surveys, architectural services, plumbing, and roofing and electrical services. All necessary HARC approvals and building permits will be obtained. Habitat has the necessary liability insurance policies and will maintain them.

Many of the principles and goals of the CRA coincide with the mission and implementation of the Neighborhood Revitalization Initiative. Some of these are:

- advancing the housing stock
- refurbish and reinvest in affordable housing stock
- preserving and empowering home ownership
- revitalize in a manner sensitive to the needs and desires of residents

Habitat's motives include advancing its mission of safe, decent, simple housing. There are other benefits. Low income homeowners affected by age, disability or family circumstances are able to maintain the critical integrity of their homes. They can reclaim their homes with pride and dignity. Members of the community who volunteer in these projects also benefit. Their meaningful contribution of time, skills and services as volunteers builds hope and builds community.

Provide a Description of the population served by the project.

As is done with homebuyer applicants, Habitat repair applicants must qualify according to our mission; demonstrated need, willingness to partner and ability to pay. For our repair program Habitat focuses on seniors, homeowners over 65 years old. The entire household income must be 80% or lower of area median income. Habitat may consider other home owners and those whose income is up to 100% of area median income if their need warrants. **The homeowners served to date with 2012 funds average 30% AMI.**

For Construction/Restoration Project, please provide information that fully describes the physical boundaries of the proposed project as follows: map(s) attached deeds(s) attached boundary survey attached Monroe County Property Appraiser data

The homes to be repaired will all be within the Bahama Village Sub area of the CRA. In order to qualify for the repair program a homeowner must meet low-income criteria, be current on their county taxes, no liens may be present on the house and the homeowner must have clear title to the home. Through the application process, Family Selection assures that all pertinent documentation is kept on file which can be provided to the City at any time.

If a Program, provide the address of the program facility location:

Main Office: 30320 Overseas Highway, Big Pine Key FL 33034

Key West Administrative Office: 2409 N. Roosevelt Blvd, Suite 7, Key West, FL 33040

Mailing Address: P.O. Box 5873, Key West, FL 33045

E. OWNERSHIP AND LEGAL STRUCTURE (attachment Item E)

Habitat for Humanity of Key West and the Lower Florida Keys, Inc. established in 1987 is an affiliate in good standing of Habitat for Humanity International, a 501(c) 3 corporation. The local affiliate is managed by its own Board of Directors. Mark Moss, Executive Director and Construction Manager, is the registered agent for the corporation. Mark passed the state Building Contractor Exam in February 2011.

Florida Statute 489.103(18) permits Habitat to contract on one, two and three family dwellings, as long the construction work is supervised by someone knowledgeable. Habitat intends to act as the general contractor, as much as practical, under the supervision of the local architect volunteer when the scope of work suggests.

Is the facility....open to the public regardless of...race, color, sex....

Habitat for Humanity does not discriminate based on any applicant's race, color, sex, gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, or source of income. There is no charge associated with the application process. Habitat repair applicants must qualify according to our mission; demonstrated need, willingness to partner and ability to pay. Habitat also requires sweat equity participation from its partner families. For our repair program Habitat focuses on seniors, homeowners over 65 years old. The entire household income must be 80% or lower of area median income. Habitat may consider other home owners and those whose income is up to 100% of area median income if their need warrants. Additionally, the homeowner must be current on all property taxes and no liens can be present on the home.

Once an applicant is chosen, Habitat enters into a contract with the home owner that describes the scope of work, its cost, their required contribution and the schedule of completion. The home owner completes a certificate of completion once the repair is complete, indicating they are satisfied with the work. Habitat also offers a one year warranty on its work.

After completion of repair work the homeowner signs a promissory note payable to Habitat for the total amount spent on the repair job. The note specifies that the amount is to be paid if/when the homeowner does not live full-time in the home or if/when they no longer own the home for any reason. In the case of homes on which TIF grant monies are used, the promissory note will be payable to the City of Key West. The promissory note is recorded with a mortgage. The note specifies that repayment is due in the event of the property transferring or if the client no longer lives in the home.

F. PREAPPLICATION MEETING

Mark Moss met with Nicole Malo, Planner II on September 4, 2012. An appointment with the Historic Planner, Enid Torregrosa was held September 26, 2012. Each project involving a contributing building comes before the HARC Planner.



A Brush with Kindness

What is Brush with Kindness?

Habitat's A Brush with Kindness program helps income-qualified homeowners who struggle to maintain the exterior of their homes, allowing them to reclaim their homes with pride and dignity. ABWK works in conjunction with our core building program, enabling us to serve more families, increase opportunities for volunteers and expand our base of sponsors. Most importantly, ABWK is part of Habitat's broader community development strategy called the Neighborhood Revitalization Initiative. NRI is designed to pursue Habitat for Humanity's strategic imperative of helping to transform and strengthen communities so that those who reside in them will be able to live and grow into all that God intends for them.

Homeowner Name: Lenora Lopez

Home Street Address: 1309 Pine Street, Key West

Ms. Lopez has lived all of her 86 years in this house built by her uncle over 105 years ago. Ms. Lopez, who never married and has no children, worked at the Navy Yard for over 30 years in the accounting and payroll department back when the service men stationed in Key West picked up their checks directly from her office! Ms. Lopez receives her Civil Service Pension of \$1,543 a month, but she is not entitled to Social Security because of old Federal laws regarding the pension plan. Ms. Lopez' family, friends and neighbors who are like family, help her maintain the home the best they can. With her background in accounting she knows how to manage her money. When informed that all homeowner's partner with Habitat monetarily and physically to the best of their ability she replied, "Oh, that's fine. I have \$300 I have hidden away from my Hurricane Wilma insurance money just for household repairs. Will that help?" Hurricane Wilma was in October, 2005! And yes, Ms. Lopez, that will certainly help.





A Brush with Kindness



Habitat Executive Director, Mark Moss and Mrs. Lopez, homeowner.

On his site visit to evaluate the home of Mrs. Lopez for Habitat's Brush with Kindness repair program, Mark just couldn't help himself. Before he left for the day Mark took a trip to the hardware store and came back to fix the handrail on Mrs. Lopez's back steps.

Now *that's* a Brush with Kindness.



DRAFT Project Overview DRAFT

Location: 1309 Pine St.

Exterior Siding-remove rotted courses, especially in rear, approximately 20 courses 12 ft. long of novelty siding. Replace with new primed siding. Sister 2x framing as needed for nailing. Extent of sistering is unknown as it is unseen. Rot in members may require treatment. All work is on the first story, accessible off of step ladders.

Exterior Trim- Replace 5/4 x trim pieces on the two east side windows and in the rear siding work area. Also the gable end above the LR and around the rear kitchen door. Will need to rip and prime pieces ahead of the demolition work. The metal roof edge will require refastening. There is some 1x4 trim.

Rear Kitchen Porch Door - Replace the rear door (2/8 x 1 3/4 x 6/8) with a new Miami Slide (upper window). Repair and reuse the jambs, the threshold (rot at the base of the jambs) and close gap to concrete porch. Prime and paint all new materials. Owner likes the rear door's metal window and so an alternative would be to repair the door's bottom stile with PT 2x and rot treatment.

Railing & stairs - Rebuild the rear porch railing and the hand rail for the rear stairs. Decide on wood or metal, and add a railing on both sides of the stairs. Need specs and design.

Exterior painting-Prep and paint the rear gable end while painting the three rear facades, (approximately 46 ft. x 14 ft.) plus gable area of 170 sq. ft. for 800 sq. ft. in area. The entire home could be painted which will depend upon volunteer and material budget. Test for lead and follow EPA protocol accordingly. Home was built in 1938. Gable work will require extension ladder to access, working off the first floor roof. Neighbor Barbara has SW color from porch painting. Ask for professional painter's donation of time and equipment on the upper portions?

Roof and valleys- check flashing and water flow for its impact upon the inside corner. Do any maintenance required on metal. Trim trees off of them. Locate source of small leak into kitchen ceiling. Build a metal box for a downspout to keep rain water off of the inside corner siding. Repair front window's metal awning & reinstall it or build new wood Bahama shutter to code that can be secured from inside.

Window repairs & Maintenance- several sets of wood casement windows (8) need operators, hinge repair or new hardware to open/close tightly. Also lube all jalousie windows and check their operators. Pull the wood windows; treat rot, glazing and paint. Estimate two sets of hardware. Build on nice repairs by neighbor.

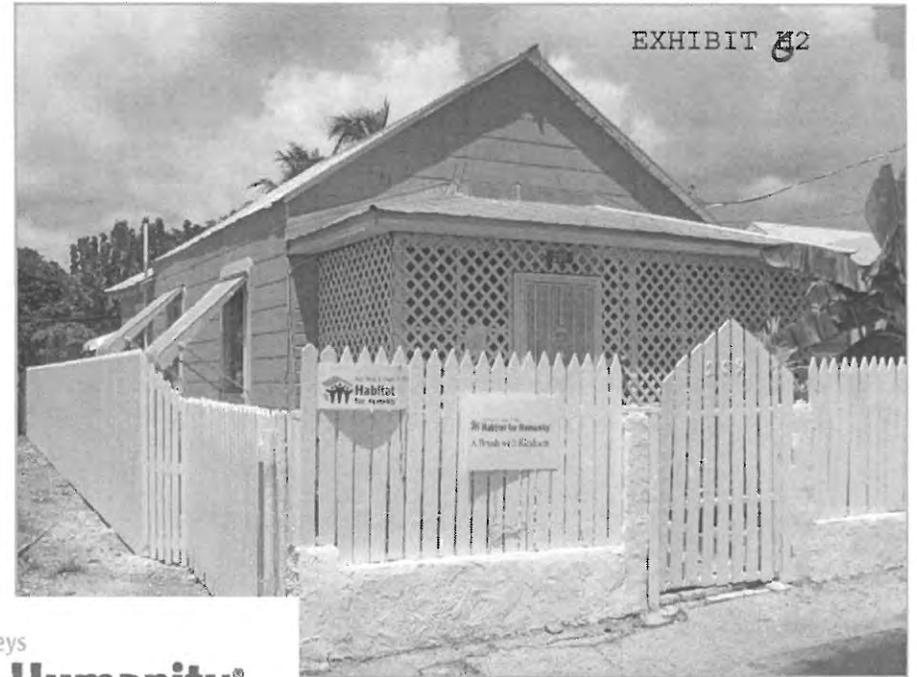


DRAFT **Project Overview** DRAFT

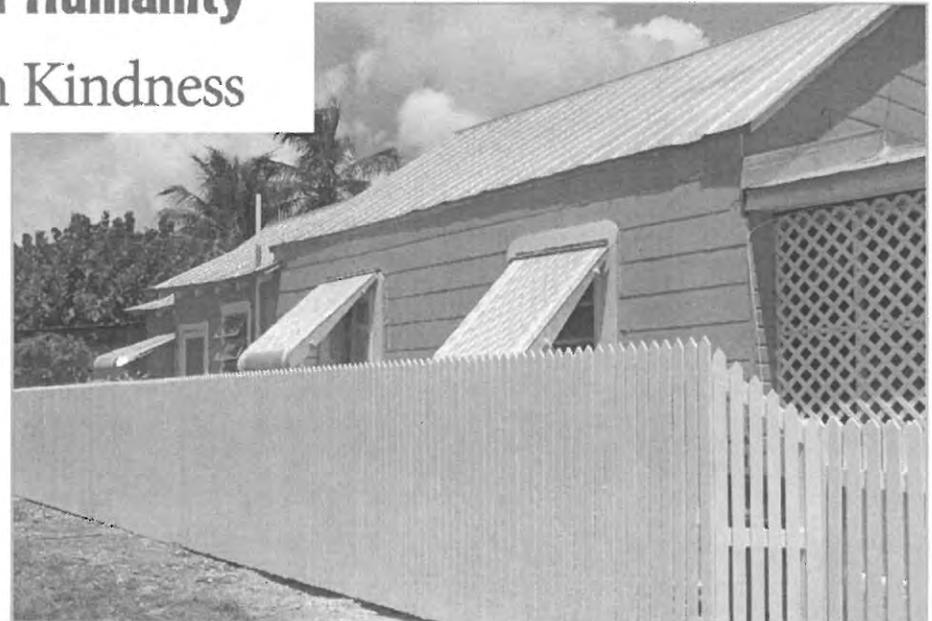
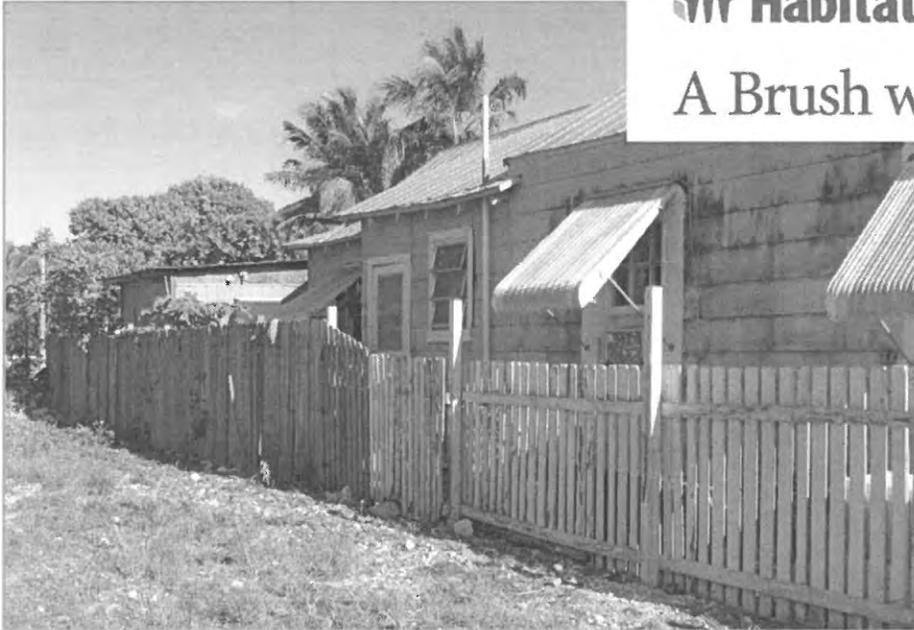
Description of Work	Volunteers	Hours
Exterior Siding-replace rot, sister the frame, approx. 20 courses	5-6	22 & 5 skilled
Exterior Trim-demo,rip and paint , 2 windows, gable & rear door	5-6	8
Rear kitchen door-replace or repair door, jamb & threshold	Skilled	6 & 4 skilled
Rear porch railing & stairs-rebuild to new design-need design specs		13 & 5 skilled
Exterior Painting- rear facades are 800 sq.ft., prep,prime & paint	5-6	45
Exterior paint balance of home-2000 sq. ft., second story	Ladders	100
Roof and Valley-check, trim, find leak, build catch for dn. Spout	2-3	12
Windows-wood & jalousie- repair & rebuild, hardware & paint	3-4	10 & 2 skilled

ESTIMATED Materials and Job Cost

Labor Cost – City/County permits require an estimated labor cost. Habitat strives for all volunteer labor, but at times must pay for licensed professionals.	
16 estimated hours x \$25/skilled labor	\$400
216 estimated hours x \$10/unskilled labor	\$2,160
Disposal Fees – Habitat will <i>request</i> that Waste Management provide metal & construction debris pick-up gratis	\$160 *
Materials	
1x6 novelty siding pt, 5/4 x6 decking pt for trim, Miami Slide 2/8 x 1 3/4 exterior door,	
Exterior primer, exterior house and trim paint; 10 gallons (each) and 3 gallons of trim	
Metal catch box for roof valley & downspout, silver roof paint	
Wood windows- rot git, filler, hinges, operator and guides, glazing	\$2,840 *
Job Cost for Permitting Purposes only	\$5,560
Permitting - City of Key West Permit Fees	\$125 *
Total cost of job if done commercially (includes labor)	\$5,685
Habitat Program Expense Fee (15% of line above) - staff time, office expenses, gas, volunteer expenses, first aid supplies, tool acquisition and maintenance, etc.	\$834 *
Habitat Builders' Insurance & Volunteers' Coverage	\$215 *
Total Expected Expenses (* items only)	\$4,174
OIRF possible funding for owner occupied contributing building in Historic District.	(\$)
Owner has \$300 from Wilma insurance proceeds	(\$300)
Job Cost Estimate	\$3,874



Key West & Lower FL Keys
 **Habitat for Humanity®**
A Brush with Kindness



209 Virginia St. Key West:

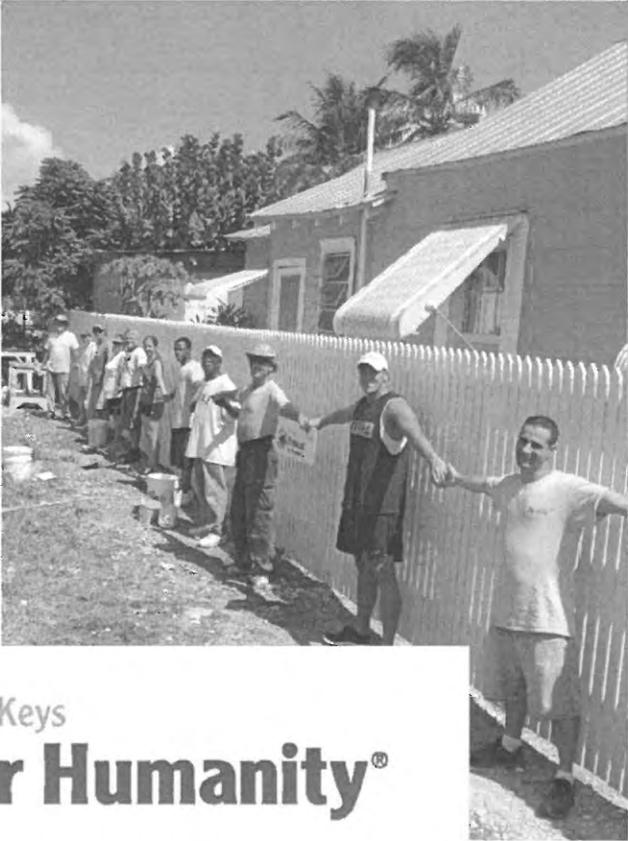
House washed, minor patch and repair around windows,
fully painted; filled derelict well; repaired/replaced fence.

Completed September 20, 2011

66 Volunteers

614 Volunteer hours

14 workdays



Key West & Lower FL Keys
Habitat for Humanity®

A Brush with Kindness



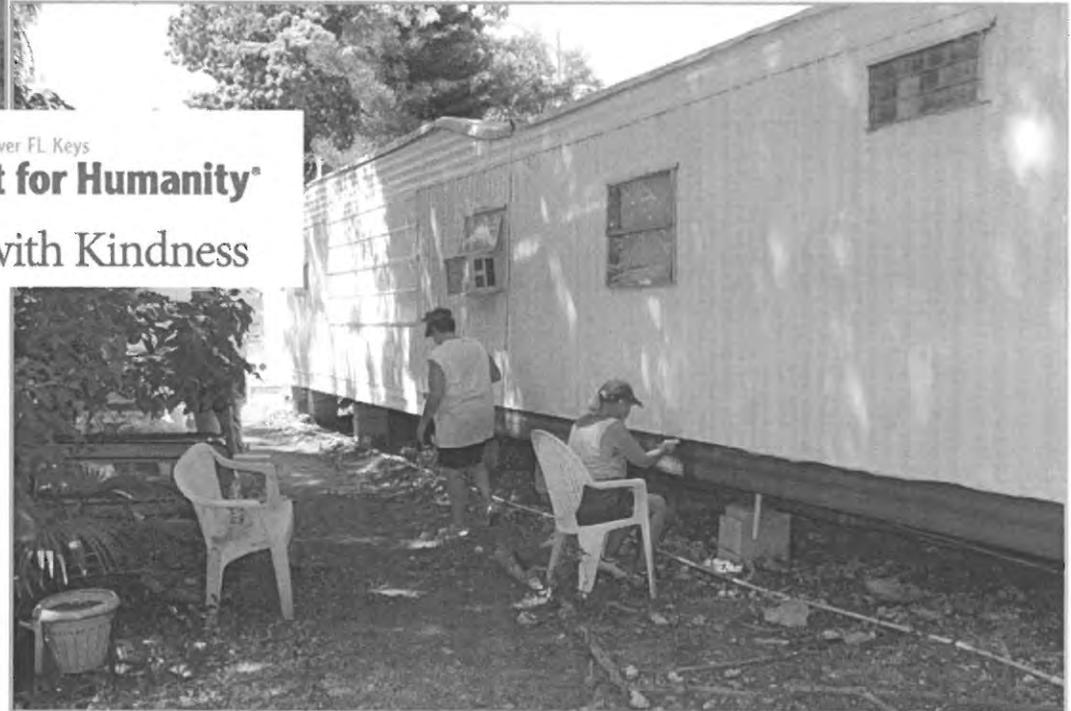
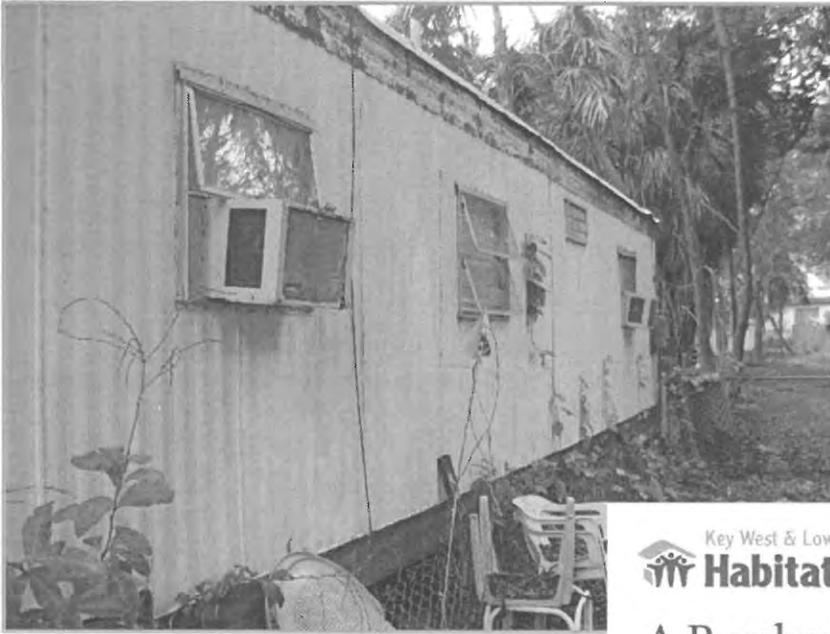


Profit & Loss-SAMPLE

	<u>209 Virginia</u>
Ordinary Income/Expense	
Income	
Contributions Individuals	\$ 300.00
In-kind supplies	\$ 400.00
In-kind professional services	\$ 1,000.00
In-kind family sweat equity(xxx @\$10/hr)	\$ 300.00
In-kind volunteers (xxx @\$10/hr)	\$ 6,140.00
Sunrise Rotary	\$ 1,800.00
Old Island Restoration	\$ 2,000.00
Total Income (*)	<u>\$ 11,940.00</u>
Expense	
Supplies/Materials	\$ 2,963.21
Surveys	\$ 600.00
Program Services	\$ 23.92
Permit Fees and Insurance	\$ 404.00
In-kind professional servives	\$ 1,000.00
In-kind labor	\$ 6,440.00
HFH Admin Fee	\$ 500.00
Total Expense (**)	<u>\$ 11,931.13</u>
Net Ordinary Income	<u>\$ 8.87</u>

NOTE: * Actual cash income \$3,800

** Actual cash expended \$3,600



Key West & Lower FL Keys
Habitat for Humanity
A Brush with Kindness

813 Galveston Lane, Key West

To date: Yard cleaned, trailer washed, primed & partially painted.

To be done: Habitat obtained a contractor to install a roof-over at a much reduced price for which neighbors have raised the funds; interior floors must be reattached to walls; finish exterior painting. MOCO Weatherization will then be able to assist the homeowner with further repairs and upgrades.

To Date (09/2011):

16 Volunteers

79 Volunteer hours

4 Workdays

A Brush with Kindness is part of Habitat's Neighborhood Revitalization Initiative. It is a holistic approach, assisting communities as well as families. It is designed to revitalize the appearance of the neighborhood, encourage connections within the community, and most importantly, help preserve existing affordable housing.



The Mission of Habitat for Humanity of Key West and Lower Florida Keys, Inc. is to work in interfaith partnership with all God's people in need to help create decent, affordable housing for the betterment of our community.

**Serving people.
Preserving homes.
Revitalizing neighborhoods.**

Questions?

Key West Office
305.294.9006

E-mail
info@habitatlowerkeys.org

Please visit our website
www.habitatlowerkeys.org

**The more *you* help,
the more we can all help.**
Please consider a donation today.
Donate on-line at:
www.habitatlowerkeys.org



A Brush with Kindness



Serving income-qualified, elderly homeowners who struggle to maintain the exterior of their homes allowing them to reclaim their homes with pride and dignity.

What is it?



A Brush with Kindness

Habitat's *A Brush with Kindness* program is a nation-wide program serving income qualified, elderly homeowners who struggle to maintain the exterior of their homes. Volunteers make repairs on homes, helping these elderly homeowners continue to live independently and securely in their homes.



A Brush with Kindness focuses on exterior **home repair** such as painting, minor exterior repairs, landscaping, and yard clean-up.

Who does the work?

Habitat coordinates the work with a Sponsoring group of volunteers from youth groups, civic groups such as Rotary, family, friends, local companies, churches, synagogues or neighbors.

Who pays for it?

A Brush with Kindness relies on **donations** from the homeowner and **partnering sponsors** to fully fund the project **before** work begins. Habitat creates the budget and assists in acquiring the funds for each project. Materials and donations are always needed to keep this community service alive for the next elder in need.



Who is eligible?

A Brush with Kindness serves **income-qualified, elderly homeowners** based on the following qualifications:

- ⇒ The homeowner must live in and **own** only this home for at least 2 two years;
- ⇒ **Collective** household income must be at or below 80% of the area median income (table at right); and
- ⇒ Be willing to **partner** with Habitat in this project to the best of their ability, both financially and physically.

How Do I Apply?

1) Fill out and mail in the Application for Assistance. Call the office for an application or download it from our website, www.habitatlowerkeys.org.

Habitat will **verify the household's income** based on required documentation such as proof of Social Security and/or retirement benefits, copies of paycheck stubs or other proof of income.

2) Habitat will make an appointment to meet with the homeowner for a project assessment.

3) If the repairs fit the parameters of the program and the Applicant is eligible, Habitat will then create a Project Summary and Cost Estimate. Habitat will **work with the Applicant** to find the funding before work can begin.

NOTE: Applications are accepted based on our volunteer availability. Each project must be fully funded before work can begin.

2011 Income Guidelines*

<u>Household Size</u>	<u>Maximum Income</u>
1 person	\$44,080
2 people	\$50,400
3 people	\$56,720
4 people	\$62,960
5 people	\$68,000

*2011 Income Limits, 80% area median income for Monroe County, FL

ITEM E
OWNERSHIP AND
LEGAL STRUCTURE

Community Redevelopment Area

September 30, 2011

Application for Tax Increment Appropriation

2012 Allocation

Authorization Form for Habitat for Humanity

Habitat for Humanity of Key West and the Lower Keys, Inc. (HFH) has registered Mark Moss as its agent. The Division of Corporations report form attached to the application confirms this.

HFH is the non-profit corporation making application. The CRA application is signed by Mark Moss. He has the authority to apply on behalf of HFH by virtue of being its registered agent.

The authorization forms attached to the CRA application, in each differing form; do not quite fit this specific situation. In every form there is a reference to an owner or property.

HFH is asking for the funds, not an individual property owner. The property owner(s) that may receive the benefit of the TIF funds are not yet identified. HFH is willing to include an authorization form for each owner of each project when presenting a packet in accordance with the CRA Guidelines.



**2011-2012
Board of Directors**

Debbie Swift-Batty
President

Dan Metzler
Vice-President

Gary Walwer
Secretary

David Kolhagen
Treasurer

Kathleen Dixon
Warren Leamard
Jeffrey Page
Richard Puente
Heather Roberts
Steve Schievelbein
Rev. Phil Smedstead
Toni Smith

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



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[Events](#)

No Name History



RECEIVED

September 30, 2011

KW Planning Dpt

Detail by Entity Name

Florida Non Profit Corporation

HABITAT FOR HUMANITY OF KEY WEST AND LOWER FLORIDA KEYS, INC.

Filing Information

Document Number N93000004230
FEI/EIN Number 650443188
Date Filed 09/15/1993
State FL
Status ACTIVE
Last Event AMENDED AND RESTATED ARTICLES
Event Date Filed 06/01/2007
Event Effective Date NONE

Principal Address

30320 OVERSEAS HWY
BIG PINE KEY FL 33043 US

Changed 04/29/2005

Mailing Address

30320 OVERSEAS HWY
BIG PINE KEY FL 33043 US

Changed 04/29/2005

Registered Agent Name & Address

MOSS, MARK
30320 OVERSEAS HIGHWAY
BIG PINE KEY FL 33043 US

Name Changed: 04/11/2011

Address Changed: 03/31/2006

Officer/Director Detail

Name & Address

Title D

LEAMARD, WARREN
2300 HARRIS AVENUE
KEY WEST FL 33040

Title ED

MOSS, MARK
2212 FOGARTY AVENUE

KEY WEST FL 33040

Title PD

BATTY, DEBBIE
9 ALLAMANDA TERRACE
KEY WEST FL 33040

Title VP

METZLER, DAN
1511 SOUTH STREET
KEY WEST FL 33040

Title S

WALWER, GARY
P.O. BOX 254
KEY LARGO FL 33037

Title TD

KOLHAGEN, DAVID
271 GOLF CLUB DRIVE
KEY WEST FL 33040

Annual Reports

Report Year Filed Date

2010	04/01/2010
2011	04/11/2011
2011	06/06/2011

Document Images

[06/06/2011 -- ANNUAL REPORT](#)

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*Building
houses.
Building
hopes.*

February 4, 2009

Habitat for Humanity of Key West and Lwr. Fl. Keys
30320 Overseas Hwy
Big Pine Key, Fl 33043

Dear Ron,

This letter will confirm that Habitat for Humanity of Key West and Lwr. Fl. Keys is an affiliate with Habitat for Humanity International and continues to be considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

In partnership.

[Signature]

Dawn M. Daniels McNear
Support Specialist
US Support Center
Habitat for Humanity International

HABITAT FOR HUMANITY AFFILIATE INSURANCE PROGRAM NOTICE OF INSURANCE

Account #: 1064565

Master Policy Holder(s):

Insurance Company(ies):

1: Habitat for Humanity Purchasing Group, Inc

A: Federal Insurance Co.

Master Policy #: On File with Company

2: Habitat for Humanity International, Inc and Its Affiliates

B: Ace Property and Casualty Ins. Co.

C: Vigilant Insurance Co.

Insured Affiliate: Habitat for Humanity of Key West and Lower Florida Keys, Inc.
30320 Overseas Hwy Big Pine Key, FL 33043

Agent:
Lockton Risk Services / P.O. Box 410679
Kansas City, MO 64141-0679

Period of Coverage: 04 -01-2011 to 04 -01-2012 (Both days at 12:01 A.M. Local Standard Times)

Location of Insured Premises: Per Schedule on File with Company

** If limits in excess of the program limits, as shown on this certificate below, are purchased for the Blanket Buildings & Personal Property Limit, Business Income with Extra Expense Limit, the Contractors Equipment Limit and / or the Tools Limit, the amended limit will be shown on the Property Coverage Summary attached.

Coverage	Description	Limits of Insurance	Terms & Conditions
General Liability See 1 & A	General Aggregate (Other Than Products - Completed Operations)	\$2,000,000	Occurrence Form Limits Apply Separately to Each Affiliate Certified Acts Of Terrorism Coverage Included Stop Gap Liability applies in the states of ND, OH, WA, and WY only. EBL Claims Made Form Deductible - Each Claim: \$1,000 Retroactive Date: (4/01/2001)
	Products - Completed Operations Aggregate	\$2,000,000	
	Each Occurrence	\$1,000,000	
	Damage to Premises Rented to You (Any One Premises)	\$1,000,000	
	Medical Expense Limit (Any One Person)	Not Covered	
	Advertising Injury and Personal Injury (Any One Person or Organization & Aggregate Limit)	\$1,000,000	
	Non-Owned and Hired Car Liability Each Occurrence	\$1,000,000	
	Stop Gap Aggregate	\$1,000,000	
	Stop Gap - Bodily Injury by Accident - Each Accident	\$1,000,000	
	Stop Gap - Bodily Injury by Disease - Each Employee	\$1,000,000	
	Employee Benefits Liability Aggregate	\$1,000,000	
	Employee Benefits Liability Each Claim	\$1,000,000	
Property See 2 & A	Blanket Buildings, Personal Property, Electronic Data Processing Property (EDP)	Per Schedule on File with the Company	Special Causes of Loss Deductible - See Attached Deductible Schedule **Includes \$2,500 Limit for Tools **Includes \$25,000 Limit for Contractors Equipment **Includes \$50,000 Limit for EDP Property EDP BIEE Limitation - 60 Days per Occurrence Certified Acts Of Terrorism Coverage Included
	Maximum Blanket Limit per Affiliate	**\$1,500,000	
	Maximum Blanket Limit per Affiliate - Guam, Puerto Rico	\$75,000	
	Business Income with Extra Expense (BIEE)	\$50,000	
	Business Income Loss of Utilities (BIEE)	\$50,000	
	Excluding Overhead Lines Any One Occurrence all Affiliates	\$2,000,000	
Crime See 2 & A	Employee Theft	\$100,000	\$5,000 Deductible Employee Theft Coverage is extended to include Employee Welfare and Pension Plans
	Money & Securities - Inside & Outside the Premises	\$10,000	
	Money Orders & Counterfeit Paper Currency	\$10,000	
	Credit Card Forgery	\$10,000	
	Computer Theft and Funds Transfer Fraud Coverage	\$10,000	
Builders Risk See 2 & C	Construction Works - Any One Affiliate	\$2,000,000	Special Causes of Loss Deductible - See Attached Deductible Schedule Certified Acts Of Terrorism Coverage Included
	Construction Works - Guam or Puerto Rico Locations	\$125,000	
	Construction Works - Rehabs	\$200,000	
	Construction Works - Any One Occurrence - All Affiliates	\$5,000,000	
Commercial Umbrella Liability See 1 & B	Aggregate	\$1,000,000	Occurrence Form Extends Over Underlying Coverage Written Through Chubb Ins. Cos. <input checked="" type="checkbox"/> General Liability <input checked="" type="checkbox"/> Auto Liability <input checked="" type="checkbox"/> Employers Liability Certified Acts Of Terrorism Coverage Included
	Products Completed Operations Aggregate	\$1,000,000	
	Each Occurrence	\$1,000,000	
	Limits Apply Separately to Each Affiliate	Retained Limit \$10,000	
Directors & Officers Liability Employment Practices Liability Fiduciary Liability See 1 & A	Insuring Clause 1 Maximum Limit All Claims Each Policy Year	\$1,000,000 <input checked="" type="checkbox"/> Defense Outside the Limit	Claims Made Form Pending or Prior Date: 12/05/1993 Certified Acts Of Terrorism Coverage Included
	Insuring Clause 2 Maximum Limit All Claims Each Policy Year	\$1,000,000 <input checked="" type="checkbox"/> Defense Outside the Limit	
	Insuring Clause 3 Maximum Limit All Claims Each Policy Year Combined Maximum Aggregate Limit for All Coverage Insuring Clauses 1,2,3 Per Affiliate	\$100,000 <input checked="" type="checkbox"/> Defense Inside the Limit \$1,000,000	
Excess D&O See 1 & A	Aggregate Per Affiliate	\$1,000,000	Claims Made Form
Blanket Accident See 2 & A	Excess Accidental Medical Expense -Volunteers		
	Accidental Death & Disability	\$5,000	
	Excess Accidental Medical Expense Covered Volunteers Eligible for Medicare or Medicaid	\$10,000	
	Covered Volunteers Eligible for Tricare All Other Covered Volunteers	\$50,000 \$250,000	
Blanket Accident See 2 & A	Volunteer Disability		7 Day Elimination Period 52 Week Maximum Benefit Period
	Temporary Total Disability Benefit Limit	60% Salary	
	Maximums Per Week Temp. Tot Disability	\$500	
	Maximums Per Week Accidental Death & Dismem.	\$1,000	

Policy on file with Master Policyholder. See Habitat for Humanity Affiliate Insurance Program Manual for additional coverage information.

Countersigned

03/02/2011

By:

(Date)

Authorized Representative



IRS
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248452924
Apr. 06, 2008 LER 4167C EO
91 1914868 000000 00 000
00016170
BODC: TE

HABITAT FOR HUMANITY INTERNATIONAL
% LEGAL DEPT
322 W LANAR ST
AMERICUS GA 31709-3543221



034973

Employer Identification Number: 91-1914868
Person to Contact: Mennie Webster
Toll Free Telephone Number: 1-877-829-5500

Dear taxpayer:

This is in response to your March 26, 2008, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in 1987, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michelle R. Sullivan

Michelle M. Sullivan, Oper. Mgr.
Accounts Management Operations I



*Building
houses.
building
hopes.*

February 4, 2009

Habitat for Humanity of Key West and Lwr. Fl. Keys
30320 Overseas Hwy
Big Pine Key, FL 33043

Dear Ron,

This letter will confirm that Habitat for Humanity of Key West and Lwr. Fl. Keys is an affiliate with Habitat for Humanity International and continues to be considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

In partnership.

[Signature]
Dawn M. Daniels McNear
Support Specialist
US Support Center
Habitat for Humanity International

**Florida Department of Business and Professional Regulation
Bureau of Education and Testing
ADMISSION SLIP**

David Mark Moss
2212 Fogarty Avenue
Key West, FL 33040

Candidate Information
<p>243102 SSN: xxx-xx-3491 DOB: 12/8/1954 Sys ID: 77188</p> <p>Language: English</p>

Exam Information	Sign In
<p><i>Candidate Number:</i> 243102</p> <p><i>Exam Site:</i> Double Tree Miami Mart 777 NW 72nd AVE Miami, FL 33126</p> <p>Building Contractor</p> <p><i>Exam Parts:</i> Contract Administration (2/23/2011 Reporting Time 7:00AM)</p> <p>Project Management (2/23/2011 Reporting Time 1:30PM)</p>	<p>A _____</p> <p>B _____</p> <p>If any information on this form is incorrect, please notify Professional Testing at 407.264.0562.</p>

Important, Please Read Carefully! Candidate Responsibilities: (Date Printed: 2/1/2011 7:09 AM)

- Please verify that you are scheduled for the correct Exam Category, Parts and Site.
- Changes to registrations will not be allowed within 30 days of the exam date. NO changes will be made at the exam site.
- The duration of each exam part is 4 hours and 45 minutes. Exam starting times vary by site and part. Please plan accordingly.
- **YOU MUST BE PREPARED TO SHOW A LEGAL PHOTO ID ALONG WITH THIS ADMISSION SLIP (Do not use the application receipt as substitute for this slip) TO GAIN ADMISSION TO THE TEST SITE.**
- It is vital that you become familiar with and read the Candidate Information Brochure, Reference List and Reference Update Flyer before the scheduled exam date. Bring only those books approved for that exam session or part with you to the exam room. These documents are available at www.floridaexam.com (Instructions and Forms) or at http://www.myflorida.com/dbpr/pro/cilb/cilb_index.shtml
- Any materials other than those approved for each session will be stored along the wall of the exam room. The Department is **NOT** responsible or liable for loss or damage to candidates' property. Candidates are advised to clearly label all belongings.

Florida Department of Business and Professional Regulation

Bureau of Education and Testing
Construction Exam Grade Report

Original

Building Contractor

Moss, David Mark
2212 Fogarty Ave
Key West, FL 33040-Candidate Number: 243102
Date: 2/23/2011
Examination Date: 2/22/2011

Examination Part	Minimum Passing Score	Score Achieved	Part Status
Part II Contract Administration	70.00	82.00	Passed
Part III Project Management	70.00	78.00	Passed

Pass Candidates:

Grades become official when ratified by the board at the April 2011 CILB meeting. Please retain this grade report for your records as you will not receive an "Official" report after ratification.

This is not a license and may not be used for contracting or bidding purposes. If you have met all other requirements and qualifications you may apply for licensure.

Notify the Customer Contact Center at (850) 487-1395 promptly of any change of name or address or update your information online @ www.myfloridalicense.com.



Florida Department of Business and Professional Regulation

DAVID MOSS

2212 FOGARTY AVENUE

KEY WEST

FL 33040

ID: #####3491

Date of Birth: 12/8/1954

Pearson VUE ID: FLE#####3491

Exam Date: 3/3/2011

Exam Result: **PASS**

Examination Name: Florida Construction-Business and Finance

Congratulations! You have successfully passed your examination. Before you apply for licensure you must pass all the required examination parts for the category in which you are seeking licensure. If you need to register for additional examinations, please contact Professional Testing, Inc. at 407-264-0562 or online at <http://www.floridaexam.com>.

Passing examination scores are valid for four (4) years from the date of the examination. Therefore, you must pass all parts of the examination and apply for licensure within four (4) years of the date you pass the first examination.

If you have passed all examination sections, and met all other requirements please submit a licensure application to the Department of Business and Professional Regulation. Once this application has been received, processed, and approved, a license will be issued and mailed to you.

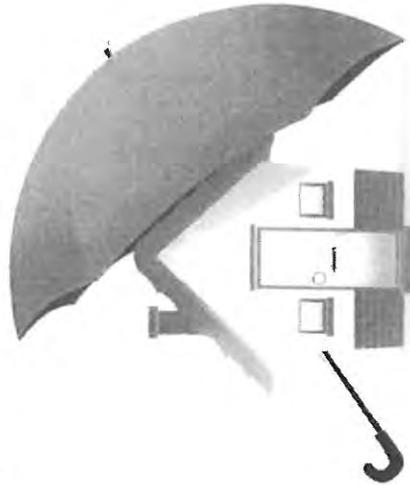
A licensure application may be obtained via the Department's website <http://myflorida.com/dbpr/pro/cilb/forms.html> or by contacting the Department at 850.487.1395.

Questions relating to other aspects of licensure also may be directed to the Department of Business and Professional Regulation's Customer Contact Center at 850-487-1395.

<u>EXAMINATION</u>	<u>PASSING SCORE</u>	<u>YOUR SCORE</u>	<u>RESULT</u>
Florida Construction-Business and Finance	70	90.0	PASS

Florida Weatherization Inspector Training

CERTIFICATE OF COMPLETION



is hereby awarded to

Mark Moss

Signed by

Neil Moyer
Neil Moyer, Lead Instructor

FLORIDA SOLAR ENERGY CENTER



Florida Department of Community Affairs

6/11/2010
Date

ITEM G
PROJECT BUDGET

G. PROJECT BUDGET (attachment Item G)

Is funding requested for multiple phases? No

Project cost for 2013 \$75,000

Total project Cost \$75,000

Amount of TIF Funding Requested for 2013 \$75,000

Total Amount of matching funds provided for 2013 see attached/to be determined

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

Attach a detailed budget

Habitat’s budget for each repair project is based on the need evaluation done with the home owner. Priorities are established and costs developed. Habitat’s role as general contractor includes insurance and permit costs. Permit fees are based on the labor and material costs, where even volunteer labor has a value assigned to it for those purposes. Habitat also charges a 12 per cent administrative fee to help cover its costs.

Habitat was awarded \$75,000 for repair work in the Bahama Village CRA in January 2011. Following CRA Guidelines, architects have been retained (by the home owner) in those instances where their services are required. Architectural fees were calculated according to the fee calculator referenced by the Guidelines, where the market rate value of the construction work is estimated and their fee is expressed as a percentage. At the time of this Application for 2012-13 TIF funds, Habitat has not finished to completion any of the projects underway, and seeks its first reimbursement for funds expended.

	Address	Repairs	Budget
1	209 Olivia	Siding, exterior paint, wood storm shutters (possible bathroom remodel and roof repair)	\$10,000
2	112 Hutchinson Ln.	Siding, exterior paint, front porch and bathroom accessibility. Architect \$2765.00	\$20,000
3	1004 Thomas St.	Exterior paint, minor roof repair (possible window replacement)	\$5,000
4	306 Truman Ave	Roof replacement, shed roof, spot siding repair	\$1,000 (+ roof cost \$_____)
5	319 Virginia St.	Spot siding repair, exterior paint, minor roof repair	\$3,000
6	209 Julia St.	flat roof replacement	\$3,000
7	828 Thomas St.	Complete siding repair/replacement, windows, doors, front porch repair Architect \$6,300. (Project total \$90,000)	\$30,000 (reserved to partner with CDBD funds)
		Total	\$72,000

The July 31, 2012 update report to the BVRA details the project budget (see above) for 7 projects. That table is inserted here for reference. Each project has its own budget. In one instance, a roofing contractor will perform

95 % of the work scope. In another, there might be an electrical and plumbing subcontractor working where Habitat is acting as the general contractor. In another instance Habitat is leveraging its allocation with CDBG funds to make extensive repairs.

Reviewing the table, the projected aggregate spending for the identified project is \$72,000 of the \$75,000 awarded. The intent is to complete these projects and to expend these funds before beginning newer work. The need in most cases exceeds the available funds so the homeowner and Habitat have prioritized the scope of work. The \$3000 not allocated at this time is not much of a reserve or margin considering the nature of repair work in older wood frame homes.

Describe the source and amount of matching funds

Habitat requests \$75,000 appropriation from tax increment funds to fund the repair work on homes in the Bahama Village Sub area of the CRA, starting January 2013.

Habitat's prior experience shows that 4 to 5 homes of varying scope can be repaired with the requested amount. The sweat equity requirement, volunteer model and partner donations are the reason for this level of effective work. In-kind donations are integral to our success.

The initial eight projects by Habitat (in 2010-11) have averaged \$3,800 in costs for insurance, permit fees, materials, surveys, with staff time volunteered. These low costs are made possible by the "In Kind" donations from three main sources; volunteers, professional providers (architects, trash pickup, donated materials and contractors) and partner family's sweat equity. Many helping hands leverage the actual cash devoted to a project. Habitat will use this same model when expending TIF funds, maximizing the donations to keep the repair a blessing to the family, not a burden. Funding partners must also feel that they are fairly treated and their gifts are used wisely.

Habitat must cover its costs in order for the repair program to continue. Each job will have a surcharge on costs devoted to Habitat's administrative expenses, calculated at a percentage of the job cost. Volunteer labor is estimated for each job and assigned a value per hour, for calculating the improvement value necessary for permitting.

Refer to the attached (Exhibit H2) repair project example at 1309 Pine St. for a sample breakdown. The job cost total is then used to raise the necessary funds. As with much rehabilitation work on older homes, there are hidden items that can expand costs as they come to light. Habitat is diligent in accounting for this potential when preparing its estimates.

Matching Fund Potential

Habitat for Humanity Key West and lower Florida Keys, Inc. has budgeted in the fiscal year starting in July 2012 for a part time site supervisor at an estimated cost of \$24,000 in salary and payroll costs. This position increases the capacity of the affiliate to supervise volunteer opportunities on repair projects. The Construction Manager position provides the other portion of volunteer supervision.

Wells Fargo Neighbors helping Neighbors Grant

Habitat for Humanity of Key West and the lower Keys, Inc. applied for and was recently awarded a \$5000 grant from Wells Fargo Bank. The grant includes a local bank staff volunteer component. Both resources will be used to further the Neighborhood Revitalization Initiative's repair program.

Old Island Restoration Foundation (OIRF) has demonstrated its interest and support in 2011 by sponsoring two projects (209 Virginia St. and 1017 Eaton St.) that involve contributing buildings in the Historic District at \$2,000 each. They are

presently evaluating suggested participations in two BC CRA projects. OIRF is considering a role in the 828 Thomas St. project.

Sunrise Rotary has donated another \$2,000 for repairs involving the Key West High School Habitat Club members. An individual has pledged \$3500. Churches have donated on behalf of their members (824 Elizabeth St.). Neighbors have raised another \$4,000 on a project. A project does not begin until there are funds in place to meet the estimated costs.

Waste Management has been a strong supporter and of great assistance. Other service clubs and community groups will be willing to partner as this model gains momentum. Weatherization can contribute up to \$5,000 in value with its program.

The largest example of leveraging funds is the 828 Thomas St. /Navarro home where Habitat will use TIF funds to pay an architect, replace the roof and CDBG funds will fund \$90,000 in other work.

AmeriCorps Team

In addition, Habitat is very pleased to have been awarded an AmeriCorps NCCC (National Civilian Community Corps) team. This is the 6th team we have hosted and past experience has shown us that the team will greatly enhance our ability to complete the 5 projects now in process. The twelve member team will be here for six weeks this fall. AmeriCorps NCCC teams address critical needs related to natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development. Members construct and rehabilitate low-income housing, respond to natural disasters, clean up streams, help communities develop emergency plans and more. This team is scheduled from October 19, 2012 through December 1, 2012.

Some repairs will require professional partners acting as subcontractors where the work exceeds volunteer abilities.

Habitat provides for the housing expenses of the team from its own budget.

ITEM H
PROJECT SCHEDULE

H. Project Schedule (attachment Item H)

Habitat promises to repair as many homes as possible, starting in January 2013. Since those homes are not yet recruited, the scope and complexity of each project will vary. Habitat will provide quarterly reports on its progress.

Potential homeowners are screened for their needs according to the program criteria and Habitat's mission. Once a family is selected, an estimate is prepared, an architect recruited, plans produced in conjunction with building and planning officials, permits secured, and a volunteer schedule developed.

This process will vary in scope and timing for each project while the framework will be consistent. Emergency needs will be expedited in coordination with all of the above. Habitat's Family Selection Committee will oversee the application process. The support group in place for each potential family will factor into the schedule of identifying in-kind donations and funds to complete their potential project.

The volunteer model provides free labor. The source of volunteers has proven to be diverse. Habitat volunteers come from a variety of backgrounds and with various skill levels; visiting and local high school students, visiting Habitat Collegiate Challenge groups, visiting church and civic groups, JIATIF, Navy, Air Force, Coast Guard, neighbors, church members, family and some "impulse" volunteers who happened by a work site.

The project schedule will be more effective in 2013 as the staff and volunteer efforts of Habitat will not be divided between the repair program and the renovation of the Eisenhower Apartment complex.

ITEM I
GREEN FEATURES

I. GREEN FEATURES (attachment Item I)

The benefits of repairing and/or closing up gaps in exterior walls or fixing exterior doors or windows provide energy efficiency benefits. Habitat's goal of affordable housing includes energy efficiency and partnering with the Weatherization Program run by Monroe County's Social Services allows home owners to benefit from those improvements. Habitat may explore grants that would support weatherization above and beyond what the DCA program provides. Other HFH affiliates actively weatherize homes.

It is our corporate policy that all efforts are made to reduce, recycle, and reuse wherever possible. Habitat tries to lead by example. We are constantly educating volunteers and home owners on the reuse and recycling of different materials, consumer and construction. During the course of construction, building materials are recycled as much as possible. All re-useable construction materials and supplies not used on the repair and household items removed from the homes and/or yards are brought to our Habitat ReStore in Big Pine Key for purchase by the public. We routinely call a junk metal collector to pick up the larger items and save and recycle all aluminum and copper from our sites. Clean concrete or stone materials are trucked to Toppino's for reuse as clean fill.

Request for Additional Information



THE CITY OF KEY WEST

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

November 2, 2012

VIA ELECTRONIC MAIL

Mr. Mark Moss
Habitat for Humanity of Key West and Lower Keys, Inc.
30320 Overseas Highway
Big Pine Key, FL 33043

**RE: Application for Tax Increment Appropriation
Habitat for Humanity Neighborhood Revitalization Initiative
Request for Additional Information and Clarification**

Dear Mr. Moss:

The City is in receipt of your timely submitted application for the Habitat for Humanity Neighborhood Revitalization Initiative. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Please provide information you may have regarding the identification of potential revitalization properties in the district.

This additional information is requested by November 11, 2012.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, December 6, 2012, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The Bahama Redevelopment Advisory Committee is expected to meet on January 3, 2013, to recommend funding allocations.

Please do not hesitate to call me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "D. Leland Craig on behalf of Don Craig".

Donald Leland Craig, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA Files

Additional Application Information

November 12, 2012

Donald LeLand Craig
Planning Director
City of Key West
P.O. Box 1409
Key West, FL 33040



Re: Application for Tax Increment Appropriation
Habitat for Humanity Neighborhood Revitalization Initiative
Response to Request for Additional Information and Clarification

Dear Mr. Craig:

Habitat has chosen to focus on seniors in the revitalization district. To identify prospective clients, Habitat has reached out to the local senior citizens center and all churches in the district via direct mailings, emails and presentations. In this tightly knit community, the program receives applications and inquiries from past clients, neighbors and family members. Key West Code Enforcement has brought our attention to possible repair projects as well. A weekly email newsletter, read by over 1,600 lower Keys residents, describes the program which is also featured on our website and Facebook page.

Habitat has limited its outreach to seniors as a practical limit on the potential demand. This repair program is between its startup phase and full capacity, while setting ambitious goals for dealing with homeowners' needs. Habitat's Brush with Kindness program has 11 applicants in Key West.

- 2 applications are under review and are within the Bahamas Village district.
- 4 projects are TIF funded and are actively underway (3 in Bahamas Village district, 1 in Caroline Street Corridor);
- The remaining 5 projects are approved and on hold waiting for permits, further funding, or construction planning (4 are Bahamas Village district and 1 is in Key West, but not in a TIF zone.)

If you have any questions or need further clarification, please do not hesitate to contact me.

Sincerely,

Mark Moss
Executive Director

cc: Mark Finigan, Assistant City Manager

Phone: 305-294-9006

P.O. Box 5873, Key West, FL 33045

Fax: 815-550-8863

*Creating home ownership opportunities by partnering with our community
to build and renovate safe, decent homes.*