

Request for Additional Information



THE CITY OF KEY WEST

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

December 9, 2011

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 for the Caroline Street
Corridor Subarea
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 for the Caroline Street Corridor Subarea. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

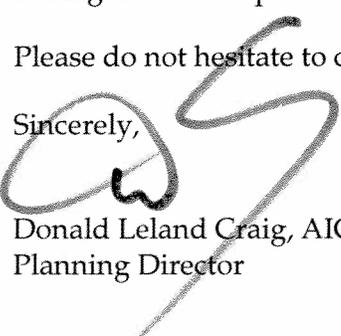
- Clarify the selection process for candidate properties;
- Have specific housing partners for the program been secured since the application submittal?

This additional information is requested by December 28, 2011.

Your project presentation is scheduled before the Community Redevelopment Agency at their regularly scheduled meeting on Wednesday, January 18, 2011, starting at 6:00 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 ranking and allocation approvals are also expected to take place that night.

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

Sincerely,



Donald Leland Craig, AICP
Planning Director

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

Amended Application Information

December 26, 2011

Donald LeLand Craig, AICP
Planning Director
City of Key West
PO Box 1409
Key West, FL 33041-1409

via electronic mail

RE: Application for Tax Increment Appropriation-HFH's NRI Initiative
Caroline Street Corridor Sub area
Request for Additional Information and Clarification

Dear Mr. Craig:

This letter is in response to the planning staff's request for additional information as described in their December 9 letter.

There is one specific housing partner already selected by Habitat for Humanity of Key West and the Lower Keys, Inc. in the Caroline Street Corridor. Prior to our application in August, Habitat was referred to Mr. Stincer through a friend of his who works for Monroe County. His home is located at 1017 Eaton St., where he has resided since 1956. His home has extensive structural issues related to its second story porch and porch columns. Our funding efforts on this project have involved the Old Island Restoration Foundation's support for contributing homes in the Historic District owned by senior citizens.

Habitat has described its selection process in its clarification to its Bahama Village sub area application; using church and other communities of faith to identify potential partners who are senior home owners unable to afford necessary repairs. Seniors were chosen as our initial focus for several reasons; their need had the potential to be greatest and therefore was of a higher priority. Habitat's criteria for selecting housing repair partners are the same ones used to select family partners who purchase a home from Habitat; their housing need, their ability to pay and their willingness to partner. Our Family Support Committee reviews the applications received and makes its recommendations to staff.

Habitat has not secured other housing partners to date in the Caroline Street Corridor. Due to the extent of the need on Mr. Stincer's home and its sometimes hidden nature, we have proceeded cautiously to determine the scope of work with exploratory demolition and HARC approval, after consulting with the Building Department officials. This project has an architect in charge, David Knoll, who has supervised the approach and HARC filings. We are evaluating the need for professional partners to assist in this specific repair project.

In summary, this Neighborhood Revitalization Initiative is less than one year old locally. Our desire to start small, with projects of limited complexity has been somewhat stymied by the existing and real need of a few deserving home owners in historic homes. We are confident that our community will respond

with the resources to assist in the mission of keeping seniors in their homes for as long as practical while preserving our existing affordable housing stock.

Sincerely yours,

Mark Moss
Executive Director
Habitat for Humanity Key West & Lower Keys, Inc.

**Additional Relevant Amended Application
Information
(Provided as part of BVRAC application)**



THE CITY OF KEY WEST

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

October 25, 2011

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:

- Clarification as to whether this is a program or construction;
- Signed and notarized verification form;
- Clarification as to how much of the allocation goes towards administration;
- Clarification as to how interior improvements relate to the CRA plan, staff recommends that improvements should be limited to exterior work;
- Staff recommends that there is an attempt to secure specific housing partners for the program to share with the BVRAC and the CRA at the presentation.

This additional information is requested by November 2, 2011.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 3, 2011, 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 December 1, 2011, to recommend funding allocations.

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

Sincerely,

October 25, 2011

Page 2



Donald Leland Craig, AICP
Planning Director

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

Mr. Donald Craig
Planning Director
City of Key West
PO Box 1409
Key West, FL 33040

via electronic mail –final version
November 1, 2011

Mr. Donald Craig,
Re: BVRAC Application by Habitat for Humanity-request for clarification

In response to your letter dated October 25, 2011, in the order of the points from your preliminary review;

This initiative has elements of a program, but it is a construction effort at the present. Habitat is conscious of other needs in the community connected to this effort-the need for local youth vocational training, the need for an apprentice program that could funnel locals into skilled work that could utilize Habitat repair jobs as a training opportunity among other possible collaborations. However, those elements are in the future. Habitat is focused on perfecting the necessary competencies to repair homes using volunteer s and partnering with interested professionals to keep seniors in their homes.

Habitat has executed and attached the verification form.

The amount of administrative allocation relates to the variable costs Habitat will encounter in its dual roles of contractor and qualifying senior homeowners who partner with Habitat. The national Habitat guidelines specify no more than 10 % of the job's cost. Our local experience to date in verifying ownership, income, defining the scope of work, identifying sources of support, providing insurance coverage and obtaining building permits and approvals has shown that 12% of the job's cost is realistic. Remember, the customary markup for profit and overhead is not part of our model.

The reading of the CRA's enabling documents made by Habitat did not encounter the distinction between exterior and interior improvements. Our initiative seeks to make homes safe, decent and affordable. Those criteria do not stop at the point suggested. Repairing a floor or ceiling damaged by leaks may be necessary to achieve the goal of keeping home owners in their homes while rehabilitating in a sensitive manner that preserves the fabric of the community. Habitat is open to discussing the potential concern(s) on this matter, but we need clarification as to its basis or intent in light of our stated objectives in making critical or necessary repairs negotiated with partner families.

In the six months of experience, as described in our application, Habitat has partnered with the Old Island Restoration Foundation, the Monroe County Weatherization Assistance Program, local churches and communities of faith, civic groups such as Rotary and local architects willing to donate.

Our application attempted to show the critical role of in kind and volunteered services have in leveraging any funds brought to bear on a job. Our supporters expect as much. It is true that active

partnerships with local professionals and licensed contractors are still under construction. Habitat seeks to be a problem solver for those in need, referring home owners to other programs when appropriate. In our application we provided material documenting the recent job at 209 Virginia St., where a new fence was built and the home painted. They demonstrate the type of leveraging of in kind donations Habitat pursues on a project. The other example contained in our submittal is the write up for 1309 Pine St., which shows how the estimate of materials and other costs are summarized, presented to the home owner and that then become part of the agreement between the parties.

Habitat's write up of a pending project at 828 Thomas St. is attached for the Board's consideration. This home has critical needs and is more complex in scope due to the type of work and the two story height of the structure. The initial discussions between Habitat and the home owner have focused on making those repairs that will satisfy the mortgage holder. This initial work would permit the home owner to reduce her "forced" insurance cost. Another potential project that has asked to be considered is 112 Hutchinson Lane, with exterior siding, porch railings and other issues.

Remember, Habitat is not traveling the neighborhood searching for potential partners in its repair program. Rather, Habitat is building its network within the communities of faith to initiate potential partnerships. Our capacity to serve must be built carefully and slowly, under promising and over delivering. With little effort, word of mouth and working through community churches has provided an initial group of projects. The TIF funds are not the only source of cash being solicited, and Habitat will seek to include the criteria of other funds in selecting projects when appropriate.

The overall evaluation of this pilot program's success will depend not only on the number of home owners served, but also on the accountability for the resources expended and the perceived value each homeowner places upon the services rendered.

Thank you for your request and the interest it demonstrates in our initiative.

Sincerely yours,

Mark Moss
Executive Director
Habitat for Humanity of Key West & Lower Keys, Inc.