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Habitat for Humanity ReStore

30320 Overseas Highway
Big Pine Key, FL 33043
Tel: 305-872-2883

December 6, 2013

Dear Bahama Village Redevelopment Advisory Committee,

Please be advised that there are new updates to our application that were advised by staff during our review.

The project team was persuaded to upgrade the application and hope you feel that this pilot is all the better for it. Below is a summary of those upgrades and the reasoning behind them:

1) **Primary Applicant:** Formerly a project team member, Habitat for Humanity was asked by the City to step in on behalf of Key West High School because it is already handling most of the field work, and can more easily handle reimbursements and contracting.

2) **Administrative Costs**: As in CRTF projects that Habitat has managed, there is a 12% administrative fee added. If the project is funded at less than the requested ask, the 12% will still be built into the reduced budget.

3) **Phase 2 Summer Internship**: As a pilot project, it was thought to be important to create a small next step to pilot the next level of energy upgrades to involve local youth in. The 8-week internship through A Positive Step was recommended because of successful experiences by both the City and Habitat in the past.

4) **Phase 2 Summer Materials**: In order to best utilize these interns, we need the upgrade materials for them to install. This will primarily be windows and doors, but may involve other low cost, high effectiveness options.

Sincerely,

Mark Moss
Executive Director

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: __**Green Jobs & Futures**__

B. PROJECT LOCATION/ADDRESS: Various residences and commercial properties in Bahama Village

C. APPLICANT (PLEASE EXECUTE ATTACHED AUTHORIZATION FORMS)
Entity : _____Habitat For Humanity, Key West / Lower Keys_____
Authorized Representative _____Mark Moss_____ ___
Role or Capacity of Authorized Representative: ___Executive Director_____
Address _____2409 N. Roosevelt Blvd, #15, Key West, FL 33040_____
Telephone Number _____(305) 294-9006_____
Cellular Number _____(305) 360-2353_____
E-Mail Address _____buildit@habitatlowerkeys.org_____

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 __X_ Program
While the students will come from Key West High School, all energy and water efficiency upgrades will be performed within the Bahama Village CRA. None of the upgrades to be performed (Green Features, Page 12) *meet the description of construction/restoration, nor have any bearing on HARC.*

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.
__x__ Description attached (Pages 6-9)

c. Provide a map of the project and where it falls within the CRA boundary
__x__ Map attached (Page 19)

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?
__x__ Description attached (Page 9)

e. Attach proper authorization and verification forms from the property owner(s) for the proposed project facility location.
__N/A__ Property location authorization and verification form attached
__N/A__ Monroe County Property Appraiser data for the site (http://www.mcpafl.org)
The actual work sites are not known yet. Part of the success of this program lies in the door to door effort, which is what leads to the actual consultation, permission granting and work performed. We will only knock on visit homes and businesses that are in the Bahama Village CRA (Map, page 19)

f. For Construction/Restoration Projects, provide information that fully describes the physical boundaries of the proposed project as follows:
__N/A__ Map(s) attached
__N/A__ Deeds(s) attached
_N/A ___ Sunbiz printout at www.sunbiz.org
_N/A ___ 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).
Some of the sites may be any or all of these things. However, all potential energy and water efficiency upgrades (Green Features, page 12) are minimal and not regulated by HARC.
__?__ 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.

Operator:
Mark Moss Executive Director
Habitat For Humanity, Key West / Lower Keys
2409 N. Roosevelt Blvd, #15, Key West, FL 33040_____
(Ownership & Legal Structure, page 20)

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.
The program is open to the public regardless of any and all of the above. There is no charge associated with public use or entry to the facility or program. Only property owners can give permission for the team to perform work, however.

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:

9/3/13 _____ City Planner or designated Staff
9/19/13 _____ Historic Preservation Planner
9/10/13 _____ 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
   __x__ Donation with matching funds
   ____ Donation without matching funds

2. What type of taxing classification entity are the improvements for?
__x__ Private Property – Residential
__x _ Private Property – Commercial
__x__ Not for profit organization
__x__ Publicly owned land
The Green Jobs & Futures Team is available to help all property owners within the Bahama Village CRA.

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

4. Project Cost for 2014 ___$114,760___
   Total Project Cost _____$114,760__ (if multiphase, for all years)

5. Amount of TIF Funding Requested for 2014 _____$80,332_(70%)_____
   Total Amount of TIF Funding Requested _____ $80,332___(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 ____$34,428_(30%)____
Total Amount of matching funds provided _____$34,428_____ (if multiphased, for all years)

Provide documentation describing the source and amount of matching funds and schedule of values for its use
__x__ Matching Funds Description attached (*Budget Narrative, Page 11)*

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
__x__ Description of alternative funding pursuits attached *(Project Maintenance, page 7)*

Total amount of in-kind contributions _____$1,000 (<1%)_____
Total Amount of in-kind contributions provided ___$1.000____ (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.
__x__ In-kind contribution description attached (*Budget Narrative, page 11)*

7. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)
__x__ Detailed budget attached (Page 11)

8. As a result of the property improvements, how much property tax increase is expected?
While this basic level of energy and water efficiency upgrades will not be enough to change the property value, it will greatly increase the discretionary income of the resident. This same project in Tallahassee led to 22% decrease in water and energy bills, which can help people better afford their mortgage/rent and insurance.

H. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multi-year phasing if relevant.
__X__ Schedule attached (*Page 12)*

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.
__N/A__ Energy and Water Baseline Report attached
Project summaries will include 12- month energy and water use details for every home/building surveyed. The final report to BV RAC in September 2014 will include 4-5 months of post upgrade data.

2. Plans to reduce 15% of both water and energy use on the property.
_x___ Greenhouse Gas Reduction Plan attached *(Green Features, page 12)*

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
_X__ Program Maintenance Plan attached (Page 7)

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 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: D Mark Moss EXECUTIVE DIRECTOR

Date: December 6, 2013

Subscribed and sworn to (or affirmed) before me on Dec 6, 2013 (date)

by D. MARK MOSS Please Print Name of Affiant

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

Anna Symington
Notary's Signature and Seal

ANNA S.M. SYMINGTON
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE104361
Expires 3/20/2016

_____ Name of Acknowledger printed or stamped

_____ Title or Rank

_____ Commission Number, if any

Program Description and how it meets specific objectives of the CRA Plan

Green Jobs & Futures Overview

Mission:

- To help low income residents better afford their homes;
- To involve students in creating a better future;
- To teach life skills in maintaining a home;
- To provide a pathway to affordable, local jobs.

Need

The average home can easily obtain a 15-35% reduction in energy and water bills by employing simple, low tech solutions. Studies also show that one on one consultation on energy and water behaviors can reduce water and energy use by another 25-30%. In an area where a major proportion of income goes to shelter and food, any reduction will help to alleviate the symptoms of blight in the short and long term.

Overview

Green Jobs & Futures will involve local high school students in hands-on energy and water efficiency projects that will help 150 homes in Bahama Village reduce their monthly bills. The project is based on similar successful efforts across the U.S, most notably Neighborhood Reach, an award-winning program run by Tallahassee City Utility. Spring

The program is advised through a Technical Assistance Team consisting of:

- Habitat's Executive Director
- Key West High School's Solar Energy Teacher
- Monroe County School District's Adult/Alternative Education Director
- Monroe County's Weatherization Inspector
- Keys Energy Services Auditors
- Florida Keys Aqueduct Authority Auditors
- City of Key West's Sustainability Coordinator
- Local former Energy Contractor

The Spring Student Phase (details below) of this project will involve real-world application of reading, writing and arithmetic, as well as customer service training to offer simple energy and water retrofit services door to door in Bahama Village, and conduct professional audits to find any larger issues that may need to be addressed. All work will be supervised and inspected by a qualified foreman: the Monroe County Weatherization Inspector.

The Summer Internship Phase (details below) of this project will triage those larger energy and water inefficiencies found and fix as many of them as time and money allow. The internship will also have a strong job preparedness component and will be open to both Spring Phase students and other community youth who want to get involved. All work will be supervised and inspected by a qualified foreman: Habitat for Humanity Executive Director.

The students and interns will both summarize their assessments and work accomplished in a final report that will not only document money saved, but also begin a housing stock assessment for Bahama Village.

Phase 1 - Spring Surveys & Weatherization
Student teams of six (consisting of two ambassadors, two auditors and two installers) from Key West High School's Solar Energy class will conduct water and energy audits of Bahama Village buildings, consult with the property owner, and then install a wide variety of basic energy and water efficiency upgrades:

- INTRODUCTION: The Ambassador/Leadership pair will perform initial door to door visits, explaining the program and setting up appointments for the Audit and Installer teams to visit.
- AUDIT: During the appointment, the Audit pair will arrive first and begin an interview/tour of the building, noting need for basic and phase 2 upgrades. The Audit pair will create a work order/authorization for the building owner to sign, mobilizing the installer team.
- INSTALLATION: The Installer pair will work from the authorization, performing a wide variety of simple upgrades (CFL lightbulbs, water heater insulation, HVAC filters, weather stripping, door sweeps, poly tape, air filters, foam insulation, polyurethane foam, showerheads, faucet aerators).
- REVIEW: The Ambassador/Leadership pair will perform final inspection and explain to the occupant/owner what changes have been made, what further priority efficiency projects are advisable (Page 18), and what behavioral changes can further assist in reducing their bills.
- REPORTING: Back in the classroom, the whole team will summarize their findings and accomplishments and present them to the rest of the class.
- SUCCESSES: Students will track overall program success by comparing estimated and actual reductions in water and energy bills. The Spring Phase report will summarize expected savings. The Final report presented to the BV RAC in September of 2014 will present actual results.

Phase 2 - Summer Follow Up
Habitat partner with A Positive Step to hire ten youth for an eight-week summer internship, beginning mid-June and ending mid-August. Habitat and A Positive Step have a successful history of running construction internship programs, and will only need to alter their curriculum slightly to specifically address any energy and water projects identified

Next Steps
The Spring Phase Key West High Schools two Solar Energy classes (predominately honors seniors). During this pilot, the Technical Assistance Team will be working with the Monroe County School District's Adult and Alternative Education Director to develop a true vocational class for FY2015 that would serve youth less likely to be going on to college. Underclassmen (sophomores and juniors) will be invited to shadow the effort in order to build excitement for the FY2015 vocational class.

Program Maintenance

The pilot is the product of a new and innovative partnership between Habitat and the Monroe County School District, Monroe County Weatherization Program, and City of Key West Sustainability program. The Technical Advisory Team intends to further grow this program to become a true vocational program as well as complete basic weatherization and audits on 100% of Bahama Village housing stock.

Lessons learned during this first year will help us build a better class and field experience for the FY2015 vocational class. We will be working hand and hand with the School Districts Adult/Alternative Education Director to make this a credential earning class. The vocational class will also provide for already trained students for the Summer Internship program as well as to possibly intern with other local contractors.
This project is sustainable because green building is a fast growing market and one in which the State of Florida and City of Key West are helping to create the demand. All new School board, State and City buildings must

be green certified. Recently approved by the City's Planning Board for consideration by the City Commission is the new Building Permit Allocation System, which requires all new residential units to be green certified. The State of Florida has identified "Clean Tech" (which includes green building, clean energy generation, energy efficient products, green buildings, biofuels, etc) as one of its primary industry sectors.

Green building is one of the faster growing job markets, and therefore there are many sources of outside funding the effort intends to seek additional funds from for in the future. We are already working in partnership with A Positive Step and the Monroe County Juvenile System on a Youth Build USA grant to help grow this program Keys wide.

This pilot will be a crucial first step in proving that we can work inter-generationally to alleviate current blight and build a more promising future.

Roles and Responsibilities of Technical Advisory Team

Entity	Person	Duties
Habitat for Humanity	Mark Moss	Project Manager/Daily Operations Materials Ordering
Habitat for Humanity	Bookkeeper	Financial Reporting
Key West High School	Joylyn Smith	Phase 1 Curriculum Lead Phase 1 Guest Speaker Lead Phase 1 and Final Program Reports Support
Key West High School	Melanie Stefcowitz	Phase 1 Curriculum Support FY2015 Curriculum Lead Vocational Certification Lead
Key West High School	Ed Smith	PR Video Team Lead
Monroe County	Matt Massoud	Phase 1 Weatherization Foreman / Trainer Phase 1 Program Reports Lead
Keys Energy Services	Auditors	Energy Audit Training Lead
Florida Keys Aqueduct Authority	Auditors	Water Audit Training Lead
City of Key West	Alison Higgins	Technical Advisory Board
A Positive Step	Billy Davis	Phase 2 Recruitment & Job Skills Training Lead

Bahama Village Redevelopment Objectives and Strategies:

Primary Objective #1: Recognition of Unique Community Characteristics
Bahama Village is a front porch neighborhood, where face-to-face conversation and intergenerational ties are the key to community cohesiveness. Because this program involves door-to-door outreach, residents are met on their terms and have a chance to have a conversation about how energy and water affects their monthly budget. Pairing the students with our residents, businesses and non-profits in Bahama Village also helps the students understand an important part of our island heritage and learn from our elders. In the field pairing of Solar Energy students with Bahama Village underclassmen will also help interest students from the area into becoming involved with the program next year.

Primary Objective #2: Innovative Use of Transportation, Pedestrian and Open View Corridors
Students will do pedestrian and bicycle scoring in the neighborhoods in which they work. These reports will help inform the upcoming Bicycle and Pedestrian Master Plans for the whole island. City landscaping crews will also coordinate to spruce up the neighborhood during the same time frame, increasing line of sight, and accessibility within the neighborhood.

Primary Objective #3: Advance Housing Stocks
Reducing utility bills will increase the affordability of the existing housing stock. Finding and plugging drafty holes in the buildings will also decrease the chances of deterioration. Creating a list of future projects will also help the team come back for Summer Crew upgrades, further saving money and natural resources.
ADAPTATION

Primary Objective #4: Advance Effective and Efficient Regulatory Measures:
Due to a number of sustainability upgrades to the recently adopted Comprehensive Plan, the City's Land Development Regulations will soon reflect the City's resolution to decrease the islands greenhouse gas footprint throughout the community. Programs like this help lower income residents meet these goals while avoiding financial hardship.

Primary Objective #5: Advance the Bahama Village SubArea
Phase 1 will establish a better rapport between the residents and businesses of Bahama Village and the students, utilities and other partners in this effort. Phase 2 (next year) will continue to increase the availability of funds and volunteers to upgrade homes, churches, community centers and businesses in the Bahama Village SubArea. As its highest goal, the Green Jobs & Futures program gives Bahama Village youth a direct path towards meaningful employment by matching them with employers in a growing industry.

Primary Objective #6: Stimulate Public and Private Participation
For Phase 1, our partners include Florida Keys Aqueduct Authority, Keys Energy Services, Habitat for Humanity, Monroe County and the City of Key West. For Phase 2, we intend to leverage additional partnerships and outside funding to not only expand content of the program, but also to expand its geographic range. Contractors, as well as Architectural, Planning and Engineering firms will be approached to offer apprenticeship summer jobs.

Primary Objective #7: Innovative Development and Use of Open Space
Public recreational facilities are also candidates for the team to assist. For Phase 1, the students will choose one area to audit and upgrade. Coordination with City landscaping crews will enhance the recreational corridors.

Primary Objective #8: Promote Sustainable Community Development
Door to door teams increase dialogue and understanding amongst students, residents, community groups and businesses. The vocational aspect serves the long-term goal of workforce development for Bahama Village youth.
FLOOD

Primary Objective #9: Support Community Redevelopment
As part of classroom training, students will learn about the City's Comprehensive Plan, Land Development Regulations, Planning Board, HARC and Tree Commission.

Primary Objective #10: Emphasize a Safe and Clean Environment
The Bicycle and Pedestrian surveys coupled with follow up from the City's public works crew should help to identify and alleviate some security concerns from site design, lighting and landscaping deficiencies.

Population Served by the Project.

The Green Jobs & Futures Project will serve young and old, singles and families, workers and retirees, business owners and non-profits and be ADA accessible. All work is done with willing building owners, with an emphasis on low-income residences. In order to qualify for the program, a building owner must be current on their county taxes, no liens may be present on the house and the homeowner must have clear title to the property.

Bahama Village has a high number of residents who are property rich, but cash poor. Many are on fixed incomes and cannot afford the additional costs of the efficiency

upgrades that will save them money in the long-run. More than 50% of Bahama Village homes were built before 1939, which means that these simple upgrades will help a lot.

We will focus on residents with a history of needing LiHEAP (Low Income Home Energy Assistance Program) or utility forgiveness funds. We will also perform some upgrades for some property owners with small commercial businesses and non-profit missions. Our first training upgrades will be on offered to past CRTF projects to help them meet the 15% water and energy reduction mandate.

In a recent Department of Health survey of local issues, Bahama Village residents cited Lack of jobs (#3), Lack of services (#4), Lack of educational opportunities (#7), and Lack of community interaction (#10) in their top ten problems their area faced. The Green Jobs & Futures Program will assist in alleviating each of these issues.

The Phase Two Summer Internship through A Positive Step has usually involved many youth from Bahama Village.

Detailed Budget & Narrative

Category	Source	In Kind (time)	Match (cash)	Community Redevelopment Trust Fund (CRTF)
1. Instructors/ Support	KWHS KWHS Video Habitat for Humanity City of Key West* Keys Energy* Florida Keys Aqdct.* Chuck Sherman	$ 2,250 $ 1,000 $ 2,250 $ 2,250 $ 2,250 $ 2,250 $ 2,250		
2. Training Materials	Monroe County KW High School		$ 250 $ 250	
3. Outreach Materials	CRTF			$ 500
4. Uniforms	Keys Energy FKAA		$ 250 $ 250	
5. Spring Students	Students*	$18,850		
6. Spring Materials	CRTF			$28,525
7. Spring Foreman	CRTF			$16,176
8. Summer Crew	CRTF			$16,524
9. Summer Materials	CRTF			$10,000
10. Administration	CRTF			$ 7,407

**Letters of Support/Match located on pages 13-17)*

Total CRTF Ask: $ 69,132 (70%)
Total Cash Match: $ 1,000 (<1%)
Total In Kind : $ 34,428 (30%)
Total Project: $ 114,760

Budget Narrative

1. **Instructors/Support:** The projects Technical Advisory Team consists of subject matter professionals who have agreed to give 40 hours of their time towards advising the project, including curriculum development, training and program auditing. The Technical Advisory Team Lead is donating 100 hours towards this current project and towards growing the project through other funding sources and partnerships. Also includes promotional support from Key West High School Audio/Video class, who will film, and produce educational PR videos to announce and to conclude the project.
2. **Training Materials:** In classroom resources (books, manuals) to train the students to use the energy audit tools (blower doors, infrared gun, smoker) and software to calculate energy wastage and potential savings.
3. **Outreach Materials**: Pre and post visit information regarding energy and water efficiency upgrades.
4. **Uniforms**: 60 professional polo shirts for students, identifying them as being with the program.
5. **Volunteers**: Student time in the field is separate from their schoolwork. Each of the 60 students will spend roughly 10 hours in the field, time calculated as being worth $18.85 in the State of Florida.
6. **Installations**: Based off actual prices per home in the Tallahassee REACH program, installations are estimated at $175/building for 150 buildings (~15% of Bahama Village housing). Includes showerheads, faucet aerators, CFLs, water heater insulation, HVAC filters, weather stripping, door sweeps, poly tape, air filters, foam insulation, polyurethane foam, drills, refrigerator coil brushes, caulking guns/caulk, etc.
7. **Foreman**: Phase 1 Spring in-field supervisor/instructor, specialty in weatherization upgrades through subcontract with Monroe County Weatherization office. 600 hours at $26.96/hour.
8. **Summer Crew:** A Positive Step **s**tudent intern crew to work with Habitat for Humanity to return to audited buildings to help with larger repair projects. Ten students at $8/hour for 2,400 hours, one job coach at $15/hr for 160 hours.
9. **Summer Materials:** According to State Weatherization prioritizing guidelines (Page 18), these 2nd phase materials will mostly be new doors and windows.
10. **Administrative:** Standard 12% indirect for administering grant.

Project Schedule

Task	Timeline	Lead
Form Technical Advisory Team*	Done!	City of Key West
Develop Curriculum*	In progress.. Oct/Nov/Dec	Technical Advisory Team
Guest Speakers*	In progress… Oct/Nov/Dec	Solar Energy Teacher
Grant Awarded	February 2014	CRTF
Order Tools and Supplies	February 2014	KWHS
Train Student	Feb/March	Technical Advisory Team
Test Run on BV-CRA projects	March	Foreman
PR Video Interviews and Edits	March	Ed Smith/Students
Select Neighborhoods – Start PR Select Bahama Village Students for shadowing.	March	Solar Energy Students
2 shifts per week til done (54 shifts total for 15% of housing stock = 150 homes). Each shift compiles report and presents to class.	April – May	Solar Energy Students
Phase 1 - Spring Summary Report	May	Solar Energy Students
Summer Internship: 8 weeks, ten students.	June - August	Habitat Interns
Phase 2 - Summer Summary Report	September 2014	Habitat Interns
Final Program Report	September 2014	Solar Energy Students

**in-kind, with no reimbursement needed, so will start before monies are awarded.*

Green Features

According to the City's Sustainability Coordinator, the Green Jobs & Futures program can be a key component of the City's need to reduce residential greenhouse gas emissions by 15%.

The average home can easily obtain a 15-35% reduction in energy and water bills by employing simple, low-tech solutions. Studies show that one on one consultation on energy and water behaviors can reduce water and energy use by another 25-30%.

Our first training upgrades will be on past BVRAC TIFF funds projects to help them meet their 15% water and energy reduction mandate. We will then focus on residents with a history of needing LiHEAP (Low Income Home Energy Assistance Program) or utility forgiveness funds. We will also perform some upgrades for some property owners with small commercial businesses and non-profit missions. All of these actions will reduce greenhouse gasses, increase awareness of the City's Preserve Island Life program, and most importantly, expose our youth to new job opportunities.

Phase 1 energy and water upgrades that will be performed include replacement of showerheads, installation of faucet aerators, replacement of lightbulbs, insulating water heaters, replacing HVAC filters, weather stripping, poly taping broken windows, and spraying foam insulation and/or polyurethane foam to plug air leaks.

Phase 2 energy upgrades in Florida, mostly prioritize replacing windows and doors (page 18).

Letters of Support – Solar Energy Class, 2nd Period

Key West High School
2100 Flagler Ave.
Key West, Florida 33040
Tel. 305 293-1549
Fax 305 293-1547

Principal
Amber Archer Brown

Assistant Principal
Dave Perkins

Assistant Principal
Marty Russell

Assistant Principal
Chris Valdes

To whom it may concern:

We, the students of the second period Solar Energy class, are very excited to participate in the Green Jobs and Futures Program. We believe that this will be a very interesting opportunity to not only better our environment, but also spread awareness on how people can conserve our natural resources. This experience will help us live a more self-sustaining life style, while teaching us how to communicate more effectively with members of our society and teaching us life skills that will help us to be successful in the future. With the guidance of our instructors we hope to attain knowledge of Green Jobs and Futures professions, which may help guide some students along a career path of creating a more self-sustaining society.

Many students want to come back to the Keys after college, but do not know what career they want to pursue. Sustainability is becoming one of the most in-demand jobs in our community. Here in the Florida Keys, we are lucky enough to have strong sunlight almost daily, so solar panels are in high demand to help conserve energy while lowering residential and commercial bills.

Green Jobs and Futures Program will not only benefit the community, but also the future of the students and the community combined. Our community needs us as much as we need the support of our community.

Thank you so much for your time and consideration.

Steven Wells
Swerna Grayson
E Caballero
Elisabeth Rockteschel
Hugo Valdes
Samantha Hoeffer
Rachel Wells
Megan Correa
Carly Cherry
Ariel McClain
Kayla Carmona
Lauren Martin
Viebes Mendes
Madelyn Slughart
mecaya Underwood
Armari Garcia
Marella Su Barrios
Amanda Diaz
Taylor Gandulfo

Letters of Support – Solar Energy Class, 6th Period

Key West High School
2100 Flagler Ave.
Key West, Florida 33040
Tel. 305 293-1549 Ext 303
Fax 305 293-1547

Principal
Amber Archer Bosco

Assistant Principal
Dave Perkins

Assistant Principal
Mike Michaud

Assistant Principal
Chris Valdez

To whom it may concern,

We, the students of Mrs. Smith's sixth period Solar Energy class, would like to participate in the "Green Jobs and Futures Program". We believe this program will be able to improve the quality of life in the Florida Keys by creating a better living environment and saving energy and money for home owners and the community. Alongside the many organizations participating in the "Green Jobs and Futures Program," we, the students of Key West High school, will be able to make a difference in our community and get real world experiences in jobs of increasing demand in our community. Our influence on the community will help to make the Florida Keys a self-sustaining society, decrease the carbon foot, and make a positive impact on the environment that future generations will experience and continue.

Not only will we be able to help our community with this program, but we will also be able to have on-site job experience in careers many of us would like to undertake in our futures. Many of us are leaving for college next year; but we would like to come back to the Florida Keys and give back to the community that has given us so much. As we gain experience with the weatherization home analyses we will not only gain experience in energy conservation and solar power installation, but also in people-skills and a professional work environment.

Sincerely,

Kaitlyn Kaelle
Katherine Reed
Scott Brown
Krystal Candelario
Nathaniel Malki
Luke Malik
William Duran
Sam Kearney
Adam
John Pizarro
Hunter Libre
thomas Lacredo

Letters of Support – Keys Energy Services

(305) 295-1000
1001 James Street
PO Box 6100
Key West, FL 33041-6100
www.KeysEnergy.com

UTILITY BOARD OF THE CITY OF KEY WEST

September 24, 2013

Alison Higgins
Sustainability Coordinator
3140 Flagler Ave
Key West, FL 33040

Dear Ms. Higgins,

Keys Energy Services (KEYS) is pleased to offer its support to the Green Jobs and Future Project. This project will be very beneficial to KEYS' customers who are most in need of conservation tips and energy reduction efforts.

KEYS will commit up to 40 hours of staff time to assist in various activities including training students on energy audits and marketing the project. KEYS will also provide up to $250 to sponsor the uniforms for the green team. The value of KEYS commit is approximately $2,500.

This project is an excellent project bringing together students, public employees and nonprofit resources. KEYS is proud to be a participant in the Green Jobs and Future Project.

Sincerely,

Lynne Tejeda

Lynne E. Tejeda
General Manager/CEO
Lynne.Tejeda@KeysEnergy.com

Letters of Support – Florida Keys Aqueduct Authority

Florida Keys Aqueduct Authority
1100 Kennedy Drive
Key West, Florida 33040
Telephone (305) 296-2454
www.fkaa.com

J. Robert Dean
Chairman
District 3

Antoinette M. Appell
Vice-Chairman
District 4

Brian L. Barroso
Secretary/Treasurer
District 1

Melva G. Wagner
District 2

David C. Ritz
District 5

Kirk C. Zuelch
Executive Director

September 24, 2013

Alison Higgins
City of Key West
3132 Flagler Avenue
Key West, FL 33040

Re: Letter of Support
CRTF TIF 2014 – Green Jobs & Futures

Dear Ms. Higgins:

The Florida Keys Aqueduct Authority (FKAA) is pleased to support the Monroe County School District and the City of Key West in their proposed work on the Community Redevelopment Trust Fund Tax Increment Financing (CRTF TIF) project "Green Jobs & Futures" for 2014.

The FKAA fully supports water conservation efforts and has a wide variety of conservation tools and methods available.

We are pleased to provide technical advisory team assistance, training, and outreach to equal approximately 40 hours of in-kind time, in addition to contributing 50% of the costs for 70 uniform shirts for project participants. The approximate in-kind contribution for this work and cost for shirts is $2,500.

Sincerely,

Kirk Zuelch
Executive Director

Cc: Jolynn Reynolds, FKAA
Julie Cheon, FKAA
Kathy Ovide, FKAA

Letters of Support – City of Key West

THE CITY OF KEY WEST

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

Dear Bahama Village Redevelopment Advisory Committee,

As Sustainability Coordinator for the City of Key West, I am tasked with implementing the City Commissioners goal of reducing our community greenhouse gas footprint by 15%. Towards that goal, I work within our government, but also directly with residents and businesses to help them down the green path.

There are many easy ways to do this within a home, but it has often been proven that when faced with day-to-day life, those actions are far down on the average residents to do list. The Green Jobs & Futures program has the potential to not only give local residents a jump start on savings, but also to train our future residents (the students themselves) in careers that will enable them to afford to raise their own families here.

As the City continues to emphasize green building within its ordinances, the construction sector will need to invest in workers with these skills. The Green Jobs & Futures application you are reading today is just phase one of a robust, multi-partner effort that I am personally and professionally committed to growing.

As the head of the technical advisory committee for this project, I will be happy to answer any questions you have about this project.

Sincerely,

Alison Higgins
Sustainability Coordinator
City of Key West
O: 305-809-3726
C: 305-923-1783
ahiggins@keywestcity.com

Florida Weatherization Priorities

Priority Item #1 – Air Sealing
The physical inspecting of plumbing, electrical, and HVAC penetrations through ceiling, flooring, and exterior walls are the most important part of the dwelling inspection process. Often the greatest reduction in air infiltration may be realized by these overlooked areas. Recording the location of those air infiltration spots and then temporarily blocking them during the post blower door test may assure reaching the targeted final blower door reading of 3000 CFM.

Priority Item #2 – Attic & Floor Insulation
The attic insulation guidelines regarding the R-value of insulation for dwellings are based upon the climate zone. New or additional attic insulation will be installed to meet R38 in the northern and R-30 in the central Florida and southern climate zones. Attic insulation is an allowable measure for both site-built and manufactured dwellings.

Priority Item #3 - Dense Pack Sidewalls
Dense-pack sidewall insulation can be one of the most cost-effective weatherization measures to be addressed in Florida single family dwellings. All manufactured and wood constructed dwellings receiving weatherization services should be evaluated to determine the need for this measure.

Priority Item #4 - Solar Window Screens & Film
The site plan drawing (in the **PLAT)** will indicate the percentage of shading from roof overhang and foliage of windows located on the east, south and west side of the dwelling to be weatherized. If a window does not receive more than 25% of sunlight, solar screens would not be cost effective. Client should be informed about reduction of light into the dwelling prior to signing the Pre Work Order Agreement.

Priority Item #5 – Smart Thermostat
For central heating/cooling systems, setback/smart thermostats can be cost effective for both existing and new heating and cooling central units. However, proper use of the thermostat is required.

Priority Item #6 – Compact Fluorescent Lamps (CFLs)
On average, there are 6 -12 lights in a dwelling that are on for more than one hour a day, and should be CFL.

Priority Item #7 – Seal and Insulate Ducts
At the beginning of this section it was stated that a visual inspection of the duct system should be performed while evaluating the attic for air infiltration and determining the required air sealing activities. Also, the pressure pan testing of the ducts is required as it may indicate hard to detect leaks.

Priority Item #8 – Refrigerator
Whether or not a refrigerator should be replaced can not be decided by the age and/or appearance of the unit. The energy efficiency of the unit must be determined.

Priority Item #9 –Heating and Cooling Systems
The Coordinator determines the most cost effective and energy efficient way to assure that the dwelling being weatherized will be capable of providing the household with a controlled environment.

Priority Item #10 – Water Heater Replacement
As listed under **Required General Heat Waste Measures** in this section**,** wrapping the water heater and insulating the water lines must be done on every dwelling (site-built and manufactured) receiving weatherization services. Any water line leaks must be fixed before insulating.

Bahama Village CRA Map,

Ownership and Legal Structure

The School Board of Monroe County Bylaws & Policies

0110 - IDENTIFICATION

0111 **Name**

Pursuant to State law, the Board of this District shall be known officially as the School Board of Monroe County, Florida.

F.S. 1001.40

0112 **Geographical District**

The District is comprised of all the area in Monroe County.

0113 **Address**

The official address of the Board shall be 241 Trumbo Road, Key West, Florida 33040.

0114 **Seal**

The School Board shall adopt an official seal for the District.

0118 **Purpose of the Board**

A School Board is a legal entity for providing a system of public education within a geographic area of the State of Florida. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of the citizens. While the Board has an obligation to determine and assess citizen desires, it is understood that when the citizens elect delegates to represent them in the conduct of specified educational programs, they, at the same time, endow their representatives with the authority to exercise their best judgment in determining policies and making decisions for carrying out the Board's responsibility.

The Board declares and, thereby, reaffirms its intent to:

A. maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body;

B. establish policies and make decisions on the basis of declared educational philosophy and goals; and

C. act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

0121 Responsibilities and Authority of the Board

The School Board is responsible for the organization and control of the public schools of the District and is empowered to determine the policies necessary for the effective operation and the general improvement of the school system. The Board is constituted by the State Constitution and Florida statutes.

Section 4, Article IX, Florida State Constitution
F.S. 1001.40

Revised 7/31/12

0122 Board Powers

The School Board shall be a body politic and corporate, and, as such, capable of suing and being sued; contracting and being contracted with; acquiring, holding, possessing, and disposing of real and personal property; taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

F.S. 1001.41, 1001.42, 1001.43

As prescribed by law, the general powers of the Board are the determination of educational policies; the adoption of such rules and regulations to supplement those prescribed by the State Board and the Commissioner of Education as will contribute to the more orderly and efficient operation of the school system; the determination of minimum standards; and the performance of any duties that are assigned to it by law or by State Board regulations and that are found by it to be necessary for the improvement of the school system in carrying out the purposes and objectives of the Florida Constitution and Florida statutes.

The Board shall perform all duties found in Florida statutes and shall provide educational opportunity as required by Florida statutes.

F.S. 1000.41, 1001.42

Revised 7/31/12

0122.1 Member Powers

School Board members as individuals do not separately possess the powers that reside in the Board. Board members shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member, except when such statement or action is pursuant to specific official instructions of the Board.

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

November 25, 2013 *VIA ELECTRONIC MAIL*

Ms. Amber Bosco
2100 Flagler Avenue
Key West, Florida 33040

RE: Application for Tax Increment Appropriation
Green Jobs and Futures (vocational construction program)
Request for Additional Information and Clarification

Dear Ms. Amber Bosco:
The City is in receipt of your timely submitted application for the Green Jobs and Futures vocational construction program. Staff has conducted a preliminary review of the application and is requesting the following additional information:

- Clarify how you propose to maintain the program into the future. Exactly how many structures will be targeted by the program this year and into the future. Is the intent to reach all structures within the Bahama Village Community Redevelopment subarea? Please clarify the Phase 2 proposal roles and responsibilities.

- Describe who will employ the Foreman and clarify who the applicant is. Who will be reimbursed for expenditures?

- Please clarify the cash and in-kind match description. The descriptions appear to be misclassified.

- Clarify the roles and responsibilities of each of the partner organizations.

-

This additional information is requested by December 4, 2013.

Your project presentation will be scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, December 5, 2013, 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 2, 2014, to recommend funding allocations.

Please do not hesitate to contact me with any questions or concerns