

DOWNLOADING AND SUBMITTING THE APPLICATION

Instructions:

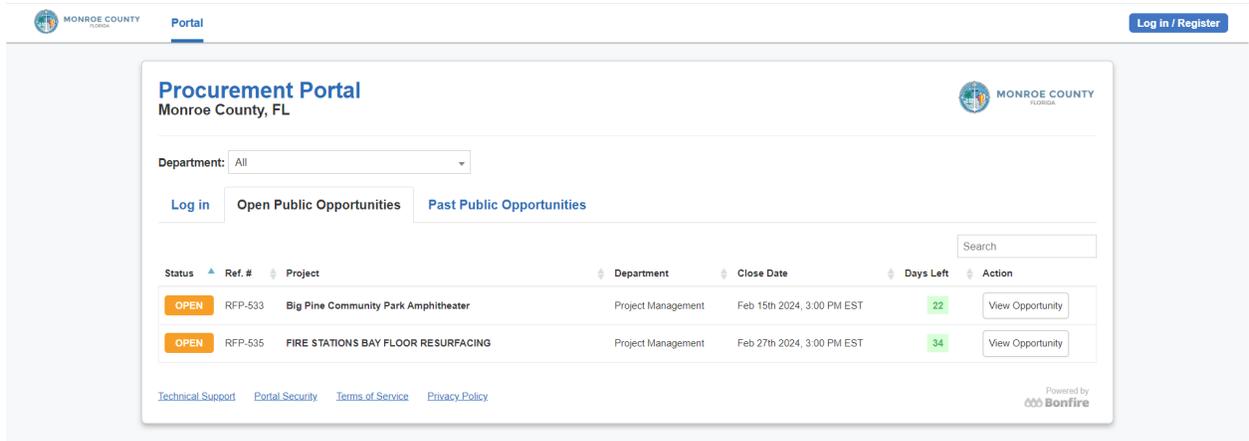
Creating an account with Bonfire

The County is utilizing a new electronic bid platform (Bonfire). The old platform (Demandstar) is no longer in use. Follow the steps below to register and create an account.

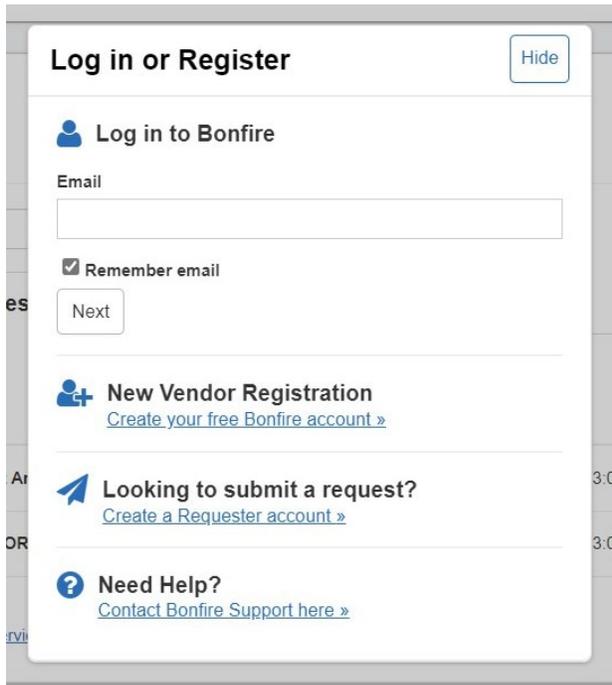
To begin the registration process, go to either:

<https://monroecounty-fl.bonfirehub.com> OR www.monroecounty-fl.gov/BonfireBids

1. Select Log in/Register at the top of the page, and then follow the steps below to create your account.



2. Enter your email address and select "New Vendor Registration"

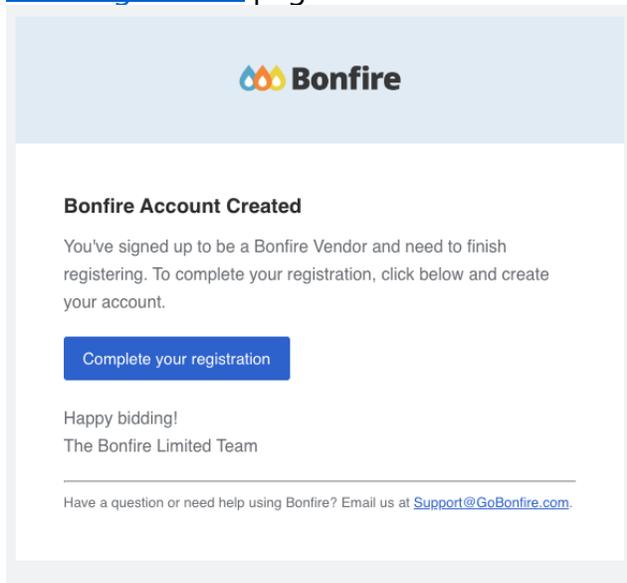


Enter your Name and email address and select "Create Account"

The screenshot shows a web form titled "Log in or Register" with a "Hide" button in the top right corner. The form is divided into three sections. The first section, "Register as a Vendor", includes input fields for "First Name", "Last Name", "Email", and "Email (Again)", followed by a "Create account »" button. The second section, "Log in with your Bonfire Account", features a "Show account login screen »" link. The third section, "Need Help?", includes a "Contact Bonfire Support here »" link. A "Privacy Policy" link is visible at the bottom left of the form area.

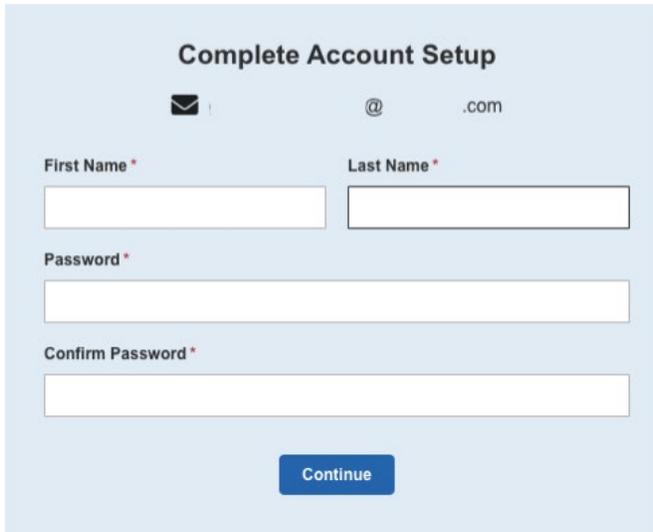
3. This will trigger the email verification process, head to your email client inbox. You will see the email message below – select “Complete your registration”

NOTE: If you don't receive this email in 5 minutes, please see our [Why am I not receiving emails?](#) page.



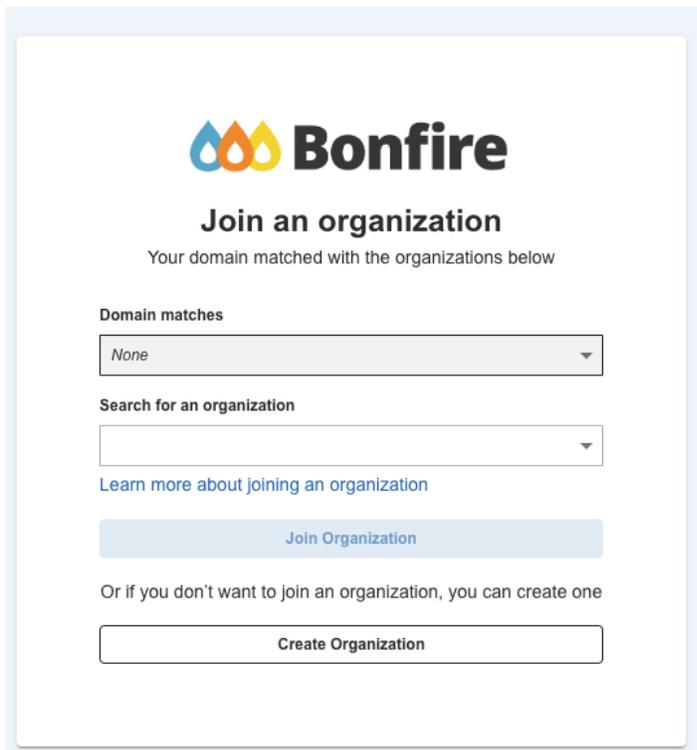
Create a Password

4. After the confirming your email, you will be directed to complete your registration by setting a password and logging in.



The screenshot shows a light blue background with the title "Complete Account Setup" at the top. Below the title, there are three small icons: an envelope, an @ symbol, and ".com". The form contains four input fields: "First Name *", "Last Name *", "Password *", and "Confirm Password *". Each field is a simple white rectangle with a thin border. At the bottom center of the form is a blue button with the text "Continue" in white.

5. After creating your password, you will need to create an organization. Click on the Create organization button. And then complete the information about your organization.



The screenshot shows a white page with the Bonfire logo at the top, which consists of three stylized flame icons in blue, orange, and yellow, followed by the word "Bonfire" in a bold, black, sans-serif font. Below the logo is the heading "Join an organization" and a sub-heading "Your domain matched with the organizations below". There are two dropdown menus: the first is labeled "Domain matches" and has "None" selected; the second is labeled "Search for an organization" and is empty. Below the second dropdown is a blue link that says "Learn more about joining an organization". There are two buttons: a blue button labeled "Join Organization" and a white button with a black border labeled "Create Organization".

Account Confirmation

After creating your organization you'll continue to the **Registration** screen and can complete **Step 1** by accepting the Privacy Policy and Terms of Service.

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

Your account with the email address jgodelie+v8@gobonfire.com has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.

I accept the [Privacy Policy](#) and [Vendor and Submission Portal Terms of Service](#).

Save and continue to Step 2: Account Information »

- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Documentation
- Step 4: Commodity Codes
- Registration Complete

Account Information

You can now fill out further information to add to your Vendor Record:

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

Step 1: Account Confirmation

Step 2: Account Information

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (*).

Profile

Vendor Name*	Address Line 1*	Address Line 2	
InGen			
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
John	Hammond		
Contact Email	City*	State / Province*	
jgodelie+v8@gobonfire.com			
Phone Number	Postal / Zip Code*	Country*	
Vaccination Status*			

Select Your Vendor Types*

Click on the + button beside each Vendor Type to add

- + Landscaping
- Vendors that offer landscaping services
- + Construction

NOTE: Be sure to fill out all the fields marked with a red asterisk otherwise you will not be able to complete your registration.

Once you fill out the necessary information, the orange Incomplete status will update to a green Complete status. You can then click **Save** and then **Continue to Step 3: Documentation**.

Documentation – it is not required to upload any documents at this point, you may skip this tab. And select the Commodity Code on left hand side of screen.

Commodity Codes – you will need to add at least 1 commodity code to complete your registration. You can add any commodity code, but if you would like to add the commodity code for the type(s) of application(s) you are completing:

For Events: 962-05 and 962-34

For Capital: 962-34, 962-72 and 962-73

Follow the steps below to add a commodity code:

- The Code Set will be automatically selected
- Type in one of the above codes in the Code box
- Click on the magnifying box
- When the commodity code appears, click on the blue +

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

Commodity Codes help match you to future bid opportunities in your Service Region, with Justin Godelie and other organizations. You can always go back and change them later. **You must select at least one Commodity Code.**

10 60104405 ← **Chosen Commodity Codes**

Code Set: UNSPSC Code: Keyword: Q Reset

Code	Title	Description	Add
10	Live Plant and Animal Material and Accessories...	This segment includes live, wild and domestica...	+
11	Mineral and Textile and Inedible Plant and Anim...	This segment includes unprocessed materials s...	+
12	Chemicals including Bio Chemicals and Gas M...	This segment includes inorganic and organic ch...	+
13	Resin and Rosin and Rubber and Foam and Fil...	This segment includes rubber and plastic mater...	+
14	Paper Materials and Products	This segment includes paper used for commerc...	+
15	Fuels and Fuel Additives and Lubricants and A...	This segment includes natural occurring gases ...	+

Service Regions Select Specific Subregions
All Regions Notify me of any opportunities that match my commodity codes

Continue to registration complete

Registration Complete

Once you have completed all of the steps and a green checkmark appears to each step in the sidebar, you will see a green **Success!** message:

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- ✔ Step 1: Account Confirmation
- ✔ Step 2: Account Information
- ✔ Step 3: Documentation
- ✔ Step 4: Commodity Codes
- ✔ Registration Complete

✔ **Success!**
You have completed all of the requirements to register your Vendor account for InGen at Justin Godelie.
You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

[Continue to Bonfire »](#)

Additional help with registration can be found:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Should you require additional assistance, please contact Bonfire at:

<https://vendorsupport.gobonfire.com/hc/en-us/requests/new>

Instructions:
Downloading
and
Submitting your
application

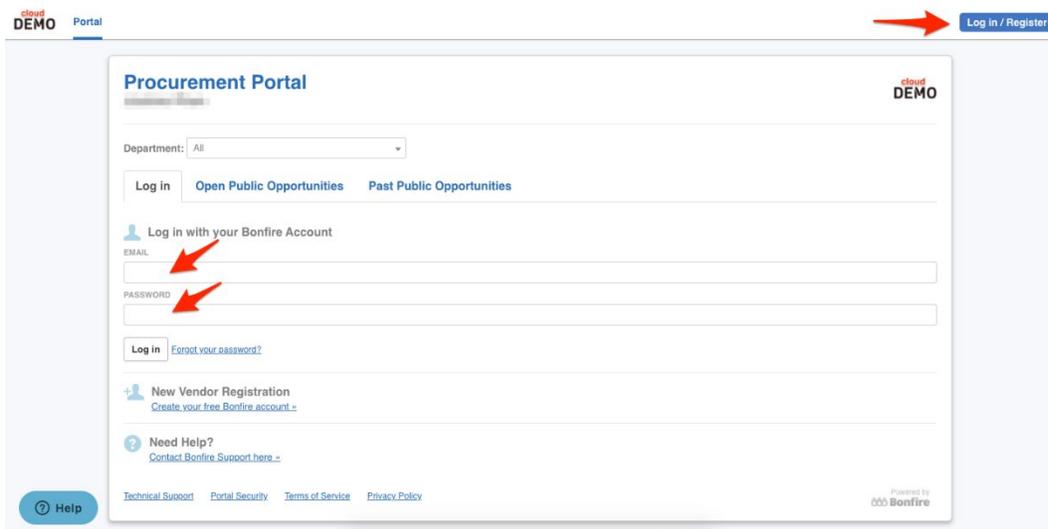
Below are instructions provided by Bonfire on how to download and how to submit your application. Additional information and help can be found: <https://vendorsupport.gobonfire.com/hc/en-us/articles/6832869814551-Creating-and-Uploading-a-Submission>

Accessing the Application (will be listed as "Opportunity" in Bonfire)

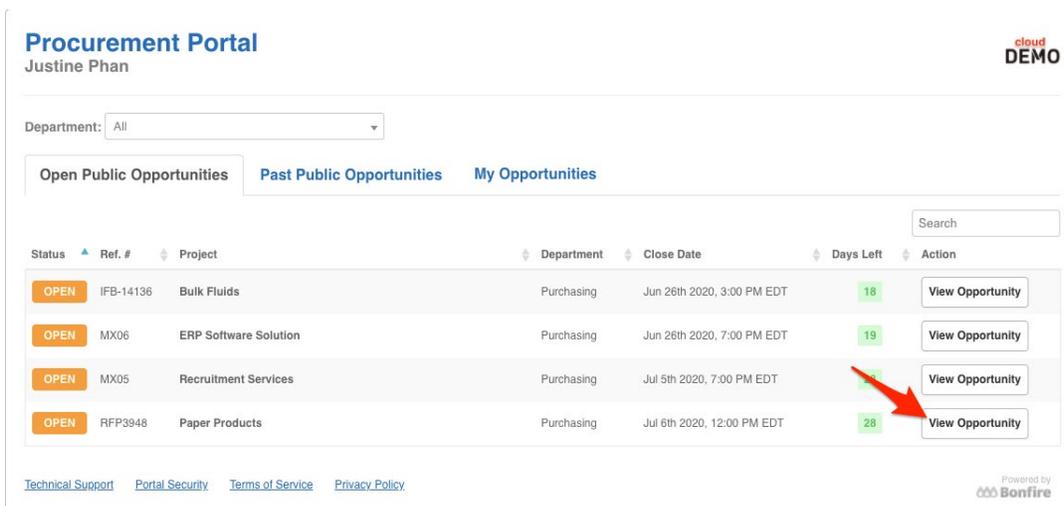
Go to either address below to access the Application:

<https://monroecounty-fl.bonfirehub.com> OR www.monroecounty-fl.gov/BonfireBids

Log into your Bonfire Vendor account in order to access the application and begin preparing your submission. You can log in using the Log In tab or the **Log in/Register** button.

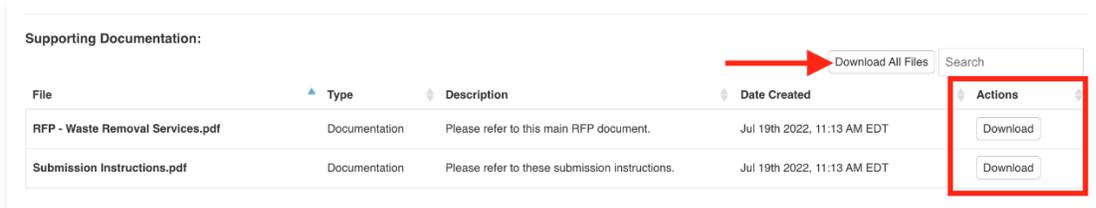


Click on **View Opportunity** for the application you wish to download. This will either be TDC Event or TDC Capital Project.



Downloading the Application

The application is available under Supporting Documentation. To download any documents, simply click on **Download** in the far right column, or click **Download All Files** to download all available documents at once.



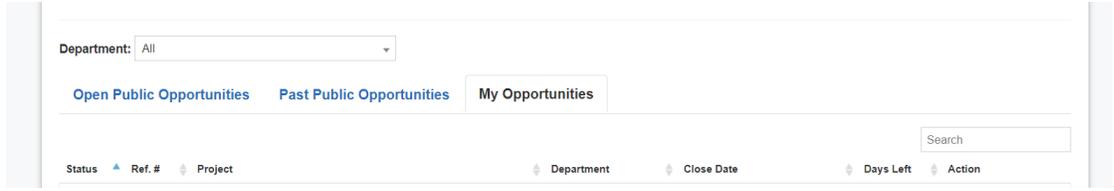
The screenshot shows a table titled "Supporting Documentation" with columns for File, Type, Description, Date Created, and Actions. A red arrow points to a "Download All Files" button above the table. The "Actions" column contains "Download" buttons for each row, which are highlighted with a red box.

File	Type	Description	Date Created	Actions
RFP - Waste Removal Services.pdf	Documentation	Please refer to this main RFP document.	Jul 19th 2022, 11:13 AM EDT	Download
Submission Instructions.pdf	Documentation	Please refer to these submission instructions.	Jul 19th 2022, 11:13 AM EDT	Download

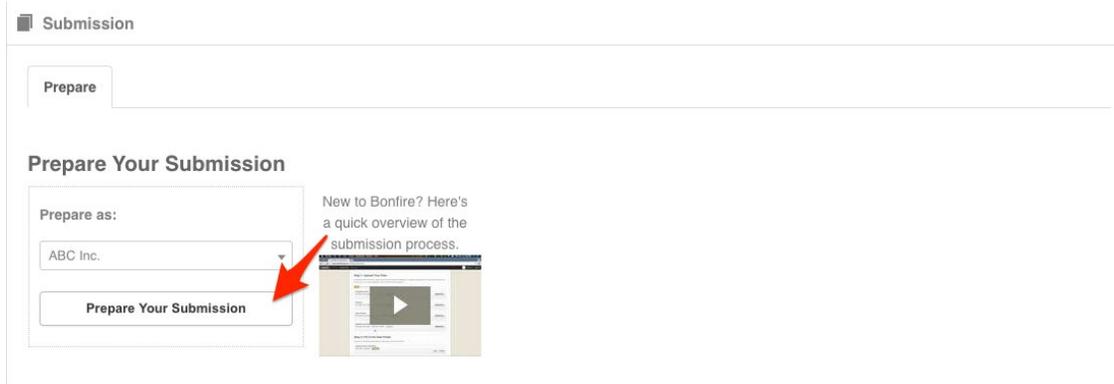
After you have downloaded
and completed your
application, follow the steps
below to submit your
application

Uploading/Submitting Your Application

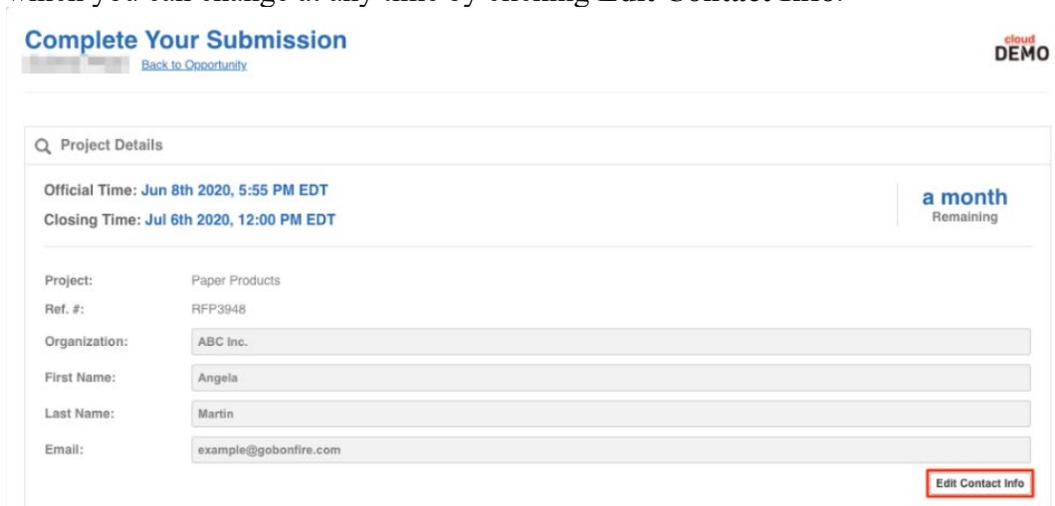
To begin uploading your submission, log back into your Bonfire account and select the correct application (Opportunity) under the My Opportunities tab:



navigate to the **Submissions** section (which you will find at the bottom of the page). Click on **Prepare Your Submission** to begin the upload process.



This will direct you to the **Complete Your Submission** page. You will see the current time, the closing time, and a numeric value for days remaining. You will also see your information below, which you can change at any time by clicking **Edit Contact Info**.



Step 1: Provide Submission Information

Upload your files for the corresponding Requested Document by clicking **Upload File**. Ensure that you have the correct *file type* and template (if applicable).

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.

Click Edit to enter a data or text answer.

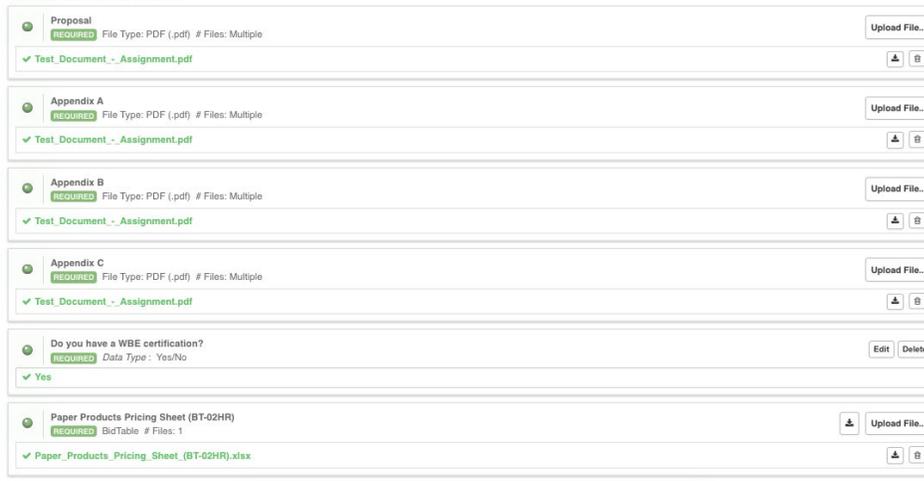


The screenshot shows a form with six sections. Each section has a red validation circle on the left. The sections are: Proposal (REQUIRED, File Type: PDF (.pdf) # Files: Multiple), Appendix A (REQUIRED, File Type: PDF (.pdf) # Files: Multiple), Appendix B (REQUIRED, File Type: PDF (.pdf) # Files: Multiple), Appendix C (REQUIRED, File Type: PDF (.pdf) # Files: Multiple), Do you have a WBE certification? (REQUIRED, Data Type: Yes/No), and Paper Products Pricing Sheet (BT-02HR) (REQUIRED, BidTable # Files: 1). A red arrow points to the 'Upload File...' button in the Proposal section.

Once you have uploaded all your documents and inputted your information successfully, you will receive green validation circles (found to the left of each Requested Information). If you still receive red validation circles, please review the corresponding error messages and update your information accordingly.

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.



The screenshot shows the same form as above, but with green validation circles on the left of each section. The Proposal section now shows a file named 'Test_Document_-_Assignment.pdf' uploaded. The Appendix A, B, and C sections also show the same file uploaded. The WBE certification section shows 'Yes' selected. The Paper Products Pricing Sheet section shows a file named 'Paper_Products_Pricing_Sheet_(BT-02HR).xlsx' uploaded. The 'Upload File...' buttons are now disabled.

Step 2: Submit & Finalize

Check mark "I understand that I can't change any of the submission details or documents once the project closes." and click on **Submit & Finalize My Submission**.

Step 2: Submit & Finalize

I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

Submission Receipt

Upon completion, you will be directed to your Submission Receipt. This provides a comprehensive breakdown of all the information from your submission (a Submission Receipt will be sent to your email as well). This is where you can download a copy of all your submission files. If you did not receive this email, you can click **Send Email** at the bottom of the page to have it re-sent.

SUBMISSION COMPLETE!

Your submission has been finalized. Please see below for your confirmation details.

Confirmation Details

Project:	Paper Products
Ref. #:	RFP3948
Submission Time:	Jun 08, 2020 6:26 PM EDT
Name:	Angela Martin
Email:	██████████@gobonfire.com
Organization:	ABC Inc.
Requested Documents:	Proposal - Required Test_Document_-_Assignment.pdf Appendix A - Required Test_Document_-_Assignment.pdf Appendix B - Required Test_Document_-_Assignment.pdf Appendix C - Required Test_Document_-_Assignment.pdf
Requested BidTables:	Paper Products Pricing Sheet (BT-02HR) - Required Paper_Products_Pricing_Sheet_(BT-02HR).xlsx
Requested Data:	Do you have a WBE certification? - Required Yes
Confirmation Code:	NzYyMzk=
Download All Files	 

Send Email

 Click to send an email to ██████████@gobonfire.com. A confirmation email has already been sent.

By scrolling down, you will see a number of options on this page. You are given the option to **Return to Portal Listing**, and view more bid opportunities; **Provide Feedback** to Bonfire Support regarding your submission experience, or [revise your submission](#) to go back and make changes.

Return to Portal Listing

If you need to access the project details you can find them on the Portal Listing.

[Return to Portal Listing »](#)

We Need Your Feedback!

We are continually improving the digital submission process at **Justine Phan**, but we need feedback from suppliers like you.

[Provide Feedback »](#)

Need to Revise Your Submission?

[Click here to un-submit your submission.](#) Note that only submissions that have been finalized and submitted will be considered.

If you need to revise your submission, remember that you will need to re-submit and finalize your submission for it to be considered; past submissions that have been un-submitted will not be reviewed. **NOTE:** You can revise a submission as long as the opportunity is still open. For more please see, [Can I revise my submission?](#)

REIMBURSEMENT

FY 2026 CAPITAL PROJECT FUNDING REIMBURSEMENT

- Sole Source Letters – Important that these letters need to be provided to our office PRIOR to your work commencing so we can review with the County to ensure the permissibility of it. If you wait till you submit you are risking your project not being reimbursed.

REIMBURSEMENT OF INVOICES

All reimbursement packets should be submitted electronically as one pdf file per vendor submission with the reimbursement page or letter of request as the front pages. Before emailing your pdf open the file and ensure all pages are the correct orientation and in the correct order so they can easily be read.

If your project is \$19,999.99 or over:

- Please ensure that the **Monroe County Project Manager QC and Safety Project Manager Steven Sanders – Phone (305) 295-4338 – Email Sanders-Steven@MonroeCounty-Fl.gov** has signed off on the Project and that it is included in the Reimbursement Packet.
- Please make sure that we have current Insurance on file for your organization. If you need to confirm that current insurance is on file, please email Ammie Machan Ammie@fla-keys.com

The email address to submit reimbursement packets to is:

TDCReimbursement@MonroeCounty-fl.gov

You should receive a confirmation email to say your reimbursement packet has been received. If you do not get that email then email Maxine@fla-keys.com. Please KEEP this email as proof that you sent it and we received it.

It is the responsibility of the submitting party to confirm delivery of the reimbursement request prior to the contract expiration date.

Prior to payment, the TDC and/or the Monroe County Finance Department may require additional documentation in order to process a reimbursement request.

From: [TDC Reimbursement](#)
To: ammie@fla-keys.com
Subject: Automatic reply: test
Date: Tuesday, February 27, 2024 11:46:53 AM

This email confirms receipt of your reimbursement packet. If you have any questions please call the TDC Office at 305-296-1552.

SCHEDULE

CAPITAL PROJECT SCHEDULE

FY 2026

DAC APPROVALS – These are in-person meetings with no zoom capabilities where you should have a person attend who is familiar with your application and can make decisions on your funding:

JUNE 24th

DAC V 10:00 a.m. Murray Nelson Government Center, Key Largo
DAC IV 2:00 p.m. Islander Resort, Islamorada
DAC II 6:00 p.m. Lower Keys Chamber of Commerce

JUNE 25th

DAC III 9:30 a.m Faro Blanco, Marathon
DAC I 3:00 p.m. DoubleTree Grand Key, Key West

TDC APPROVAL:

July 29, 2025 Key West Harvey Government Center, Key West
Members of the public can also attend via Communications Media
Technology at:
Zoom webinar: <https://mcbocc.zoom.us/j/83300176016>

BOCC APPROVAL SEPTEMBER/OCTOBER BOCC (EFFECTIVE DATES OF
OCTOBER 1ST FOR AGREEMENTS)

APPLICATION

MONROE COUNTY TOURIST DEVELOPMENT COUNCIL

FY 2026 CAPITAL PROJECT (BRICKS AND MORTAR) FUNDING APPLICATION

REQUEST FOR APPLICATIONS FOR CAPITAL PROJECTS (BRICKS AND MORTAR)

All respondents must use the current application downloaded from the County's electronic bidding platform at <https://monroecounty-fl.bonfirehub.com> OR www.monroecounty-fl.gov/BonfireBids. **Use of any other application will result in your application being rejected. All directions within the application must be followed or it will not be accepted.**

APPLICATION DEADLINE: Tuesday, April 22, 2025

All applications should be received no later than 5:00 p.m. (close of business day)

All inquiries and correspondence, other than submission of application, should be made to the Monroe County Tourist Development Council. Contact Maxine Pacini at Maxine@fla-keys.com. Questions regarding permissibility of your project submitted less than 10 business days prior to the deadline date may not be answered.

Pursuant to F.S. § 50.0211(3)(a), all published competitive solicitation notices can be viewed at: www.floridapublicnotices.com, a searchable Statewide repository for all published legal notices. Requirements for submission and the selection criteria may be requested from the County's electronic bidding platform at <https://monroecounty-fl.bonfirehub.com> OR www.monroecounty-fl.gov/BonfireBids. The Public Record is available upon request.

Monroe County Purchasing Department receives bids via the Bonfire electronic bidding platform. Please do not email, mail or attempt to deliver in person any sealed bids. Emailed/mailed/physically delivered bids/proposals/responses WILL NOT be accepted.

The Monroe County Purchasing Department hereby directs that bids be submitted via the Bonfire electronic bidding platform at <https://monroecounty-fl.bonfirehub.com>, **no later than 5:00P.M. on Tuesday, April 22, 2025**. There is no cost to the bidder to use the Bonfire platform.

Please do not submit your confidential financial information as part of your proposal. There are separate uploads for each set of documents, including confidential financial information. All proposals will be made public on the platform after an intended decision or 30 days, whichever is earlier, unless the bids/proposals are rejected in accordance with F.S. 119.071. If your proposal document includes financial information, that information will not be considered confidential and will be available and viewable to the public in accordance with public records law.

The bid opening for this solicitation will be held virtually, via the internet, at **9:00 A.M., on Wednesday, April 23, 2025**. You may call in by phone or internet using the following:

Join Zoom Meeting

<https://mcbooc.zoom.us/j/4509326156>

Meeting ID: 4509326156

One tap mobile:

+16465189805,,4509326156# US (New York)

+16699006833,,4509326156# US (San Jose)

Dial by your location:

+1 646 518 9805 US (New York)

+1 669 900 6833 US (San Jose)

CAPITAL PROJECT FUNDING PROCESS

This application is intended for applicants whose facility has a primary purpose of promoting tourism.

The Monroe County Tourist Development Council (TDC) administers the four (4) cent bed tax collected for the purpose of promoting the Florida Keys as a tourist destination. Each year, the TDC advertises a Request for Applications (RFA) for Capital Project funding through the TDC. Projects must be owned and operated by either a **governmental entity** or **non-profit organization**. Individuals and for-profit organizations and companies **are not eligible** to apply for Capital Project funds. Applicants must be registered to do business in Florida. The Applicant must be the owner or operator of the facility. Applications received from organizations that are not the owner or operator of the facility will not be considered. All applications will be reviewed by the appropriate District Advisory Committees (DAC's), who shall make recommendations on funding the project to the TDC. Upon approval of recommended funding allocation by the TDC, the administrative office will coordinate with the project manager to establish an agreement for the project and will present the proposed agreement to the County for final approval.

This application may be funded up to one hundred percent 100% reimbursement of funds expended by any individual non-profit organization and governmental entities. The applicant must show that all funds (100%) are available for the project at the time of application so that there is no delay in the progress of the project, and that TDC funding is not used as “matching” funds.

If an applicant applies for funding in more than one District for their Capital Project, they may either:



Apply for a specific portion of the total funding request in multiple Districts. Each DAC will be informed of the amount requested in each DAC and will consider only the amount requested in their specific District. The majority of the project cost should be requested from the district in which the project is located. The amount requested in each DAC should take into consideration the positive tourism impact the project will have on adjacent DAC's **(This method is to be utilized unless emergency circumstances exist as set forth below)**

or

Only under emergency circumstances, i.e. projects that need to be completed due to emergency circumstances (an immediate danger to the public health or safety or a danger of loss of public or private property that requires immediate action), may an applicant apply for the full funding request across multiple DACs. The Applicant must submit documentation or a detailed explanation of the emergency circumstances relating to the project. Each DAC will consider the total funding request and will be informed that the funding request is across multiple Districts. If the project is partially funded by a DAC, the funding request for the other DACs will be reduced by that amount, and the DAC members will be informed of the funding recommendations made by the other DACs. Once a DAC has approved the final funding allocation recommendation, the funding process does not allow for that amount to be increased or decreased based upon subsequent funding allocations made by other DACs.

IMPORTANT INFORMATION

All information furnished or disclosed as part of the application process is considered a public record under the laws of the State of Florida.

The applicant shall not lobby, solicit or act to influence the advisory committee members and/or the TDC board members in any way that may influence the outcome of the competition, discussion or negotiations leading to the allocation of funding, or an award of an agreement as reviewed and approved by the County Attorney's office. Such action may lead to withdrawal of the application from consideration.

Commencement of Project: No portion of the project for which you are seeking TDC funding may commence prior to the approval of an agreement by the Monroe County Board of County Commissioners. Once your agreement has been approved by the BOCC then the project work described in Exhibit A must commence before the end of the Fiscal Year in which it is funded. Example: FY 2026 funding would be October 1, 2025 to September 30, 2026, or between the date of BOCC approval of your agreement and September 30, 2026. Proof that the project commenced within the 2026 Fiscal Year may be requested by the TDC administrative office. For projects requesting \$19,999.99 and under, please see page 7.

Prior to filling out the application, please go to www.sunbiz.org to ensure that your organization is registered to do business in the State of Florida. Only applicants that are duly registered will be accepted. **Print out the Sunbiz documentation and attach as Exhibit A.**

Cost of preparation and submission of the application is the responsibility of the applicant.

Applicant shall complete, sign (by an authorized officer) and submit the application to the Monroe County Purchasing Department as instructed.

Completed Application: The application shall be considered complete upon receipt and should stand alone with no other information being provided after-the-fact other than any additional information that may be requested by the TDC administrative office, or questions from the DAC at the allocation meeting.

All attachments should be noted as such in the top right-hand corner of each sheet.

Applicants shall familiarize themselves with referenced online materials noted in this application. A sample agreement can be found at: <https://www.monroecounty-fl.gov/DocumentCenter/View/34867/Sample-Capital-Agreement->

Any part of the project for which the applicant wishes to seek reimbursement from the County must NOT commence prior to the date of County (BOCC) approval.

Be advised that if your organization is awarded funding, you will be required to enter into an agreement which requires you to maintain accurate and complete documentation of the project. You will be required to obtain a signed amendment to the agreement before making any

substantive changes to the project or you may nullify the County's obligation to pay. You will be required to comply with the following reimbursement procedures outlined in the sample reimbursement packet which can be found at: <https://www.monroecounty-fl.gov/DocumentCenter/View/28829/Sample-Reimbursement---Capital>

The recipient of TDC capital project funding shall designate a project manager if no licensed architect, engineer or general contractor is involved in the project. If the project is performed by County or City personnel, the project manager shall be the engineer, building official or construction manager of that local government.

Taxes: The TDC/County is exempt from Federal, Excise and State of Florida Sales Tax.

Maintenance: The applicant shall be responsible for all maintenance and operational costs of the premises improved or constructed with the use of funding from the TDC/County. The applicant shall be responsible to the TDC/County for the safekeeping and proper use of the premises and property under the applicant's care, which includes obtaining any and all insurance for the premises and the property/equipment, and obtaining any and all maintenance or service relating to such property and equipment for its service life. Any disposal of assets procured through funding under this agreement shall comply with chapter 274, F.S. or chapter 617 F.S., dependent upon the type of entity funded under this agreement.

Permits: Applicant shall be responsible for securing all federal, state and local development approval and permits necessary to complete the project. Award of funds under this application does not indicate any development approval by the County and applicant shall be required to comply with all County concurrency requirements under land use laws of the County and State. The TDC/County shall reimburse not for profits for the cost of permits required to complete the physical brick and mortar portion of the project as outlined in the scope of services (Exhibit A) of the final agreement. Applicant shall submit for reimbursement for permits within the last segment of their proposed project. The TDC/County will not reimburse for permits obtained prior to approval of a funding agreement by the BOCC.

Insurance: Applicants requesting \$20,000 or more in funding shall complete Exhibit M (pg. 25-28 of application). Applicant shall provide the TDC/BOCC with current insurance certificates as per the requirements set forth within the funding agreement. The TDC/County shall not reimburse for the cost of insurance relating to the project for which the applicant is receiving funding.

Performance Guarantee: A successful applicant shall warrant, by signing this application, that applicant has the financial capability of completing the project as planned without the need to request further funding from TDC/County for same. Applicant shall warrant, by signing this application, and confirm in writing (in the form of bank statements; signed letter from the bank stating that the funds are in the bank for the specified project; documentation provided by a financial institution of a line of credit assigned to the specific project within the application) that applicant has the funds in place at the time of the application for grant funds to be able to complete the project prior to seeking reimbursement of TDC funds. Applicant may be asked to provide proof that the funds are available to complete all outstanding TDC grants in addition to this application. Applicants may also be asked to provide proof that the funds are available if requesting an amendment to agreement. A governmental applicant shall provide a line item budget for the project in application, and proof that the budget has been adopted by governing

board of that entity. The applicant, by signing the application certifies that: applicant, its principals, and any previously owned business is/are not and have never been in default to Monroe County under the terms of any contract. (Default means failure to fulfill contractual obligations where County had to take legal action to obtain remedy or where a bonding company had to be utilized in the completion of the applicant's contracted services.)

In-Kind Services: Non-Profit Organizations that do not apply for 100% of their total project cost may utilize up to 50% of their funding obligation (out of pocket cost) in the form of in-kind services which relate to the permissible elements of the project. In-kind services mean donated/free/volunteered labor; materials; goods and services. Applicant shall provide a schedule of values for each unit of in-kind services and/or goods at the time of the application. Volunteered labor, as a component of in-kind services, will be calculated at a reasonable hourly rate for the type of work/services being performed (e.g. an architect who volunteers to paint will be able to seek reimbursement for the reasonable rate for the painting work performed, not the professional rate of an architect). Should funding be allocated, County/TDC reserves the right to deny the application of certain in-kind services and goods and to negotiate a revised schedule of values for permissible items. For example, County will not accept as in-kind services the waiver of governmental fees, or in-kind towards the acquisition of property. The amount of in-kind services you note within your application shall be entered into your final agreement. Applicants will be able to request additional allowable in-kind services after submission of application only if the applicant does not receive the full TDC funding requested in the application. In-kind services will not be reimbursed to the applicant.

Project Quotes and Bidding Process:

Governmental Entities: An applicant which is a governmental entity shall comply with the procurement regulations and policies to which it is subject. A copy or link to these policies will need to be submitted as part of your reimbursement request. 

Not-for-Profits: Work **from \$10,000 to \$100,000** requires two (2) written quotes for the work to complete the project.

Work expected to be more than **\$100,000.00** requires three (3) written quotes for the work to complete the project.

When obtaining price quotes, the not-for-profit must diligently seek to obtain quotes and such efforts should be documented (by noting calls and emails etc. by staff and/or the project manager) and provided with the reimbursement request. In the event that the required number of quotes are not obtained a notarized statement from the President/Chief Executive Officer of the not-for-profit shall explain why the required number of quotes were not obtain and certifying that the not-for-profit has made all efforts to obtain the number of quotes required must be provided. This should include all documentation of the efforts to obtain the required number of quotes.

If the commodities or services will be provided by a "sole source" provider, the not-for-profit must submit a notarized statement with its request for payment explaining why the vendor is the only source for the commodities or services. The Grantee should submit the "sole source" justification to the TDC Administrative Office for review and approval by the County. Failure to obtain advance approval for a "sole source" expenditure may cause the reimbursement to be disallowed for reimbursement by the County.

This documentation will need to be submitted as part of your reimbursement request.

Construction and Other Contracts: Applicant, by signing the application, warrants that, if awarded funds for the project, all contracts, for construction or otherwise, to complete the project shall be compliant with all applicable laws and to comply particularly with F.S. Chapter 255, Chapter 274 and Chapter 287 as applicable. Applicant further agrees to provide TDC/County and their designated representatives with:

- a) Access to the project premises for inspection of the progress of the project;
- b) Documentation including copies of all sub-contracts/Requests for Quotes/Bids verifying compliance with purchasing/construction/architectural contract requirements of the County {Notice to owner: list of sub-contractors must be provided to County}; and
- c) Access to all records concerning the project. These records must be retained by applicant for a minimum of four (4) years after the termination date of agreement. The requirement may be for a different time period than that required by other government agencies. All records must be kept in accordance with Generally Accepted Accounting Principles.

Termination for Default/Convenience: The TDC/County reserves the right to terminate any agreement if, in its opinion, there shall be a failure at any time to properly perform faithfully any portion of the project as funded by TDC/County according to the plan presented within the application, or as modified and accepted in writing by TDC/County. Further, TDC/County reserves the right to terminate payments under this agreement should the anticipated funding become unavailable for any reason. Should termination occur under this provision, TDC/County shall give the applicant thirty (30) days' notice prior to termination.

Payments: Applicants shall submit all documentation required by the Monroe County Clerk of Circuit Court & Comptroller's Finance Department in accordance with instructions from said department, prior to payment of any funds awarded. **The TDC Application for Payment forms provided in the TDC reimbursement package shall be used. Ten percent (10%) of every progress payment shall be withheld by County until certification of completion of project.**

Design/Engineering/Architectural Costs: Design/Engineering/Architectural cost will not be eligible for funding unless the project is a "public facilities" project (per AGO 2021-02). For public facilities projects, design/engineering/architectural costs will be paid upon completion of the physical brick and mortar portion of the project outlined within the agreement. Applicants shall submit for reimbursement for design/engineering/architectural services within the last segment of their proposed project (Exhibit A). This is to ensure that TDC dollars are used for completed projects at the public facilities that are open to the public. No portion of the final design plans or architectural drawings for which you are seeking TDC funding may commence prior to the approval of an agreement by the Monroe County Board of County Commissioners. Applicants may submit a preliminary plan within their application to provide the District Advisory Committee and TDC with a more detailed proposed plan.

Acquisition of Property: Applications for acquisition of property will only be considered: if the applicant can confirm availability of funding for one hundred percent (100%) of the purchase price through a bank statement showing that the entity has funding set aside in a line item for the purchase of the property, or that a loan from a financial institution has been fully approved;

there are no liens on the property; and a clear title of ownership will be held by the entity requesting funding upon the closing of the purchase of the property. A clear title in the name of the contracting entity will be required to submit for reimbursement of the TDC funds allocated. The property shall be used for a minimum of ten (10) years as a tourist facility. The County will evaluate non-compliance of use as a tourist facility and upon request by the County the applicant shall pay a prorated reimbursement of funding allocated. The purchase or down payment on the property may not commence prior to approval of a funding agreement between the County and the contracted entity. No in-kind services apply to the purchase of property, and payment will be made in one reimbursement check upon completion of the requirements set forth within the funding agreement. A Restrictive Covenant on the property will be required to secure TDC/County funds.

Acknowledgements: Applicant shall be required to display an appropriate public acknowledgement of the support of the Monroe County Tourist Development Council in a publicly prominent area of the project.

Funding Allocations: DAC recommendations on funding allocations shall be limited to recommending allocations which do not exceed the amount requested by the applicant.

Funding requests may be denied or reduced to a lesser amount than requested by the applicant.

Projects Requesting \$19,999.99 and Under: Projects requesting \$19,999.99 and under may utilize a “Streamlined Process” (this eliminates the requirement for a formal contract to be entered into with the Board of County Commissioners which allows for a faster start time for your project; insurance documentation; and County Engineering Department approval of work completed) whereby the applicant will swear or affirm that the work will be completed in accordance with the Streamline Process. Upon approval by the TDC, the administrative office will provide the applicant with a commencement date, project summary sheet, and reimbursement packet. Applicant will be required to comply with reimbursement procedures outlined in the sample Project Summary Sheet, which can be found at: <https://www.monroecounty-fl.gov/DocumentCenter/View/28823/Sample-TDC-Project-Summary-Sheet-for-Projects-1999999-and-Under>

Public Facilities: TDC Capital funding may be utilized to acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or finance public facilities, if needed to increase tourist related business activities and in accordance with the conditions as set forth in F.S. 125.0104(5)(a)(6). These conditions include:

- 1) The use must be approved by a vote of at least two-thirds of the BOCC;
- 2) An independent analysis, performed at the expense of the TDC, must demonstrate the positive impact of the infrastructure project on tourist related business in the county;
- 3) No more than 70% of the cost of the project may be paid by the tourist development tax;

Applicants submitting an application for a Public Facility should complete the section on pg. 13 pertaining to Public Facilities; the application for the project will be submitted as one application with two segments. The first segment of the project should include the request for the independent analysis “study”, including an estimated completion date and funding request (100%) for the study. The second segment of the project should include the physical portion of the project. The applicant may request and may be allocated up to 70% of the total project cost

for this segment. Upon approval by the DAC and TDC, an agreement including both segments will be placed on a BOCC agenda and must receive a two-thirds vote to utilize the funds. Upon approval by the BOCC, the applicant will be responsible for coordination of the study and will receive 100% reimbursement of the total cost of the study segment of the project, subject to the cap on expenditures for that segment as set forth in the agreement. If the study shows a positive impact of the project on tourist-related businesses, the remaining segments of the project will move forward as set forth in the agreement. If the study does not show a positive impact of the project on tourist-related businesses, then the remainder of the agreement will terminate. Regardless of the outcome of the study, the applicant will be reimbursed for the cost of the study, subject to the caps on expenditures set forth in the agreement. For more information on the process please refer to the flow chart located here: https://www.monroecounty-fl.gov/DocumentCenter/View/28820/Public-Facilities-category_flowchart

“Public facilities” means major capital improvements that have a life expectancy of 5 or more years, including, but not limited to, transportation, sanitary sewer, solid waste, drainage, potable water and pedestrian facilities.

Public Record: All information furnished or disclosed as part of the application process is considered public record under the laws of the State of Florida.

Total Project Cost Estimates: When calculating the total project cost, please take into consideration the Consumer Price Index/inflation rates, local conditions, and challenges with supply chain/material cost variances that may affect your project cost. If you have utilized an engineer, architect, or other professional in determining your total project cost estimate, please confirm that these considerations have been factored into their cost estimates.

Download and Submission of Application: All respondents must use the current application downloaded from the County’s electronic bidding platform at <https://monroecounty-fl.bonfirehub.com> **OR** www.monroecounty-fl.gov/BonfireBids. **Use of any other application will result in your application being rejected. All directions within the application must be followed or it will not be accepted.** In the event that additional rounds of FY 2025 of funding applications are offered, the updated application **MUST** be downloaded and use of this application for additional rounds of funding will result in your application being rejected.

Applications must be uploaded to the County’s electronic bidding platform by the deadline date and in the manor listed on the first page of this application. It is applicant’s sole responsibility to ensure that the application is successfully received prior to the application deadline

WORKSHOPS FOR APPLICANTS

A workshop will be held via zoom for those applicants that are interested in applying for funding. Attendance is strongly recommended.

TDC Office Host is inviting you to a scheduled Zoom meeting.

Topic: FY 26 Capital Project Funding Workshop

Time: Mar 4, 2025 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95346840021?pwd=4yjAHMnJlX6ojwRGz8Di0ywSLsXJUR.1>

Meeting ID: 953 4684 0021

Passcode: 448734

PERMISSIBLE USES FOR CAPITAL PROJECT FUNDS

This application is intended for applicants whose facility has a primary purpose of promoting tourism. The Capital (Bricks and Mortar) funding application process is to offer funding for capital projects for construction, renovation or major repair of infrastructure or buildings for qualifying facilities and which are permanently affixed to the infrastructure of the building.

All capital projects funded by TDC shall be owned and operated by either a **governmental entity** or **non-profit organizations and open to the public**. Individuals and for-profit organizations and companies **are not eligible** to apply for Capital Project funds. Applicant shall provide proof of property ownership, long term lease, or service contracts for consideration of funding, and should show sufficient expertise or financial capability to operate such facilities.

Tourist Development Council capital project funds may be used in Monroe County as follows:

1. To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate or promote one or more:

Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums or auditoriums within the boundaries of the county or subcounty special taxing district in which the tax is levied;

Auditoriums that are publicly owned but are operated by organizations that are exempt from federal taxation pursuant to 26 U.S.C. s. 501(c)(3) and open to the public within the boundaries of the county or subcounty special taxing district in which the tax is levied; or

Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the county or subcounty special taxing district in which the tax is levied; or

Zoological parks, fishing piers or nature centers which are publicly owned and operated or owned and operated by non-profit organizations and open to the public; and

2. To finance beach park facilities, or beach, channel, estuary, or lagoon improvement, maintenance, re-nourishment, restoration, and erosion control, including construction of beach groins and shoreline protection, enhancement, cleanup or restoration of inland lakes and rivers to which there is public access as those uses relate to the physical preservation of the beach, shoreline, channel, estuary, lagoon, or inland lake or river.
3. To acquire, construct, extend, enlarge, remodel, repair, improve, maintain, operate, or finance public facilities, if public facilities are needed to increase tourist related business activities, and in accordance with the conditions as set forth in F.S. 125.0104(5)(a)(6.)

Authorized uses of revenue must be in compliance with Florida Statute 125.0104, as may be amended from time to time.

APPLICATION FOR CAPITAL PROJECT FUNDING

This application is to request funding from the following District:

- District I:** Key West – (shall encompass the city limits of Key West)
- District II:** Lower Keys – (from city limits of Key West to west end of Seven Mile Bridge)
- District III:** Marathon – (from west end of Seven Mile Bridge to Long Key Bridge)
- District IV:** Islamorada – (between Long Key Bridge and Mile Marker 90.939)
- District V:** Key Largo – (from Mile Marker 90.940 to the Dade/Monroe County Line and any portions of mainland Monroe County)

APPLICANT ORGANIZATION: _____ Organization Name Here
(Registered business name EXACTLY as it appears on www.sunbiz.org. **Attach as Exhibit A**)

Type of Applicant: Non-Profit Governmental Entity

Project Title: _____

FEDERAL EMPLOYER’S IDENTIFICATION NUMBER OF APPLICANT’S ORGANIZATION

DESIGNATED PROJECT CONTACT PERSON:

Please provide a contact for general correspondence for this project. The person listed below should be able to accept responsibility for receipt of information including agreement and reimbursement information.

Name and Title: _____

Telephone/Mobile Number: _____

Email Address: _____

Address: _____

Website for Facility: _____

LOCATION OR ADDRESS OF PROJECT: Provide physical (postal service) address, RE# and legal description (lot, block, subdivision) and attach map.

WHICH OF THE FOLLOWING APPLIES TO YOUR FACILITY?

- Publicly owned and operated Owned and operated by a non-profit organization
- Publicly owned and operated by a non-profit organization

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR FACILITY?

- Convention Center Sports Stadium Sports Arena Coliseum
- Auditorium Aquarium Museum Zoological Park
- Nature Center Fishing Pier *Beach or Beach Park Facility, channel, estuary or lagoon
- Public Facilities in accordance with conditions set forth in F.S. 125.0104(5)(a)(6)

WHICH OF THE FOLLOWING APPLIES TO YOUR PROJECT?

- Acquire Construct Extend Enlarge Remodel
- Repair Improve

***IF YOU CHECKED THE BOX FOR BEACH OR BEACH PARK FACILITY, WHICH OF THE FOLLOWING APPLIES:**

- Improve Renourishment Restoration Erosion Control
- Maintenance Construct Repair

If the TDC/County requires a Conservation Easement Deed or mortgage note requiring repayment of TDC monies in the event of transfer of ownership or change in use of the premises, would you be agreeable to executing same?

- Yes No

CODE ENFORCEMENT: Does your organization/property have any outstanding code violations and/or fines/costs or liens? (please note that pursuant to Section 2-25(e), Monroe County Code, organizations with outstanding code compliance fines are not eligible to receive grants or contracts from the county until such time as the fines are resolved through payment or settlement). Yes No. If you have answered yes, please explain below:

Non-Profit Organizations

Payment may be up to one hundred percent (100%) reimbursement of the total cost of each segment of the project, subject to the maximum reimbursement amount of expenditures for each segment (if the project work is segmented) as set forth in the agreement. Applicant must be prepared to pay the entire cost of each segment of work in advance of seeking the up to one hundred percent (100%). For purposes of this application no more than fifty percent (50%) of out of pocket cost for non-profits shall be of in-kind services and materials, and no in-kind services shall be reimbursed. If the TDC Funds Requested are allocated at less than 100% of the total project cost, only then may the organization request to allow additional in-kind services after submission of the application, which must be entered into the final agreement. The project may be broken down into 2 or 3 segments. When one segment is completed, reimbursement of the TDC portion of that completed segment cost can be applied for through the TDC. For acquisition of property, see importation information on page 6.

Sample 100% Reimbursement

Total Project Cost:	TDC Funds Requested: (up to 100% of Total Project Cost)	Organizations Out of Pocket Cost: (Total Project Cost less TDC Funds Requested)	Confirmed In-Kind Services: (Up to 50% of Out of Pocket Cost)	Confirmed/Available Hard Dollar Funds: (Total Project Cost Less In-Kind Services)	Organizations Financial Investment: (Out of Pocket Cost Less In-Kind Services)
\$80,000	\$80,000	\$0	\$0	\$80,000	\$0

Sample 80% Reimbursement

Total Project Cost:	TDC Funds Requested: (up to 100% of Total Project Cost)	Organizations Out of Pocket Cost: (Total Project Cost less TDC Funds Requested)	Confirmed In-Kind Services: (Up to 50% of Out of Pocket Cost)	Confirmed/Available Hard Dollar Funds: (Total Project Cost Less In-Kind Services)	Organizations Financial Investment: (Out of Pocket Cost Less In-Kind Services)
\$80,000	\$64,000	\$16,000	\$8,000	\$72,000	\$8,000

Governmental Entities

Payment may be up to one hundred (100%) reimbursement of the total cost of each segment of the project, subject to the cap on expenditures for that segment as set forth in the agreement. Applicant must be prepared to pay the entire cost of each segment in advance of seeking up to 100% reimbursement. The project may be broken down into 2 or 3 segments. For acquisition of property see important information on page 6.

Total Project Cost:	TDC Funds Requested: (Up to 100% of total Project Cost)	Governmental Agency Out of Pocket Cost: (Total Project Cost less TDC Funds Requested)	I have highlighted the line item(s) in budget for this specific project. Enclose portion of line item budget as proof of funding for Exhibit B <input type="checkbox"/>
\$100,000	\$90,000	\$10,000	

Public Facilities

Segment #1 – Study

Payment will be 100% reimbursement of the total cost of the study segment of the project, subject to the cap on expenditures for that segment as set forth in the agreement. Applicant must be prepared to pay the entire cost of this segment in advance of seeking reimbursement. The project may be broken down into additional segments. For acquisition of property see important information on page 6.

Total Study Cost:	TDC Funds Requested: <i>(Up to 100% of Total Study Cost)</i>	Governmental Agency Out of Pocket Cost <i>(Total Project Cost less TDC Funds Requested)</i>	I have highlighted the line item in budget for this specific project. Enclose portion of line item budget as proof of funding for Exhibit B <input type="checkbox"/>
\$5,000	\$5,000	\$	

Estimated completion date for study:

Segment #2 - Project

Payment will be up to 70% reimbursement of the physical project segment, subject to the cap on expenditures for that segment as set forth in the agreement. Applicant must be prepared to pay the entire cost of each segment in advance of seeking reimbursement. The project may be broken down into additional segments. For acquisition of property see important information on page 6.

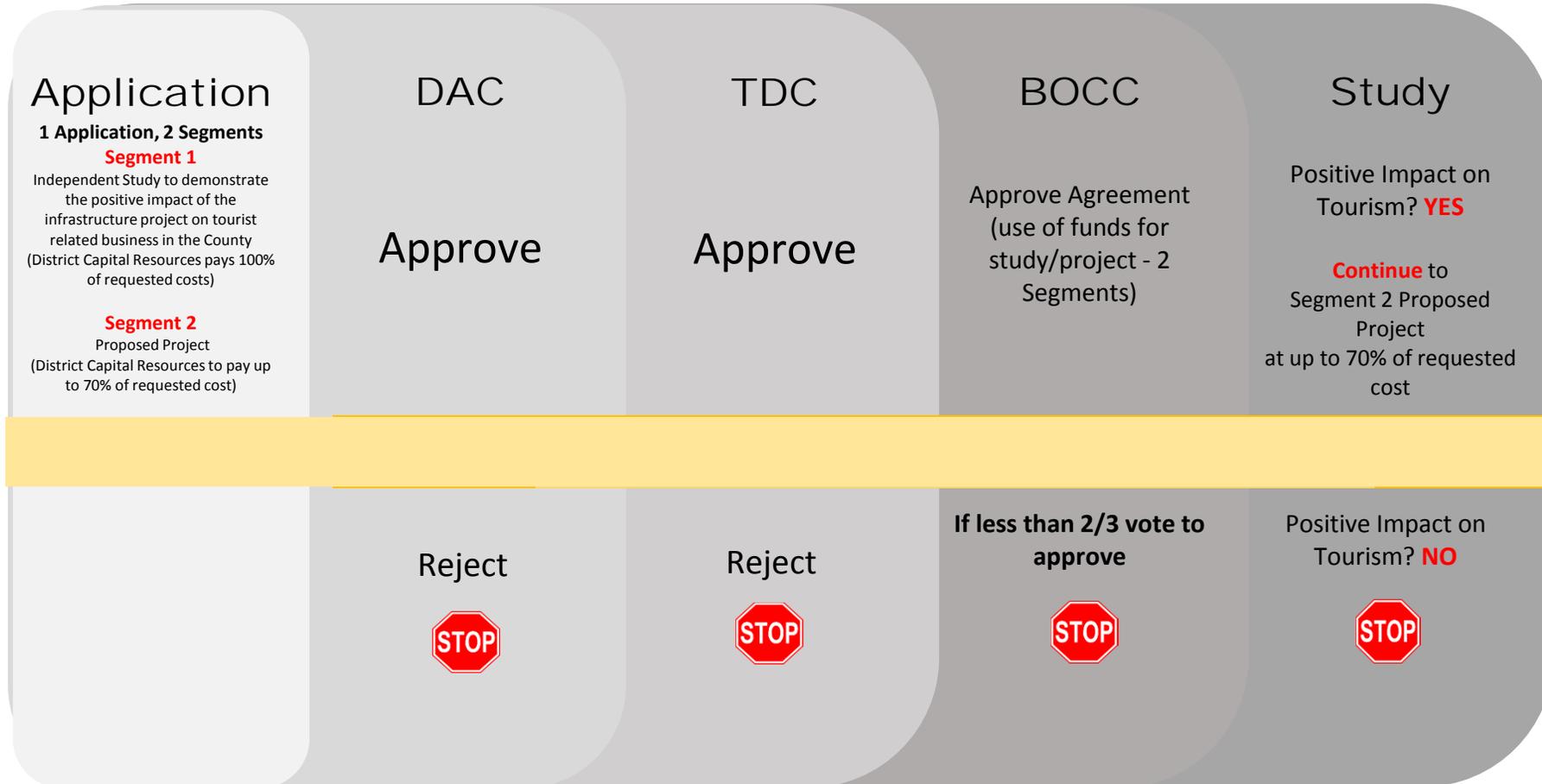
Total Project Cost(not including study):	TDC Funds Requested: <i>(Up to 70% of Total Project Cost)</i>	Governmental Agency Out of Pocket Cost <i>(Total Project Cost less TDC Funds Requested)</i>	I have highlighted the line item in budget for this specific project. Enclose portion of line item budget as proof of funding for Exhibit B <input type="checkbox"/>
\$100,000	\$70,000	\$30,000	

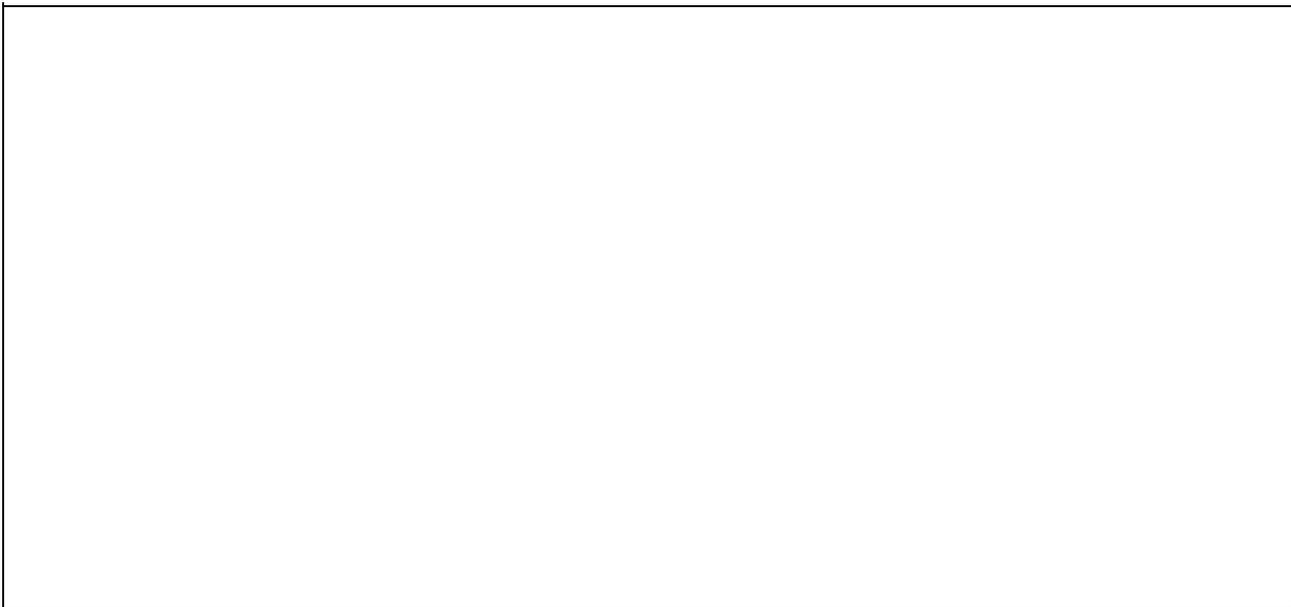
SAMPLE



Public Facilities Category TDC Bricks & Mortar Capital Funding Applications

In 2018 Public Facilities were added to the State Statute as a permissible category. The State has determined that the Monroe County Board of County Commissioners must approve the requested project along with an independent study to demonstrate the positive impact of the infrastructure project on tourist related businesses in the County. Tourist Development Taxes are responsible for paying up to 100% of the cost of the study and up to 70% for the cost of the project.





1. Use:

a) Original use of structure/facility and date of construction:

b) Present Use:

c) Proposed Use:

d) Attach photograph of existing site as **Exhibit C**.

e) Historic designation: Indicate whether the property has been listed in the National Register, is located in a National Register district, is a locally designated historic landmark or is located in a locally designated historic district. If located within a historic district, provide the official name of the district. This information is available from the planning agency having jurisdiction over the property.

2. All Capital projects funded by the TDC shall be owned and operated by a governmental entity or non-profit organization. Applicant shall provide proof of property ownership, long term lease or service contracts for consideration of funding and should show sufficient expertise or financial capability to operate such facilities (**Enclose as Exhibit D**).

Ownership or other interest in property by applicant:

a) Official records reference for ownership documentation

b) If not owned by applicant, provide long term lease of property or service contract and provide notarized consent letter from owner for use of property as outlined in this application.

3. If proposed project calls for transfer of title of real property to County, at least two (2) current real estate appraisals and one (1) environmental assessment shall be provided (**Enclose**

as Exhibit E). The TDC/County shall ascertain, prior to acceptance of any donation or prior to the purchase, that the property will pose no environmental hazard or liability for same, to County. The TDC/County must also ascertain permissible governmental interest in the transfer of title. Indicate any such proposed title transfers here:

4. This paragraph applies only to an acquisition funding request, but you will still need to complete items 5-13, whether this is a new construction or renovations, additions, or exhibits. Indicate the area of the property to be acquired in acres:

In evaluating applications for acquisition funding, an important consideration is the appropriateness of the size of the site to be acquired. Determinations of the appropriateness of the site size will be made on a case-by-case basis and will depend on the characteristics for which the property is considered to be significant. Sufficient property should be acquired to assure that the historic relationship of a structure or archaeological site to its surrounding environment is preserved as applicable. However, it is important that no more property than is necessary to achieve established preservation objectives be included in the acquisition project application. As these factors are critical to favorable consideration of your grant application and will have substantial impact on the cost of the required application documentation, we encourage prospective applicants to consult with the staff of the TDC administrative office prior to initiating the required documentation.

5. Protection of Property: Indicate any type of state or federal protection currently afforded the property. It may be that more than one type may be applicable. Provide citations for applicable local protective ordinances. Include copies of property-specific restrictive legal instruments in an attachment (**Enclose as Exhibit F**). By signing and submitting this application, the proposer warrants that all restrictions are disclosed. Failure to include every restriction on the property may result in immediate termination of any agreement and demand for return of any monies paid thereunder.

6. Is the property threatened by imminent destruction, deterioration or other loss which may include demolition, vacancy, severe deterioration, loss of structural integrity, encroaching development, adverse environmental conditions, vandalism, etc.? Be specific regarding the nature of immediacy of the threat. If so, describe in detail:

7. a) Are there any building restrictions on the site? If so, describe. Attach copies of all recorded **easement** and restrictive covenants. By signing and submitting this application, the proposer **warrants** that **all** restrictions are disclosed. Failure to include **every** restriction on the property may result in immediate termination of any agreement and demand for return of any monies paid thereunder (**Enclose as Exhibit G**).

b) Is the proposed project compatible with the County's and/or the Municipality's Concurrency Requirements under the existing and proposed Land Use Comprehensive Plan?

- Yes No

Describe below how you have ascertained such compatibility. Note if your description does not provide information about existing permits and/or review by the appropriate Planning Department, your application shall be rejected. Please list all permits required to complete this project.

c) Does the site contain endangered or threatened species of flora or fauna?

- Yes No If yes, attach explanation as **Exhibit H**

d) Indicate whether or not the project will be accessible to the handicapped per Chapter 553, Part V Florida Statutes and the Americans with Disabilities Act of 1990, Public Law 101-336, as amended.

- Yes No If no, attach explanation as **Exhibit I**

e) Explain how your facility will utilize recycling within the work of your proposed project:

f) Public accessibility and use: Indicate the extent to which the property is currently or will be scheduled to be open to the public each year (hours per day, days per week and weeks per year) upon project completion. Estimate the number of persons who will use or visit the completed facility annually. Explain how this estimate was derived. For archaeological projects, if the site will not be accessible to the public, estimate the number of persons annually who will be exposed to the interpretive materials and reports resulting from the project. Include details on how was your estimate was derived?

g) Is there currently signage for this project/facility on U.S.1?
 Yes No

If No, are there plans to install signage and if so, do you have FDOT approval? Explain below:

h) If the project/facility is located in a Historic District, is there currently signage for the project/facility in the Historic District?
 Yes No Not located in a Historical District

i) Does the project/facility require any parking variances? Explain how this was determined in the space below.
 Yes No

8. Describe present physical condition of site (attach legal description per property tax records). Indicate the present condition of the property by checking the appropriate term below:

Excellent: The property is habitable and occupied; no repairs are needed. All physical evidence indicates that the property is under continuous maintenance. Application is for expansion and enhancement.

Good: The property is habitable and occupied; only replacement or cosmetic repairs are needed (e.g. peeling paint, missing ornamental features, windows, doors, some deteriorated mortar, etc.) Property is maintained but in need of minor repair.

Fair: The property is habitable but may be vacant. Both the structural integrity (foundation, framing, etc.) and weather tight integrity of the property (siding, walls, roofing, etc.) are in jeopardy because of prolonged neglect.

Poor: The property is uninhabitable and vacant. Major structural repairs are needed. Weather tight integrity has been lost. The property is derelict, abandoned and not habitable without major rehabilitation work.

List any specific factors or problems which contribute to the present condition of the property:

9. Status of project planning: (Design/Architectural/Engineering cost are only permissible for TDC funding if the project falls under the Public Facility category. Any work initiated prior to approval of an Agreement by the Monroe County Board of County Commissioners will be at applicants' own cost):

- | | |
|---|---|
| <input type="checkbox"/> Not yet initiated | <input type="checkbox"/> Initiated |
| <input type="checkbox"/> Schematics Completed | <input type="checkbox"/> Design development completed |
| <input type="checkbox"/> Construction documents completed | <input type="checkbox"/> Permits have been obtained (if required) |

10. Name and Address of Project Consultant (architect, engineer, contractor, etc)

Enclose preliminary plans or architectural documents completed to date – 1 set (**Enclose as Exhibit J**)

11. Has an Agreement for architectural services or construction services been executed?

- | | |
|--|-----------------------------|
| <input type="checkbox"/> Yes (cost will not be reimbursed by TDC) | <input type="checkbox"/> No |
| <input type="checkbox"/> Project does not require architectural services | |

12. It is the County's policy **not to fund operations and maintenance cost** of facilities. Describe the means by which the structure(s) affected by this project will be maintained subsequent to restoration/rehabilitation. Include sources and estimated amounts of funding for such maintenance.

13. How will this project positively impact the visitor experience in Monroe County? Please site examples.

14. Applicant must demonstrate the ability to complete the project as proposed and to maintain and operate the project as a viable and long-term tourist attraction that is open to the public. Included in this demonstration should be a proposed operational budget and marketing program to promote this facility as a tourist attraction. (**Attach as Exhibit K.1 the proposed operational budget of the facility and as Exhibit K.2. the marketing plan and/or promotional efforts for the facility**).

15. Estimated Project completion date. As a reminder this funding becomes available October 1, 2025 so your start date on your project will be after October 1, 2025:

Print off this page, complete, and include as part of your application

Enclose as Exhibit L

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.	
	▶ Go to www.irs.gov/FormW9 for instructions and the latest information.			
	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
		<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
		<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)		
6 City, state, and ZIP code				
7 List account number(s) here (optional)				
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.				
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.				
		Social security number [][][] - [][] - [][][][][][]		
		or Employer identification number [][] - [][][][][][][][]		
Part II Certification				
Under penalties of perjury, I certify that:				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and				
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and				
3. I am a U.S. citizen or other U.S. person (defined below); and				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.				
Sign Here	Signature of U.S. person ▶	Date ▶		
General Instructions				
Section references are to the Internal Revenue Code unless otherwise noted.				
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .				
Purpose of Form				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.				
<ul style="list-style-type: none">• Form 1099-DIV (dividends, including those from stocks or mutual funds)• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)• Form 1099-S (proceeds from real estate transactions)• Form 1099-K (merchant card and third party network transactions)• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)• Form 1099-C (canceled debt)• Form 1099-A (acquisition or abandonment of secured property)				
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.				
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.				
Cat. No. 10231X		Form W-9 (Rev. 10-2018)		

Please print and complete this form **ONLY** if your organization has not done business with Monroe County in the past. This form must be submitted as a confidential financial in Bonfire.



MONROE COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS NEW VENDOR FORM

This form is to be completed to ADD a new vendor information to Monroe County, Florida vendor database. Vendor must complete the entire form and include all required documentations to support the change request.

Use this form for A NEW VENDOR, NAME CHANGE, or TAX ID CHANGE

Individual or Business Name: _____

Vendor EIN or last 4 digits SSN: _____ Vendor Point of Contact: _____

Vendor Point of Contact Email: _____ Phone: _____

Purpose of New Vendor: _____			
SECTION A – MAILING OR REMITTANCE ADDRESS INFORMATION			
<small>Must include a completed IRS Form W9 and a copy of vendor invoice with billing address.</small>			
Vendor Mailing Address:	Remittance Address if different from Mailing Address:		
Address: _____	Address: _____		
City: _____	City: _____		
State: _____ Zip: _____	State: _____ Zip: _____		
SECTION B – OTHER REQUIRED INFORMATION			
<small>Must include a VOIDED check or a Bank Certification Letter. A VOIDED check must have the vendor's preprinted name. A Bank Certification Letter may have the bank representative's signature. We do not accept deposit slips or a vendor's internal remittance letter.</small>			
Bank Information for electronic deposit:	1099 Required?		
Bank Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Bank Name: _____	If Yes , please check 1099 Type:		
Name on Account: _____	<input type="checkbox"/> Attorneys		
Bank Routing Number: _____	<input type="checkbox"/> Medical/Healthcare Payments		
Bank Account Number: _____	<input type="checkbox"/> Non-Employee Compensation		
	<input type="checkbox"/> Other Income		
	<input type="checkbox"/> Rentals		
SECTION C – VENDOR AUTHORIZATION			
<small>The form must be signed by a person with check signing authority for the company listed. Under penalties of perjury, I certify that the above information is complete and accurate. I authorize Monroe County, Florida to remit payment into the bank account or/and address indicated above. This authorization will remain in effect until Monroe County, Florida has received, in writing, a cancellation notification.</small>			
Signature _____	Title _____		
Print Name _____	Phone Number _____	Date _____	
STATE OF _____		COUNTY OF _____	
The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____, by _____			
<small>Name and Title</small>			
(SEAL)			
_____ <small>Print, Type, Stamp Commissioned Name of Notary</small>			
Personally Known _____ OR Produced Identification _____			
Type of Identification Produced: _____			

Please print and complete this form **ONLY** if your organization has done business with Monroe County in the past and you need to make **changes** to your vendor information. **This form must be submitted as a confidential financial in Bonfire.**



MONROE COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS VENDOR INFORMATION UPDATE REQUEST FORM

This form is to be completed to update vendor information in Monroe County, Florida vendor record. Vendor must complete the entire form and include all required documentations to support the change request.

Do not use this form for name or tax ID change request; this is considered a new vendor creation.

Individual or Business Name: _____

Vendor EIN or last 4 digits SSN: _____

Vendor Point of Contact: _____ Phone: _____

Please select the type of change: Banking Information Mailing or Remittance Address

SECTION A – FINANCIAL INSTITUTION INFORMATION	
<small>Must include a VOIDED check or a Bank Certification Letter. A VOIDED check must have the vendor's preprinted name. A Bank Certification Letter may have the bank representative's signature. We do not accept deposit slips or a vendor's internal remittance letter.</small>	
New Bank Information: Bank Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Bank Name: _____ Name on Account: _____ Bank Routing Number: _____ Bank Account Number: _____	Previous Bank Information: Bank Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Bank Name: _____ Name on Account: _____ Bank Routing Number: _____ Bank Account Number: _____
SECTION B – MAILING OR REMITTANCE ADDRESS INFORMATION	
<small>Must include a completed IRS Form W9 and a copy of vendor invoice with the new billing address.</small>	
New Mailing Address: Address: _____ City: _____ State: _____ Zip: _____	Previous Mailing Address: Address: _____ City: _____ State: _____ Zip: _____
SECTION C – VENDOR AUTHORIZATION	
<small>The form must be signed by a person with check signing authority for the company listed. Under penalties of perjury, I certify that the above information is complete and accurate. I authorize Monroe County, Florida to remit payment into the bank account or/and address indicated above. This authorization will remain in effect until Monroe County, Florida has received, in writing, a cancellation notification.</small>	
_____ Signature	_____ Title
_____ Print Name	_____ Phone Number
_____ Date	
STATE OF _____ COUNTY OF _____ The foregoing instrument was acknowledged before me by means of <input checked="" type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____ 20____, by _____ Name and Title	
(SEAL)	_____ Print, Type, Stamp Commissioned Name of Notary Personally Known _____ OR Produced Identification _____ Type of Identification Produced: _____

INSURANCE CHECKLIST AND AGENT/BIDDER'S STATEMENT
(Enclose as Exhibit N)
Only for applications requesting \$20,000 or more in funding

INSURANCE CHECKLIST FOR VENDORS SUBMITTING PROPOSALS OR BIDS FOR WORK

To assist in the development of your proposal, the insurance coverages marked with an "X" will be required in the event an award is made to your organization. It is required that the bidder sign the requisite form reflecting coverage and submit it with the proposal.

The insurance requirements are highlighted below.

WORKERS' COMPENSATION
AND
EMPLOYERS' LIABILITY

	<input checked="" type="checkbox"/>	Workers' Compensation	Statutory Limits
	<input type="checkbox"/>		Bodily Injury by Accident/Bodily Injury by Disease, Policy Limits/Bodily Injury by Disease each employee
WC1	<input type="checkbox"/>	Employers Liability	\$100,000/\$500,000/\$100,000
WC2	<input type="checkbox"/>	Employers Liability	\$500,000/\$500,000/\$500,000
WC3	<input type="checkbox"/>	Employers Liability	\$1,000,000/\$1,000,000/\$1,000,000
WCUSLH	<input type="checkbox"/>	US Longshoremen & Harbor Workers Act	\$1,000,000
WCJA	<input type="checkbox"/>	Federal Jones Act	\$1,000,000

GENERAL LIABILITY

As a minimum, the required general liability coverages will include:

- Premise Operation
- Products and Completed Operations
- Blanket Contractual
- Personal Injury

Required Limits:

GL1	_____	\$300,000 Combined Single Limit
GL2	<input checked="" type="checkbox"/> _____	\$500,000 Combined Single Limit
GL3	_____	\$1,000,000 Combined Single Limit
GL4	_____	\$2,000,000 Combined Single Limit
GL5	_____	\$3,000,000 Combined Single Limit
GL6	_____	\$4,000,000 Combined Single Limit
GL7	_____	\$5,000,000 Combined Single Limit

Required Endorsements:

GLLIQ _____ Liquor Liability

GLS _____ Security Services

All endorsements are required to have the same limits as the basic policy.

BUSINESS AUTOMOBILE LIABILITY

As a minimum, coverage should extend to liability for:

- Owned; Non-Owned and Hired Vehicles

Required Limits:

VL1 _____ \$50,000 per Person; \$100,000 per Occurrence
 \$25,000 Property Damage
 Or
 \$100,000 Combined Single Limit
 (The use of VLI should be limited to special projects that involve other governmental entities or "Not for Profit" organizations. Risk Management must approve the use of this form).

VL2 \$200,000 per Person; \$300,000 per Occurrence
 \$200,000 Property Damage
 Or
 \$300,000 Combined Single Limit

VL3 _____ \$500,000 per Person; \$1,000,000 per Occurrence
 \$100,000 Property Damage
 or
 \$1,000,000 Combined Single Limit

VL4 _____ \$5,000,000 Combined Single Limit

Miscellaneous Coverages

BR1 _____ Builders Risk Limits equal to the Full Replacement Value of the completed project.

CLI _____ Cyber Liability \$1,000,000

MVC _____ Motor Truck Cargo Limits equal to the maximum value of any one shipment

PRO _____ Professional Liability \$300,000 per Occurrence/\$ 500,000 Agg.
 PRO2 _____ \$500,000 per Occurrence/\$1,000,000 Agg.

PRO3 _____ \$1,000,000 per Occurrence/\$2,000,000 Agg.

POL1 _____ Pollution Liability \$ 500,000 per Occurrence/\$(,000,000 Agg.
 POL2 _____ \$1,000,000 per Occurrence/\$2,000,000 Agg.

POL3 _____ \$3,000,000 per Occurrence/\$6,000,000 Agg.

POL4 _____ \$5,000,000 per Occurrence/\$10,000,000 Agg.

EDt _____ Employee Dishonesty \$ 10,000

ED2 _____ \$100,000

GK1 _____	Garage Keepers	\$ 300,000 (\$ 25,000 per Vehicle)
GK2 _____		\$ 500,000 (\$100,000 per Vehicle)
GK3 _____		\$1,000,000 (\$250,000 per Vehicle)
MED1 _____	Medial Professional	\$300,000/\$750,000 Agg.
MED2 _____		\$500,000/\$1,000,000 Agg.
MED3 _____		\$1,000,000/\$3,000,000 Agg.
MED4 _____		\$5,000,000/\$10,000,000 Agg.
IF _____	Installation Floater	Maximus value of Equipment Installed
VLP1 _____	Hazardous Cargo Transporter	\$300,000 (Requires MCS-90)
VLP2 _____		\$500,000 (Requires MCS-90)
VLP3 _____		\$1,000,000 (Requires MCS-90)
BLL _____	Bailee Liab.	Maximum Value of County Property that will be in the Bailee's possession
HKL1 _____	Hanger Keepers Liability	\$300,000
HKL2 _____		\$500,000
HKL3 _____		\$1,000,000
HKL4 _____		\$5,000,000
AIR1 _____	Aircraft Liability	\$1,000,000
AIR2 _____		\$5,000,000
AIR3 _____		\$50,000,000
AEO1 _____	Architects Errors & Omissions	\$250,000 per Occurrence/\$500,000 Agg
AEO2 _____		\$500,000 per Occurrence/\$1,000,000 Agg
AEO3 _____		\$1,000,000 per Occurrence/\$3,000,000 Agg.
AEO4 _____		\$300,000,000 per Occurrence/\$5,000,000 Agg.
ARP _____	All Risk Property	Full Replacement Value of Structure
EOJ _____	Engineers Errors & Omissions	\$250,000 per Occurrence/\$500,000 Agg.
EO2 _____		\$500,000 per Occurrence/\$1,000,000 Agg.
EO3 _____		\$ 1,000,000 per Occurrence\$2,000,000 Agg.
EO4 _____		\$ 5,000,000 per Occurrence/\$10,000,000 Agg.
WL1 _____	Water Craft Liability	\$500,000 per Occurrence
WL2 _____		\$1,000,000 per Occurrence

APPLICANT'S
INSURANCE
STATEMENT

I understand the insurance that will be mandatory. If awarded the contract all insurance requirements will be satisfied.

Applicant Name

Signature

Title

Organization Name: _____

ATTACHMENTS AND CERTIFICATIONS
(Enclose as Exhibit O)

1. The following supporting documents are attached:
 - a) Print out from Sunbiz.org "Detail by Entity" (**Exhibit A**)
 - b) Documentation from bank of confirmed project funds (**Exhibit B**)
 - c) If applicable: Insert or attach photograph of existing site (**Exhibit C**)
 - d) Proof of ownership; long term lease or service contract (**Exhibit D**)
(Include consent of ownership for use of property as described within this application)
 - e) If applicable: Enclose at least two (2) current real estate appraisals and one (1) environmental assessment (**Exhibit E**)
 - f) If applicable: Enclose citations for local protective ordinances (**Exhibit F**)
 - g) If applicable: Enclose copies of all recorded easements and restrictive covenants (**Exhibit G**)
 - h) If applicable: Enclose description of endangered/threatened species of flora or fauna (**Exhibit H**)
 - i) If applicable: Enclose ADA accessibility explanation (**Exhibit I**)
 - j) If applicable: Enclose preliminary plans or architectural documents (**Exhibit J**)
 - k) Proposed operational budget and marketing plan (**Exhibit K.1. and Exhibit K.2.**)
 - l) Applicant has printed and completed the W-9 Form included within this application (**Exhibit L**)
 - m) If applicable: Applicant has submitted Monroe County New Vendor or Monroe County Vendor Update Form and supporting documentation (**Exhibit M**)
 - n) Applicant has printed and completed the Insurance Worksheet (pg. 22-26) with Applicant's Insurance Agent (only required if requesting \$20,000 or more in funding) (**Exhibit N**)
 - o) Notarized Attachments and Certifications form (**Exhibit O**)
 - p) I have read the Capital Project Funding Process and Importation Information provided on pg. 2-9 of this application (not necessary to print and include these pages with your submission)

 President of Organization's/Mayor's Name Typed

 President's/Mayor's Signature

Subscribed and sworn to (or affirmed) before me, by means of physical presence or online notarization, on _____ (date) by _____ (name of affiant). He/She is personally known to me or has produced _____ (type of identification) as identification.

 NOTARY PUBLIC

SOLE SOURCE

Sole source providers for non-profit brick-and-mortar grant funding refer to organizations or vendors that are the only ones who can provide a specific product, service, or resource that aligns with the grant requirements. Sole source contracting can be permissible when there is a compelling reason that justifies the selection of a single provider. Prior approval must be received by emailing Maxine@fla-keys.com who will then review your request with the Monroe County Purchasing Office for final approval in writing.

Here are a few examples of sole source providers in the context of non-profit brick-and-mortar grants – **please remember that final approval comes from the County in writing before you enter into any contract for services:**

1. Specialized Construction Companies

- **Example:** A non-profit seeking to build or renovate a museum may need a construction company with a particular specialization, such as working with historic preservation or environmentally sustainable building practices. If no other company in the region has this specific expertise, the non-profit may work with this specialized provider as a sole source vendor.

2. Architectural Firms with Niche Expertise

- **Example:** If the non-profit is renovating a building with unique architectural features or historical significance, they may need an architect who specializes in that type of project. In cases where no other local firms have this specialized experience, the grant may allow for sole-source selection of the architect.

3. Local Artists or Artisans

- **Example:** A non-profit zoological park may need a specific artist to design a mural or public art installation. If this artist is locally renowned or the only one with a particular style or expertise, they could be the sole source provider for that artistic component.

4. Specialized Security Systems Providers

- **Example:** A non-profit with unique security requirements (e.g., for a facility that houses sensitive materials or equipment) may require a specific security system that only one provider can offer, either because of advanced technology or familiarity with the organization's needs.

Key Considerations for Sole Source Funding Requests:

1. **Justification:** Sole-source requests typically need to include detailed justifications that explain why only one provider can meet the specific needs of the project.

2. **Documentation:** Non-profits must provide evidence to support their claim, such as proof that no other vendor has the required expertise, experience, or product. Keep a record of businesses you have reached out to with names, addresses, phone numbers, emails, date of contact and responses.
3. **Approval:** Sole-source contracts require prior review and approval from the County, so the non-profit must clearly demonstrate why competition is not feasible. An email asking for approval must be sent to Maxine@fla-keys.com

Grant Requirement:

If the commodities or services will be provided by a “sole source” provider, the not-for-profit must submit a notarized statement with its request for payment explaining why the vendor is the only source for the commodities or services. The Grantee should submit the “sole source” justification to the TDC Administrative Office for review and approval by the County. Failure to obtain advance approval for a “sole source” expenditure may cause the reimbursement to be disallowed for reimbursement by the County.



What constitutes a “sole source” provider?

- There is no other source readily available. 
- The nature of the goods or services dictates sole source acquisition, for example:
 - To obtain conformity to existing contracted goods or services
 - To avoid the loss of warranty coverage
 - Proprietary licensing
 - Equipment capability 

How do you document this?

- To document there is no other source readily available, attach with your notarized statement:
 - a log of the phone calls made to, and e-mails and letters sent to vendors seeking the goods or services, and
 - a compilation of the results from those phone calls, emails, and letters. 
- To document why the nature of the goods or services dictates sole source acquisition:
 - In your notarized statement, provide an explanation of:
 - how the purchase is needed to conform with existing goods or services, or
 - why it is considered proprietary licensing (in some cases you may have a letter from the license holder explaining this, which can be attached), or
 - how it is needed because of equipment capability.
 - If the reason is to avoid loss of warranty coverage, attach a letter from the company who issues the warranty explaining this.

WORKSHEET

Capital Project Worksheet

The objective of this worksheet is for the DAC members to evaluate the project applications to establish the ranking order. The project applications are then considered for possible funding in descending order (highest to lowest). The ranking order also provides the opportunity for the DAC to address the level of funding for projects commensurate with the ranking. i.e.: Project applications do not have to be considered at the level of funding requested.

To be filled in by TDC Administrative Office

This application has been reviewed and accepted as a permissible TDC expenditure for use of bed tax revenue.

This project falls under the following category:

- Convention Center Sports Stadium Sports Arena Coliseum
- Fishing Pier Museum Zoological Park Nature Center
- Auditorium Aquarium Beach or Beach Park Facility

The applicant has provided satisfactory proof to the TDC administrative office that they have 100% of the funds available to commence, and complete the project prior to seeking reimbursement from the TDC.

This project is ready to begin upon approval of Agreement by the Monroe County Board of County Commissioners.

To be filled in by DAC Members

DAC Members should use their judgment to score the following questions on a 1 – 5 scale (1 being the lowest and 5 being the highest based on criteria listed below). Applicant must score 18 points or higher to be considered for funding.

1. Evaluate the planning and readiness of project commencement _____
2. Evaluate if this project has a primary purpose of promoting tourism _____
3. Evaluate the projected number of annual visitors and the method by which it was derived (pg. 14) _____
4. Evaluate the applicant’s Marketing Plan for this project _____
5. Evaluate the effectiveness of the application in providing clear and adequate information for your review _____
6. Evaluate the overall effectiveness of drawing overnight visitors to the destination _____

Total Score: _____

Print Name: _____

Signature: _____

Date: _____

COUNTY WEBSITE

The TDC has a page on the County Website www.monroecounty-fl.gov/tdc

Please review the documents relating to TDC Capital Funding:

- [Fishing Workshop Packet](#)

Tourist Development Council Market Research

- [Third Quarter 2023 Visitor Profile Study](#)
- [2022 Tourism Report](#)
- [Examining the LGBTQ+ Market](#)
- [Key West International Airport Visitation Analysis](#)
- [Benefits of a Tourism Economy](#)
- [International Visitor Report](#)
- [Four Penny Revenue Report](#)
- [Italian Consumer Perception Study](#)
- [Film Impact Study: Netflix's Bloodline](#)
- [Economic Impact Study Monroe County](#)
- [Sargassum in the Florida Keys](#)
- [Vacation Home Rental Study](#)

Tourist Development Council Event Funding

- [General Information on Event Funding](#)
- [Sample Destination and Turnkey Budgets](#)
- [Sample Turnkey Event Funding Agreement](#)
- [Sample Destination Event Funding Agreement](#)
- [Sample Fishing Event Funding Agreement](#)
- [Sample Cultural Event Funding Agreement](#)
- [Sample Destination and Turnkey Event Score Sheet](#)
- [Sample Destination Reimbursement Packet](#)
- [Sample Turnkey Event Reimbursement Packet](#)
- [Sample Cultural Event Reimbursement Packet](#)
- [Sample Fishing Event Reimbursement Packet](#)
- [Charity and Scholarship](#)
- [Survey Example](#)
- [Workshop Packet Events](#)

Tourist Development Council Capital Project Funding

- [General Information on Capital Project Funding](#)
- [Sample Capital Project Funding Agreement](#)
- [Sample TDC Project Summary Sheet for Projects \\$19,999.99 and Under](#)
- [Sample Reimbursement Packet](#)
- [Sample Capital Worksheet](#)
- [Public Facilities Flow Chart](#)
- [Capital Workshop](#)



**FOR SPECIFIC QUESTIONS
RELATING TO YOUR PROJECT
CONTACT**

MAXINE@FLA-KEYS.COM