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FEIN: 59-3643636; 501c3 Tax Exempt Designation

Florida Solicitation of Contributions #CH21771

April 9, 2022

Dennis Webber, Real Estate Coordinator
City of St. Petersburg
Real Estate & Property Management
PO BOX 2842
St. Petersburg FL 33731

Mr. Webber:

Attached please find our teams response to your request for additional information on our affordable housing proposal submitted in early March.

This is a project PERC stands committed to with the hope of increasing affordable workforce housing stock in St. Petersburg with the additional benefit of increasing training and educational opportunities for Community Redevelopment Area residents in upwardly mobile career pathways.

We look forward to meeting with your team soon. If you require further information, please contact me at 727-656-4989 or email at mjalazo@exoffender.org.

Sincerely,

Michael Jalazo
CEO/Executive Director
People Empowering and Restoring Communities

Pinellas County Locations

12810 US HWY 19 N

1601 16th Street South

1200 South Pinellas Avenue

Suite 8

Clearwater, FL 33764

St. Petersburg, FL 33705

Tarpon Springs, FL 34698

Administration is requesting additional information regarding your proposal as follows:

1. Provide a Development Pro-Forma and Operational Pro-Forma.

Please see attached.

2. What is the incentive or subsidy requested from the City and when will the subsidy need to be provided?

PERC is requesting a 99-year lease at \$1 per year on the properties mentioned as well as impact and other fee reductions appropriate for an affordable housing project in the CRA. Additionally, we will be seeking the City's Affordable Multifamily Housing Development Program incentive, exploring the Affordable Housing Redevelopment Loan Program and applying for funds from the American Rescue Plan Act to reduce the debt on the project allowing for further affordable housing development.

3. What is the purchase offer on the land?

PERC is requesting a 99-year lease at \$1 per year on the properties mentioned.

4. What is the unit mix (# of bedrooms/baths), Square footage of units?

The total unit mix will all be one bedroom/one bath (and the loft for storage) at approximately 400 square feet of conditioned space (with an additional 130 square feet of unconditioned porches). ***Please see attached.***

5. What is the construction type?

Type V construction is that type of construction in which the structural elements, *exterior walls* and interior walls are of any materials permitted by the 2020 Florida Building Code, 7th Edition. Materials shall be such that exterior walls of individual buildings closer than 10' from each other shall be 1-hour fire rated materials such as Hardie Board siding, soffits, etc. and Metal stud exterior wall systems. Interior walls do not require any fire rating (i.e. wood studs). We can discuss if there are any questions.

6. What is the estimated construction cost?

See development proforma, all in with all costs is estimated at \$3,520,128.

7. Provide a Development Schedule.

Please see attached.

8. Please provide an overview of the development team and their experience.

Partners of the development team in the project include PERC (overall program management and property management), the Florida Dream Center, Pinellas Technical College (construction classes and students), G2 Design LLC (architecture and design management), Cleveland Construction (contractor), a private family foundation, the Social Enterprise Alliance, the Department of Veterans Affairs, and the Department of Justice (the last several partners all have to do with funding in one shape or another). Attached please find names, addresses, and resumes of those assigned to the project. The general contractor and any subcontractors we use will have current licenses/certificates and insurance, in accordance with applicable State of Florida Statutes and the City of St. Petersburg, as necessary and required. PERC currently developed, rehabbed, and manages a 66-unit housing program in Unincorporated Pinellas County, and is involved in other housing which can provide up to 21 beds of transitional housing in St. Petersburg. Additionally PERC is involved in many City projects including the Cohort of Champions Program under the Department of Urban Affairs, the Workforce Readiness and Training Program with the Department of Economic Development and Workforce Development. G2 Design, LLC, who will serve as the project design team, has been responsible for drawing details, sections and engineering for hundreds of residential and commercial projects in the City of St. Petersburg since 2009, including the current renovation of the Barack Obama Main Library. Eric Glinsboeckel of G2, from 2003-2009 provided on site construction management of multiple extensive renovations to the Mahaffey Theater, renovations to the Mirror Lake Library, and the design and development of Albert Whitted Park. Cleveland Construction, who will serve as the contractor of record, is responsible for building the City Water Resources Center 1650 3rd street, which was the first Gold Leed project the City ever received. Additionally, Cleveland Construction as overseen several remodel projects at Tropicana Field, Tyrone Middle School, the City of St. Petersburg Municipality Building and Parking Garage, and several elements of the Firestone Grand Prix.

9. What other sources of funding is PERC planning on using to finance the project? What is the likelihood of receiving that funding? Does PERC have a history of receiving this type of funding? Is the project's success contingent upon external funding that is not yet secured?

PERC will be seeking LIHTC tax credits and bonds as well as resources from the County's Penny for Pinellas program. Our understanding of these programs show that this project qualifies for them in every way and we have a high expectation of receiving the funds we target. As a backstop to those resources, we have received a commitment from the Florida Community Loan Fund to loan any additional money needed for this project up to \$5 million dollars.

10. The floor plan includes a ladder to a loft. Will all units require the use of a ladder to reach the loft? Are any of the units designed to be wheelchair-accessible?

The total unit mix will all be one bedroom/one bath (and the loft for storage) at approximately 400 square feet of conditioned space (with an additional 130 square feet of unconditioned porches. Please see revised floor plan attached. We have adjusted the floor plan to continue to include the loft, but to add one bedroom to the unit as well. Although the overall site plan falls under the umbrella of the 2020 Florida Building Code - Building, the proposed units themselves will fall under the 2020 Florida Building Code - Residential building code. Therefore, ADA compliance is limited to the Fair Housing act and HUD standards for accessibility. A required 5 percent of units will be designed to meet accessibility standards for HUD. Accessibility to these units shall include but not be limited to ramps, 32" clear door widths, counter heights of 28"-36", turning radius at fixtures, fixture clearances, grab bars, etc.

11. What is the expected timeframe for completion of project after receipt of financing?

The expected timeline for completion of the project is estimated at 26 months contingent on-site investigations and turnaround with City Engineering and Building Departments. It is expected that 18 units will be available in under 24 months according to the development timeline.

12. Given existing zoning on the property:

- a. Does the proposed design require any rezonings, special exemptions, or variances? **NO**
- b. Will the 18 units exceed the permissible number of dwelling units for the zoning district? **NO**

13. Given the name of the project on the documents (Veterans Village), is PERC intending on renting only to veterans?

This will be 100% workforce housing, not specific to any population. Veterans who qualify are welcome, but this is NOT specific to Veterans. All future plans and drawings will have this designation removed.

14. How will prospective renters be identified? What outreach is planned? Could PERC make any commitments to exclusively marketing the site to current residents within the South St. Petersburg CRA?

PERC's commitment to the South St. Petersburg CRA is well known by City staff. As the originators of the St. Pete Works program we have broad contacts throughout the South St Pete CRA that we will use to market these developments so we can keep people from being forced out of their neighborhoods. We plan to work with Rick Smith and his team to explore additional avenues for outreach. PERC is also developing rental incentives that would target specific groups living or working in the CRA, with potential rent discounts for teachers teaching at schools within 5 miles of the developments and discounts or abated rent for students attending St. Petersburg College's Jamerson Campus. We'd also like to point out that our aim is to have our

general contractor work with STARS clients that PERC is serving, many of whom currently reside in the CRA.

15. Please provide information on the rental lease terms. The proposal mentions that all who live in the units will have incomes at or below 60% AMI.

After reviewing all options we believe the best target for this project for units targeting an average of 60% AMI

- a. What is the estimated monthly rent and what utilities does it include?

Our one-bedroom rents will be \$831 per month with increases pegged to the annual HUD numbers. This rent will include a utility allowance based on the schedule maintained by the St. Pete Housing authority. Utility overages will be collected with the following month's rent. As mentioned before, potential rental discounts may come into play for targeted populations. The goal will be for those discounts to offset any issues that come up related to question 15 c.

- b. How will PERC determine increases to the rent over the lifespan of the buildings?

Increases in rent will be pegged to HUD's annual rent limits

- c. What happens if someone who lives in one of the units increases their income above 80% AMI (e.g., they get a higher-paying job)?

We will not turn anyone out during their lease period regardless of their income as long as their income does not exceed 140% of the target AMI, per state statute.

- d. Can PERC provide a sample lease agreement?

Please see attached.

16. How will PERC maintain the property as well as other costs incurred by ownership (taxes and insurance) given the cap on client income levels?

Built into the operation pro-forma (attached) includes all costs related to ownership, maintenance, property management, taxes and insurance. PERC has extensive experience in property management with the Continental Housing Program property as an example, which is a 66-unit apartment complex in mid-Pinellas County, as well with other properties supporting other populations PERC serves.

17. Please provide examples of similar projects that PERC has developed.

PERC has and continues to successfully manage complex housing projects and possesses key personnel performing the requested services as required in this project. This includes program

management staff, property management staff, and construction management staff. All have significant experience in programs, property management and construction of similar housing projects, and on- going management of all levels therein. The Continental Housing Program includes a 66-unit complex in Clearwater which has required gut renovation for all units, and complex site issues that have been solved or maintained with permanent construction staff. PERC currently is involved in many City projects including the Cohort of Champions Program under the Department of Urban Affairs, and the Workforce Readiness and Training Program with the Department of Economic Development and Workforce Development. Under this, the Second Chance Tiny Home Program has led to nearly 100 program participants graduating with over 520 industry related certifications around construction and advanced manufacturing.

18. Does PERC have experience with property management for rental units? **YES**

Please describe the experience including existing properties. For existing properties, please indicate whether they are planned, under construction or occupied.

PERC has and continues to successfully manage complex housing projects and possesses key personnel performing the requested services as required in this project. This includes program management staff, property management staff, and construction management staff. All have significant experience in programs, property management and construction of similar housing projects, and on- going management of all levels therein. This includes single family housing county-wide and in St. Petersburg, a 66-unit complex in Clearwater, and current tiny homes already under construction.

19. Please provide more information on the construction of units. Will PERC contract with Small Business Enterprises (SBEs)? Is there a proposed workforce training model for PERC clients? Please include quantitative details.

Our architect, G2 Design is a certified SBE with the City and a woman-owned business. Our contractor, Cleveland Construction meets the qualifications to be an SBE and will be seeking that designation. Our contractor currently provides many of the construction industry-specific certifications to PERC clients in the Tiny Homes program. To this day we have had 87 graduates of the program who have received over 520 industry certifications combined. All 87 of those graduates have received multiple job offers upon completion of the Tiny Homes program in construction, advanced manufacturing, and other related industries. We will cross the 100 student/graduate threshold with the current class graduating on 4/29/22. Additionally, we are working with the Economic/Workforce Development team with the City of St Petersburg to double the number of classes and students. We expect these students to not only work on these projects, but to work on Habitat for Humanity homes in the CRA as well.

20. Planning and Development Services has made the following design comments on the plan: 1) Parking is not permitted to back out onto the street; and 2) Parking is not permitted to be located in between the building and the street. How will the required re-design impact the number of units and construction/operational pro forma?

It won't, we have already addressed with G2 Design with understanding of comments and current code, new site plan is already outlined and will be provided addressing these concerns.

Please see attached.

21. Please elaborate on any sustainable and resilient design process and/or features.

All homes developed in this proposal will incorporate energy efficiency and conservation (green building) elements throughout. Our units have been designed to meet Miami Dade hurricane resistant requirements. We have selected building elements and fasteners to meet this standard for the safety and security of the occupants in the event of a storm rather than necessitating evacuations. The building materials selected are also energy efficient and green. Metal framing will be used for its recycled content, strength, durability and insect resistance. Densglass, concrete board and Hardie board all contain recycled content and are low in toxicity and emissions. Walls are designed as a breathable assembly to maximize the R-19 insulation value and prevent moisture build up while reducing air leakage. The roof achieves its R-38 insulation level with closed-cell spray foam which also further strengthens the assembly and creates a cool loft space. Ample porches, tall windows and ceiling fans will maximize natural ventilation and air circulation during cooler months as well as providing natural lighting. All appliances will be Energy Star rated. Bathroom and kitchen fixtures are low flow/flush. Lighting is specified as LED throughout. High efficiency water heaters and HVAC units are specified with minimized ductwork and plumbing distances. The units are designed to be ADA accessible with materials conducive to accommodating a variety of ability levels and limitations. Low VOC paints and finishes will be used throughout with a focus on light exterior materials to increase solar reflectance/ albedo. We are exploring the applicability of photo-voltaics on the units with appropriate solar orientation. Units will also be capable of harvesting rainwater for individual irrigation needs. Florida native plants and trees with mulched beds will be used throughout requiring minimal irrigation after establishment. Lightweight green pavers with high recycled material content will connect the units and create community gathering spaces.

5 Year Pro-Forma Financials
Tiny Home Affordable Housing Proposal

Model Inputs

Maximum occupancy
 % of beds occupied(paying)
 Per Month

32
100%
\$ 831.00

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
REVENUE						
Rent		319,104	328,677	338,537	348,694	359,154
CRA AMHDP		24,000	24,000	24,000	24,000	24,000
Other						
Total Revenue	0	343,104	352,677	362,537	372,694	383,154
EXPENSES						
Salaries & Benefits						
Housing Director		37,440	38,563	39,720	40,912	42,139
Building maintenance		28,800	29,664	30,554	31,471	32,415
Water, sewer, trash		50,304	52,316	54,409	56,585	58,849
Electricity		26,880	27,955	29,073	30,236	31,446
Insurance		36,000	37,800	39,690	41,675	43,758
Transportation		3,240	3,337	3,437	3,540	3,647
Reserves for Replacement		15,955	16,434	16,927	17,435	17,958
Real estate taxes		0	0	0	0	0
Bond Payments		101,582	101,582	101,582	101,582	101,582
Acquisition Costs						
Mortgage transaction costs	0					
Initial build-out costs						
Down payment on facility	0					
Total Expenses	0	300,202	307,652	315,393	323,436	331,793
Income before taxes	0	42,902	45,025	47,145	49,258	51,361

Development Pro-Forma
32 Units

Acquisition Costs	\$	-
Construction Costs	\$	3,130,506.00
Development Costs	\$	445,082.08
Planning Costs	\$	409,600.00
Finance Cost	\$	283,250.00
Contractor	\$	448,000.00
	\$	4,716,438.08
LIHTC Tax Credit	\$	1,886,575.37
LIHTC Bonds	\$	2,122,397.00
Penny IV	\$	707,465.71
	\$	4,716,438.08

A

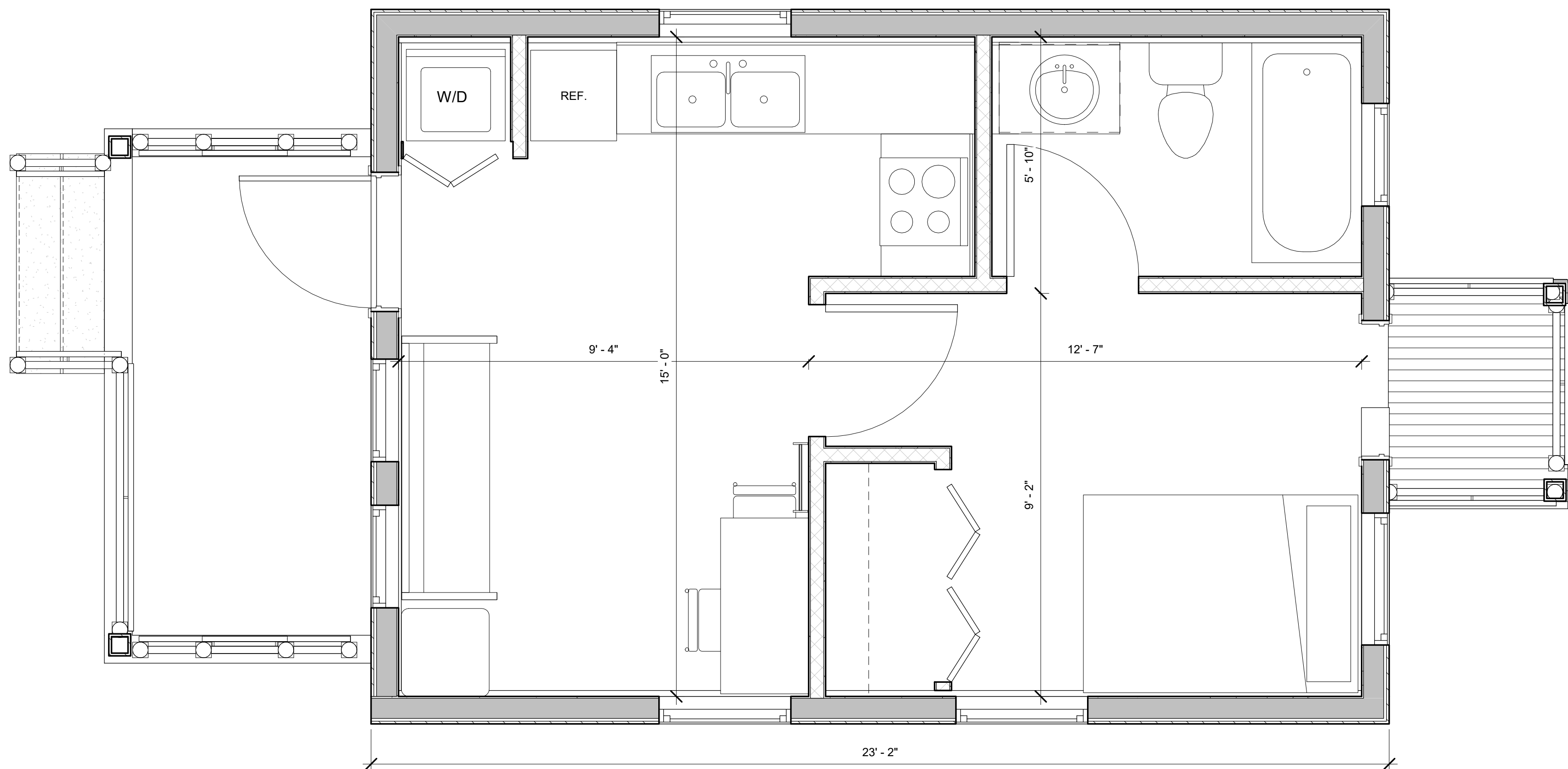
1

2

3

4

5



1 PROPOSED PLAN
1/2" = 1'-0"

SCHEMATIC DESIGN - NOT FOR CONSTRUCTION

Affordable Housing Project

04/11/2022
Eric Glineboeckel
AR92165

Drawing Title:

PROPOSED PLAN

JOB #: 18 001

Drawn: JMG

Checked: EDG

Date: 04/11/2022

Scale: AS NOTED

Sheet

A103

G2 Design, LLC
2227 49th St N
St. Petersburg, Florida 33710
FL LIC. AA26001821
Ph: 727.280.6234

info@G2DArchitecture.com

[illegible]

Client:

Development Schedule Tiny Home Affordable Housing Project

22-Jun	Bid accepted by City of St Petersburg
22-Jul	Approval by City Council
22-Aug	Contract w City of St Petersburg executed
22-Oct	Submission of final plans to City of St Petersburg 1805 18th Ave S
22-Nov	Submission of final plans to City of St Petersburg 2034 9th Street S
22-Dec	Submission of final plans to City of St Petersburg 634 22nd Ave S
23-Feb	Approval by Engineering and Building Department 1805 18th Ave S
23-Mar	Approval by Engineering and Building Department 2034 9th Street S
23-Mar	Sitework begins 1805 18th Ave S
23-Apr	Approval by Engineering and Building Department 634 22nd Ave S
23-Apr	Sitework begins 2034 9th Street S
23-May	Sitework complete 1805 18th Ave S
23-May	Sitework begins 634 22nd Ave S
23-Jun	Construction begins 1805 18th Ave South
23-Jul	Sitework complete 2034 9th Street S
23-Aug	Sitework complete 634 22nd Ave S
23-Sep	Construction begins 2034 9th Street S
23-Oct	Construction begins 634 22nd Ave S
24-Jun	Construction complete 1805 18th Ave South
24-Jul	Construction complete 2034 9th Street South
24-Aug	Construction complete 634 22nd Ave South

Michael D. Jalazo

110 Ricardo Way NE #6
St. Petersburg, FL 33704
(727) 656-4989 (C)
michaeljalazo@hotmail.com
mjalazo@exoffender.org

Objective

Administrative/teaching/consulting positions utilizing management skills and educational background in either the public or private sector

Work History.

2001 to Present	<p>CEO/Executive Director, Pinellas Ex Offender Reentry Coalition (PERC)</p> <p>Responsibilities: Promote and expand the mission of the PERC, through grant writing, full data, budget reporting according to federal guidelines. Development of community relationships and partnerships to ensure successful outcomes. Various presentations throughout the county on the PERC. Grant writing, grant management. Point of contact for development and design, Pinellas Reentry Court and other problem solving court initiatives. Media contact and presentation to various officials within Sixth Judicial Circuit, Pinellas County, FL.</p>
2013	<p>Faculty, Northeast High School – Certification in Marketing K-12, can gain certifications in other areas easily. Full information on file with Pinellas County School Board, including IPDP.</p>
2009 to 2012	<p>Director Reentry, Assistant Vice President, Emerge, Inc.</p> <p>Job responsibilities: Create, promote, all reentry associated programming and businesses. Full data, budget reporting according to federal guidelines as appropriate. Program and project evaluation as appropriate. Development of community relationships and partnerships to ensure successful outcomes. Various presentations throughout the country on reentry, as well as a variety of grant reviews for numerous federal agencies.</p>
2001 to 2009	<p>Director, Pinellas County Sheriffs Office <i>Project New Attitudes</i></p> <p>Job responsibilities: Create, promote, report federal grant program renewable yearly teaching life skills curriculum to jail population. Full data, budget reporting according to federal guidelines. Development of community relationships and partnerships to ensure successful outcomes. Various presentations throughout the country on the program, as well as a variety of grant reviews for numerous federal agencies. Media contact and presentation to various officials within Sixth Judicial Circuit, Pinellas County, FL.</p>
1998 to Present	<p>Faculty, St. Petersburg College</p> <p>Classes Taught: Adjunct professor- American National Government (POS 2041), International Relations (INR 2001), State and Local Government (POS 2043), Economics (ECO 2000).</p>
1998 to 2001	<p>Faculty, Admiral Farragut Academy</p>

Job responsibilities: Classes taught: American National Government, Economics, Geography, Ethics, World History. Coach- Football, Basketball, Golf. Assistant Athletic Director. Faculty on Duty- Dorm Supervision

1990 to 1998

General Manager, Theo Two Corp. d/b/a Blockbuster Video, Schlotzsky's Deli.

Job responsibilities: Full management/development responsibilities including: Fiscal control/development, marketing/promotions, ordering, sales, customer service, public relations, test store development, operation and computer integration, scheduling, employment and supervision of four locations. Integral in development/opening of three Blockbusters and one Schlotzsky's Deli from total analysis to construction, staffing, supervision. Key contact for public relations, human resources issues, media.

Education

1999

Master of Arts, University of South Florida. Political Science. Focus: International Political Economy, American National Government.

1993

Bachelor of Arts, University of Florida. Political Science. Focus: American National Government, Business.

Publications

2010

Jalazo, M (2010). Carey Guides, *Interpersonal Skills*. Carey Group Publishing. Summer, 2010

2010

Jalazo, M (2010). Carey Guides, Problem Solving. Carey Group Publishing, Fall 2010

2005

Jalazo, M. (2005). *Demonstration Grant: Life Skills for State and Local Prisoners: Project New Attitudes, Pinellas County Sheriffs Office*. Journal of Corrections Education. Ashland University Press. June 2005.

2002

Jalazo, M., and Blount, W., (2002). *Project New Attitudes: A Life Skills Program in a Therapeutic Community*. American Jails. American Jail Association. May/June 2002.

Presentations

Polk Corrections Institution Programs Graduation – Guest Speaker, Topic: Successfully Transitioning from Prison to Becoming an Ex Offender. January 27, 2012. (300 + participants)

Plug Into Your Portal Statewide Conference, Tampa Florida. October, 2010. Reentry Programming Patterns and Future. (600 + participants)

Florida Suncoast Officials Association Annual Awards Banquet – Guest Speaker, Topic: Perspectives of Football and the Lives of Young People. Fall 2008 (75+ participants)

Re Entry Programming Models, County Level. Florida Association of Community Corrections Annual Conference. July 10, 2008. St. Petersburg, FL (40 + participants)

In Jail Treatment Re Entry Programming and Cost Benefit Analysis. American Association of Criminal Justice Professionals Annual Conference. June 3, 2008. Miami, FL (60 + participants)

Cost Benefit Analysis and Re Entry Programming. American Correctional Association Summer Conference, Charlotte, MC. (40 + participants)

Jails: Victimology, Evaluation, Self-Help/Mutual Aid: Cost Benefit Analysis. American Jail Association's Annual Training Conference & Jail Expo. April 25, 2004. Birmingham, Alabama. (70 + participants)

Developing Therapeutic Communities to Support In Jail Treatment: Project New Attitudes. American Jail Association's Annual Training Conference & Jail Expo. May 6, 2003. Albuquerque, New Mexico. (100 + participants)

Project New Attitudes: Modified Therapeutic Community in a Jail Setting. Best Practices in Corrections Programming Conference. August 6, 2003. Clearwater, Florida. (125 + participants)

Pinellas Ex Offender Reentry Coalition Introduction; Project New Attitudes Presentation. Best Practices in Corrections Programming Conference. July 25, 2002. Clearwater, Florida. (200 + participants)

Accountability Treatment and Community Reintegration. American Correctional Association 2002 Winter Conference. January 14, 2002. San Antonio, Texas. (75+ participants)

Professional References

Tim Burns, Director Pinellas County Office of Consumer Services and Justice Coordination;
tburns@co.pinellas.fl.us; 727-743-9396

James Dates, Regional Vice President, WestCare Gulfcoast; james.dates@westcare.com;
727-490-6768 x30143

April Lott, President & CEO, Directions for Living; alott@directions.org;
727-524-4464

Eric Glinsboeckel, R.A, ByAK

Owner/Principal G2 Design, LLC

727-280-6234

1523 16th St S, St. Petersburg, FL 33705

eric@g2darchitecture.com

<http://g2darchitecture.com/>

Objective	To create high quality, technical drawings that are easily permittable, delivered to clients on time and within budget
Skills & Abilities	Microsoft office, Quickbooks, Quicken, AutoCAD, Revit, Photoshop, Sketchup, and other industry software. Extensive experience in electrical engineering and residential structural engineering
Experience	<p>2009 - Present G2 Design, LLC Owner- Principal</p> <ul style="list-style-type: none">▪ Creation of drawing details, sections and engineering for hundreds of residential and commercial projects▪ Relationship development with contractors and engineers <p>2003 - 2009 Aude, Shande & Williams Project Manager</p> <ul style="list-style-type: none">▪ On site construction management of multiple extensive renovations to the Mahaffey Theater▪ Mirrow Lake Library historic renovations.▪ Albert Whitted Park design and development
Education	<p>University of South Florida – Tampa, FL – Masters of Architecture 2002 Graduate Assistant and computer lab administrator</p>
Communication	Over 25 years of experience in architecture and engineering drawing development, project management and construction administration
Leadership	President, Vice President and Director of the Board for National Association of Remodeling Industry 2014-2016
References	<p>Supplied upon Request Florida Architectural License #AR92165 National Council of Architectural Registration Board #97711</p>

Johanna Glinsboeckel, R.A, LEED AP

Owner/Principal G2 Design, LLC

727-280-6234

1523 16th St. S. St. Petersburg, FL 33705

johanna@g2darchitecture.com

<http://g2darchitecture.com/>

Objective	To lead a dynamic, creative architectural team delivering value and high-quality projects to clients, on time and within budget
Skills & Abilities	Microsoft office, Quickbooks, Quicken, AutoCAD, Revit, Photoshop and other industry software. Twenty years of office and business management experience.
Experience	2009 - Present G2 Design, LLC Owner- Principal <ul style="list-style-type: none">▪ Manage projects, staff and clients on residential and commercial projects.▪ Scheduling, process development, quality management 2006 - 2009 Platinum Advanced Technologies Design & Production Manager <ul style="list-style-type: none">▪ Developed all process for a new insulated panel manufacturer including development of architectural details, software customization and training of staff▪ Wrote the US Patent process for panel creation and drawing integration
Education	University of South Florida – Tampa, FL – Masters of Architecture 2004 Member of the National Honors Society, American Institute of Architects Student chapter vice president and graduate assistant
Communication	Excellent communication and training skills developed through various management roles and duties. Highly proficient in process development and refinement.
Leadership	Vice President and secretary of BNI chapter, mother of twins, charette leader for Urban Charette Group
References	Supplied upon Request Florida Architectural License #AR99263 National Council of Architectural Registration Board #115614

STEVEN CLEVELAND

Indian Rocks Beach, FL

Steven@ksands.net

Phone: 727.307.2741

PROFESSIONAL SUMMARY

Accomplished Construction Manager and Senior Project Manager with 30 years' experience leading and overseeing water/wastewater and commercial construction projects. Extensive experience in water/wastewater treatment/testing, VA hospital, and Military construction. Expertise in supervising projects under stringent cost margins and tight deadlines and attaining profit goals. Skilled in bid management, cost estimating, contract negotiation, construction planning and scheduling, and LEED and sustainable construction projects. Supervises field administration, sub-contractor/vendor selection, budgets, and schedules. Provides comparison/material analysis and long lead/potential cost escalation identification. Excellent communication and facilitation skills with strong capacity to interface with clients, architects (engineers) and inspectors.

SKILLS

- General contracting professional
- Subcontractor management
- Strong interpersonal skills
- Commercial construction expert
- Level II Background
- OSHA Certified
- Excellent customer relations
- Knowledgeable in construction safety
- First Aid and CPR Certified
- Scaffolding
- Fall Protection Plan (FPP)

WORK HISTORY

OWNER

CLEVELAND CONSTRUCTION SERVICES LLC – INDIAN ROCKS BEACH, FL

09/2017 – CURRENT

Managed operations of new and renovations of all construction projects (\$50,000-\$400,00)

Environmental construction, wetland mitigation, and high security safe houses construction

Led projects with numerous construction employees, and subcontractors

Managed RFI's, RFQ's subcontractor negotiations, vendor selection

Monitored and controlled project safety, quality, directed costs and schedules and ensured project met quality standards and government regulations

Owner

Krueger Stevens & Sons Construction - Oldsmar, FL

00/2010 - 2016

Managed operations of new and renovations of all construction projects (\$1M to \$5M)

LEED Silver and Gold achievement projects.

Led projects with numerous construction employees, and subcontractors

Managed RFI's, RFQ's subcontractor negotiations, vendor selection

Monitored and controlled project safety, quality, directed costs and schedules and ensured project met quality standards and government regulations

Senior Estimator

DOOSAN HYDRO TECHNOLOGY, - Tampa, FL

00/2005 - 00/2009

Managed estimation projects for multi-million-dollar water/wastewater construction projects (\$1M to \$97M).

Led projects with up to 20 engineers, staff, construction employees, and subcontractors.

Develop process flow for mechanical piping, concrete, structural steel, instrumentation, and electrical take-offs. ·

Facilitated construction cost estimates (CSI format and the Means methods) regarding projects for local government and private clients globally utilizing MC2 ICE. ·

Developed and implemented company policies and procedures, including Global Vendor Database and Estimating Department Procedures and Guidelines. ·

Managed RFQs for subcontractors and vendor suppliers and RFIs for project-specific information.

Construction Manager

American Water Florida, - New Port Richey, FL

00/2002-00/2005

Managed new construction and renovation projects of water and wastewater systems, including Spray fields, containment ponds, ground water monitoring, installation of recovery, sample, and injection wells. Design Build of water treatment systems for FDOT, County and State facilities.

Annual revenue \$100 million dollars.

FDOT state contract for water monitoring interstate I-10, and I-75 pedestrian rest areas.

Oversee 500+ employees and numerous satellite sites throughout Florida and the Keys, Bahamas, Puerto Rico and the Caribbean Islands.

EDUCATION

Bachelor of Science: Business Management **FLORIDA STATE UNIVERSITY, Tallahassee, FL** - Tallahassee, FL1977

ACCOMPLISHMENTS

- Led numerous projects that were all completed within budget and on schedule.

- PHCC Wiregrass Wesley Chapel, FL
- Tampa Bay Water, Land O Lakes FL
- Old City Hall Tampa, Tampa FL
- Building 4930 P991 H1 Gearbox Facility (MCAS Cherry Point) Havelock, NC

CERTIFICATIONS

General Contractor #GCC1506389, Florida, 2004, License, Level II Background current

Underground & Excavation #CUC1223900, Florida, 2004, License Design Build for Water Wastewater Institute of America, 2008, Florida All-lines Insurance Adjuster License 2017.

MILITARY USMC HONORABLE Medical Discharge 1979

COMMUNITY SERVICE

Florida Dream Center CEO, Adopt-a-Block Director, Hillsborough County Parks & Recs Executive Board (appointment), Child Education of America (missing children), YES United of America, Pinellas County Lealman CRA, (appointment), Champion Service Award 4-2017, Leadership award Pinellas County Sheriff, 3-2016, Greatest Impact in the Community award 6-2016, Leader in Community award 2015.

Residential Lease Agreement

THIS LEASE (the "Lease") dated this _____ day of _____, 20_____

BETWEEN:

People Empowering and Restoring Communities

(the "Landlord")

OF THE FIRST PART

- AND -

John Doe

(the "Tenant")

OF THE SECOND PART

IN CONSIDERATION OF the Landlord leasing certain premises to the Tenant, the Tenant leasing those premises from the Landlord and the mutual benefits and obligations provided in this Lease, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Lease agree as follows:

Leased Property

1. The Landlord agrees to rent to the Tenant the house, municipally described as 1805 18th St S, St. Petersburg, FL 33712, USA (the "Property"), for use as residential premises only. Neither the Property nor any part of the Property will be used at any time during the term of this Lease by Tenant for the purpose of carrying on any business, profession, or trade of any kind, or for the purpose other than as a private single-family residence.

2. Subject to the provisions of this Lease, apart from the Tenant and the Tenant's immediate family members, no other persons will live in the Property without the prior written permission of the Landlord.
3. No guests of the Tenants may occupy the Property for longer than one week without the prior written consent of the Landlord.
4. The following pets or animals may be kept in or about the Property:
 - a. Small Pets on case by case basis, pet deposit required.
5. The Tenant agrees and acknowledges that the Property has been designated as a smoke-free living environment. The Tenant and members of Tenant's household will not smoke anywhere in the Property nor permit any guests or visitors to smoke in the Property.

Term

6. The term of the Lease is a periodic tenancy commencing at 12:00 noon on October 1, 2024 and continuing on a year-to-year basis until the Landlord or the Tenant terminates the tenancy.

Rent

7. Subject to the provisions of this Lease, the rent for the Property is \$831.00 per month (the "Rent") inclusive of utilities.
8. The Tenant will pay the Rent on or before the 1st day of each and every month of the term of this Lease to the Landlord at 1601 16th Street South, St. Petersburg, FL 33705, USA or at such other place as the Landlord may later designate.
9. The Tenant will be charged an additional amount of \$25.00 per infraction for any late Rent.

Pet Deposit

10. On execution of this Lease, the Tenant will pay the Landlord a pet deposit of \$200.00 (the "Pet Deposit").

11. The Landlord will return the Pet Deposit at the end of this tenancy, less such deductions as provided in this Lease but no deduction will be made for damage due to reasonable wear and tear nor for any deduction prohibited by the Act.
12. During the term of this Lease or after its termination, the Landlord may charge the Tenant or make deductions from the Pet Deposit for any or all of the following:
 - a. damage or losses suffered to the Property or surrounding property caused by any pets owned by the Tenant or allowed on the Property by the Tenant; and
 - b. damage or losses suffered to the Property or surrounding property due to flea infestation caused by any pets owned by the Tenant or allowed on the Property by the Tenant, including, but not limited to, the cost to professionally clean the Property with de-infestation cleaner at the end of the Tenancy (this cost is in addition to any obligation to steam clean the carpets in this Agreement).
 - c. any other purpose allowed under this Lease or the Act.
13. The Tenant may not use the Pet Deposit as payment for the Rent.

Quiet Enjoyment

14. The Landlord covenants that on paying the Rent and performing the covenants contained in this Lease, the Tenant will peacefully and quietly have, hold, and enjoy the Property for the agreed term.

Inspections

15. At all reasonable times during the term of this Lease and any renewal of this Lease, the Landlord and its agents may enter the Property to make inspections or repairs, or to show the Property to prospective tenants or purchasers in compliance with the applicable legislation of the State of Florida (the "Act").

Tenant Improvements

16. The Tenant will obtain written permission from the Landlord before doing any of the following:

- a. applying adhesive materials, or inserting nails or hooks in walls or ceilings other than two small picture hooks per wall;
- b. painting, wallpapering, redecorating or in any way significantly altering the appearance of the Property;
- c. removing or adding walls, or performing any structural alterations;
- d. installing a waterbed(s);
- e. changing the amount of heat or power normally used on the Property as well as installing additional electrical wiring or heating units;
- f. placing or exposing or allowing to be placed or exposed anywhere inside or outside the Property any placard, notice or sign for advertising or any other purpose; or
- g. affixing to or erecting upon or near the Property any radio or TV antenna or tower.

Utilities and Other Charges

17. The Landlord is responsible for the payment of all utilities in relation to the Property.

Insurance

18. The Tenant is hereby advised and understands that the personal property of the Tenant is not insured by the Landlord for either damage or loss, and the Landlord assumes no liability for any such loss. The Tenant is encouraged to obtain its own renter's insurance to cover any loss to the Tenant's personal property.

Abandonment

19. If at any time during the term of this Lease, the Tenant abandons the Property or any part of the Property, the Landlord may, at its option, enter the Property by any means without being liable for any prosecution for such entering, and without becoming liable to the Tenant for damages or for any payment of any kind whatever, and may, at the Landlord's discretion, as agent for the Tenant, rent the Property, or any part of the Property, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such renting, and, at the Landlord's

option, hold the Tenant liable for any difference between the Rent that would have been payable under this Lease during the balance of the unexpired term, if this Lease had continued in force, and the net rent for such period realized by the Landlord by means of the renting. If the Landlord's right of re-entry is exercised following abandonment of the Property by the Tenant, then the Landlord may consider any personal property belonging to the Tenant and left on the Property to also have been abandoned, in which case the Landlord may dispose of all such personal property in any manner the Landlord will deem proper and is relieved of all liability for doing so.

Attorney Fees

20. In the event that any action is filed in relation to this Lease, the unsuccessful party in the action will pay to the successful party, in addition to all the sums that either party may be called on to pay a reasonable sum for the successful party's attorney fees.

Governing Law

21. It is the intention of the parties to this Lease that the tenancy created by this Lease and the performance under this Lease, and all suits and special proceedings under this Lease, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Florida, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

22. If there is a conflict between any provision of this Lease and the Act, the Act will prevail and such provisions of the Lease will be amended or deleted as necessary in order to comply with the Act. Further, any provisions that are required by the Act are incorporated into this Lease.
23. In the event that any of the provisions of this Lease will be held to be invalid or unenforceable in whole or in part, those provisions to the extent enforceable and all other provisions will nevertheless continue to be valid and enforceable as though the invalid or unenforceable parts had not been included in this Lease and the remaining provisions had been executed by both parties subsequent to the expungement of the invalid provision.

Amendment of Lease

24. Any amendment or modification of this Lease or additional obligation assumed by either party in connection with this Lease will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

Additional Clause

25. Rent will be determined based on income, with an average AMI rate including utilities averaging 60%. Each resident will have assessment annually with property management staff.

Damage to Property

26. If the Property, or any part of the Property, will be partially damaged by fire or other casualty not due to the Tenant's negligence or willful act or that of the Tenant's employee, family, agent, or visitor, the Property will be promptly repaired by the Landlord and there will be an abatement of Rent corresponding with the time during which, and the extent to which, the Property may have been untenable. However, if the Property should be damaged other than by the Tenant's negligence or willful act or that of the Tenant's employee, family, agent, or visitor and the Landlord decides not to rebuild or repair the Property, the Landlord may end this Lease by giving appropriate notice.

Care and Use of Property

27. The Tenant will promptly notify the Landlord of any damage, or of any situation that may significantly interfere with the normal use of the Property or to any furnishings supplied by the Landlord.
28. The Tenant will not make (or allow to be made) any noise or nuisance which, in the reasonable opinion of the Landlord, disturbs the comfort or convenience of other tenants.
29. The Tenant will keep the Property reasonably clean.
30. The Tenant will dispose of its trash in a timely, tidy, proper and sanitary manner.
31. The Tenant will not engage in any illegal trade or activity on or about the Property.
32. The Landlord and Tenant will comply with standards of health, sanitation, fire, housing and safety as required by law.

33. The Tenant agrees that no signs will be placed or painting done on or about the Property by the Tenant or at the Tenant's direction without the prior, express, and written consent of the Landlord. Notwithstanding the above provision, the Tenant may place election signs on the Property during the appropriate time periods.
34. If the Tenant is absent from the Property and the Property is unoccupied for a period of four consecutive days or longer, the Tenant will arrange for regular inspection by a competent person. The Landlord will be notified in advance as to the name, address and phone number of the person doing the inspections.
35. The hallways, passages and stairs of the building in which the Property is situated will be used for no purpose other than going to and from the Property and the Tenant will not in any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and other areas used in common with any other tenant.
36. Footwear which are soiled or wet should be removed at the entrance to the building in which the Property is located and taken into the Tenant's Property.
37. At the expiration of the term of this Lease, the Tenant will quit and surrender the Property in as good a state and condition as they were at the commencement of this Lease, reasonable use and wear and tear excepted.

Carbon Monoxide Alarm

38. Prior to the Tenant taking possession of the Property, the Landlord will ensure that any carbon monoxide alarm in place is operational. Upon possession, the Landlord will provide the Tenant with working batteries, for all carbon monoxide alarms. The Landlord will be responsible for the repair and replacement of any missing or nonfunctional carbon monoxide alarm upon written request of the Tenant.
39. The Tenant will keep, test, and maintain in good repair all the carbon monoxide alarms in the Property. The Tenant must provide the Landlord or the Landlord's agent with a written notice if any carbon monoxide alarm needs its batteries replaced or if the alarm is stolen, removed, missing, or not operational. Further, the Tenant must notify the Landlord, or its agent, in writing of any deficiency in any carbon monoxide alarm that the Tenant is unable to fix.

40. No person may remove any batteries from, or in any way render inoperable, a carbon monoxide alarm except as part of the process to inspect, maintain, repair or replace the alarm or batteries in the alarm.

Prohibited Activities and Materials

41. The Tenant will not keep or have on the property any article or thing of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire on the Property or that might be considered hazardous by any responsible insurance company.
42. The Tenant will not perform any activity on the Property or have on the property any article or thing that the Landlord's insurance company considers increases any insured risk such that the insurance company denies coverage or increases the insurance premium.
43. The Tenant is prohibited from:
- a. the storage of expensive articles on the Property if it creates an increased security risk; and
 - b. the growing of, or storage of, medical marijuana on the Property.
44. The Tenant will not perform any activity on the Property that the Landlord feels significantly increases the use of electricity, heat, water, sewer or other utilities on the Property.

Rules and Regulations

45. The Tenant will obey all rules and regulations of the Landlord regarding the Property.

Lead Warning

46. Housing built before 1978 may contain lead based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint hazards in the dwelling. **Lessees must also receive a federally approved pamphlet on lead poisoning prevention.**

Address for Notice

47. For any matter relating to this tenancy, the Tenant may be contacted at the Property. After this tenancy has been terminated, the Tenant may be contacted at the Property or at such other address as the Tenant may advise. At all times, the Tenant may also be contacted or served at or through the phone number below:

a. Phone: (727) 111-1111.

48. For any matter relating to this tenancy, whether during or after this tenancy has been terminated, the Landlord's address for notice is:

a. Name: People Empowering and Restoring Communities.

b. Address: 1601 16th Street South, St. Petersburg, FL 33705, USA.

The contact information for the Property Manager of the Landlord is:

c. Name: Michelle Hansen.

d. Phone: (727) 313-2593.

e. Email address: mhansen@exoffender.org.

General Provisions

49. All monetary amounts stated or referred to in this Lease are based in the United States dollar.

50. Any waiver by the Landlord of any failure by the Tenant to perform or observe the provisions of this Lease will not operate as a waiver of the Landlord's rights under this Lease in respect of any subsequent defaults, breaches or non-performance and will not defeat or affect in any way the Landlord's rights in respect of any subsequent default or breach.

51. This Lease will extend to and be binding upon and inure to the benefit of the respective heirs, executors, administrators, successors and assigns, as the case may be, of each party to this Lease. All covenants are to be construed as conditions of this Lease.

52. All sums payable by the Tenant to the Landlord pursuant to any provision of this Lease will be deemed to be additional rent and will be recovered by the Landlord as rental arrears.

53. Where there is more than one Tenant executing this Lease, all Tenants are jointly and severally liable for each other's acts, omissions and liabilities pursuant to this Lease.
54. Locks may not be added or changed without the prior written agreement of both the Landlord and the Tenant, or unless the changes are made in compliance with the Act.
55. The Tenant will be charged an additional amount of \$25.00 for each N.S.F. check or checks returned by the Tenant's financial institution.
56. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Lease. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.
57. This Lease and the Tenant's leasehold interest under this Lease are and will be subject, subordinate, and inferior to any liens or encumbrances now or hereafter placed on the Property by the Landlord, all advances made under any such liens or encumbrances, the interest payable on any such liens or encumbrances, and any and all renewals or extensions such liens or encumbrances.
58. This Lease may be executed in counterparts. Facsimile signatures are binding and are considered to be original signatures.
59. This Lease will constitute the entire agreement between the Landlord and the Tenant. Any prior understanding or representation of any kind preceding the date of this Lease will not be binding on either party except to the extent incorporated in this Lease.
60. The Tenant will indemnify and save the Landlord, and the owner of the Property where different from the Landlord, harmless from all liabilities, fines, suits, claims, demands and actions of any kind or nature for which the Landlord will or may become liable or suffer by reason of any breach, violation or non-performance by the Tenant or by any person for whom the Tenant is responsible, of any covenant, term, or provisions hereof or by reason of any act, neglect or default on the part of the Tenant or other person for whom the Tenant is responsible. Such indemnification in respect of any such breach, violation or non-performance, damage to property, injury or death occurring during the term of the Lease will survive the termination of the Lease, notwithstanding anything in this Lease to the contrary.

61. The Tenant agrees that the Landlord will not be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Tenant or by any person for whom the Tenant is responsible who may be on the Property of the Landlord or for any loss of or damage or injury to any property, including cars and contents thereof belonging to the Tenant or to any other person for whom the Tenant is responsible.
62. The Tenant is responsible for any person or persons who are upon or occupying the Property or any other part of the Landlord's premises at the request of the Tenant, either express or implied, whether for the purposes of visiting the Tenant, making deliveries, repairs or attending upon the Property for any other reason. Without limiting the generality of the foregoing, the Tenant is responsible for all members of the Tenant's family, guests, servants, tradesmen, repairmen, employees, agents, invitees or other similar persons.
63. During the last 30 days of this Lease, the Landlord or the Landlord's agents will have the privilege of displaying the usual 'For Sale' or 'For Rent' or 'Vacancy' signs on the Property.
64. Time is of the essence in this Lease. Every calendar day except Saturday, Sunday or U.S. national holidays will be deemed a business day and all relevant time periods in this Lease will be calculated in business days. Performance will be due the next business day, if any deadline falls on a Saturday, Sunday or a national holiday. A business day ends at five p.m. local time in the time zone in which the Property is situated.

IN WITNESS WHEREOF The parties have duly affixed their signatures on this ____ day of _____, 20____.

Tenant: John Doe

Landlord: People Empowering and Restoring
Communties

The Tenant acknowledges receiving a duplicate copy of this Lease signed by the Tenant and the Landlord on the ____ day of _____, _____.

Tenant: John Doe



SCHEMATIC DESIGN - NOT FOR CONSTRUCTION