



LIVE OAK | Suwannee County, FL

City Hall Annex • 416 Howard Street S.E., Live Oak, FL 32064

Phone: (386) 362-2276 • Fax: (386) 330-6507

COMMUNITY REDEVELOPMENT AGENCY MINOR HOME IMPROVEMENTS PROGRAM

Information Brochure for Grant Assistance for Minor Improvements to
Residential Properties within the CRA District

Fiscal Year 2022-2023

In accordance with the CRA Plan 2039 and an effort to revitalize and further invest into the Community Redevelopment Area, the Live Oak Community Redevelopment Agency has developed a comprehensive program of financial incentives geared towards the improvement of existing, improved single-family residential properties within the redevelopment area. All proposed improvement projects must meet the minimum housing standards established under the City of Live Oak Land Development Regulations and standards under the Florida Building Code. Properties must be free of code violations unless improvements are intended to clear said violations within the confines of this program.

The maximum grant amount per fiscal year which may be awarded per taxable parcel is up to \$1,200.00. This program is intended to assist with funding for small-scale, exterior improvements to single-family homes and properties. ***Grant funds are not intended for vacant properties or duplex, triplex or multi-family developments.*** This grant program is applicable to properties within the Community Redevelopment Area and when authorized by CRA Staff, as determined on a case-by-case basis. Coverage for improvements may be by reimbursement for overall costs up to the limit, or coverage of any building permit(s) associated with the project by the CRA, whichever is determined to be of the most assistance to the grantee. Final approvals of materials and/or design is vested with the CRA Staff.

Eligible improvements are intended for aesthetic/functional improvements, which include:

- Fences
- Front porches, decks or patios
- Mailboxes with post and address numbers
- New/Replacement right-of-way driveways (edge of street to property line)
- Required address numbers for placement on home
- Exterior painting
- Landscaping (limited to trees only, as approved by CRA Staff)
- Tree removal and stump grinding

Ineligible expenses include, but are not limited to:

- Sheds/carports and other accessory structures
- Roofs
- Replacement siding
- Interior improvements
- Foundation work
- Other structural improvements
- Work done prior to issuance of permits

Grant funding is available on a first-come, first-served basis. Funding for the incentives is provided through the CRA TIF Trust Funds, and grant funds are distributed through reimbursement after the project's completion.

This grant program allows for one (1) project per parcel, per fiscal year. Returning applicants are required to adhere to a 180-day waiting period between projects to allow for freedom of opportunity for new applicants.

Eligibility will be determined based on information provided in and with the applicant's submission. Applications may be submitted in-person or via email or fax.



Application submissions and/or inquiries regarding this grant program may be addressed to:

City of Live Oak City Hall Annex

Attn: Community Redevelopment Agency

416 Howard St. E

Live Oak, FL 32064

Phone: (386) 362-2009 | Fax: (386) 330-6507

Annex General Mailbox: loannex@cityofliveoak.org | Website: <https://www.cityofliveoak.org/cra>

PRE-APPLICATION REQUIREMENT

Applicants interested in participating in this program must first contact and meet with the Live Oak CRA Staff and relevant City Staff to determine eligibility, review program guidelines, and scheduling of application submission.

APPLICATION REQUIREMENTS

Applications **must** include:

- Contact information (*i.e., primary contact, phone number, email, mailing address, etc.*);
- Completed W-9 Tax Form and City Vendor Application Form (*at reimbursement, a 1099 tax form will be issued specific to the grant amount*);
- Proof of property ownership (*deed of record*)(*tenants will not be considered eligible for consideration*);
- Associated building permit application(s) for the project;
- Construction/setup cost estimates;
- Proof of property taxes and all City utilities accounts being current and in good standing (*eligibility requirement*);
- Acknowledgement that the applicant has read and understands grant program requirements; and
- Additional information as requested by staff.

Completed applications must be received by CRA Staff at the same time as application for building permits. Applications will be reviewed for completeness and eligibility by CRA Staff, the City Building Official and the City Planning Department, where applicable, prior to final CRA Staff consideration. ***Applications deemed incomplete or ineligible will not be considered eligible, and formal notification will be provided to the applicant regarding the determination. Applications will be retained on file with the CRA for records purposes. Applicants not current on or in good standing with property taxes or City utilities accounts will not be considered eligible for funding.***

Please be aware: Once an application has been submitted, it is considered public record. Submission of application shall also serve as the owner's consent for CRA and relevant City Staff to enter the subject property.

Once approved for funding, the applicant and the CRA Coordinator other designated CRA Staff Member, as well as the City Manager will sign a notarized agreement which describes the obligations and limitations of the grant award. Once the agreement has been signed by both the applicant and the relevant CRA Designee, the applicant will then be referred to as the "grantee". Additionally, all required plan review and building permits must be approved and issued. The project may then proceed with the obligation of the CRA to reimburse costs as approved in the agreement.

REIMBURSEMENT PROCESS

Submission of all receipts and required documentation in order to be considered eligible for reimbursement must be submitted to CRA Staff, including:

- Contractor invoicing and evidence of Grantee payment (cash receipts **will not** be accepted);
- Submission of verifiable proof of payment (*i.e., bank verification, scan of front and back of cashed checks, credit card receipts/statements, etc.*);
- Certificate of Completion and Occupancy by the City of Live Oak Building Official and closed permit reports, upon final inspection; and
- Verification that any additional criteria or conditions as found on the signed agreement have been completed as stated.

Upon receipt of all required documentation, the project file will be reviewed by CRA Staff for completion and accuracy. Following staff review, the completed project will then be brought to the City Manager for final authorization of approval for reimbursement. Upon final written approval by the City Manager, payment reimbursement to the Grantee, to the maximum extent possible, will be made within 60 business days of Staff approval for reimbursement.