



Community Redevelopment Agency for the City of Live Oak, Florida

City Hall Annex • 416 Howard Street S.E., Live Oak, FL 32064
Phone: (386) 362-2276 • Fax: (386) 330-6507

APPLICATION NO.: _____
To be completed by CRA Staff

HOUSING INITIATIVE GRANT PROGRAM APPLICATION FORM

OVERVIEW

This program is currently funded through September of 2020. There is no fee to apply; however, placing an application does not entitle the applicant to funding. The process for project application and approval is as follows:

- 1.) **Pre-Application Requirement** – Applicants interested in participating in the program must first contact and meet with the City of Live Oak Planning and Zoning Director to have a housing assessment completed for the property or properties the grant is being applied for. This housing assessment is to provide the applicant with information regarding options and requirements for establishing housing on said property or properties. **There is no cost for the housing assessment.** The Pre-Application Form must be completed and on file prior to acceptance of any application.
- 2.) **Applicant** – Applications must be filed/signed by the owner(s) of the property. If said owner will not be the occupant of the home, additional information will be required as to the anticipated status of occupancy, once constructed.
- 3.) **Grant Application Submission** – Please submit application and all documents as a complete package (incomplete packets will not be considered). There is no fee for submittal. A checklist is provided in the application form.
- 4.) **Application Packet Review and Consideration** – Staff will review the application packets in the order in which they are received.
- 5.) **Grant Funding, Agreements and Construction** - Once approved for funding by the CRA Board, the Applicant and CRA Board Chairman, on behalf of the CRA (Grantor), shall sign an agreement which describes the obligations and limitations of the Grant. This document shall be referred to as the “Live Oak CRA Housing Initiative Grant Program Agreement”. The Applicant will henceforth be referred to as the “Grantee”. Additionally, all required plan review and building permits must be approved and issued, as may be applicable. The project may then proceed with the obligation of the CRA to reimburse up to maximum dollar amounts for various expenses, as allowed by the program and as approved in the Agreement. Substantial modifications to final plans will require re-review and written approval from the CRA Board.
- 6.) **Construction Approval and Disbursement** - Upon completion of all project construction, Grantee shall arrange for any required on-site inspection by the CRA Staff / Technical Review Team. Improvements will be documented and compared with what was proposed at application. If any discrepancies are noted, the CRA has the right to request the discrepancies are corrected and a timeframe for their correction will be established as necessary. Grantee shall also submit written proof of payment in full for all improvements. Upon staff recommendation and final written approval by the CRA Board, payment reimbursement to the Grantee, to the maximum extent possible, will be made within 60 business days of receipt and verification of all expenditure documents.

Applications may be submitted in-person or via email or fax. Application submissions and/or inquiries regarding this grant program may be address to:

City of Live Oak Community Redevelopment Agency
Attn: Gabrielle Redfern, Executive Director
Housing Initiative Grant Program
416 Howard St. E.
Live Oak, FL 32064
Phone: (386) 362-2276 | Fax: (386) 330-6507
<http://www.cityofliveoak.org/cra>



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APPLICANT/PROPERTY INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

PRIMARY CONTACT INFORMATION

Will you be the primary contact for this application? Yes No

If no, please provide the primary contact's information below, and include proof of agent authorization.

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Is the property within the incorporated limits of Live Oak, FL?* Yes No

**If no, please contact Suwannee County or Town of Branford, as applicable.*

Is the property within the targeted area of the City of Live Community Redevelopment Area?* Yes No

**If no, this application will not be considered for the Housing Initiative Grant Program.*

Property PIN/Tax ID #: _____ Property Address: _____

Do you own the property? Yes No

Is the property in anyone else's name besides yours? Yes No

(Husband/wife/children/life-estate/trust, siblings, etc.)

If yes, please list all owners who are involved: _____

Is this property for sale? Yes No

If yes, please note: In the event the property is sold in the duration of this grant, the current owner/property manager **must** communicate this to the City of Live Oak Community Redevelopment Agency, and the new owner must provide proof of ownership in order for the grant process to be successfully closed out. A new application form with W-9 IRS Tax Form may need to be submitted for reimbursement purposes if the new owner provides proof of payment for housing construction/setup and related fees. **Failure to communicate with the CRA regarding change in property ownership will result in denial for reimbursement.**

THIS SPACE FOR OFFICE USE ONLY

Has this property changed ownership? Yes No

Has/Will the new owner provide proof of payment for new construction? Yes No

Has/Will the new owner be eligible for grant reimbursement? Yes No

If yes, please complete new application form and W-9 IRS Tax Form in order to process reimbursement.

CRA HOUSING INITIATIVE GRANT PROGRAM CHECKLIST

REQUIRED FOR TO APPLY:

- Read through the Grant Brochure and Application
- Complete the Pre-Application Requirement – Schedule a Pre-Application Meeting with CRA Staff
Date Pre-Application Meeting Scheduled
- Complete and sign the Grant Application (please see previous pages)
- Complete the W-9 IRS Form (included with packet). You will receive a 1099 Tax Form for any award received

PLEASE INCLUDE WITH YOUR APPLICATION:

- Completed Housing Zoning Review Application (to be submitted to Planning/Zoning Department for approval)
- Letter of Intent – a detailed explanation of project, specifying preferred contractor
- Copy of Property Deed of record, showing ownership
- Proof of authorization, if contact person is a designated agent of the applicant
- Copy of survey of the parcel, or plat
- Detailed plans (must be reviewed by Planning/Zoning Department and Building Official for approval)
- At least two (2) cost estimates from different contractors. All estimates must include identical scopes of service
- Submit final general written construction cost estimates based on the proposed project with applicable breakdowns
- Provide proof of payment of property taxes
- Provide proof the proposed work is to be done by licensed building contractor
- Provide proof that all companies which will be used are properly licensed to conduct business in the City of Live Oak
- Provide proof City utilities are current (if applicable)