

**CLRA**

Community Redevelopment Agency for the City of Live Oak, Florida

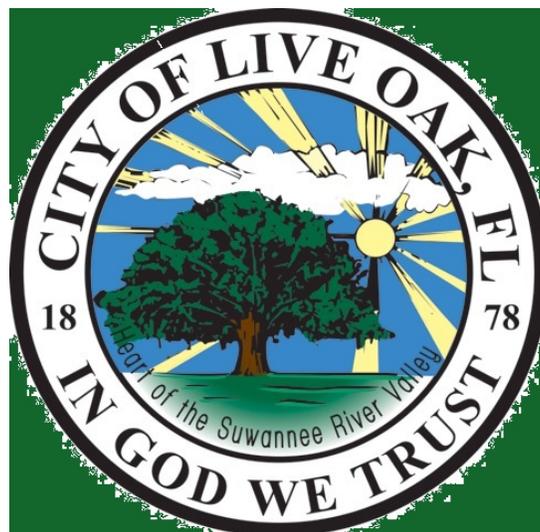
City Hall Annex • 416 Howard Street S.E., Live Oak, FL 32064

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

# *Community Redevelopment Agency Housing Initiative Grant Program*

**Information Brochure for Grant Assistance for the  
Construction of New Residences within the CRA District**

*Fiscal Year 2019-2020*





Community Redevelopment Agency for the City of Live Oak, Florida

## **HOUSING INITIATIVE GRANT PROGRAM GUIDELINES AND INFORMATION**

In 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 and initiatives geared towards the development and establishment of new and replacement residences within targeted revitalization areas.

In accordance with the CRA Plan 2039, this program aids in incentivizing new residential construction for single-family conventional site-built and/or modular homes on engineered, permanent foundations, including but not limited to: driveway approaches, parking areas, landscaping, surveying, engineering, plan review and permit fees, utility connection tap and impact fees; as well as incentivizing the replacement of mobile and manufactured homes with conventional site-built or modular homes.

Grants may be awarded up to \$12,000 per property. The grant program is applicable to properties within the Community Redevelopment Area and authorized by the CRA Board, and only for homes to be built/set up on currently vacant properties or to replace currently existing blighted or hazardous structures.

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. 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 Community Redevelopment Agency**

**Attn: Gabrielle Redfern, Executive Director**

416 Howard St. E

Live Oak, FL 32064

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

<http://www.cityofliveoak.org/cra>



Community Redevelopment Agency for the City of Live Oak, Florida

# GENERAL PROGRAM REQUIREMENTS AND ELIGIBILITY DETERMINATION

All grant applications will be considered on a case-by-case basis and will appear before the CRA Board at the next scheduled regular meeting upon completion of the application. Reimbursement for projects are at the CRA Board's discretion. Assistance and funding provided through the program shall be based on, but not limited to, the following conditions:

- 1.) Prior to application, interested parties must contact and arrange an appointment with the City of Live Oak Planning and Zoning Director to have a housing assessment done for the property he/she/they wish to seek grant assistance for;
- 2.) Funds shall be awarded on a first-come, first-served basis, with preference given to applicants seeking to establish residency within the CRA District and/or to relocate to one of the targeted redevelopment areas;
- 3.) The level of detail and accurateness of the project budget and/or contractor estimates;
- 4.) The financial and practical feasibility of the project;
- 5.) The applicant's adherence to program guidelines;
- 6.) Occupancy of the home once constructed by the resident(s);
- 7.) The furtherance of the goals and objectives in the Live Oak CRA's Plan 2039;
- 8.) Conformance with the City's Comprehensive Plan & Land Development Regulations; and
- 9.) Availability of funds.

## ELIGIBLE EXPENSES

The following expenses **have been approved** for grant funding by the City of Live Oak Community Redevelopment Agency Board as of **November 28, 2017**:

- Fees and Permits for New Construction  
(including: Impact Fees, Tapping Fees, and Permits) up to \$4,200.00
- Driveway/Parking up to \$3,000.00
- Surveying up to \$500.00
- Landscaping (materials only) up to \$300.00
- Other associated costs, as supported by the CRA Plan  
(including, but not limited to: engineering, zoning, demolition-related costs, etc.) up to \$4,000.00

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**Maximum Possible Grant Reimbursement: \$12,000.00**

## INELIGIBLE EXPENSES

The following expenses **are not eligible** for grant funding, including, but not limited to:

- Any costs associated with the purchase of the property on which new construction/structure replacement is to take place, and
- Any costs associated with the purchase and/or construction/setup of the home to be built/set up on said property.



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## GRANT PROGRAM PROCESS

### 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.

Housing assessment requests may be submitted in-person or via email or fax. **Please specify that you are requesting a housing assessment for the grant program.** Requests may be addressed to:

**George Curtis, Planning and Zoning Manager**  
416 Howard St. E  
Live Oak, FL 32064  
Phone: (386) 362-2276 | Fax: (386) 330-6507  
[gcurtis@cityofliveoak.org](mailto:gcurtis@cityofliveoak.org)

### APPLICATION PROCESS

Following the results of the housing assessment, a completed and signed application, along with required supporting documentation, must be submitted 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

Applications **must** include:

- Contact information (i.e., primary contact, phone number, email, mailing address, etc.);
- Completed W-9 Tax Form;
- Proof of ownership, option to purchase, or agent authorization;
- Proof of financial ability of the applicant to undertake and complete the project;
- Application for Housing Zoning Review;
- Construction/setup cost estimates from two (2) contractors, along with a proposed schedule for completion;
- 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 least four (4) weeks prior to a regularly scheduled CRA Board Meeting in order to be placed on the agenda for consideration. Applications will be reviewed for completeness and eligibility by CRA Staff, the City Planning and Zoning Director, and the City Building Official prior to Board consideration. **Applications deemed incomplete or ineligible will not be considered to go before the Board.**

Once approved for funding, the applicant and CRA Board Chairman 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 CRA Board Chairman, 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. Substantial modifications to final plans will require review and written approval from the CRA Director.



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## 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 payment (cash receipts **will not** be accepted);
- Certificate of Completion by the City of Live Oak Building Official and closed permit reports, upon final inspection; and
- Verification that any additional criteria added by the agreement have been completed as proposed.

Upon received 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 before the CRA Board at the next regularly scheduled CRA Board Meeting for consideration of approval for reimbursement. Upon 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.