



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

Fiscal Year 2024-2025

APPLICATION NO.: **MHIP –**
To be completed by CRA Staff

MINOR HOME IMPROVEMENTS GRANT PROGRAM APPLICATION

OVERVIEW

This program is currently funded through September of 2025. 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 Community Redevelopment Agency Staff and relevant City Development Staff to determine eligibility, review program requirements, and scheduling of application submission.
- 2.) **Grant Application Submission** – Applications must be filed/signed by the owner(s) of the property, or designated agent. Please submit application and all required documents as a complete package (*incomplete packets will not be considered*). There is no fee for submittal. A checklist is provided in this application form.
- 3.) **Application Packet Review and Consideration** – Staff will review the application packets in the order in which they are received. Site/Construction plans must be reviewed by all City departments to move forward. Applications will be reviewed by CRA Staff and selected projects will be recommended to the City Manager for final approval.
- 4.) **Grant Funding, Agreements and Construction** – Once approved for funding, the applicant and the CRA Coordinator, or 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.
- 5.) **Approval for Disbursement of Reimbursement Funds** – Upon completion of all project components, the Grantee shall arrange for any required on-site inspection by the CRA Staff / Associated City Staff. 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. The Grantee shall also submit written proof of payment in full for all improvements. ***Cash payment and cash receipts will not be accepted.*** Upon final written approval by CRA Staff and the City Manager, 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 City Hall Annex
Attn: Community Redevelopment Agency
Minor Home Improvements Grant Program
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>

THIS SPACE FOR OFFICE USE ONLY

RECEIVED BY:	DATE STAMP:	RETURN APPLICATION TO: Live Oak CRA 416 Howard St. E., Live Oak, FL 32064
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APPLICATION CHECKLIST AND REQUIRED DOCUMENTATION

REQUIRED TO APPLY

- ☐ Read through the Minor Home Improvements Grant brochure and application.
- ☐ Complete the Pre-Application Requirement – Schedule a Pre-Application Meeting with CRA Staff.*
**A request form to schedule a pre-application meeting must be completed, signed and submitted in order for Staff to make arrangements.*
Date Pre-Application Meeting Scheduled: _____
- ☐ Complete and sign the grant application form.
- ☐ Complete W-9 IRS (*included with application*). You will receive a 1099 tax form for any award received.

REQUIRED DOCUMENTATION

Please include with your application:

For all applications:

- ☐ A copy of the Property Deed of record, showing ownership (*tenants will not be considered eligible for consideration*).
- ☐ Proof of notarized authorization, if the contact person is a designated agent of the applicant.
- ☐ Proof of property taxes being current and in good standing.
- ☐ Proof of all City utilities accounts being current and in good standing.
- ☐ Verify that there are no current or pending code enforcement actions associated with the subject property.*
**If the proposed project is to remediate a current or pending code enforcement infraction, please specify this in the scope of work.*
- ☐ Copy of registration decal.*
**Manufactured homes only, if the residential unit is not included as a taxable structure on the property taxes*
- ☐ Color photographs of the existing conditions of the property and building from all street, right-of-way or other publicly visible areas. Photos must clearly indicate existing details and areas of proposed change.
- ☐ Examples or samples of proposed materials or colors, including material samples or brochures, where applicable. Indicate quality of finishes.
- ☐ List of trees, if seeking assistance for landscaping.
- ☐ Building permit application, where applicable, with any required associated documentation*
**Fence and driveway permit applications require site plan drawings showing the proposed location of these improvements to be included as part of a submission. Drawings for proposed improvements may be required by CRA Staff for grant consideration.*

For applicants using contractors:

- ☐ A minimum of two (2) cost estimates from different contractors for all categories of work (*recommended*). All estimates must include identical scopes of service.*
**If only one (1) estimate is provided and found to exceed general market value (for materials and labor), CRA Staff reserves the right to consider the quote ineligible.*
- ☐ Provide proof the proposed work is to be done by a licensed building contractor, as may be required, or if proposed to be done by another type of company, such as a painting service or fence contractor.
- ☐ Provide proof that all companies which will be used are properly licensed to conduct business in the City.

For applicants seeking owner-builder permits:

- ☐ A specific list of the businesses which will be utilized for the purchase of all materials with cost estimates and material break-down. Material-only estimates may be submitted singularly if from a bona fide retailer or supplier.



Please complete the following sections of this application and provide relevant associated documentation as may be required. A checklist of required documentation and items for this submission may be found on Page 2 of this application form.

APPLICANT INFORMATION

Name: _____ Email: _____

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

Home Phone: _____ Cell Phone: _____

Applicant is the ☐ Property Owner ☐ Other* (please specify) _____

If other, please note: In the event the applicant is not the owner of the property, proper documentation will be required in order to continue with application submission. Authorized agents are required to provide notarized proof of authorization. **Failure to communicate with the CRA regarding authorization to apply for the grant and provide appropriate documentation will result in denial of application and/or reimbursement.*

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

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

If yes, please list additional owner(s): _____

PRIMARY CONTACT INFORMATION

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

**If no, please provide the primary contact's information below. If yes, please skip this section and complete the remainder of the application. Please include proof of agent authorization in the application submission as required, if applicable.*

Name: _____ Email: _____

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

Home Phone: _____ Cell Phone: _____

PROPERTY INFORMATION

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

Property PIN/Tax ID #: _____

This application is for: ☐ an owner-occupied home (homesteaded) ☐ an income/rental property

The existing home on the subject property is a: ☐ site-/stick-built single-family home ☐ a modular home
☐ a manufactured home*

*If the home is **manufactured**, is the home a: ☐ single-wide ☐ double-wide ☐ triple-wide

What year was the home built/manufactured? _____

PROPOSED IMPROVEMENTS INFORMATION

Using the checkboxes below, please select the improvement(s) being applied for:

- | | |
|---|---|
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Required address numbers for placement on home |
| <input type="checkbox"/> Front porch, deck or patio | <input type="checkbox"/> Exterior painting |
| <input type="checkbox"/> Mailbox with post and address number | <input type="checkbox"/> Landscaping <i>(limited to trees only, as approved by CRA Staff)</i> |
| <input type="checkbox"/> New/Replacement right-of-way driveway* | <input type="checkbox"/> Tree removal and stump grinding |

** must be from the edge of the street to the property line, and can only be concrete or asphalt, per code.*



PROPOSED IMPROVEMENTS INFORMATION (CONT.)

If permits are required, who will be submitting the application and conducting the work?

- ☐ A Florida licensed contractor will be submitting the application and conducting the work.
- ☐ The property owner will be submitting the application and conducting the work as an owner-builder.*

***Please note: owner-builder permits shall not, per the Florida Building Code, be issued to any person(s) who is/are not the owner of record and residing at the subject property. Property owners seeking owner-builder permits for income/rental properties are *not* eligible for an owner-builder permit. A licensed Florida licensed contractor must apply for the permit and conduct the work.**

APPLICANT ACKNOWLEDGEMENT

The information provided in this application is accurate to the best of my/our knowledge. I/We understand that personal, business, and/or property information may be requested pursuant to this application and hereby give consent for such information to be provided. The City of Live Oak Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified. *Submission of application does not guarantee approval of grant funding.*

I/We attest that I/we am/are the Owner(s) of record, or, if applicable, I/we have durable power of attorney of/for all Owners of the property, which is the subject of this Community Redevelopment Grant Application, and that the attached deed/documentation is the current deed of record for the parcel subject to the grant.

In consideration of any Grant awarded by the Community Redevelopment Agency, the Owner(s) of the property described herein, agree to: indemnify, defend and hold harmless the Live Oak Community Redevelopment Agency and the City of Live Oak, Florida, and its officers, employees and agents, against any claims resulting from anything occurring under or as a result of the Grant Application, Project or Agreement, whether by the Owner(s), any other private citizen(s), or the Agency, and the costs of any such defense including reasonable attorney's fees.

Neither the City of Live Oak Community Redevelopment Agency, nor the City of Live Oak or their affiliates shall be responsible for the planning, design, or construction of improvements to property that is the subject of this application. No warranties or guarantees are expressed or implied by the description of application for or participation in the Grant Program. *The Owner/ Grantee/ Applicant is advised to consult with licensed architects, engineers, building contractors, and/or attorneys, or other associated professionals, before proceeding with the Grant Application submittal and/or final plans for construction.*

I/We acknowledge, as evidenced by my/our signature(s) below, that I/We have received, read, understand and agree to comply with the terms and conditions as set forth in the Live Oak Community Redevelopment Minor Home Improvements Grant Program procedures, outlined herein and on the associated grant brochure. I/we affirm that I/we have provided a fully complete application with all the required documentation, and that failure to provide the information required information is grounds for rejection of this application. I/We further acknowledge that any breach of any signed agreement may result in my/our being required to refund any funds awarded to me/us under this Program. Appropriate City and CRA staff are hereby authorized to enter the subject property to inspect, evaluate and take pictures. If approved for grant funding, I/we will enter into a grant agreement with the Live Oak Community Redevelopment Agency, and will comply with all of the requirements contained therein. *(Attach additional signature sheets as needed)*

Printed Name

Signature

Date

Printed Name

Signature

Date

As part of grant application submission, applicant(s) are required to provide identification, as well as any documentation pertaining to status as power of attorney or authorized representative of the property owner(s).