Board of County Commissioners
Leon County, Florida

Policy No. 03-18

Title: Grant to Active Duty Military Personnel

Date Adopted: November 18, 2003

Effective Date: November 18, 2003

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a new policy, Policy No. 03-18, "Grant to Active Duty Military Personnel ," is hereby adopted, to wit:

I. Intent and Purpose.

That all persons serving in the United States military who reside in Leon County are eligible to apply for a grant equal to that portion of their Leon County Ad Valorem property taxes on their owner-occupied residence reflecting the amount of time served on active duty in direct support of a named United States military conflict or national emergency declared by the President of the United States per Title 10, U.S.C. Alternately, a grant is available to Leon County residents who are not property owners, but who meet all other eligibility criteria.

II. Eligibility

A. The person making application, in order to qualify, shall be a member of the United States military or a member of the United States Reserve or National Guard who has been called to active duty during the preceding fiscal year of October 1 through September 30 for a named United States military conflict or in support of a national emergency declared by the President of the United States per Title 10, U.S.C.

B. The grant is also available to members of the United States Reserve or National Guard for time served on active duty, or in active duty for training, when active duty training is in preparation for, and followed by, service in a named military conflict or in support of a national emergency declared by the President of the United States per Title 10, U.S.C. The grant applies to Leon County property owners who are members of a unit in another state, in addition to those in a Florida unit. Only one refund may be granted to each household per fiscal year.

C. Alternately, a $600.00 annualized grant is available to the deployed/mobilized military population who reside in Leon County, but are not Leon County property owners. The $600.00 grant will assist deployed/mobilized Leon County service members in meeting expenses caused by their separation from jobs and families. The $600.00 grant will be prorated for the actual dates deployed/mobilized. For deployed/mobilized service members who are Leon County property owners, the grant payable by Leon County will be the greater of either the prorated ad valorem property tax amount or the prorated $600.00 grant. Either the prorated ad valorem property tax amount or the prorated $600.00 grant, but not both, are available during a fiscal year.

III. Grant Procedures

A. The application period shall be between October 1 and December 31 of each fiscal year, starting with October 1, 2001. The application period for the first year of this grant program shall be extended through June 30, 2004, to enable participation by those currently on active duty in a current military conflict.

B. The amount of the refund shall be a percentage of the Ad Valorem property taxes assessed by Leon County on the tax bill received in November of such fiscal year reflecting the number of complete and/or partial months served on active duty. Credit for partial months will be prorated for the actual dates spent in active United States military service. Such grant shall not be eligible to pay the taxes imposed by any other unit of government, nor any assessments, fees, or other charges of any nature whatsoever.

C. The grant payment equal to Leon County Ad Valorem property taxes, or a $600.00 annualized grant, shall be based upon an application form (attached) which must be submitted by the qualifying applicant or specified agent to the Leon County Veteran Services Division, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, and the grant shall be in strict accord with the policy set forth herein. The application must be accompanied by appropriate documentation that clearly defines the period of service; e.g., copy of DD Form 214 or equivalent document, copy of official orders specifying actual dates of service, copy of paid travel pay vouchers with attached orders, letter from the respective unit commander or personnel office stating the active duty period, etc.

D. If the application is submitted by the military service member's specified agent, a copy of the legal vehicle authorizing the specified agent to act on behalf of the service member must accompany the application.

These grants are subject to budgetary appropriation on an annual basis by the Board of County Commissioners of Leon County.

MILITARY PERSONNEL GRANT APPLICATION

Name : _____

Address: _____

Tax Parcel I.D. No. (if applicable): _____

Branch of Military Service (Circle One): Army Navy Air Force Marine Corps Coast Guard National Guard Army Reserve Navy Reserve Air Force Reserve Marine Corps Reserve

Name of Military Conflict: _____

Dates of Service: Month/Day/Year ___/___/___ Thru Month/Day/Year ___/___/___

NOTE: The application must be accompanied by: 1) a copy of the tax bill for the above-referenced parcel for refund payment of Leon County Ad Valorem property taxes, if applicable; 2) appropriate documentation that clearly defines the period of service; e.g., copy of the DD Form 214 or equivalent document, copy of official orders specifying actual dates of service, copy of paid travel pay vouchers with attached orders, or a letter from the respective unit commander or personnel office stating the active duty period; and 3) a copy of the legal vehicle authorizing a specified agent to act on behalf of the servicemember, if applicable.

SUBMIT APPLICATION TO:
Leon County Veteran Services Division
Leon County Courthouse
301 South Monroe Street
Tallahassee, Florida 32301
Questions may be directed to (850) 488-8462

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this ____ day of _____ 2004 by _____ who is personally known to me or who has produced _____ as identification, and who did take an oath.

_____
(print name) NOTARY PUBLIC

SEAL

My Commission expires: