NAVIGATING THE

My Safe FL Home Program Grant Reimbursement Process

STARTING THE PROCESS

Before Matching and Low-Income Grant applicants can submit for reimbursement they must first have:

- ☑ **Received Initial Inspection Approval**
- ☑ **Received the free Home Wind Mitigation Inspection and Report**
- ☑ **Completed Grant Application Steps:**
  1. **Eligibility Confirmation**
  2. **Contractor Information**
- ☑ **Received Grant Approval**
- ☑ **Completed the hurricane mitigation improvements recommended in the Initial Inspection Report**

HOW TO SUBMIT FOR GRANT REIMBURSEMENT

Only after these steps below are completed can you receive reimbursement:

1. Complete Final Inspection Request
Through the Applicant Portal, request a Final Inspection to verify that all recommended improvements were observed. ***Each homeowner will only have one opportunity to request a Final Inspection.****

2. Submit Report to Insurance
Send the Final Inspection Report to insurance provider to request potential discount documentation.

3. Submit your Draw Request
Through the Applicant Portal, complete the Draw Request steps and upload required documentation.

Original Contractor Itemized Invoice(s)
Documentation of the original quote, invoice or contract with a detailed scope of work that describes the mitigation project(s).

Proof of Payment in Full
Documentation of the invoice marked as paid in full, cancelled checks (images of front and back), receipts, bank statements, or a financing statement showing total project amount including any change orders or additional costs. ***Low-Income applicants only need to provide if applicable.****

Proof of Insurance Discounts
Documentation of an email, letter, quote or updated declaration page that lists the amount of discounts received (if any) after reviewing the Final Inspection Report.***Low-Income applicants must submit a letter stating they have no homeowners insurance if applicable.****

4. Draw Request Review
All draws undergo a two-step review process for quality assurance. If there is an issue with the Draw Request a Request for Information(RFI) will be sent to the applicant by email.

5. Receive Reimbursement Check
Once approved, you will receive a check by mail. Please allow at least three weeks for a payment to be issued and a check to arrive at the address provided as a part of the Draw Request - Payment Verification step. ***Check payments cannot be delivered to an active USPS forwarding address and will be returned to Department of Financial Services.***

My Safe FL Home
Stronger Homes. Safer Florida.

For more information visit the My Safe FL Home Website and My Safe FL Home Support Center