



Homeowner's Guide

My Safe Florida Home Program



MySafeFLHome.com



A Program Administered by the Florida Department of Financial Services

Dear Florida Homeowner,

Welcome to the **Homeowner's Guide** for the **My Safe Florida Home Program**. The Program was recently re-enacted during a Special Session of the Florida Legislature and has two primary components to be administered by the Department of Financial of Financial Services:

1. Provide eligible Florida homeowners, free of charge and with no obligation, a home inspection that identifies the current hurricane resistant features of their home and recommended improvements to further strengthen their homes against hurricane winds.
2. Provide qualifying Florida homeowners within defined areas of the state with a matching grant to perform specific wind mitigation improvements recommended by their free Program inspection to strengthen their home against hurricanes and to save money on their Wind Insurance Premiums.

We would also like to take this opportunity to share another component of the Program available to ALL Florida homeowners, regardless of whether they participate in the free inspection or grant components, which is:

NO state sales tax (6%) will be charged on retail purchases of impact-resistant doors, impactresistant garage doors, and impact-resistant windows from July 1st, 2022 through June 30th, 2024.

We encourage you to review this guide before reading your free inspection report and we thank you for your interest in the **My Safe Florida Home Program**.

Sincerely,

The My Safe Florida Home Program Team



Free Home Inspections	4
Inspection Report	5
Grant Program	11
Authorized Improvements Guide	13
Grant Reimbursements / Disbursement	16
Glossary of Terms	21



The Florida State Legislature has allocated \$25 million through the **My Safe Florida Home Program** to provide homeowners with a complete Home Hurricane Inspection at **NO COST** and **NO OBLIGATION**.

Who is Eligible to Apply for a Free Inspection

ANY Floridian whose primary residence is a site-built, single-family, detached home are eligible to apply. (A 'site-built' home is a residence constructed at its permanent location.)

Properties NOT eligible for free home inspections through the Program are:

- ✓ Mobile Homes or Manufactured Homes
- ✓ Townhomes, Condominiums or Apartments
- ✓ Cooperative Residences
- ✓ Multi-Family Dwellings
(duplex/triplex/quadplex)
- ✓ Second/Vacation Homes
- ✓ Rental Properties
- ✓ Uninsured Properties
- ✓ Businesses

Application Information

Homeowners may apply by visiting MySafeFLHome.com and clicking the Apply Now button or going straight to the **Applicant Portal** by clicking [here](#).

To apply, homeowners are required to provide the following information:

- Valid Email Address
- First and Last Name
- Home Street Address, City, and Zip Code
- Phone Number

After Approval

Upon approval of your inspection application, the Program will notify you via email (or an alternative if necessary) and provide you with the name and contact information of the inspection firm assigned to inspect your home. An inspector will contact you within one week to schedule a free inspection.

Inspections typically take one hour to perform and you should receive an email notification within two weeks from the inspection date that your report is ready for download through the **Applicant Portal**. To find your inspection report, open your case in the **Applicant Portal** and select the "documents" tab.

The inspection report will provide the homeowner with:

- A summary of the current hurricane resistant features of the home and identified recommendations for improvements the homeowner may take to mitigate their home against wind damage.
- Potential insurance discounts available from initial inspection and after recommended mitigation improvements have been made.
- A range of cost estimates regarding the recommended mitigation improvements.

Continued on Next Page



The purpose of your home inspection report provided through the **My Safe Florida Home Program** is to identify specific actions you can take to strengthen your home against hurricane winds, and to use the report as a resource to guide you in making your home as hurricane resistant as possible.

In general, your report provides you with:

- Current hurricane-resistant features of your home (*if applicable*).
- Potential percentage of savings on your home wind insurance premiums.
- Specific improvements that may increase the hurricane resistance of your home.
- Your potential wind insurance premium savings once improvements are made.

Report Contents

Each inspection report features the following content:

Cover Page - with exterior photo of the inspected home, street address, the **Wind Certification Entity (WCE)** who performed/prepared the report, **WCE** contact info, **Case Number**, and **Inspection Date**.

Table of Contents & Introduction Pages

Summary of Inspection Pages

- Summary of Uniform Mitigation Verification Inspection Form
- Current Hurricane Resistant Features of Your Home
- Current Potential Savings to Your Wind Insurance Premium
- Missing Hurricane Resistant Features of Your Home

Home Hardening Upgrades & Insurance Discount Estimates Pages

Upgrade Cost Estimates Page

Uniform Mitigation Verification Inspection Form (4) Pages – this is form OIR-B1-1802 and is often referred to as an ‘1802’.

Permits – previous permits connected to the home, may be provided as either an image or listing.

Inspection Photos – various interior and exterior images taken during inspection of the home.

**The Next Several Pages of This Guide Provide
Some Additional Inspection Report Content Details.**

Continued on Next Page



Summary of Uniform Mitigation Verification Inspection Form

This report information summarizes the wind mitigation features of your home observed by your inspector and also found in the Uniform Mitigation Verification Inspection Form. (form OIR-B1-1802 and often referred to as an '1802')

The wind mitigation features you will see listed with brief descriptions from your inspector are:

- | | |
|----------------------------|---|
| 1. Building Code | 5. Roof Geometry |
| 2. Roof Covering | 6. Secondary Water Resistance Barrier (SWR) |
| 3. Roof Deck Attachment | 7. Opening Protection |
| 4. Roof-to-Wall Attachment | |

This page within your report is intended to provide you with an at-a-glance summary of the findings from your wind mitigation inspection.

Here is a sample image of what this summary may look like within your report.

<p>① Building Code Unknown or not built in compliance with the 2001 Florida Building Code (FBC) or the 1994 South Florida Building Code (SFBC)</p>	<p><i>Your home was either built to the standards in place prior to September 1, 1994 for Miami-Dade and Broward County, or prior to March 1, 2002 for the rest of Florida, or the building code used was unable to be determined.</i></p>
<p>② Roof Covering All roof coverings are 2001 FBC or newer.</p>	<p><i>All roof coverings documented were installed subject to the 2001 Florida Building Code of March 1, 2002, or a subsequent Florida building code.</i></p>
<p>③ Roof Deck Attachment Roof Deck Attachment "C"</p>	<p><i>The roof deck attachment found in your attic was found to be sufficient due to 1) nails of a minimum size spaced at a minimum frequency throughout the inspected area, 2) dimensional lumber or tongue-and-groove decking with a minimum number of nails per board, or 3) another system of attachment of equivalent or better uplift resistance than the two preceding options.</i></p>
<p>④ Roof to Wall Attachment Single Wraps</p>	<p><i>The weakest roof-to-wall connection found by the inspector was a metal connector that met all the minimum requirements, properly wrapped over the truss or rafter, and contained the minimum number of nails in the required locations.</i></p>
<p>⑤ Roof Geometry Other Roof Shape</p>	<p><i>The inspector's measurements determined that the roof does not meet the minimum requirements to be considered Hip or Flat on the Uniform Mitigation Verification Inspection Form.</i></p>
<p>⑥ Secondary Water Resistance (SWR) Secondary Water Resistance (SWR) barrier confirmed</p>	<p><i>The inspector was able to confirm and sufficiently document the existence of a valid SWR barrier (per the requirements of the Uniform Mitigation Verification Inspection Form) on the entire roof.</i></p>
<p>⑦ Opening Protection Level X</p>	<p><i>The inspector found that at least one opening containing glass had no windborne debris protection. See Question 7 on the Uniform Mitigation Verification Inspection Form for more details.</i></p>

Continued on Next Page



Current Hurricane Resistant Features of Your Home
Current Potential Savings to Your Wind Insurance Premium
Missing Hurricane Resistant Features of Your Home

This report information is contained within a single page to conveniently summarize the following:

- Current hurricane resistant features of your home that make your home more resistant to hurricane damage.
- Current potential savings to your wind insurance premium based on the current hurricane resistant features of your home.
- Missing hurricane resistant features that your home currently does not have that you may consider making improvements to in order to increase savings on your wind insurance premiums and make your home more resistant to hurricane damage.

Here is a sample image of what this summary may look like within your report.

Current Hurricane Resistant Features of Your Home

These are the current features of your home that make your home more resistant to hurricane damage:

② Roof Covering	✓	③ Roof Deck Attachment	✓	④ Roof to Wall Attachment	✓
⑤ Roof Geometry		⑥ Secondary Water Resistance (SWR)	✓	⑦ Opening Protection	

Current Potential Savings to Your Wind Insurance Premium

Below is your current estimated wind insurance premium savings based on the current condition of your home. These values are estimated using OIR Form 1699 of Florida rates. For a more accurate estimate of potential premium savings, contact your insurance provider or agent.

Your current estimated wind insurance premium discount based on Form OIR-B1-1699 is: **76%**

Missing Hurricane Resistant Features from Your Home

These are some hurricane resistant features that your home doesn't currently have, or improvements that you can make to your home:

② Roof Covering		③ Roof Deck Attachment		④ Roof to Wall Attachment	
⑤ Roof Geometry	✗	⑥ Secondary Water Resistance (SWR)		⑦ Opening Protection	✗

PLEASE NOTE: Although 'Roof Geometry' is considered a hurricane resistant feature for Florida homes and specific shapes can provide savings for wind insurance premiums, making any improvements to the geometry of your roof are NOT covered through the My Safe Florida Home Grant Program.

Continued on Next Page



Home Hardening Upgrades & Insurance Discount Estimates Pages

Identifying the upgrades to make your home more hurricane resistant and how much your potential savings could be on your wind insurance premiums if you decide to make those upgrades are key components to your inspection report.

Here is a sample image of what this summary may look like within your report.

Home Hardening Upgrades

As a result of this inspection, we have identified the following home hardening upgrade for your home. This upgrade may result in a potential premium discount.

Home Upgrade	Potential Discount
A Add opening protection (eg. hurricane shutters)	+ 5% (see note)

Note: The potential discount increase is not done in the aggregate

If you elect to perform two or more upgrades pursuant to this report, you will not receive an aggregate (combined) total premium discount based on the numbers displayed above.

In other words, if recommendation A provides an estimated 19% discount and recommendation B provides an estimated 15% discount, you would not be eligible for a total 34% discount.

To get the final premium discount amount, **please contact your Florida-licensed insurance agent.**

A Add Opening Protection

One area of focus is the opening protection for windows, skylights, (glazed openings) doors, and garage doors. Protecting your home's openings with impact-rated shutters or installing impact-rated doors and windows can help prevent debris from breaking through and creating pressure inside the home. This pressure may cause the roof structure to fail. This part of the inspection can be very confusing to the average homeowner. There are generally three levels of possible credit for this segment of the inspection.

1. The highest level of credit is when **ALL** of your openings are Large Missile Impact Rated (Level A.1). This means your doors, windows, garage doors, skylights, glass block, etc. are all protected by, or are rated at, the highest level.
2. Because this is not required by code in all jurisdictions, your home may qualify for the second level (Level A.2) which is where **all** of your glazed openings are Large Missile Impact Rated (or protected by products that qualify as such) but your solid entry doors and garage door are verified to be wind and pressure rated. This may be likely if your home was built after 2002 and in an area that does not require impact doors.
3. The third option is when your glazed openings (**all** the openings on your home that contain glass) are Large Missile Impact Rated (or protected by products that qualify as such) and your solid doors and garage door cannot be identified to be wind and pressure rated (Level A.3).

If you are not currently receiving an Opening Protection discount on your policy, contact your Florida-licensed insurance agent to confirm which level you will need to achieve in order to obtain the discount.

Continued on Next Page



Each home inspection report contains a price range reference guide for typical wind mitigation upgrades in multiple wind-borne regions based on a 3 Bedroom, 2 Bath, 1,750 square foot home with 400 square foot garage that is approximately 30 years old. It is important to keep in mind that individual prices can vary substantially from these ranges provided in your report due to various factors such as home location, availability of materials, labor costs and inflation. We recommend that several bids be obtained from Program Contractors for any wind mitigation upgrades you are considering for your home.

Regions		Region 1		Region 2		Region 3	
Item	Unit	Pensacola (Estimate)	Jacksonville (Estimate)	Miami (Estimate)	Melbourne (Estimate)	Tampa (Estimate)	Naples (Estimate)
Upgrade Shingle Roof	Roof	\$8,000-\$13,000	\$8,500-\$13,500	\$9,000-\$13,500	\$8,500-\$13,500	\$9,000-\$13,500	\$8,500-\$13,500
Upgrade Tile Roof	Roof	\$31,000-\$44,500	\$32,000-\$46,000	\$32,500-\$46,500	\$31,500-\$45,500	\$32,500-\$46,500	\$32,500-\$45,500
Upgrade Flat Roof	Roof	\$13,500-\$19,000	\$14,000-\$20,000	\$14,500-\$20,500	\$14,000-\$19,000	\$14,500-\$20,500	\$14,000-\$20,000
Roof-to-Wall Clip Retrofit	Attic	\$1,800-\$5,700	\$1,800-\$5,700	\$2,000-\$8,500	\$1,800-\$5,700	\$1,800-\$5,700	\$1,800-\$5,700
Upgrade Windows	Each	\$900-\$1,500	\$900-\$1,500	\$1,200-\$1,750	\$900-\$1,500	\$1,000-\$1,500	\$900-\$1,500
Upgrade Garage Door	Garage	\$900-\$1,500	\$900-\$1,500	\$1,000-\$1,500	\$900-\$1,500	\$1,000-\$1,500	\$900-\$1,500
Upgrade Exterior Door	Each	\$800-\$1,200	\$800-\$1,200	\$800-\$1,200	\$800-\$1,200	\$800-\$1,200	\$800-\$1,200
Upgrade 72" Sliding Glass Door	Each	\$1,500-\$2,000	\$1,500-\$2,000	\$1,500-\$2,000	\$1,500-\$2,000	\$1,500-\$2,000	\$1,500-\$2,000
Purchase & Install Plywood Shutters	8 Items	\$1,500-\$1,750	\$1,500-\$1,750	\$1,500-\$1,750	\$1,500-\$1,750	\$1,500-\$1,750	\$1,500-\$1,750
Purchase & Install Storm Shutters	8 Items	\$7,500-\$10,500	\$7,500-\$10,500	\$7,500-\$10,500	\$7,500-\$10,500	\$7,500-\$10,500	\$7,500-\$10,500

PLEASE NOTE: Items listed above may not be applicable to your report.
Please review your report to see which items are applicable.

Sources

Rounded pricing estimates were made possible through the use of Homewyse.com on 11/15/2022. Please use their website to review more specific zip code pricing. Roof-to-Wall Clip Retrofit cost estimate range provided by Florida Retrofits.

Roofing Material

- https://www.homewyse.com/services/cost_to_install_asphalt_shingle_roof.html
- https://www.homewyse.com/services/cost_to_install_tile_roof.html
- https://www.homewyse.com/services/cost_to_install_membrane_roofing_system.html

Windows/Doors

- https://www.homewyse.com/services/cost_to_install_storm_windows.html
- https://www.homewyse.com/services/cost_to_install_replacement_windows.html
- https://www.homewyse.com/services/cost_to_replace_garage_door.html
- https://www.homewyse.com/services/cost_to_install_exterior_door.html
- https://www.homewyse.com/costs/cost_of_replacement_sliding_doors.html
- https://www.homewyse.com/services/cost_to_install_hurricane_shutters.html
- https://www.homewyse.com/maintenance_costs/cost_to_boardup_window.html

Continued on Next Page



We've created the following checklist to help you get the most out of your inspection report.

- 1. Review the information on the **Summary of Inspection** page and familiarize yourself with both the **current and missing hurricane resistant features** of your home, along with the potential savings you should be receiving on your wind insurance premium for your current features.
- 2. Review the information on the **Home Hardening Upgrades** pages and familiarize yourself with the improvements that are being recommended for your home and potential discounts you could receive on your wind insurance premium from your insurance provider.
- 3. Contact your insurance provider to verify the potential premium discount savings you should be receiving for the **current hurricane resistant features** of your home and/or for the **missing hurricane resistant features** after recommended improvements are made.
- 4. Review the information on the **Upgrade Cost Estimates** page and consider the estimated cost ranges for the recommended improvements in your inspection report while keeping in mind that actual costs will vary based on location, labor/material costs, and other factors.
- 5. Decide on which of the recommended improvement or improvements make the most sense to move forward with on your home.
- 6. If you believe you meet the eligibility requirements, login to the Applicant Portal and apply to be approved for the grant component of the Program. Please note that if you're approved for a grant, you **MUST** select from a list of approved Program Contractors within the **Applicant Portal** to complete the work on your home. If you're **NOT** approved for a grant, you may still access this list by clicking [here](#) to locate a contractor or go with one of your own choosing. Regardless of your approval for a grant, we recommend the remaining checklist items be followed.
- 7. Request up to three bids for the improvement work from either **Program Contractors** or licensed contractors. For **Program Contractors**, use the forms provided in the **Participant Portal**.
- 8. Review the bids carefully and select a contractor.
- 9. Before signing any contracts, confirm that the selected contractor is on the approved list, will obtain all necessary permits, and is aware of all program requirements. Prior to beginning work, you must ensure the contractor receives all applicable building permits from the local building inspector's office. At the end of construction, you must also ensure the permits are closed out and the local building inspector's office has completed all required inspections. Afterwards, you should request the Final Inspection from the MSFH Program to continue the grant application process.
- 10. After work is completed, you must make your home available for a final inspection before payment will be disbursed.

Continued on Next Page



The Florida State Legislature has allocated \$115 million through the My Safe Florida Home Program to provide grant money to qualifying Florida homeowners who have received their free home inspection through the Program and have decided to make eligible wind mitigation improvements that were recommended in their inspection report.

According to Florida Statute 215.5586, 2(b), "All grants must be matched on the basis of \$1 provided by the applicant for \$2 provided by the state up to a maximum state contribution of \$10,000 toward the actual cost of the mitigation project." In other words, the homeowner must contribute funds equal to 1/3 of the cost of the project toward the project to be Reimbursed for the remaining 2/3s up to a maximum state contribution of \$10,000.

Grants are only dispersed AFTER the work has been completed by an approved Program Contractor, the work has been re-inspected by the Program, and payment has been made in full for the work by the homeowner.

Low-Income (LI) homeowners as defined under F.S. 420.0004 (11), who also meet all other grant application requirements are eligible for a grant of \$5,000 and are not required to provide a matching amount.

Additionally, LI homeowners may use up to 20 percent or \$1,000 ($\$5,000 \times 20\% = \$1,000$) of their grant funds for repairs of existing structures connected to eligible improvements.

PLEASE NOTE: Not all applicants who have received an inspection through the MSFH program will be eligible for a grant.

Who Is Eligible To Apply For The Grant Program?

The following criteria will be used to approve grant applicants:

- You must have applied, been approved, and have received a free home hurricane inspection through the Program.
- You must provide proof of homestead exemption. If you need assistance obtaining a copy of your homestead exemption information, please confer with your local Property Appraiser or Tax Collectors Office.
- You must provide insurance documentation that your home has an insured value of \$500,000 or less and a copy of your current property insurance declarations page. If you do not have a copy, contact your home insurance company. Applicants participating in the Low-Income grant do not need to provide proof of the home's insured value.
- The home must be located in a wind-borne debris region of the state. Please review the map on the next page to determine if the home is located in an eligible region. If you're unsure after reviewing the map, contact your county office to inquire about your address.
- The initial building construction permit for the home must have been issued prior to January 1, 2008. If you do not know when your home was built, please contact your local officials. This information is frequently available through the website or office of your Property Appraiser.
- The home must have undergone an acceptable hurricane mitigation inspection after July 1, 2008.
- Homeowners must make their home available for a final inspection after construction work has been completed. This final inspection is provided at no cost to the homeowner.

How To Apply & Approval Information

You must apply through the Applicant Portal by clicking [here](#) and logging into your account. Applications are reviewed in the order they are received and notification will be sent to you via email within two weeks on the approval status of your application.

The approved MSFH contractor list will be available in a grant approval email.

Continued on Next Page



Wind-Borne Debris Region Map

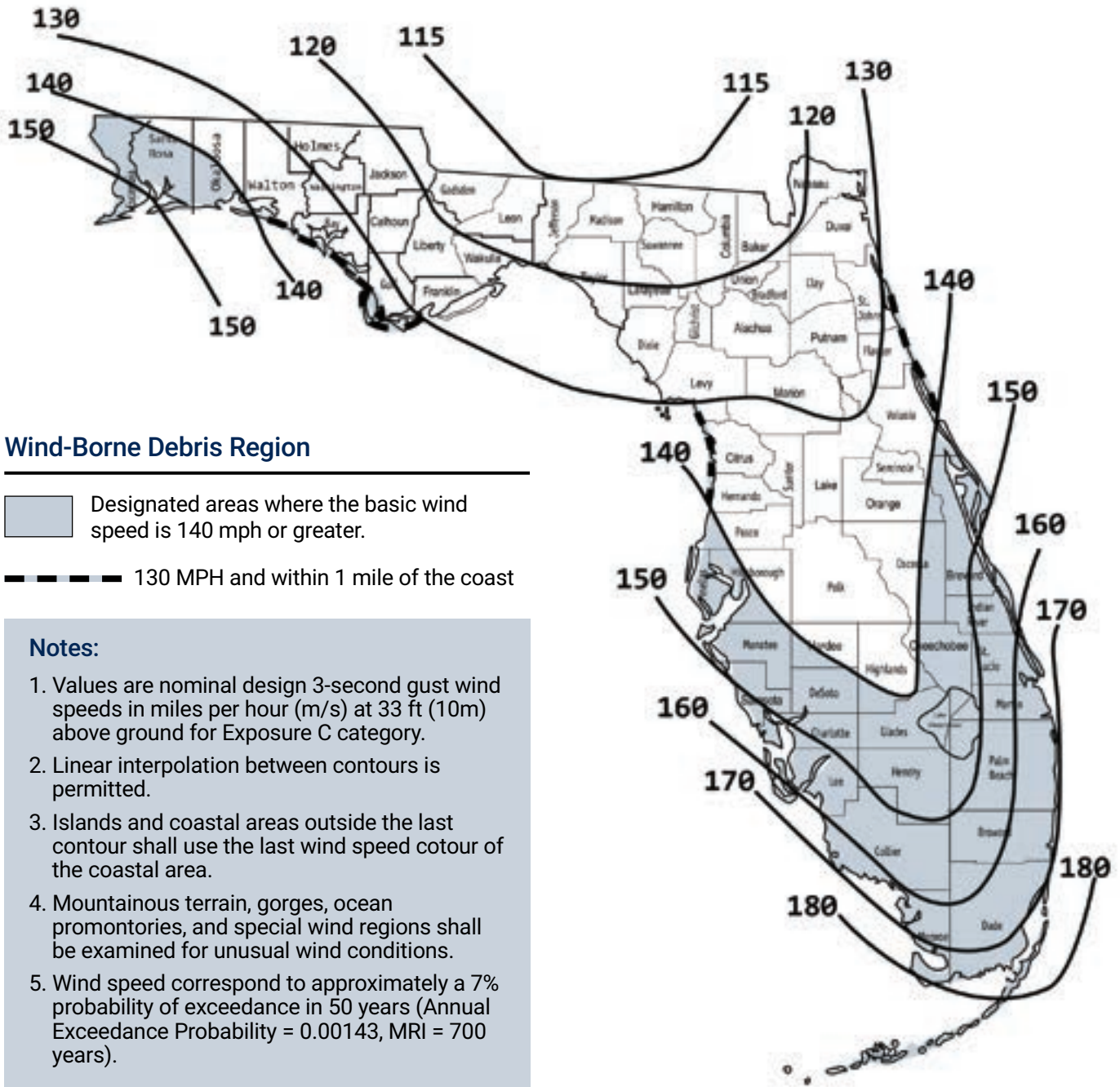


Figure 1609A Wind-Borne Debris Region, Category II and III Buildings and Structures except health care facilities

Continued on Next Page



Please read this guide carefully. Only the improvements recommended in your inspection report will be authorized for reimbursement. No other improvements are authorized under the program. To provide a better understanding of the six authorized improvements covered by the My Safe Florida Home Program, we have listed improvements below with detailed descriptions.

Improvement 1 – Reinforcing roof-to-wall connections.

- For example, installing metal tie-down clips that attach roof rafters to walls to decrease chances that all or a portion of your roof will simply lift off your house during a hurricane.

Improvement 2– Improving the strength of your roof deck attachment.

- For example, if your roof consists of shingles nailed to plywood sheets, the inspection may reveal that the plywood sheets are not adequately nailed to your roof trusses, and that additional nails or longer nails need to be added to reduce the possibility of the plywood from being blown off in a hurricane.

Improvement 3– Improving the survivability of your roof covering

- For example, upgrading to stronger hurricane-resistant roof shingles, attached with properly sized and properly applied roofing nails, to reduce the susceptibility of your roof shingles blowing off in a hurricane.
- The homeowner may replace their roof with a different covering of their choice like tile, metal, or shingle with the understanding that program only covers up to \$10,000, no more.

Improvement 4 – Creating a secondary water barrier to prevent water intrusion.

If your inspection report contains a recommendation to add a Secondary Water-Resistant Barrier (SWR), then you may use program funds to replace your roof if the final product result includes the SWR up to \$10,000.

There are three ways to accomplish a SWR:

1. At the time of reroofing your home, use a full-coverage self-adhered underlayment commonly referred as peel-and-stick, directly to the roof deck material.
2. At time of reroofing your home, use a self-adhere product commonly referred as seam tape on all joints and seams of the roof decking material. This still requires a nailed down underlayment such as felt paper.
3. If you are not replacing the roof, install a foam adhesive on all the seams and joints from the attic side of your roof.

Improvements 5 – Opening Protection (Windows)

The only opening protection improvements covered for reimbursement are the installation of impact windows or hurricane shutters.

PLEASE NOTE: If a homeowner currently has compliant hurricane shutters, but requests grant funds for impact windows instead, the request will be denied. A home with compliant shutters has already been mitigated against wind damage. The grant cannot be used to exchange one type of protection for another.

Continued on Next Page



Improvements 6 – Opening Protection Exterior Doors (inc. Garage Doors)

For example, installing hurricane-rated doors or replacing a standard garage door with a hurricane-rated garage door.

- a) If a homeowner currently has unprotected pedestrian or garage doors that include glass, the grant may be approved to replace the door with an impact door (*or shutter the door with an impact-tested product*) regardless of where the home is located within the wind-zone.
- b) If a homeowner currently has pedestrian or garage doors that are solid, (*no glass*) and not protected, the request to replace or shutter the door with an impact-tested product will be denied unless a recommendation is included in their inspection report. *

***Exception:** An exception to the prohibition on replacing a solid door can be made IF the homeowner can provide documentation from their insurance agent that replacing all solid doors and/or garage doors with upgraded impact-tested products will result in a discount on their insurance premium.

Documentation required for the above exception can be one of the following: an email, letter or quote from insurance agent. This documentation must be uploaded to the grant portal when requesting reimbursement. The documentation must specifically mention that a rating of A.1 on the windstorm mitigation form OIR-B1-1802 is required to obtain the discount on the policy currently in force, and the amount of any potential savings if A.1 is achieved. Once this documentation is received, the replacement of a solid door can be approved

Improvements 5 and 6 are sometimes combined because it is recommended that they be undertaken together.

NOTE: There are three levels of opening protection under Improvement 6. They are:

1. *Improvement Standard* – This improvement is the lowest-cost option for protecting window openings. On a one-story house, this improvement would provide temporary structural panels for each window that would need to be installed each time a serious storm threatened the home. On a two-story home, this improvement would be a combination of standard shutters (*first floor*) and permanently attached shutters (*second floor*).
2. *Improvement Permanently Attached* – Protective devices that are always attached to the house and only need to be deployed when a hurricane is approaching.
3. *Improvement Permanently Deployed* – These are protective devices such as impact-rated glass windows and doors or hurricane screens that require no installation when a hurricane is approaching.

For Low-Income (LI) Grant applicants there is a 7th improvement that is eligible which is: Improvement 7 - Structural Repairs needed to implement Items 1-6***

An example would be repairing rotted wood around a window to be able to replace the window. Maximum allowable amount for this item is \$1000 out of the \$5,000 LI Grant cap.

Continued on Next Page



PLEASE NOTE: Approval of your grant application does not guarantee a disbursement of funds up to \$10,000 for Matching Grants or of \$5,000 for LI Grants. Grantees must follow all the steps required for reimbursement. Those steps include:

- Homeowners **MUST** use an approved contractor from the authorized list in order to receive reimbursement.
- Final Disbursement Approval will be contingent upon receipt of uploaded required documentation.
- Final inspection **MUST BE COMPLETED** to verify that all the improvements were made.

After your final inspection is complete and, in the system, you can go back into the grant portal to submit a reimbursement draw request for the funding that would be covered in your approved grant.

Documents Required for Draw Reimbursement Request

Reimbursement Documentation	Homeowner – Matching \$10,000	Contractor – Low Income \$5000.00
Invoice Cover Sheet	Yes	Yes
Original Contractor Invoice/s	Yes	Yes
Proof of Payment (Cancelled check, receipts, paid invoice)	Yes	N/A
Insurance proof of premium discounts (email, letter, new quote from insurance agent that outlines what, if any, discount is available)	Yes	Yes – homeowner will be responsible for uploading this information.

**Initial and final inspection reports are also required but already stored in the grants portal and are not the applicant’s responsibility to provide.

***If the applicant chose to replace a solid door without a recommendation in an inspection report, this document must be provided for Reimbursement. An email, letter or quote from an insurance agency/company requesting upgrade to change rating to A.1 as required in Form 1802 to obtain discount. This requirement is applicable to all counties except Broward & Dade Counties which will be exempt due to the Citizens Rate Guidelines Schedule for Wind Mitigation Discounts. Contractors must request this information from LI applicants for payment disbursement.

Continued on Next Page



Contractor Confirmation and Requesting a Final Inspection

After receiving an Initial Inspection Report from a program-assigned inspector, a grant application will open in the Applicant portal. After the grant application is submitted, reviewed, and approved, you will receive an approval email with instructions on how to move forward.

After receiving an approval email for either type of grant, you are free to request quotes from up to three approved contractors. The approved MSFH contractor list will be available in a grant approval email.

When you receive grant approval, grant money is set aside for you. Please keep in mind that the final inspection (*the step to initiate the Reimbursement process*) must be completed within one (1) year of your approval date OR before July 1st, 2024 (*whichever is sooner*). After one (1) year, you may reapply for grant funding, but funding is limited and the MSFH Program cannot guarantee future approvals.

Once you have selected a contractor, you will need to assign that contractor to your case through the Applicant Portal. **Low-Income (LI) applicants must do this prior to beginning work as it will indicate to their contractor that they are a qualifying Low-Income applicant.** If this step was not available to you at the time of approval and you have already begun work, please add your contractor as soon as possible. It is recommended that Matching grant applicants input their contractor in the Applicant portal prior to performing work.

You will need to enter all requested information in the Contractor Confirmation step. Please ensure you enter your contractor's information as it appears in the approved MSFH contractor list. The contractor's ID number is the three-digit code next to their name. **Failure to use an approved contractor to perform approved work is a disqualifying action.**

After you have clicked "Complete and Submit", your status will change to "Contractor Confirmation Submitted." You will not need to perform any other actions in the Applicant Portal until after the work on your home is complete.

Prior to beginning work, you must ensure the contractor receives all applicable building permits from the local building inspector's office. At the end of construction, you must also ensure the permits are closed out and the local building inspector's office has completed all required inspections. Afterwards, you should request the Final Inspection from the MSFH Program to continue the grant application process.

Do not request a Final Inspection until all work on your home has been completed. You have **only one opportunity** to request a final inspection.

When work on your home is complete, you must initiate the Reimbursement/Disbursement process for BOTH types of grants by having your home inspected again. By participating in the program, you agreed to make your home available for a final inspection. **There is no other way to initiate the Reimbursement/Disbursement process without completing this process.**

Continued on Next Page



After you have requested your Final Inspection, a case manager will assign you an inspector (WCE) and will send a notification similar to the Initial Inspection Approval email. Even though WCEs will prioritize final inspection requests over initial and Quality Control (QC) inspection requests, they will still need to schedule inspections based on a queue.

Once your final inspection has been completed, the WCE will submit the Final Report to the MSFH portal. After your status has changed to “Pending Reimbursement Request”, if you are a Matching Grant recipient, you are ready to provide additional information through the Applicant Portal for Reimbursement.

If you are an LI Grant recipient, completing the final inspection is the last step for disbursement of funds to your contractor. You will still need to return to the portal to upload an email, letter, or new quote from insurance agent that outlines what, if any, discount is available, but it is the contractor’s responsibility to request payment from the Program portal and provide all relevant documents. If you are an LI applicant and you are ready to provide this information, you will need to go to the “documents” tab of your case and directly upload the document as an “Insurance proof of premium discounts” document.

Below is a list of the documents required by participants. Contractors should refer to the contractor manual for information on completing a draw request. To receive the insurance proof of premium discount documentation, you will need to send your Final Inspection Report to your insurance agent.

Documents Required for Draw Reimbursement Request

Reimbursement Documentation	Homeowner – Matching \$10,000	Contractor – Low Income \$5000.00
Invoice Cover Sheet	Yes	Yes
Original Contractor Invoice/s	Yes	Yes
Proof of Payment (Cancelled check, receipts, paid invoice)	Yes	N/A
Insurance proof of premium discounts (email, letter, new quote from insurance agent that outlines what, if any, discount is available)	Yes	Yes – homeowner will be responsible for uploading this information.

**Initial and final inspection reports are already stored in the grants portal and are not the applicant’s responsibility to provide.

***If the applicant chose to replace a solid door without a recommendation in an inspection report, this document must be provided for Reimbursement. An email, letter, or quote from an insurance agency/company requesting upgrade to change the rating to A.1 as required in Form 1802 to obtain an insurance discount. This requirement is applicable to all counties except Broward & Dade Counties which will be exempt due to the Citizens Rate Guidelines Schedule for Wind Mitigation Discounts. Contractors must request this information from LI applicants for payment disbursement.

Continued on Next Page

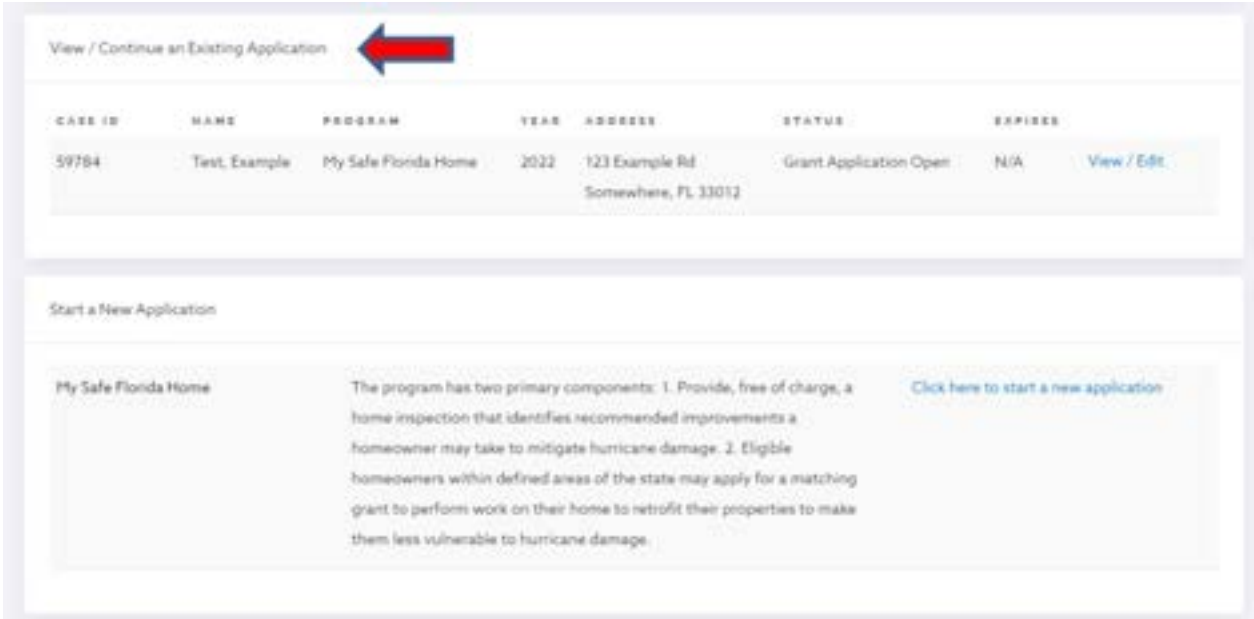


Requesting Reimbursement

An important note is that once an application is moved to the “Final Inspection Requested” status, it will move into the “Grants” section of your portal’s home screen.

View within the Applicant Portal prior to “Final Inspection Requested” status.

Note that the main heading says “View/Continue an Existing Application.”



View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	ADDRESS	STATUS	EXPIRES
59784	Test, Example	My Safe Florida Home	2022	123 Example Rd Somewhere, FL 33012	Grant Application Open	N/A

Start a New Application

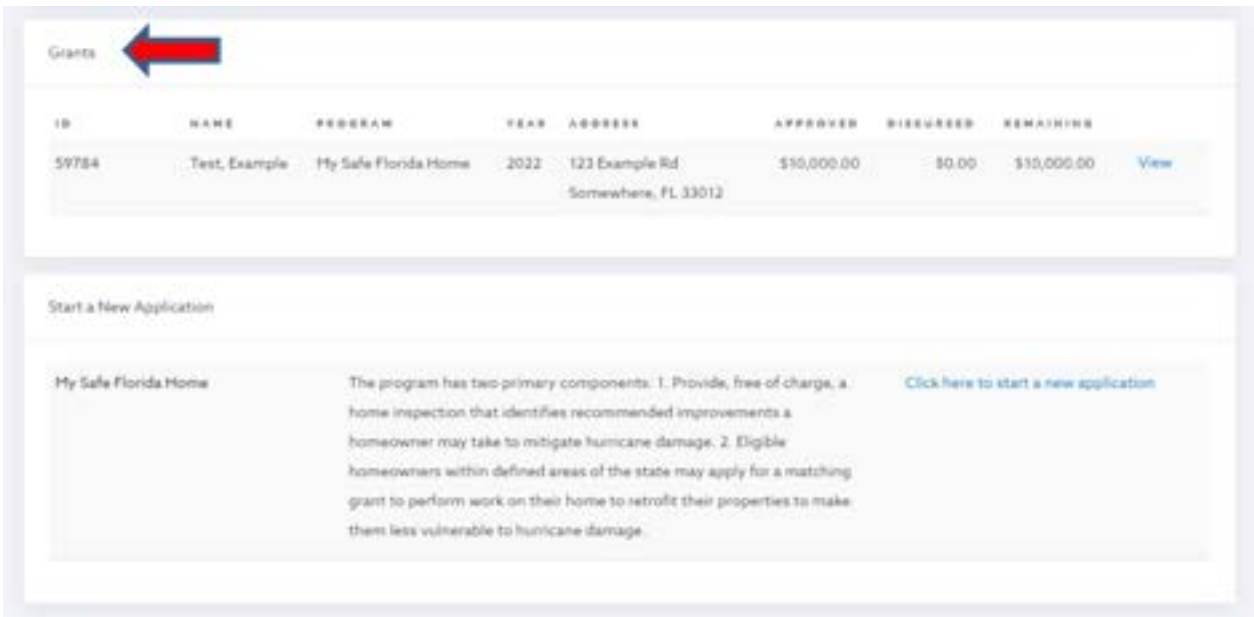
My Safe Florida Home

The program has two primary components: 1. Provide, free of charge, a home inspection that identifies recommended improvements a homeowner may take to mitigate hurricane damage. 2. Eligible homeowners within defined areas of the state may apply for a matching grant to perform work on their home to retrofit their properties to make them less vulnerable to hurricane damage.

[Click here to start a new application](#)

View within the Applicant Portal after the case is moved to the “Final inspection Requested” status.

Note that the main heading says “Grants”



Grants

ID	NAME	PROGRAM	YEAR	ADDRESS	APPROVED	DISBURSED	REMAINING
59784	Test, Example	My Safe Florida Home	2022	123 Example Rd Somewhere, FL 33012	\$10,000.00	\$0.00	\$10,000.00

Start a New Application

My Safe Florida Home

The program has two primary components: 1. Provide, free of charge, a home inspection that identifies recommended improvements a homeowner may take to mitigate hurricane damage. 2. Eligible homeowners within defined areas of the state may apply for a matching grant to perform work on their home to retrofit their properties to make them less vulnerable to hurricane damage.

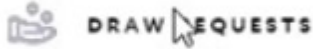
[Click here to start a new application](#)

Continued on Next Page

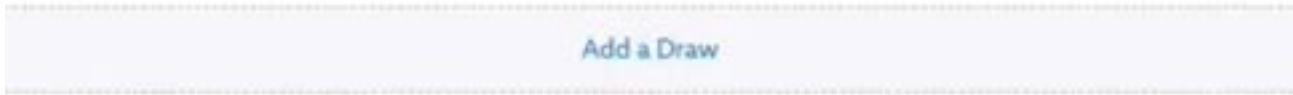


All the documents listed within the Documents Required for Draw Reimbursement Request table will be provided in a Draw Request in the system. Click the “Draw Requests” tab within your case, then select “Add a Draw”. **LI applicants will not need to take this step as it is the contractor’s responsibility.**

The Draw Requests tab

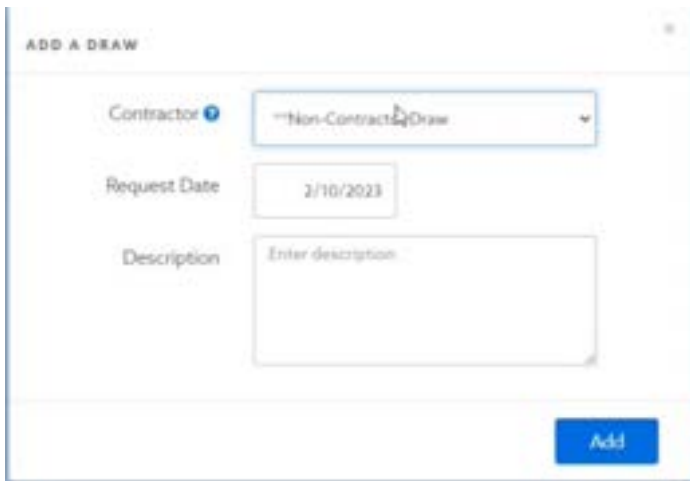


The “Add a Draw” button



You will first be required to enter a name, date, and description of your request. Ensure you select “Non-Contractor Draw”.

The “Add a Draw” initial screen



The screenshot shows a form titled "ADD A DRAW" with the following fields:

- Contractor: A dropdown menu with "Non-Contractor Draw" selected.
- Request Date: A date field containing "2/10/2023".
- Description: A text area with the placeholder "Enter description".
- At the bottom right, there is a blue "Add" button.

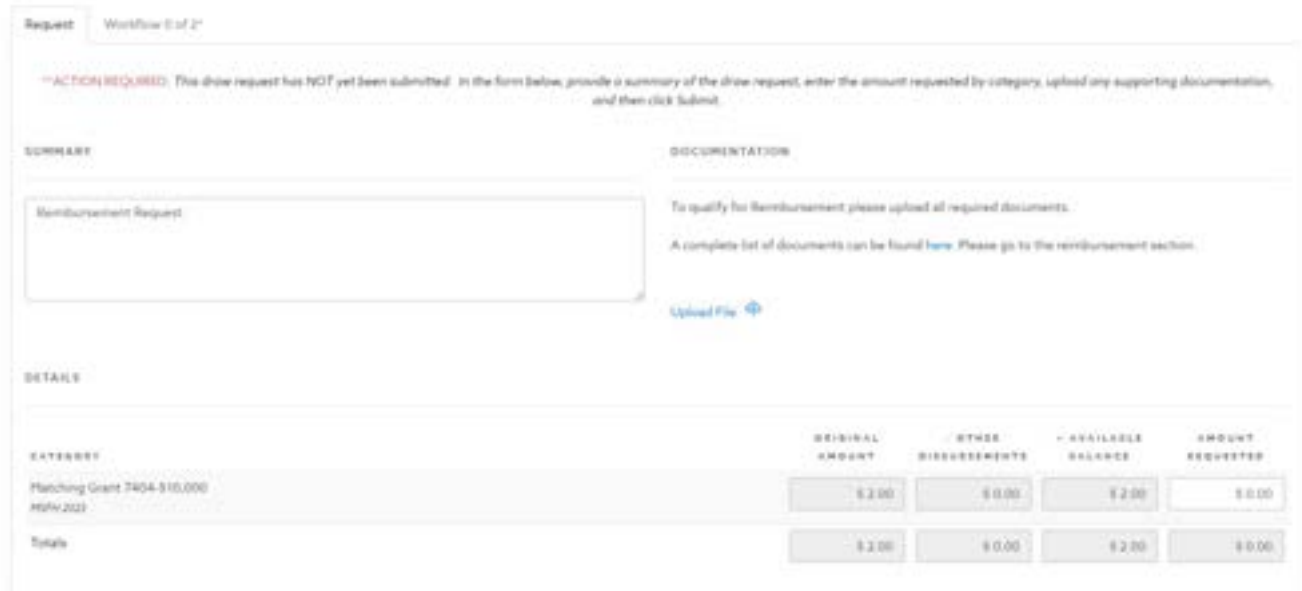
You will be required to enter a description. Please add “Reimbursement Request” to this field. Select “Add.”

THIS SPACE IS LEFT BLANK INTENTIONALLY

Continued on Next Page



The full Reimbursement Request screen. Note the blue "Upload File" button and the box with the white background in the lower righthand corner.



Request Workflow 0 of 2*

ACTION REQUIRED: This show request has NOT yet been submitted! In the form below, provide a summary of the drive request, enter the amount requested by category, upload any supporting documentation, and then click Submit.

SUMMARY

Reimbursement Request

DOCUMENTATION

To qualify for Reimbursement please upload all required documents.
A complete list of documents can be found [here](#). Please go to the reimbursement section.

[Upload File](#)

DETAILS

CATEGORY	ORIGINAL AMOUNT	OTHER DISBURSEMENTS	AVAILABLE BALANCE	AMOUNT REQUESTED
Matching Grant 7404-\$10,000 HSHW 2022	\$2.00	\$0.00	\$2.00	\$0.00
Totals	\$2.00	\$0.00	\$2.00	\$0.00

In this part of the screen, you may upload your required documents using the blue "Upload File" button pictured under the "Documentation" header and list.

You will also need to add the amount you are requesting to the box with the white background in the bottom righthand corner. Please remember that for a Matching grant, according to Florida Statute 215.5586, 2(b), "All grants must be matched on the basis of \$1 provided by the applicant for \$2 provided by the state up to a maximum state contribution of \$10,000 toward the actual cost of the mitigation project." In other words, the homeowner must contribute funds equal to 1/3 of the cost of the project toward the project to be Reimbursed for the remaining 2/3s up to a maximum state contribution of \$10,000.

For example, if an applicant were to pay \$15,000 for new impact-rated windows, their required contribution would be \$5,000, and the state's contribution would be equal to the maximum grant amount of \$10,000. If the windows cost \$9,000, the applicant would pay \$3,000 and would receive a state matched Reimbursement of \$6,000. If the windows cost more than \$15,000, the applicant would still only receive \$10,000, as that is the maximum Reimbursement amount.

After you have entered all the required information, you will be able to submit your request. If approved, you will receive an email notification and payment will arrive in the following weeks. If there is a problem with your Reimbursement request, you will receive an email notification with details as to why; and you will have opportunities to correct the information and resubmit. Please look for emails from the Neighborly software and check your spam folder regularly.

Continued on Next Page



Wind Certification Entity (WCE) – A state contractor that performs wind mitigation home inspections pursuant to the My Safe Florida Home Program. .

Uniform Mitigation Verification Inspection Form – (also known as the OIR-B1- 1802 or '1802') is used by WCE's in the state of Florida for wind mitigation inspections..

Hurricane Resistant – Is a rating or description of a building or material that will increase a building's ability to withstand high windstorms. Most structural building products built and used after March 1, 2002, are designed to be hurricane wind resistant. These items such as windows, doors, including garage doors are specifically designed to withstand positive and negative wind pressures as a result of hurricanes, tornadoes, or straight-line winds.

Impact-Resistant – Is a rating or description of a building or material that is designed to withstand flying debris as a result of high windstorms. These items are tested to meet a specific standard, by shooting a piece of lumber or metal balls via an air-cannon at them to see if they hold together. These can be windows, doors, garage doors, storm shutters, or storm panels.

Roof Geometry – Is the mathematical component of determining the roof shape according to the Unified Wind Mitigation Inspection Form (OIR-B1-1802). It is a comparison of the hip roof features to non-hip roof features.

- **Hip Roof** – Is a roof on which all the roof edges are angled towards and connected to the exterior walls, or where the non-hip features length does not exceed 10% of the total roof perimeter.
- **Flat Roof (low slope)** – Is a roof on which the roof structure has a slope of 2:12 or less and per the OIR-B1-1802 contains 5 living units or more (*multi-family or attached residences*).
- **Other (non-hip) Roof** – Is a roof where any structurally attached non-hip feature exceeds 10% of the total roof perimeter.
 - **Gable/Gambrel Ends**
 - **Flat Roof Edges**
 - **Mansard Roof Edges**

Roof-to-Wall Connections – Is the connection between the roof structure and the bearing point or exterior wall of a building.

- **Toe-nailed Connection** – Nails holding the roof rafters or trusses directly to the wall top plate.
- **Clip Connection** – Is a metal connector typically used in wood framed structures and attached to both the roof rafters/trusses and to the wall top plate with a minimum of three nails.
- **Single-wrap** – Is a metal connector typically used in concrete masonry construction where one end is embedded into the masonry bond beam and the other end wraps over the truss/rafter and is attached with a minimum of two nails from the embedment side and one nail on the wrapped side.
- **Double-wrap** – Is similar to the single-wrap except it consists of two metal connectors on either side of the truss member and wrapping over the truss/rafter. The same nail configuration is required in each strap.

Continued on Next Page



Secondary Water Barrier – Is an underlayment material that is used between the roof deck and the roofing material. Often the material used is a mechanically attached (nailed in-place) underlayment referred to as tarpaper or roofing felt. It can also be a self-adhered product; see secondary water resistance barrier.

Secondary Water Resistance Barrier – Is an underlayment material that is self-adhered (peel-n-stick) directly to the roof decking. This material can be full roof coverage or seam-tape, a 6” wide roofing tape covering all the seams of the roof deck material. It can also be a closed-cell spray foam adhesive used in the attic space which seals every seam of the roof deck and on either side of the trusses or rafters.

Structurally Attached Roof – Is a roofing section that is tied into the main roofing system of a home, or an area originally designed to be open to the air that has been enclosed to be part of the building envelope.

Wind-borne Debris Region – Is defined by building code as an area of land where potential wind speeds exceed 140 mph or areas that are within 1-mile of the coast and the potential wind speeds exceed 130 mph.

- **High Velocity Hurricane Zone (HVHZ)** – Miami-Dade & Broward counties where the Florida Building Code test protocols for high wind are used in building design.

Wind Mitigation – the process of adding features to your home that help withstand or increase resistance to high winds caused by major storms or hurricanes.

