

# NAVIGATING THE MySafeFLHome Program Grant Reimbursement Process.

## STARTING THE PROCESS

*Before matching grant and low-income applicants can receive their money, they must first have:*

- ✓ Received the Free Home Wind Mitigation Inspection and Report
- ✓ Qualified for a grant
- ✓ Requested quotes from approved MSFH contractors
- ✓ Selected an approved MSFH contractor
- ✓ Completed the mitigation upgrades highlighted in the inspection report
- ✓ Requested a final inspection

## HOW TO GET YOUR GRANT MONEY

*Only after these steps below are completed can you initiate the reimbursement process.*

### 1. Receive Final Home Inspection

- Request through your portal one final inspection to verify that all upgrades were made.

### 2. Submit Required Documents

- Low-Income Recipients: Identify your contractor in your portal account and upload the email, letter, or new quote from your insurance agent that outlines what, if any, discount is available.
- You must send your Final Inspection Report to your insurance agent who will then provide you with the insurance proof of premium discount documentation.
- Matching Grant Recipients:
  - ~ Invoice Cover Sheet
  - ~ Original Contractor Invoice(s)
  - ~ Proof of Payment (Cancelled check, receipts, paid invoice)
  - ~ Insurance Proof of Premium Discounts (Email, letter, new quote from insurance agent that outlines what, if any, discount is available)

### 3. Request Reimbursement

- Enter the grant amount that you want to be reimbursed for and submit your request.

### 4. Receive Reimbursement Check

- Once approved, you will receive a check in the mail within 5-10 business days.
  - ~ All reimbursement requests follow a two step review process. If there is a problem with your reimbursement request, you will receive an email notification with details as to why. You will have opportunities to correct the information and resubmit.

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Stronger Homes. Safer Florida.