

## Program Overview

No data saved

Case Id:

Name:

Address:

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## Program Overview

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Please review the information about this program.

### My Safe Florida Home

#### Contact Information

561-640-6734

[Knowledgebase Link](#)

**Welcome to the My Safe Florida Home (MSFH) Program!** This is the Program Overview step where you can find information regarding the Program as a whole. Individual sections of the process may also have overview steps that provide information about that section.

The two applications that make up the MSFH Program are stored in the **Applicant Portal**, which is hosted by Neighborly. Please ensure that you check your email's "Spam" or "Junk" folder for emails from "no-reply@neighborlysoftware.com" frequently.

All Applicants must review the Homeowner's [Guide here](#). If you have any questions about the Program at any time, you can review our MSFH Support Center [here](#). The Support Center includes the following:

- **MSFH Knowledge Base:** For program resources, guides, tips, and frequently asked questions please visit our MSFH Knowledgebase.
- **MSFH Community:** To connect with other Applicants and the MSFH Support Team on general topics or issues, please visit the MSFH Community.
- **MSFH Support Ticket:** For general inquiries or to request assistance on a specific issue, submit a ticket to our MSFH Support Team.
- **MSFH Chat:** A widget on the MSFH Support Center webpage that allows Applicants to live chat with a Support Team member regarding general inquiries or to request assistance on a specific issue.

When submitting case-specific questions about the Program to the Support Center, please have your **Case ID** ready, and use the email that you created your MSFH account with.

I confirm that I have read the Homeowner's Guide.

I understand that I can visit the Support Center to receive answers to questions about the Program.

**There are two phases to the My Safe Florida Home Program.** The first is the Inspection Phase, and the second is the Grant Phase. You can qualify for an Initial Inspection without qualifying for a Grant, and you can also choose not to apply for a Grant after receiving an Initial Inspection. The Grant Phase requires two submissions; a Grant Application, and a Draw Request. A Matching Grant Applicant must complete and pay for the project in full, prior to submitting a MSFH Program Draw Request. Low-Income Grant Applicants are not required to pay for projects in full prior to

submitting a Draw Request. **Failure to follow all MSFH Program rules will prevent you from receiving Grant funds, so please read and follow ALL instructions.**

**The first step to participation in the Program is to complete the Prioritization Questionnaire.** This allows the MSFH Program to determine your categorization into one of five statutorily-defined groups. For the first sixty (60) days after the MSFH Program opens, Applicants receive access to applications based on criteria outlined by the Florida Legislature.

- Group 1 contains Applicants who are Low Income and are 60 years old or older
- Group 2 contains Applicants who are Low Income and are 59 years old or younger
- Group 3 contains Applicants who are Moderate Income and are 60 years old or older
- Group 4 contains Applicants who are Moderate Income and are 59 years old or younger
- Group 5 contains Applicants of all ages who are above the Moderate-Income threshold. **Group 5 Applicants are ineligible for Grants and will not be allowed to access Grant Application.**

Once you have been sorted into a Group, **you cannot be moved from that group.** Please carefully follow the instructions in each step to ensure that you are sorted appropriately.

The first phase of the Program is the **Inspection Phase.** In this phase, you will complete an Inspection Application. The application will undergo a review, and if approved, you will receive an email alerting you to schedule your Initial Inspection. Next, you will need to coordinate with your assigned Inspector to schedule and complete the Initial Inspection. After your Initial Inspection is complete, you will receive an Inspection Report that identifies the current Hurricane Resistant Features of your home and recommends Improvements to further strengthen your home against hurricanes. You should consider sending the Initial Inspection Report to your insurance agent to seek additional insurance discounts on your policy. Once you have completed the Inspection phase, you can **choose** whether you will proceed with the Grant Phase. Do not complete a Mitigation Project based on Recommended Improvements prior to receiving approval on a Grant Application. Funding for projects completed prior to approval of a Grant Application **WILL** be denied.

**I understand once I complete the Inspection Phase I will be given the opportunity to proceed with the Grant Phase. If I do not choose to proceed, my case will be deemed completed and administratively closed.**

**I understand that if I start work on a Mitigation Project prior to receiving approval on a Grant Application I will be denied funding for that project.**

Applicants who receive no Recommended Improvements or are in Group 5 (Applicants of all ages who are above the Moderate-Income threshold) will not be eligible to proceed with the Grant Phase. These cases will be sorted into closed statuses prior to the choice to proceed to the Grant Phase.

The **Grant Phase** begins with the Grant Application. Once you complete the Grant Application, it will undergo a review process, and if approved, you will receive a message alerting you to move ahead with Improvements recommended in your Initial Inspection Report. **You will not receive any funds from the Program until your work is complete. Failure to follow MSFH Program rules or submit the required documentation will result in a denial of Grant Disbursement.**

There are two types of Hurricane Mitigation Grants: Matching Grants and Low-Income Grants. Please see the Homeowner's Guide for more information. If you are approved for a Hurricane Mitigation Grant, you will receive an email with additional details about the Grant Type you receive. Applicants in Group 1 and Group 2 will receive Low-

Income Grants if approved, and Applicants in Group 3 and Group 4 will receive Matching Grants if approved.

There are two types of Hurricane Mitigation Grants: Matching Grants and Low-Income Grants. Please see the Homeowner's Guide for more information. If you are approved for a Hurricane Mitigation Grant, you will receive an email with additional details about the Grant Type you receive. Applicants in Group 1 and Group 2 will receive Low-Income Grants if approved, and Applicants in Group 3 and Group 4 will receive Matching Grants if approved.

Once you have completed the Recommended Improvements you selected to perform, you will return to the Applicant Portal to request a Final Inspection. **DO NOT** request the Final Inspection until you confirm with your Contractor that **ALL** work is complete to state, local, and MSFH Program standards. You can only request one (1) free MSFH Program Final Inspection.

After your Final Inspection is completed, you will need to send your Final Inspection Report to your insurance company to request discounts. You will submit proof of insurance discounts as part of your Draw Request. After you submit your Draw Request, it will undergo a review, and if approved, a Disbursement check will be sent to you in the mail. Please note: You can only receive one (1) MSFH Program Grant, so complete **ALL** desired Recommended Improvements and only submit a Final Inspection Request once all desired Recommended Improvements are complete.

**I understand that if I choose to proceed with the Grant Phase and my Grant Application receives approval that I must request a Final Inspection within one (1) year of receiving Grant Application approval, or request one six-month extension, to be eligible to receive Grant Disbursement. If I do not request a Final Inspection or request an extension my case will be deemed abandoned and administratively closed.**

If at any time the Program is unable to approve your submission, you will be sent a Request for Information (RFI). You will need to return to the Applicant Portal and submit additional information to satisfy the RFI. **Please ensure you check your emails regularly in case an RFI is sent to you.** RFIs must be responded to within **60 days**. If you do not respond within 60 days, your case will be deemed withdrawn and will be administratively closed. **Closed cases cannot be reopened, so ensure that you check your case and your email regularly.** Submitting incorrect or incomplete documentation will result in an RFI, so please check all documentation before uploading it.

**I understand that I must respond to Requests for Information (RFIs) within 60 days or my case will be deemed withdrawn and will be administratively closed.**

Please see the following information regarding eligibility.

### **Inspection Phase Requirements**

- The home must be a Single-family, Detached residential property or a Townhouse as defined in section 481.203, F.S. Attached Single-family homes will be treated as Townhouses for the purposes of the MSFH Program.
- The home must be site-built and Owner-occupied.
- The Applicant must have been granted a homestead exemption on the home under chapter 196, F.S. The Program will verify the status of your homestead exemption and the type of home you have.

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### **Grant Phase Requirements**

- The Applicant's home must meet all the requirements for a Hurricane Mitigation Inspection and must have received an Initial Inspection through the Program.
- The Applicant's home must be a dwelling with an insured value of \$700,000 or less. Low-Income Homeowners, as defined under section 420.0004(11), F.S., are exempt from this requirement.
- The building permit application for initial construction of the owner's home must have been made before January 1, 2008.
- The Applicant must provide the name and license number of the Contractor intended to perform the Mitigation Project.
- The Applicant must complete a Mitigation project based on Improvement(s) recommended in the Initial Inspection Report.
- The Applicant must make the home available for a Final Inspection once the Mitigation Project is completed.
- The Applicant must provide to the Program any and all information received from the Applicant's insurer identifying the discounts realized by the Applicant because of the Improvements funded through the Program.
- The Applicant must provide information regarding the Mitigation Improvements performed after the Final Inspection is completed.
- The Applicant must submit a Grant Application within 24 months of the MSFH Program Initial Inspection.



I confirm that I have read the Program Overview.



I confirm that if I do not submit a Grant Application within 24 months of the MSFH Program Initial Inspection, I will no longer be eligible for a Grant.

# Introduction: Prioritization Questionnaire

Case Id:

Name:

Address:

No data saved

## Introduction: Prioritization Questionnaire

Please review the following information.

**Welcome to the Prioritization Questionnaire.** This Questionnaire determines which of five Prioritization groups you will be sorted into. Please ensure that you read and follow all instructions thoroughly.

For the first sixty (60) days after the Program opens, Applicants receive access to applications based on criteria outlined by the Florida Legislature.

- Group 1 contains Applicants who are Low Income and are 60 years old or older
- Group 2 contains Applicants who are Low Income and are 59 years old or younger
- Group 3 contains Applicants who are Moderate Income and are 60 years old or older
- Group 4 contains Applicants who are Moderate Income and are 59 years old or younger
- Group 5 contains Applicants of all ages who are above the Moderate-Income threshold. Group 5 Applicants are ineligible for a Grant and will not be allowed to access a Grant Application.

Once you have been sorted into a Group, **you cannot be moved from that group.** Please carefully follow the instructions in each step to ensure that you are sorted appropriately.

The Prioritization Questionnaire contains the following steps.

- Program Overview
- Introduction: Prioritization Questionnaire
- Household Members
- Property Information
- Household Income
- Submit Prioritization Questionnaire

Please ensure that you enter **ALL** the people who live in your household in the Household Members step. In the Income step, you will need to provide the income of **ALL** members of your household. For more information about what needs to be included, please see the instructions on each step or our Knowledgebase articles on the [Prioritization Questionnaire](#).

You will know when your Questionnaire is complete when you have completed all of the above listed steps and your status changes to "Prioritization Questionnaire Submitted." **This is NOT an application for an Inspection or Grant.** Completing this Questionnaire is required to **access an application** for an Inspection or Grant.

Once you submit your Prioritization Questionnaire, your case will be sorted into a Prioritization Group. The Prioritization Group that you are in will determine the date that an application will be made available to you. If the

Program runs out of available funding prior to the date your Group is to be opened, you will not be able to apply for an Inspection or Grant.

- I confirm that I have read the Introduction to the Prioritization Questionnaire and will read the instructions on each step thoroughly.
- I understand that submitting a Prioritization Questionnaire does not guarantee approval of my application for an Inspection or Grant. I understand that the Prioritization Questionnaire is required for access to an application for an Inspection or Grant.

## **Household Members**

No data saved

Case Id:

Name:

Address:

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### **Household Members**

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**Enter all members of your household, beginning with yourself as the primary household member.** A Household Member is someone who claims the property that is the subject of the application as their permanent residence. Examples may include spouses, children or other dependents, or relatives who live in the home. Members do not need to contribute income to the Household to be added to the list. Don't forget to add yourself! **NOTE:** Primary Household Member should be an owner of the home.

**Total Household Members: 0**

## Property Information

No data saved

Case Id:

Name:

Address:

### Property Information

Please provide the following information.

#### **ADDRESS**

**To be eligible for an Inspection or Grant in the MSFH Program, you must have a Homestead Exemption on your property taxes. Please enter your homestead address. This address will be considered the subject of all applications submitted in the MSFH Program**

**Homesteaded Property Address:**

**My Mailing Address is the same as the Homesteaded Property Address listed above.**

**Mailing Address (if different than above):**

**County:**

<u>Household Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
<u>Income</u>	\$58,250.0 <u>0</u>	\$66,600.0 <u>0</u>	\$74,900.0 <u>0</u>	\$83,200.0 <u>0</u>	\$89,900.0 <u>0</u>	\$96,550.0 <u>0</u>	\$103,200.0 <u>0</u>	\$109,850.0 <u>0</u>

**Square Footage of Home:**

#### **APPLICANT**

**To progress with any application within the MSFH Program, you must define who the Applicant on the application is. An Applicant must be an owner of the home (as reflected on the Homestead Exemption). Should your Inspection Application and your Grant Application be approved, and should you be deemed eligible for Grant Disbursement, the Applicant's name will be printed on the Disbursement check sent by the MSFH Program. You may also enter a Secondary Applicant if there is another owner of the home listed on the Homestead Exemption. The Secondary Applicant **must** be an owner of the home. Any Applicant or Secondary Applicant must also be a Household Member listed on the Household Members step of the Prioritization Questionnaire. If you need to correct information provided on the Household Members step, please do so before proceeding.**

**Applicant First Name:**

Applicant Last Name:

Secondary Applicant First Name:

Secondary Applicant Last Name:

Homeowner Phone Number:

Homeowner Secondary Phone Number:

**ALTERNATE CONTACT**

**If someone other than the Applicant is completing any application steps in the Applicant Portal, please list them below**

Alternate Contact First Name (Optional):

Alternate Contact Last Name (Optional):

Alternate Contact Phone (Optional):

Alternate Contact Preferred Email Address (Optional):

**Do you authorize the Program to communicate with the Alternate Contact listed above regarding your case?**

**INSURANCE INFORMATION**

Homeowner's Insurance Provider:

Annual Property Insurance Premium:

\$0.00

## Household Income

No data saved

Case Id:

Name:

Address:

### Household Income

**Enter your household's annual Adjusted Gross Income.** Adjusted Gross Income (AGI) can be found on line 11 of Form 1040, U.S. Individual Income Tax Return. The total, annual AGI of all Household Members for the previous year should be calculated. If everyone in your household did not file together, you can enter each member's income individually to calculate the total Household AGI. **ALL** income, including Social Security payments and income not made by owners of the home, should be added to this step.

Note: You do not need to upload any documentation to this step.

### Household Income Summary

<u>Income Limits Used</u>	<u>2025</u>	<u>Household Adjusted Annual Income</u>
<u># of Household Members</u>	<u>Count</u>	
<u>Approval Threshold</u>	<u>30.00%</u>	
<u>AMI @ Threshold</u>	<u>\$54,150.00</u>	

### AMI Table

AMI = Area Median Income

<u>Household Size</u>	<u>1 people</u>	<u>2 people</u>	<u>3 people</u>	<u>4 people</u>	<u>5 people</u>	<u>6 people</u>	<u>7 people</u>	<u>8 people</u>
AMI 30%	\$21,850.00	\$25,000.00	\$28,100.00	\$32,150.00	\$37,650.00	\$43,150.00	\$48,650.00	\$54,150.00
AMI 50%	\$36,400.00	\$41,600.00	\$46,800.00	\$52,000.00	\$56,200.00	\$60,350.00	\$64,500.00	\$68,650.00
AMI 80%	\$58,250.00	\$66,600.00	\$74,900.00	\$83,200.00	\$89,900.00	\$96,550.00	\$103,200.00	\$109,850.00
AMI 120%	\$87,360.00	\$99,840.00	\$112,320.00	\$124,800.00	\$134,880.00	\$144,840.00	\$154,800.00	\$164,760.00
AMI 140%	\$101,920.00	\$116,480.00	\$131,040.00	\$145,600.00	\$157,360.00	\$168,980.00	\$180,600.00	\$192,220.00

# Submit Prioritization Questionnaire

Case Id:

Name:

Address:

No data saved

## Submit Prioritization Questionnaire

Please review the following information.

**The MSFH Program will use the information you provided in the Prioritization Questionnaire to verify that you meet the definition of low or moderate income as defined in section 420.004(11) and (12), F.S. to prioritize your application(s) in accordance with section 215.5586, F.S.**

Under penalties of perjury, I declare that I have read the foregoing and that the income and family size information provided in the Prioritization Questionnaire is true and accurate.

**Please select the statement below that is accurate. Please note that the statements refer to the Applicant or Secondary Applicant. Both do not have to meet the criteria, but one of the two must.**

For the first sixty (60) days after the Program starts accepting Applications, cases will be prioritized based on age and income criteria as outlined by the Legislature. Please **return** to the Applicant Portal and check your status in the next few days after completing all the required prioritization steps to see which prioritization group you are in. Please note that being sorted into a group does not guarantee access to an Inspection or Grant Application; Inspection and Grant Application access is determined by the criteria outlined by the Legislature and the availability of funding.

I hereby affirm that the information I have provided to the Program is true and correct to the best of my knowledge. I understand that:

- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. See § 837.06, Florida Statutes.
- Any person who shall make or cause to be made any false statement, in writing, relating to his or her financial condition, assets or liabilities, or relating to the financial condition, assets or liabilities of any firm or corporation in which such person has a financial interest, or for whom he or she is acting, with a fraudulent intent of obtaining credit, goods, money or other property, and shall by such false statement obtain credit, goods, money or other property, shall be guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. See § 817.03, Florida Statutes.
- Any person who willfully files with the Department, or who willfully signs for filing with the Department, a materially false or materially misleading financial statement or document in support of such statement required by law or rule, with intent to deceive and with knowledge that the statement or document is materially false or materially misleading, commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. See § 817.2341(1), Florida Statutes.
- Any person who knowingly makes a material false statement or report to the Department or any agent of the Department, or knowingly and materially overvalues any property in any document or report prepared

to be presented to the Department or any agent of the Department, commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. See § 817.2341(3)(a), Florida Statutes.

**DO NOT COMPLETE THIS STEP WITHOUT CHECKING THAT YOU HAVE ENTERED YOUR INFORMATION CORRECTLY.**  
**You will not be able to edit the step once you have selected “Complete & Submit.”**