

# Introduction: Draw Request

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Case Id:

Name:

Address:

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## Introduction: Draw Request

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Please review the following information.

**Welcome to the MSFH Program Draw Request.** Once the Recommended Mitigation Improvements you selected to perform are completed, you will need to request a Final Inspection to initiate the Draw Request process. The Final Inspection is the concluding Hurricane Mitigation Inspection performed by a Wind Certification Entity to identify any observed improvements successfully completed on the home. Applicants are not required to perform every Recommended Improvement from the Initial Inspection Report. However, if multiple Recommended Improvements are being completed, ALL selected Improvements must be finished before requesting the Final Inspection.

To request a Final Inspection, complete the following steps:

- Introduction: Draw Request
- Final Inspection Request

**DO NOT** request the Final Inspection until you confirm with your contractor that **ALL** work is complete to state, local, and Program standards. You will only be allowed one (1) Final Inspection.

Final Inspections will be scheduled based on a queue. Once the Final Inspection is completed, the Inspector will upload the Final Inspection Report to the Application Portal.

The Final Inspection Report will contain the following:

- Cover Page
- Final Inspection Results
- Attachments
  - Form OIR-B1-1802 (Uniform Mitigation Verification Inspection Form) signed by both the Inspector and the Homeowner
  - Final Inspection photographs and documents

The (Inspector) will record notes and report improvements that they observed during the Final Inspection in the “Final Inspection Results” section. For more information about what will be included, please see our Knowledgebase articles on [Receiving a Final Inspection](#).

**IMPORTANT NOTE:** After you complete your Final Inspection, you must send your Final Inspection Report to your insurance company to request discounts as part of your final Draw Request submission. Applicants do not need to receive a discount to receive a Disbursement of Grant funds.

Once your Inspector has completed the Final Inspection and uploaded the report into the Applicant Portal, AND you have submitted the Final Inspection Report to your insurance provider requesting potential discounts, **you will need to re-enter the Applicant Portal and complete the remaining Draw Request steps.** This is **not** the only step needed to receive Grant Disbursement.

The Draw Request process contains the following additional steps:

- Draw Request: Summary
- Draw Request: Scope of Work
- Draw Request: Proof of Payment in Full
- Draw Request: Proof of Insurance Discounts
- Draw Request: Payment Verification

You will know when your Draw Request is complete when you have completed all the above listed steps and your status changes to “Draw Request Submitted.” For more information about what needs to be included, please see the instructions on each step or our Knowledgebase articles on [Submitting a Draw Request](#).

After submitting your Draw Request, it will be placed in a queue to be reviewed. Applicants will receive an email notification once the Draw Request process is complete, and the Grant Disbursement is approved.

If the MSFH Program is unable to approve your Draw Request, you will be sent a Request for Information (RFI). You will need to return to the system 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 **sixty (60) days**. If you do not respond within sixty (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.**

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

**You will not receive any funds from the MSFH Program until your work is complete, and failure to follow any rules or submit any required documentation will result in a denial of your Draw Request for Disbursement of Grant funds.**

# Draw Request: Final Inspection Request

Case Id:

Name:

Address:

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## Draw Request: Final Inspection Request

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Please review the following information.

The Final Inspection Request is the first step in the Draw Request stage. **Each Applicant will only have ONE (1) opportunity to request a Final Inspection.**

Please recall that you agreed to provide information received from your insurer identifying the discounts received because of Improvements funded through the Program. You must submit your Final Inspection Report to your homeowner's insurance company and provide a new declarations page, letter, or email from your insurer that lists the amount of discounts you have received after they have reviewed the Final Inspection Report. Applicants do not need to receive a discount to receive a Disbursement of Grant funds.

**Applicants should follow the steps listed below closely BEFORE requesting a Final Inspection:**

- Confirm with the Contractor that ALL work on the home is complete. If there are multiple Recommended Improvements being completed on the home, **ALL** must be completed before requesting a Final Inspection.
- Confirm with the Contractor that the Mitigation Project completed was a Recommended Improvement as outlined on your MSFH Program Initial Inspection Report and performed in accordance with local jurisdiction regulations, current state building codes, and MSFH Program Guidelines in the Homeowners Guide.
- Confirm with the local county's Building Department that all permits are closed out and all required building inspections are completed.

**Once the above items are confirmed and you are ready to proceed with requesting a Final Inspection, please review the checkboxes below to continue:**

I affirm that my Mitigation Project has been completed and all required permits for the work have been obtained and closed. In addition, I further understand that I am entitled to only one (1) free MSFH Program Final Inspection. I affirm that falsely requesting my Final Inspection prior to closing out all permits and the completion of all projects will result in a denial, or partial denial, of my Draw Request.

I confirm that I have consulted with my Contractor and the Improvements that were recommended by the MSFH Program Initial Inspection Report, and that the completed Improvements meet all state, local, and MSFH Program improvement standards. I acknowledge that if the Recommended Improvements are not installed correctly, the MSFH Program will not disburse Grant funds for those Improvements.

**IMPORTANT NOTE:** All work **MUST** be completed before submitting a Final Inspection Request. The MSFH Program requires completion of a Final Inspection. Additional Inspection requests will not be accepted. If your Mitigation Project is not completed when a Final Inspection is requested, your Draw Request will be denied.

**Applicant's Signature:**

*\*\*No signature*

# Draw Request: Summary

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## Draw Request: Summary

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Please provide the following information.

**The Contractor(s) listed below are based on your responses entered on the step Grant Application - Contractor Confirmation.**

**Contractor Name:**

**Contractor Name:**

**Contractor Name:**

**Did you complete your selected Mitigation Project(s) with the above Contractor(s)?**

Please add any notes that may assist in the processing of your Draw Request. Examples of notes to provide may include; if your project had change orders, if cosmetic or unrelated work was completed under the same contract, or if you completed multiple Mitigation Projects. This information is not required, if you do not have notes to include type "N/A" into the field.

Please enter the date you began your work:

Please enter the Total Eligible Project Cost. This is the total cost of ALL Improvements completed at your home. If you used multiple Contractors to complete your Mitigation Project(s), please add together all invoices. You will only submit one Draw Request.

\$0.00

**Change Contractor/Projects**

Please enter the name and license number of the Contractor/s you used to complete the work.

**Contractor Name:**

**License Number:**

**Do you have an additional contractor to add?**

**Contractor Name:**

**License Number:**

**NOTE: If you did not use a properly licensed Contractor or complete a Recommended Improvement, you WILL NOT receive Reimbursement/Disbursement.**

# Draw Request: Scope of Work

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Case Id:

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## Draw Request: Scope of Work

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Please review the following information.

Please upload documentation that includes a date and a **detailed** scope of work that describes the Mitigation Project(s) performed.

### Examples of this documentation could include:

- the original Contactor's quote,
- Contractor's invoice, or
- original construction contract.

In addition, upload any relevant change orders or extra costs at this point. You can upload multiple documents, if necessary, but do not include any documents that are unrelated to your project.

**DO NOT SUBMIT YOUR DRAW REQUEST IF YOU DO NOT HAVE THE CORRECT DOCUMENTATION OR WITHOUT CHECKING THAT YOU HAVE ENTERED YOUR INFORMATION CORRECTLY.**

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## Documentation

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**Scope of Work \*Required**

*\*\*No files uploaded*

**Change Orders and Extra Costs**

*\*\*No files uploaded*

# Draw Request: Proof of Payment in Full

Case Id:

Name:

Address:

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## Draw Request: Proof of Payment in Full

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Please review the following information.

### Your Grant Type:

If you applied for a Low-Income Grant, you **WILL NOT** see a Proof of Payment upload box. It is not a requirement for Low-Income Applicants to pay the Contractor in full to receive Grant Disbursement.

If you applied for a Matching Grant, you **WILL** need to upload dated documentation showing proof of payment for the project in full, including any change orders or additional costs.

### Examples of this documentation could include:

- final Contractor's invoice marked as paid in full,
- cancelled checks (images of front and back),
- receipts,
- bank statements, or
- a financing statement.

This documentation will be compared to the Original Contractor's Itemized Invoice documentation submitted in the previous step. As such, any costs not previously listed on the Original Contractor's Itemized Invoice must be supported by a change order or other documentation.

In some cases, the final Contractor's invoice MAY be the same document as the Original Contractor's Invoice with a "paid in full" stamp on it. Even in these cases, you will need to upload a document in this step.

**DO NOT SUBMIT YOUR DRAW REQUEST IF YOU DO NOT HAVE THE CORRECT DOCUMENTATION OR WITHOUT CHECKING THAT YOU HAVE ENTERED YOUR INFORMATION CORRECTLY.**

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## Documentation

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**Proof of Payment \*Required**

*\*\*No files uploaded*

# Draw Request: Proof of Insurance Discount

Case Id:

Name:

Address:

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## Draw Request: Proof of Insurance Discount

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Please review the following information.

Please upload evidence that you have submitted your Final Inspection Report to your homeowner's insurance company to request any applicable discounts received because of Improvements funded through the MSFH Program. After a review of the Final Inspection Report, your insurer will need to provide you with documentation to upload in this step. Applicants do not need to receive a discount to receive Disbursement of Grant funds.

Please note that this updated insurance information must be dated **after** the date of your Final Inspection to be considered a valid Proof of Insurance Discount document.

### Examples of this documentation could include:

- new declarations page that reflects change in premium amount due to discounts received from completing Mitigation Project(s);
- letter or an email from insurance provider stating the change in premium amount due to discounts received from completing Mitigation Project(s); or
- letter or an email from insurance provider stating that discounts will not be applied.

**DO NOT SUBMIT YOUR DRAW REQUEST IF YOU DO NOT HAVE THE CORRECT DOCUMENTATION OR WITHOUT CHECKING THAT YOU HAVE ENTERED YOUR INFORMATION CORRECTLY.**

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## Documentation

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**Proof of Insurance Discount \*Required**

*\*\*No files uploaded*

# Draw Request: Payment Verification

Case Id:

Name:

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No data saved

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## Draw Request: Payment Verification

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Please review the following information.

**This is the final step in the Draw Request.** Once this step is completed, your Draw Request will be considered submitted, and your Draw Request will undergo review. Some applications will undergo a secondary QC review which may delay review completion.

To process your payment, we will need the following information. Please ensure that you enter this information correctly, as incorrect information will delay your payment.

Please confirm that your name is correct. If it is not correct, please contact us here; [My Safe Florida Home Support](#).

First Name:

Last Name:

Please enter the address you would like the check to be sent to. If you do not enter this address correctly, your payment will not reach you.

**IMPORTANT NOTE:** Check payments cannot be delivered to an active USPS forwarding address and will be returned to Department of Financial Services.

The My Safe Florida Home is required by statute to obtain the social security number of all beneficiaries of the program.

Please enter your Social Security number. DO NOT add dashes ( - ) or anything other than a number.

Privacy Statement:

*Pursuant to the Privacy Act of 1974, 5 U.S.C. Section 552a, the State is responsible for informing you whether disclosure of your social security number is mandatory or voluntary, by what statutory or other authority your social security number is solicited, and what uses will be made of your social security number. Under section 119.071(5)(a)2., F.S., a state agency may collect your social security number if the collection is specifically authorized by law or if it is imperative for the performance of the agency's duties and responsibilities as prescribed by law.*

*Disclosure of your social security number on this form is: mandatory pursuant to 42 U.S.C. Section 405. The purpose(s) for the requested information is that social security numbers collected will be used by the Department of Financial Services as follows: identification of Applicants and making payments to qualifying individuals under the My Safe Florida Home Program. Your social security number is confidential and exempt from the disclosure requirements of section 119.07(1), F.S., and section 24(a), Article I of the Florida Constitution and will not be used for any purpose other than the purpose(s) provided herein, or as otherwise authorized under section 119.071(5)(a), F.S.*

*A copy of this Privacy Statement is provided to you as required by section 119.071(5)(a)3., F.S.*

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.

If the MSFH Program is unable to approve your Draw Request, you will be sent a Request for Information (RFI). You will need to return to the system 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 **sixty (60) days**. If you do not respond within sixty (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.**

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

**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."