



### ☐ Valid Photo I.D. and Proof of Citizenship or Lawful Permanent Resident Status for Applicant

- REAL ID compliant Driver License or Identification Card; **OR**
- U.S. Birth Certificate with Government Issued Photo ID, **OR**
- U.S. Passport; **OR**
- Military ID Card; **OR**
- Resident Alien Card (Green Card) or Certificate of Naturalization with Government Issued Photo ID.

### ☐ Income Documentation for All Adult Household Members (18+)

- Most recent tax returns (IRS 1040, 1040A or 1040EZ) signed and submitted, **OR**
- Documentation of Income:  
**Salary/Wage:** Last three (3) months of pay stubs OR current W-2 Forms, with volume to be based on frequency of payment.

**Benefits:** Social security or disability, retirement, SSA, TANF, pension or annuity current letter of benefits (should include benefit amount).

**Retirement or Social Security:** Past three (3) Monthly Bank Statements, prior year 1099 form, or Current Annuity Payment letter (if applicable).

**Self-Employment Income:** Most recent tax return (1040 or 1040A), W-2 Forms; and/or current year profit and loss statement.

**Rental Income:** Current lease agreements.

**Unemployment Income:** Current benefit letter with gross amount.

**Alimony/Spousal Maintenance:** Copy of court order documentation.

**Taxable Interest & Dividends:** Including amounts received by/on behalf of minors.

**No Income:** Adult household members who do not earn an income will be required to submit a Certification of No Income.

### ☐ Proof of All Insurance Covering the Damaged Property

If an applicant had homeowner and/or flood insurance at the time of Hurricane Ian, he/she must provide a copy of the claim summary (outlining structural payments vs. contents) including the date of the claim, applicant name, damaged residence address and net claim amount.

- Homeowner's insurance policy number
- Flood insurance policy number  
*If an applicant is located within a Special Flood Hazard Area (SFHA) and at any time has received federal disaster relief assistance that was conditioned on the person first having obtained flood insurance under applicable federal law, then proof of flood insurance obtained after receipt of federal disaster relief assistance and a copy of the applicant's current proof of flood insurance will be required.*

### ☐ Proof of Ownership Documentation

#### Stick-Built Structures

Proof of ownership must be at the time of Hurricane Ian (September 28, 2022) and have maintained ownership to date.

- Copy of 2022 Property Tax Record (must have proof of payment/tax records)

If we are unable to verify ownership per the 2018 tax rolls, you will be required to provide one (1) of the following:

- Warranty Deed
- Fee Simple Title
- Life Estate/Trusts
- 99-year leasehold interest as lessee
- Court Order/Judgement
- Proof of mortgage - (Can only be used in conjunction with other ownership documents - must be dated at the time of the storm)
- Act of Donation



### Manufactured/Mobile Home Structures

Proof of structure ownership must be at the time of Hurricane Ian (September 28, 2022) and have maintained ownership to date.

- Copy of 2022 Property Tax Record (must have proof of payment/tax records)

If we are unable to verify ownership per the 2018 tax rolls (must have homestead exemption and state mobile home improvement or manufactured house), you will be required to provide one (1) of the following:

- Certificate of title
- Bill of sale
- Registration certificate
- Cash deed (with third (3<sup>rd</sup>) party verification dated prior to Hurricane Ian event)

### □ Additional Required Documentation

– *If Applicable*

- Households with children under the age of 18 must submit:
  - Birth certificate, U.S. Passport or state-issued ID for at least one child
- If a household member is disabled, provide one (1) of the following:
  - Social Security Disability Statement
  - Letter from doctor stating applicant qualifies as disabled
  - Verification of Disability Form (see Rebuild Florida Intake Specialist for form)
  - Disability exemption on homesteaded property per Florida Statute 196.101
- Applicant's Power of Attorney documentation

### □ Proof of Damage and Benefit Information

– *Provide all that apply.*

- Insurance claim information
- FEMA award letter
- SBA award letter
- Certification of damage

The applicant may provide alternative evidence, such as neighborhood-level media reports, inundation maps, or documentation of damage by disaster response/relief organizations which may be accepted on a case-by-case basis.

### □ Certifications and Authorizations

- Consent and Release of Personal Information Form
- Fraud Acknowledgement Regarding False or Misleading Statements Certification
- Right of Entry (ROE) Permit Form
- Release of Information
- Certification of Truthfulness
- Subrogation Agreement
- Construction Stop Work Notice
- Homeowner Responsibilities Acknowledgment
- Primary Residency Affidavit
- Conflict of Interest Disclosure

## Helpful Information:

After your initial application is submitted, a Rebuild Florida Specialist will advise you of any additional required documentation.

---

Translation services are available through the Rebuild Florida Customer Center (1-800-915-6803) and at Rebuild Florida Centers (check [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov) for locations).

---

Questions can be sent to [lan@RebuildFlorida.gov](mailto:lan@RebuildFlorida.gov).

---

All records must be from August and September 2022, the month preceding or in which Hurricane Ian occurred, and must match the name and damaged property address on the application.

---

All information provided to the program will be verified.

---

For additional program information and updates, visit: [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov).

Si w pale kreyòl ayisye epi w bezwen sèvis tradiksyon pou dokiman sa a, tanpri kontakte 1-800-915-6803 pou w mande plis enfòmasyon.

Information subject to change. Last revised: March 27, 2024.

# Common CDBG-DR Acronyms

**Action Plan (AP)** – The State Action Plan for Hurricane Ian Disaster Recovery provides the high-level strategy to carry out strategic and high-impact activities to minimize or eliminate risks and reduce losses from future disasters. The Action Plan also describes the opportunity to improve state and local planning protocols and procedures.

**Adjusted Gross Income (AGI)** – Gross income minus adjustments to income. Gross income includes your wages, dividends, capital gains, business income, retirement distributions as well as other income.

**AFN** – Access and Functional Needs

**AFFH** – Affirmatively Furthering Fair Housing

**Allocation Announcement Notice (AAN)** – Publication announcing the Community Development Block Grant-Disaster Recovery allocations for specific disasters and including waivers and alternative requirements specific to the Appropriations Act that allocated the funding.

**Americans with Disabilities Act (ADA)** – Effective July 20, 1990, a federal law which prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

**Area Median Income (AMI)** – The median household income for an area adjusted for household size as published and annually updated by the U.S. Department of Housing and Urban Development. Once household income is determined, it is compared to the U.S. Department of Housing and Urban Development's income limit for that household size.

**Base Flood Elevation (BFE)** – Base Flood Elevation, as determined by the Federal Emergency Management Agency, is the relationship between the Base Flood Elevation and a structure's elevation. It is used to determine flood insurance premiums. The Federal Register sets the minimum elevation requirements for properties that will be assisted with CDBG-DR funding, and which require elevation. The Department of Housing and Urban Development has determined that structures designed principally for residential use and located in the 100-year floodplain that receive assistance for new construction, repair of substantial damage, or substantial improvement must be elevated with the lowest floor, including the basement, at least two feet above the Base Flood Elevation.

**CFR** – Code of Federal Regulations

**CMS** – Constituent Management Services

**CO** – Certifying Officer

**Community Development Block Grant (CDBG)** – Supports community development activities to build stronger and more resilient communities. To support community development, activities are identified through an ongoing process. Activities may address needs such as infrastructure, economic development projects, public facilities installation, community centers, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, homeowner assistance, etc.

**Community Development Block Grant-Disaster Recovery (CDBG-DR)** – The Community Development Block Grant Disaster Recovery Program, administered by the U.S. Department of Housing and Urban Development, as authorized under Title I of the Housing and Community Development Act of 1974, as amended. These funds are provided as a last resort to help cities, counties, and states to recover from Presidentially declared disasters.

**Community Development Block Grant-Mitigation (CDBG-MIT)**

**Community Planning and Development (CPD)**

---

## ***Master List of Definitions and Acronyms for Disasters Governed by the Consolidated Notice***

**Davis-Bacon and Related Acts (DBRA)** – Federal law requiring contractors and subcontractors performing on federally funded or assisted contracts for the construction, alteration, or repair of public buildings or public works to pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

**Damage Repair Valuation (DRV)** – The Damage Repair Valuation, or DRV, will represent the Xactimate determined value of the repairs completed by the homeowner, or those caused to be repaired by the homeowner, prior to the program application submittal for HRRP. Xactimate is a residential estimating software that is used to standardize estimates for construction costs. The completion of the repairs will be verified by a program inspection during the initial site inspection process. The value of these repairs may be used in the duplication of benefits analysis and evaluation process.

**Decent, Safe, and Sanitary (DSS)** – A dwelling which meets local housing and occupancy codes. Any of the standards outlined in 49 CFR 24.2(a)(8) which are not met by the local code shall apply unless waived for good cause by the Federal Agency funding the project.

**Disaster Recovery Grant Reporting (DRGR) System** – The U.S. Department of Housing and Urban Development's web-based reporting and grants management system.

**DR** – Disaster Recovery

**Duplication of Benefits (DOB)** – When a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose within the same time period, and the total assistance received for that purpose is more than the total need for assistance.

**Duplication of Benefits (DOB) Gap** – The total amount of excludable and non-excludable benefits received less the dollar amount of excludable benefits from the Duplication of Benefits analysis. Duplication of Benefits Gap amount, along with all future non-excludable benefits received by Recipient(s), shall be provided to FloridaCommerce and deposited in a Duplication of Benefits Gap Funding Account prior to the execution of the Homeowner Grant Agreement.

**EA** – Environmental Assessment

**EIS** – Environmental Impact Statement

**Environmental Review Record (ERR)** – A written record of the review process undertaken to evaluate potential environmental impacts associated with a project to be conducted with the U.S. Department of Housing and Urban Development funds, including all associated documentation necessary to document the process and the outcome of the review process.

**Estimated Cost to Repair (ECR)** – An ECR is used to verify Hurricane Ian damage to the property, determine the estimated scope of work to complete the repairs to the property and bring the property up to program standards.

**FDEM** – Florida Division of Emergency Management

**Federal Register (FR)** – The official journal of the Federal Government of the United States that contains government agency rules, proposed rules, and public notices issued by federal administrative agencies.

**FEMA** – Federal Emergency Management Agency

**FEMP** – Federal Emergency Management Program

**FHFC** – Florida Housing Finance Corporation

**Florida Accountability Tracking System (FACTS)** – An online tool managed by the Florida Department of Financial Services that was developed to make the government contracting process in Florida more transparent through the creation of a centralized, statewide reporting system.

**Florida Accounting Information Resource (FLAIR) System** – The State of Florida's official statewide accounting system managed by the Florida Department of Financial Services.

## ***Master List of Definitions and Acronyms for Disasters Governed by the Consolidated Notice***

---

**FONSI** – Finding of No Significant Impact

**FVL** – Full Verified Loss

**GSA** – Government Services Agency

**HA** – Housing Assistance

**HCDA** – Housing and Community Development Act of 1974, as amended

**HCV** – Housing Choice Voucher

**HMGMP** – Hazard Mitigation Grant Match Program

**HMGP** – Hazard Mitigation Grant Program

**HOME** – Home Investment Partnership

**HQS** – Housing Quality Standards

**HRP** – Hometown Revitalization Program

**HRRP** – Housing Repair and Replacement Program

**HUD** – The United States Department of Housing and Urban Development

**IA** – (Federal Emergency Management Agency) Individual Assistance

**Increased Cost of Compliance (ICC)** – Structures damaged by floods may be required to meet certain building requirements, such as elevation or demolition, to reduce the risk of future flood damage before the structure can be repaired or rebuilt. To help cover these costs, the National Flood Insurance Program includes Increased Cost of Compliance coverage for all new and renewed Standard Flood Insurance Policies. Increased Cost of Compliance is a potential source of a Duplication of Benefit, as a supplement to an existing National Flood Insurance Program policy. Policyholders are only eligible to receive Increased Cost of Compliance payment if a Substantial Damage Letter has been issued by the local floodplain manager.

**Individual Mitigation Measures (IMM)** – Activities designed to mitigate and/or reduce risk beyond the pre-disaster condition of a housing unit when the activities are above and beyond federal, state, or local construction or code requirements. In accordance with HUD's guidance, repair of housing units and the payment of flood insurance are not IMM activities. Examples of mitigation measures include elevation above the base flood elevation level or the addition of storm shutters, disaster-proof windows, roof straps, etc. if those improvements are not required to comply with local code requirements and did not exist on the housing unit prior to the disaster damage. However, mitigation measures are not eligible as standalone activities. They must be incorporated as part of a project that is otherwise addressing eligible repairs that are necessary as a result of the applicable disaster.

**Invitation to Bid (ITB)** – A written or electronically posted solicitation for competitive sealed bids.

**Invitation to Negotiate (ITN)** – A written or electronically posted solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services.

**IRP** – Infrastructure Repair Program

**LAP** – Language Access and Accessibility Plan

**LBP** – Lead-Based Paint

**LEP** – Limited English Proficiency

**LIHTC** – Low-Income Housing Tax Credit



---

## ***Master List of Definitions and Acronyms for Disasters Governed by the Consolidated Notice***

**Low Moderate Area Benefit (LMA)** – An eligible activity that benefits all residents in a particular area, where at least 51 percent of the residents are Low-to-Moderate Income Persons as determined by the most recently available decennial Census information, together with the Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau, or a current survey of the residents of the service area.

**Low Moderate Housing (LMH)** – Eligible activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households. To be eligible, structures with one unit must be occupied by a Low-to-Moderate Income Household, with two units, at least one unit must be Low-to-Moderate Income occupied, and structures with three or more units must have at least 51 percent occupied by Low-to-Moderate Income Households.

**Low Moderate Housing Incentive (LMHI)** – Housing incentives tied to a voluntary buyout or other voluntary acquisitions of housing owned by eligible Low-to-Moderate Income Households and provided for the purpose of moving the eligible household outside the affected floodplain or to a lower-risk area, or improving residential structures that will be occupied by an LMI household.

**Low-to-Moderate Income (LMI) Household** – A household whose annual income does not exceed 80 percent of the median income for the area as most recently determined by the Department of Housing and Urban Development.

- LMI 30 refers to those individuals/families making less than 30 percent of the Area Median Income.
- LMI 50 refers to those individuals/families making less than 50 percent of the Area Median Income.
- LMI 80 refers to those individuals/families making less than 80 percent of the Area Median Income.
- Above LMI 80 refers to those individuals/families making more than 80 percent of the Area Median Income.

**Low-to-Moderate-Income (LMI) National Objective** – Activities that benefit households whose total annual gross income does not exceed 80 percent of Area Median Income, adjusted for family size. Pursuant to federal statute, the grantee is required to expend 70 percent of Community Development Block Grant-Disaster Recovery funds to meet the Low-to-Moderate-Income National Objective.

**Low-to-Moderate Income (LMI) Resident/Person/Individual** – A person whose annual income does not exceed 80 percent of the median income for the area as most recently determined by the U.S. Department of Housing and Urban Development.

**Low Moderate Limited Clientele (LMC)** – An eligible activity in which 51 percent of the actual beneficiaries are Low-to-Moderate Income Persons.

**MIT** – Mitigation

**MIP** – Multiple Impact Program

**MHU** – Manufactured Housing Unit

**Most Impacted and Distressed (MID) Areas** – Areas of most impact as determined by the U.S. Department of Housing and Urban Development or the state using the best available data sources to calculate the amount of disaster damage.

**MOU** – Memorandum of Understanding

**National Flood Insurance Program (NFIP)** –

- NFIP Zone A refers to those applicants within the 100-year flood zone.
- NFIP Zone V refers to those applicants within the 100-year flood zone with velocity (coastal storm surge risk).

---

## ***Master List of Definitions and Acronyms for Disasters Governed by the Consolidated Notice***

---

- NFIP Zone X refers to those applicants outside of the 100-year flood zone.

**NEPA** – National Environmental Policy Act of 1969

**NGO** – Non-Governmental Organization

**NOI** – Notice of Intent

**Office of the General Counsel (OGC)** – FloridaCommerce’s office designated to overseeing the response to all public records requests, drafting and reviewing agency contracts, handling all litigation involving FloridaCommerce, and serving as the chief ethics officer.

**Office of Long-Term Resiliency (OLTR)** – FloridaCommerce’s office dedicated to the administration of Community Development Block Grant-Disaster Recovery and Community Development Block Grant-Mitigation funded programs and activities.

**OIG** – Office of Inspector General

**PA** – (Federal Emergency Management Agency) Public Assistance

**PNP** – Private Non-profit Organizations

**Public Housing Authority (PHA)** – A state, county, municipality or other governmental entity or public body or agency or instrumentality of these entities that is authorized to engage or assist in the development or operation of low-income housing under the United States Housing Act of 1937 in accordance with 24 CFR 5.100.

**Quarterly Performance Report (QPR)** – The Community Development Block Grant-Disaster Recovery Quarterly Performance Report that is required to be uploaded quarterly in the Disaster Recovery Grant Reporting system for the U.S. Department of Housing and Urban Development’s review of Florida’s disaster recovery programs.

**RARAP** – Residential Anti-displacement and Relocation Assistance Plan

**Release of Funds (ROF)** – The U.S. Department of Housing and Urban Development’s or FloridaCommerce’s granting approval to use Community Development Block Grant-Disaster Recovery funding. This approval, or authority to use grant funds, is executed through the U.S. Department of Housing and Urban Development form 7015.16. The authority to use Community Development Block Grant-Disaster Recovery funds usually occurs after the project environmental review is completed and approved by FloridaCommerce.

**Request for Applications (RFA)** – FloridaCommerce notice requesting applications for funding as a subrecipient for the Community Development Block Grant-Disaster Recovery program.

**Request for Funds (RFF)** – A subgrantee and/or subrecipient’s request for funds from FloridaCommerce.

**Request for Proposals (RFP)** – A solicitation, often made through a bidding process, by an agency to communicate its requirements for goods or services to prospective contractors.

**Request for Quote (RFQ)** – An oral, electronic, or written request for written pricing or services information from a Florida state term contract vendor for commodities or contractual services available on the state term contract from that vendor.

**Request for Qualifications (RFQ)** – A bidding solicitation where an entity request vendor to provide a cost quote to provide goods or services. RFQs are often used to procure the services of an engineering or architectural firm.

**Request for Release of Funds (RROF)** – A subgrantee and/or subrecipient request for a release of funds. This request is executed through the U.S. Department of Housing and Urban Development Form 7015.15.



## ***Master List of Definitions and Acronyms for Disasters Governed by the Consolidated Notice***

**Responsible Entity (RE)** – The entity responsible for certain components of the Community Development Block Grant-Disaster Recovery administration process including environmental reviews, monitoring, and administration. The Responsible Entity can be FloridaCommerce or a Unit of General Local Government, also known as a subrecipient, as specified by the Department.

**SAM** – System for Award Management

**SBA** – The United States Small Business Administration, a federal agency.

**SHIP** – State Housing Initiatives Partnership Program

**SHPO** – State Historic Preservation Officer

**Special Flood Hazard Area (SFHA)** – Areas where the National Flood Insurance Program's (NFIP's) floodplain management regulations must be enforced, and the mandatory purchase of flood insurance applies.

**Subrecipient Enterprise Resource Application (SERA)** – FloridaCommerce's web-based reporting and grants management system. This system is used by Community Development Block Grant-Disaster Recovery vendors, subgrantees, and subrecipients to submit invoices and supporting documentation in order to be reimbursed for goods and services. The transactions in this system are linked to the state's Florida Accounting Information Resource system as well as the U.S. Department of Housing and Urban Development's Disaster Recovery Grant Reporting system.

**TA** – Technical Assistance

**TAB** – Title Assistance Benefit

**THAB** – Temporary Housing Assistance Benefit

**UGLG** – Unit of General Local Government

**Uniform Relocation Assistance and Real Property Acquisition Act (URA) of 1970, as amended** – A federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects pursuant to 49 CFR Part 24 and applicable waivers provided in the U.S. Department of Housing and Urban Development's Community Development Block Grant-Disaster Recovery Consolidated Notice, Appendix B of Federal Register Vol. 87, No. 23.

**USACE** – U.S. Army Corps of Engineers

**VBS** – Vendor Bid System

**VHB** – Voluntary Home Buyout Program

**VOAD** – Volunteer Organizations Active in Disaster

**WFAH** – Workforce Affordable Housing Construction Program

**WRTP** – Workforce Recovery Training Program



## Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

# HURRICANE IAN

## FREQUENTLY ASKED QUESTIONS

### What is the Rebuild Florida Housing Repair and Replacement Program for Hurricane Ian, and who is eligible to apply?

Rebuild Florida is a partnership of FloridaCommerce and the U.S. Department of Housing and Urban Development (HUD), which approved funding to local communities for Florida's long-term recovery efforts after Hurricane Ian.

The Rebuild Florida Housing Repair and Replacement Program (HRRP) for Hurricane Ian will address remaining unmet housing recovery needs through the repair, rebuild or replacement of Hurricane Ian damaged homes in twenty designated counties: Brevard, Charlotte, Collier, DeSoto, Flagler, Glades, Hardee, Hendry, Highlands, Hillsborough, Lake, Manatee, Monroe, Okeechobee, Osceola, Pinellas, Polk, Putnam, Seminole, and St. Johns.

Priority funding will be provided to the most vulnerable populations, including the elderly, those with disabilities and families with children under the age of 18. For more information on program eligibility, please see below section "Housing Repair and Replacement Program Eligibility."

The Rebuild Florida Program offers reconstruction or rehabilitation for houses damaged by Hurricane Ian, or potential repair/replacement for mobile homes. To be eligible to apply, you must have owned the home when Hurricane Ian made landfall on September 28, 2022, and you must have been living in the home as your main home (primary residence), you must still own the home and reside in the home (if feasible), and you must provide all of the necessary application documents and complete eligibility review and award determination. Rental property owners may also consider applying as well, and more information for all interested property owners can be found at [ian.RebuildFlorida.gov](https://ian.RebuildFlorida.gov), by visiting a Rebuild Florida Center nearest you, or by calling the Rebuild Florida Customer Service Center at 1-800-915-6803.

### How can I apply?

There are four ways to apply:

1. Visit [ian.RebuildFlorida.gov](https://ian.RebuildFlorida.gov) to start an application
2. Download and use the program mobile app. Visit the App Store or Google Play store and search 'Rebuild Florida.'

3. Call the Rebuild Florida Customer Service Center at 1-800-915-6803. Applications taken over the phone will need to finish their application with an electronic device or visit one of our Rebuild Florida Centers to complete certain actions and provide documentation.
4. Visit a Rebuild Florida Center at any of our seven (7) locations Monday to Friday from 8am – 5pm EST (see locations on our website and also check for mobile schedule). We will offer Saturday hours at the intake locations from 8 AM to 1 PM EST for the first two (2) months of the intake period.
  - **Charlotte** – 1032 Tamiami Trail, Unit 4, Port Charlotte, FL 33953
  - **DeSoto** – 921 E. Oak St., Arcadia, FL 34266
  - **Hillsborough** – 2901 W. Busch Blvd., Suite 701 Tampa, FL 33618
  - **Osceola** – 1108 N. John Young Parkway, Kissimmee, FL 34741
  - **Polk** – 2405 EF Griffin Rd., Suites 6 and 7, Bartow, FL 33830
  - **Seminole** – 237 S. Westmonte Dr., Suite 312, Altamonte Springs, FL 32714
  - **Putnam** – 902 S. State Road 19, Suite 3, Palatka, FL 32177

### What services will the Rebuild Florida Housing Repair and Replacement Program for Hurricane Ian provide?

The Rebuild Florida Repair and Replacement Program will manage and complete the construction process for the replacement of damaged homes or replacement of mobile housing units (MHUs) on behalf of eligible homeowners. With the assistance of staff and vendors, the state will work with a pool of qualified contractors assigned to repair, reconstruct or replace damaged properties. Homeowners will not select their own contractors and will not contract directly with the construction contractor. No payments will be made to the property owner directly. Homeowners will be required to enter into agreements with the state, setting forth the terms and conditions of the program.

### **Is this a reimbursement program?**

No, the Rebuild Florida Housing Repair and Replacement Program is accepting applications for traditional homes and repair and replacement for mobile homes currently. Program participants who are eligible and awarded a grant will not have to “front” costs and request reimbursement. To be clear, participants who are eligible and awarded a grant will not have to pay out of pocket and then request and receive a reimbursement of funds. The Rebuild Florida Program will provide direct payment to procured contractors for work performed.

---

### **If I rented my home at the time of Hurricane Ian, but purchased the home after the storm, and it has storm damages, can I apply?**

No. Unfortunately, you are not eligible for this program, but you can visit [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov) to find additional resources.

---

### **Can this program help me purchase a new home or help with rent if I lost my home due to Hurricane Ian?**

No. Unfortunately this program cannot support the purchase of a new home or subsidize rent payments, but you can visit [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov) where you may find additional resources.

---

### **Can you tell me what the income limit is for my family?**

The U.S. Department of Housing and Urban Development (HUD) provides guidance on household income limits that are unique to household size and geographic area. In short, household income is calculated by adding combined income of all adult residents that reside in the household. However, we encourage you to visit [huduser.gov/portal/datasets/il.html](https://huduser.gov/portal/datasets/il.html) to review HUD income limit information or you can access the information on the Rebuild Florida website at [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov).

---

### **Is Rebuild Florida assistance a loan or a grant?**

The program provides grant funding. However, eligible homeowners who are awarded are expected to remain in the house for three (3) years, and as part of the grant agreement will sign a three (3)-year unsecured, forgivable promissory note. If the house is sold or used as collateral prior to the three (3)-year anniversary, a prorated amount may be due back to the state.

### **Will my information provided over the phone be stored in a secure location?**

Yes. The program takes the security of personal information very seriously and has controls in place to safeguard your personal information.

---

### **I was asked for copies of my personal information. What format should I provide?**

The program can accept your information in the way that works best for you, such as physical copies or electronic copies.

---

### **Is the application process for disaster related Housing Assistance still open?**

The application deadline to apply for Hurricane Ian related assistance is September 28, 2024. The application is available 180 days after program commences or once all program funds have been expended.

---

### **If I have questions for a Rebuild Florida case manager, how can I contact them?**

Rebuild Florida Customer Service Center staff can connect you with a case manager, or if you have already been assigned a case manager, the call center can look up the information and connect you. If you don't remember the name or phone number of your case manager, you can always call the Rebuild Florida Customer Service Center toll free at 1-800-915-6803 and you will be assisted by one of our available case managers.

---

### **If I have health related or mobility concerns and cannot attend in person, can I mail my information?**

Yes. You can mail your information to the Rebuild Florida Customer Service Center address nearest you or email your information to your case worker. If you are unsure of the nearest center location, please call 1-800-915-6803. If you have mobility issues that prevent you from utilizing the methods previously mentioned, please notify your case manager and we can coordinate appropriately.

---

### **How long does the process take from completing the application to getting my home repaired or a new home?**

All homeowner situations are unique, and range and severity of damages are also distinguishing variables,

but the program will process applications as efficiently as possible. Once the award has been determined and the homeowner signs the grant agreement, the work is assigned to a contractor. Duration of construction varies based upon the scope of work needed. For example, timelines will differ based on project type: repair, reconstruction or replacement. Unforeseen circumstances (a material shortage or backorder) and/or acts of God (natural disasters) may also impact timelines. While all circumstances of homeowners and properties are unique, as a conservative forecast, if all deadlines are met, a homeowner may have a new home within six months of submitting a complete application for reconstruction projects, while repairs and replacements (mobile homes) would typically require less time due to less significant scope of work.

---

### **Is there a deadline to apply?**

Funding for the program is allocated on a first eligible, first served basis by region, and in accordance with HUD-approved prioritization criteria to serve the most at-risk and vulnerable residents first. We recommend that you submit a completed application as soon as possible in order to have the best chance for receiving assistance.

---

### **How can I check the status of my application?**

If you have any questions, please call or email your Rebuild Florida case manager or Rebuild Florida Customer Service Center 1-800-915-6803 and you will be assisted by program staff. Or, you can visit our website: [lan.RebuildFlorida.gov](http://lan.RebuildFlorida.gov).

---

### **I have a disability and do not have access to transportation/a computer to complete the application. Can you assist me with applying?**

If you have mobility issues that prevent you from utilizing the methods previously mentioned, please notify your case manager and we will coordinate appropriately. Please call or email your Rebuild Florida case manager or call the Rebuild Florida Customer Service Center at 1-800-915-6803.

---

### **After notification that my home will be repaired or reconstructed, how long can I expect to be out of my home?**

Everyone will have a unique situation as all property circumstances and scopes of work are unique. For exam-

ple, one homeowner may require complete demolition and site preparation, while another homeowner may need roof repairs. So, the timelines will vary depending on the scope of the project.

---

### **Will you help me find somewhere to live while my home is repaired/reconstructed?**

Homeowners are expected to secure temporary living arrangements while construction is underway at their property, if the scope of work requires temporary relocation. For example, homeowners may stay with friends and family while construction is underway or may elect to find a short-term rental if they desire but would be responsible for the cost. In certain circumstances where extreme hardship may be demonstrated and documented, temporary relocation may be offered on a limited case-by-case basis in accordance with the program guidelines.

---

### **Will you help me move my furniture and belongings out of my home?**

Moving assistance may be offered on an extremely limited basis in accordance with the program guidelines. However, mobile storage units will be available for those in the program to store their belongings.

---

### **Will my property taxes increase if you build me a new home?**

Your property taxes will most likely increase as the value of your home will increase with updates and repairs provided by the program. However, your electricity and energy bills may decrease due to the use of energy efficient construction materials.

---

### **I own my mobile home, but I do not own the land it sits on. Is that okay?**

Applicants in this situation are encouraged to apply. Because of the complexity of the situation, each case will be reviewed on a case-by-case basis.

---

### **My home has been passed down to me, but my name is not on the deed. Can you assist me?**

Yes. Our team works to gather ownership records from the state to minimize the number of documents you are required to provide. If we cannot verify ownership status via state records, we may ask you to submit other docu-

mentation, including property tax records. For a complete list of all acceptable ownership documents, please review the “Rebuild Florida” application document checklist.

---

### **Where can I obtain a copy of my deed/ownership documents if they were damaged in the disaster?**

Your deed should be on file at your local county courthouse; however, our team works to gather ownership records from the state to minimize the number of documents you are required to provide. We will let you know what type of documents are required for your case.

---

### **I do not receive income of any kind. Can I still apply?**

Yes. Income is calculated based on combined household income. If anyone in your home (18 and over) earns income, we must collect documentation. We must also collect documentation for unearned income (from all household members). If a homeowner has no income but receives cash on a regular basis from a friend or family member, this may be considered as income and should be documented.

---

### **I am disabled and in a wheelchair. Can you accommodate my disability when you build my new home?**

Yes! During the application and eligibility process, we will work with all homeowners with unique circumstances to understand special needs such as disabilities or mobility or sensory impairments. Program homes are constructed in compliance with Americans with Disabilities Act (ADA) standards, when a homeowner completes required documentation in this regard.

---

### **I receive SNAP benefits/food stamps. Will that hurt my application?**

Being a recipient of public assistance does not weaken your opportunity of receiving assistance. If you are a recipient of Temporary Assistance for Needy Families (TANF), your monthly benefit will be calculated as income.

---

### **I received assistance from FEMA, and I did not use it on repairing my home. Can I still apply?**

Yes. Each application will be reviewed to determine if previous assistance awarded to the applicant was used as intended, and if any funds were received for the same purpose. Your application must demonstrate that a “du-

plication of benefits” would not occur based on the assistance you are qualified to receive, and this is determined on a case-by-case basis.

Our case managers will help you in reviewing your unique situation, and if there is a gap in funding created by a duplication of benefits from a Federal Emergency Management Agency (FEMA) grant that was not used for repairs, there is still a possibility of eligibility if the gap in funding is able to be fulfilled through other means, such as a homeowner providing their own funding, or a potential reduction in the scope of work.

---

### **I did not file an income tax return this prior year, due to not working. Is there anything else I can submit in lieu of that?**

Yes. If you are currently employed, you may submit your last three months of pay stubs or a signed statement from your employer. For a list of all acceptable documents of income, please review the “Rebuild Florida” application document checklist.

---

### **My current home is 5BR/5BA. Will the Rebuild Florida Housing Repair and Replacement Program build me a home that is the same size?**

The size of your new home will be based on the anticipated household size and occupancy policies that allow for maximum two persons per bedroom as reasonable. Waivers for individual circumstances may be granted with pre-approval by the program, and you must request a waiver in writing explaining the need and justification.

---

### **I do not currently have a job, but I may have one soon. Will I need to submit anything?**

Applications should be made based on current, verifiable information. Please make your Rebuild Florida case manager aware of any changes from what you reported on your application.

---

### **I received an ineligible determination letter. Can you tell me why?**

The contact information for your assigned case manager should be included on the letter. Your case manager will be able to provide you with the most detail about the determination of ineligibility. Please call or email your Rebuild Florida case manager or the Rebuild Florida Customer Service Center at 1-800-915-6803.



**You are requesting a lot personal and sensitive information. How do I know my information is safe?**

The program adheres to all federally and locally required safeguard protocols with electronic information technology systems and data management, and program staff is thoroughly trained in the handling of private data. Your privacy is of utmost importance.

---

**Will you pay off my mortgage when I am approved to get a home?**

No. If you have a mortgage on your home, the lien will be transferred to the new property. We will work to coordinate and ensure the rehabilitation or reconstruction is approved by your lender.

---

**I own several other homes and lots. Am I still eligible?**

The home you are requesting assistance with must currently be your principal residence and must have been your principal residence at the time that Hurricane Ian made landfall (September 28, 2022). Vacation and seasonal rental homes are ineligible.

---

**Can I select my own contractor to rebuild my home or complete the repairs?**

No. The State of Florida has conducted a competitive public bidding process, also called a procurement, to establish a pool of qualified contractors. The program will assign contractors from the pool that are under contract with the state to perform repair and reconstruction services on damaged homes.

---

**Do you provide translation services?**

Yes, translation and interpretation services will be provided as needed or requested. We have program staff at each of our Rebuild Florida centers that are fluent in Spanish, and translators for additional languages can also be made available to applicants with limited English proficiency upon request.

---

**Can you put me on your mailing list?**

Yes. You can call our call center 1-800-915-6803 and you will be assisted by program staff, or you can visit our website: [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov).

**How much time do I have to fill out my application?**

We recommend that you complete your application as soon as possible.

Assistance is provided on a first eligible, first served basis. However, the program will also prioritize populations who are low and moderate income and also at least meet one of the following: Either 1) 62 years of age or older; or 2) have children under the age of 18 in the household; or 3) have a household member with a medical disability.

Applicants that do not meet the prioritization criteria will then be served on a first eligible, first served basis. For more information you can call our call center 1-800-915-6803, or you can also find a significant amount of helpful information on our website: [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov)

---

**Will I be required to maintain homeowners, flood and/ or windstorm insurance?**

Yes, during the three-year term of the agreement you sign to participate in this program, you will be required to maintain homeowners' insurance. If you are in a flood hazard area you will be required to maintain flood coverage in perpetuity. The program may pay for the first-year insurance coverages as appropriate.

---

**Will there be a 20-year lien on my home?**

No. FloridaCommerce "Rebuild Florida" Housing Repair and Replacement Program for Hurricane Ian will not require a 20-year lien.

---

**Do I need to pay anything to participate in the program?**

There is no program application fee or participation fee, and the homeowner is not required to pay anything to participate. However, the homeowner may be responsible to cover some of their own costs depending on their unique situation. Costs the homeowner will continue to be responsible for include utilities, electricity, and water bills, property taxes and variance fees. If the repair or reconstruction activity requires a temporary relocation, the homeowner is responsible to make living arrangements during construction and move and store all possessions. A mobile storage unit will be provided as part of repair or reconstruction activities requiring removal of household contents. If a homeowner needs to relocate temporarily, homeowners are expected to secure temporary



living arrangements while construction is underway at their property. For example, homeowners may stay with friends and family while construction is underway or may elect to find a short-term rental if they desire but would be responsible for the cost. In certain circumstances where extreme hardship may be demonstrated and documented, temporary relocation may be offered on a limited case-by-case basis in accordance with the program guidelines.

In addition, following completion of construction, program participants are responsible for paying the increase in property taxes and obtaining all necessary insurance after the home is complete. One year of insurance may be paid for with program funds in certain circumstances. In some cases, where a duplication of benefits funding gap exists, a homeowner may be requested to fulfill the gap in funding as well to satisfy the deficiency – this means the homeowner could need to come up with the money in order to move forward.

---

### **Can you help me understand the length of the process?**

The application process requires the collection and verification of several documents. This process can take several rounds of communication between case manager and homeowners. You may always check the status of your application by calling your case manager at 1-800-915-6803.

Once the application has been approved, we must coordinate efforts between the state, the contractor, the homeowner and any other necessary parties. Sometimes this coordination of efforts can seem slow, but please understand that we do our best to provide honest and reliable communication throughout the process. You are always welcomed to reach out to your assigned case manager should you have any concerns.

Though we strive to deliver homes on time, construction can be delayed by factors outside of our control, such as weather. If your home is not expected to meet the established timeline for any reason, your case manager will be in regular contact with you and the contractor.

---

### **What can the Rebuild Florida Housing Repair and Replacement Program do for Floridians who live in mobile homes?**

Mobile homes will not be eligible for repair under this program. Mobile homes will be MHU replacement, or if desired and feasible, where applicant owns the land the home is on, will be offered stick-built reconstruction. Replacement mobile homes will meet applicable Green Building Standards. Local zoning and code requirements will be observed by the program. For the purposes of the Rebuild Florida Housing Repair and Replacement Program, a mobile home is defined as a portable residence.

Si w pale kreyòl ayisyon epi w bezwen sèvis tradiksyon pou dokiman sa a, tanpri kontakte 1-800-915-6803 pou w mande plis enfòmasyon.





# HURRICANE IAN

## Housing Repair & Replacement Program INSPECTION REQUIREMENTS

[Ian.RebuildFlorida.gov](http://Ian.RebuildFlorida.gov) | 1-800-915-6803

### IMPORTANT NOTICE

To ensure that Rebuild Florida is assisting homeowners recover from Hurricane Ian while complying with all federal, state and local requirements for inspections, reviews and verifications, property owners must provide Rebuild Florida full access to their damaged property for the duration of the application and construction process. Failure to provide Rebuild Florida full access to the damaged property will result in a property owner being deemed ineligible for assistance under the Rebuild Florida program. Additionally, that property owner may be subject to repaying any costs expended on their behalf.

### OVERVIEW

Full access to the property, including interior and exterior areas, will be required to enable a Rebuild Florida representative to observe and document damages and/or repairs. Inspections are critical documentation to verify that a structure meets or needs improvements to qualify for the program, meet Housing Quality Standards, Green Building Standards and code requirements to be eligible for Rebuild Florida funding.

### TYPES OF INSPECTIONS

The following list of inspections provides a brief description of each. Reference either the Single-Family and Mobile/Manufactured Housing Guidelines or Rental Housing Guidelines for more details.

- **Initial Site Inspection:** An initial site inspection is the initial opportunity for a program inspection of the Hurricane Ian damaged structure. All damage repairs and damages still to be repaired are officially documented by program staff. The damage assessment requires both interior and exterior inspection, which requires that the applicant be present.
- **Environmental Review Inspections:** All properties will undergo a federally required environmental review process. The inspection for this work is an exterior inspection, for which the applicant is not required to be present.
- **Lead-Based Paint Inspections:** Structures built prior to 1978 must be inspected for lead-based paint hazards. Where such hazards are detected, the property owner(s) will be notified, and appropriate steps will be taken to mitigate lead hazards. This is an interior inspection, which requires that the property owner be present.
- **Asbestos Containing Materials Inspections:** Structures built prior to 1989 that will be rehabilitated may require an asbestos inspection should asbestos containing materials be suspected at the property.
- **Repair, Replacement and Reconstruction Progress Inspections:** Rebuild Florida representatives will perform site visits for each project at predetermined stages during critical construction activities, as described in the Contract Execution Documents. These visits will occur after all required municipal code enforcement and/or third-party inspections have taken place. The property owner must arrange access to the property for building contractors providing construction services. The property owner does not need to be present for progress inspections.
- **Final Inspection:** The final inspection is used to verify that the work performed meets the program construction standards. The final site visit confirms that all work has been completed and has been accepted by building code enforcement and/or third-party inspectors, including meeting all items on a punch list. Instruction booklets and warranty information will be provided to the property owner at the time of a Rebuild Florida inspector signing a final inspection form. The property owner must be present for final inspection and sign final acceptance documents upon completion of construction.

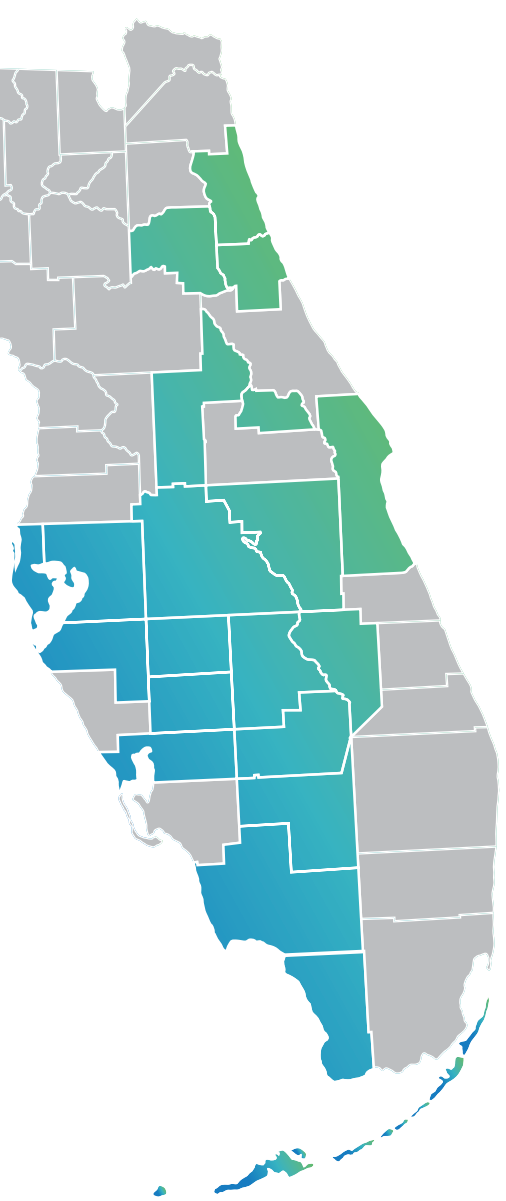
Si w pale kreyòl ayisyen epi w bezwen sèvis tradiksyon pou dokiman sa a, tanpri kontakte 1-800-915-6803 pou w mande plis enfòmasyon.



Rebuild Florida supports Fair Housing/Equal Employment  
Opportunity/ADA Accessibility

**FLORIDACOMMERCE**

# Rebuild Florida Housing Repair & Replacement Program Center Locations



**Charlotte County**  
1032 Tamiami Trail  
Unit 4  
Port Charlotte, FL 33953

**Polk County**  
2405 EF Griffin Rd.  
Suites 6 and 7  
Bartow, FL 33830

**DeSoto County**  
921 E. Oak St.  
Arcadia, FL 34266

**Putnam**  
902 S. State Road 19  
Suite 3  
Palatka, FL 32177

**Hillsborough County**  
2901 West Busch Blvd.  
Suite 701  
Tampa, FL 33618

**Seminole County**  
237 S. Westmonte Dr.  
Suite 312  
Altamonte Springs, FL 32714

**Osceola County**  
1108 N. John Young  
Parkway  
Kissimmee, FL 34741

**Residents of Lee, Orange, Sarasota and Volusia counties should contact their local CDBG-DR office to apply or visit the county websites.<sup>1</sup>**

<sup>1</sup> [Lee County](#), [Orange County](#), [Sarasota County](#), and [Volusia County](#).



## STEP-BY-STEP APPLICATION USER GUIDE

The Hurricane Ian Rebuild Florida Housing Repair and Replacement Program is a state program launched with federal funding to repair, rebuild, or replace eligible homes with remaining damage from Hurricane Ian. Rebuild Florida is currently accepting applications. Priority will be given to homeowners with a low income and households that include children under 18, seniors over the age of 62, or individuals with disabilities.

### Do you Qualify?

- You must have owned and occupied the property at the time of Hurricane Ian;
- You must still own the property;
- Have a qualifying household income and;
- Have documented and unrepaired damages caused by Hurricane Ian.

### Ways to Apply Below:

Visit any Rebuild Florida Service Center at the addresses below. All service centers are open Monday through Friday from 8 a.m. to 5 p.m. EST. and from April 1, 2024 to May 31, 2024, on Saturdays from 8 a.m. to 5 p.m. EST.

#### **DeSoto:**

921 E. Oak St.  
Arcadia, FL 34266

#### **Seminole:**

237 S. Westmonte Dr., Suite 312  
Altamonte Springs, FL 32714

#### **Hillsborough:**

2901 West Busch Blvd., Suite 701  
Tampa, FL 33618

#### **Polk:**

2405 EF Griffin Rd., Suites 6 & 7  
Bartow, FL 33830

#### **Putnam:**

902 S. State Road 19, Suite 3  
Palatka, FL 32177

#### **Charlotte:**

1032 Tamiami Tr., Unit 4  
Port Charlotte, FL 33953

#### **Osceola:**

1108 N. John Young Pkwy.  
Kissimmee, FL 34741

- Speak to a customer service representative: 1-800-915-6803
- Apply online at: [lan.RebuildFlorida.gov](https://lan.RebuildFlorida.gov)
- Download the Rebuild Florida mobile app from the Google Play Store or the Apple App Store.

### Need further assistance:

If you need help completing your application, please contact us at 1-800-915-6803 during business hours, Monday through Friday from 8 a.m. to 5 p.m. EST.



## Let's get started:

Start your application using one of the methods listed above.

If you choose to apply electronically using the website or mobile app, please follow the instructions provided.

1. The home screen will allow you to create an account and apply or visit this page to log in to your application.



**The Rebuild Florida application process for Hurricane Ian is meant to determine your eligibility and to collect the required information to make any determinations. Please note that only properties that sustained damage from Hurricane Ian in September of 2022 are eligible to apply.**

**Upon completion of your application, a FloridaCommerce representative will contact you regarding your program status and provide details on next steps.**

**For more information regarding the Program and eligibility criteria or if you have questions about your application, please visit our [website](#), or give us a call at [1-800-915-6803](tel:1-800-915-6803).**

**If you do not already have an account, please create one below. To continue filling out your application, please log in to your account below.**

**CREATE AN ACCOUNT AND APPLY**

**LOG IN TO YOUR ACCOUNT**

English | Spanish | Haitian Creole



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

2. Select "Register" to create an account.

FLCOMMERCE English v

Sign in to your account

Email

Password

[Forgot Password?](#)

Or sign in with

Google

Facebook

New user?

Please email [ian@rebuildflorida.gov](mailto:ian@rebuildflorida.gov) if you would like your account information to be deleted.

3. Complete all fields and select the blue "Register" button.

FLCOMMERCE English v

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)





4. Once your account has been created, log in to your account, and select the option to “Create New Application”.

**The Rebuild Florida application process for Hurricane Ian is meant to determine your eligibility and to collect the required information to make any determinations. Please note that only properties that sustained damage from Hurricane Ian in September of 2022 are eligible to apply.**

**Upon completion of your application, a FloridaCommerce representative will contact you regarding your program status and provide details on next steps.**

**For more information regarding the Program and eligibility criteria or if you have questions about your application, please visit our [website](#), or give us a call at [1-800-915-6803](tel:1-800-915-6803).**

CREATE NEW APPLICATION

RESUME AN APPLICATION

APPLICATION STATUS

LOGOUT

[English](#) | [Spanish](#) | [Haitian Creole](#)

- a. The electronic application will allow you to save your progress and return to complete the application later. Click on “Resume an application” to continue working on the application you created.
- b. Once the application has been submitted, you can view the status by selecting, “Application Status”.



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

5. Tell us about yourself: Add the Applicant's Information.
- a. Add the applicant's name, date of birth, and select "Next".

### Applicant Information



First Name \*

This field is required

Middle Name

Last Name \*

This field is required

Date Of Birth \*

This is required.

< BACK

NEXT >

- b. How can we reach you: Add the applicant's contact information.

### Applicant Information



Primary Phone Number \*

Phone number is required

Secondary Phone Number

Email Address \*

Email is required

Preferred Contact Method

Preferred Contact Time

Preferred Language

< BACK

NEXT >



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

- c. Where can we send correspondence: Provide the applicant's mailing address.

### Applicant Information



Street Address \*

  
powered by Google

This field is required

City \*

This field is required

County \*

State \*

Zipcode \*

This field is required

< BACK

NEXT >

- d. Confirm the damaged property address:

### Applicant Information



Street Address \*

City

County \*

State \*

Zipcode \*

< BACK

NEXT >



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

e. Tell us about yourself: Provide the applicant's demographic information.

### Applicant Information



#### Please select your ethnicity:

- ☐ Non-Hispanic/Latino
- ☐ Hispanic/Latino

#### Please select your race:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Other
- ☐ Prefer not to answer

#### Please select your gender:

- ☐ Female
- ☐ Male
- ☐ Prefer not to answer

< BACK

NEXT >

f. Tell us about your income sources: Provide the applicant's income information.

### Applicant Information



Do you receive income payments from any source? (For example: a pay check from a job, retirement, social security, annuity/settlement or VA benefits, or cash payments from odd jobs)

- ☐ Yes
- ☐ No

< BACK

NEXT >



6. Tell us about your Co-Applicant:  
**Co-Applicant Information**

**Is there a Co-Applicant?**

☒ Yes

☐ No

< BACK

NEXT >

- a. If you select “Yes”, a screen will appear to complete their information.  
**Co-Applicant Information**



Info



Contact



Demographic



Income

First Name \*

Middle Name

Last Name \*

Date Of Birth \*

MM/DD/YYYY

< BACK

NEXT >

- b. If you select “No”, proceed to step 7.



7. Important Decisions: The next two questions address whether you have a Power of Attorney in place and if there is a designated person who will respond on your behalf to questions/concerns regarding your application with HRRP.

## Power Of Attorney

---

**Would you like to designate a Power of Attorney to act on your behalf with regard to your application?**

Power of Attorney is a person legally authorized to act on your behalf.

☐ Yes

☒ No

< BACK

NEXT >

- a. If you select “Yes”, a screen will appear to complete their information. Please know, Power of Attorney documentation will be required to confirm legal authorization to act on the applicant’s behalf.

## Power Of Attorney

---

First Name \*

Middle Name

Last Name \*

Primary Phone Number \*

Secondary Phone Number

Email Address

< BACK

NEXT >





## Communication Designee

**Would you like to designate a Communication Designee?**

A communication designee is a person who is authorized to communicate with the program about your application. A communication designee cannot make decisions on your behalf.

☐ Yes

☒ No

< BACK

NEXT >

- b. If you select “Yes”, a screen will appear to complete their information.  
**Communication Designee**

First Name \*

Middle Name

Last Name \*

Primary Phone Number \*

Secondary Phone Number

Email Address

< BACK

NEXT >



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

8. Tell us about your property damage: Add the Damage Property information.  
a. Use the drop-down arrow to select the "Property Type" and click "Next".

### Damaged Property

Progress bar: Property Type (selected), Damage, Ownership, Residence, Info, Mortgage and Lien

What type of property is the storm damaged property?

Property Type \*

--Select--

< BACK NEXT >

- b. Confirm the property sustained damage from Hurricane Ian.

Progress bar: Property Type (checked), Damage (selected), Ownership, Residence, Info, Mortgage and Lien

Did the property sustain damage from Hurricane Ian?

☐ Yes

☐ No

< BACK NEXT >

- c. Confirm Ownership of the damaged property.

Progress bar: Property Type (checked), Damage (checked), Ownership (selected), Residence, Info, Mortgage and Lien

Did you own the storm-damaged property at the time of Hurricane Ian?

☐ Yes

☐ No

Do you currently own the storm-damaged property?

☐ Yes

☐ No

< BACK NEXT >



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

d. Confirm the damaged property was your primary residence at the time of the storm.



**Was the storm-impacted property your primary residence at the time of Hurricane Ian?**

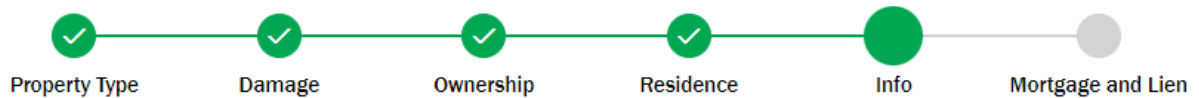
☐ Yes

☐ No

< BACK

NEXT >

e. Provide additional property information.



**What year was the storm-damaged property built?**

Year \*

0

**Does the property have any of the following?**

☐ Septic Tank

☐ Water Well

☐ Underground Storage Tank

**Is there a gas or fuel storage tank connected to this property that is in use for heating or cooking?**

☐ Yes

☐ No

< BACK

NEXT >

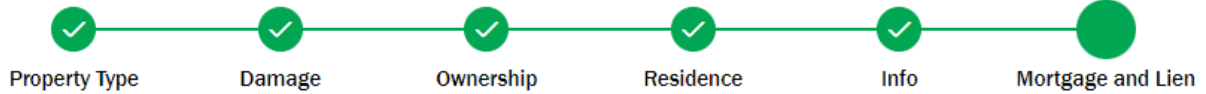


## Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

# HURRICANE IAN

f. Tell us about your mortgage: Provide any applicable mortgage and lien information.



**Is there a mortgage on the property?**

☐ Yes

☐ No

**Are there any liens other than a mortgage on the property?**

☐ Yes

☐ No

**Property taxes must be paid in full, or you must be on a payment plan in good standing.**

☐ Yes - My property taxes are paid in full

☐ Yes - I am on a payment plan in good standing for my property taxes

☐ No - My property taxes are delinquent

< BACK

NEXT >

9. Tell us about your household members:

### Household Members Information

**Are there additional household members in your home?**

Household members include all persons, including minor children and adults, whose current primary residence is the hurricane-impacted property or whose primary residence was the hurricane-damaged property at the time of the disaster.\*

☐ Yes

☒ No

< BACK

NEXT >



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

- a. If you select “Yes”, a screen will appear to complete their information.  
**Household Members Information**

First Name \*

Last Name \*

Date Of Birth \*

Gender

- ☐ Female
- ☐ Male
- ☐ Prefer not to answer

CANCEL



SAVE

- b. To add additional household members, select “Add another household member”. Continue until all household members are listed. Once complete, select “Next”.

### Household Members Information

#### Are there additional household members in your home?

Household members include all persons, including minor children and adults, whose current primary residence is the hurricane-impacted property or whose primary residence was the hurricane-damaged property at the time of the disaster.\*

Name:	John Doe		
Date Of Birth:	12/30/1990		

ADD ANOTHER HOUSEHOLD MEMBER

< BACK

NEXT >



10. Does a household member have a disability?

## Disability

Is anyone in your household disabled?

☐ Yes

☐ No

< BACK

NEXT >

11. Tell us about your tenants:

## Tenant Information

Please provide information on any tenants that have lived at the damaged property address at the time of the disaster or since the disaster. A tenant is a person who is granted temporary legal right, usually through a lease agreement and payment of rent, to occupy property owned by another.

At the time of the storm, were there tenant(s) renting space in your owner-occupied, storm-impacted home?

☐ Yes

☒ No

< BACK

NEXT >

Please provide information on any tenants that have lived at the damaged property address at the time of the disaster or since the disaster. A tenant is a person who is granted temporary legal right, usually through a lease agreement and payment of rent, to occupy property owned by another.

Does a tenant(s) currently occupy your storm-impacted home?

☐ Yes

☒ No

< BACK

NEXT >



12. Tell us about your homeowner's insurance:

## Insurance and Funding

---

**Did you have insurance on the property at the time of the storm?**

☐ Yes

☒ No

< BACK

NEXT >

## Insurance and Funding

---

Provider \*

Policy Number \*

Insurance Type:

☐ Flood

☐ Wind

☐ Homeowner's

☐ Renter's

☐ Other

Was a claim filed in relation to  
damages sustained from  
Hurricane Ian?

☐ Yes

☐ No

**If you had additional types  
of Insurance coverage at the  
time of Hurricane Ian, you  
will be prompted to add that  
information on the  
following screen.**

CANCEL

SAVE





13. Tell us about any additional funding for your property: Please provide the source of your funding.

## Other Fundings

---

**Did you receive funds from a source other than insurance for damages sustained at your property as a result of Hurricane Ian?**

☐ Yes

☒ No

< BACK

NEXT >

## Other Fundings

---

What type of assistance did  
you receive?

Type of Fund \*

--Select-- ▼

CANCEL

SAVE



# Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

## HURRICANE IAN

14. Upload supporting documentation.

### Upload Documents

#### Supporting Documents

To upload your required program documentation, click the different boxes below to be prompted to upload the correct document for each category. These documents are required in order to become eligible to receive assistance from the program.

Applicant	Damaged Property	Household Member
Press Here to Upload Supporting Documents	Press Here to Upload Supporting Documents	Press Here to Upload Supporting Documents
Angela Lynch	Multiple documents may be required for proof of primary residence.	John Doe
0/3 Documents	0/4 Documents	0/1 Documents
Uploaded	Uploaded	Uploaded

< BACK

NEXT >

- a. Select any of the boxes in red above to be prompted to upload the correct document for each category.

### Upload Documents

Proof of Home Ownership
No documents uploaded. Please click the upload document button to upload a new document.
UPLOAD DOCUMENT
Proof of Property Taxes
No documents uploaded. Please click the upload document button to upload a new document.
UPLOAD DOCUMENT
Proof of Damage
No documents uploaded. Please click the upload document button to upload a new document.
UPLOAD DOCUMENT
Proof of Primary Residence
No documents uploaded. Please click the upload document button to upload a new document.
UPLOAD DOCUMENT
BACK



## Housing Repair & Replacement Program

Single-Family & Owner-Occupied Housing

# HURRICANE IAN

- b. Uploading the required supporting documentation is not required to electronically apply. Your application is not complete until all required supporting documentation is provided.
15. Review and complete all program required documentation. Ensure all required fields are completed and filled out.
- a. Homeowner Rights and Responsibilities Acknowledgment
  - b. Conflict of Interest
  - c. Communication Designee Signature
  - d. No Income Signature, if applicable.
  - e. No Insurance Signature, if applicable.
  - f. Primary Residency Affidavit
  - g. Authorization for Release
16. Review and Submit.
- a. An application checklist will show a green checkbox for completed fields.

### **Applicant**

- ☒ Applicant Information
- ☒ Applicant Contact
- ☒ Applicant Mailing Address
- ☒ Applicant Damaged Property
- ☒ Applicant Demographic
- ☒ Applicant Income

### **Co-Applicant**

- ☒ Co-Applicant Information

- b. Any incomplete item will show a red "X".

### **Conflict of Interest**

- ☐ Applicant Conflict Of Interest
- ☐ Applicant Conflict Of Interest Attachment

### **No Insurance Signature**

- ☐ No Insurance Signature



- i. For incomplete items, use the navigation menu on the left-hand side of the screen to return to the appropriate section of your application to complete the required field.

Home

Application

- Applicant Information
- Co-Applicant Information
- Damaged Property
- Household Members Information
- Disability Information
- Tenants Information
- Insurance Information
- Additional Funds Information
- Upload Documents
- Homeowner Rights and Responsib...
- Applicant Conflict Of Interest
- Communication Designee Signature
- No Income Signature
- No Insurance Signature

quired items below. If any items are mis  
f this screen to return to the appropriate

rty

tion

- c. Once all required items have been completed, select "Submit Application".

### Next steps once application is submitted:

Once the application is submitted you will be assigned a dedicated case manager. Your case manager will review the information we've received and reach out to you to collect any remaining intake information and documentation required to process your application.



# Housing Repair & Replacement Program

## HURRICANE IAN STEPS TO RECOVERY

The Rebuild Florida Housing Repair and Replacement Program is a state program launched with federal funding to repair, rebuild or replace eligible homes with remaining damage from Hurricane Ian.

Ian.RebuildFlorida.gov | 1-800-915-6803

FLORIDACOMMERCE

### Do You Qualify?



You owned & occupied your property at the time of Hurricane Ian AND you still own the property



Your household is income qualified



Your home still has documented and unrepaired damage from Hurricane Ian

### Documents Needed to Apply

- Valid Photo ID/Proof of Citizenship
- Income Documentation
- Proof of Insurance for Damaged Property (if applicable)
- Proof of Ownership
- Proof of Disability (if applicable)
- Power of Attorney/Communication Designee (if applicable)
- Proof of Damage/Benefit Information
- Other Documentation as Required see website for more details



### Prioritization:

Applicant is low to moderate income (below 80% of area median income) and at least one of the following:

**Households with seniors age 62 and older**

**Households with children under the age of 18**

**Households with individuals with disabilities**

Homeowners not in this priority group may still apply.



## Steps to Recovery



### STEP 1

#### Application

Homeowner submits application



### STEP 2

#### Eligibility

Eligibility is determined based on application



### STEP 3

#### “One Knock”

Meeting scheduled to assess property conditions and understand repair needs



### STEP 4

#### Award Determination

Homeowner is notified of award detailing project type



### STEP 5

#### Contract Signing

Contract is signed to begin construction



### STEP 6

#### Construction

Homeowner will relocate after contract signing and construction on the property will begin



### STEP 7

#### Construction Closeout

Homeowner receives keys to their new or repaired home

## Rebuild Florida Center Locations

### Charlotte County

1032 Tamiami Trail  
Unit 4  
Port Charlotte, FL 33953

### DeSoto County

921 E. Oak St.  
Arcadia, FL 34266

### Hillsborough County

2901 West Busch Blvd.  
Suite 701  
Tampa, FL 33618

### Osceola County

1108 N. John Young Parkway  
Kissimmee, FL 34741

### Polk County

2405 EF Griffin Rd.  
Suites 6 and 7  
Bartow, FL 33830

### Putnam

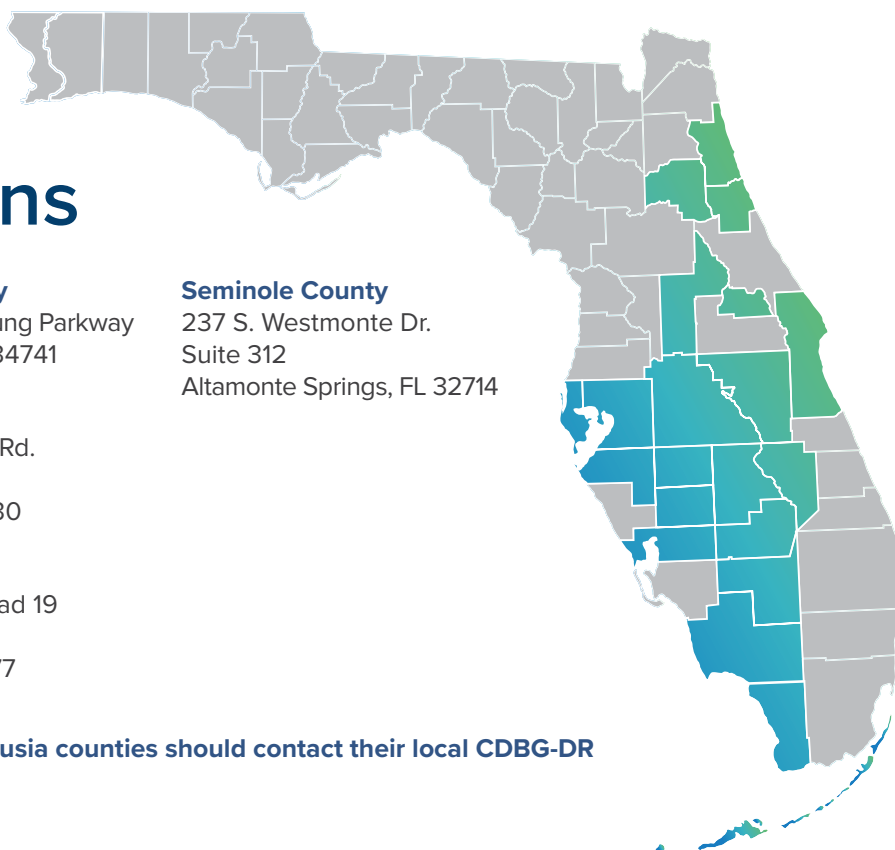
902 S. State Road 19  
Suite 3  
Palatka, FL 32177

### Seminole County

237 S. Westmonte Dr.  
Suite 312  
Altamonte Springs, FL 32714

Residents of Lee, Orange, Sarasota and Volusia counties should contact their local CDBG-DR office to apply or visit the county websites.<sup>1</sup>

<sup>1</sup> Lee County, Orange County, Sarasota County, and Volusia County.





# Housing Repair & Replacement Program

## HURRICANE IAN STEPS TO RECOVERY

Rebuild Florida is a program provided by FloridaCommerce. To those Florida homeowners who were impacted by Hurricane Ian, we know your road to recovery has been long and difficult. Our team is here to help eligible Floridians repair, rebuild, or replace your home. While every need is different, below are the steps Rebuild Florida will include.

[Ian.RebuildFlorida.gov](http://Ian.RebuildFlorida.gov) | 1-800-915-6803

Visit the website or call the call center to check your status.

FLORIDACOMMERCE

### 1 Application

Homeowner will complete an application by submitting all required documentation.

#### NOTIFICATION:

Homeowner receives confirmation email of application received and a PDF copy of the application that they completed. The application then migrates to our Grant Management System for program review.

### 2 Eligibility

Homeowner's preliminary eligibility will be determined.

#### NOTIFICATION:

Homeowner will be contacted by a Rebuild Florida case manager during the eligibility review if further information is required. After the eligibility review is complete, Homeowner will be notified if they are eligible for the program.

### 3 "One Knock" Scheduling & Participation

Homeowner will be called to schedule and be present for a "One Knock" meeting at their home where Damage and Environmental Assessments and Construction Planning will occur.

**NOTIFICATION:** Homeowner (or an authorized designee) will be contacted to schedule and be present for a "One Knock" meeting to conduct the damage assessment, determine environmental considerations, and develop the initial scope of work needed for the extent of construction services.

### 4 Award Determination

Homeowner will be notified of award detailing project type and next steps with the Program, once all inspections are passed during the "One Knock" meeting.

**NOTIFICATION:** Homeowner will receive a letter or phone call once the award determination is available.

### 5 Contract Signing

Homeowner will sign a contract agreement, and other legal documents, and select construction options, such as paint colors and finishes.

#### NOTIFICATION:

Homeowner will be contacted by phone to schedule an appointment to sign the contract agreement.

### 6 Construction

Homeowner will relocate after contract signing and construction on the property will begin.

#### NOTIFICATION:

Homeowner will proceed to move out temporarily and will be notified by phone and written correspondence when construction is completed.

### 7 Construction Closeout

Project is complete.

#### NOTIFICATION:

Homeowner will be notified of construction closeout and move back into their safe, sanitary and secure home and receive warranty information.