



HURRICANE MICHAEL

HOUSING REPAIR & REPLACEMENT PROGRAM
RebuildFlorida.gov

How to file an Informal Appeal:

STEP 1:

Applicant receives an eligibility determination or reconsideration determination letter. The letter includes:

- Determination
- How to Submit an Informal Appeal
- Informal Appeal Form

STEP 2:

The applicant disagrees with the determination. The applicant can submit an Informal Appeal Form to DEO within 30 calendar days from the date listed on the determination letter, along with any additional supporting documentation to:

- **Electronically via the website portal:** [Click here](#)
- **Email:** CDBG-DRAppeals@deo.myflorida.com
- **Mail:**
Florida Department of Economic Opportunity Division of Community
Development Attention: Office of Disaster Recovery, Appeals Lead
107 East Madison Street Caldwell Building, MCS 400
Tallahassee, FL 32399

STEP 3:

Appeals team reviews the entire file along with any new supporting documentation.

- If determined necessary, the applicant will be scheduled for a telephonic hearing within 15 calendar days from receipt of the Informal Appeal.
- A Notice of Hearing will be mailed, listing the date, time, and contact information for the scheduled hearing.

STEP 4:

A telephonic hearing is held on the date and time listed on the Notice of Hearing, and a decision is rendered by the appeals team.

During the hearing, the appeals team will conduct a fact-finding interview, review supporting documentation, and allow for any additional statements from the applicant.

The appeals team will render an Appeals Determination Letter within 30 calendar days following the hearing. The letter includes:

- Appeals Determination
- DEO Formal Appeals and Complaints Process

STEP 5:

If the applicant disagrees with the decision rendered by the appeals team, they can file a Formal Appeal with the Florida Division of Administrative Hearings to:

- **Email:** Agency.Clerk@deo.myflorida.com
- **Mail:**
Agency Clerk Department of Economic Opportunity Office of General Counsel
107 East Madison Street, MSC 110
Tallahassee, FL 32399-4128
- **Fax:** (850) 921-3230



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Informal Appeal Form

| | |
|--|--|
| Applicant ID # | |
| Property Owner Name | |
| Damaged Property Street Address | |
| City, State, Zip Code | |
| Mailing Address (if Different) | |
| Phone Number | |
| Email Address | |

Informal Appeal Request: Please accept my request for an Informal Appeal to the Rebuild Florida Housing Repair and Replacement Program. I would like the Department to review my case regarding the following:

_____ Denial of application based on eligibility requirements

_____ Denial of application based on damage assessment

_____ Denial of application based on environmental review

_____ Other (please specify): _____

Attached/Uploaded are the following documents supporting my reason for appeal (if applicable)

Note: Informal Appeals must be filed within 30 calendar days from the date of the determination letter the applicant disagrees with, and before the applicant executes a homeowner grant agreement with the program, whichever occurs first. The date of filing will be based on the postmark or, the date the appeal is date-stamped received by DEO. Informal Appeals should be filed electronically on the website portal, emailed to: CDBG-DRAppeals@deo.myflorida.com or submitted by postal mail to the following address:

Florida Department of Economic Opportunity
Division of Community Development
Attention: Office of Long-Term Resiliency, Appeals Lead
107 East Madison Street Caldwell Building, MSC 400
Tallahassee, FL 32399

Applicant Signature: _____ Date: _____

Frequently Asked Questions (FAQs)

Is there a particular form I need to use?

Yes, all informal appeals must be submitted with a completed Informal Appeal Form. The form can be found on the website **under the 'Resources' tab, scroll to Reconsiderations:** <https://michael.rebuildflorida.gov/resources/>

Can I submit the informal appeal electronically?

Yes, the informal appeal can be submitted electronically on the website portal, via email or mail, along with any supporting documentation:

- **Electronically via the website portal:** [Click here](#)
- **Email:** CDBG-DRAppeals@deo.myflorida.com
- **Mail:**
Florida Department of Economic Opportunity Division of Community
Development Attention: Office of Long-Term Resiliency, Appeals Lead
107 East Madison Street Caldwell Building, MCS
400 Tallahassee, FL 32399

Can I fax the informal appeal?

No, the informal appeal can only be submitted via the website portal, mail, or email.

How long does the informal appeals process take?

Once a completed Informal Appeal Form with any supporting documentation has been submitted to DEO, a telephonic hearing will be scheduled within 15 calendar days of receipt of the informal appeal, if necessary. After the telephonic hearing, the appeals team will render an Appeals Determination letter within 30 calendar days.

Will I be able to receive an update on my informal appeal if I call back?

Yes, applicants can call their case manager to check the status of their appeal. However, the appeals team's determination will not be available until the Appeals Determination Letter is mailed.

What does the telephonic hearing consist of? Do I have to appear at the hearing? Do I have to be there in- person?

The telephonic hearing consists of the appeals team conducting a fact-finding interview with the applicant, review of supporting documentation, and allow for any additional statements from the applicant.

Yes, the applicant must attend the telephonic hearing. Due to the hearing being held over the phone, the applicant does not have to attend in-person.

What documentation do I need to submit with my informal appeal?

All informal appeals must be submitted with any supporting documentation the applicant deems necessary. Examples of supporting documentation include, but are not limited to, proof of ownership and receipts documenting completed allowable repairs.

What if I disagree with the informal appeal determination?

If an applicant disagrees with the decision rendered by the appeals team, they can file a formal appeal with the Florida Division of Administrative Hearings to:

- **Email:** Agency.Clerk@deo.myflorida.com
- **Mail:** Agency Clerk
Department of Economic Opportunity
Office of General Counsel
107 East Madison Street, MSC 110
Tallahassee, FL 32399-4128
- **Fax:** (850) 921-3230