



HURRICANE MICHAEL

HOUSING REPAIR & REPLACEMENT PROGRAM
RebuildFlorida.gov

How to File a Reconsideration Request: Step by Step Guide

STEP 1:

Applicant receives program determination on one or more of the following and disagrees with the determination.

- Type of Benefit the applicant is eligible to receive
- Duplication of Benefits (DOB) estimates
- Damage Assessment (Scope of Work)
- Damage Repair Valuation (DRV)

STEP 2:

The applicant can submit a reconsideration request within 30 calendar days of receiving the determination. Applicants may submit a Reconsideration Request Form through one of the following:

- **Electronically via the website portal:** [Click here](#)
- **Email:** Michael.Reconsiderations@rebuildflorida.gov
- **Mail:**
Rebuild Florida
Housing Repair and Replacement Program for Hurricane Michael
Attention: Reconsiderations Team
545 John Knox Road, Suite 102
Tallahassee, FL 32303

STEP 3:

Appeals team will acknowledge receipt of the reconsideration request and will respond in writing. The response may take one of the following actions:

- Acknowledgement of receipt of the request for reconsideration
- Request for additional supporting documentation or information
- Status of the investigation and estimated timeframe for decision
- Final determination of the issue

STEP 4:

If the applicant disagrees with the decision, they can file an informal appeal to DEO (See Informal Appeal Step by Step Guide).

Frequently Asked Questions (FAQs)

Is there a particular form I need to use?

Yes, applicants will need to submit a Reconsideration Request Form. The form can be found on the website **under the 'Resources' tab, scroll to Reconsiderations:**
<https://michael.rebuildflorida.gov/resources/>

Can I submit a reconsideration request electronically?

Yes, the reconsideration request 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:** Michael.Reconsiderations@rebuildflorida.gov
- **Mail:**

Rebuild Florida

Housing Repair and Replacement Program for Hurricane Michael

Attention: Reconsiderations Team

545 John Knox Road, Suite 102

Tallahassee, FL 32303

Can I fax the reconsideration request?

No, the reconsideration request can only be submitted via the website portal, mail, or email.

How long does the reconsideration process take?

Once a completed reconsideration request has been submitted, HRRP will respond in writing within 15 working days. If the determination will take longer than 15 working days, the acknowledgement of receipt will notify the applicant of the estimated timeframe for decision.

Will I be able to receive an update on my reconsideration request if I call back?

Yes, applicants can call their case manager to check the status of their reconsideration request. However, the determination will not be available until the reconsideration determination letter is mailed.

What documentation do I need to submit with a reconsideration request?

The reconsideration request must include specific information regarding the grounds for reconsideration.

What if I disagree with the reconsideration request determination?

If an applicant disagrees with the reconsideration request determination, they can submit an informal appeal to DEO.

- **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



HURRICANE MICHAEL

HOUSING REPAIR & REPLACEMENT PROGRAM
RebuildFlorida.gov

Reconsideration Request Form

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

Reconsideration Request: As an applicant in the Rebuild Florida Housing Repair and Replacement Program (HRRP) for Hurricane Michael, I am requesting reconsideration of the benefits described in the determination letter. I would like the Department to review my case regarding the following:

Reconsideration of the Type of Benefit I'm eligible to receive

Reconsideration of my Duplication of Benefits (DOB) Gap

Reconsideration of my Damage Assessment (Scope of Work)

Reconsideration of my Damage Repair Valuation (DRV)

Please send all receipts, invoices, and proof of payment for eligible repairs already completed. Acceptable forms of proof of payment include copies of checks, credit card statements and bank statements showing a payment that matches the receipts and/or invoices for repairing these items. We are unable to accept cash receipts.)

Additional documents supporting my reason(s) for reconsideration are attached (if applicable).

Note: Reconsideration requests must be filed within 30 calendar days from the date of the determination letter the applicant disagrees with. The date of filing will be based on the postmark or the date the reconsideration request is received. Reconsideration requests should be filed electronically on the website portal, emailed to: Michael.Reconsiderations@rebuildflorida.gov or submitted by postal mail to the following address:

Rebuild Florida
Housing Repair and Replacement Program for Hurricane Michael
Attention: Reconsiderations Team
545 John Knox Road, Suite 102
Tallahassee, FL 32303

Applicant Signature: _____ Date: _____