



FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
REBUILD FLORIDA HOUSING REPAIR AND REPLACEMENT PROGRAM  
NOTICE OF INFORMAL APPEAL

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 eligibility determination letter. The date of filing will be based on the postmark or, if faxed, the date the informal appeal is date-stamped received by DEO. Informal appeals should be emailed to: [CDBG-DRAppeals@deo.myflorida.com](mailto:CDBG-DRAppeals@deo.myflorida.com) or submit by postal mail to the following address:

Attention: Office of Disaster Recovery, Appeals Lead  
Florida Department of Economic Opportunity  
Division of Community Development  
107 East Madison Street  
Caldwell Building, MSC 160  
Tallahassee, FL 32399

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date



Florida Department of Economic Opportunity | Caldwell Building |  
107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.FloridaJobs.org](http://www.FloridaJobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to Individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.



### **DEO Informal Appeal & Complaints**

In accordance with 24 CFR 91 Citizen Participation Plan and 24 CFR 570.486(a) (7), the HRRP has developed the DEO informal appeals and complaints process. Through the informal appeals process, applicants have a mechanism for requesting further review on a decision made on their file. Program policies are not appealable. In addition, citizens may file complaints- both formal and informal- which will be responded to in 15 working days, where practicable.

Information about the right and how to file an agency informal appeal and complaint will be printed in all program guidelines and on the Rebuild Florida website, [www.rebuildflorida.gov](http://www.rebuildflorida.gov), in all local languages, as appropriate and reasonable. Complaints regarding fraud, waste or abuse of government funds will be forwarded to the HUD OIG Fraud Hotline (phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov))

### **DEO Informal Appeal**

Citizens may file an informal appeal through the Disaster Recovery email at CDBG-DRAppeals@deo.myflorida.com or submit by postal mail to the following address:

Attention: Office of Disaster Recovery, Appeals Lead  
Florida Department of Economic Opportunity  
Division of Community Development  
107 East Madison Street  
Tallahassee, FL 32399

### **DEO Complaints**

Citizens may file a written complaint through the Disaster Recovery email at CDBG-DR@deo.myflorida.com or submit by postal mail to the following address:

Attention: Rebuild Florida Constituent Services  
Florida Department of Economic Opportunity  
Division of Community Development  
107 East Madison Street  
Caldwell Building, MSC 160  
Tallahassee, FL 32399

### Notice of Administrative Appeal rights

Any person whose substantial interests are affected by this determination has the opportunity for an administrative hearing with the Division of Administrative Hearings pursuant to section 120.569, Florida Statutes. For the required contents of a petition challenging agency action, refer to rules 28-106.104(2), 28-106.20(2), and 28-106.301, Florida Administrative Code. Depending on whether or not material facts are disputed in the petition, a hearing will be conducted pursuant to either sections 120.569 and 120.57(1), Florida Statutes, or sections 120.569 and 120.57(2), Florida Statutes. Pursuant to section 120.573, Florida Statutes, and Chapter 28-106, Part IV, Florida Administrative Code, mediation is available to settle administrative disputes.

Any petition must be filed with the Agency Clerk within 30 calendar days of receipt of this determination. A petition is filed when it is received by:

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

If an applicant files a request for reconsideration or DEO informal appeal, the requirement to timely file a petition will be tolled until a decision under either method is rendered by the Department. At that time a new appeal window will begin. No applicant will lose their rights under Chapter 120, Florida Statutes, by filing a request for reconsideration or request for informal appeal.

### HUD Complaints

If the complainant is not satisfied with the subrecipient determination or DEO response, the complainant may file a written appeal by following the instructions issued in the letter of response. If after the informal appeals process the complainant has not been satisfied with the response, a formal complaint may then be addressed directly to the HUD regional office at:

Department of Housing and Urban Development Charles E. Bennett Federal Building  
400 West Bay Street, Suite 1015  
Jacksonville, Florida 32202

The Florida Disaster Recovery Program operates in accordance with the Federal Fair Housing Law (The fair Housing Amendments Act of 1988). Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination (phone: 1-800- 669-9777 or online: [www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)).

Contractor Fraud:

If any construction contractor or other individual directly contacts an applicant fraudulently claiming to be associated with the Rebuild Florida program, the applicant should not provide any identifying information. Rebuild Florida representatives will have official badges with his or her photograph and name, and applicants will receive official communications from Rebuild Florida before anyone arrives at his or her home. Should an inspector or contractor arrive at an applicant's address unexpectedly, the applicant should reach out to the Program immediately by calling 844-833-1010.

In addition to contacting the Rebuild Florida program, an applicant is encouraged to contact the Attorney General's Office directly regarding contractor fraud by either of the following options:

1. Call 1 (866) 9NO-SCAM (866-966-7226) or;
2. Submit a contractor fraud complaint electronically at [MyFloridaLegal.com](http://MyFloridaLegal.com) by clicking on "General Complaints" on the home screen and following the instructions.