BEFORE YOU BEGIN, be sure to have the following information: Annual Income (SSI annual statement, IRS Form 1040, line xxxx) and a list or knowledge of household members.

The Applicant Portal works best on a computer using the Chrome browser.

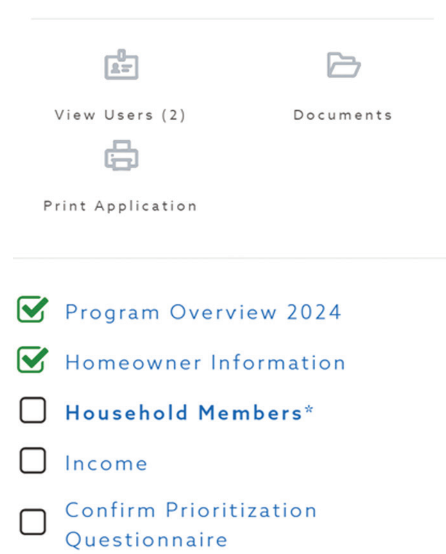
It is your responsibility to accurately input your information prior to completing each step. Do not press the "Complete & Continue" or "Complete" button on a step until you have checked the accuracy of your answers. You will not be able to EDIT once you submit or RETURN to the previous page.

1. Click on this link or copy and paste it into your browser.
   https://portal.neighborlysoftware.com/MYSAFEFLPROGRAM/Participant
2. Log in using the username and password you set when you created your account.
3. Read the instructions at the top of the page.
4. Scroll until you see your case. The case status will either be "Pending Prioritization Questionnaire" or you will have been sorted into a Prioritization group (if you have already completed your Questionnaire.)

Continue an Existing Application

Case ID	Name	Program	Year	Status	Expires	Action
113859	Test	My Safe Florida Home	2022	**Pending Prioritization Questionnaire**	N/A	**View Application**

5. Click on the blue "View Application" button.
6. Complete the below pictured steps by clicking each one on the left hand side of your screen. Some Homeowners have already completed the "Homeowner Information" step. If there is a green checkmark next to a step, it has already been completed.



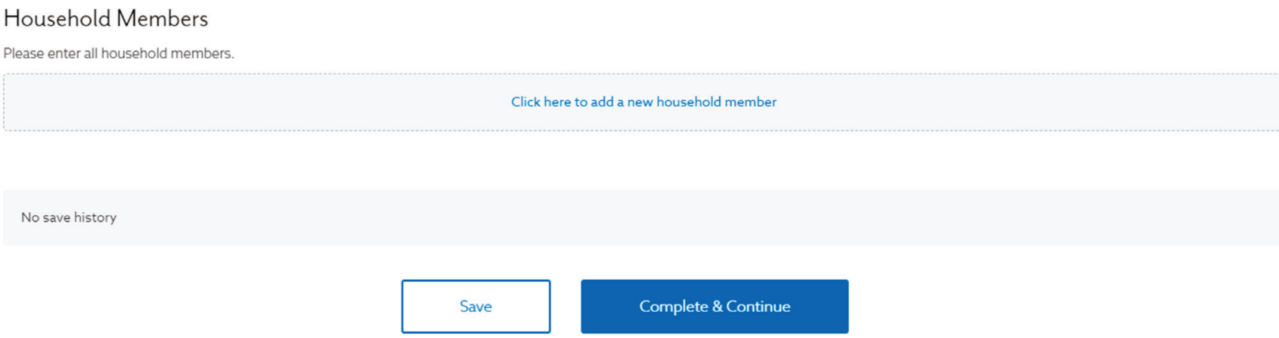
Continued on Next Page

Here is How to Accurately Complete Each Step.

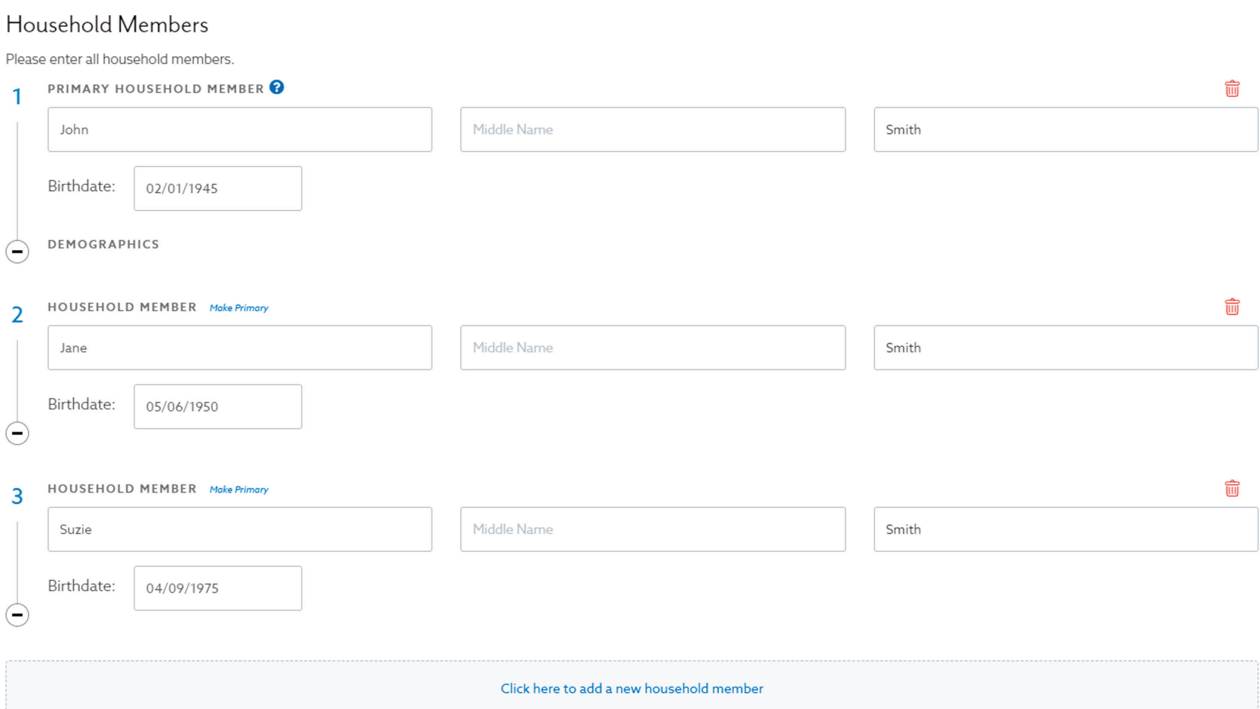
Step 1 - Program Overview

Read the Program Overview and Homeowner's Guide (linked at the top of the step), then check the box at the bottom of the page confirming that you have read both.

Step 2 - Household Members



Enter all members of your household, including dependents who do not have an income. **Household members include all people who permanently live in the house (property) you are applying for. Household members do not necessarily have to be family members. You will enter the Primary Household Member first.** The Primary Household member should be the Applicant whose name is on the Homeowner Information page, but you can select the blue "Make Primary" button to change the Primary Homeowner if necessary.



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Step 3 - Income

Household Income Verification

Please enter you annual income.

HOUSEHOLD INCOME CERTIFICATION METHOD

- ○ I will enter my entire household's Adjusted Gross Income as a lump sum.
- ○ I will enter my household's Adjusted Gross Income per household member and allow the system to calculate the total.

= TOTAL COMBINED INCOME $0.00

No save history

Save | Complete & Continue

Select the input option that is more convenient for you. If you select the "per household member" option, you will need to input each person's income separately. See an example below.

1 HOUSEHOLD MEMBER

John Smith | Age: 79 | Total Income: $ 45,000.00

Source	Additional Information	Annual Income
Total Annual Adjusted Gross Income by householc	Additional Information	$ 45,000.00

Required Documentation
No documentation required. DO NOT UPLOAD ANY DOCUMENTATION IN THIS STEP.
Simply enter the annual adjusted gross income for this household member.

Upload File

Add an Income Source

2 HOUSEHOLD MEMBER *BORROWER

Jane Smith | Age: 74 | Total Income: $ 30,000.00

Source	Additional Information	Annual Income
Total Annual Adjusted Gross Income by householc	Additional Information	$ 30,000.00

Required Documentation
No documentation required. DO NOT UPLOAD ANY DOCUMENTATION IN THIS STEP.
Simply enter the annual adjusted gross income for this household member.

Upload File

Add an Income Source

Continued on Next Page

Step 4 - Confirm Prioritization Questionnaire

Please read all of the information on the Confirm Prioritization Questionnaire step.

Confirm Prioritization Questionnaire

Print Step

Please provide the following information.

The MSFH Program will use the information you provided above to verify that I meet the definition of low or moderate income defined in section 420.004(11) and (12), Florida Statutes in order to prioritize my application in accordance with section 215.5586(2)(i)4., Florida Statutes.

☐ Under penalties of perjury, I declare that I have read the foregoing and that the income and family size information provided above is true and accurate.

Is any owner of your home sixty years or older?

○ Yes

○ No

For the first sixty (60) days after the Program starts accepting Applications, Homeowner will be prioritized based on age and income criteria as outlined by the Legislature. Please return to this page and check your status in the next few days after completing all the required prioritization steps to see which prioritization group you are in. Please note that being sorted into a group does not guarantee access to an Inspection or Grant Application; Inspection and Grant Application access is determined by the criteria outlined by the Legislature and the availability of funding.

☐ I hereby affirm that the information I have provided to the Program is true and correct to the best of my knowledge. I understand that:

- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. See § 837.06, Florida Statutes.
- Any person who shall make or cause to be made any false statement, in writing, relating to his or her financial condition, assets or liabilities, or relating to the financial condition, assets or liabilities of any firm or corporation in which such person has a financial interest, or for whom he or she is acting, with a fraudulent intent of obtaining credit, goods, money or other property, and shall by such false statement obtain credit, goods, money or other property, shall be guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. See § 817.03, Florida Statutes.
- Any person who willfully files with the Department, or who willfully signs for filing with the Department, a materially false or materially misleading financial statement or document in support of such statement required by law or rule, with intent to deceive and with knowledge that the statement or document is materially false or materially misleading, commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. See § 817.2341(1), Florida Statutes.
- Any person who knowingly makes a material false statement or report to the Department or any agent of the Department, or knowingly and materially overvalues any property in any document or report prepared to be presented to the Department or any agent of the Department, commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. See § 817.2341(3)(a), Florida Statutes.

If any owner of your home (who is a member of your household) is 60 years or older, you will be prompted to enter their Driver's License or other Florida state ID number. If no owner of your home is 60 years or older, please enter the Primary Household Member/Applicant's Driver's License or Florida state ID number.

For a guide on how to find the appropriate numbers, please click here: *dl pdf-msfh.pdf* (*benevate.blob.core.windows.net*)

Once you see a green checkmark by each of the 5 steps, allow a few days for sorting to occur. Once you see a status in your portal that reflects a "Group", reference the dates at the top of the portal to see when your application window will open.

A. First Four Characters *(4 character limit)*

****

B. Next 3 characters *(3 character limit)*

***

C. Next 2 characters *(2 character limit)*

**

D. Next 3 characters *(3 character limit)*

***

E. Final Character

*

Case ID	Name	Program	Year	Address	Status	Expires	Action
113859	Test	My Safe Florida Home	2022	2222 Imaginary St Miami, FL 000000000	**Grant Group 3 - 60+ MI**	N/A	**View Application**

Beginning July 1, 2024, the MSH program will re-open our portal for homeowners.
New funding for the program will be tied to new prioritization requirements as enacted by the Legislature. Applications will be accepted and prioritized in 15-day increments.

- *Low-income homeowners age 60+ - July 1 - July 15th*
- *Low-income homeowners of any age - July 16th - 30th*
- *Moderate-income homeowners age 60+ - July 31st - August 14th*
- *Moderate-income homeowners of any age - August 15th - 30th*
- *All other eligible Florida homeowners - August 31st*

Once all funds are awarded, the portal will close and will not accept any additional applications