


# Memorandum



**Date:** May 7, 2024

**To:** Gary Hartfield, Division Director  
Small Business Development

**From:**  Martha Perez, Program Manager  
Community Action and Human Services Department

**Subject:** Hurricane Loss Mitigation Program (HLMP)  
Project Review – RPQ No.: HLMP-23-SHUTTER

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This memorandum serves as a formal request to review the Request for Price Quotation (RPQ) No.: HLMP-23-SHUTTER for the Hurricane Loss Mitigation Program under the MCC 7360 Plan. The project's estimated value is \$35,000.00 for eight (8) residential properties.

The Hurricane Loss Mitigation Program (HLMP) is state-funded by the Florida Division of Emergency Management. HLMP provides retrofit measures rather than rehabilitative work to structures, which serves to protect homes against wind driven forces such as hurricanes. Services include installation of window and door opening protection (impact resistant) and accordion shutters protection.

Thank you in advance for your assistance in this matter. Should you require any additional information, please do not hesitate to contact me at (786) 469-4729.

cc: Laurie Johnson, SBD Section Chief  
Jose Montoya, EFTD Construction Manager  
Adrian Frazier, EFT Division Director