



NY Rising Housing Recovery Program Repairs—Step by Step

Revised February 5, 2014

In order to repair my dwelling what do I have to do?

1. Read and sign the Grant Agreement
2. Deposit check into bank account
3. Hire a design professional
4. Hire a general contractor
5. Complete the work and pass environmental clearances

Who pays the design professional and general contractor?

You, the applicant, will pay your design professional and general contractor directly, with funds provided by NY Rising. The program will initially pay you 50% of the estimated cost of repairs, so you can hire your design professional to develop plans and specifications in order to apply for a permit.

How do I select a design professional or a general contractor?

You may hire a design professional or general contractor of your choice. Guides to selecting a design professional or general contractor are posted here.

My design professional and/or general contractor wants me to sign a contract with them, should I?

New York State law requires design professionals and general contractors to provide a written contract for home improvement work. Contracts must be in writing, legible and in plain English. A copy must be given to the customer before any work is done.

I have signed contracts with the design professional and general contractor, now what?

Your design professional will work with you to develop a scope of work that will address all of the items in the Estimated Cost of Repairs (ECR). They will also make sure that all work is designed to be in compliance with the Program's required building and energy codes. They will also hire other specialty consultants, such as a soils engineer and surveyor, if you are elevating your dwelling.

There is work that I want to be done that is not in the ECR. How do I handle this?

The ECR prepared by the NY Rising damage assessor includes only items of work that the Program will pay for in order to provide you with decent, safe and sanitary housing. Any items of work that are not in the ECR would be considered an upgrade. Applicants must pay for upgrades with their own funds.

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How, and when, do I receive the final payment?

Early in the process, NY Rising will perform environmental clearance tests, or you can work with your design professional and contractor to arrange these tests; then submit documentation to the Program for reimbursement for these tests. When these tests are completed the Program will conduct a final site visit to determine that all of the work included in the ECR was completed and meets all Program requirements. At this point, you must provide documentation of completed work including a Certificate of Occupancy, an Elevation Certificate, and other Program required documentation (see Required Documents). After this closeout process is completed, you will receive the balance of your award payment.