



ANDREW M. CUOMO
Governor

NY Rising Housing Program

Repairs—Step by Step

Revised August 8, 2017

NY Rising Housing Program (applies to all Programs)

What are the first steps in beginning my repair work?

1. Read and sign the Initial Grant Agreement
2. Receive your initial payment and deposit your check into bank account
3. Hire a design professional and provide evidence of costs incurred
4. Hire a general contractor and provide evidence of a contract

Who pays the design professional and general contractor?

You, the applicant, will pay your design professional and general contractor directly, with funds provided by the NY Rising Housing Recovery Program (the “Program”). 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/or 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.

If you received your first payment after December 19, 2016, you must provide the Program with a copy of any signed contracts demonstrating costs incurred.



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How can I receive an interim payment?

If you have made substantial progress in repairs to your property and need additional funds to complete your scope of work, you may request an interim payment. Interim payments are intended to bring the disbursed amount of your Repair, Reconstruction, or Optional Elevation Award up to 75%.

NOTE: If you received your first payment after December 19, 2016, you must provide a signed contract in order to receive an interim payment. Your total award be adjusted to reflect the actual costs incurred based on contract documents.

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 Program's 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.

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

As you approach closeout, the Program will perform environmental clearance tests. As an alternative, you may also work with your design professional and contractor to arrange these tests and 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 all Program-required documentation associated with the completion of your work, such as a Certificate of Occupancy or an Elevation Certificate (see Required Documents). After this closeout process is completed, you will receive the balance of your award payment.

NOTE: If you received your first payment after December 19, 2016, you must provide a signed contract in order to receive your final payment. Your final award be adjusted to reflect the actual costs incurred based on contract documents.