



**ANDREW M. CUOMO**  
Governor

# NY Rising Housing Program

## Requesting a Final Inspection

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### **NY Rising Housing Program (applies to all Programs)**

#### **What is a Final Inspection, and how do I request one?**

Applicant must request a Final Inspection from the Program after construction in order to receive a final payment. The purpose of the Final Inspection is to document that all work itemized in the Estimated Cost of Repair (ECR) scope for your repair/reconstruction, mandatory/optional elevation, and other optional mitigation items has been completed. Applicants may request a final inspection by calling your Customer Representative (CR) or **(855) 697-7263**.

#### **How do I know when I am ready for a Final Inspection?**

You are ready for a final inspection when all the Program ECR items have been completed. This includes all repair or reconstruction work plus mandatory elevation. If you opted in for optional mitigation, you must complete that as well for inspection prior to closeout. Please be aware that if the completed work differs from that which was priced in the estimate, your award amount will be adjusted.

#### **The following items must be completed prior to scheduling a Final Inspection:**

##### **Construction Work – ECR Scope of Work**

- ALL work identified in the current approved ECR must be completed.
- ALL work identified in change orders, which were approved by the Program, through the submission of “Request for Scope of Work Change” and “6100 forms”, (except optional elevation and bulkhead work) must be completed.
- All optional mitigation work (i.e. roof strapping, backflow valves, flood vents, elevation of mechanical systems, securing fuel tanks and flood resistant materials) must be completed.

##### **Documents**

- Certificate of Occupancy or Certificate of Completion documents;
- Pre- and Post-Elevation Certificates and Elevation Permit, if home or mechanicals elevated;
- Lead Based Paint and Asbestos Clearance Test Reports, Waste Manifests, and Assessment Report, if applicable;
- If your home was demolished and reconstructed, you must provide the “*Extraordinary Site Conditions Certification*.”

#### **Can I schedule a final inspection while still completing Optional Measures?**

Optional elevation and bulkhead repairs do not need to be completed before scheduling a final inspection for your home repair. You can request an optional final inspection for your specific optional component when completed, prior to closeout.



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### **What happens after the final inspection is conducted?**

The Program will review the results of the final inspection. If the Program determines that you have not completed all of the work included in ECR, you will receive a letter setting a deadline of 60 days to complete the unfinished work and request a re-inspection. If necessary, your final award will be adjusted to account for the unfinished or uninspected work. Any work identified in the ECR that was not completed will be deducted from your award. The Program then conducts a closeout review, where all Program requirements are verified for completeness before issuing the closing documents.