

NY RISING SMALL BUSINESS RECOVERY PROGRAM SITE INSPECTIONS/ VISITS

What are site visits/ inspections and why are they important?

Site visits/ inspections are completed for a number of reasons. They may be called “inspections” or “site visits,” depending on the nature of what is being covered. For instance, a site visit may be performed to gather information that supports the documented losses for an application, while an inspection may be performed to validate the presence or absence of certain conditions or work. Please note that as applicants progress through the application process, they may require more than one site visit or inspection, depending on the project type.

How do I know if I need a site visit or inspection? There are different inspections or site visits for the NY Rising Small Business Program, depending on your project type. Your Small Business Development Center (SBDC) Business Advisor will alert you to all site visits or inspections that may be required. The inspection categories are broken down below for your convenience.

How do I schedule an inspection? You will be contacted to schedule any required site inspection(s). If you have any questions, please contact your Business Advisor.

Note: Compliance with all mandatory site visit(s) and/or inspection(s) is required to receive/ retain any grant funding.

Types of Site Visits/ Inspections

Small Business Development Center Site Visits

Small Business Development Center (SBDC) Site Visit

Initial SBDC site visits are conducted to support non-construction, construction or construction-related activities of businesses requesting funding from the NY Rising Small Business Program. As of May 1, 2015 these inspections are no longer conducted.

Conducted by: SBDC Representative

SBDC Site Visit for Proof of Loss

SBDC site visits for proof of loss assists in validating items that lack sufficient proof of loss. A SBDC representative is assigned to verify loss details about any item(s) that may be considered reasonable (up to a \$10,000 total) but lack sufficient itemized proof of loss. The SBDC representative will speak to the applicant, inspect the item(s), ask questions and take photos, if applicable, to document the damaged item(s) and/ or replacements.

This site visit is only applicable to contents items such as fixtures, furniture, and machinery & equipment (M&E); it is not applicable to working capital, inventory, automobiles, or building repair, as these items are covered with other policies.

NY RISING SMALL BUSINESS RECOVERY

PROGRAM SITE INSPECTIONS/ VISITS

Conducted by: SBDC Representative

Construction Inspections

Initial and Interim Construction Inspections

Initial inspections document the value of work already completed (called Allowable Activities or AA) and estimate the value of repair work remaining to be completed (called Estimated Cost of Repair or ECR).

Both inspections contain narratives to describe the property, work, and information from the applicant, as well as estimates for the types of work being requested. Both AA and ECR inspections are done on structural items (building repairs and fixtures only), as well as non-structural items (such as roads, bridges, docks, bulkheads, parking lots and gates, septic systems, etc.).

Conducted by: Two inspection teams. Structural: LiRo / Non-structural: Armand-Hill.

Interim inspections are performed on future construction projects that take more than four weeks to complete. They are performed after a file has been approved, following the start of construction and/ or disbursement of some funds, to monitor progress and to approve the disbursement of additional funds.

Environmental Inspections

The National Environmental Policy Act (NEPA) of 1969 requirements apply to any federal projects, decision, or action, including grants that might have a significant impact on the quality of the human environment. Applicants requesting federal grants must comply with NEPA regulations prior to receiving these funds. As part of this process, an inspection for the presence of asbestos, lead, or other environmental concerns may be required for your project. These inspections may occur on future construction or reimbursement construction projects, they may take place prior to work commencing, during, and/or after the project is complete.

Conducted by: Environmental Inspection Team by LiRo

Final Inspections

The closeout process is the final step in the grant application process where the program confirms it has all applicable documentation to formally closeout the applicant's file. The associated final closeout inspection serves to confirm that all work was complete properly. These inspections are not time-consuming, but do require the applicant to show the inspector the item(s) and/or property to confirm their existence (all applications) and safe completion (construction-related applications). The inspector will take photographs.

Non-construction closeout inspections are performed for funds that have been provided for non-construction related activities such as M&E. The program randomly selects 10 percent of the application pool to receive a non-construction closeout inspection. Final closeout inspections are not conducted on working capital or inventory applications.

Conducted by: (Non-construction) SBDC Representative

Final inspections are performed on all construction projects after a file has been approved, some or all funds may have been disbursed, and the project is complete, to ensure proper completion.

Conducted by: Construction Case Management Team Inspector from the Jacobs/ Hirani Group