



NY Rising Housing Recovery Program Closeout & Final Payment Guidance

April 14, 2015

Closeout

Closeout means that your home repair/ rebuild project is complete and you are approaching the conclusion of your participation in the NY Rising Housing Recovery Program. Program closeout is contingent upon receipt of all required closeout documents which include the following:

- All required program eligibility documents;
- All required construction documents;
- Pre- and post-elevation certificate (if elevated).

All files must then go through a Closeout Review. During this time, all required program documents, including non-construction documents, must be reviewed for completeness both by your Customer Representative, as well as the Program Quality Assurance Team. If it is discovered that your file is missing documents, you will be notified of the outstanding materials by either your Customer Representative or a Construction Technical Assistant. When your file is complete and passes the closeout review, you will receive closing documents, including a Final Grant Agreement. If your home is located in the 100-year floodplain, you will also receive a Flood Covenant. After all owners listed on the deed sign these documents, your final award payment will be made available (if you have one pending).

Final Inspections (Repair/Reconstruction)

The program considers construction complete when all storm-damaged items identified in the program's Estimated Cost of Repair (ECR) have been finished. Please review your ECR to ensure that all line items are done. In order for your home repairs or reconstruction to be considered complete, all materials and/or labor identified in the ECR must have been installed and/or finished. For example, if the kitchen cabinets were identified to be replaced, but you have not replaced the kitchen cabinets, then you will not be considered complete.

Are all projects required to have a Final Inspection?

No. If all of the work on your storm-damaged home **for which you are receiving NY Rising funds** was already completed at the time of the program's initial damage inspection, you will not be required to have a Final Inspection. For more information on Final Inspections, including how to schedule one, please refer to the fact sheet "*Requesting a Final Inspection*," which is posted on the [Storm Recovery Web site](#), or contact your Customer Representative.



Permits and Certificates of Occupancy

Applicants whose homes the Program has deemed as likely substantially damaged and/or substantially improved, must provide a copy of a Certificate of Occupancy or equivalent documentation as a condition of closeout. Check with your Customer Representative if you are not sure whether the COO requirement applies to you.

The program requires that applicants submit a copy of the COO— or equivalent document— as part of the closeout process in order to verify that substantially damaged or substantially improved structures in the 100-year floodplain are properly elevated in accordance with local, State and federal elevation requirements.

If the work you did required a permit and you do not have the required COO, you will need to work with your Building Department to obtain one or acceptable alternative documentation. By signing the **“Limited Release Form,”** you give the program permission to share your Allowable Activities (AA) and ECR reports, and other related construction documents related to your project, with your local municipal building department. Please refer to the fact sheet titled **“Retroactively Acquiring Building Permits and Certificates of Occupancy/Completion Certification Form,”** which is available on the [Storm Recovery Web site](#).

Program Documents Required for Closeout

The documents listed below are required before your file may be considered administratively complete and sent for Closeout Review. If you have not already completed and submitted these documents, please do so through your Customer Representative.

- Government Issued Identification (for the applicant and co-applicant, if any);
- Proof of citizenship/eligible immigrant status for at least one applicant (passport, birth certificate, certificate of naturalization);
- Proof that Damaged Property was your Primary Residence at the time of the storm. Acceptable proofs include:
 - Proof of School Tax Relief (STAR) exemption;
 - 2012 (or year of storm damage) Federal income taxes return showing Home Address as the damaged property address;
 - 2012 (or year of storm damage) NY State income tax return, showing Permanent Home Address as the damaged property address;
 - Government-issued identification (including driver’s license) issued prior to date of the affected-storm, and expiring after date of the affected-storm;
- Signed Eligibility Certification Form (for applicant and co-applicant, if any);
- Signed Consent and Release Form (for applicant and co-applicant, if any);
- Signed Insurance Certification Form (for applicant and co-applicant, if any);



- Signed Income Certification Form (for applicant and co-applicant, if any);
- Signed Income Verification Form along with documentation of income (for all household members 18 and older) **OR** Signed DTF 505 (for all household members 18 and older);
- Signed Right of Entry (for at least one applicant);
- Completed Environmental Lead and Asbestos Clearance Inspection;
- Proof of Current Flood Insurance (if in 100 year flood plain);
- Pre and Post Construction Elevation Certificate (if applicable);
- Substantial Damage Evidence (if applicable);
- SBA Hardship Request: In limited situations, the undisbursed portion of an SBA loan may be considered still available for DOB purposes. For these situations, an SBA Hardship Request should be completed or the undisbursed portion will have to be counted as a DOB.

Please contact your Customer Representative to obtain a list of any outstanding materials.

Are All Cases Required to Submit a Signed Flood Insurance Covenant?

If the home for which you are receiving assistance is located in the 100-year floodplain, you will be required to sign a Flood Covenant. If applicable, federal law requires that you obtain and maintain flood insurance on your property in perpetuity. As such, in the event of a sale or transfer of the property, you are required to notify any future owners of this obligation. This covenant is being recorded against your property so that all subsequent owners are placed on notice of the obligation. For more information on this requirement, please see the ***"Flood Insurance Restrictive Covenant FAQ,"*** which is available on the [Storm Recovery Web site](#).

Can Applicants still closeout and receive Final Payment of their home repair/reconstruction award if they Elected Optional Measure Activities?

Yes. In order to make final payments available to applicants who complete the repairs/rebuilding of their home, but who have not yet completed optional work that they have chosen to undertake, the program is separating home repair awards from optional items awards. This means that any funds previously advanced for optional items (such as design fees) must be accounted for in a separate and new Optional Measures Grant Agreement. Applicants who have opted in for an optional measure which is still in progress, but who have complied with all the requirements to closeout their home repair/rebuilding portion, can go through the closeout process and sign a Final Grant Agreement and Flood Covenant (if applicable). Applicants will be asked to also sign both the Optional Measures Grant Agreement as well as the Final Grant Agreement at the time they receive their closing documents. The award amount in the Final Grant Agreement for the home repair/ rebuilding will reflect the removal of optional measures funds previously disbursed. When Applicants finish the work associated with their optional measures, their file will go through an "Optional Measure Closeout" and applicants will be asked to sign a Final Optional Measures Grant Agreement at that time.



Receiving Final Payment

Your final grant award payment (if applicable), cannot be issued to you until you have completed all of the steps outlined above. Once your file is considered “closing ready” and has passed a completeness review both by your Customer Representative as well as the program’s Quality Assurance Team, you will be sent a notification, and you will be asked to sign you closing documents which include:

- Final Grant Agreement;
- Optional Measures Grant Agreement (if applicable);
- Flood Insurance Covenant (if applicable).

Once the program receives your closing documents, your file will receive a final Quality Assurance review before a check will be released to you. Every effort is made to have checks available as expeditiously as possible. Applicants should be aware that the last Quality Assurance review is comprehensive and can vary in duration, based on the scope and complexity of each individual case.

Your Customer Representative will notify you when your check is available. At this time, you can choose to receive your check through the mail or in person, by making an appointment to pick it up from a Housing Recovery Center. You may schedule this pick-up through your Customer Representative.