



# NY Rising Housing Recovery Program

## Fact Sheet for Optional Items

Revised June 27, 2014

In addition to the repair or reconstruction of homes, the program may provide funding for certain optional items - elevation, mitigation or bulkhead repair. The eligibility requirements and funding process for each of these items is explained below, both narratively and in the Description of Optional Items chart on page 4. Award amounts for optional items will be limited by Program Award Caps and reduced by Duplication of Benefits. Before you receive funding for any of these items you will be required to sign a Grant Agreement outlining the terms and obligations of the award.

**Please note that accepting funds from the program for any purpose requires a homeowner who lives in the 100-year flood plain to maintain flood insurance on the property in perpetuity. If you do optional work you must complete all the repair work on your home which was included in the Estimated Cost of Repair (ECR) prepared by the program. This is true even if you received no funds from NY Rising to complete the repair work due to Duplication of Benefits (DOB).**

**Please also note that you have 60 days from the time you are notified of your eligibility to opt-in to submit the Opt-in for Optional Items Form if you wish to undertake any of these optional items. The Opt-in for Optional Items Form is available electronically at <http://www.stormrecovery.ny.gov/opt>.**

### OPTIONAL ELEVATION

If your property is located in the 100-year flood plain and sustained less-than-substantial damage, you may choose to elevate your home to resist future damage. (If your home is in the 100-year flood plain and sustained substantial damage as documented by your municipality or floodplain administrator, you are required to elevate your home, and funds for elevation have already been included in your award calculation.)

If you are either required to elevate or have the option of elevating, the Program has already estimated the cost of elevating your home, and your Award Calculation Table reflects the Program's estimate of your elevation cost. Any other financial assistance you received specifically for the elevation of your home (Elevation DOB) has been separately deducted from the Program's estimate of your elevation cost. However, the amount of the award you receive for elevation, added to the amount you are receiving for Repair/Reconstruction, may not exceed your overall Award Cap.

If you are eligible for Optional Elevation and choose to elevate, the Program will first issue you payment for 10% of the elevation estimate minus any elevation duplication of benefits. The payment is intended



to cover the cost of hiring a designer to assist you in developing a scope of work and securing approval for the work from your municipality.

Before the Program will issue the first construction payment for the elevation of your home, your designer must complete and submit to the Program: a “Designer Request for Scope Change” form, and two versions of the “Scope of Work Change Itemization” form. The Scope of Work Change Itemization form, also known as a 6100 Form, should include the designer’s stamp on a pdf version and a second copy should be submitted in an excel format. (All required Program forms are available at <http://stormrecovery.ny.gov/homeowner-resources-and-forms>). Your designer must also prepare a preconstruction elevation certificate and secure and submit a work permit from your municipality. Upon submission of these five design-related documents as well as any basic Program documents which are missing from your file, the Program will re-evaluate and finalize your elevation award amount, and will thereafter release 50% of your remaining elevation award, to allow you to begin elevation work.

## OPTIONAL MITIGATION

The Program may provide funds to pay for one or more of the following measures to protect your home against future storm damage up to an overall maximum of \$30,000:

- installation of roof strapping
- installation of backflow valves
- installation of flood vents
- elevation of electrical systems and components
- securing fuel tanks
- installation of cost-effective flood resistant building materials below base flood elevation

**Important note:** most of the above measures are included in the elevation process. If you are elevating or have already elevated, only two optional mitigation measures remain available to you (since the others are already covered in the elevation process). Those two are roof strapping and backflow valves.

To determine the award amount you would receive for any of this work, you must hire a design professional to prepare a scope of work for the proposed work. Upon request, the Program will advance \$2,500 to cover the designer’s cost of preparing the scope. Your award amount for the work will be determined by the Program after a review and approval of the scope.

Funding for optional mitigation measures is available to homeowners repairing their homes when a) storm damage repair work is being performed on the dwelling’s related system, component or element; or b) code compliance work triggered by storm damage repair occurs on the system, component or element. For example, the Program will pay for the installation of roof strapping when the scope of storm damage repair includes roof decking that is damaged and has to be removed and replaced. This will expose the trusses/rafters and will allow for the installation of strapping.



## BULKHEADS

If you have a bulkhead damaged by Superstorm Sandy, Hurricane Irene or Tropical Storm Lee, the Program may cover the cost of the repair or reconstruction. To determine the award amount you would receive to perform this work, you must hire an engineer to prepare a scope of work for the bulkhead. Your engineer will also need to produce all the elements necessary for a complete design package, detailed in the “Bulkhead Engineer Report Requirements” document found on our website. Upon request, the program will advance \$2,500 to cover the cost of preparing the design documents. Your award amount for the work will be determined by the program after a review and approval of the scope. If you opted for bulkhead repair, your engineer will also need to produce all the elements necessary for a complete design package, detailed in the “Bulkhead Engineer Report Requirements” document.

## HOW TO OPT-IN AND WHAT HAPPENS NEXT

In order to opt in to any of the above mentioned optional items, you must complete the **Opt-In for Optional Items Form**. Please complete the form online by going to <http://www.stormrecovery.ny.gov/opt>, entering the requested identifying information, selecting which of the optional items you want to undertake, and providing the requested information. If you are unable to sign online, please contact your Customer Representative who will assist you in the submission. **You must submit the Opt-in for Optional Items Form to the Program within 60 days of being notified of your eligibility for optional items.** If necessary, a 30 day extension may be requested.

After you have opted-in for any of these items you should instruct your engineer or design professional to access, prepare and submit the “Designer Request for Scope Change” and “Scope of Work Change Itemization” (also known as a 6100) forms to the Program. The Scope of Work Change Itemization form, should include the designer’s stamp on a pdf version and a second version should be submitted in an excel format. These forms and any additional required design materials are available for download at <http://stormrecovery.ny.gov/homeowner-resources-and-forms>. **You must complete the design process and submit all required documents to your customer representative within 60 days of your submission of the Opt-In for Optional Items form.** If you are unable to complete the design process in that time, a 30 extension may be requested.

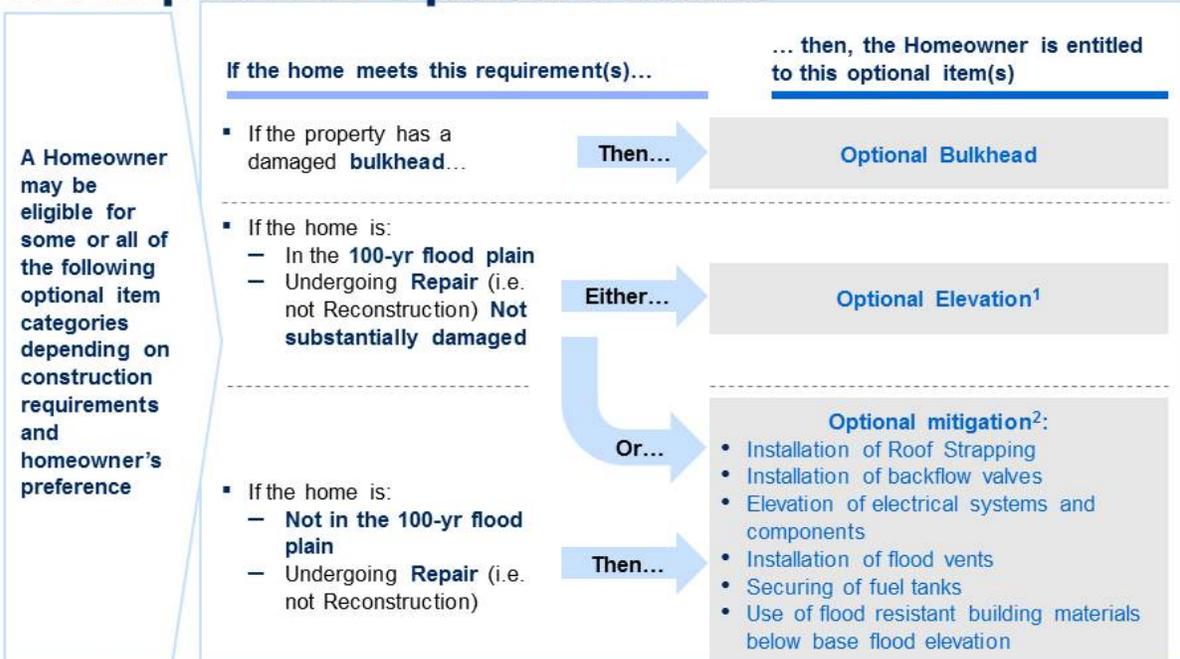
In all cases, you will be required to sign a Grant Agreement Amendment outlining the terms and obligations of the award, before receiving any payment. After you have opted-in and signed a Grant Agreement or Amendment, the Program will release design advance funds for any of these optional items you have chosen and for which you are eligible. **However, the Program will not release any additional payments for the construction of any optional item until you have submitted all the required design documents as well as all basic programmatic documents necessary for your participation in the Program.** Please check with your Customer Representative to determine if any of these documents are missing from your file.



Please also be aware that if you already have or if you open a clarification to seek further research on any other matter related to your award, you will not receive any additional award payments until the clarification has been completed.

If you have any questions about the process to opt in to any of these items, please do not hesitate to call your Customer Representative. If you do not have your Customer Representative's number, you may call (855) 697-7263.

## Description of Optional Items



<sup>1</sup> Homeowners opting for elevation can also choose the following optional mitigation items: Installation of Roof Strapping and/ or Installation of backflow valves

<sup>2</sup> Installation of Roof Strapping and Installation of backflow valves is available; other listed measures are only available where elevation has not taken place and will not take place.

SOURCE: NY Rising Housing Recovery Policy manual