



NY Rising Housing Recovery Program: Rental Properties

Fact Sheet for Rental Property Owners Receiving Repair and Reimbursement Awards

Summary: *This fact sheet will help you to understand how your construction award amount was determined, next steps required before you can receive your check, and other important issues such as elevation of your property and how to pursue an appeal if you disagree with your award calculation. If you have any additional questions not answered here or other concerns you wish to discuss, you may contact your customer representative or call (855) 697-7263 at any time.*

How was my construction award determined?

Your award calculation was based on an independent estimate of the cost to repair your property, based on an inspection. You may view your inspection report by signing into your property account. Your total award is based on an estimated value of the work you have already completed, Allowable Activities (AA), if any, plus the work to complete the necessary repairs to your property, Estimated Cost of Repair (ECR). The ECR portion includes an additional 10% to cover the cost of hiring a design professional. (We strongly encourage all property owners whose ECR is greater than \$10,000 to hire a design professional.) If you are required to elevate your property, the award includes the Program's estimate of the cost to elevate plus 10% to cover the cost of hiring a design professional.

The amount of your award is decreased by the Duplication of Benefits (DOB), which is the sum of any payments that you have received from other sources such as your insurance company or private charities. Should you receive additional payments from other sources after receiving your NY Rising construction award, you must inform NY Rising. Should this occur, any subsequent payment from NY Rising will be reduced, and/or you will be required to submit funds back to the Program.

Your award cannot exceed the Award Cap, which is generally \$150,000 for the first unit and \$50,000 for each additional unit thereafter, but may be greater in certain circumstances.

What do I need to do to receive my check?

You should review and sign the Grant Agreement(s) and the Request for Design Professional and Contractor Information Form. If you are receiving a payment that reflects both an ECR Award for repairs and an Allowable Activities (AA) Award in connection with reimbursement, you will be asked to sign two different Grant Agreements. Each individual named in the documents must sign as indicated.

The Request for Design Professional and Contractor Information Form asks you to provide us with the name of the contractor or design professional you are using. The contractor and design professional must be licensed to do work in your community and may not be on a federal or state debarment list.

You (or your authorized representative, if you have submitted the form designating an authorized representative) can sign the documents electronically by visiting www.stormrecovery.ny.gov/awardsRPLogin. Business Entities should contact their Customer Representative to make arrangements to paper sign the documents. At the website, enter the Username and Password (instructions provided on website), and follow instructions to complete the check release process. You may also print and sign the attached documents and

contact your customer representative to make an appointment to bring them in to your Rental Properties Recovery Center. You can also request that someone come and pick up the documents from you. Your customer representative will be contacting you to see if you would like to pick your check up from your Recovery Center, or have it mailed to you.

This check is only a partial payment of my repair award. How do I get the rest?

This payment is 10% of your construction funds, plus any payment for work you already completed. The mid-point payment will be 40% of your construction funds and will be made after 50% of the items listed on your ECR have been completed and a mid-point inspection has been done on the property. The final payment, which is the remaining 50% of your construction funds, will be made when you finish your work and following a final inspection showing your repair project has been completed in accordance with program guidelines.

Can I get money to elevate my property?

If your property was “substantially damaged” as determined by your local floodplain administrator, you must elevate your property and the cost of required elevation is included in your award.

If your property was damaged but not severely (or what is called “not substantially damaged”), and is in the 100-year floodplain, you have the option, but are not required, to protect your property from future storm damage and reduce future flood insurance costs by elevating your property. We will provide you with assistance to elevate subject to your Award Cap. See the attached **FACT SHEET ON OPTIONAL ITEMS** for detailed information about how to opt-in to receive this assistance. **Please note that you have 60 days from the date of this letter to submit the Opt-In for Optional Items Form.**

Are there other items for which I can get additional payments?

If you have a bulkhead, which was damaged in one of the three storms covered by the Program, you may receive funds to repair or replace it. You may also be eligible for certain optional mitigation measures to increase the resiliency of your property. See the attached **FACT SHEET ON OPTIONAL ITEMS** for detailed information about how to opt-in to receive this assistance. **Please note that you have 60 days from the date of this letter to submit the Opt-In for Optional Items Form.**

I do not have an email address or cannot access a computer. How can I receive assistance?

Please contact your customer representative to schedule a time to come in to your nearest Rental Property Recovery Center in order to sign the enclosed grant agreement(s) and certification form. You can also request that someone come and pick up the documents from you. You may call **(855) 697-7263** to make arrangements.

I have questions about my award and would like to discuss it.

If you have any questions about your award, contact your customer representative who will review your award calculation with you. If you still disagree, you should ask for a Clarification, which is a process to further investigate the issues affecting the amount of your award. You may still sign the grant agreement even if you ask for a Clarification. A Clarification stops the clock on the 60 day deadline to Appeal which is mentioned in the grant agreement.

During the Clarification process the Program will thoroughly review your file and any additional material you have submitted. At the end of the Clarification review you will receive a Clarification Determination which will inform you if the original Program determination has been modified, and if so you will receive a new Award Table showing the new calculation. If you are still not satisfied, you have the right to appeal within 60 days. You will then fill out the Appeal Form and submit it to rentalappeals@stormrecovery.com.