



POLICY MANUAL

NY Rising Small Business Recovery Program

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Prepared by
Governor's Office of Storm Recovery of the
Housing Trust Fund Corporation

The policies stated in this manual are current as of July 28, 2014. This manual represents the current version of the Governor's Office of Storm Recovery's (GOSR) policy which shall provide general guidance for the operation of the GOSR program. All policy manuals will be reviewed periodically and will be updated. GOSR will use its best efforts to keep all of its Policy Manuals current. Therefore, you are strongly urged to visit our website www.stormrecovery.ny.gov or to contact the info@stormrecovery.ny.gov to ensure that you have the latest version of GOSR's policies. There may be times, however, when a policy will change before the manual can be revised.

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State of New York's Program Goals

Introduction

In response to the damage caused by Superstorm Sandy and other natural disasters that occurred across the nation in 2011, 2012, and 2013, the U.S. Congress appropriated \$16 billion in Federal Fiscal Year 2013 funds for the Community Development Block Grant - Disaster Recovery (CDBG-DR) program through Public Law 113-2. Enacted on January 29, 2013, this law stipulates that these funds be used for the following recovery efforts:

“...necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas resulting from a major disaster declared pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) due to Hurricane Sandy and other eligible events in calendar years 2011, 2012, and 2013, for activities authorized under title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.): Provided, that funds shall be awarded directly to the State or unit of general local government as a grantee at the discretion of the Secretary of Housing and Urban Development...”

CDBG-DR funding shall be awarded directly to the State or Unit of General Local Government (UGLG) as a grantee at the discretion of the Secretary of Housing and Urban Development. Eligible activities must be authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.).

Following Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee, the State of New York developed the NY Rising Small Business Recovery Program along with several other disaster recovery initiatives as outlined in the [State of New York Action Plan for Community Development Block Grant Program Disaster Recovery](#) (Action Plan) and subsequent amendments. The Program is designed to help Small Businesses in NYS that were directly impacted by Superstorm Sandy, Hurricane Irene, or Tropical Storm Lee (the Storms) to recover and rebuild, and just as importantly, to stimulate economic growth in affected communities.

Business Owners in disaster declared counties were invited to submit a pre-application for Program assistance and many of them have done so. Business Owners who have not yet applied are encouraged to do so. Pursuant to federal regulation, only Business Owners of a Small Business, as defined by 13 C.F.R. part 121 and articulated below, are eligible for funding. Applicants who are determined to be eligible will work with Program representatives to complete the process beginning with application, through project completion and Award close out.

Oversight of Storm Recovery

Governor Cuomo established the Governor's Office of Storm Recovery (GOSR), a division of the Housing Trust Fund Corporation in June 2013 to maximize the coordination of recovery and rebuilding efforts in storm-affected municipalities throughout New York State. The Governor's Office of Storm Recovery (GOSR) operates within the New York State Housing Trust Fund

Corporation (HTFC). HTFC is a component of New York State Homes and Community Renewal (HCR), a unified leadership platform, encompassing a variety of New York State agencies and public benefit corporations involved in the provision of housing and community renewal. GOSR was formed to direct the administration of the Federal Community Development Block Grant-Disaster Recovery Funds.

GOSR works in close collaboration with local and community leaders to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems. GOSR also administers a variety of programs related to housing recovery, economic development, and community reconstruction following the devastating impact of Superstorm Sandy, Hurricane Irene and Tropical Storm Lee.

Policy Manual Overview

This Manual is designed to outline the major program policies that the State and its agents will use to direct the operation of the NY Rising Small Business Recovery Program. This manual is intended to serve as a resource for the New York State residents and other parties interested in the details of how the Program will be operated, including basic information on who will be served, what kind of assistance will be offered and what are the obligations for Program recipients. The manual serves as a general reference guide for administrative staff and other interested parties, including Business Owners, contractors, units of general local government (UGLGs), and any non-profit organizations that are involved as subrecipients or consultants.

As outlined in the Action Plan and subsequent amendments, and described in more detail throughout this Manual, the Program is designed to provide grants for the repair or replacement of needed equipment, replacement of lost inventory; provide working capital; rehabilitate and reconstruct commercial facilities; and provide mitigation assistance for damage or destruction as a result of the Storms. This effort is intended to help individuals and businesses that were hard hit by the storm to recover, as well as to help ensure that communities suffering damage are repopulated and revitalized as quickly as possible.

The manual is not intended to be full compilation of all of the internal program procedures that must be put in place before the State and its Agents. This NY Rising Small Business Manual and manuals for other programs will be made available for public review and use at <http://www.stormrecovery.ny.gov>

Meeting the CDBG-DR Program Goals

In support of the Department of Housing and Urban Development's (HUD) recovery objective, NYS has specifically designed its DR programs to help impacted residents and communities to recover from the damage that has been inflicted by the Storms of 2011 and 2012. As set forth in the Federal Housing and Community Development Act, the Primary Objective of the general CDBG program "is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons

of Low and Moderate Income (LMI)”. CDBG funding appropriated in response to disasters must meet those general goals of the CDBG program.

All CDBG-funded activities must meet one of the three National Objectives required under the authorizing statute of the CDBG program:

- Benefit LMI persons
- Aid in the prevention or elimination of slums or blight (Slum and Blight)
- Meet a need having a particular urgency (Urgent Need)

As described in the State’s policies, all of the activities funded through the Program are required to meet either LMI or Urgent Need national objectives.

Fulfilling the Principles Established by New York State’s Action Plan

The Program is expected to encourage investment in communities by: assisting local businesses in returning to pre-storm conditions while positioning them to be capable of meeting the needs of their post-disaster operations in a sustainable way; revitalizing the vibrancy of NYS’ disaster-impacted communities and enhance the quality of life; and helping communities to develop and implement strategies, which facilitate the coordination of Program funding with other federal, state, and local community development resources.

The NY Rising Small Business Recovery Program and the other activities outlined in the Action Plan and subsequent amendments, are based on the foundation of six key principles:

Building back better and smarter – As New Yorkers work to repair the grave damage wrought by Hurricane Sandy, the State will use the opportunity to ensure that damaged buildings are not simply restored to their pre-storm condition or replaced with the same kind of structures, but will instead invest in additional mitigation measures to prevent similar damage from occurring in the future.

State-led, community-driven recovery – The State is collaborating closely with local governments and other organizations to ensure a coordinated and holistic response, while looking to individual communities to develop forward-looking local recovery plans that meet their specific needs.

Recovery from Irene and Lee – The recovery efforts will also extend to those communities still recovering from Hurricane Irene and Tropical Storm Lee.

Leveraging private dollars – The State will undertake programs that will help unlock capital markets and increase the amount of low-interest financing of key projects by reducing the risk for private sector lenders.

Spending accountability and transparency – To make certain that funds are spent appropriately and responsibly, the State will put rigorous spending accountability systems in place and employ

an independent auditing firm.

Urgency in action – The recovery is a long-term endeavor, but people need help today, so the projects and programs have been shaped to achieve the fastest delivery and best support possible.

Outreach and Citizen Participation Plan

A variety of outreach activities will be conducted for all potentially eligible Business Owners, with an emphasis placed on conducting outreach to the following priority groups:

- LMI Business Owners
- Businesses that provide economic opportunities to LMI persons
- Businesses that have not re-opened due to damage or impact from the storm
- Coastal Fishing Industry Businesses
- Seasonal Businesses

Outreach efforts will be guided by the State and accomplished through a variety of resources and activities listed below.

Online: Promotion of recovery resources, including program summaries, fact sheets, brochures, Frequently Asked Questions (FAQs), Action Plan and information on the eighteen Small Business Development Center (SBDC) locations and hours at <http://www.stormrecovery.ny.gov/>.

In Person: Door-to-door communication by Program staff and partner organizations, availability of trained Business Advisors to assist potentially eligible Business Owners with the completion and submission of an application.

By Phone:

- Outbound phone calls to potentially eligible Business Owners, including those who have registered with the State to express an interest in receiving assistance, as well as to those known to have registered for disaster aid with the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA), and other sources.
- GOSR has provided access to a State-supported NY Rising Recovery hotline, **1-855-NYS-SANDY**, which provides trained representatives who can answer questions about the programs, guide potentially eligible Business Owners through the application process, and provide updates on the status of applications.

By Television: Paid television advertising campaigns to promote the availability of recovery resources.

Through Partner Organizations: Partnership and coordination, both formally through sub-recipient arrangements and other more informal arrangements, with not-for-profit community-based organizations involved in disaster recovery efforts in the impacted regions.

Through Events: Coordinated engagement and participation by Program staff and partner organizations at community forums, town halls, Chamber of Commerce, Business Associations

meetings and other locally-supported community-based events.

The State and its Agents maintains a database of all individuals contacted through coordinated outreach efforts. This information is used to populate a geographic information system map to better illustrate the location of interested and potentially eligible applicants and ensure the State undertakes the most effective and aggressive outreach effort to reach those most impacted by these disasters.

The State created professional signage, documentation, advertisements and other such material to support and enhance the operation of the Program. Outreach leverages alternative language delivery, including, but not limited to, Spanish, Russian, and Chinese.

Persons with disabilities, those with limited English proficiency or others who may need Program documents presented in a different format are encouraged to contact the NY Rising Recovery hotline at 1-855-NYS-SANDY for assistance with obtaining information in an accessible format.

The State will utilize any and all currently available web-based and other electronic resources, including social networking media, to promote the Program and provide timely dissemination of information and notifications to affected small businesses.

Program-related materials, such as fact sheets, flyers, etc., are readily available for download at <http://www.stormrecovery.ny.gov/>, and also are distributed by the State and its Program partners to public officials, municipalities, relevant non-profit organizations, and others as necessary or upon request.

Direct mailings, calls and emails are used to notify Business Owners of their application status, appointment notifications, missing information, grant/loan closing, information regarding the disbursement process and timelines, and other program-related information as necessary.

Citizen Participation Plan

The New York Citizen Participation Plan provides New York citizens with an opportunity to participate in the planning, implementation, and assessment of the State's CDBG-DR Sandy, Irene, and Lee recovery program(s). The Plan sets forth policies and procedures for citizen participation, in accordance to federal regulations, which are designed to maximize the opportunity for citizen involvement in the community development process. The State attempts to provide all citizens with the opportunity to participate, with emphasis on LMI individuals, individuals with limited English proficiency, individuals requiring special accommodations due to disabilities, and individuals in CDBG-DR targeted communities.

The State Citizen Participation Plan ensures there is reasonable and timely access for public notice, appraisal, examination, and comment on the activities GOSR proposes for the use of CDBG-DR grant funds. In following HUD's guidance in the November 2013 Federal Register, substantial Action Plan Amendments will now include a thirty-day (30) public comment process with at least one (1) public hearing. The Action Plan and any Substantial Amendments are

prominently posted on the Governor's Office of Storm Recovery (GOSR) official website. The State also has and will continue to coordinate outreach meetings with state entities, local governments, non-profits, private sector and involved associations. The State uses means such as press releases, posting notices on the New York State Governor's website and/or GOSR's website to maximize access of program information to the impacted citizens and businesses.

The New York Citizen Participation Plan for CDBG-DR Sandy, Irene, and Lee Recovery is located in Exhibit 2 of this Policy Manual.

1.0 NY Rising Small Business Recovery Programs

NYS has created two types of assistance under the NY Rising Small Business Recovery Program; small business grants and small business loans. Both types of assistance can be used for the repair or replacement of needed equipment, replace lost inventory, renovate facilities that were damaged/destroyed, mitigating damaged properties for future resilience. Working capital requests are limited to grant assistance only.

1.1 Types of Assistance

A Business Owner may apply to receive both grant and loan assistance. All assistance is limited to activities that are a direct result of Superstorm Sandy, Hurricane Irene or Tropical Storm Lee. The Program also offers mentorship assistance to small business owners located in eligible disaster counties through the Business Mentor Program, which is implemented by Empire State Development. Additional information on this program can be found at <http://businessmentor.ny.gov/>.

1.1.1 Grants

The Program offers several grant assistance options to eligible Business Owners. Each grant assistance option has varying eligibility requirements that Business Owners must meet in order to receive an Award within that option. Business Owners may qualify for more than one grant assistance option. Awards from the varying grant assistance options are cumulative up to either the total amount of eligible, unmet needs or the established Maximum Grant Benefit, with the exception of the Coastal Fishing and Seasonal business grants, as a business may only qualify for a Coastal OR a Seasonal business grant.

1.1.1.1 Preliminary Award Initiative

All Business Owners that applied to the program before May 1, 2014 have the opportunity to apply for a preliminary Award payment of \$10,000 to assist with immediate non-construction related business needs while a full Program application is completed. Business Owners that receive funds under the Preliminary Award Initiative have until December 1, 2014 to complete a full Program application. The State will notify Business Owners of the deadline to remind the Preliminary Award recipients of the requirement to complete a full Program application. Should a business fail to meet the deadline, the business will be placed in the recapture process as described in Exhibit 1 of this Policy Manual. Total Program assistance available to each Business Owner will be calculated net of any preliminary Award payment received.

1.1.1.2 Small Business Grants

All eligible Business Owners may receive a grant of up to \$50,000 to cover eligible, unmet needs to enable an affected business to repair or replace damaged property, assets and inventory, provide working capital and/or mitigate damages.

1.1.1.3 Coastal Fishing Industry Grants

Commercial and recreational fishing businesses may be eligible for an additional \$50,000 to cover eligible unmet needs to enable the affected business to repair or replace damaged property, assets and inventory and/or provide the working capital necessary to help the business prepare for the upcoming fishing season. Businesses are not eligible for both the Coastal Fishing Industry Grants and the Seasonal Business Grants.

1.1.1.4 Seasonal Business Grants

Seasonal businesses may be eligible for an additional \$50,000 to cover remaining eligible, unmet needs to enable an affected business to repair or replace damaged property, assets and inventory and/or provide the working capital necessary to help the business prepare for the upcoming season. Businesses are not eligible for both the Coastal Fishing Industry Grants and the Seasonal Business Grants.

1.1.1.5 Economic Hardship Grants

Grants of up to an additional \$50,000, may be available for applicants with remaining unmet need and facing severe economic hardship, defined as the risk of business closure or significant employment loss.

Applicants must meet one of the following criteria in order to be eligible for Economic Hardship assistance:

- Experienced significant employment loss as documented by comparing the NYS-45 employment report from comparable quarters of consecutive years (e.g. Q3 2013 and Q3 2012);
- Documented public or employee correspondence regarding impending employment reductions;
- Decrease in business revenues of 30% or greater as documented by comparing the 12 month period prior to the storm to the 12 month period after the storm. (e.g. September 2011-September 2012 compared against October 2012 – October 2013 for Hurricane Sandy applicants); or
- If the business has not yet reopened since the storm.

Significant employment loss is defined as:

- For businesses with 30 employees or less:
 - Loss of 2 employees for LMI Business Owners **or** businesses which have a majority of LMI employees
 - Loss of 3 employees for all other businesses
- For businesses with 31-100 employees:
 - Loss of 7 percent of the total employment for LMI Business Owners **or** businesses which have a majority of LMI employees
 - Loss of 10 percent of all employees for all other businesses

The Underwriting Agent and/or the State will review and verify information provided by Business Advisors in order to make a determination for economic hardship assistance eligibility.

1.1.1.6 Mitigation Grants

In conjunction with repairs to an eligible, impacted business, mitigation grants of up to an additional \$100,000 may be provided to cover expenses such as elevating key equipment, installing permanently affixed back-up generators (if applicable), flood-proofing or elevating businesses to help prevent damage in future disasters. The need for such mitigation must be directly tied to damage from the Storms. Mitigation grants may be used for required and optional mitigation activities as outlined in Section 3.4.3.

1.1.2 Small Business Loans

Additional information on loans available through the NY Rising Small Business Recovery Program will be provided in separate guidelines and policies.

1.1.3 Assistance Activities

Assistance can be utilized to fund a variety of eligible activities. Examples of activities include the repair or replacement of needed equipment, replacement of lost inventory, renovation of facilities that were damaged/destroyed, mitigating damaged properties for future resilience and/or providing working capital.

1.1.4 Mentorship Assistance

Through Business Mentor NY, small businesses may receive free mentorship assistance. Through this program, businesses are matched, depending on their specific needs, with volunteer business mentors who are well-positioned to provide mentorship assistance to address small business technical assistance needs. Through Business Mentor NY, businesses may get answers to simple questions or engage in longer-term relationships.

The network of mentors include lawyers, accountants, business consultants, successful entrepreneurs and experts in the field of finance and cash flow management, retail, communications and information technology (IT), human resources and staffing, public relations, and sales and marketing.

Business Mentor NY is available to businesses that employ 100 employees or less and are located in counties that were subject to a federal disaster declaration as a result of Hurricane Sandy, Hurricane Irene or Tropical Storm Lee.

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2.0 NY Rising Small Business Recovery Program Process

Step 1: Apply for NY Rising Small Business Recovery Program at local Small Business Development Center (SBDC) and work with SBDC Business Advisor to determine eligibility

Step 2: Provide necessary documentation for completed application

Step 3: Governor's Office of Storm Recovery performs environmental review of business and proposed grant activities

Step 4: Governor's Office of Storm Recovery issues award letter and the SBDC Business Advisor schedules the grant agreement closing with the business

Step 5: Receive payment for eligible expenses

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3.0 Policies for the NY Rising Small Business Recovery Program

3.1 Application Submission

All Business Owners will be required to complete the N Y Rising Small Business Recovery Program Application and submit supporting documentation.

Business Owners may submit applications by following the steps below:

1. Identify your nearest Small Business Development Center (SBDC):
<http://stormrecovery.ny.gov/business-centers>
2. Call an SBDC to schedule an appointment to have an initial phone consultation with an SBDC Business Advisor.

SBDC Business Advisors serve as the main point of contact for Business Owners throughout the application process.

During the initial phone consultation, a Business Advisor will provide an overview of the Program, review basic eligibility guidelines, discuss documentation required to apply and answer any questions in preparation of submitting an application. Upon conclusion of the initial phone consultation, if a Business Owner decides to submit an application, the Business Advisor will schedule an in-person initial meeting to collect required documentation and begin the application process.

Only one application will be considered per eligible entity. Please note a single entity is determined by any operations classified under a Federal Employer Identification Number (EIN).

For businesses with multiple storm-affected locations under one EIN, the applicant must submit a single application to cover all affected business locations. Regardless of the number of business locations under one EIN, the maximum funding amounts remain the same, and the entity is recognized as one eligible applicant.

Two or more eligible businesses owned by the same individual or group of individuals shall be permitted to submit one application per business provided each business has its own EIN. The maximum funding amounts for separate business entities owned by the same individual or group of individuals are dictated by the application funding limits.

An application must include all required documentation to be considered complete. At a minimum, Business Owners will need to provide the following documents at the initial meeting with the Business Advisor.

Mandatory Documents for All Applicants:

Owner Identification (For each Business Owner with 20% or greater ownership share)

- Any ONE of:
 - (a) US Passport **or**
 - (b) New York State Enhanced Driver's License **or**
 - (c) Driver's License or State Identification Card and a Birth Certificate **or**
 - (d) Other Documentation of Legal Residence
- IRS W-9
- SBA Statement of Personal History (SBA Form 912)
- Non-profits only*: List of all non-profit board members and individuals with signing authority

Business Identification

- Any One of:
 - (a) Certificate of Incorporation **or**
 - (b) Articles of Organization **or**
 - (c) Partnership Agreement **or**
 - (d) Proof of Not-for-Profit Status **or**
 - (e) Certificate of Doing Business As (DBA) **or**
 - (f) Federal Personal Tax Return – Schedule C (Sole Proprietors only)
- Voided check for business bank account

Lease/Utilities/Insurance

- Any ONE of:
 - (a) Executed Lease **or**
 - (b) Deed for business premises
- Proof of paid mortgage **and** property taxes at time of storm*
- Utility bills (gas, electric, water) at the time of the storm*
- Any ONE of:
 - (a) Proof of insurance on all impacted locations (including flood insurance if applicable) **or**
 - (b) Proof of no insurance

**If requesting working capital assistance, please provide documentation for the three consecutive months prior to the storm.*

Proof of Damage (Provide all that apply, at least ONE is required)

- Official comprehensive proof of loss statement/reports:
 - a. SBA DCMS Loss Verification Report
 - b. FEMA Loss Report
 - c. Insurance Claim Loss Reports
- Local record of storm impact **with a** Business Advisor site visit and write-up:
 - a. Proof of Storm Impact –(Any ONE of the following)
 - i. Business Address look up on Surge Map (Available for Superstorm Sandy and Hurricane Irene applicants only)
 - ii. Letter from Village/Township

- iii. Letter from Long Island Power Authority (only for businesses located outside of the surge zones that experienced losses due to power outages)
- iv. Letter from Village/Township Department of Transportation (only for businesses located outside of the surge zones that experienced losses due to road closures)
- v. DEC Letter (Commercial Fishing Businesses only)
- vi. Pictures of storm damage
- b. Business Advisor Site Visit and Write Up
- Pre-storm Proof of Ownership
 - a. Pre-storm invoices or receipts
 - b. Pre-storm pictures
 - c. Tax Return Depreciation schedules

Articulation of Need

- Proof of Costs Already Spent (including but not limited to):
 - (a) Receipts
 - (b) Vendor purchase agreements
 - (c) Cancelled checks for paid invoices
 - (d) Purchase orders
- Proof of Costs Not Already Spent (including but not limited to):
 - (a) Third party cost estimates
 - (b) Other independent evidence of projected costs

Business Viability

- Any ONE of:
 - (a) Proof that business is open **or**
 - (b) Actively trying to re-open **with** a Business Plan (Determination made by the Business Advisors)

Business Tax/Credit Forms

- Any ONE of:
 - (a) Complete business tax filings from 2010, 2011, and 2012 or as long as the business has been operating, whichever is shorter
 - (b) Signed IRS Form 4506-T for business tax returns
- Two NYS-45s (One for quarter prior to storm and one for the most recent quarter)

Other Assistance

- Documentation of all other assistance received or applied for, public or private, including current status (approved, denied, pending, and declined)

Additional Mandatory Documents for Special Businesses:

Coastal Fishing Businesses (if applicable):

- License /permit or affidavit from New York State Department of Environmental Conservation (NYSDEC) from 2011, 2012 showing business involvement in commercial or recreational fishing

Seasonal Businesses (if applicable):

- Monthly revenue statements from previous year (used to determine that a minimum of 70

percent of income is earned within a 6 month timeframe)

Additional Mandatory Documents for Loan Assistance:

Personal tax/credit forms

- Signed IRS Form 4506-T for personal tax returns for all Business Owners
- SBA Personal financial statement (SBA Form 413) for all Business Owners

Mandatory Documents for Preliminary Award Initiative (As of May 1st, 2014, the Preliminary Award program stopped accepting applications):

Business Owners who apply for the Preliminary Award Initiative, are required to complete a full application by December 1, 2014.

Owner Identification

- Any ONE of:
 - (a) US Passport **or**
 - (b) New York State Driver's License **or**
 - (c) New York State Identification Card **or**
 - (d) Other Documentation of Legal Residence
- IRS W-9 for all Business Owners

Business Identification

- Voided check for business bank account
- Completed ACH form (available online at <http://www.stormrecovery.ny.gov/>)

Program Forms

- Signed Grant Agreement **with** Certification of Business Eligibility (available online at <http://www.stormrecovery.ny.gov/>)

3.1.1 Initial Meeting

The initial meeting with the Business Owner will take place at a designated SBDC. If an in-person meeting is not possible, the Program will provide reasonable accommodations to meet the Business Owner's special needs.

During the initial meeting, the Business Owner's assigned Business Advisor will provide a thorough program overview which includes outlining types of assistance available, program phases, eligibility requirements, eligible activities; review the Business Owner's application; collect documentation; review and execute required Program forms (consent, affidavit and disclosure documents); explain next steps in the application process and answer any questions that the Business Owner may have.

3.1.2 Threshold Eligibility Determination

All applications will undergo a threshold eligibility review to determine Business Owner eligibility for the different types of assistance offered by the Program. Business Advisors will also conduct a thorough completeness review and initial business viability review. Business Owners with ineligible applications will be notified in writing and given the opportunity to seek clarification this determination. See Exhibit 1 for more information on the clarification and appeals process.

3.1.3 Completeness Review

A Business Advisor will review and organize the application and documents submitted by the Business Owner. The Business Advisor will determine if all required information and documents have been submitted and identify any additional information and documents needed. If the application is deemed eligible for further processing, the Business Owner will be contacted by phone or email to discuss next steps in the process.

3.1.4 Missing Documentation Notification

Business Owners will be given the opportunity to submit missing and deficient information in order to continue processing their application. Business Advisors will make reasonable efforts to promptly contact Business Owners who have submitted incomplete applications or are unresponsive for more than 14 days. Additionally, a letter will be sent to the Business Owner identifying any outstanding required documentation.

3.2 Prioritization

Federal regulations require that 50 percent of CDBG-DR funding is expended for LMI households. As a result, the program established the following priority groups. There are no additional priorities/weights within the following groups nor will a Business Owner receive additional priority for meeting multiple criteria.

3.2.1 Priority Groups

- **Low- and Moderate-Income Business Owners**

An application will be considered part of the “Low- and Moderate-Income Business Owners” priority group if the Business Owner’s family income is 80% or less of Area Median Income as determined by HUD at the time of the application submittal, and the business qualifies as a microenterprise.

Area Median Income is defined by HUD and is found on the appropriate Fiscal Year Income Limits table. The 80% level is defined for each State and County and is based on the size of the household. Income Limits can be found here:

2013: http://www.huduser.org/portal/datasets/il/il13/index_il2013.html

2014: http://www.huduser.org/portal/datasets/il/il14/index_il2014.html

- **Businesses that provide economic opportunities to low- and moderate-income persons**

An application will be considered part of the “Businesses that provide Economic Opportunities to Low- and Moderate-Income Persons” priority group if 51% or more of the business’ retained employees are low- to moderate-income persons or if 51% or more of created positions are for low- to moderate-income persons.

- **Businesses that have not re-opened due to damage or impact from the storm**

An application will be considered part of the “Businesses Not Yet Re-opened” priority

group if the business was open and operating at the time of the storm, but has not yet reopened due to damage suffered as a result of the Storm(s).

- **Coastal Fishing Industry Businesses**

An application will be considered part of the “Coastal Fishing Industry Business” priority group if the business receives the majority of its income directly related to commercial culture, harvest, packing dealing, shipping and/or processing and/or recreational fishing.

- **Seasonal Businesses**

An application will be considered part of the “Seasonal Business” priority group if a minimum of 70 percent of the business’ annual income is earned during a six month period.

3.2.2 Priority Process

Applications will be prioritized at the commencement of the Program. Initial meeting slots will be opened to priority applicants before non-prioritized applicants. After this initial prioritization, the majority of the meeting slots will be reserved for priority group applicants until nearly all of the priority group applicants in the queue have been processed. The Program Administrator will monitor applicant progress throughout the entirety of the Program to be sure priority applicants are being processed in a timely manner.

All applications will be processed and a determination of eligibility will be made. However, the priority groups will assist the Program in ensuring that recovery funds will be distributed in accordance with the federal regulations.

3.3 Eligibility Determination

All small business program activities must adhere to the applicable criteria as set forth by the NY Rising Small Business Recovery Program and CDBG National Objectives. The Business Advisors will use the criteria in this section to determine if the applicant is eligible for assistance. The State will oversee eligibility determinations and make the final decisions on eligibility in instances where existing policies are not yet defined.

3.3.1 Summary of Eligibility Criteria

Business Criteria
<input type="checkbox"/> The business is located in an eligible county. (see section 3.3.2)
<input type="checkbox"/> The business was damaged during a qualifying storm event. (see section 3.3.3)
<input type="checkbox"/> The business matches one of the defined eligible types. (see section 3.3.4)
<input type="checkbox"/> The business exists as a business entity. (see section 3.3.5)
<input type="checkbox"/> The business meets one of the CDBG National Objectives. (see section 3.3.6)
Business Owner Criteria
<input type="checkbox"/> The applicant is at least a 20% Business Owner of the subject business. (see section 3.3.7)
<input type="checkbox"/> The applicant is a U.S. citizen or an eligible immigrant. (see section 3.3.8)
Eligible Activity Criteria
<input type="checkbox"/> The assistance needed is an eligible small business activity.

3.3.2 Business Located in Eligible County

The counties shown below are also eligible for assistance. New York City will administer CDBG-DR programs targeting the five counties directly. To be eligible for assistance, an applicant must have been operating and located in a county designated for FEMA Individual Assistance Program (IAP), including:

- Superstorm Sandy: Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, and Westchester
- Hurricane Irene: Albany, Clinton, Columbia, Delaware, Dutchess, Essex, Franklin, Greene, Hamilton, Herkimer, Montgomery, Nassau, Orange, Otsego Putnam, Rensselaer, Rockland, Saratoga, Schenectady, Schoharie, Suffolk, Sullivan, Ulster, Warren, Washington, and Westchester
- Tropical Storm Lee: Broome, Chemung, Chenango, Delaware, Fulton, Herkimer, Oneida, Orange, Otsego, Schenectady, Schoharie, Tioga, Tompkins and Ulster

3.3.3 Business Damaged from Qualifying Storm Event

All businesses must have been damaged as a direct result of Superstorm Sandy (10/29/12), Tropical Storm Lee (9/7/2011), and/or Hurricane Irene (8/28/2011) as documented through an official proof of loss statement or a local record of storm impact along with a Business Advisor site visit and write-up. Applicants that suffered physical property damage resulting from wind or water and/or asset losses caused by power outages or road closures as a result of the storm are eligible for assistance through the program. Applicants that experienced power outages and did not suffer any physical damage are also eligible to receive funding, though at reduced amounts. For additional information on applicants that experienced power outages alone, see Section 3.3.9.1 Working Capital.

3.3.4 Eligible Business

If a business is deemed to be a small business under the SBA or a non-profit organization, it may be eligible for assistance. Any business not classified as either a small business or a non-profit organization will not be eligible for assistance. The State has further limited assistance to businesses with 100 or fewer employees.

All Applicants must:

- Meet the U.S. Small Business Administration’s definition of a small business **or** be a non-profit organization
 - The SBA, defines a "small business" as:
 - Meeting SBA thresholds either in terms of the average number of employees over the past 12 months, or average annual receipts over the past three years based on a particular NAICS code for the industry in which it operates. More information can be found at <http://www.sba.gov/tools/size-standards-tool?ms=nid4060>
 - “Annual receipts” of a concern that has been in business for three or more completed fiscal years means the total receipts of the concern over its most

recently completed three fiscal years divided by three.

- “Receipts” is most easily calculated by taking the “total income” (or in the case of a sole proprietorship, “gross income”) and adding the “cost of goods sold” as these terms are defined and reported on Internal Revenue Service (IRS) tax return forms (such as Form 1120 for corporations).
 - You can find additional information on how to calculate annual receipts or total employees at sba.gov or in part 121 of title 13 of the CFR.
 - Is organized for profit
 - Has a place of business in the US
 - Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor
 - Is independently owned and operated
 - Is not dominant in its field on a national basis
- Please note: If a business previously filed under a particular NAICS code on their tax returns, insurance policy(s), or other official program(s) and propose to amend the self-certification of their NAICS code for reasons that are supportable per the SBA guidance regarding self-certification, then the business will need to demonstrate that they are applying the re-classification of their NAICS code in a consistent manner moving forward. This can be established through the provision of revised tax returns, insurance or other official documents with the amended NAICS code and/or future official documents may be provided at the time of the award closeout to demonstrate consistent use of the revised NAICS code. In such cases, business applicants will work in close consultation with their Business Advisors to determine whether the proposed reclassification is justified and supportable.
- Provide proof of authority to do business in New York State where required by law such as a Certificate of Incorporation, Articles of Organization, or Partnership Agreement and Certificate of Doing Business Under an Assumed Name and any required licenses.
- Operated in New York State as of the date of the storm;
- Have suffered eligible unmet needs as a direct result of Hurricane Sandy, Hurricane Irene or Tropical Storm Lee;
- Have eligible, unmet needs after accounting for all federal, state, local sources of disaster-related assistance, and/or flood insurance proceeds;
- Be currently operating, or, if not currently operating, demonstrate the business has a clear path to begin operations in the near future;
- Have submitted a complete application, with all required and requested attachments, as outlined herein; and

- Successfully complete a personal and business background check per the State's standards.
- Have average annual gross sales or gross receipts of at least \$25,000.*

*Businesses with annual gross sales or gross receipts of less than \$25,000 may be considered on a case by case basis as determined by the State.

- Business Owner must not be in foreclosure proceedings. Mortgage lien(s) can be placed on the property.
- Any municipal obligation that may be converted to a lien (property taxes, etc.) must be current prior to assistance and throughout the compliance period. If a Business Owner or business has delinquent municipal obligations of more than \$10,000, the Business Owner must be able to document that obligations have been made current or that they are currently on a payment plan.

All Applicants with property damage requesting construction / reconstruction assistance must meet the following additional minimum criteria:

- The assisted property should wholly commercial in character. Businesses that are home-based businesses may be rehabilitated only where it can be clearly shown that program funds are not used to assist the property for residential use.

Coastal Fishing Industry businesses must also meet the following additional criteria:

- Receives the majority of its income from business directly related to commercial culture, harvest, packing dealing, shipping and/or processing and/or recreational fishing;
- For commercial fishing, the business must have a valid and current permit or license issued by the NYSDEC for the taking, dealing or shipping, culture and/or sale of marine resources including fish, shellfish, crustacean, or other marine biota;
- For recreational fishing, must have a valid and current NYSDEC marine and coastal district party and charter boat permit and/or license for carrying fishing passengers for hire; or,
- For those businesses that are not subject to permit from NYSDEC, an affidavit attested to by the NYSDEC that their business is directly related to the commercial or recreational fishing industry such as a marina or bait & tackle shop.

Seasonal businesses must also meet the following additional criteria:

- Demonstrate that a minimum of 70 percent of the business' annual income is earned during a six month period (businesses below this mark will be considered on a case-by-case basis);
 - Examples of potentially eligible applicants include, but are not limited to: Drive-In Motion Picture Theatres, Historical Sites, Zoos and Botanical Gardens, Nature Parks, Amusement and Theme Parks, Amusement Arcades, Marinas (see definition in section 4.2), Hotels and Motels, Bed-and-Breakfast Inns, RV Parks

and Campgrounds, Restaurants, Scenic and Sightseeing Transportation, and Gift, Novelty and Souvenir Stores.

Not-For-Profit Organizations must meet the following additional criteria:

- Established under Section 501(c)(3) of the Internal Revenue Code, or potentially other not-for-profits as determined by the State.
- Not-For-Profits are evaluated for their eligibility based on their revenue-generating operations and activities.

Businesses in Liquid Fuel Chain Supply Industry may be required to meet the following additional criteria:

- Designated stations along critical evacuation routes must agree to adopt measures to mitigate impacts to the liquid fuel supply chain during future disasters. Risk mitigation measures include processes or methods to ensure that fueling stations along critical evacuation routes remain functional, or quickly restore functionality, during power outages. Examples of such mitigation measures include installation of wiring necessary to connect portable emergency generators or installation of a permanently affixed back-up power generator. More information regarding designated station, mitigation requirements and potential additional grant funding for these such mitigation efforts can be found at <http://stormrecovery.ny.gov/fuel-ny>

Ineligible Applicants:

The following are ineligible for assistance under the Program:

- Business Owners who lost ownership of their damaged property due to foreclosure, or are pending foreclosure for the damaged property are ineligible for assistance
- Properties located where federal assistance is not permitted are ineligible for assistance. Properties must be in compliance with Environmental Code 24 CFR Part 58
- Casinos or other gambling establishments
- Facilities not open to the general public that serve a predominantly higher income clientele
- Privately owned recreational facilities that are open and accessible to the public will require additional review on a case-by-case basis to establish eligibility and their employment benefit to persons of low to moderate income
- Private utilities.
- Professional sports teams.
- Yacht Clubs
- Homeowners Associations
- Tobacco retailers whose income from tobacco sales is 35% or more of gross, in-store, non-fuel sales.
- Entities engaged in operating or managing adult entertainment businesses (per the discretion of the State).
- Entities engaged or involved in religious activities.

- Portions of a structure used for both religious and secular uses (such as homeless shelter, food pantry, adult literacy center or child care center) or tools, equipment, etc. utilized solely for secular uses may be eligible
- Entities engaged in lobbying or political activities.
- Entities who have received federal assistance in the past and where required flood insurance has not been maintained.
- Businesses with gross revenues or gross receipts of less than \$25,000 which are not the Business Owner's primary source of income.
- Owners of property that is rented out for residential purposes*

*In certain circumstances, owners of vacation rental properties may be eligible if they qualify as a small business and the rental properties are not considered a Second Home. A Second Home is defined as: If during the tax year an owner uses the unit for personal purposes the greater of 14 days, or 10% of the total days rented to others at a fair rental price. If the property is never used by the owner for personal purposes and is rented year round, the property owner should apply to the NY Rising Rental Properties Program.

3.3.5 Existence as a Business Entity

The business must have existed and have been open and operational at the time of the storm or the business must have been preparing to open at the time of the storm and able to open as a result of assistance. If the business has closed since the storm, but can substantiate an intent and ability to re-open in the near future as a result of assistance, the business is an eligible applicant.

Depending on the businesses current status, the Program verifies that the business was open and operating through **one or more** of the methods listed below. All documentation must be in the business' name and for the damaged address.

3.3.5.1 Existence, Open and Operational

- 2010, 2011 and 2012 Federal Tax Returns.
- Proof of authority to do business in New York State where required by law such as a Certificate of Incorporation, Articles of Organization, or Partnership Agreement and Certificate of Doing Business under an Assumed Name and any required licenses.
- Proof of loss statement from SBA (DCMS Loss Verification Report), private insurance carrier, FEMA and/or public insurance adjuster. If one of these is unavailable, a letter from a municipal government official or local utility company (if power was lost) accompanied by an estimate of loss may be considered.
- Utility bill dated immediately prior to the time of the disaster.
- If the business is making material changes to overall strategy, they need a business plan. For loans, they must provide a business plan if they are making material changes to strategy or have negative cash flow.

3.3.5.2 Existence with an Anticipated Opening

If a business intended to open, but was hindered by the storm, may still be eligible for funding. The State requires that the business document that it was close to opening before the storm and suffered losses as a result of storm damage. Some or all of the following documents may be required in this circumstance:

- Federal Tax Return from the year of the storm.
- Proof of authority to do business in New York State where required by law such as a Certificate of Incorporation, Articles of Organization, or Partnership Agreement and Certificate of Doing Business under an Assumed Name and any required licenses.
- Business plan.
- Lease on facility/deed

Losses reported on tax return for the year of the storm the business was affected by.

3.3.5.3 Not-for-profit Business/Organizations

Not for profit businesses/organizations are also eligible for funding, but should expect to include additional paperwork:

- Ruling or determination letter recognizing IRS exempt status and certificate of incorporation for not-for profits.
- Proof of loss statement from SBA (DCMC Loss Verification Report), private insurance carrier, FEMA and/or public insurance adjuster. If one of these is unavailable, a letter from a municipal government official or local utility company (if power was lost) accompanied by an estimate of loss may be considered.
- Utility bill dated immediately prior to the time of the disaster.
- Lease on facility/mortgage.

3.3.6 Meeting a CDBG National Objective

All program activities must meet an applicable CDBG National Objective. All of the activities funded through the Program will be required to meet either LMI or Urgent Need National Objectives. Applications will first be evaluated to determine eligibility under the LMI National Objective requirements in accordance with HUD standards. If the applicant does not meet the definition of meeting the LMI National Objective, eligibility for assistance will be determined through meeting Urgent Need National Objective, wherever possible under the requirements of this National Objective. Business Owners under the LMI and Urgent Needs National Objectives must be able to document how funds responded to the disaster-related impact.

3.3.6.1 Low and Moderate Income Objective

- **Low and Moderate Income Objective**
 - *Low and Moderate Income Jobs*

Under the program, a business meets this National Objective of retaining jobs, when at least 51% of the retained jobs are made available to or held by low- and moderate-income persons.

 - Determining Low-and-Moderate Income Status of Jobs:

In order to meet this National Objective, the Program will document for each

person employed, the name of the business, type of job, and the annual wages or salary of the job. The Program will consider the person income-qualified if the annual wages or salary of the job is at or under the HUD-established income limit for a one-person family. This method replaces the standard CDBG requirement in which grantees must review the annual wages or salary of a job in comparison to the person's total household income and size (i.e., number of persons).

Under this National Objective, the State will report and maintain documentation on the number of businesses assisted; the retention of total jobs; the number of jobs within certain salary ranges; the average amount of assistance provided per job, by activity or program; the North American Industry Classification System (NAICS) code for each business assisted; and the types of jobs. As such, Applicants are required to provide such information to the State through the Business Demographics Form that will be provided by the Business Advisor to the applicant.

3.3.6.2 Urgent Need Objective

Under the CDBG-DR Federal Regulations, HUD has determined that an Urgent Need exists within the presidentially declared counties. An Urgent Need exists because existing conditions pose a serious and immediate threat to the health/welfare of a community, the existing conditions are recent or recently became urgent (within 18 months), and the Sub-grantee or State cannot finance the activities on its own because other funding sources are not available. To the extent allowed under federal regulation, all Business Owners which cannot meet the LMI National Objective will be placed into the Urgent Need category, wherever possible under the requirements of this National Objective.

Under this National Objective, the State will report and maintain documentation on the number of businesses assisted and the creation and retention of total jobs.

3.3.7 Owner of Subject Business

Business Owners with greater than 20% ownership will be eligible to apply for assistance, and the application must be on behalf all owners. Businesses to be assisted must be currently owned by at least one person who also held ownership prior to the storm and has retained at least 20% ownership in the business.

For businesses where no owner has greater than 20% ownership, the business may be eligible if they can provide one of the following:

- Written approval from all other owners to apply for assistance. The approval must also contain the projected use of any funds received.
- Written approval from the business' Board of Directors (if applicable) to apply for assistance. The approval must also contain the projected use of any funds received.

New business entities formed after the storm from a single entity that was affected by the storm may only be eligible under legitimate circumstances on a case-by-case basis such as entities divided due to divorce or dissolution of a partnership.

Verification will include validation of information through 2010, 2011, and 2012 Federal Tax Returns, including confirmation of ownership structure and any associated changes.

3.3.7.1 Business Owners with Criminal Convictions or Charges

All Business Owners with criminal convictions or charges must disclose this information on their SBA Personal History Form (SBA Form 912).

Business Owners that do not disclose criminal charges or convictions, have repeat offenses, are currently serving sentences, are currently on probation or parole, or are currently charged with committing a crime are not eligible for assistance.

Business Owners with criminal convictions may be eligible for assistance if they meet the following requirements:

- The charge(s) occurred greater than 10 years from the date of application for assistance
- The applicant provides documentation of sentence(s) served to their Business Advisor

3.3.7.2 Deceased Business Owners

If the owner of the damaged business passed away *after* the storm that damaged the business, the deceased Business Owner has to meet all eligibility requirements. Income determination will be based on the new Business Owner. The new Business Owner must agree to own and operate the business after the project is completed for the full compliance period of the grant and/or loan.

If the Business Owner of the damaged business or property passed away *before* the storm, the new Business Owner has to meet all eligibility requirements and will be processed for assistance in the same manner as all other Business Owners. The new Business Owner can attend the appointment, complete paper work, make decisions and must agree to own and operate the business after the project is completed for the full compliance period of the grant and/or loan.

3.3.8 Citizenship and Eligible Immigrants

The Business Owner must be a United States citizen or an eligible immigrant as verified by a signed certification and one of the following:

- U.S. Citizen
 - A valid U.S. Passport, or
 - An enhanced driver's license, or
 - Government issued identification and birth certificate, or
 - Certificate of Naturalization
- Eligible Immigrant
 - Will be verified through the US Department of Homeland Security's SAVE Program, an online verification system to validate that Business Owner is an immigrant eligible for federal benefits.

3.3.9 Eligible Small Business Assistance Activities

Program funds will cover the following items (list subject to change).

- Repair/replacement of damage to real property, including, but not limited to:
 - Roof repair / replacement
 - Window / door repair / replacement
 - Siding repair / replacement
 - Flooring repair / replacement
 - Drywall / finishing to pre-event condition
 - Insulation
 - Bathroom repair / rehabilitation
 - Foundation repairs
 - Kitchen cabinet replacement
 - Well / septic replacement or connection to municipal system
 - Electrical system repair / replacement
 - Dock and boat slip repairs / reconstruction
 - Bulkhead repairs / reconstruction
- Working Capital (as defined by the Program)
- Environmental health hazard mitigation costs related to the repair or rehabilitation of disaster-impacted property (i.e., lead based paint abatement, asbestos removal, mold remediation, or other health hazards) including testing and clearance requirements.
- Accessibility modifications, including those that are completed on the property if the property was not accessible prior to the Storms
- Repair, replacement, or reimbursement for the following items damaged/lost as a direct result of the Storms:
 - Machinery
 - Equipment
 - Furniture
 - Fixtures
 - Supplies
 - Inventory

All construction or construction-related requests for reimbursement are eligible only if they were **incurred before October 29th, 2013 (one year anniversary of Hurricane Sandy) or before the date on which the person or entity applies for CDBG-DR assistance, whichever is earlier.**

Storm	Disaster Event	One Year Anniversary
Superstorm Sandy, Hurricane Irene and Tropical Storm Lee	October 29, 2012	October 29, 2013

If a business has future repairs, those repairs or activities are eligible for reimbursement, provided they comply with all CDBG-DR requirements. If a business has submitted an application to the Small Business Program, they may not incur costs or commence new work. If

they have already started work, they must cease work until they have received environmental clearance or else they may not be eligible to receive CDBG-DR funds for their project. The project will also be subject to Davis Bacon and related labor compliance acts for any construction costs incurred after they have applied to the program.

Please note that the Proof of Loss Statement will be used to determine the eligible items for repair, replacement, or reimbursement under this Program. Any requests for deviation in items or amounts from the Proof of Loss Statement must be accompanied with detailed summary of the request, justification for the why the request is being made, and 3rd party documentation noting estimated cost and/or scope of work. All requests for deviation must be approved by a Business Advisor and/or the State.

3.3.9.1 Working Capital

Effective January 2014, working capital for this program is defined as eligible rent/mortgage costs, property taxes, employee salaries, and utility costs (gas, electric and water). Working capital may be provided for an eligible applicant in combination with funds for the eligible, unmet needs or as the only source of assistance as determined and approved by the State. The maximum amount of working capital assistance available is determined by the level of damage incurred by the business as described below:

- Applicants that suffered physical property damage resulting from (wind or water) storm damage may receive assistance of 6 months of eligible expenses, up to a maximum of \$50,000.
- Applicants that incurred indirect damage caused by documented power outages, road closures or inability to conduct business due to storm related damages (loss of potable water, threat to health/safety, etc.) for greater than or equal to 120 hours (5 days) may receive assistance of 6 months of eligible expenses, up to a maximum of \$25,000.
- Applicants that incurred indirect damage caused by documented power outages or road closures or inability to conduct business due to storm related damages (loss of potable water, threat to health/safety, etc.) for greater than 48 hours, but less than 120 hours (5 days) may receive assistance of 6 months of eligible expenses, up to a maximum of \$10,000.
- Applicants that incurred indirect damage caused by documented power outages or road closures or inability to conduct business due to storm related damages (loss of potable water, employee inability to work, threat to health/safety, etc.) for less than 48 hours are not eligible for working capital assistance, but may request assistance for physical property losses (such as refrigerated inventory losses).

The power outage for the area in which the business is located needs to be verified through the business' utility provider along with certification by the Business Owner to substantiate eligibility. Road closures or inability to conduct business need to be verified through documentation from a local government(s) along with certification by the Business Owner to substantiate eligibility.

All applicants applying for working capital assistance must provide documentation of the following costs (in addition to mandatory application documents) for the 3 consecutive months* prior to the storm:

- Rent/Mortgage as evidenced by an executed Lease/Mortgage or proof of payment
- Property taxes (if not included in the escrow payment of a mortgage payment) as evidenced by the assessor's bill that includes the taxes from the 6 months following the qualifying Storm date; if the local assessor waived the property taxes for any time following the qualifying Storm event, then property taxes will not be included in the working capital calculation
- Employee wages as evidenced by the 3rd Quarter NYS-45 (NYS Employee Wage Reporting Form)
- Electricity, Water and Gas Utilities as evidence by Utility Service Provider Bills

**All expenses submitted must be for the same consecutive 3 month period.*

The following additional working capital assistance policies apply for certain business types:

- Business Owner Income/Wages/Draws: Business Owner Income/Wages/Draws are **not** an eligible working capital expense
- Home-based Businesses: Home-based businesses are eligible for the percentage of the home's mortgage and utility expenses as noted on the business' most recent tax return, subject to all duplication of benefit reviews.
- Seasonal Businesses: Seasonal businesses should provide working capital documentation for the most recent 3 consecutive months (prior to the storm) within business' 6 month revenue generation season
- Coastal Fishing Businesses: Boat and/or slip rental/mortgage and fuel expenses are eligible working capital expenses for costal fishing businesses.
- Other unconventional business applicants may be evaluated for working capital needs falling outside these categories on a case-by-case basis.

More information on working capital assistance can be found in Section 3.9.

3.3.9.2 Reimbursements

Business Owners who sustained damage to their business as a result of an eligible storm and have made repairs or replaced equipment, materials or fixtures, may be eligible for assistance from the State in the form of reimbursement payments. Reimbursement payments may be provided in whole or in part for out-of-pocket funds spent by Business Owners on eligible, uncompensated activities. Business Owners may seek reimbursement alone, or in combination with an additional Award to cover any repairs that still need to be completed in order to restore their business to pre-storm conditions.

To be eligible for reimbursement payments, itemized receipts or an invoice with proof of payment (receipts, cancelled checks or credit/debit card statements showing charges), must be

provided for all activities requesting reimbursement. In select cases, items with alternative documentation may be eligible for reimbursement at the sole discretion of Program staff.

For Business Owners requesting reimbursement for asset or property damage the property must:

- Be located outside the floodway and a Coastal Barrier Resources System **or** be covered by flood insurance prior to receiving assistance (the property is not required to have been covered by flood insurance at the time of the disaster).
 - The floodway is defined by FEMA as the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. The floodway is located within a floodplain and is determined using the advisory base flood elevations.
 - To determine whether your business is located in a Coastal Barrier Resources System, see <http://www.fws.gov/cbra/Maps/index.html>
- A site inspection is required to verify the work has been completed and complies with Program requirements

3.3.9.3 Ineligible Activities

Program funds will **NOT** cover the following items (list subject to change).

- Costs associated with refinancing of existing debt (except for outstanding credit card balances for eligible activities)
- General government expenses
- Political activities
- Replacement of lost business revenue
- Tax arrearages
- Purchase of construction equipment and tools purchased specifically for clean-up activities (rental fees for equipment and tools used for clean-up are eligible)
- Losses related to a residential purpose regardless of the ownership structure
- Any assistance to a business that does not meet a CDBG National Objective

Applicants that suffered revenue losses without physical damage are not eligible for grant or loan consideration, but may receive Business Mentor NY or SBDC assistance to identify business improvement opportunities, re-capture/expand markets or develop a revised business model.

3.4 Types of Activities

Applicants will work with a Business Advisor to select the activities for which they seek grant assistance. While every dollar of grant assistance requires an environmental review, different activities require more or less extensive levels of environmental review. Below is a summary of general distinctions of eligible activities between a relatively less extensive environmental review and a relatively longer and more extensive period of review.

3.4.1 Eligible Activities: Categorically Excluded, Not Subject to Part 58

Activities requiring a less extensive environmental review include:

- Working capital (rent/mortgage, property taxes, utilities and employee wages)
- Repair, replacement, or reimbursement of machinery, equipment, inventory **not** dependent on construction, reconstruction, ground disturbance or structural modifications
- *Please note: if business is located in a flood plain and receives CDBG-DR assistance for mortgage payments, equipment, machinery, fixtures and/or other acquisitions, the business will be required to obtain and maintain flood insurance, as prescribed by FEMA National Flood Insurance Policy

3.4.2 Eligible Activities: Categorically Excluded, Subject to Part 58 and/or Environmental Assessment

Activities requiring a more extensive and time consuming environmental review can include:

- Any construction / reconstruction activities
- Activities requiring or dependent upon construction / reconstruction, if the applicant is requesting assistance for construction / reconstruction activities
- Mitigation activities
- *Please note: if business is located in a flood plain and receives CDBG-DR assistance for these activities, the business will be required to obtain and maintain flood insurance, as prescribed by FEMA National Flood Insurance Policy

3.4.3 Mitigation Activities

Depending on the level of damage incurred and geographic location, some businesses may be required to implement certain mitigation efforts. All businesses, regardless of the level of damage incurred or geographic location, may implement optional mitigation efforts. Additional program grant assistance for mitigation activities is limited to \$100,000.

3.4.3.1 Required Mitigation Activities

Businesses located in the floodplain that are conducting new construction of their entire building or repairing a building that was determined to be Substantially Damaged are required to implement certain mitigation efforts. Substantial Damage occurs when a property sustained damages equal to or exceeding 50 percent of its pre-storm Fair Market Value (FMV), as determined by a local authorized official (e.g., a code officer).

Business Owners can identify if their business is Substantially Damaged through any of the following methods:

- Receipt of a substantial damage letter by a Flood Plain Administrator, or
- Inclusion of the business in FEMA and/or the municipality data set indicating the business was substantially damaged, or
- A total damage amount (the sum of the AA (“allowable Activities”, ECR (“Estimated Cost of Repair”, Architecture and Engineering estimates excluding bulkheads and elevation work) equal to or exceeding 50% of the pre-storm FMV*

*Pre-storm FMV can be documented through a pre-storm appraisal, purchase contract, tax

assessment or other documentation as approved by the State.

If a business is required to complete mitigation activities, specifications for such efforts are determined by either the municipality or federal government, whichever is more stringent. Business Owners are advised to work with design professionals and their local building department to ensure compliance with all required mitigation efforts.

Federal minimum requirements as outlined in Vol. 78, No. 76 / Friday, April 19, 2013 Notice as:

- Elevate (or may, for certain non-residential structures, floodproof) the lowest floor of new construction and substantially improved structures to one foot higher than the latest Federal Emergency Management Agency (FEMA) issued base flood elevation.

All Businesses not conducting any of the Critical Actions listed below may floodproof non-residential structures as an alternative to elevation. The structure must be floodproofed to base flood elevation plus one foot or municipal requirements, whichever is more stringent. Floodproofing requires structures to be water tight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic loads, hydrodynamic loads, and the effects of buoyancy or higher standards required by the FEMA National Flood Insurance Program as well as state and locally adopted codes.

Businesses conducting the following Critical Actions are required to elevate (floodproofing is not a suitable alternative), as even a slight chance of flooding would be too great and likely result in loss of life, injury to persons, or damage to property:

- Produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials
- Provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events (e.g. data storage centers, generating plants, emergency operations centers including fire and police stations)
- Likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events (e.g. hospitals, nursing homes, convalescent homes, intermediate care facilities and retirement service centers)

3.4.3.2 Optional Mitigation Activities

All Business Owners eligible for program funding are also eligible to receive assistance for optional mitigation activities to help prevent future damage. Opportunities for mitigation should be considered for all requested repair, rehabilitation or reconstruction activities. Using risk-based criteria guidelines developed by the New York Department of State, the following activities may be eligible for the mitigation grant:

- Elevation of electrical systems and components
- Securing fuel tanks
- Use of flood resistant building materials below base flood elevation
- Installation of flood vents

- Installation of backflow valves
- Installation of Roof Strapping

Ineligible measures include but are not limited to:

- Sandbags or other temporary barriers
- Generators or similar backup power systems (except for businesses conducting Critical Actions)

3.4.4 Flood Insurance

A CDBG-DR assisted business must obtain and maintain flood insurance in the amount of the value of the items procured with federal funds, as prescribed by FEMA's National Flood Insurance Program. Business Advisors will provide additional guidance to applicants, but funded activities requiring the assisted businesses to obtain and maintain flood insurance include, but are not limited to:

- Mortgage Assistance as part of Working Capital
- Equipment, machinery and fixture purchases/repairs
- New construction/Reconstruction/Repairs
- Furniture

3.5 Inspections

All Business Owners requesting assistance for construction related activities are required to have initial and final property inspections in order to verify damage received and confirm activities that receive funding have been completed. Business Owners requesting assistance for non-construction activities only are not subject to initial inspections, but are subject to a final inspection to verify all activities for which assistance was requested was completed. For larger construction projects, businesses may be subject to additional inspections in order to verify work is progressing according to program guidelines.

3.5.1 Initial Inspection

The initial property inspection establishes an assessment of value for property damage incurred by business. The assessment of value serves as the basis towards receiving funding for rehabilitation, reconstruction or replacement. Every project which includes property damages will have a work write-up performed on the initial inspection. The work write-up will document that the business was damaged from one of the Storms, provide information regarding damage received and provide a resulting assessment of value of future work or work that has already been completed (if applicable).

Only repairs for damage that are reasonably necessary for the operations of the business will be included in the inspection and resulting assessment of value. If the business sustained significant damage, the assessment of value will be the lesser of the estimate to rehabilitate (repair) or reconstruct (rebuild). Estimates for mitigation repairs will not be included in the initial inspection. The inspection will also complete an Environmental Considerations Questionnaire when on site to identify any potential environmental hazards. Please note the Environmental

Considerations Questionnaire is different from the environmental review discussed in Section 3.7.

The assessment of value for repair will be based upon returning the business to its pre-storm standards. All physical and personal property is excluded from the initial inspection:

- Examples of excluded items are:
 - Machinery (e.g., car lifts)
 - Equipment (e.g., canning equipment, sorting tables, engines)
 - Furniture
 - Fixtures
 - Supplies
 - Inventory
 - Appliances

3.5.1.1 Home-based Businesses

- Home-based businesses are only inspected for the portion of the home specifically allocated to business.
- A review will be conducted during the Duplication of Benefits process to identify any potential overlap of Awards the homeowner may have received for their home.
- Proof of conforming use is not required for a pre-existing home business. Proof of conforming use from the municipality will be required if the business established home based operations post-storm.

3.5.1.2 Leasehold Businesses

- If the Business Owner is a leaseholder (not the property owner), the inspector will inspect to the standards that the Business Owner is responsible for within the terms of their lease. The inspector will provide a narrative describing the scope of their inspection.
- If the property owner is also an applicant, the inspector will perform a separate inspection under the property owner's application for the portion of the property damage not within the responsibility of the leaseholder.

3.5.1.3 Businesses with Bulkheads, Docks or other unique construction considerations

Businesses that require bulkhead, dock or other unique construction repairs will receive an additional initial inspection by a professional familiar with such construction in order to provide an accurate assessment of value based upon the unique nature of such work. This additional assessment of value for will be added to an applicant's initial inspection to determine a comprehensive assessment. Applicants must be prepared to provide all requisite permits during the application review.

3.5.1.4 Businesses with Value-Added Inventory

For businesses that experienced losses of Value-Added Inventory; value determinations will be based upon the market value of inventory minus profit margin. Value-Added inventory is defined

as inventory which increases in value through cultivation or manufacture; examples include agriculture, aquaculture, handmade and manufactured goods. Valuation determinations conducted by an expert 3rd party valuator (USDA, etc.) are the preferred documentation for such losses. If an expert 3rd party valuation is not available, inventory value determinations will utilize objective data references, such as commodity exchanges, published market pricing and historical data, such as crop yields, to document and support value determinations. Inventory valuation determinations will serve as acceptable documentation for payment/reimbursement as approved by the State.

3.5.2 Final Inspection

Upon completion of repair, rehabilitation or reconstruction work, a program inspector will conduct a final inspection. The purpose of the final inspection is to document that all work called for and environmental standards have been completed according to approved specifications.

Depending on the extent of activities completed, the Business Owner may also be required to provide municipal documentation such as a certificate of occupancy or equivalent documentation, indicating that the building is compliant with local code, and is habitable and/or closes out the construct permit.

If any problems are identified in this inspection, the program inspector will notify the Business Advisor within a reasonable amount of time for problems to be corrected.

Until problems are correct, the Program will not disburse the final payment and may take any necessary legal recourse.

3.6 Estimated Costs for Reimbursement or Repair

As discussed in Section 3.5, an initial property inspection establishes an assessment of value for property damage incurred by businesses. Businesses that sustained damage as a result of one of the Storms in which Business Owners have made repairs to their properties, may be eligible for assistance from the Program in the form of reimbursement payments. Reimbursement payments may be provided in whole or in part for out-of-pocket funds spent by Business Owners to repair their property. Business Owner may seek reimbursement alone, or in combination with additional assistance to cover any additional repairs that still need to be completed in order to restore their property to pre-storm standards.

For work that has already been completed, the inspector will provide an estimate of “Allowable Activities” (AA), which provides the Program’s assessment of value for eligible activities already completed by the Business Owner for reimbursement. Documentation of repairs along with two forms of cost documentation (invoice and proof of payment) provided by the Business Owner may be used to adjust the value of the AA and the resulting reimbursement payment(s).

For work that has not yet been completed, an “Estimated Cost of Repair” (ECR) provides the Program’s assessment of value for future eligible activities to return the business to pre-storm standards. Documentation of future activities along with cost documentation (itemized estimates) provided by the Business Owner may be used to adjust the value of the ECR and the

resulting future payment(s). In addition, a line item may be included to cover costs of hiring a licensed architect or engineer for professional design services related to construction. ECR cost estimates over \$2,000 are subject to Davis-Bacon Wage Requirements.

All Award amounts will be based upon review of estimates (for work to be completed) or receipts (for work already completed) from the Business Owner and will be limited by the applicant's determined Program Maximum Benefit. All receipts and estimates will be reviewed against the Business Owner's AA or ECR by the State or one of its Agents to verify repairs are eligible, reasonable and necessary in order to return the business to pre-storm conditions. As repairs are completed, receipts must be provided for all activities to document that the work was completed and that funds were used for eligible activities.

3.7 Environmental Review

All activities submitted for Program assistance require environmental review pursuant to the National Environmental Policy Act (NEPA) and the New York State Environmental Quality Review Act (SEQRA). The regulations set forth in 24 CFR Part 58 contain the environmental review requirements for responsible entities managing CDBG-DR funding. Critically, until completion of the applicable environmental review requirements, neither the Small Business Program nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance through the Small Business Program, or undertake an activity the program that would have an adverse environmental impact or limit the choice or reasonable alternatives.

Specific instructions concerning environmental review requirements will be made available to all recipients, sub-recipients, or contractors. All environmental review activities will be carried out and documented in the Environmental Review Record (ERR). All determination concerning 24 CFR Part 58 shall be made by the Environmental Team including, but not limited, the categorization of projects or activities, the applicability of all laws referenced in 24 CFR Part 58, and the substantive components of any environmental review documents.

3.7.1 Roles and Responsibilities

HUD's Environmental Review Procedures allow grantees to assume environmental review responsibilities. In addition:

- The State's Homes and Community Renewal (HCR) will assume the role of the Responsible Entity (RE), responsible for undertaking compliance efforts for the Program.
- HCR will submit any requests for release of funds directly to HUD for review and approval.
- HCR will be responsible to perform the Environmental Review Records (ERRs) or contract out for a preparer of the ERRs.
- HCR will be responsible for determining whether certain activities are exempt or categorically excluded from environmental review pursuant to and conditional upon the applicable laws and regulations, and appropriately document such determinations.

- The Environmental Team will conduct an environmental analysis and prepare compliance documentation in support of the broad and site specific environmental reviews, utilizing a tiered approach when appropriate, in accordance with HUD’s regulations and SEQRA.
- HCR will review all environmental draft documents as outlined in the required documentation and sign all documents requiring responsible entity or agency official signatures.
- When appropriate, a tiered environmental review will be utilized. For tiered reviews, a broad, or Tier 1, review will be completed before HUD will release funds and a site-specific, or Tier 2, review will be completed for a site before funds can be committed to that particular site. The site specific analysis, consisting of the Site Specific Checklist and supporting documentation will be completed by the Environmental Team. The site specific ERRs will be reviewed and signed off by HCR. Once these reviews have been completed there can be a commitment of funds.
- For reimbursement cases, if it is determined that a business requires abatement for environmental hazards the business is responsible to comply with applicable environmental regulations.

3.8 Verification of Benefits (VOB)

Section 312 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (42 U.S.C. § 5155) prohibits any person, business concern, or other entity from receiving financial assistance with respect to any part of a loss resulting from a major disaster as to which he has received financial assistance under any other program or from insurance or any other source. In accordance with the Stafford Act, DR funds issued through the CDBG program may not be used for any costs for which other disaster recovery assistance was previously provided for the same purpose.

Generally, financial assistance received from another source that is provided for same purpose as the CBDG-DR funds is considered a Duplication of Benefit (DOB). The State’s policy is in accordance with HUD’s Federal Register Notice 5582-N-01 published in the *Federal Register/ Vol. 76, No. 221, page 71060/Wednesday, November 16, 2011*.

Applicants are required to disclose all sources of disaster recovery assistance received, and on behalf of the State, the Verification Agent will verify the amounts and uses of previously awarded disaster recovery funds. All Business Owners will be required to sign a subrogation agreement which subrogates any duplicative proceeds up to the amount awarded for the business’ recovery to the State.

3.8.1 Potentially Duplicative Assistance

Applicants must then consider the total assistance available to them. This includes all benefits, including cash, insurance proceeds, grants from FEMA, SBA loans, as well as any other assistance received by the applicant from other local, state or Federal programs, or private or nonprofit charities. Business Owners should pay special attention to the following potential sources of benefits:

Examples of potentially duplicative assistance include:

- National Flood Insurance Program (NFIP)
- Private Insurance
- Federal Emergency Management Agency (FEMA)
- Small Business Administration (SBA)
- Empire State Development (ESD)
- Governor’s Office of Storm Recovery (GOSR)
- New York State Energy and Research Development Authority (NYSERDA)
- NY Rising Housing Recovery Program (for home-based businesses)

Applicants are required to report all assistance reasonably anticipated. “Reasonably anticipated funds include assistance that has been awarded, but has not yet been received,” but do not include a situation where the funding source and/or the amount is in question. 78 Fed. Reg. at 71062.

Benefit determinations will undergo a 2nd level of review and approval. The Business Advisor will contact the Business Owner to review and clear any discrepancies and once approved, the business will proceed to the next step of the process.

Upon completion of the Verification of Benefits process and a final review by the State, Business Owners eligible to receive an Award will receive notification through an award letter.

3.8.2 Declining SBA Assistance

If a Business Owner applies to the SBA and is approved, but declined assistance, they must communicate why the assistance was declined by completing the SBA Loan Declination Form. Per federal guidance, the State will review and approve / deny the justification provided based on a necessary and reasonableness determination.

If a Business Owner chooses not to apply to SBA, or apply and are rejected, they are still eligible for Program funding.

3.8.3 Non-duplicative Expenditures

Only funds received for the same purpose are considered a Duplication of Benefit. For example, funds received from SBA for one specific type of machinery and funds received from this Program for a different specific type of machinery will not present a DOB.

Funds that have been received in other federal programs may not always be determined as a DOB. The Business Owner must provide documentation to support the expenditures.

- Funds received from a private loan, not guaranteed by SBA, are not duplicative.
- Assets or line of credit available to the applicant, such as a checking or savings accounts, stocks, bonds, mutual funds, pension or retirement benefits, credit cards, mortgages, lines of credit or life insurance are not duplicative

- Funds used for a different, eligible purpose are not duplicative. If Business Owners receive assistance for generally the same purpose, but use the funds for separate eligible purposes, then the funds may not be duplicative. Homeowners must document their use of the funds to evidence that it was used for different purposes.

3.9 Underwriting

3.9.1 Grants

Only those businesses that have demonstrated Viability will be eligible under this Program; a business will be considered Viable if it is currently open or actively working to reopen. All grant applicants will undergo a review by the Underwriting Agent and/or the State to ensure the application is complete and eligible for assistance.

Personal resources and business assets will not be counted towards unmet need when determining eligibility for either grant or loan assistance. Applicants requiring loan assistance will undergo a review of additional Viability standards that will occur as part of the loan underwriting process.

3.9.2 Working Capital

Due to the overwhelming need to strengthen small businesses and revitalize storm affected communities, working capital for this program is defined as utility costs (gas, electric and water), employee salaries, property taxes and rent/mortgage costs. For businesses requesting working capital assistance, Business Advisors will determine an estimated monthly working capital need as the monthly average of the 3 consecutive months prior to the storm of working capital costs. Seasonal businesses should provide the most recent pre-storm 3 consecutive months within the 6 month period of when at least 70% of their revenue is generated.

Required documentation for working capital need includes 3 consecutive months of:

- Rent/Mortgage as evidenced by an executed Lease/Mortgage or proof of payment
- Employee Wages as evidenced by the NYS-45 (NYS Employee Wage Reporting Form)
- Electricity, Water and Gas Utilities as evidence by Utility Service Provider Bills

The Underwriting Agent will review submitted documentation and the applicant's file to ensure all requests are "arm's length transactions". Transactions made by related parties or entities are not eligible for working capital assistance. The State or one of its Agents has authority to determine if a submitted transaction is determined to be an "arm's length transaction". The Underwriting Agent will then calculate the estimated monthly working capital need and approve total working capital assistance as determined by the applicant's maximum working capital assistance (Section 3.3.9.1). If the applicant's working capital request is less than their Maximum Grant Benefit, the applicant has the ability to submit for eligible activities such as inventory, machinery, equipment and other eligible activities up to their Grant Maximum Benefit based upon current program policies.

Open and operational businesses may receive a lump sum payment directly to the applicant for working capital needs. Currently closed businesses must reopen and submit for reimbursement of

working capital expenses to receive working capital award funding.

3.9.3 Loans

The assistance approval guidelines to be used for the underwriting of loans will be outlined in separate program guidelines, policies and procedures.

3.10 Total Award Determination

The Program's goal is to provide a holistic solution to meet a Business Owner's unmet needs through the provision of grants and loans to assist with recovery of small businesses and encourage economic development for communities affected by Superstorm Sandy, Hurricane Irene or Tropical Storm Lee. Total Award determination is composed of a review of the Business Owner's unmet need through development of a Preliminary Project Budget, a Verification of Benefits, and determination of eligibility for grants and/or loans within program maximum benefit caps. In an effort to assist businesses in stabilizing their operation and preventing additional undue burden, total Award determination is completed by first utilizing all eligible types of grant assistance followed by utilization of loan assistance, provided the Business Owner has additional eligible, uncompensated costs and is willing and able to repay debt. An example of an Award determination is located in Section 3.10.3.

3.10.1 Preliminary Project Budget

The Preliminary Project Budget will provide the Business Owner's estimate of the all basic costs requested in order to return the business to pre-storm standards. The Business Advisors will review the application and assist in determining a Preliminary Project Budget by identifying the needed repairs, rehabilitation, reconstruction or replacement of assets, as well as working capital funds necessary for recovery of the business.

When determining the Preliminary Project Budget, the Business Advisor will take into account unmet needs as determined by the proof of loss statements, documentation for work already completed and future work estimates provided by third parties.

For business assets, the proof of loss statements and/or estimates will be used to make a determination of what are necessary and reasonable costs. For working capital, historic records will be used to determine a necessary and reasonable working capital funding level.

All Preliminary Project Budgets will be broken into the following categories:

- Program eligible expenses – repair / reconstruction / rehabilitation / replacement / working capital within the Program Maximum Benefit.
- Owner Expenses – costs above the Program's maximum benefit and / or costs associated with providing ineligible expenditures.

3.10.2 Program Maximum Benefit

The State analyzed the needs of the affected communities and the availability of funding and derived the following funding limits to maximize the use of the limited federal funds.

The maximum funding Award for each type of assistance is not a minimum threshold required to

order to receive assistance. Awards will be no greater than the amount needed to cover eligible, unmet repair, rehabilitation, reconstruction, replacement, reimbursement, and working capital needs after accounting for all federal, state, and local sources of disaster-related assistance including, but not limited to, flood insurance proceeds.

3.10.2.1 Grants

Eligible applicants will first be considered for a grant up to their determined Program Grant Maximum Benefit. If any eligible, uncompensated needs remain after a grant Award is determined, applicants can then be considered for a low-interest loan to cover remaining unmet needs.

Program Grant Maximum Benefit is determined by the Business Owner's eligibility for each type of grant assistance: Small Business, Seasonal or Coastal Fishing, Economic Hardship and Mitigation. Eligibility for types of assistance will determine a Business Owner's Program Grant Maximum Benefit. Maximum benefit for each type of grant assistance is cumulative and subject to the business showing sufficient documented, eligible unmet need and meeting all conditions required for each type of assistance. Maximum benefit for each type of grant assistance is:

- Small Business: \$50,000 maximum
- Seasonal **or** Coastal Fishing: \$50,000 maximum
- Economic Hardship: \$50,000 maximum
- Mitigation: \$100,000 maximum

3.10.2.2 Loans

All businesses may be considered for funding from the Small Business Loan Program up to a maximum loan amount of \$1,000,000, if the documented, eligible unmet need exceeds the Business Owner's grant Award and the business demonstrates an ability to repay the loan.

3.10.2.3 Total Program Maximum Benefit

Total Program Maximum Benefit is capped at \$1,250,000. In order to receive the Total Program Maximum Benefit, a business would have to show sufficient documented, eligible unmet need, demonstrate an ability to repay the loan and meet all conditions required for each type of grant assistance: small business, seasonal or coastal fishing business, demonstration of economic hardship and mitigation.

3.10.3 Award Calculation

All Awards for the Program will be calculated in a uniform fashion in accordance with the following policies.

Calculation of an Award begins with the Preliminary Project Budget (Section 3.10.1). The Business Owner will submit a request of assistance based upon the Preliminary Project Budget. Depending on the Business Owner's eligibility for types of assistance, the Program Grant Maximum Benefit will be determined. If the Preliminary Project Budget exceeds the Program Grant Maximum Benefit, the Business Owner may apply for a loan to cover the remainder of the

unmet need or must demonstrate (for remaining unmet needs \$10,000 or greater), through development of a simple business plan, how the business will continue operations with remaining unmet need.

The Verification Agent will review the Preliminary Project Budget to identify any funds received from other sources which are determined a DOB (Section 3.8). Any items identified as a Duplication of Benefit (DOB) will be deducted from the Preliminary Project Budget. The result is the Final Unmet Need Amount. Upon determination of the Final Unmet Need Amount by the Verification Agent, a review will be conducted by State staff to ensure all amounts as outlined in the Preliminary Project Budget, DOB review and Final Unmet Need amount correspond.

If the Final Unmet Need Amount does not exceed the Program Grant Maximum Benefit, the Final Unmet Need Amount becomes the Maximum Award Amount. If the unmet need exceeds the Program Grant Maximum Benefit, the Grant Maximum Benefit amount becomes the Maximum Grant Award Amount. If an applicant has remaining Final Unmet Need after the Maximum Grant Award has been determined the remainder may be awarded as a loan, if the Business Owner is approved based upon loan underwriting by the Underwriting Agent.

The Underwriting Agent will determine the maximum Award amount after underwriting the application and receiving the Verification Agent's Verification of Benefits determination. The file and Award calculation will undergo a quality control review and approval by the State prior to the closing meeting. The Business Owner will be notified of the Total Program Award after a quality control review is performed.

EXAMPLE:

1. Identify Business Owner’s Request for Assistance	\$100,000
2. Identify All Potentially Duplicative Assistance	\$35,000
3. Deduct Assistance Determined to be Duplicative	\$30,000
4. Final Unmet Need (Step 1 minus Step 3)	\$70,000
5. Maximum Grant Program Benefit	\$50,000
6. Maximum Grant Award Amount (lesser of Step 4 or 5)	\$50,000
7. Loan Amount (Step 4 minus Step 6)	\$20,000
8. Total Program Award	\$70,000

3.10.4 Exceptions

The Program may consider exceeding the Program Grant Maximum Benefit to cover the business’ unmet need on a case-by-case basis. This type of allowance will be made particularly for LMI Business Owners or businesses that serve a public benefit.

3.11 Requests for Construction Assistance

3.11.1 In-Progress Construction Projects

Any business requesting construction assistance is required at the time of application to stop all construction or construction related work in order to be eligible for construction or

construction related assistance for costs incurred after the time of application. Once a business applies for construction assistance any in-progress projects are subject to environmental review and may not proceed until environmental review is successfully completed. The project may also be subject to Davis Bacon Wage Requirements (if over \$2,000). The applicant should work closely with the Business Advisor to determine the compliance requirements related to their future work. In order to be eligible for assistance Business Owners with in-progress construction projects must also meet all additional program requirements including but not limited to Contractor pre-qualification; scope of work, contract and contract rider documentation; and securing additional funds for the project. Any rehabilitation and/or demolition activities are subject to the same requirements.

3.11.2 Verifying and Securing Business Owner Funds

HUD requires the Program to prove all required funding to complete a construction project is in place before the Program commits any money to that project. A Business Owner may need to contribute Insurance, FEMA, SBA loans, or their own personal funds in order to receive assistance for a construction project. An applicant must provide the Business Advisor with evidence of available funds to complete the scope of work in the construction contract in the form of a bank statement, an open line of credit, or certification from their financial institution.

Prior to the next disbursement by the program, Business Owners must provide evidence to the Business Advisor that all previously required Business Owner funds were paid to Contractor. This evidence can be a cancelled check, debit/credit card statement or other proof of payment from the Applicant to the Contractor, and unconditional lien release acknowledging of receipt of all funds paid to date from the Contractor.

If any additional Business Owner funds are required prior to the final payment, the Business Owner must provide evidence that the balance of Business Owner funds were paid to the Contractor, and an acknowledgement of receipt of funds from the Contractor.

If Applicant does not have sufficient funds to complete the scope of work, the Business Advisor will send Business Owner file into a special assessment pool, for possible loan assistance from the Program.

If required Business Owner funds are not paid to the Contractor, the grant would be in default and the funds are subject to recapture.

3.11.3 Selecting Architects, Engineers and Contractors

Before a local building department approves and issues building permits, they may require that a licensed architect and/or engineer (design professional) submit stamped plans and/or other submissions. The Business Owner may want to consult with an architect and/or engineer prior to or once they receive their award letter. Architects and/or engineers can perform a number of services, such as getting construction plans approved by the building department, helping the Business Owner find a Contractor, assisting with leveling construction bids, monitoring construction progress and quality, advising the Business Owner during construction, and

ensuring the Contractor performs well. If requested assistance includes construction work, the Business Owner will be required to submit a scope of work created by the design professional prior to permitting for the Program's approval. The scope must:

- Cover all elements identified as in need of repair in ECR
- Comply with any required mitigation efforts
- Comply with federal, state and local codes

Business Owners will select their own Contractor. For any projects over \$2,000, the selected Contractor and all related sub-Contractors must be willing to comply with Davis Bacon requirements and all other Program requirements including pre-qualification criteria and any reporting requirements. All Contractors will be pre-qualified to ensure they meet the State's eligibility requirements in order to be paid for work completed on behalf of participating Business Owners. Contractors must submit a Contractor Qualification Statement (AIA Form A-305) to the applicant's Business Advisor demonstrating they meet the following pre-qualification criteria:

- Not listed on Federal Debarment List
- Minimum of 3 years of experience constructing projects of similar use, size and scope
- Minimum insurance requirements as determined by the Program
- Minimum bonding requirements for performance and payment per HUD guidelines.
- Local municipality minimum requirements, such as business licenses
- Licensing requirements for the type of work anticipated (if applicable)
- Comply with Davis Bacon requirements (for project over \$2,000)

The Business Owner will be responsible for negotiating all costs of construction with their Contractor. However, the Business Owner shall be responsible for any costs incurred in excess of their grant award.

Business Owners seeking assistance for reconstruction/construction activities only may close upon signing a contract with a design professional. Business Owners who do not need a design professional for their project (e.g., those already in construction, those with very small projects) may close upon signing a contract with a contractor.

Business Owners may also access additional information regarding selecting an architect, engineer and contractor at <http://www.stormrecovery.ny.gov/resources-1>.

3.11.4 Minimum Design Standards

All newly constructed non-residential buildings must meet State Building Code and all locally adopted and approved building codes, standards and ordinances as well as the Uniform Fire Prevention and Building Code based on the 2006 International Codes. All reconstruction and new construction of non-residential buildings must comply with applicable American with Disabilities Act requirements.

Construction methods shall be encouraged to utilize mold resistant construction materials,

sustainable building materials and construction methods where applicable. Elevation (or if applicable, the use of flood resistant materials) is required below the Base Flood Elevation plus of one foot (municipalities may enforce more stringent requirements) for new or Substantially Damaged/Improved non-residential structures. If the structure is NOT substantially damaged, the work is voluntary and may be eligible for mitigation grant assistance.

3.11.5 Construction Contract Approval

Once the Business Owner selects a Contractor, the Contractor submits required pre-qualification documentation to the State and the Business Owner and Contractor finalize the scope of work to be done including but not limited to code compliance issues; required and optional mitigation efforts, the Business Owner must then submit to the Program: the Scope of Work and the Construction Contract and Contract Rider signed by the contractor **ONLY**. The following is a description of all those documents:

Contract documents include:

- **Scope of Work:** A final work write up will be developed by the Business Owner with assistance from a design professional, presented to the Program and will become the basis for all work to be completed by the Contractor on behalf of the Business Owner. At a minimum, this scope of work should include that the project will address all the repair needs identified during the Program's ECR damage assessment and comply with any required mitigation efforts.
- **Construction Contract and Contract Rider:** A document between the Contractor and the Business Owner that states the responsibilities to each other and the Program before, during and after construction. The rider requires the Contractor to certify that she/he has residential construction experience, appropriate licenses, payment and performance bonding capacity, insurance certificates, agrees to the scope of work submitted, and agrees to comply with all applicable Program and Davis Bacon requirements (if applicable). This document is available from the Business Advisor.

3.11.6 Construction Change Orders

Change orders will only be granted for unanticipated conditions that would have either reasonably been incorporated into the ECR had the condition been identified, or for conditions that materially affect the price or scope of work as awarded that are required to be addressed in order to complete the work in a safe and sanitary manner and in compliance with federal and state guidelines.

All deviations to fire/life safety, the footprint of the building, costs in excess of \$5,000 for unanticipated conditions, changes in scope of work, or changes to foundation plans shall be considered "Significant Change Orders" and formally submitted to the State for review.

All change order requests must be approved before proceeding with the revised work.

Significant Change Orders must be submitted to the State or one of its Agents for review and approval. Changes in award amounts will only be granted if the change order is deemed necessary and the applicant is eligible for additional assistance based upon their determined Grant Maximum Benefit. If the applicant has utilized all assistance available, any and all additional costs as outlined in the Significant Change Order are the sole responsibility of the Business Owner and funds must be verified and secured as outlined in Section 3.11.2.

Change orders that do not substantially affect compliance with the scope of work (finish choices, hardware, etc.) are not eligible for change in an award amount, may be approved between the Design Professional and Business Owner with any and all costs the sole responsibility of the Business Owner.

Any Significant Change Order requests must include all of the following:

- A description of the specific work items to be added/changed
- A calculation of the cost of these items
- An explanation as to how and why the need for the additional work was not apparent when the Contractor and Business Owner approved the original Scope of Work
- Photos or any other relevant documentation that may be used to support or document the request

Substantially Damaged status will be determined prior to construction start and will not change with future change orders.

3.11.7 Punch List Completion

As in all construction projects, a punch list will be developed towards the end of the job. A punch list is a listing of items written as specifications, which constitute the work necessary to complete the contract.

The punch list will represent work yet to be done (not additional work over and above the original or amended contract.) Once the punch list has been prepared, no other work items are expected of the Contractor.

At this point the Business Owner should have received all warranties and instruction booklets for installed fixtures and equipment from the Contractor.

3.12 Financing Terms

The business will be assisted with funds from the NY Rising Small Business Recovery Program to facilitate the disaster recovery efforts necessary for the business. To ensure the proper utilization of these funds, the Business Owner will be required to accept the grant assistance as a grant and any loan assistance as a 7-year term loan. All grant and loan Awards are subject to potential recapture, if it is determined by the State that an application or Award does not comply with Program policies. More information regarding recapture is provided in Exhibit 1.

Grants will not require repayment nor will interest accrue on the funds. The term loan will require repayment and interest will accrue. The loan terms and recapture provisions for both the grants and loans are discussed later in this section.

3.12.1 Grant Agreement

Before a Business Owner receives any funding from the program, applicants are required to sign a grant agreement. In this grant agreement the Business Owner is affirming and agreeing including but not limited to the following:

- All information provided is true, correct, and complete in all material respects and accurately represents the financial condition of the applicant, as of the date submitted.
- There has been no material adverse change in the financial condition, assets or business prospects of the Business Owner or any change in the ownership or management of the Business, since the date on which Business Owner submitted the Application, except to the extent disclosed to the Grantor, in writing, prior to the date hereof.
- The Business Owner has good and marketable title to all assets reflected in the business' financial statements and business' assets are not subject to any liens or encumbrances, except as already disclosed in the Financial Information.
- All licenses, permits, and /or other approvals necessary to operate the business are in full force and effect and will continue to be so.
- Business Owner will maintain all types and amounts of insurance as are typical and customary in the same or any type of similar business.
- There is no currently pending or, to Business Owner's knowledge, threatened litigation, arbitration or other proceeding involving Business or Business Owner before any court, commission or other administrative authority.
- The Business Owner will not sell, lease, pledge, encumber (except by purchase money lien on property acquired after the date of this Agreement) or otherwise dispose of any of the business' property or assets, except in the ordinary course of business.
- If the property is located in the 100 year flood plain the Business Owner is required to keep the property insured by a flood insurance policy and that they must advise all subsequent purchasers of the property that they too must keep the property covered by a flood insurance policy.
- The Business Owner must immediately notify the program if they receive any additional payments that could be considered to be duplication of benefits and that said payments must be returned to the program up to the amount of the grant agreement.
- That the Business Owner will provide evidence as to how the funds were spent.

- Provides a right of entry for inspections of the property to have the right of access and to enter in and onto the Property for the purpose of performing property, environmental and historic preservation review inspections, making assessments, testing (including taking sample materials for any specialized testing) and any inspection-related Program activities

The grant agreement also sets out the following provisions for the recapture of the grant funds:

- If the Business Owner makes any false statements.
- If the Business Owner does not fulfill any conditions in the agreement.
- If the business is in a 100 year flood zone and the Business Owner does not maintain flood insurance.

3.13 Subrogation

Subrogation is the process by which a Homeowner or Business Owner assigns to the Program all of their future rights of insurance proceeds or other Federal relief funds up to the extent of the grant or loan proceeds paid under the Program.

3.13.1 Assignment Relating to Funds Received under CDBG-DR Program

In consideration of the Business Owner's Award of funds or the commitment by New York State to evaluate the Business Owner's application for the Award funds under the NY Rising Small Business Recovery Program, the Business Owner will assign to the Program all of their future rights to reimbursement and all payments received under any policy of casualty or property damage insurance (the Policies) or under any reimbursement or relief program related to or administered by FEMA or the SBA for physical or economic damage to the business that was the basis of the calculation of the Business Owner's Award to the extent of the grant and loan proceeds paid under the Program.

The proceeds or payments whether they are from insurance, FEMA or the SBA, shall be referred to herein as "Proceeds." The rights the Business Owner assigns are specific to the business with respect to which the grant and loan proceeds were paid which is described in the Business Owner's application with the Program arising out of damage to the business originally caused by the Federally Declared Disaster but also including Proceeds received for damage to the business caused by any subsequent event that occurred until the commencement of the project utilizing Program funds. The Policies include, but are not limited to, policies characterized as damage, flood or any other type of casualty or property damage insurance coverage held by the Business Owner and which provides coverage for damage to the Property.

If the Business Owner received Award proceeds under the Program in an amount greater than the amount the Business Owner would have received if such insurance and/or disaster relief or reimbursement payment had been considered in the calculation of the Business Owner's Award, once the Program has recovered an amount equal to the Award proceeds, the NY Rising Small

Business Recovery Program will reassign to the Business Owner any rights assigned to the State of New York pursuant to the Subrogation Agreement.

3.13.2 Cooperation and Further Documentation

The Business Owner agrees to assist and cooperate with the State should the State elect to pursue any of the claims the Business Owner has against the insurers for reimbursement under any such Policies. The Business Owner's assistance and cooperation shall include allowing suit to be brought in the Business Owner's name(s), giving depositions, providing documents, producing records and other evidence, testifying at trial and any other form of assistance and cooperation reasonably requested by the State. The Business Owner further agrees to assist and cooperate in the attainment and collection of any proceeds that the Business Owner would be entitled to under any applicable FEMA or SBA program as described above.

If requested by the State, the Business Owner agrees to execute such further and additional documents and instruments as may be requested to further and better assign to the State, to the extent of the grant and loan funds granted to the Business Owner under the Program, the Policies, the disaster relief funds from FEMA or SBA and/or any rights thereunder, and to take, or cause to be taken, all actions and to do, or cause to be done, all things requested by the State to consummate and make effective the purposes of this Agreement.

3.13.3 Authorization for Program to Contact Third Parties

The Business Owner explicitly allows the Program to request of any company with which the Business Owner held Policies or FEMA or the SBA any non-public or confidential information needed by the program to monitor/enforce its interest in the rights assigned to it under the Subrogation Agreement and to give the Business Owner's consent to such company to release said information to the NY Rising Small Business Recovery Program.

3.14 Closing Meeting

Once the application has been determined to be complete, documentation for all requested activities has been provided, the Verification of Benefits analysis has been performed, the waste, fraud and abuse review has been completed, and the Award amount has been determined by the Program, the closing team will contact the Business Owner to discuss next steps. Next steps may include submitting any missing documents or anything else that the Business Owner will need to provide so that an award closing can take place. A formal closing meeting is not required by the program, however if the Business Owner needs any assistance to complete any of the documents or requires a notary to complete the documents, the Business Owner should contact their Business Advisor to schedule a meeting at their SBDC.

If the Business Owner expresses a desire to receive services such as technical assistance or mentorship related to closing, the Business Advisor will inform them of where / how they may obtain these services.

Documents that will need to be signed at the time of the closing include, but are not limited to, the following:

- ❑ **Award Acceptance Agreement**
- ❑ **New York Small Business Storm Recovery Program Grant Agreement**
- ❑ **Subrogation Agreement** ensuring that any Awards made to the Business Owner after the closing such as Flood Insurance, SBA, etc. for damage that was addressed by the Program's Award are subject to the duplication of benefits calculation and consequently may be owed to the Program.

The closing team will contact the Business Owner to schedule the closing date, time and location (if applicable). The applicant will be sent a copy of the closing documents to review before closing with contact information for the closing team so they can make any corrections or answer any questions.

3.15 Disbursement of Funds

Disbursement of funds occurs after closing on the grant agreement and upon receipt of proof of use of funds for approved expenses. The State will issue the funds directly to the businesses. If an awarded business will incur expenses in the future, they will be reimbursed for those eligible expenses once an awarded business provides documentation supporting use of funds.

3.16 Final Documentation and Award Close Out

Business Owners are required to provide documentation related to utilization of assistance funds and compliance and monitoring requirements (See Section 3.17). For purposes of accountability, the Program must have written documentation that the assisted Business Owner completed the work for which the funds were received.

3.17 Compliance and Monitoring

The State of New York is required by HUD to monitor all grantees receiving CDBG-DR funding. Therefore, the state will monitor all aspects of the New York State Small Business Storm Recovery Program, including but not limited to

- Creation and retention of total jobs
- Number of jobs created within certain salary ranges
- Types of jobs
- North American Industry Classification System (NAICS) code for businesses assisted

Business Owners are required to maintain applicable compliance throughout the monitoring period.

Business Owner grant compliance requirements include but are not limited to:

- Maintenance of Insurance, including Flood Insurance, where applicable
- Maintenance of all licenses, permits and/or other approvals necessary to operate
- Provide information about:
 - Creation and retention of jobs
 - Number of jobs created within certain salary ranges
 - Types of jobs

- Not sell, lease, pledge or encumber property or assets, except in the ordinary course of business

4.0 Definitions

4.1 Acronyms

Acronym	Meaning
AA	Allowable Activities
AFWA	Anti-Fraud, Waste and Abuse
CDBG-DR	Community Development Block Grant-Disaster Recovery
DBA	Doing Business As
DOB	Duplication of Benefits
DR	Disaster Recovery
DRGR	Disaster Recovery Grant Reporting
ECR	Estimated Cost to Repair
EIN	Employer Identification Number
ERR	Environmental Record Review
ESD	Empire State Development
FAQ	Frequently Asked Questions
FEMA	Federal Emergency Management Agency
GOSR	Governor's Office of Storm Recovery
HCR	Homes and Community Renewal
HTFC	New York State Housing Trust Fund Corporation
HUD	Department of Housing and Urban Development
IAP	FEMA Individual Assistance Program
LMI	Low and Moderate Income
NAICS	North American Industry Classification System
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NYS	New York State
NYSDEC	New York State Department of Environmental Conservation
NYSERDA	New York State Energy and Research Development Authority
OIG	HUD Office of Inspector General
PCB	Policy Change Control Board
PwC	PricewaterhouseCoopers LLP
QPR	Quarterly Performance Report
RE	Responsible Entity
ROF	Release of Funds
SAVE	Systematic Alien Verification for Entitlements
SBA	Small Business Administration
SBDC	Small Business Development Center
SEQR	State Environmental Quality Review Act

SSC	Site Specific Checklist
UGLG	Units of General Local Government
VOB	Verification of Benefits

4.2 Definitions

Action Plan: The public document required by HUD that details the NY Rising Recovery Programs a how the grantee plans to allocate CDBG-DR funds

Advisory Base Flood Elevations (ABFE): Provide a better picture of current flood risk than the existing Flood Insurance Rate Maps (FIRMs), which in some cases are more than 25 years old. The new ABFEs are the recommended elevation of the lowest floor of a building. State law, some communities, and the Building Codes may require that the lowest floor be built above the ABFE. The ABFEs are based on FEMA coastal studies that were completed before Hurricane Sandy. The studies include data that has been collected and analyzed over a number of years. Though advisory now, eventually information used to develop the ABFEs will be incorporated into official FIRMs.

Agent: Organization contracted by New York State to assist in implementation of the Program.

Allowable Activity (AA): An estimate calculated through a home inspection of the reimbursement amount for eligible repairs a Homeowner made.

Award: Determination of Program funding available to a Business Owner

Base Flood Elevation (BFE): The elevation that waters from a 100-year flood will reach.

Business Advisor: Main point of contact for Business Owners regarding application for and processing of a request for Program assistance.

Business Owner: Any owner of a business with at least 20 percent ownership share.

Change Orders: Modifications to the Scope of Work required due to unforeseen circumstances.

Coastal Fishing Industry Business: A business that receives the majority of its income directly related to commercial culture, harvest, packing dealing, shipping and/or processing and/or recreational fishing.

Coastal High Hazard Areas (V Zones): are the areas subject to high velocity waters, including but not limited to hurricane wave wash or tsunami as designated by the Flood Insurance Rate Map (FIRM) under FEMA regulations as Zone V 1-30, VE or V (V Zones).

Community Development Block Grant – Disaster Recovery (CDBG-DR): A federal program administered by the US Department of Housing & Urban Development (HUD) which provides grant funds to local and state governments. The CDBG-DR program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create

jobs through the expansion and retention of businesses.

Davis Bacon Wage Requirements: The Davis Bacon and Related Acts (DBRA) requires all contractors and subcontractors performing work on federal or District of Columbia construction contracts or federally assisted contracts in excess of \$2,000 to pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits for corresponding classes of laborers and mechanics employed on similar projects in the area. The prevailing wage rates and fringe benefits are determined by the Secretary of Labor for inclusion in covered contracts.

Department of Housing and Urban Development (HUD): Federal department through which the Program funds are distributed to grantees.

Disaster Recovery Grant Reporting System (DRGR): The Disaster Recovery Grant Reporting system was developed by HUD's Office of Community Planning and Development for the Disaster Recovery CDBG program and other special appropriations. Data from the system is used by HUD staff to review activities funded under these programs and for required quarterly reports to Congress.

Duplication of Benefit (DOB): Financial assistance received from another source that is provided for the same purpose as the CBDG-DR funds

Economic Hardship: Likelihood for a business to experience employment loss and/or business closure.

Likelihood of employment loss is reviewed by:

- Comparing the NYS-45 employment report from comparable quarters of consecutive years (e.g. Q1 2013 and Q1 2012),
- Self-reported work reductions within the next six month period as indicated in the application,
- Any public or correspondence to employees regarding impending employment reductions, and
- Current financial condition of the business.

Significant employment loss is defined as:

- For businesses with 30 employees or less:
 - Loss of 2 employees for LMI Business Owners or businesses 51 percent or greater LMI employees
 - Loss of 3 employees for all other businesses
- For businesses with 31 employees or more:
 - Loss of 7 percent of the total employment for the business for LMI Business Owners or businesses with 51 percent or greater LMI employees
 - Loss of 10 percent of all employees for all other businesses

Encroachment: any floodplain development that could obstruct flood flows, such as fill, a bridge, or a building. A driveway, road, or parking lot at grade (without any filling) would not

cause an obstruction. Development of lakeshore floodplains, where there is no flow, is not considered an encroachment.

Environmental Review Record (ERR): A permanent set of files containing all documentation pertaining to the environmental review compliance procedures conducted and environmental clearance documents.

Estimated Cost of Repair (ECR): Provides an estimate of the basic costs needed to repair the business to pre-storm conditions.

Floodplain: (Also known as the “Base Flood”) it is the low, flat, periodically flooded lands adjacent to rivers, lakes and oceans and subject to geomorphic (land-shaping) and hydrologic (water flow) process. The 100-year floodplain is the land that is predicted to flood during a 100-year storm, which has a 1% chance of occurring in any given year. Areas within the 100-year floodplain may flood in much smaller storms as well. The 100-year floodplain is used by FEMA to administer the federal flood insurance program.

Floodplain fringe: The portion of the floodplain outside of the floodway, which is covered by floodwater during the 100-year Flood. The term, "flood-fringe" is generally associated with standing rather than flowing water. It is also that part of the floodplain wherein development is subject to a community's floodplain ordinance.

Floodway: (Also known as the “Regulatory Floodway”) it is the portion of the Floodplain effective in carrying flow where flood hazard is generally the greatest, and water velocity is the highest. In the Floodway, fill or other development is likely to divert flow and contribute to increased water depths during a flood. Ideally, Floodways should be undeveloped areas that can accommodate flood flows with minimal risk.

Flood Zones: The land areas identified by the Federal Emergency Management Agency (FEMA). Each flood zone describes that land area in terms of its risk of flooding. Everyone lives in a flood zone it's just a question of whether you live in a low, moderate, or high risk area.

Federal Emergency Management Agency (FEMA): An agency of the United States Department of Homeland Security. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

Governor’s Office of Storm Recovery (GOSR): The division of the Housing Trust Fund Corporation established by Governor Cuomo in June 2013 to maximize the coordination of recovery and rebuilding efforts in storm-affected municipalities throughout New York State.

Grantee: The term “grantee” refers to any jurisdiction receiving a direct award from HUD under Notice FR-5696-N-01.

Grant Maximum Benefit: Maximum grant Award available to a Business Owner based on eligible, uncompensated needs and Program eligibility.

Homes and Community Renewal (HCR): New York State unified leadership platform, encompassing a variety of New York State agencies and public benefit corporations involved in the provision of housing and community renewal.

Housing Trust Fund Corporation (HTFC): New York State agency through which Program funds are administered to applicants and other sub-recipients.

HUD Office of Inspector General (OIG): OIG's mission is independent and objective reporting to the Secretary and the Congress for the purpose of bringing about positive change in the integrity, efficiency, and effectiveness of HUD operations. The Office of Inspector General became statutory with the signing of the Inspector General Act of 1978 (Public Law 95-452).

Internal Revenue Service (IRS): Federal department responsible for tax collection and tax law enforcement.

Limited English Proficiency (LEP): A designation for person that are unable to communicate effectively in English because their primary language is not English and they have not developed fluency in the English language. A person with Limited English Proficiency may have difficulty speaking or reading English. An LEP person will benefit from an interpreter who will translate to and from the person's primary language. An LEP person may also need documents written in English translated into his or her primary language so that person can understand important documents related to health and human services. (U. S. Department of Health and Human Services)

Low-to-Moderate Income (LMI): Low to moderate income people are those having incomes not more than the "moderate-income" level (80% Area Median Family Income) set by the federal government for the HUD assisted Housing Programs. This income standard changes from year to year and varies by household size, county and the metropolitan statistical area.

Marina: A publicly or privately-owned dock or basin providing secure moorings for pleasure and/or commercial boats and often offering commercial services that support the use of the waterways, such as supply, repair, restaurants, and other facilities.

Mitigation: Efforts undertaken today to reduce loss of life and property damage by lessening the impact of future disasters. Mitigation efforts may be optional or required.

National Environmental Policy Act (NEPA): Establishes a broad national framework for protecting the environment. NEPA's basic policy is to assure that all branches of government give proper consideration to the environment prior to undertaking any major federal action that could significantly affect the environment.

National Flood Insurance Program (NFIP): Created by Congress in 1968 to reduce future flood damage through floodplain management and to provide people with flood insurance through individual agents and insurance companies. The Federal Emergency Management Agency (FEMA) manages the NFIP.

National Objective: A HUD criteria governing the eligible uses of CDBG-DR funds.

Noncitizen: A person who is neither a citizen nor a national of the United States.

Owner Expenses: Costs above the program's spending caps and/or costs associated with providing ineligible items.

Person with Disabilities: [24 CFR 5.403]. A person with disabilities for purposes of program eligibility means a person who:

- (i) Has a disability, as defined in 42 U.S.C. 423;
 - a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
 - b. In the case of an individual who has attained the age of 55 and is blind, inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time. For the purposes of this definition, the term blindness means central vision acuity of 20/200 or less in the better eye with use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for the purposes of this paragraph as having a central visual acuity of 20/200 or less.
- (ii) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 - a. Is expected to be of long-continued and indefinite duration,
 - b. Substantially impedes his or her ability to live independently, and
 - c. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- (iii) Has a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8))

Power of Attorney (POA): An authorization to act on someone else's behalf in a legal or business matter.

Preliminary Award Initiative: Opportunity for Business Owners to apply for a preliminary Award payment of \$10,000 to assist with immediate business needs while a full Program application is submitted. Business Owners have until December 1, 2014 to complete a full Program application. As of May 1st, 2014, the Preliminary Award program stopped accepting applications.

Preliminary Project Budget: Business Owner’s estimate of the all unmet basic costs requested in order to return the business to pre-storm standards. The Preliminary Project Budget serves as the basis for a request for Program assistance.

Program: As referenced in this Policy Manual, means the “NY Rising Small Business Recovery Program”

Punch List: A list of unfinished matter that needs attention. It is used in the architecture and building trades to organize the completion of a construction project

Quality Assurance (QA): Planned and systematic production processes that provide confidence that the policy and procedures of the Program are being executed as planned.

Quality Control (QC): Testing to ensure that the policy and procedures of the Program are being executed as planned.

Quarterly Performance Report (QPR): Each grantee must submit a QPR through the DRGR system no later than 30 days following the end of each calendar quarter. Within 3 days of submission to HUD, each QPR must be posted on the grantee’s official web site.

Responsible Entity (RE): Under 24 CFR Part 58, the term responsible entity means the grantee receiving CDBG assistance. The responsible entity must complete the environmental review process. The RE is responsible for ensuring compliance with NEPA and the Federal laws and authorities has been achieved, for issuing the public notification, for submitting the request for release of funds and certification, when required, and for ensuring the Environmental Review Record (ERR) is complete.

Rehabilitation: The labor, materials, tools, and other costs of improving buildings, other than minor or routine repairs.

Renovation: Rehabilitation that involves costs of 75 percent or less of the value of the property before rehabilitation.

Seasonal Business: A business in which a minimum of 70 percent of the business’ annual income is earned during a six month period.

Second Home: If a second home is not rented out at any time during the year, it is a second home regardless of if it is used by the household or not. If a home is rented out part of the year and the owner uses the home more than 14 days or more than 10 percent of the number of days during the year that the home is rented, then it is a second home. If a home is rented out for part or all of the year and the owner does not use the home long enough then it is rental property and not a second home.

Site Specific Checklist (SSC): The environmental compliance checklist that is required to document environmental clearance before Federal funds are permitted to be awarded.

Slum and Blight: Slum and Blight means an area in which at least seventy per cent of the

parcels are blighted parcels and those blighted parcels substantially impair or arrest the sound growth of the state or a political subdivision of the state, retard the provision of housing accommodations, constitute an economic or social liability, or are a menace to the public health, safety, morals, or welfare in their present condition and use

Small Business Administration (SBA): SBA’s Office of Disaster Assistance (ODA) provides affordable, timely and accessible financial assistance to Homeowners, renters, and businesses. The SBA low-interest, long-term loans are the primary form of federal assistance for the repair and rebuilding of non-farm, private sector disaster losses.

State: As referenced in this Policy Manual, means “New York State”.

Storms: As referenced in this Policy Manual, means “Hurricane Sandy (10/29/12), Tropical Storm Lee (9/7/2011), and/or Hurricane Irene (8/28/2011)”

Subrogation: Subrogation is the process by which a Homeowner or Business Owner assigns to the Program all of their future rights of insurance proceeds or other Federal relief funds up to the extent of the grant or loan proceeds paid under the Program.

Substantial Damage: Occurs when a property sustains damages that equal or exceed 50 percent of its Fair Market Value (FMV) prior to the event, as determined by a local authorized official (e.g., a code officer)

Systematic Alien Verification for Entitlements (SAVE): Is a web-based service that helps federal, state and local benefit-issuing agencies, institutions, and licensing agencies determine the immigration status of benefit Business Owners so only those entitled to benefits receive them.

Tier 1 (Target Area Assessment): Environmental assessment of a broad geographical area which is completed before the Tier 2, Site Specific Project Review.

Tier 2 (Site Specific Project Review): Environmental assessment of a specific project site. A Tier 2 must be successfully completed before funds for a specific project site may be obligated and spent.

Total Program Maximum Benefit: Total Maximum Program Award (grants and loans) is capped at \$1,250,000 (\$1,000,000 as a loan and \$250,000 as grants). In order to receive the Total Program Grant Maximum Benefit, a business would have to show sufficient documented, eligible, unmet need, demonstrate an ability to repay the loan and meet all conditions required for each type of grant assistance: small business, seasonal or coastal fishing business, demonstration of economic hardship and mitigation

Underwriting Agent: an organization contracted by New York State to assist in underwriting grants and loans to determine Awards.

Urgent Need Objective: Under the CDBG –DR Federal Regulations, HUD has determined that an urgent need exists within the Presidentially Declared counties. An urgent need exists because

existing conditions pose serious and immediate threat to health/welfare of community, the existing conditions are recent or recently became urgent (within 18 months), and the sub-grantee or State cannot finance the activities on its own because other funding sources are not available. All Business Owners which do not meet the LMI criteria will be placed into the Urgent Need category.

Value-Added Inventory: Inventory which increases in value through cultivation or manufacture; examples include agriculture, aquaculture, handmade and manufactured goods.

Verification of Benefits: A process in which all other funding sources for damages, potentially received or yet to be received, for the Business Owner are verified in order reduce potential Duplication of Benefits.

Viability: A business will be considered viable if it is currently open or actively working to reopen.

Verification Agent: Organization contracted by New York State to oversee and execute Verification of Benefits and Duplication of Benefits reviews.

Working Capital: Working capital for this program is defined as rent/mortgage costs, employee salaries, and utility costs (gas, electric and water)

Yacht Club: A yacht club may have a marina as part of its facility, but it is structured such that it is organized and run by the membership to promote the sailing/yachting/boating or other recreational sport of its members. Membership is selective and the club may sponsor education, racing and other outreach activities related to the club's boating priorities.

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EXHIBIT 1 - Program Administrative Policies

A. Accessibility – Reasonable Accommodation

A person with a disability may require special accommodations in order to have equal access to Programs. The types of reasonable accommodations that can be provided include changes, exceptions, or adjustments to a rule, policy, practice, or service.

Federal regulations stipulate that requests for accommodations will be considered reasonable if they do not create an “undue financial and administrative burden,” or result in a “fundamental alteration” in the nature of the program or service offered. See 24 CFR 8.4, 8.24, and 8.33 for further requirements and guidance.

Examples of reasonable accommodations include:

- Conducting home visits for application materials

- Providing time extensions

- Permitting an authorized designee or advocate to participate in the application process and any other meetings

The Programs will encourage the applicants to make his/her accommodation request in writing. However, the Programs will consider the accommodation any time the applicant indicates that an accommodation is needed whether or not a formal written request is submitted.

B. Clarification Review Process

Applicants who are seeking further guidance on the **amount** in their award letter, any **calculation** included in the award letter or their **eligibility** should contact their Customer Representative/Business Advisor.

After an applicant has received an Award Letter an applicant may request a clarification review of their file by contacting their Customer Representative/Business Advisor and completing a *Clarification Review Form*.

Once an applicant receives a clarified award determination document, the applicant must either accept or decline the award amount and execute the clarified award determination document.

If the applicant **accepts** the determination in the clarification award determination document, the grant agreement is immediately sent to the applicant and the grant award funds are issued to the applicant within sixty (60) days of execution of the grant agreement.

If the applicant **declines** the determination in the clarification award determination document, he/she has sixty (60) days to file an appeal. An appeals form can be obtained from a Customer Representative/Business Advisor. Once the 60 day appeals window has passed, the applicant has waived their right to appeal.

Clarification Review Process for REIMBURSEMENT ONLY

Applicants who are seeking further guidance on the **amount** in their reimbursement package, or any **calculation** included in the reimbursement package should contact their Customer Representative/Business Advisor. After an applicant has received a reimbursement package an applicant may request a clarification review of their file by contacting their Customer Representative/Business Advisor and completing a *Clarification Review Form*.

If the applicant will not execute the grant agreement and has not cashed the reimbursement check, the homeowner must return the check to the Customer Representative/Business Advisor. If the Homeowner has cashed the check, the Homeowner must execute the grant agreement prior to a clarification review.

The applicant will complete the clarification review form with his Customer Representative/Business Advisor which will provide a stay of the 60 day appeals time limit outlined in the grant agreement.

If the applicant has already requested a clarification review, but has not cashed the check or executed the grant agreement, the Customer Representative/Business Advisor should reach out to the applicant and clarify if they are still interested in a clarification review of their file. If they are, the Customer Representative/Business Advisor should request the applicant either:

- a. return the check while their file is under review or
- b. Cash the check and execute the grant agreement. The Customer Representative/Business Advisor will also provide a notice that the clarification review is in process and that the time to request an appeal will be stayed until 60 days after he/she receives a response to the clarification review.

If the applicant is satisfied and no longer wants the review, the Customer Representative/Business Advisor will send a written confirmation confirming that the request for clarification review has been withdrawn and specifying the last date to appeal (60) days from the date that the letter is sent to the applicant.

Once an applicant receives a clarified award determination document, the applicant must either accept or decline the award amount and execute the clarified award determination document. If the applicant **accepts** the determination in the clarification award determination document, the grant agreement is immediately sent to the applicant, and the grant award funds are issued to the applicant within sixty (60) days of execution of the grant agreement. Prior to additional funding being dispersed, an applicant **must** have submitted all documents. Any questions regarding outstanding documents the applicant may contact their Customer Representative/Business Advisor to discuss.

If the applicant **declines** the determination in the clarification award determination document, he has sixty (60) days to file an appeal. An appeals form can be obtained from a Customer Representative/Business Advisor. Once the 60 day appeals window has passed, the applicant has waived their right to appeal.

C. Appeals Process

If the applicant believes that the program's determination of their funding award calculation or eligibility status is incorrect, the applicant can request a *Formal State Appeals Form* from their Customer Representative/Business Advisor.

An Applicant has a right to appeal the following:

- Final Eligibility Determination
- Final Award Determination

In order to appeal, an applicant **must** submit a Formal State Appeals Form within 60 days from either their Final Eligibility Determination or their Award Determination to the e-mail address: housingappeals@stormrecovery.ny.gov

A written determination will be issued to the applicant to the appeal.

If the applicant **accepts** the determination in the appeal award determination document, the grant agreement is immediately sent to the applicant, and the grant award funds are issued to the applicant within sixty (60) days of execution of the grant agreement.

If the applicant **declines** the determination in the appeal award determination document the file will be closed and if the award amount is less than the amount of the grant already disbursed, the overage will be recaptured.

Appeals Process (Buyout ONLY)

If a Property Owner believes that the HTFC offer amount is incorrect the Owner may appeal the Fair Market Value (FMV) stated in the Determination of Fair Compensation on which the amount of the Offer is based. If the Property Owner disagrees with the FMV, but wants to continue in the Buyout/Acquisition Program(s), they must hire and pay for a New York State Certified Residential Real Estate Appraiser to appraise their property. Upon request the Customer Representative will provide a list of local Certified Residential Real Estate Appraisers licensed by the New York State Department of State, Division of Licensing Services.

The process begins by the Property Owner notifying their respective Customer Representative of the appeal in writing within 30 days of receipt of the Offer to Purchase. The appeal request must state the basis for the Property Owner's disagreement with the FMV determined by the New York State (NYS) Housing Trust Fund Corporation (HTFC) and should include all of the information the Owner wants considered. The appeal must include specific factual information and any data that support the appeal to increase the offer price. The completed appraisal should be sent to their respective Customer Representative together with the invoice and proof of payment of the appraisal cost. The Customer Representative will deliver the appraisal to the HTFC. The Property Owner will not be reimbursed for their appraisal expense. The NYS HTFC will provide the initial appraisal and the second appraisal completed at your expense to an independent 3rd party for review.

The HTFC's appointed 3rd party, will review the appeal and issue a written decision within thirty (30) days of receipt of the appeal form the HTFC. A copy of the decision of the appeal will be

mailed to the Property Owner and provided to the designated Customer Representative.

The date the Property Owner appraiser certifies as the effective valuation date must be the same as the FMV valuation date stated in the appraisal prepared for HTFC. For every Determination of Fair Compensation based on “pre-storm FMV,” that date is October 28, 2012, immediately before Superstorm Sandy. For an offer based on “poststorm FMV,” the FMV date is the “FMV Certification Date.”

A Certified Residential Real Estate Appraiser with current New York State certification must prepare the appraisal. Every appraisal appeal report must include the items specified in the Scope of Work on the next page, and the Minimum Appraisal Content presented on the back side of this document.

D. Demonstrable Hardship

A demonstrable hardship is a substantial change in an applicant’s financial situation that will prohibit or severely affect their ability to provide a minimal standard of living or the basic necessities of life including food, housing, clothing and transportation without causing economic distress well beyond mere inconvenience as shown by objective evidence. A demonstrable hardship must be occurring after the named storms.

The demonstrable hardship must be of a severe, involuntary and unexpected nature. It must not be one that is generally shared by other applicants affected by the named storms or within the impacted counties. Examples of a demonstrable hardships may include job loss, failure of a business, divorce, severe medical illness, injury, death of a family member or spouse, unexpected and extraordinary medical bills, disability, substantial income reduction, unusual and excessive amount of debt due to a natural disaster, etc. None of the listed examples above, individually or taken together, automatically establish a demonstrable hardship nor is the listing above exhaustive as there may be other factors relevant to the issue of demonstrable hardship in a particular case.

If an applicant believes that they are in the state of demonstrable hardship and that the demonstrable hardship causes them to not comply with any of the program policies, they may present their existence of a demonstrable hardship to their Customer Representative/Business Advisor and the Program will evaluate on a case-by-case basis after review of all of the circumstances.

Applicants claiming a Demonstrable Hardship shall be required to provide evidence of such claimed Demonstrable Hardship to Customer Representative/Business Advisor. The GOSR will determine what a Demonstrable Hardship is for purposes of this program and its decision is final.

E. Unmet Needs

In limited circumstances the demonstrable hardship policy may not be sufficient to cover gaps in funding the Homeowner has experienced for circumstances outside of the Homeowner’s legal

control. In these instances, the Program has developed an Unmet Needs policy that will provide a work-out option to support Homeowners that do not have sufficient funds to repair or rebuild their homes despite receiving other federal resources for this purpose.

Eligible reasons:

- Contractor fraud
- Theft/vandalism
- Damage from a subsequent event (i.e. storm, fire, flood) which caused damages to the structure.

Ineligible reasons include, but are not limited to:

- Funds used to live outside the home while home being repaired. [IMA Program covers this.]
- Work by Contractor not quality, but property is habitable.

The list above is not intended to be comprehensive. The State reserves the right to request any and all forms of documentation that may be required to substantiate an applicant's claims of having encountered a circumstance that has prevented him or her from fulfilling the obligations detailed in the documents executed at closing.

F. Detecting and Preventing Duplication of Benefits

Generally, financial assistance received from another source that is provided for the same purpose as the CBDG-DR funds is considered a Duplication of Benefit (DOB). To prevent the payment of DOB's to applicants Program controls include, but are not limited to:

- Certification that applicants have and will notify the State of all potential DOBs;
- Verification of specific DOBs through various available sources;
- Enforcement of certification to the fullest extent of the law.

G. Receipt Review Process (for Housing Programs only)

Applicants who wish to review their award have the right to request a receipt review in connection with their grant award. The applicants can provide receipts for actual work, labor materials and supplies in connection with the repair/rebuilding of their home.

In the award letter all funds received from other sources for structural repair are considered in the award calculation for duplication of benefits for construction. All funds received from other sources for elevation are considered to be a duplication of benefits for elevation work. The applicant can offset these duplications by providing documentation (receipts), including receipts for permits, paid receipts of materials and paid invoices for contractors for specific work.

H. Recapture Policy

The New York State Housing Trust Fund Corporation (HTFC) under the Division of Homes and Community Renewal (HCR) through Governor's Office of Storm Recovery (GOSR) is responsible for ensuring that the Federal Community Development Block Grant Disaster Recovery (CDBG-DR) funds awarded by HUD through New York Rising comply with all

federal, state and local requirements.

In order to ensure that New York State is able to fulfill its contractual obligations to HUD, and that the applicants receiving CDBG-DR assistance are using the funds for their intended purpose, GOSR requires all applicants to sign grant agreements stipulating each party's responsibilities and the potential penalties if the applicant is found not to have fulfilled their obligations. Specifically, if the funds are not used for eligible activities, the money can be recaptured.

GOSR has established quality control procedures to monitor operations and to guard against fraud or unintentional violations of program requirements. If a program violation is identified, GOSR will recapture funds in accordance with its recapture procedure. GOSR understands that the applicants receiving CDBG-DR assistance have suffered significant losses and the contractual responsibilities are NOT intended to be an imposition on them or to require difficult pre-requisites for benefits. However, because the purpose of the grant is to restore and revitalize communities affected by the storms, CBDG-DR funds must be used in accordance with HUD guidelines to help repair or replace damaged homes and businesses or reduce the risk of future damage through resilient rebuilding, elevation or other mitigation measures.

I. Conflicts of Interest and Confidentiality

Conflicts of interest between applicants, Program Administrator, Contractors, Program staff and other parties are strictly prohibited by federal law. Generally, no person who is a covered person, and who exercises or has exercised any functions or responsibilities with respect to CDBG-DR activities and who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

A "covered person" is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or any designated public agencies, or subrecipients which are receiving CDBG-DR funds.

The conflict of interest regulations contained in the contract between the sub-recipient and the HCR prohibit local elected officials, HCR staff, sub-recipient employees, and consultants who exercise functions with respect to CDBG Disaster Recovery activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, from receiving any benefit from the activity either for themselves or for those with who they have family or business ties, during their tenure or for one year thereafter.

Conflicts of Interest

The Program will require all Program staff to disclose any relationship with a Homeowner or Contractor. Program staff of the State, Sub-Grantee/Program Administrator and Contractors who disclose such relationships will be placed in roles where there is no opportunity for them to display favoritism or collude in order to financially or otherwise benefit either themselves, the

Homeowner or Contractor. For example, a Customer representative may not perform work on the application of family. For purposes of this regulation, “family” is defined to include spouse, parents, mother-in-law, father-in-law, grandparents, siblings, brother-in-law, sister-in-law and children of an official covered under the CDBG conflict of interest regulations at 24 CFR 570.489(h).

HCR may consider granting an exception to the conflict of interest provisions per 24 CFR 570.489(h)(4) if HCR has determined that the sub-recipient has adequately and publicly addressed all of the concerns generated by the conflict of interest and that an exception would serve to further the purposes of Title I of the Housing and Community Development Act of 1974, as amended and the sub-recipient has complied with the requirements listed in 24 CFR 570.489(h)(4)(i) and (ii). HCR will consider whether the exception will provide a significant cost benefit or essential degree of expertise; whether the opportunity was provided for under open competitive bidding or negotiation; whether the person affected is a LMI person, whether the affected person has withdrawn from his or her functions or responsibilities; whether the interested or benefit was present before the affected person was in a position to benefit from the conflict of interest; or whether undue hardship will result from failure grant the exception.

Confidentiality/Privacy

The New York State Recovery Housing Assistance Program is committed to protecting the privacy of all of our individual stakeholders, including the public and those individuals working on the Program. The Program’s policies describe how information is to be handled and protected. The purpose of this privacy policy is to establish when and under what conditions certain information relating to individuals may be disclosed.

The data collected from Homeowners for the New York State Rising Disaster Recovery Program contain personal information on individuals that is covered by the Federal Privacy Act of 1974, the Personal Privacy Protection Act (NYS POL §95, et. seq.) and the State’s Public Housing Law (see, PHL §159), among others. These laws provide for confidentiality, and restrict the disclosure of confidential and personal information. Unauthorized disclosure of such personal information may result in personal liability with civil and criminal penalties. The information collected may only be used for limited official purposes:

1. NY CDBG-DR Grant program may use personal information throughout the award process to ensure compliance with program requirements, reduce errors and mitigate fraud and abuse.
2. Independent Auditors, when hired by the program to perform a financial or programmatic audit of the program, for use in determining program compliance with all applicable HUD and federal regulations, including the Stafford Act, CDBG-DR requirements and State and Local law.
3. NY CDBG-DR Program may disclose personal information on a Homeowner to those with official Power of Attorney for the Homeowner or for whom the Homeowner has provided written consent to do so.
4. Organizations assisting the State in executing the CDBG-DR Program must comply with all

Federal and State Law Enforcement and Auditing requests. This includes, but it not limited to, HUD, FEMA, FBI, NYS Office of the Comptroller, and the Office of the Inspector General.

J. Monitoring/Compliance/Investigations

GOSR's Monitoring/Compliance/Investigations Office follows a comprehensive model to mitigate any potential risks, proactively detect and investigate potential fraud, and ensure compliance with Federal and State regulations. GOSR's current monitoring, compliance, and investigations approach is structured to allow for coordination between, and monitoring of, all GOSR programs and internal operations departments. GOSR's monitoring/compliance/investigations core functions and responsibilities are outlined below.

Compliance & Monitoring Oversight

GOSR conducts periodic audits, reviews, site visits, and risk assessments of GOSR programs, contractors, and subrecipients, to ensure that they are operating according to guidelines and state and federal regulations. Responsibilities include analyzing all reports generated from audits, reviews, site visits, and risk assessments, determining and requesting corrective action, and following through to ensure that correction actions have been implemented.

Other responsibilities include ongoing development of GOSR's overall monitoring and compliance framework, and periodically reviewing and revising the monitoring/compliance/investigations program in light of changes within the organization, its programs, and/or changes to laws, policies, and procedures of state and federal agencies.

Coordination with Internal Operations Departments

GOSR's Monitoring/Compliance/Investigations Office coordinates with internal operations departments, including HCR's Office of Internal Audit (OIA),¹ GOSR Investigations, GOSR

¹ OIA continues to serve as an additional integrity monitoring mechanism for GOSR. OIA provides internal audit coverage for HCR and HTFC. The revenues and expenditures of the CDBG program flow through HTFC. Current staffing consists of the Audit Director and four auditors. DHCR is required to have an internal audit function pursuant to NYS Division of the Budget B-350 Policy and Reporting Manual. All such Internal Audit departments are required to conduct its activities in accordance with International Standards for the Professional Practices of Internal Auditing governed by the Institute of Internal Auditors. These standards require that internal auditors exercise due professional care by considering the probability of significant errors, fraud, or non-compliance. The OIA has a role in detecting fraud waste and abuse generally for all auditing efforts and specifically as part of the State of New York's administration of its CDBG-DR funding allocations pursuant to Public Law 113-2. The provisions of OMB A-123 and its appendices will be reviewed and incorporated as applicable to any prevention, detection and recovery activities. As it relates to GOSR, OIA will be: 1) coordinating monitoring and compliance activities with GOSR, including serving as an additional repository for all complaints that come through GOSR's fraud hotline; 2) maintaining a reporting line to HTFC Finance and the HTFC Board as it relates to GOSR activities; and 3) assisting with the monitoring and compliance of GOSR's subrecipients, specifically as it relates to the OMB A-133 Circular Audit requirements.

Communications, GOSR and HTFC Finance, GOSR and HTFC Procurement, GOSR Office of the General Counsel, and HTFC Counsel. In addition, the Office coordinates and monitors GOSR’s MWBE/EEO and Fair Housing efforts. Each of these departments overlap with the Office by requiring additional monitoring and oversight to ensure that their activities, policies, and procedures remain in compliance with state and federal regulations, and by serving as additional resources to assist with GOSR’s monitoring and compliance function.

Interfacing with External Regulatory Agencies & Partners

GOSR’s Monitoring/Compliance/Investigations Office coordinates and communicates with external federal and state regulator entities and partners, including HUD, HUD Office of the Inspector General, FEMA, and the New York State Office of the Inspector General. The Office serves as a point of contact in responding to state and federal government requests, inquiries, and investigations. Additionally, the Office receives referrals from the New York State Office of the Inspector General regarding complaints of potential fraud, wrongdoing, and misconduct relating to GOSR’s programs, and is responsible for reviewing these referrals and determining appropriate action.

Policies & Procedures Oversight

GOSR’s Monitoring/Compliance/Investigations Office reviews and monitors GOSR program and operational policies and procedures in order to ensure consistency with GOSR’s certifications and state and federal regulations. This includes reviewing and monitoring GOSR’s day-to-day policies and procedures to ensure consistency with the policies and procedures documented in GOSR’s manuals and certifications.

Regulations Guidance & Training

GOSR’s Monitoring/Compliance/Investigations Office provides guidance, training, and technical assistance to GOSR staff, contractors, and subrecipients as it relates to state and federal rules and regulations.

Fraud

GOSR is responsible for: managing a fraud hotline; processing all incoming complaints relating to fraud, misconduct, and wrongdoing; reviewing and analyzing such complaints; obtaining relevant programmatic information to assess such complaints; and determining appropriate further action, including but not limited to further internal investigation, referral to the appropriate law enforcement agency, and corrective action to address any risks or deficiencies in existing programmatic policies and procedures. If it is determined that there is a lack of or insufficient evidence of fraud, the Homeowner’s application will proceed through the Program.

Identity Check

GOSR will require all eligible applicants to pass an identity check. The program has developed this verification in order to comply with Federal and State of New York requirements and program policy.

K. Anti-Fraud, Waste and Abuse Checks

The Anti-Fraud, Waste and Abuse (AFWA) check is designed to identify discrepancies and risk-relevant issues in applicant-provided information that may be indicative of fraud, waste, and/or abuse risk. This check is run for each applicant and may consist of up to seven components:

1. Social Security Number check (for relevant applicant types)
2. Business status check (for relevant applicant types)
3. Confirmation of association with damaged property address
4. Check of relevant watch lists and debarment lists
5. Searches for New York State tax warrants
6. Searches for federal tax liens filed in New York State
7. Searches for New York State child support warrants (for relevant applicant types)

Review of AFWA Check Findings

After AFWA checks are completed, findings will be delivered to Customer Representatives who will receive reports notifying them of any flags that were identified. In their review of AFWA check findings, Customer Representatives will examine application information and applicant-provided documentation to seek to determine if this information is consistent with flags identified through AFWA checks and to identify potential typographical/data input errors.

Examples of primary flag types may include but are not limited to:

1. No Issues Identified
 - Without Relevant Findings – AFWA check did not identify a flag after performing relevant procedures.
 - Without Relevant Findings (with Caveats) – AFWA check identified potential flags that did not appear to be associated with the applicants using the sources and/or methodologies.
2. Flagged Issues
 - Risk Indicator – Potential risk-relevant information was identified for the applicant in question through one or more of the seven AFWA checks.
 - Unable to Verify – The AFWA check was unable to identify sufficient information to corroborate information provided by the applicant.
 - Discrepancy – A discrepancy was identified between information provided by applicant and information identified through one or more of the seven AFWA checks.
3. For Return to Customer Representative/Business Advisor
 - Typographical Error – AFWA check identified a potential typographical error.

In their review of AFWA check findings, Customer Representatives/Business Advisors will examine application information and applicant-provided documentation to seek to determine if this information is consistent with flags identified through AFWA checks and to identify potential typographical or data input errors.

Adjudication and Escalation of AFWA Findings

Using relevant federal and state policy and procedure guidelines, Customer Representative/Business Advisor will determine:

- a. if flagged issues affect the applicant's eligibility and
- b. if further action is necessary in order to adjudicate the application.

Examples of options that may be available to Customer Representative/Business Advisor could include but are not limited to the following:

- If the flagged issue does not affect the applicant's eligibility per State policy, the Customer Representative/Business Advisor can recommend that the application be permitted to progress through the application process.
- If the flagged issue is a result of a typographical error (e.g., transposition of last and first names, hyphenation, misspelling, missed letter, missed numerical digit, incorrect ZIP codes), the Customer Representative/Business Advisor can query the underlying documentation submitted by the applicant for an extra layer of verification and recommend that the application be permitted to progress through the application process, pursuant to satisfactory confirmation of underlying documentation.
- If there is insufficient information to adjudicate the flagged issue and research of publicly available information will not be able to provide the information necessary to make a determination, the Customer Representative/Business Advisor can recommend that follow up be conducted with the applicant or that the application be escalated for further scrutiny.

If applicant has flag for either a Federal tax lien or a United States judgment in any amount or state lien or a child support warrant in which \$10,000 or more is owed, then the applicant will not be eligible for NY Rising Programs. If applicants can prove that they are in a payment plan to remedy the situation and that they are current with that plan then they will be eligible to participate in GOSR's Programs.

L. Record Retention

Record retention is a requirement of the Program. Records will be maintained to document compliance with Program requirements and federal, state, and local regulations and to facilitate an audit review by HUD. Records will be maintained in accordance with 24 CFR 570.3 which states they must be maintained for a period of 5 years following the close-out of the award to the state. The GOSR Records Management Program seeks to ensure that:

- GOSR complies with all requirements concerning records and records management practices under Federal and State regulations
- GOSR has the records it needs to support and enhance ongoing business and citizen service, meet accountability requirements and community expectations
- These records are managed efficiently and can be easily accessed and used for as long as they are required

- These records are stored as cost-effectively as possible and when no longer required they are disposed of in a timely and efficient manner based on HUD Handbook 2225.6, Records Disposition Schedules and HUD Handbook 2228.2.

Audit Trail

All records defined by the organization as important are captured into the GOSR recordkeeping system so they can be appropriately managed. Within the NY Rising Housing Recovery Program, Program database serves as GOSR's management information system. Program database provides immediate tracking and imaging of all Program documentation, including but not limited to, applicant notification, eligibility verification documentation, financial funds disbursement documentation to ensure data security and Program oversight to create a clear audit trail of the Program. Additional financial funds disbursement documentation is available from the Tribuo database.

All applicant data will be secured in GOSR's management information system for a specified period of time in accordance with the current Record Retention and Disposition Schedule.

Recordkeeping, including scanning, uploading to GOSR's management information system, and filing of pertinent Program documentation retention policies are to provide both a physical and an electronic record of activities so that documentation is accessible for audit purposes.

In order to protect non-public personal information, data security measures will be in place, such as hardware and software data security protocols and physical security for hard copy files.

EXHIBIT 2 - Citizen Participation Plan

STATE OF NEW YORK CITIZEN PARTICIPATION PLAN CDBG-DISASTER RECOVERY SUPERSTORM SANDY, HURRICANE IRENE, and TROPICAL STORM LEE

The primary goal of the New York Citizen Participation Plan is to provide all New York citizens with an opportunity to participate in the planning, implementation, and assessment of the State's CDBG-DR Sandy recovery program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen involvement in the community redevelopment process. New York State developed the Citizen Participation Plan to meet the requirements of the CDBG Disaster Recovery (CDBG-DR) funding for Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee. The Plan reflects the alternative requirements as specified by the U.S. Department of Housing and Urban Development (HUD) in the Federal Register (FR-5696-N-01), Federal Register (FR-5696-N-06) and notice of specific waivers.

The State will ensure that any Units of General Local Government (UGLG) or sub-recipients who receive funds will have a Citizen Participation Plan that meets the CDBG-DR regulations and takes into consideration the waivers and alternatives made available under CDBG-DR funding.

In order to facilitate citizen participation requirements and to maximize citizen interaction in the development of the New York Disaster Recovery Action Plan, substantial amendments to the Action Plan, and the Quarterly Performance Reports (QPR), the State has laid out targeted actions to encourage participation and allow equal access to information about programs by all citizens, including those of low and moderate income, persons with disabilities, the elderly population, persons receiving Disaster Housing Assistance Program (DHAP) funding, and persons with limited English proficiency.

I. Public Notices, Public Hearings and Comment Period

The State Citizen Participation Plan will ensure that there is reasonable and timely access for public notice and comment on the activities proposed for the use of CDBG-DR grant funds. Since the Notice for the Second Allocation has revised the requirements for public hearings, the State will always hold a minimum of one public hearing for each substantial amendment starting with the release of the State's Amended Action Plan. Written minutes of the hearings and attendance rosters will be kept for review by State officials. The State has and will continue to coordinate outreach meetings with State entities, local governments, non-profits, private sector and involved associations. The State invited public comment to the New York Disaster Recovery Action Plan and will continue to invite public comment for any future Substantial Amendments

for a minimum thirty (30) days, posted prominently and accessed on the Governor's Office of Storm Recovery official website.

A. Substantial Amendments to the Action Plan

The State has defined Substantial Amendments to the Action Plan as those proposed changes that require the following decisions:

- Addition or deletion of any allowable activity described in the approved application
- The allocation or re-allocation of more than \$1 million
- Change in the planned beneficiaries

Those amendments which meet the definition of a Substantial Amendment are subject to public notification, public hearings and public comment procedures. Citizens and units of local government will be provided with reasonable notice and an opportunity to comment on proposed Substantial Amendments to the Action Plan. A notice and copy of the proposed Substantial Amendment will be posted on the Governor's Office of Storm Recovery official website. Citizens will be provided with no less than thirty (30) days to review and comment on the proposed amendment. Written comments may be submitted to:

**Governor's Office of Storm Recovery
64 Beaver Street
PO BOX 230
New York, New York 10004
Comments may also be made at www.stormrecovery.ny.gov**

A summary of all comments received and reasons why any comments were not incorporated into the Substantial Amendment will be included in the HUD request for a Substantial Amendment and posted to the Governor's Office of Storm Recovery official website.

Non-substantial Amendments to the Action Plan will be posted on the Governor's Office of Storm Recovery official website after notification is sent to HUD and the amendment becomes effective. Every Amendment to the Action Plan (substantial and non-substantial) will be numbered sequentially and posted on the website.

B. Performance Reports

The State must submit a Quarterly Performance Report through HUD's Disaster Recovery Grant Reporting (DRGR) system no later than thirty (30) days following the end of each calendar quarter. Within three (3) days of submission to HUD, each QPR must be posted on the Governor's Office of Storm Recovery official website for public review and comment. The State's first QPR is due after the first full calendar quarter after the grant award. QPR's will be posted on a quarterly basis until all funds have been expended and all expenditures have been reported.

Each QPR will include information about the uses of funds in activities identified in the Action Plan as entered in the DRGR reporting system. This includes, but is not limited to: project name, activity, location, and National Objective; funds budgeted, obligated, drawn down, and expended; the funding source and total amount of any non-CDBG-DR funds to be expended on each activity; beginning and actual completion dates of completed activities; achieved performance outcomes such as number of housing units complete or number of low and moderate income persons benefiting; and the race and ethnicity of persons assisted under direct-benefit activities. The State must also record the amount of funding expended for each Contractor identified in the Action Plan. Efforts made by the State to affirmatively further fair housing will also be included in the QPR.

During the term of the grant, the grantee will provide citizens, affected local governments, and other interested parties with reasonable and timely access to information and records relating to the approved program and to the grantee's use of grant funds as well as contracts procured with CDBG-DR funding. This information shall be posted on the grantee's official website and provided on request.

II. Technical Assistance

The State will provide technical assistance to facilitate citizen participation where requested, particularly to groups representative of persons of low and moderate income and vulnerable populations. The level and type of technical assistance shall be determined by the applicant/recipient based upon the specific need of the community's citizens.

III. Citizen Participation Requirements for Sub-recipients and Local Governments Participating in CDBG-DR Programs

To ensure applicant compliance with Section 508 of the Housing and Community Development Act of 1974, as amended, the citizen participation requirements for Units of General Local Government (UGLG) applying for or receiving Disaster Recovery funds from the State are as follows:

Each applicant shall provide citizens with adequate opportunity to participate in the planning, implementation, and assessment of the CDBG program. The applicant shall provide adequate information to citizens, obtain views and proposals of citizens, and provide opportunity to comment on the applicant's previous community development performance.

All UGLGs which receive CDBG-DR funds must have a written and adopted Citizen Participation Plan which:

- provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;

- provides citizens with reasonable and timely access to local meetings, information, and records relating to the State's proposed method of distribution, as required by regulations of the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended, and the unit of local government's proposed and actual use of CDBG funds;
- provides for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- provide for the review of proposed activities and program performance by potential or actual beneficiaries, and with accommodations for the disabled;
- provides for a timely written answer to written complaints and grievances, within 15 working days where practicable;
- identifies how the needs of non-English speaking residents will be met where a significant number of non-English speaking residents can be reasonably expected to be involved;
- Establishes procedures and policies to ensure non-discrimination, based on disabilities, in programs, and activities receiving Federal financial assistance as required by Section 504 of the Rehabilitation Act of 1973, as amended.

The plan must be made available to the public and must include procedures that meet the following requirements:

IV. Performance Hearings

Prior to close out of the disaster recovery program, the Program, the UGLG and State sub-recipients may be required to hold a public hearing to obtain citizen views and to respond to questions relative to the performance of the program. This hearing shall be held after adequate notice, at times and locations convenient to actual beneficiaries and with accommodations for the disabled and non-English speaking persons provided.

Written minutes of the hearings and attendance rosters will be kept for review by State officials. Nothing in these requirements shall be construed to restrict the responsibility and authority of the applicant for the development of the application.

V. Complaint Procedures

The State will ensure that each UGLG, or Sub-recipient funded with CDBG-DR funds will have written citizen and administrative complaint procedures. The written Citizen Participation Plan shall provide citizens with information relative to these procedures or, at a minimum, provide citizens with the information relative to the location and hours at which they may obtain a copy of these written procedures.

All written citizen complaints which identify deficiencies relative to the UGLG, Sub-recipient's

community development program will merit careful and prompt consideration. All good faith attempts will be made to satisfactorily resolve the complaints at the local level. Complaints will be filed with the Executive director or chief elected official of the entity who is receiving the funds and who will investigate and review the complaint. A written response from the Chief Elected Official, Agency Head, or Executive Director to the complainant will be made within 15 working days, where practicable. A copy of the complaint and determination must be sent to the GOSR's head of Monitoring and Compliance.