



NY Rising Housing Recovery Program

Requirements for Requesting a Final Site Visit

August 22, 2014

This document provides guidance to Homeowners on what construction activities must be complete and what documents the Homeowner must provide to the Program before a Final Site Visit may be conducted.

How do I request a Final Site Visit?

You can request a final site visit by calling your Customer Representative. If you have a construction related question that you need to discuss first, you may call a Construction Technical Advisor at 516.830.3560. Construction TAs can also take requests for Final Site Visits.

How do I know when I am ready for a Final Site Visit?

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

All of the following items must be completed prior to scheduling a Final Site Visit:

1. Construction Work - Estimated Cost of Repair (ECR) Scope of Work

- A. ALL work identified in the current approved ECR must be completed. This includes all repair or reconstruction work plus elevation. Please be aware that if the completed work differs from that which was priced in the estimate, your award amount will be adjusted. For example, if the boiler was priced for replacement, but it was repaired then the Program will revise the ECR amount accordingly.
- B. ALL work identified in change orders, which were approved by the Program, through the submission of Request for Scope of Work Change and 6100 forms, must be completed.
- C. ALL scope items that were added as opt-in items that the Homeowner elected to be included in the scope of repair must be completed.

2. Documents –

- A. The following documents, if applicable to your home, must be completed and provided to the Program either prior to or at the date of the Final Site Visit:
 - a. Certificate of Occupancy or a letter (format available from your Customer Representative) written by your municipality saying that the Program funded work is completed and is not contrary to state or local building codes.

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- b. Pre- and Post-Elevation Certificates and Elevation Permit, if elevated
 - c. Lead Based Paint Clearance Test Report and Assessment Report, (only if non-Program performed) if applicable
 - d. Asbestos Abatement Manifests, Assessment and Clearance Test Report, if applicable
 - e. Any documents related to environmental requirements which are stipulated in your home's Tier 2 report.
- B. All NY Rising Final Site Visit certification forms required by the Program:
- a. Final Site Visit Request Form
 - b. Design Professional Certification Form
 - c. Construction Certification Form
 - d. Extraordinary Site Conditions Certification, if reconstruction

What You Should Know about Possible Adjustments to Your Award

There are several reasons why the Program may adjust your award based on the information obtained at the Final Site Visit or at closeout of your case. These may include:

- Because the Program included a 10% design fee in the ECR estimate of your work, if you do not provide evidence of hiring a design professional (the signed Design Professional Certification Form or some other acceptable proof) this fee will be deducted from your award.
- If you elevated your home and based on your pre- and post-elevation certificates, the height of that elevation differed from the Program's elevation estimate, the elevation portion of your award will be adjusted.
- The work you completed on any item in the ECR was different than the work estimated in your ECR (i.e. a repair was completed when a replacement was estimated, or the square or linear footage of the area repaired/replaced differed from that estimated) the Program will adjust the award accordingly.

Inspection Before Completion

If a homeowner requests a Final Site visit stating that all work is complete, but at the inspection it is determined that the work is not complete, the Program's cost of conducting the subsequent inspection may be deducted from the homeowner's award.

Obtaining Final Payment of an Award

After the Final Site Visit, the Program will review the results of the inspection and if necessary adjust the award. Before final payment of the outstanding balance of the award is made to the Homeowner, all outstanding Program documents, including non-construction documents, must be submitted. Please contact your Customer Representative to obtain a list of any outstanding materials. When your file is complete, a final Grant Agreement Amendment, and if your home is in the 100-year floodplain, a Floodplain Covenant document, will be sent to you. After you sign these documents and receive confirmation that all of the required closeout documents are complete, your final award payment will be available.

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