



Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) Program Step-by-Step

1 Submit Application

- ✓ Online
- ✓ By phone
- ✓ In person at a Housing Assistance Center

2 Meeting with Housing Advisor to Review Application

- ✓ Documents Required:
 - Duplication of Benefits Questionnaire and Supporting Receipts*
 - Substantial Determination of Damage letter issued by local floodplain manager*
 - Income Verification Documents (Pay stub or Social Security Letter)*
 - Lead-Based Paint Letter
 - Right of Entry Form

**Homeowner-provided documentation*

- ✓ Eligibility Confirmation:
 - Owner-occupied at time of the storm
 - Primary residence
 - Full verified loss of \$8,000 or greater or more than 1 ft. of flooding on the 1st floor
 - Resides within one of the nine eligible counties
 - Registered with FEMA
 - Less than \$250,000 adjusted gross income

3 Call from RREM Program Manager to Schedule Initial Site Inspection

- ✓ Homeowner (or designated representative) must be present for inspection

4 Environmental Review

- ✓ Department of Environmental Protection conducts mandatory review to ensure no negative impacts to the environment

5 Meeting with Housing Advisor and RREM Program Manager

- ✓ Review scope of work and any major enhancements (ie. handicap accessible)
- ✓ Grant amount identified
- ✓ Homeowner Decision: Repair or Rebuild?
- ✓ If rebuilding, review house plans and options
- ✓ Determine if additional homeowner funding will be needed

6 Second Meeting with Housing Advisor & RREM Program Manager

- ✓ Approve final design, plans, and scope of work
- ✓ Additional homeowner funding confirmed

7 Zoning & Builder Selection

- ✓ RREM Program Manager files for local zoning approvals
- ✓ Builder is selected from Qualified Contractor Pool

8 Closing & Pre-Construction Meeting

- ✓ Review closing instructions
- ✓ Sign closing documents, which include:
 - Grant Agreement
 - RREM Grant Fund Escrow Agreement
 - Homeowner Fund Escrow Agreement
 - Homeowner-Homebuilder Construction Contract
- ✓ Homeowner must show proof of homeowner and flood insurance
- ✓ Homeowner must bring personal funds for escrow account
- ✓ Builder reviews the construction process and homeowner selects materials and finishes (ie. paint colors)

9 Local Construction Approvals

- ✓ Contractor obtains local building permits

10 Construction Begins

- ✓ Homeowners may be required to vacate residence and store belongings
- ✓ RREM Program Manager monitors progress and quality of work

11 Construction Complete

- ✓ Final code inspections
- ✓ Builder and homeowner complete final walk-through
- ✓ Homeowner receives warranty binder
- ✓ RREM Program Manager completes final program inspection
- ✓ Homeowner moves back into home

PROJECT COMPLETE

RREM – What Happens Next?

Your application has passed the first round of eligibility determination for the NJ Superstorm Sandy Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) grant assistance program. There are several additional steps that still are needed before you fully qualify for funding. Our goal is to make this a clear and efficient process that gives you enough information and assistance to make timely and informed decisions. The chart below describes the remaining steps that must be taken to get from RREM eligibility through construction and back into your home. Please note that this information is not a guarantee of program eligibility and that there are additional criteria you must meet before you fully qualify for a funding award determination. This program is strictly voluntary. Please note that additional steps and meetings may be necessary depending on the unique circumstances of each household and property type.

STEP	WHAT HAPPENS?
Application Review with Housing Advisor	<ul style="list-style-type: none"> • Meet with a Housing Advisor to review homeowner application and, confirm eligibility and collect supporting information • Collect information from homeowner about funds the applicant has received for repairs from other sources (FEMA, SBA, Insurance, Private Sources) • Collect information about how the homeowner has spent any of the money received for repairs (and provide receipts). Note: If homeowner has begun repairs to their home, they are strongly encouraged to cease any existing work in order to maximize the allowable costs that could be included in the RREM program budget. • Collect income information and signatures to verify total household income does not exceed \$250,000 • Review and sign the Right of Entry Form and the Lead-Based Paint Letter (if applicable)
Call from RREM Program Manager to Schedule Initial Site Inspection	<ul style="list-style-type: none"> • RREM Program Manager will contact Homeowner to schedule an appointment for a site inspection. <u>The homeowner or designated representative must meet the assigned RREM Inspector at the site</u> • RREM Inspector will identify needed repairs, elevation and mitigation requirements, determine if there are environmental risks (lead-based paint, asbestos) that need to be addressed or determine that the house should be reconstructed. • If home is not determined to be in need of reconstruction, inspector will develop list of required repairs. • If the homeowner has already made some repairs the inspector will use the list of repairs the owner reported on the Duplication of Benefits form and confirm that the repairs were made • If homeowner is still eligible and owner agrees to program terms and conditions, the Department of Environmental Protection is alerted to conduct an environmental review.

Environmental Review	<ul style="list-style-type: none"> • DEP conducts environmental review (this may take 2-3 weeks), which is an assessment to insure that rebuilding will cause no adverse impacts to the environment. • DEP will inform the RREM Program Manager of any actions that need to be taken related to the environmental review. This may affect the cost estimate for repair or reconstruction. This process is a federal requirement and mandatory for the RREM program to proceed with a building permit approval. <p style="text-align: center;"><i>The RREM Contractor will adjust plans and costs</i></p>
Award Calculation	<ul style="list-style-type: none"> • Housing Advisor will calculate the potential RREM award amount. • Housing Advisor schedules meeting with Homeowner and RREM Program Manager
Meeting with Housing Advisor and RREM Program Manager	<ul style="list-style-type: none"> • Homeowner reviews scope of work and learns the award amount. • Housing Advisor and homeowner discuss whether to repair or rebuild, review house plans, if appropriate, discuss selection of major enhancements (i.e. handicap accessible features or other upgrades), and determine if additional funds from the homeowner will be needed. • If required, homeowner will begin to provide documentation that demonstrates a commitment to produce the funds needed in addition to RREM grant to complete construction.
Second Meeting with Housing Advisor & RREM Program Manager	<ul style="list-style-type: none"> • Homeowner reviews and approves final plans and approves. • Homeowner must identify the sources of funds that will be used to complete construction and secure them in time for closing to maintain the priority of their application. <ul style="list-style-type: none"> ○ The homeowners will have 14 days from the meeting date to provide the RREM program with their funding information. ○ If at the end of the 14 day period the information has not been received from the homeowner, a notification letter will be sent to the homeowner to allow for an additional 14 days to receive their information. ○ If proof of funding is not received within 14 days of the letter, the application will be placed on hold for 30 days. If still no response at the end of the 30 day period, the application will be determined to be withdrawn.
Zoning Process & Builder Selection	<ul style="list-style-type: none"> • RREM Program Manager files for local zoning approvals. <ul style="list-style-type: none"> ○ Based on feedback from zoning process, plans will be finalized in conjunction with homeowner and housing advisor. • Builder is selected from the Qualified Contractor Pool. If the Homeowner has a preferred builder, that builder must be pre-qualified by the RREM Program Manager.
Closing & Pre-Construction Meeting	<ul style="list-style-type: none"> • Homeowner must show proof of valid Homeowner and Flood Insurance policies. • Homeowner must bring personal funds to be placed in an escrow account. • Homeowner Signs <ul style="list-style-type: none"> ○ Grant Agreement ○ RREM Grant Fund Escrow Agreement ○ Homeowner Fund Escrow Agreement ○ Homeowner – Homebuilder Construction Contract • Builder and homeowner discuss construction process and homeowner selects materials and finishes (such as paint colors) that are included in the cost estimate.

Local Construction Approvals	<ul style="list-style-type: none"> • Builder obtains building permits from local construction office.
Construction Begins	<ul style="list-style-type: none"> • Homeowners may be required to vacate their home and store belongings during construction. • RREM Program Manager monitors the progress and quality of work
Construction Complete	<ul style="list-style-type: none"> • Final code inspections are completed and Certificate of Occupancy is issued. • Builder and homeowner will conduct final walk-through • Homeowner receives warranty binder. • Builder will submit final inspection request to the RREM Program Manager • RREM Program Manager completes final RREM program inspection conduct walk through and final inspection. • Homeowner moves back into home.

OTHER KEY POLICIES/INFORMATION

RECONSTRUCTION	
<ul style="list-style-type: none"> • If the cost of repair is 75% or more of the dwelling's pre-storm value (as determined by NJ equalized tax assessment for structure only or other DCA approved assessment value), reconstruction of the dwelling is required • If the cost of repair is between 50% and 75% the RREM Program Manager makes a recommendation to DCA whether the home should be rehabilitated or reconstructed, based upon a cost-benefit determination. • Homeowners may appeal the decision to reconstruct following the procedure found in the SSHIP Appeals Policy. 	
<ul style="list-style-type: none"> • The RREM Program Managers have developed and received DCA approval of standard home design prototypes. The RREM Program Manager will present the homeowner with one or more designs that fit on the homeowner's lot. • During construction the builder must comply with all building codes and standards. They will be responsible for scheduling all local inspections. It should be noted, that these are different from the RREM program inspections. • The number of units on the lot may not increase. • The same number of bedrooms as existed prior to the storm will be replaced, unless a homeowner requests reconstruction of a fewer number of bedrooms. • The square footage of the new unit may not be substantially larger (300 square feet or less) than the original unit. However the number of rooms may change. • If homeowner resides in a condominium or cooperative, certain additional approvals may be required to participate in the program. 	