



# KNOW BEFORE YOU CLOSE



**COMPLETE THE FORMAL APPLICATION**



**ELIGIBILITY REVIEW**



**DAMAGE AND LEAD ASSESSMENT**



**REVIEW GRANT AWARD**



**SIGN GRANT AWARD**

**1**

**REVIEW YOUR AWARD CAREFULLY**

Restore Louisiana allows a homeowner 60 days to review and approve their grant award and scope of program eligible work. Appeals must be submitted BEFORE the grant award is accepted. Once the Grant Award Agreement is executed, the homeowner waives any right to appeal the determinations of final award amount, results of all inspections and funding requirements (including Duplication of Benefits (DOB) calculation and any escrow requirement).

Program policy requires homeowners to self-certify that they still own the damaged property and have not transferred it or received notices of default or seizure related to taxes, mortgage, or title prior to executing a grant award. Additionally, the program requires that homeowners maintain ownership throughout the entirety of their participation in the program and program-approved final inspection.

**2**

**DUPLICATION OF BENEFITS**

Homeowners are required to certify that they have reported all DOB\* funds received both before and after the application has been submitted.

*\* Duplication of Benefits are funds received for home repair from sources such as FEMA, or insurance (private, NFIP, etc) or charitable donations of building supplies or labor.*

EXAMPLE: PROSPECTIVE WORK ONLY	
Scope of work for prospective work	\$80,000
<b>Duplication of Benefits</b>	
• FEMA assistance for structural repairs	\$20,000
• Insurance proceeds for structural repairs	\$22,000
<b>Total Duplication of Benefits</b>	\$42,000
<b>Maximum eligible prospective work award</b>	<b>\$38,000</b>

**3**

**REQUIRED ESCROW OR HOMEOWNER RESPONSIBILITY (IF APPLICABLE)**

In cases where a homeowner received or was approved for funding from other sources (such as FEMA or private insurance) to repair the storm-damaged home, federal law requires those funds to be invested by the homeowner into home repair before the program may provide additional dollars. These funds are referred to as “Required Escrow” in Solution 1 and “Homeowner Responsibility” in Solution 2.

- **Solution 1, Program Managed Construction** - If a homeowner has selected Solution 1 and has required escrow, the Award Acknowledgement letter will reflect the amount of escrow that must be submitted to the program in the form of a cashier’s check at the time of closing. These funds are matched with your grant funds from the program to ensure your repair/reconstruction project is fully funded and complete. If the homeowner does not have the required escrow funds, they should contact their case manager for deferred scope options.
- **Solution 2, Homeowner Managed Construction** - The “Homeowner Responsibility” amount reflected on the Accepted Award Acknowledgment is the amount of money that will need to be spent by the homeowner prior to receiving program grant funds for completed work. Once the program inspects and confirms completion of items listed on the ECR totaling the Homeowner Responsibility, grant funds will then become available to disburse for completed ECR items over and above the homeowner responsibility amount and verified at subsequent inspections.



## 4

**FLOOD INSURANCE REQUIREMENTS**

If your structure is located in a Special Flood Hazard Area (SFHA), you will be required to maintain adequate structural flood insurance in perpetuity for your home.

- You must submit proof of flood insurance or a letter of declination (if home is uninsurable because of disrepair) before signing your Grant Award Agreement. The policy amount should be the lesser of either: a) The full insurable value of the structure as determined by the applicable property insurer, or b) The maximum amount available for the structure under the National Flood Insurance Program, or a successor program. The full insurable value of the structure will be based upon the Program's total project cost at the time of closing.
- For reconstructions and MHU replacements, you will be required to submit proof that you obtained flood insurance after your construction has been completed at or prior to the final inspection. Final payment will not be released until this proof of flood insurance is provided to the program. Failure to submit proof of insurance will result in grant funds being recaptured.
- Failure to maintain insurance in perpetuity for the home or convey this requirement to the new owners when you sell your home will result in ineligibility for future disaster relief per federal guidelines.

**DOCUMENTS THAT MAY BE REQUIRED AT CLOSING**

- Government-Issued ID for Owner/Occupants
- Proof of Current Flood Insurance (applicants in Flood Zone)
- Required Escrow (Solution 1) in Form of Cashier's Check
- Power of Attorney (if applicable)

## 5

**REIMBURSEMENT AND CONSTRUCTION**

- If you are eligible for reimbursement, a check will be mailed to you within 3-4 weeks from the date you sign your Grant Award Agreement.
- Homeowners are responsible for ensuring that the home is elevated such that the lowest habitable floor is the highest of any of the following: 2 feet above BFE, 2 feet above ABFE, 2 feet above preliminary maps or studies provided by FEMA\* or local municipality requirement. Homeowners will be required to provide an elevation certificate demonstrating compliance with this requirement. Please refer to the Program Manual for more details on the acceptable methods of elevation and detailed elevation requirements.
- If your local jurisdiction has issued a Substantial Damage Letter for your property, you are required to reconstruct and elevate your property. If you have received a notice of Substantial Improvement from your local jurisdiction, you are required to elevate your property and should notify your case manager immediately. The program does not elevate slab on grade structures. You must provide a copy of your Substantial Damage Letter or Substantial Improvement Letter (if applicable) to the program before you sign your Grant Agreement. Failure to disclose this information could result in your ineligibility for the grant and/or recapture of any disbursed grant funds.
- For Solution 2 (Homeowner Managed Construction): **a)** Payment will only be requested for ECR work noted as completed by each progress inspection. The estimated timeline for each payment is 3-4 weeks following the completion and approval of the completed progress inspection, or **b)** Your local permit office may require that you obtain a permit for some of the repairs (usually related to mechanical, electrical or plumbing scope) detailed in your Estimated Cost of Repair (ECR) report. Participation in the program does not release you from any permit requirements enforced by your local permit office. Additionally, construction must begin and at least one progress inspection noting completed work must occur within 180 days of execution of the grant agreement unless a written hardship extension is approved, or your award will be terminated.
- Prior to processing the final project payment, a successfully completed final inspection must be submitted on the home, and, if applicable, proof of flood insurance and proper elevation must be submitted, and, if required, a successful lead-based paint clearance examination must be completed.
- All Solution 1 homeowners are responsible for vacating their damaged home within 30 days of grant execution and removing all personal property and furniture prior to repair or demolition of the damaged residence.

*\*24 CFR Part 55 requires HUD and Responsible Entities to rely on floodplain maps issued by the Federal Emergency Management Agency (FEMA) to evaluate flood risks and impacts. When FEMA provides interim flood hazard data, such as Advisory Base Flood Elevations (ABFE) or preliminary maps and studies, the program shall use the best available data to determine elevation height requirement.*

## 6

**FORTIFIED BUILDING STANDARDS**

The program adheres to the FORTIFIED Roof standards for full roof replacements only and FORTIFIED Gold standards for Solution 1 Reconstruction projects.

If Solution 2 homeowners are interested in building to FORTIFIED standards, you should request further details from your case manager. Once you provide the required certifications, additional grant funds in the form of an additional per square foot allowance up to program caps will be available for the costs associated with complying with these standards.

For more information on FORTIFIED standards, see: [ibhs.org/guidance/fortified-construction-standards/](https://ibhs.org/guidance/fortified-construction-standards/)

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866.735.2001 [Restore.La.Gov](https://Restore.La.Gov)



**RESTORE  
LOUISIANA**  
Homeowner Assistance Program