



## HOMEOWNER RECOVERY PROGRAM Emergency Repair Request Form

**Purpose:** The Program requires applicants to stop all construction work on their damaged properties after submitting their program application. Completion of repairs after the submission of a program application will result in the applicant being considered ineligible for program assistance if the repairs do not meet the U.S. Department of Housing and Urban Development (HUD) definition of “emergency repair.” The Primary Applicant should use this form to inform the Program of any repairs completed after the submission of their application, and/or to request permission from the Program to complete emergency repairs. Using the provided information below, the Program will determine whether the requested repair is an “emergency repair” and notify the Primary Applicant whether the repair may be completed.

**Instructions:** The Primary Applicant should complete the Applicant Information section with their full legal name and the complete damaged property address before completing the Repair Information table. Please describe why this repair was required as an emergency action. If the repair has already been completed, please provide the date the repair was completed. If the repair has not yet been completed, please write N/A in the Date Completed field. Please provide all documentation to support your application (receipts, photos, contractor statements, insurance claims, etc.).

**Warning:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States government.

APPLICANT INFORMATION		
<b>Application ID Number:</b>	<b>Date:</b>	
<b>Applicant Full Name:</b>	<b>Co-Applicant Full Name:</b>	
<b>Damaged Property Address:</b>		
<b>City:</b>	<b>State: NORTH CAROLINA</b>	<b>Zip Code:</b>

Emergency repairs meeting the definition of 24 CFR § 58.34(a)(10) may not trigger an ineligibility determination for applicants who completed the emergency repairs during the “Stop Work” period. Applicants who are identified as undertaking “emergency repairs” post application OR prior to the initiation of construction activities, will be asked to submit documentation demonstrating compliance with HUD’s definition identified below. When describing the emergency repairs for which you are seeking reimbursement, please reference which category of emergency repairs applies to each repair.

1. **Emergency repairs** “do not alter environmental conditions” including any of the following:
  - a. Affect significant elements of properties listed on, or eligible for, listing on the National Register of Historic Places;
  - b. Replace, either through rebuilding or major rehabilitation of, structures within a floodplain;
  - c. Involve inappropriate occupancy of a known hazardous site or site contiguous to a known hazardous site;
  - d. Involve work that could adversely impact the habitat of an endangered species; and/or
  - e. Alter a building’s footprint.
2. **Emergency repairs** are “limited to protection, repair, or restoration activities necessary to control or arrest the effects”. The activity does not include new additions, relocation, or enlargements, or changes to the primary use or density of occupancy; but does include work that:
  - a. Provides temporary protection from further damage to a building or that makes permanent repairs to a damaged building or structure;



- b. Is for the restoration of essential community services and related utilities and facilities to their condition prior to the disaster without significant change in size or capacity.
- 3. **Emergency repairs** are necessary “only to control or arrest the effects from a state or federally declared public disaster or imminent threats to the public safety including those resulting from physical deterioration.”

REPAIR INFORMATION	
Description and explanation of emergency repair	Date Completed <i>(If applicable)</i>
1.	
Explain the emergency that occurred to result in this repair request.	
2.	
Explain the emergency that occurred to result in this repair request.	
3.	
Explain the emergency that occurred to result in this repair request.	
4.	
Explain the emergency that occurred to result in this repair request.	

5.	
Explain the emergency that occurred to result in this repair request.	

ACKNOWLEDGEMENT AND ATTESTATION: The undersigned expressly acknowledge that the information provided on this form by myself/us is subject to verification by HUD, the State of North Carolina, and/or ReBuild NC at any time. Further, I/we acknowledge that Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and program eligibility can be terminated if I knowingly and willingly make a false or fraudulent statement in connection with the representations made above or in connection with any other information provided to ReBuild NC in connection with the application for assistance funded by the Community Development Block Grant allocated to the State of North Carolina.

NOW, in light of the acknowledgements made above, I knowingly affix our signature below; and by doing so, expressly certify and attest, under penalty of the law recited above or otherwise applicable, that all of the information provided in this form is true and correct according to my best knowledge and belief. Should I become, or be made aware of the untruthfulness or inaccuracy of any of the information or the representations or information provided above, I will immediately notify ReBuild NC and acknowledge that failure to do so may result in institution of any criminal and/or civil remedies available by law.

\_\_\_\_\_  
*Primary Applicant Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Primary Applicant Signature*

