Homeowner Recovery Process

1. **APPLICATION**
   - Verify application is complete and signed
   - Verify all required documents have been received

2. **ELIGIBILITY REVIEW**
   - Verify primary and lawful residence
   - Verify occupancy and storm damage
   - Verify home not in foreclosure
   - Verify property taxes are current
   - Verify household income

3. **DUPlication CHECK**
   - Determine total disaster assistance already provided
   - Verify use of funds

4. **INSPECTION AND ENVIRONMENTAL REVIEW**
   - Coordinate with applicant to inspect damaged home
   - Verify completed repairs and remaining damage
   - Complete environmental review
   - Complete lead-based paint and asbestos inspections
   - Develop scope of work and cost estimate

5. **GRANT DETERMINATION**
   - Determine applicant award amount
   - Prepare documents for applicant signature
   - Sign documents with applicant

6. **CONTRACTOR SELECTION**
   - Bid scope of work
   - Finalize construction agreement with contractor and homeowner
   - Request any missing documents from homeowner
   - Ensure homeowner has temporary housing (if applicable)

7. **CONSTRUCTION**
   - Oversee construction work
   - Inspect progress
   - Verify change orders
   - Ensure home meets HUD standards
   - Verify construction is complete
   - Receive final billing and lien releases from contractor
   - Schedule and attend final walk-through with homeowner

8. **COMPLETION**
   - Document ownership and occupancy at closeout
   - Conduct final duplication of benefits review
   - Verify flood insurance (if required)
   - Reconcile and document total project costs
   - Notify lienholder of project completion

ReBuild NC is a program of the North Carolina Office of Recovery and Resiliency
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