



212-615-8329

housing@recovery.nyc.gov

nyc.gov/builditback

Options Review Meeting FAQ

What is the Options Review Meeting?

The goal of the Options Review Meeting (ORM) is for you to learn about your available award pathway(s): repair, repair with elevation, reconstruction, acquisition and/or reimbursement. If necessary, the ORM will also be used to obtain any additional documents or information needed by the Build it Back Program. A Housing Recovery Specialist will guide you through this meeting.

If all of your paperwork is complete at your ORM, you will be able to sign documents that will allow your project to move forward in the Build it Back Program. If additional information is required from you at the conclusion of your ORM, you will be given a checklist for any remaining information or documents that are needed to complete your application.

How long will the Options Review Meeting take?

The Options Review Meeting (ORM) typically lasts for one hour. However, the ORM may take longer, so we ask that you allow for two hours when finding time in your schedule. Build it Back will call to schedule your first ORM after your damage assessment and once all of your paperwork is in order. After your ORM, if at any time you wish to schedule a follow-up appointment, confirm an upcoming appointment, or cancel a scheduled appointment, please call the Scheduling Line at (888) 273-1112.

If you would like to know your application status, and when to expect an ORM, please contact Build it Back Customer Service by calling (212) 615-8329 or emailing housing@recovery.nyc.gov.

Who needs to attend the Options Review Meeting?

All applicants and co-applicants (owners) of the damaged property should attend the Options Review Meeting (ORM). All owners must be present to sign forms that might require signatures during the ORM, unless a notarized Power of Attorney form (FI5) is provided. You can find the FI5 on www.nyc.gov/builditback.

What happens during the Options Review Meeting?

At the beginning of the Options Review Meeting (ORM), the Housing Recovery Specialist will describe the purpose of the meeting and review any documents that need to be collected in order to complete your application for the Build it Back Program. Next, the Housing Recovery Specialist will review all disaster recovery benefits that the Build it Back Program understands that you received or were entitled to receive. Additionally, the Housing Recovery Specialist will verify the value of repairs and other allowable costs determined during the damage assessment of your property. Lastly, the Housing Recovery Specialist will review the award pathway and options for which you are eligible, along with the process for moving forward in the Build it Back Program.

What is the Declaration of Sandy Expenses form (FI3) and how does that fit into the Options Review Meeting?

One of the most important documents necessary to complete your Build it Back application is the Declaration of Sandy Expenses form (FI3), which should be submitted prior to your Options Review Meeting (ORM). This form allows you to report how you spent your own resources and/or any disaster recovery benefits that you received from sources other than the Build it Back Program.

Please note that Federal law requires that all of the benefits received for your home from sources such as FEMA, the U.S. Small Business Administration (SBA) loans, private insurance and flood insurance must be applied to permanent repairs of your home or other eligible expenses. The FI3 helps us make this determination. If you received funds from these sources but have not spent them on eligible items, you may be required to present the Build it Back Program with those funds before proceeding with the Build it Back award pathway. This will be indicated on the Coordination of Benefits (COB) Worksheet, which is described below.

Please refer to the FI3 for detailed instructions for what are included as allowable expenses. If you can document that you spent your own resources and/or disaster recovery benefits on eligible recovery expenses, you may be able to receive a higher benefit amount or reimbursement from Build it Back. You must provide documentation such as receipts or paid invoices with this form in order to receive credit for your expenses.

Please be sure to submit this form, with the necessary receipts, as soon as possible to ensure that Build it Back has properly accounted for storm-related expenses. Both a blank FI3 and a sample completed FI3 can be found on www.nyc.gov/builditback.

What happens at the end of the Options Review Meeting?

In order to successfully conclude an Options Review Meeting (ORM), you will need to sign two documents:

The Coordination of Benefits Worksheet (COB) summarizes the disaster recovery benefits you received from private insurance, government, or other organizations. The Worksheet also shows the cost of your repairs to date based on Build it Back's damage assessment of your property.

The Option Selection Agreement (OSA) identifies the Build it Back award pathway for which you are eligible (repair, repair with elevation, reconstruction, acquisition and/or reimbursement). If your application is complete, you will be required to select a pathway and sign the agreement at the conclusion of your meeting in order to move forward.

Once the COB and OSA are signed and the ORM is completed, you will be given a Next Steps checklist and your application will move forward in the pathway you have selected.

How do I turn in any remaining or additional information after the Options Review Meeting?

It is essential that you complete any items on the remaining information/documents Next Steps checklist within two weeks of your ORM so that the Build it Back Program can move your application forward in the process. You may submit documents prior to your Options Review Meeting, including your Declaration of Sandy Expenses form (FI3), at a Build it Back Center or by one of the methods below. Please be sure to include your application number on the top of each document page.

Mail: 14 Murray Street #150, New York, NY 10007
E-Mail: builditbackdocuments@recovery.nyc.gov
Fax: (855) 212-1912