



**NYC Build it Back**  
NYC Housing Recovery Operations  
[nyc.gov/builditback](http://nyc.gov/builditback)

## Rebuild: Choose Your Own Contractor

### STEP-BY-STEP

#### STEP 1: Submit Pre-Qualification Requirements

After you choose the Rebuild-Choose Your Own Contractor option, you must submit pre-qualification requirements to the City **within 90 days** of selecting this option. You will receive contact information for a City Project Manager to coordinate your submission of the pre-qualification requirements. To receive specific information about pre-qualification requirements, you may contact the City at 212-863-6338 or at [RebuildCYOC@hpd.nyc.gov](mailto:RebuildCYOC@hpd.nyc.gov).

#### STEP 2: Review & Approval of Pre-Qualification Requirements

The City will review your submission and determine if your project is approved. The review may take up to 30 days after your pre-qualifications requirements submission. The City may request for revisions and/or clarifications of the submission. Pre-qualification requirements submissions that are late, incomplete or deemed deficient will not be approved. If not approved, you may request to proceed under the City-selected Developer option to rebuild. The City may accept such request on terms acceptable to the City or deny such requests.

#### STEP 3: City issues Commitment Letter to Homeowner

If your pre-qualification requirements submission is approved, the City will issue a Commitment Letter to fund the rebuild. The Commitment Letter will have a project budget which will detail the amount of federal disaster recovery funds to be provided and the amount of insurance proceeds, FEMA assistance, and other Sandy-related assistance that you will have to provide. The Commitment Letter will also detail the conditions and requirements for a legal closing. Closing requirements will include consent from your mortgagee (if you have a mortgage), permits from the NYC Department of Buildings, and review of your general contractor.

#### STEP 4: Legal Closing

The City will schedule a legal closing when all of the closing conditions and requirements in the Commitment Letter have been satisfied. At the closing, you will sign mortgage loan documents and other required closing documents. You will provide a bank or certified check for the total amount of insurance proceeds, FEMA assistance and any other Sandy-related assistance as described in the Commitment Letter. The City will provide the amount of federal disaster recovery funds as described in the Commitment Letter. At the closing, all the funds will be placed with a bank servicer. The bank servicer will be responsible for paying your general contractor during construction.

You may hire your own attorney for the closing. The City's funding will include an allowance for professional assistance, such as an attorney and home inspector.

### **STEP 5: Construction**

During construction, the bank servicer will conduct monthly inspections and pay the general contractor based on construction progress. The City will conduct additional inspections of the construction to ensure construction quality. You and your general contractor will be required to meet construction schedule targets established in the closing documents.

### **STEP 6: Completion**

You, your architect, and your general contractor will be responsible for securing all sign-offs and approvals required for construction completion, including the final certificate of occupancy from the NYC Department of Buildings.