



212-615-8329

housing@recovery.nyc.gov

nyc.gov/builditback

Temporary Relocation Assistance

Beginning in April 2015, Build it Back will offer financial assistance for housing costs to homeowners who must temporarily vacate their properties due to Build it Back construction through its Temporary Relocation Assistance (TRA) program.

Eligibility:

In order to receive assistance, an applicant must be required to relocate as a result of Build it Back construction for **greater than 30 days**. Applicant must have occupied the home as their primary residence to receive the benefit.

Starting from the 31st day of relocation, applicants are eligible to submit a TRA claim form for reimbursement of housing costs accrued since the start of the homeowner’s relocation. Not all construction activities require an applicant to relocate. Applicants should speak with a Build it Back representative after they have selected an option and completed processing their application to determine eligibility for assistance.

Assistance:

Assistance will be provided **only** during the time of relocation due to construction. It will **only** be provided if the applicant is paying for temporary housing costs. The final reimbursable amount you receive will take into account any other remaining temporary housing benefits you have received previously or will receive. If you incurred housing expenses prior to the start of relocation that have not yet been reported to the Program, please speak with a Build it Back Counselor for more information on how to submit receipts.

Build it Back will calculate a daily housing costs incurred based on the receipts submitted. Applicants are allowed up to a daily maximum award amount based on the applicant’s household size. Applicants are eligible for assistance up to the following amounts:

Temporary Relocation Assistance Benefit Cap					
Household Size	1 person household	2 person household	3 person household	4 person household	5+ person household
Daily Maximum	\$50.00	\$52.00	\$62.00	\$79.00	\$89.00

To Claim Benefits:

There are three sets of documents applicants must submit to Build it Back (TRAClaims@recovery.nyc.gov) in order to receive relocation assistance:

- A completed an F20 - Temporary Relocation Assistance Claim form, found here: <http://www.nyc.gov/html/recovery/html/important-documents/important-documents.shtml>, and
- Proof of rental, such as a bill from a landlord or a lease; and
- Proof of payment, such as receipts showing full payment of housing costs, or hotel/motel bill with a zero balance.



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Temporary Relocation Assistance FAQs

What is Temporary Relocation Assistance?

Beginning in April 2015, Build it Back will offer financial assistance for housing costs to homeowners who must temporarily vacate their properties due to Build it Back construction.

Who will be eligible for relocation assistance?

Relocation assistance will be made available to all Program-eligible homeowners who must be relocated as a result of Build it Back construction for **greater than 30 days**. Applicant must have occupied the home as their primary residence to receive the benefit.

Assistance will only be provided for costs incurred during the period of relocation during Build it Back construction. Please note that not all construction activities require an applicant to relocate. Applicants should speak with a Build it Back representative after they have selected an option and completed processing their application to determine their eligibility for assistance.

How much assistance will I be able to receive?

Please note that the assistance you receive will take into account any other remaining temporary housing benefits you received previously or will receive. This includes private insurance and FEMA benefits. If you incurred additional temporary housing expenses prior to the start of relocation that have not yet been reported to the Program, please see the **F19 - Temporary Housing Expense Update** form. Please speak with a Build it Back Counselor for more information.

Relocation assistance will be limited to a daily maximum payment, tied to federally-established fair market rents for New York City. Here are the current maximum daily payment amounts:

Temporary Relocation Assistance Benefit Cap					
Household Size	1 person household	2 person household	3 person household	4 person household	5+ person household
Daily Maximum	\$50.00	\$52.00	\$62.00	\$79.00	\$89.00

Please see pages 4-7 for sample Temporary Relocation Assistance calculations.

What will I need to do in order to receive relocation assistance?

There are three sets of documents needed to receive relocation assistance:

- A completed F20 - Temporary Relocation Assistance Claim form, found here <http://www.nyc.gov/html/recovery/html/important-documents/important-documents.shtml>, and
- Proof of rental, such as a bill from a landlord or a lease; and
- Proof of payment, such as receipts showing full payment of housing costs, or hotel/motel bill with a zero balance.

You may only submit one claim form per month. Alternatively, you may wait until the end of the relocation period and submit a claim form for all rental costs incurred.



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Temporary Relocation Assistance FAQs

How will I know when I have to relocate from my home?

Build it Back and your contractor / developer will let you know the date that you are required to relocate from your home. This will depend on your program pathway and the scope of the construction needed:

- Elevation: Generally, the start of relocation will be the date confirmed with the applicant shortly after the signing of the Grant Agreement.
- Rebuild: Generally, the start of relocation will be the day an applicant signs their Grant Agreement.
- Moderate Rehabilitation: The start of relocation will vary based on the scope of work.

Build it Back may also determine that relocation is required earlier than any of these dates if the home cannot be safely occupied prior to the start of construction. Please note that not all construction activities require an applicant to relocate, so applicants should speak with a Build it Back representative to figure out if they are eligible for assistance.

When can I begin receiving assistance?

Build it Back starts counting TRA benefits from the day it determines the applicant must relocate (see above). As soon as you incur an expense, you may submit a TRA claims form to process any reimbursable rental costs. You will be eligible for assistance up until the date the home may be reoccupied after the completion of your construction.

If you are required to relocate for 30 days or less, then you will not be eligible for assistance.

How will I know the duration of relocation?

Build it Back representatives will let you know prior to construction how long you are expected to be relocated. This will only be an estimate. The required relocation duration may be longer or shorter than initially anticipated. Applicants should remain in contact with Build it Back to see if their duration of relocation has adjusted.

What if I am mid-lease when I can reoccupy my home?

Build it Back recognizes that for many leases, an applicant must provide their landlord with notice that they decide to end the lease. In these cases, we may provide assistance for up to 30 days beyond the final date that the program determines that the applicant can move back into their home. Applicants will be required to provide documentation demonstrating that this notice period is required and must provide proof of payment for the extra days out of the home.

I am currently displaced by Build it Back construction. Am I eligible?

If you were required to relocate due to BIB construction prior to the launch of TRA and you were relocated for greater than 30 days, Build it Back may be able to reimburse you for already incurred expenses. You should submit a TRA Claims form with the appropriate documents for review and processing.



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Temporary Relocation Assistance FAQs

When will I receive my payment?

Build it Back does not make advanced payment to homeowners, but will only reimburse once all appropriate documentation has been submitted and certified.

What costs are not reimbursable under the program?

The following types of rental-related expenses are not reimbursable:

- Charges for incidental items such as meals, food, beverages, alcohol, entertainment, parking spaces, telephone calls or Internet access must be shown separately and such expenses are not reimbursable.
- Fees (including brokers' fees), deposits, pet deposits, pet boarding fees or other associated costs are not reimbursable.

Households may not be reimbursed for utilities (electricity, water, gas) that are not included in the cost of the rental and the Program will not accept utility payment receipts.

What kind of lease should I enter into?

Build it Back advises homeowners to seek month-to-month leases for maximum flexibility in moving into and out of their home. Build it Back encourages applicants to remain in contact with their contractor / developer throughout construction to inform their decision to renew a lease.

If I take out a loan to cover my rental payments while I'm out of my home due to Build it Back work, will I be able to receive relocation assistance?

Yes, Build it Back will be able to pay you for eligible rental expenses that you incurred by taking out a private loan given to you by a third party, including a non-profit organization. You must agree to repay the full amount of the loan plus any applicable interest. Interest fees associated with the loan are not reimbursable by Build it Back.

What requirements exist for those who have received Temporary Relocation Assistance?

Temporary Relocation Assistance is incorporated into your overall grant award and subject to any limitations imposed by the grant. Please see the Grant Agreement for further details.



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Sample Assistance Calculation, Applicant A

Applicant A resides in a 1-person household and will be relocated due to construction for 2 months (each 30 days). During each month, she will be eligible for up to \$1,500 (\$50*30 days) in assistance. In Month 1, Applicant A has \$200 in housing assistance received from private insurance remaining.

MONTH 1 TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$2,000
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$200
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	\$1,800

MONTH 1 ASSISTANCE	
FINAL TRA REIMBURSEMENT AMOUNT	\$1,500
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	\$0

Since the rent costs exceed the benefits remaining, Applicant A is entitled to a reimbursement. Applicant A has now spent the remaining \$200 from insurance. However, Applicant A will only receive \$1,500 in assistance (rather than \$1,800) because that is the max for a 1-person household.

MONTH 2 TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$2,000
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$0
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	\$2,000

MONTH 2 ASSISTANCE	
FINAL TRA REIMBURSEMENT AMOUNT	\$1,500
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	\$0

Since the rent costs exceeds the benefits remaining, Applicant A is entitled to a reimbursement. Applicant A will only receive \$1,500 in assistance (rather than \$2,000) because that is the max for a 1-person household.

* Includes FEMA IA and Private Insurance from your Coordination of Benefits and any additional cash assistance reported



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Sample Assistance Calculation, Applicant B

Applicant B resides in a 1-person household and will be relocated due to construction for 2 months (each 30 days). During each month, she will be eligible for up to \$1,500 (\$50*30 days) in assistance. In Month 2, she received an additional \$100 in cash assistance from a third-party for rent.

MONTH 1 TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$900
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$0
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	\$900

MONTH 1 ASSISTANCE	
FINAL TRA REIMBURSEMENT AMOUNT	\$900
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	\$0

Since the rent costs exceeds the benefits remaining, Applicant B is entitled to a reimbursement. Applicant B will receive \$900, the entire cost of rent, since it is less than the max amount of assistance for which she is eligible.

MONTH 2 TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$900
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$100
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	\$800

MONTH 2 ASSISTANCE	
FINAL TRA REIMBURSEMENT AMOUNT	\$800
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	\$0

Since the rent costs exceeds the benefits remaining, Applicant B is entitled a reimbursement. \$100 was deducted from the total and Applicant B will receive \$800. This amount is less than the max assistance for which she is eligible.

* Includes FEMA IA and Private Insurance from your Coordination of Benefits and any additional cash assistance reported



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Sample Assistance Calculation, Applicant C

Applicant C resides in a 1-person household and will be relocated due to construction for 2 months (each 30 days). During each month, she will be eligible for up to \$1,500 (\$50*30 days) in assistance. In Month 1, Applicant C has \$1,600 in housing assistance received from FEMA remaining.

MONTH 1 TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$1,400
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$1,600
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	- \$200

MONTH 1 ASSISTANCE	
FINAL TRA REIMBURSEMENT AMOUNT	\$0
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	\$200

Since the benefits remaining exceeds the rent costs, Applicant C will not be eligible for reimbursement. However, she has now spent \$1,400 of her remaining FEMA assistance and only \$200 in benefits remain. This amount will carry over into Month 2.

MONTH 2 TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$1,400
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$200
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	\$1,200

MONTH 2 ASSISTANCE	
FINAL TRA REIMBURSEMENT AMOUNT	\$1,200
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	\$0

Since the rent costs exceeds the benefits remaining, Applicant C is entitled to a reimbursement. With this Claim, Applicant C has now spent all \$200 of her remaining FEMA and will receive \$1,200 in reimbursement.

* Includes FEMA IA and Private Insurance from your Coordination of Benefits and any additional cash assistance reported



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Sample Assistance Calculation, Applicant D

Applicant D resides in a 3-person household and has been relocated due to construction for 66 days. He chooses to file a single claim for the entire period of relocation rather than filing two separate claims. He will be eligible for up to \$4,092 in assistance (\$62 x 66 days).

66 DAY TRA CALCULATION	
STEP 1: RENTAL COSTS INCURRED	\$5,200
STEP 2: TEMPORARY HOUSING BENEFITS REMAINING*	\$0
STEP 3: BENEFIT CALCULATION (Step 1- Step 2)	\$5,200

66 DAYS OF ASSISTANCE	
FINAL TRA BENEFIT AMOUNT	\$4,092
TEMPORARY HOUSING BENEFITS REMAINING AFTER TRA CLAIM	0

Since the rent costs exceeds the benefits remaining, Applicant D is entitled to a reimbursement. However, Applicant D will only receive \$4,092 in assistance (rather than \$5,200) because that is the max for a 3-person household.

* Includes FEMA IA and Private Insurance from your Coordination of Benefits and any additional cash assistance reported