

**NYS Homes and Community Renewal
2019 Lake Ontario-St. Lawrence River
Flood Relief and Recovery Program
Appeal Process**

Secondary Homeowner

Applicants have the right to appeal the decision of a not-for-profit Local Program Administrator (LPA) within (20) business days of receipt of notification that the application was awarded or denied.

Applications from secondary homeowners were accepted beginning Wednesday, November 6, 2019 through Tuesday, December 10, 2019. Applicants who can substantiate they missed the deadline due to circumstances such as extended hospitalization, active military duty, or death of an immediate family member may submit an Appeal. A copy of the original application and denial letter must be submitted with the Appeal Form, along with written justification and supporting documentation. The Appeal must be filed within a reasonable timeframe to be considered for good cause. Appeals from Secondary Homeowners based on a missed deadline must be received or postmarked by Friday, January 10, 2020.

A three-member Appeals Committee consisting of representatives from HCR who did not take part in the first determination will review appeals. All decisions by the Appeals Committee shall be final. The Appeals Committee is the sole arbiter in interpreting the intent and implementation of the Program and these Guidelines.

All appeals must be submitted on the prescribed Appeal Form and provide an explanation as to the basis for reconsideration. A copy of the award or denial letter, and documentation supporting the Applicant's claim should be included along with the Appeal Form. The appeal will be decided based on the submitted written record. No hearings will be held. Appeals cannot be accepted by phone.

The Appeal Form and all supporting documents may be emailed to floodrecovery@nyschr.org or mailed to:

NYS Homes and Community Renewal
Office of Community Renewal
"Appeals Committee"
Hampton Plaza, 4 South
38-40 State Street
Albany New York 12207

Secondary Homeowner Appeal Checklist

- Submit or Postmark within 20 Business Days of Receipt of Approval/Denial
- Submit or Postmark by 1/10/20 if Appeal is due to Missed Deadline
- Include Completed Appeal Form
- Explanation for the Basis of Appeal
- Copy of Denial or Approval Letter from LPA
- Supporting Documentation

**NEW YORK STATE
2019 LAKE ONTARIO-ST. LAWRENCE RIVER
FLOOD RELIEF AND RECOVERY PROGRAM**

Secondary Homeowner Appeal Form

Applicants have the right to appeal the decision of a not-for-profit Local Program Administrator (LPA) within twenty (20) business days after the date on which the Applicant has been notified of the award, or denial of the award. Appeals from Secondary Homeowners based on a missed deadline must be received or postmarked by Friday, January 10, 2020.

Applicant One Name: _____

Applicant Two Name: _____

Applicant(s) Mailing Address:

Street: _____

City: _____

County: _____

State: _____

Zip Code: _____

Home Phone: _____

Contact Phone: _____

Cell Phone: _____

Email: _____

Is the disaster damaged property the Applicant's primary residence? Yes or No

Name of Local Program Administrator: _____

Date Flood Relief/Recovery Application was Submitted: _____

Date of Approval or Denial Letter: _____

Note: A copy of the approval or denial letter must be submitted with the Appeal Form.

Applicant One Signature: _____ Date: _____

Applicant Two Signature: _____ Date: _____

