

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

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 homeowners will be accepted beginning Tuesday, October 1, 2019. The deadline to apply is Thursday, October 31, 2019. Applicants who can substantiate they missed the deadline due to extenuating circumstances, such as extended hospital stay, or active military duty 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. The deadline for appeals based upon a missed deadline is Friday, November 29, 2019.

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](mailto: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

### **Appeals Checklist**

- Submit within 20 Business Days of Receipt of Approval/Denial
- Submit by 11/29/19 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 RECOVEREYR PROGRAM**

**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 based on a Missed Deadline must be filed by Friday, November 29, 2019.

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?

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: \_\_\_\_\_

