

# **Application and Documentation Upload Fact Sheet**

## 1 How do I apply to the ReCoverCA Program?

The first step to applying to the program is to fill out a survey in the Program's eGrants system. Surveys are now open for both 2017 and 2018 disasters. Links to the survey can be found on our website **ReCover.hcd.ca.gov.** 

### 2 I completed the Survey, what's next?

After your survey is submitted, the Program will place the survey in one of the eight program tiers use the information you provided and in accordance with the Programs tiering system found on the ReCoverCA website and also in the Programs Policies and Procedures document also found on the website. Survey respondents who are in a priority tier will be invited to apply. The Program will send out invitations and a Case Manager will reach out to you.

#### Will I need access to the internet to apply to the program?

Surveys and applications will primarily be accepted through the Program's online interface called eGrants. eGrants can also be accessed using your smartphone. The program can also accept surveys over the phone by contacting the Program Case Manager phone line at (916) 202-1764.

Finally, you may also request a paper copy of the survey to be mailed to you or download a copy from the Program's website. Surveys and applications should be mailed to: Department of Housing and Community Development, CDBG-DR ReCoverCA Program 2020 W. El Camino Avenue, Room# 405, Sacramento, CA 95833.

### 4 I am having trouble remembering my eGrants password. How can I reset it?

eGrants accounts can have the password reset by accessing the interface through the program website and clicking "Forgot Password" in the upper right-hand corner. You may also call your Case Manager who will be able to assist you with any issues you may have accessing your eGrants account.

#### 5 I submitted my application. What's next?

Your ReCoverCA Case Manager will be in touch about the supporting documents you will need to upload to eGrants. Once all documents are in, your application will be reviewed for initial eligibility and will be reviewed for household income and duplication of benefits. Your home will also need to undergo an environmental inspection and construction inspection.

Once your award is determined, your home will be placed on a schedule for construction to begin. NOTE: Once you submit your application, no work can continue or start on the property. Failure to stop work may result in ineligibility for the program.



# **Application and Documentation Upload Fact Sheet**

## 6 What documents will be needed to support my application?

Applicants will need to submit documents proving program eligibility including primary residency at the time of the disaster, income, property ownership and proof of damage. A full list of documentation needed can be found on the ReCoverCA website or by request from your case manager.

7 I am having trouble uploading documents into eGrants. Can I just email them?

The Program is only accepting documentation currently through the eGrants interface or by mail. Do not email your Case Manager any documentation as they will not be able to process your documentation this way. Please contact your ReCoverCA Case Manager if you need assistance with eGrants or alternative ways to provide documentation to the program.

