



NY Rising Housing Recovery Program

Requirements for Requesting an Interim Payment

What is an Interim Payment?

Payments for Repair or Reconstruction activities are disbursed in increments: half upon completion of the first payment eligibility threshold criteria and half upon completion of construction and eligibility closeout criteria. If Applicants have made substantial progress either in the repairs to their damaged property (as detailed in their Estimated Cost of Repair/ECR) or in the reconstruction of the damaged property, and need additional funds to complete the remaining scope of work, they may request an interim payment. Interim payments are intended to bring the disbursed amount of the Repair or Reconstruction Award up to 75%. The final 25% payment will be released after repair or reconstruction is complete and the file completes the closeout process. Your award amount **reflects any reduction** in the Program's estimated cost of repair or reconstruction of your home, by the Duplication of Benefits (DOB) amount, which is the sum of other funds you have already received for the purpose of restoring your home, such as insurance, FEMA, SBA loans or charitable aid.

Please note that in no event can the total award exceed the Program Award Cap.

How do I request an Interim Payment?

You may request an interim payment by calling the Construction Management Call Center at **(516)830-3560**.

Interim Inspection

- a. In order to receive an interim payment, applicants must have made substantial progress in the repairs to the damaged property as identified in the Program's estimated cost of repairs (ECR – including Elevation ECR if applicant is required to elevate) or the reconstruction of the damaged property. If the amount of the interim payment is greater than \$10,000, the Program will conduct an interim inspection to verify that substantial progress on the repair or reconstruction has been made on the damaged property. A Program Representative will contact you to schedule an interim inspection of your home if one is required.

Documents



The following documents, if applicable to your file, must be completed and provided to the Program before any interim payment in an amount greater than \$10,000 is released:

- Government Issued Identification (for the applicant and co-applicant, if any);
- Proof of citizenship/eligible immigrant status for one applicant (passport, birth certificate, certificate of naturalization);
- Proof that Damaged Property was your Primary Residence at the time of the storm. Acceptable proofs include:
 - Proof of School Tax Relief (STAR) exemption;
 - 2012 (or year of storm damage) Federal income taxes return showing Home Address as the damaged property address;
 - 2012 (or year of storm damage) NY State income tax return, showing Permanent Home Address as the damaged property address;
 - Government-issued identification (including driver's license) issued prior to date of the affected-storm, and expiring after date of the affected-storm
- SBA Hardship Request: if SBA Hardship is needed, request must be approved prior to disbursement of Interim Payment;
- Construction Permits (as applicable; required for applicants who will be required to produce a Certificate of Occupancy or Certificate of Completion at project closeout)

Please contact your Customer Representative to obtain a list of any outstanding materials.

Releasing the Interim Payment

When the review of your file is complete, you will be sent a notification, and you will be asked to sign an Amended and Restated Grant Agreement, and an Interim Payment Certification. In the Certification you will affirm that you have made substantial progress on your repair/reconstruction project. After it is confirmed that the Interim Payment Certification and Grant Agreement have been properly executed, your interim payment check will be available to you.