

SUBMITTING A PAYMENT REQUEST

The submittal, review, and processing of your payment request is a required step and critical to rebuilding your home. The purpose of this tip sheet is to outline State and Federal requirements for requesting and receiving RREM funds.

➤ **WHO:**

- The Homeowner submits the Payment Requests directly to the Program following completion of repairs and/or incurred costs per executed contract terms. The contractor is not directly involved in this process.

➤ **WHAT:**

- Refer to the *Homeowner's Request for Payment* form before submitting your draw request(s). There are required supporting documents that must be submitted before funds may be disbursed. These are listed on your *Homeowner's Request for Payment* form.

➤ **WHEN:**

- You have 12 months after the date of your grant signing to request 100% of your grant amount, complete the construction, elevate (if required for your property), AND to reoccupy your home. A small portion of your grant funds will be withheld (a retainage draw) from payment until you complete and satisfy the requirements of your RREM Final Inspection.
- You may request a Construction Advance Payment at any time after you have signed a contract for your remaining construction using the *Construction Advance Payment* form. A copy of the signed construction contract must be provided along with the request.
- You may request up to two (2) additional construction payment requests using the *Homeowner's Request for Payment* form (this does not include the "Advance Funds" you may have received already). You must provide supporting documentation along with each payment request as indicated in the form.
 - Note: if you do not request any construction payments, you will still need to provide the documentation stated in the *Homeowner's Request for Payment* form at time of Final Inspection.
- Once the RREM Final Inspection is satisfied (property is fully compliant with program requirements), the RREM Program will release any funds withheld via a retainage draw request to the Homeowner and initiate the final file close out process, including the release of the restrictive covenant.

➤ **WHERE:**

- Contact your designated RREM Project Manager to initiate the draw request process and determine the best method of delivery for all your document submittals. You should have the option to mail, fax and/or email the required documents and forms. Your RREM Project Manager or Funds Management team will answer questions you may have about the process.

➤ TIPS BEFORE YOU SUBMIT YOUR DRAW REQUEST/INVOICE:

- ✓ Invoices should include the items found on your Estimated Cost of Repair (ECR). Your ECR should be used as a reference when providing invoices to the RREM program.
 - ➔ If you elected to receive an Advance Payment, you will be required to provide documentation and invoices at the time of your first construction payment request as to how funds previously advanced have been spent.
 - ➔ If you submit invoices exceeding your grant award, you will only be paid the amount up to your remaining construction award.
- ✓ Invoices submitted for work not yet complete or for costs not yet incurred by the Applicant will be rejected by the Program.
- ✓ Invoices should not include items that were already accounted for (classified as the “Work in Place” (WIP) items) and captured in your reimbursement payment (if applicable).
- ✓ Only invoices from RREM validated contractors/subcontractors will be reviewed.
 - ➔ If additional contractors are added, please submit contractor information on the Contractor Validation Form prior to submitting your payment request and invoices.
 - ➔ If you are serving as the General Contractor (GC), remember that personal labor costs may not be billed to the RREM Program; only receipts for materials will be accepted for review, unless properly licensed and able to provide detailed/certified payroll records.
- ✓ Only Work performed after your *Dept. of Environmental Protection (DEP)* environmental clearance date will be eligible for payment
 - ➔ The Program cannot approve invoices for work completed prior to your environmental clearance date UNLESS you have a signed contract with your builder dated **BEFORE** your original application date to the RREM Program.
 - ➔ *If you are unsure of your DEP clearance date or your application date, please refer to the Certification of Construction Requirements or contact your RREM Project Manager (PM).*

➤ SUBMITTING DRAW REQUESTS FOR DESIGN/ENGINEERING WORK

- ✓ Draw requests for design/engineering work (such as elevation certificates, soil borings, plot plans, foundation designs, etc.) are eligible for payment through RREM.
- ✓ Payment requests for design/engineering work should be submitted using the *Homeowner’s Request for Payment* form at the same time construction funds are being requested.
- ✓ Design/engineering work is only considered eligible for costs incurred PRIOR to date of application or AFTER date of DEP environmental clearance.
- ✓ Homeowners must submit a copy of the invoice for work, license of the design professional and a copy of the design/engineering work performed along with the payment request.
- ✓ Homeowners can receive no more than \$15,000 total in funding for design/engineering work.

➤ POTENTIAL DELAYS IN PROCESSING MAY OCCUR IF:

- ✓ A grant amendment results from revisions approved by DCA after your grant award.
- ✓ You receive third party funding, such as funds received from FEMA, Homeowner’s Insurance, SBA, or ICC beyond the total unmet need listed on your total grant award calculation.
- ✓ Forms are not completed properly (missing required documents, form pages, signatures, and other errors).
- ✓ Submitted invoices are unclear, illegible, have missing or conflicting dates, contain personal items or ineligible cost items, or appear to reference proposed work not yet completed.
- ✓ Revised or additional contractors submitted for validation requiring additional review and processing in between draw requests.