

NYS Homes and Community Renewal  
Office of Community Renewal  
NYS HOME Program

Disbursement Request Instructions

**I. Requests for Payment**

Requests must be submitted to the OCR disbursement mailbox at [OCR-Disbursement@hcr.ny.gov](mailto:OCR-Disbursement@hcr.ny.gov). Funds may only be disbursed after an activity has been set up and costs associated with that activity are incurred. **Advances of funds are not permitted.**

To request funds for several activities under the same SHARS ID number, create a separate detail sheet tab for each activity from the HOME Disbursement Request Workbook. Requests should be limited to a **maximum of five activities**, including any Administrative Funds requested.

**II. Payment Request Documents**

The HOME Disbursement Request Workbook is located here: <https://hcr.ny.gov/nys-home-program>. The workbook should be pulled from the website each time to ensure use of the most recent version. All disbursements must be accompanied by legible documentation that clearly supports the request evidencing that payment has been made or is due for HOME eligible expenditures. Originals of all supporting documentation should be saved in project files. **Payment requests submitted with incomplete or missing supporting documentation will be rejected.**

A. HOME Disbursement Request Workbook

1. Disbursement Request Cover Sheet Tab

This tab indicates the total amount of funds requested for all project activities included in the disbursement request. This tab must be completed for every disbursement and signed by an authorized representative on file.

2. Project Cost Detail Sheet Tab

This tab must be completed for Manufactured Home Replacement or Homeowner Rehabilitation activities or for rehabilitation provided in Homebuyer Down Payment Assistance. A separate tab is used for each project address. Create duplicate tabs if necessary.

3. Purchase Assistance & Closing Costs Tab

This tab must be completed for Homebuyer Down Payment Assistance activities. The Project Cost Detail tab is used for soft costs or rehabilitation. A separate tab is used for each project address. Create duplicate tabs if necessary.

4. TBRA Detail Sheet Tab

This tab must be completed for all 2019 and forward TBRA Programs and allows for multiple tenants listed on this one form.

5. Admin Funds Detail Sheet Tab

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This tab must be completed for program administrative expenses and can be included along with requests for project hard and soft costs. Create duplicate tabs if necessary.

B. Supporting Documentation

1. All

- HOME Disbursement Request Workbook completed according to the type of activity or charge
- Invoices from service providers/contractors/vendors demonstrating cost incurred must include:
  - Date invoiced
  - Contractor/Vendor/Supplier Name and Address
  - Site address where the work was completed
  - Details on the type and work performed. This must match what the detail sheet states was performed
  - Date the work was completed
  - The dollar value for the work completed
- Documentation of NYS and/or local code compliance at time of purchase for Homebuyer Down Payment Assistance *without* rehabilitation or for 100% payment of contractors for rehabilitation activities
  - Code compliance statement from local code official on municipal letterhead
  - CO (Certificate of Occupancy)
  - CoC (Certificate of Completion)
  - Code compliance statement from other qualified official
- PARs (Personnel Activity Report) for Staff Costs of Project Delivery and Administrative Costs charged for LPA staff.
  - Consultants procured to administer programs are also required to submit back up documentation of hours charged and services provided, even if fee for services is decided up front with a contract. This helps to avoid over billing and double billing.
- All final payments require Completion Forms

2. Homeowner Occupied Rehabilitation & Manufactured Home Replacement

- All payments to contractors for work completed require 3 sign-offs attesting work is satisfactorily completed to date, confirming work inspected by all parties, and approving payment to the contractor.
  - Contractor
  - Homeowner
  - LPA (rehabilitation manager)

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3. Homebuyer Down Payment Assistance

- Closing Disclosure Form with HOME down payment assistance highlighted.  
No cash back at closing (Minimal)

4. Administrative Costs

- PARs
- Invoices from service provider for costs being billed demonstrating cost incurred

HOME IDIS Mailbox (Set ups, Revisions, Completions)

[homeidis@hcr.ny.gov](mailto:homeidis@hcr.ny.gov)

HOME Disbursement Mailbox

[ocr-disbursement@hcr.ny.gov](mailto:ocr-disbursement@hcr.ny.gov)

HOME Website (Form Location)

<https://hcr.ny.gov/nys-home-program>