

**PA CDBG-DR BUYOUT PROGRAM
TEMPLATE REQUEST FOR ADVANCE PAYMENT**

[SUBRECIPIENT LETTERHEAD]

Note: Requests for advance payments are only issued for costs associated with homeowner closing (acquisition). Advance payments will be issued within 3 days (72 hours) of closing.

Pennsylvania Emergency Management Agency
CDBG-DR Buyout Program Manager
2605 Interstate Drive
Harrisburg, PA 17110-9364
RA-Shazmitoff@pa.gov

RE: Subrecipient Name
CDBG-DR Project # _____
Project Name

Dear PEMA:

(Subrecipient Name) would like to receive an advanced payment.

Please note that (\$amount) has previously been reimbursed. This advance request is for project costs that will be completed in the following tasks:

Task I: Acquisition

<u>Budget Line Item</u>	<u>Advance Request</u>	<u>Timeline for Completion</u>
Budget Line Item	\$000,000.00	(Insert Timeline)
Budget Line Item	<u>\$00,000.00</u>	
Total Cost for Task I items	\$000,000,00	

We respectfully request payment in the amount of (\$_____) to (Subrecipient Name) as soon as possible. We will inform you, through monthly reports, when Task 1 is complete.

Our monthly report submissions to PEMA will include copies of paid invoices and proof of payment (cancelled checks, etc.) for all expenditures of advanced funds, and the return of interest earned on funds deposited in excess of \$500.00 per month.

Please contact me at (telephone number) if you have any questions.

Sincerely,

Subrecipient Designated Agent
Title/Applicant's Designated Agent

Attachments: 39-Subrecipient Payment Request