

Empire Pandemic Response Reimbursement Fund Review Stage Descriptions

The program administrator is working as quickly as possible to review submitted applications, we appreciate your understanding as we complete this process. A description explaining the application statuses you may see after logging into your application to check its status is below.

Review in Progress: Level 1 - This is the initial stage of the application review to determine eligibility. Once completed, the application will be moved forward in the process to Level 2 Review where an additional assessment will take place.

Review in Progress: Level 2 - This is the second review stage for the application. The second reviewer will conduct an independent review of the application to determine an award amount and verify eligibility. The second reviewer will complete their review, assess all findings from the initial review, make determinations and combine all findings and make a recommendation.

Pending Revision – This status indicates there was an error in your application regarding the supporting tax documentation, and a clarification is needed on your tax forms. Applicants will receive an email with instructions to submit updated information within 14 days. A reminder email will be sent 7 days after the first email if documentation is not received. The email will come from the admin@pandemicfundny.org mailbox. Be sure to watch your email and check your spam/junk folder if this status is showing. Get documents in as soon as possible, as this delay may reduce your opportunity to receive reimbursement. Funds are awarded on a first come, first served basis to applicants submitting a correctly completed application until all funds are exhausted.

Declined - Your application cannot be awarded due to ineligibility, inaccurate, conflicting, and/or missing information or documentation. Applicants will be notified by email. All determinations are final.

Pending Final Review – Your application has passed the first two review stages and is entering the final stage and is awaiting determination of random quality assurance audit selection.

Additional Claim Review - Your application has been randomly selected for NYS claim review.

Award Pending - This is the final application process prior to award issuance.

Awarded – The applicant will receive an email with award information. If you do not receive an email be sure to check your spam/junk folder for an email from admin@pandemicfundny.org. Award funds not claimed within 60 days will expire.

Funding Round Complete - Grant Funds have been fully expended; no additional applications can be reviewed for award. Applicants will be notified by email of this status.