

Submit To:

## **Specialty Crop Block Grant Program Advance Payment Request**

Make Check Payable To:

California Department of Food and Agriculture Office of Grants Administration 1220 N Street, Room 120 Sacramento, CA 95814 Attn:

Attn:

The Advance Payment Request may take up to 45 calendar days to process. Upon receipt, the funds must be deposited into a federally insured, interest-bearing account. An advance is not allowed under the following circumstances: 1) an existing advance is not completely liquidated; 2) the advance will reduce the project balance below 10% of the award amount; 3) there is an invoice dispute; 4) there is a pending resolution of an Audit Office finding of overpayment, unallowable costs, inadequately supported costs, or unsupported costs; 5) the project is not current in invoicing or reporting; 6) the project is in the final three months of the project duration; 7) additional conditions imposed prohibit an advance payment.

## **COMPLETE ITEMS 1-10 BELOW**

1. GRANTEE NAME (AS IT APPEARS ON GRANT AGREEMENT)		2. GRANT AGREEMENT #	3. ADVANCE PAYMENT REQUEST #		
		SCB			
4. PROJECT END DATE					
(mm/dd/yy)	From throug	gh (mm/yy)	\$		
7. JUSTIFICATION FOR REQUEST (e.g. low cash flow, major equipment purchase, etc.)					
8. PRINT NAME AND TITLE OF AUTHORIZED PERSON SIGNING REQUEST					
		1			
			_		
9. AUTHORIZED SIGNATURE		10. DATE			

<u>CDFA USE ONLY</u> :				
APPROVED FOR PAYMENT				
	\$			
AMOUNT PAYABLE				
		6 3 2 0 7		
	PRG COST ACCT (PCA)	OBJ CODE		
	Authorized Signature	Date		
LIQ 10%	DIS AUD	CUR 3MO	ADD	
			Rev. 09/2015	