



Neighborhood Programs Unit

About Advances

All grants administered by the Neighborhood Programs Unit are subject to the current policy concerning advanced funds:

Advance Policy:

- **Up to 90%** of the grant award may be advanced, **in increments of up to 30%**.
- Five percent (5%) of the award is reserved for reimbursement upon approval of close-out documentation.
- The remaining 5%, if not reimbursed as overage for advanced funds is included in the final payment.

How to Request an Advance:

- The grantee emails the details of the advance request (how much will be spent and on what) to the grant manager, copying the program general email: NRTC@dca.nj.gov or NPP@dca.nj.gov
- Upon approval, the grant manager will initiate, submit and approve the advance request in SAGE.

GRANTEES: Please do not initiate an advance in SAGE!

Email your grant manager, who will initiate, submit and approve your advance.

About FSRs for Advanced Funds:

- The grantee submits an FSR:
 - For the full amount of the advanced funds within 3 months; or
 - For a portion of the advanced funds within 3 months; or
 - Exceeding the full amount of the advanced funds within 3 months; overage will be reimbursed.
- The amount of the advanced funds expensed must be entered as “Minus Cash on Hand to Spend Down” on the FSR.
- Upon approval of the FSR that fully expenses the advanced funds, the grantee may request a subsequent advance.



Request for Advance of Grant Funds

Date: _____ Grantee Name: _____
 Advance #: _____ Grant Agreement #: _____
 Grant Award: _____ Amount Requested (up to 30%): _____

SAGE Expense Category	Expense Detail	Estimated Amount
TOTAL REQUESTED AMOUNT		

Notes:

Internal Program Use ONLY

Reviewed by: _____ Approval Date: _____ Grant Funds Remaining: _____
*At least 5% remains for NRTC closeout

Comments: