



## **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](mailto:NRTC@dca.nj.gov) or [NPP@dca.nj.gov](mailto: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:

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### Internal Program Use ONLY

Reviewed by:

Approval Date:

Grant Funds Remaining:

\*At least 5% remains for NRTC closeout

Comments: