



Specialty Crop Block Grant Program Advance Payment Request

Submit To:

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

Make Check Payable To:

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 or desk review 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) the project is a Fixed Amount Award; 8) additional conditions imposed prohibit an advance payment.

Advance payments may not exceed 10 percent of the total award.

COMPLETE ITEMS 1-10 BELOW

1. GRANTEE NAME (AS IT APPEARS ON GRANT AGREEMENT)		2. GRANT AGREEMENT #	3. ADVANCE PAYMENT REQUEST #
4. PROJECT END DATE (mm/dd/yy)	5. ADVANCE PERIOD From _____ through _____ (mm/yy)		6. AMOUNT REQUESTED \$
7. JUSTIFICATION FOR REQUEST (e.g. low cash flow, major equipment purchase, etc.)			
8. PRINT NAME AND TITLE OF AUTHORIZED PERSON SIGNING REQUEST			
9. AUTHORIZED SIGNATURE		10. DATE	

CDFA USE ONLY:**APPROVED FOR PAYMENT**

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AMOUNT PAYABLE

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STATE FISCAL YEAR

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INVOICE NUMBER

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PROGRAM CODE

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PROGRAM COST ACCT (PCA)

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ACCOUNT CODE

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OBJECT CODE

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SUPPLIER ID

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VENDOR ID

Kristi Duprey

Authorized Approver

CDFA Authorized Signature

Date

Grant Specialist Initials

Date