

Grant Recipient and Advance Payment Information

Grant Agreement Number:

Organization Name:

Advance Period:

Amount Requested:

Invoice Number (for CDFA use only):

Summary of Work Completed with Advance

Budget Category	Advance Funds Requested	Advance Funds Spent	Remaining Advance Funds	Time Period	Summary of Work Completed with Funds

Subtotals

ADVANCE PAYMENT LIQUIDATION REPORT

State of California
California Department of Food and Agriculture
Office of farm to Fork
F2F-071 (Est. 11/2025)

Instructions

Submit the completed form to provide a progress report or reconcile an approved advance payment at least quarterly, or more frequently if required by the Grant Agreement. Based on the recipient's approved advance payment (F2F-070 Advance Payment Request), provide all of the following information: the budget category, the remaining amount of advance funds approved, the amount of advance funds spent during this reporting period, the total remaining advance funds, if any, the time period the expenses were incurred, and a brief summary of the work completed using the advance funds.

Example Advance Payment Request:

Budget Category	Advance Funds Requested	Timeline	Work Plan
Personnel	\$6,000.00	January-March 20XX	Jane Doe will obtain samples in the field, process samples in the office, then meet with growers to discuss results.

Example Advance Payment Liquidation Report.:

Budget Category	Advance Funds Requested	Advance Funds Spent	Remaining Advance Funds	Time Period	Summary of Work Completed with Funds
Personnel	\$6,000.00	\$2,000.00	\$4,000.00	1/1/20XX – 1/31/20XX	Jane Doe collected samples in the field.