

Office Pesticide Consultation Policy on Advance Payments

All relevant State policies apply and supersede these program policies if there is a conflict.

Recipients may be eligible to receive advanced payments of up to 25 percent of the total grant award to begin project implementation (i.e., prior to any reimbursement requests being submitted and approved) and throughout the project. Requests can be up to three months and must be submitted using an Advance Payment Request form. In addition, recipients are required to provide an estimate or quote documenting the project costs from their approved budget that will need to be funded. These costs cannot have already been incurred prior to the start date of the grant agreement term.

The advance payment must be fully expended within a three-month period. All remaining funds will be allocated on a reimbursement basis.

Advance Payment Request Process

- Estimate the advance amount needed for up to a three-month period.
- Submit an Advance Payment Request with justification (e.g., low cash flow, major equipment purchase, contractor down payment), and associated supporting documentation to your OPCA grant manager.
- If approved, the State Controller's Office issues the advance, which can take up to 45 days to process.

Invoicing

To invoice against the advance payment, use the Advanced Payment line on the OEFI-009 invoice form. The form will automatically calculate the amount to be paid less the advance payment amount.