



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 will email the advance request form to the grant manager, copying the program general email: NRTC@dca.nj.gov or NPP@dca.nj.gov
- If approved, your grant manager will return a completed request form to you.
- Upon receiving the approved request form, the grantee will initiate, complete, and submit the advance request in SAGE (see walkthrough below) and upload the completed request form in SAGE.

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.
- An advance request **CANNOT** be initiated in SAGE if an FSR is in process or if a previous advance has **NOT** been fully expended and reported in an FSR.

Advance Request Walkthrough

The screenshot shows the 'Advance Request' form with the following sections and highlighted fields:

- Progress Reports**: Create button.
- Financial Status Reports**:
 - Create Expense Report
 - Give an Advance or Request a Refund** (highlighted with a red box and a red dot)
 - FSR History
- Application Menu**
- History**:
 - Grant Amendments/Revisions
 - Grant Status History

The main form has two tabs: 'Advance Request' (selected) and 'Report Approval'. The 'Advance Request' tab contains the following fields:

- Grant Information**:
 - Grantee: [blank]
 - Grant #: 2022-05231-00
 - Award Amount: \$228,637.00
 - Term: 6/1/2022 to 5/31/2024
 - Uploads: [Click here for summary upload options](#) (highlighted with a red box and a red dot, labeled 2) and [Click here for detail upload options](#)
- Report Information**:
 - Main Contact: [dropdown menu] *
 - Request #: 1
 - Status: Initiated
 - Payee Reference:** [text field] *
- Comments to the Review Team from the Grantee:** [text area] (highlighted with a red box and a red dot, labeled 3)

At the bottom, there is a table with the following data:

Cash on Hand	Award Remaining	Available Advance	Requested Advance
\$0.00	\$70,098.90	\$45,727.00	\$0.00 (highlighted with a red box and a red dot, labeled 4)

* = Required Field

On the grant page, click “Give an Advance or Request a Refund”. This is located on the left-hand side towards the bottom under the Financial Status Reports section.

Click the “Edit” button.

Fill in the required highlighted fields:

1 – Payee Reference: This memo will identify the source of the payment for your accounting records.

2 – “Click here for summary upload options”: Upload the approved advance request form.

3 – “Comments to the Review Team from the Grantee”: Short description of advance request purpose.

4 – Request Advance: This amount is not to exceed the 30% of the grant award.