

Attachment F

JUSTIFICATION OF ADVANCE PAYMENT

RECIPIENT: _____

Indicate by checking one of the boxes below if you are requesting an advance. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the Recipient within the initial three months of the Agreement.

NO ADVANCE REQUESTED

No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.

ADVANCE REQUESTED

Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and

ADVANCE REQUEST WORKSHEET

If you are requesting an advance, complete the following worksheet

DESCRIPTION	(A) FFY 20__	(B) FFY 20__	(C) FFY 20__	(D) TOTAL
1. INITIAL CONTRACT ALLOCATION				
2. FIRST THREE MONTHS CONTRACT EXPENDITURES ¹				
3. AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS (Divide line 2 by line 1.)				

¹ *First three months expenditures need only be provided for the years in which you requested an advance. If you do not have this information, call your consultant and they will assist you.*

MAXIMUM ADVANCE ALLOWED CALCULATION:		
_____	X	\$ _____ = \$ _____
Cell D3	DEM Award (Do not include match)	MAXIMUM ADVANCE

REQUEST FOR WAIVER OF CALCULATED MAXIMUM

Recipient has no previous DEM/DCA contract history. Complete Estimated Expenses chart and Explanation of Circumstances below.

Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above. Complete estimated expenses chart and Explanation of Circumstances below. Attach additional pages if needed.

ESTIMATED EXPENSES

BUDGET CATEGORY	2010-2011 Anticipated Expenditures for First Three Months of Contract
ADMINISTRATIVE COSTS	
PROGRAM EXPENSES	
TOTAL EXPENSES	

Explanation of Circumstances: