



California Department of Parks and Recreation

Office of Grants and Local Services

WHAT'S NEW?

August 2007

UPDATES TO ADVANCE PAYMENTS POLICY

Status Reports

In June 2005, OGALS implemented a policy to approve advance payment requests projected to be spent within six months or less. Status Reports will require grantees to include Grant Expenditure Forms (project costs summary forms) documenting unaccounted advanced funds. Within thirty days from receipt of the Status Report form, grantees will need to complete and return the Status Report and a Grant Expenditure Form documenting expenditure of unaccounted advanced funds. Future payment requests for advances to grantees may be impacted if this information is not received by OGALS.

If a portion of the advanced funds has not been spent, and more than six months have passed since the grantee received the advanced funds, the balance must be spent on the project or returned to OGALS within 60 days from the grantee's receipt of the Status Report form. The requisite forms may be faxed to your Office of Grants and Local Services Project Officer. If you have any questions about the information above, please contact your Project Officer. A list of all project officers can be found [here](#).

INTEREST ACCRUED FROM ADVANCED GRANT FUNDS

Returning Interest Following Project Completion

Unspent interest must be returned to OGALS within two months from project completion. When the project is complete and the Project Completion Packet is submitted to OGALS, grantees are required to document expenditure of interest accrued from advanced grant funds. To do this, the Grant Expenditure Form must list costs paid by the grant and the interest. However, if a Project Completion Packet is not submitted to OGALS within two months from project completion, the total amount of interest accrued must be returned to OGALS.

GRANT EXPENDITURE FORMS UPDATE

Electronic Payment Numbers

Grantees may list a check number, warrant number, or electronic payment number/electronic funds transfer number in the "Warrant/Check Number" column of the Grant

Expenditure Form (project costs summary form). The electronic payment number/electronic funds transfer number must link to a vendor payment and bank document that confirms the vendor's receipt of payment.

PROPOSITION 84—2006 CLEAN WATER BOND

OGALS should be able to verify what competitive Proposition 84 grant program(s) will be available at the end of the current legislative session. OGALS will post the information regarding the program(s) on its website, and send the information to everyone on the OGALS mailing list.

Updates on Proposition 84 grant programs to be administered by OGALS will be available on the State Parks' website.

2000 BOND ACT PER CAPITA GRANTS

Reminder - June 30, 2008 Liquidation Date

Due to the current statewide volume of incomplete 2000 Bond Act Per Capita projects, OGALS encourages grantees to complete their projects and send project completion packets requesting final payment at least six months prior to the June 30, 2008 liquidation date. Six months provides adequate time for OGALS to review the grant completion packets, receive revisions to the project completion packets from grantees if necessary, conduct final site inspections, and process final payments through the State Controller's Office. OGALS cannot guarantee that the final payment will be processed through the State Controller's Office if the grant completion packet is received less than three months from the liquidation date.

If you have any questions about the information above, please contact your Office of Grants and Local Services [Project Officer](#).