### Advance Justification Letter Request

Provide the following information in letter format, signed by the Authorized Representative:

* **Explanation** why an advance is needed instead of a reimbursement. Describe any hardships the grantee will experience if reimbursement were issued instead of an advance.
* **Payment schedule**, with a month-by-month estimate, for up to six months, showing the anticipated amount needed, and to whom the funds will be paid (In-house employee services or name of contractor). The six-month period should begin six to eight weeks after payment request is submitted.

**Example:**

Estimated Funds Needed/Payment Schedule:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Feb** | **March** | **April** | **May** | **June** | **July** | **Totals** |
| Planning/Permits  | 20,000 |  |  |  |  |  | **$** 20,000  |
| PlayCare Playground Equipment  |  | 50,000 |  | 75,000 |  |  | **$** 125,000  |
| ABC Construction  |  |  | 75,000 | 75,000 | 20,800 |  | **$** 170,800  |
| In-House Labor (Planning/Project Management)  | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | **$** 24,000  |
|   |  24,000 | 54,000 | 79,000 | 154,000 | 24,800 | 4,000 | **$  339,800** |

* **Funding plan**, stating how the grantee intends to provide cash flow to the percentage of the project exceeding the 80% advance limit.
* **Statement** indicating the grantee will put the advance funds into a federally insured account and any interest earned on the advance shall be tracked and spent on the project.
* **Acknowledgement** that all invoices and contracts pursuant to which payments are made shall be made available to OGALS on demand.