

Department of Toxic Substances Control
Technical Assistance Grant Program
Advance Payment Application Guidance

Table of Contents

I.	Cashflow Analysis	3
II.	Advance Justification and Supporting Documents	3
III.	Current External Audit Report	3
IV.	Evidence of Good Standing with the Internal Revenue Service (IRS).....	4
V.	501(c)(3) Letter for Nonprofit Applicants	4
VI.	Bank Account.....	4
VII.	Grant Portal Account.....	5
VIII.	Reference – Advance Pay Statute	6
IX.	Contacts.....	6

I. Cashflow Analysis

Please provide a comprehensive organizational cashflow analysis:

- Create a cashflow analysis that covers all funds involved in your project.
- Include the advance and any amounts you need to repay.
- Reflect your entire organizational budget including other income sources and expenses to provide a holistic view and justify your advance need.
- Scan or save as a digital file to upload into the Grant Portal.

II. Advance Justification and Supporting Documents

Please justify your advance pay request and provide supporting documents.

- Prepare a detailed narrative to explain why you need the advance to support your project's progress. Include details about the expenses or activities for which you require the advance.
- By filling out the Advance Pay Application, you consent to Advance Pay reviewers accessing your TAG Application to retrieve your itemized budget, timeline, and workplan. Please specify which TAG activities you would conduct with the advance, the associated costs up to 25% of the total grant, and on what timeline you expect to spend the advance.
- If possible, save the detailed narrative digitally so you can copy and paste it into the Grant Portal.
- Gather Supporting Documents: In addition to your justification, compile supporting documents that substantiate your need to help justify your advance request. Include any relevant invoices, cost estimates, contracts, payroll records, or other relevant financial records. Ensure that these documents align with your justification.
- Scan or save supporting justification as digital files to upload into the Grant Portal.

Tip: Your justification and supporting documents should be clear, specific, and well-organized. Avoid vague or generic statements. Plan to provide precise details that demonstrate the advance need.

III. Current External Audit Report

- Please obtain the most recent external audit report conducted for your organization, which should include a comprehensive financial assessment if your organization has one.

- Review the report: Carefully review the external audit report to ensure it is accurate, current, and contains all the necessary financial information. Confirm that it covers relevant fiscal periods.
- Scan or save as a digital file to upload into the Grant Portal.
- Note: When reviewing your application for advance payment, DTSC will also refer to the itemized budget, spending timeline, and work plan your organization submits in the main portion of your Technical Assistance Grant Application.

IV. Evidence of Good Standing with the Internal Revenue Service (IRS)

Please provide evidence of good standing with the IRS.

1. Request an Affirmation Letter: If you are a tax-exempt nonprofit organization, you can request an affirmation letter from the IRS to confirm your organization's tax exempt status.
2. Include the Last Three Years' Returns or 990 Form: Retrieve the last three years' IRS returns or the 990 form.
3. Scan, or save the documents as digital files to upload into the Grant Portal.

V. 501(c)(3) Letter for Nonprofit Applicants

If you are a 501(c)(3) nonprofit applicant, submit your 501(c)(3) designation letter:

1. Locate your organization's official 501(c)(3) designation letter from the Internal Revenue Service (IRS). This letter confirms your 501(c)(3) nonprofit status.
2. Verify that your 501(c)(3) letter is up-to-date and accurately reflects your organization's status.
3. Scan or convert to a Digital File: Scan or save your 501(c)(3) letter as a digital file to upload into the Grant Portal.

VI. Bank Account

Advance payments must be deposited in a federally insured, interest-bearing account with the ability to track interest earned and withdrawals.

1. Ensure your organization maintains an account that is federally insured and interest-

bearing, with the ability to track interest earned and withdrawals. This ensures your deposit is protected from bank failure.

2. To confirm your bank is federally insured, visit the respective websites:
 - For banks covered by FDIC (Federal Deposit Insurance Corporation), visit the FDIC's website and use their [BankFind Suite tool](#) to confirm you have an insured account.
 - For credit unions covered by NCUA (National Credit Union Administration), visit the NCUA's website and use their [Research a Credit Union tool](#) to confirm you have an insured credit union account.
3. Contact your bank to confirm that your organization's account satisfies the following requirements:
 - That your bank is federally insured.
 - That your account is an interest-bearing account.
 - That you can track interest earned and withdrawals.
 - To request relevant account statements or other documents that demonstrate the account's features meet all of these requirements.
4. Scan or save confirmations as digital files to upload to the Grant Portal, if possible.

VII. Grant Portal Account

- Please use the Google Chrome web browser for the best user experience when navigating to the Grant Portal.
- Access the [Grant Portal](#) here:
 - Click “Create an account now.”
 - To enter edit mode on a draft application or respond to a request to revise, select “Edit” at the top right.
 - Note: The Grant Portal does not automatically save; please save often.
 - BOLD text indicates a required field.
- Log in.
- Complete fields in Grant Portal and select your “Entity Type.”
- Select “Advance Payment” option to enter your advance payment justifications and

supporting documents. Follow the instructions on the Grant Portal to enter and upload your justification and supporting documents.

VIII. Reference – Advance Pay Statute

[Government Code §11019.1](#)

IX. Contacts

For more information on Advance Payments for the TAG program, please contact the following:

TAG Program

Email: DTSC_TAGprogram@dtsc.ca.gov

OR

Mario Guerrero

Department of Toxic Substances Control

Phone: (916) 255-3897

Email: Mario.Guerrero@dtsc.ca.gov