

Technical Assistance Grant Advance Payment Package Checklist

Technical Assistance Grant (TAG) Grantees must complete *Advance Payment Request Packages* and required uploads with their Grant Portal TAG Applications by the Application Due Date as indicated in the Notice of Funding Availability (NOFA). DTSC cannot accept Advance Pay requests submitted after a Grantee's TAG Application is submitted.

- Create a Grant Portal login**
- Begin TAG Application and select your Applicant Type**
- Select Advance Pay option**
- Consent to Advance Pay reviewers accessing TAG Application to retrieve itemized budget, timeline, and workplan**
- Upload a Cash Flow Analysis**
- Enter an advance pay justification**
- Upload most recent external audit report, if the organization has one**
- Upload evidence of good standing with the Internal Revenue Service (IRS)**
- Upload Nonprofit 501(c)(3) letter**
- Upload attestation of federally insured, interest bearing account with the ability to track interest earned and withdrawals**
- Upload quarterly progress reports beginning after first full quarter. Please refer to the TAG Advance Payment Application Guidance for specific quarterly report due dates**

For more information, see *TAG Advance Payment Application Guidance*

IMPORTANT NOTICE TO APPLICANTS

The information an applicant presents in their application determines eligibility. Grantee must promptly notify the Department of Toxic Substances Control of any proposed changes to their application after submission, including but not limited to changes to the status of the applicant or proposed project.