

## SF-270 Instructions: Request for Advance or Reimbursement

<b>Block 1a.</b>	“ <b>Advance</b> ” block may only be checked if the award letter or subsequent modifications to the grant authorize it. Otherwise, the “ <b>Reimbursement</b> ” will be checked. <b>Both blocks</b> may be checked if the request includes both reimbursement and an authorized advance.
<b>Block 1b.</b>	Unless this is the final payment, the “ <b>Partial</b> ” box must be checked. If marked “ <b>Final</b> ”, please make sure that _____ is less than or equal to the Federal amount listed on <i>Application for Federal Assistance (SF-424), Block 15a.</i>
<b>Block 2.</b>	Check as appropriate. Check with your financial department to determine accounting method.
<b>Block 3.</b>	USDA Forest Service, CP
<b>Block 4.</b>	Same as grant number identified in award letter.
<b>Block 5.</b>	Will be next sentence, based on previous payment; for example, #1 for the first payment, #2 for second payment, etc.
<b>Block 6.</b>	Should be same as <i>Block 6, SF-424.</i>
<b>Block 7.</b>	May be left blank (recipient use only)
<b>Block 8.</b>	<p>“<b>From</b>” should be day after the “<b>To</b>” date on previous SF-270, Request for Reimbursement.</p> <p>For first requests, “<b>From</b>” date must be greater than or equal to the start date of the grant shown in Block 13, SF-424. “<b>To</b>” must be less than or equal to date that form is signed, Block 13, SF-270.</p> <p>In all cases, the period covered by this request should be within the approved start and ending date of the grant (<i>see block 13, SF-424</i>), unless otherwise authorized by the award letter or modifications.</p> <p><b>Advances:</b> Grantee will identify the date that advance Federal funds will be spent in the block marked “<b>Advance Only</b>”. Grantee may request advance up to <u>8 weeks</u> from the date the advance request is submitted (Block 13, SF-270).</p>
<b>Block 9.</b>	Recipient Address and <b>optional</b> Vendor Express Account Number (VXP). This address should match the address shown on the SF-424.
<b>Block 10.</b>	If used, ensure VXP Account Number appears in block.
<b>Block 11</b>	<b>Column (a)</b> Use this column for accounting of Forest Service cash expenditures.
	<b>Column (b):</b> Use this column for optional tracking of other non-Forest Service expenditures. This can be used for optional tracking of “other federal’ partnership contributions that cannot be used to meet matching requirements.
	<b>Column (c):</b> Use this column for non-FS in-kind valuation of donated time, services or material. [See page 4, item (i) for definition of “In-Kind Contributions”.]  <b>*Note: More than one SF-270 may be used if you wish to show individual partner contributions and need additional columns. The totals will be shown only on the final page</b>

<b>Block 11a.</b>	(As of date) Should match date covered by the ending date of this request (same as in block 8). Dollar amount is always cumulative for all expenditures to date.
<b>Block 11b.</b>	Leave blank unless otherwise instructed.
<b>Block 11c.</b>	The difference of and .
<b>Block 11d.</b>	See discussion of block for appropriate uses of advance. Costs estimated to be spent for the period of time identified in block 8.
<b>Block 11e.</b>	The sum of and
<b>Block 11f.</b>	Should be greater than or equal to previous payment. Check to make sure that: 1) all cash match is accounted for in , 2) in-kind valuation is listed in , 3) that all costs are allowable, 4) occurs within appropriate time frames, and 5) accumulative budget changes remain within 10% of the total project expenditures (See Budget Information SF-424a.) You may need to check with your assigned grants coordinator to determine if expectations for match are being met. An optional worksheet is available to assist with these calculations.
<b>Block 11g.</b>	Forest Service funding should be shown in , and should be greater than or equal to previous payment. Check to make sure costs are allowable, occur within appropriate time frames, and changes do not exceed 10% of the total project expenditures identified in the Budget Information SF-424a. <u>Unless otherwise instructed, up to of the grant award listed in Block 15a, SF-424 will be reimbursed.</u> The balance will be reimbursed once all final expenditures, reports, and match have been accounted for. The total amount must not exceed Block 15a, SF-424. Refer to your award letter or any modifications to the grant that discuss match requirements. The sum of and should equal .
<b>Block 11h.</b>	Total of Federal payments paid to date including any advances. There may be situations where requested amounts were not fully reimbursed as discussed in ( ).
<b>Block 11i.</b>	Difference of ( ) and ( ). There may be situations where requested amounts may not be fully reimbursed as discussed in ( ).
<b>Block 11j.</b>	Leave blank. See discussion of block ( ).
<b>Block 12.</b>	For advances only.
<b>Block 12a.</b>	See discussion of ( ). Leave blank for first advance. Subsequent advances will match figure in .
<b>Block 12b.</b>	Filled in only if Federal funds from previous advance have not been fully expended by the last day of the outlay period.
<b>Block 12c.</b>	Difference of ( ) and ( ).
<b>Block 13.</b>	Signed and dated by same person who signed SF-424 or who has delegated authority.
<b>Remarks Section:</b>	<b>May be used by grantee to indicate which Budget Categories (SF-424A) are being used as the basis for the request with corresponding amounts identified.</b>