



North Carolina Department of Health and Human Services
OFFICE OF ECONOMIC OPPORTUNITY

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Verna P. Best, Acting Director

MEMORANDUM

TO: Community Action Agencies

FROM: Verna P. Best

DATE: August 7, 2009

RE: CSBG **ARRA** Advance Payment Program

The CSBG ARRA Advance Payment Program will be available to interested contractors who meet the conditions of participation. The attached files contain the required application (DHHS Certification of Cash Needs Form) and the advance request Recovery form (OEO 286-R Financial Status Report) that must be completed and submitted for approval. The advance request is for project operating costs only and is limited to 30 days expected expenses. *Funds not available to operate on a cost reimbursement basis* is an example of a brief narrative as to why the advance is needed.

Please enter **ADVANCE** in the Reporting Period Section of the Financial Status Report and enter your ARRA/CSBG Approved Budget in the appropriate column. Your 30 day expected expenses (whole dollars) for program operations only, must be shown in the Expected Obligations column. Amounts provided in the Expected Obligations column will be used to provide a monthly advance for your agency during the period of the ARRA/CSBG Advance Program.

Completed forms for participation in the ARRA/CSBG Advance Payment Program must be received by OEO by September 1, 2009 for advances to begin during the month of September. Agencies who submit applications after that date will begin participation in the ARRA/CSBG Advance Program in October 2009 if their application is approved.

Please contact Frank White at 919-715-5850 if you have questions or need additional information.

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