Super Storm Sandy Request for Advance Form Instructions

1. Awardee completes the Requestor Information by filling in ‘To’ section using the contact person at their respective agency. Provide the Contractor information in the ‘From” section along with the ‘Contract #’, ‘Date Contract Approved’, ‘Purchase Order#’, and ‘Funding Opportunity’ lines.

2. Fill out each line of both the ‘Applicant/Contractor’ and ‘Project Information’ section.

3. Provide as much detail as necessary in the ‘Justification for Advance’ Section.

4. Awardee forwards the form to the appropriate Lead Agency contact person.

5. The Lead Agency then reviews for completeness and need for advance then completes the ‘Authorization’ section.

6. The signed and dated form is sent to the Office of Children and Family Services (OCFS).