



## County of Sacramento

### TRANSIENT OCCUPANCY TAX (TOT) GRANT PROGRAM ADVANCE PAYMENT REQUEST POLICY & PROCEDURE

#### 1. Purpose

This policy establishes the requirements, procedures, and evaluation criteria for organizations requesting an Advance Payment under the Transient Occupancy Tax (TOT) Grant Program. The advance option is intended to support the launch, continuation, or expansion of approved grant-funded programs or projects.

#### 2. Authority

On October 21, 2025, the Board of Supervisors approved a modification to the TOT Grant Program Allocation Policy authorizing a one-time advance of up to \$10,000, or the full grant award if lower.

#### 3. Overview of Advance Payments

Awarded organizations may request a one-time Advance Payment to support eligible program activities. All Advance Payment Requests must include:

- A written justification demonstrating financial need.
- A detailed Expenditure and Repayment Plan.
- Required supporting documentation.

Any unspent advance funds must be returned to the County at the end of the contract term. Remaining grant funds, in excess of the advance payment (if applicable), will be issued on a reimbursement basis.

#### 4. Conditions for Approval

The County Executive or their designee, may authorize an Advance Payment only if both of the following conditions are met:

1. The Grantee requires an advance in order to perform services under the Agreement; and
2. Issuing the advance does not create an undue risk of payment for services not rendered.

Advance payments may not exceed \$10,000.

## 5. Eligibility and Processing Requirements

Advance Payments will be issued only after:

- Full execution of the grant contract, including the approved Expenditure and Repayment Plan.
- Submission of all required supporting documents.
- Submission of a detailed written justification demonstrating the need for the advance.

Additional requirements:

- Processing may take up to 60 calendar days from the date of submission.
- Grantees must continue to submit monthly invoices and proof of payment for all eligible expenses throughout the contract term.

## 6. Required Advance Request Justification Packet

Applicants must submit a completed TOT Grant Program Advance Request Packet (attached).

## 7. Expenditure and Repayment

All organizations receiving an advance must comply with the expenditure and repayment obligations outlined in their approved Expenditure and Repayment Plan. The plan must describe how and when advance funds will be used, include a month-by-month expenditure timeline, and specify the method and timing for returning any unspent funds.

Additional repayment rules:



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- Proof of expenditure of advanced funds must be submitted by the 15th of each month, consistent with contract invoicing requirements.
- Any unspent funds at the end of the contract term must be returned to the County.
  - In the event of an under expenditure of the grant amount, any remaining balance will be invoiced at the end of the grant period.
- Failure to repay may result in referral to the Division of Revenue Recovery and ineligibility for future grant funding.
- Future advance requests will not be considered until all prior advances are fully repaid.
- **All advance funds will be applied to the Grantee's reimbursement invoices before any new reimbursement payments are issued.**
- The County reserves the right to withhold the total advance amount from any invoice.

### 8. Disbursement of Advance Payment

Approved advances will be issued as a single, one-time disbursement. Grantees should request only the amount necessary to begin or sustain program activities. No additional Advance Payments will be considered during the contract term.

### 9. Submission Deadline

Advance Payment Requests must be submitted no later than the first Friday of September. Late submissions will not be considered.