

Section 3: Payments to States

3.0 OVERVIEW

States receive compensation for their services under DSMOA by means of the Request for Advance or Reimbursement, Standard Form 270 (SF 270) submitted to HQUSACE. Most States receive reimbursements, although a few receive advances by special arrangement with HQUSACE where State law or circumstances require it.

States that receive advances must submit Financial Status Reports (SF 269 or SF 269A) in addition to the SF 270.

3.1 REQUESTS FOR ADVANCE OR REIMBURSEMENT (SF 270)

States will submit Requests for Advance or Reimbursement (SF 270) to HQUSACE in order to obtain payment for costs incurred, within 30 days of the end of each quarter. States seeking reimbursement (not an advance) will attach a cost breakdown chart, as shown in **Appendix I**, to the SF 270. HQUSACE normally will provide payment within 30 days. Those States whose accounting departments cannot accommodate this schedule, or States that require more frequent reimbursements, will make special arrangements with HQUSACE for a different schedule.

The cost breakdown chart also will serve as the cost-reporting portion of the performance report, described in Section 4 of this guide. This information is to be provided, as stated above, within 30 days of the end of the quarter, except where special arrangements have been made for a different schedule. Information on costs is required quarterly in order for the DoD Components to account for expenditure of DoD funds, and properly manage their budgets.

The State should submit the original signed SF 270 with the cost-breakdown chart through regular mail to HQUSACE. However, the State is encouraged to submit the SF 270 with the cost-breakdown chart electronically, when possible.

3.2 FINANCIAL STATUS REPORTS (SF 269 OR SF 269A)

States that can accept payments on a reimbursable basis are NOT required to submit Financial Status Reports (FSRs). States that must request advance payments, however, must submit FSRs as well as the SF 270. The short form for the FSR (SF 269A) may be used.

3.3 PROCEDURES

Detailed procedures for submitting Requests for Advance or Reimbursement forms and Financial Status Report forms are provided in **Appendix J**.