



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Assistant Secretary for Health
Office of Adolescent Health
Rockville, MD 20852

February 21, 2012

Dear Grantee:

The Office of Adolescent Health would like to take a moment to thank you for all your hard work and efforts in Year 1. The Office, in particular project officers, have been diligently reading and reviewing your Annual Progress Reports (APR), including your evaluation summaries and success stories. It is impressive to see all your accomplishments thus far.

As part of the APR process each grantee was required to submit an annual Federal Financial Report (Form SF-425), which indicates the unobligated balance for Year 1. Each grantee is allowed to submit a request for permission to carryover (carry forward) those funds for implementation along with their base Year 2 funds.

As the Office moves forward with its budget planning process, we would like to request that all grantees with reported un-obligated balance of more than 10% of the total awarded funding during year one submit their carryover (carry forward) requests by March 17, 2012. This will assist the Office in completing our funding plans for the overall program. For those grantees who have already submitted their carryover requests, thank you for your early efforts. If you have not submitted your request and plan to do so please work with your Project Officer. If you do not plan to submit a request please let your project officer know that as well.

We recommend submitting these requests soon after closure of the previous budget period as it allows more time for the requests to be processed promptly and also provides you with sufficient time to incorporate the additional funds into the current budget year.

Please note that if there are unobligated balances available when moving forward to the next budget period, we reserve the right to use the balance to reduce or offset funding for a future budget period.

If you have any questions please contact your Project Officer or your Grants Management Specialist.

Thanks,

A handwritten signature in blue ink, which appears to read "Evelyn M. Kappeler".

Evelyn Kappeler,
Acting Director

Office of Adolescent Health