



## DEPARTMENT OF HEALTH & HUMAN SERVICES

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

Date: December 10, 2012

From: Evelyn Kappeler, Director  
Office of Adolescent Health

Subject: OAH Grantee Guidance, OAH 2012-12: Requesting Carryover Funds

To: OAH Grantees

This guidance is provided to assist grantees in developing and submitting a request to carryover unobligated funds to the Office of Grants Management (OGM) and Office of Adolescent Health (OAH).

### **How carryover funds can be used:**

All unobligated funds that are available for carryover must be used to support the original approved goals and objectives of the grant program based on the Funding Opportunity Announcement.

Funding Restrictions - Carryover funds cannot be used for the following purposes:

- To supplant or replace current public or private funding.
- To supplant on-going or usual activities of any organization involved in the project.
- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
- To reimburse pre-award costs.
- Cost within the carryover request, may only be considered for approval of **prospective cost** and activities.

### **Where and how to submit your Carryover Request**

The carryover request must be submitted using the GrantSolutions amendment module only. Hard copy and email submissions as an attachment are no longer accepted by the OASH Office of Grants Management. The GrantSolutions amendment module makes the process of creating and submitting all carryover requests easy. The streamlined process is simple for both the grantee and the grantor.

**Documentation to support the carryover request**

The carryover request must include:

- A written statement indicating why the carryover funds were not spent during the approved budget period from the Authorizing Business Official and/or Program Director.
- An SF 424a, detailed line item budget, and budget narrative justification for the amount of carryover funds.
- A detailed work plan to support the carryover request indicating how the funds will be used and which activities will be supported
- Scan and upload the Federal Financial Report (FFR) SF 425, signed by the Financial Officer. \*\*Within the remarks box # 12, the FFR must include a statement indicating “Request to carryover the un-obligated balance of \$ \_\_\_\_\_ from prior budget period.”

*\*\*Note:* Grantees may *not* carryover funds that are identified as restricted in the Notice of Award’s Terms and Conditions.

**Process for review of the carryover request**

- Once the submitted request has been received thru GrantSolutions, the OGM and OAH will review the request for allowable costs and activities and will ensure all required documents have been submitted.
- The Project Officer will identify whether the grantee has performance issues that may have caused a large unobligated balance to occur over time, or if a Change of Scope has occurred and provide feedback to the Grants Management Specialist and/or grantee on such issues, if applicable.
- The Grants Specialist will review the grantee’s FFR and reconcile it with the Division of Payment Management to determine whether the funds requested are actually available for carryover and provide feedback to the Project Officer and/or grantee on such issues, if applicable.
- Carryover requests can be made at any point during the new budget period if unobligated funds are available from the previous budget periods.
- Carryover requests must demonstrate how the grantee can successfully expend all funds carried forward before the new budget period is completed. Carryover of funds from one year to multiple years beyond the immediate budget period is not allowable.

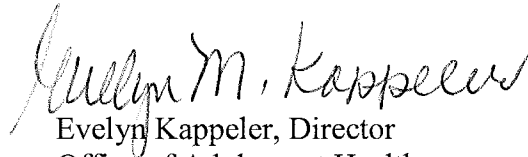
**Response to Carryover Request**

The OGM and OAH have 30 days to process all submitted carryover requests. After reviewing the carryover request, the OGM and OAH may:

- Revise the NoA authorizing the grantee to spend the unobligated funds for additional approved purposes as requested. (Carryover funds must be used to cover only prospective costs, not costs already incurred by the grantee)
- Restrict the grantees authority to carryover unobligated balances in the future.
- Use the balance to reduce or offset funding for a future budget period.
- Use a combination of these actions.

**Pitfalls which slow our ability to process the carryover request:**

- Delinquent or incorrectly submitted FFR. The OGM and OAH must have a current FFR on file which reflects the annual report period ending date of (09-30-12) in order to review the un-obligated balances available for carryover. The FFR must include a statement indicating the amount request for carryover.
- Inadequate budget narrative justifications – not enough itemized detailed information to support each listed line item.
- Inadequate work plan detailing the activities that will be accomplished using the carryover funds.

  
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