Carryover of Unobligated Balance of Federal Funds

What is a Carryover?

Carryover is forwarding an unobligated balance of funds from current budget year to cover allowable costs in a future budget year. A carryover must be requested in support of activities aligned with a grantee's existing project goals and objectives to cover costs not already incurred by the recipient.

> **Note**: If funds have been obligated but not yet expended i.e., funds not drawn down from PMS to liquidate expenses already incurred, then a carryover request is not required to complete those transactions.

Documents Required

1. A narrative, which includes the following information:
   a. Total amount of unobligated funds requested to carryover;
   b. An explanation of why the carryover is needed, including the reasons for having unobligated funds from the prior budget year;
   c. A cost break-down for each activity requiring the carryover of funds; and
   d. SF 424A reflecting how those costs will be allocated.

2. A revised budget worksheet (OMB SF-424A, Budget Information), which should include the following information:
   a. The original Federal award amount for each line item from the year the carryover is being requested;
   b. The unobligated amount for each line item being carried over;
   c. The Federal award amount for each line item for the current budget year; and
   d. The combined total of carryover funds and current year funding that will be available for obligation in the current budget year.

3. The recent Federal Financial Report (SF-425) reflecting the unobligated balance of federal funds.

About your submission

- Effective October 1, 2013, all ACL discretionary grantees are required to use GrantSolutions (GS) for their end to end grants management services (tracking and receiving various award actions, submitting financial and progress reports, general correspondence, requests etc.).
- All users must register with GS by completing a Grantee User Account Request Form and following the directions identified in this link: https://home.grantsolutions.gov/home/home/customersupport/getting-started/.
- If you are a grantee already registered with GS through another HHS operating division, please verify with the GS helpdesk access to your ACL award(s).

How to Submit Your Request:
http://acl.gov/Funding_Opportunities/Grantee_Info/Grantee_Resources.aspx