

Carryover of Unobligated Funds

Carryover of Unobligated Funds should be requested to support one-time activities that align with the grantee's existing goals and objectives. X For awards not subject to expanded authority, recipients must request to carryover unobligated funds from one budget period to the next. When submitting a carryover request, keep the following in mind:

- The carryover request should be completed only after the recipient's finance office has determined the unobligated balance for the applicable budget year.
- The carryover request must be submitted at least 120 days before the end of the program year in which the funds are being requested.
- Approved carryover funds must be obligated in the year in which they are awarded.
- Carryover funds are intended to cover only prospective costs, not costs already incurred by the recipient.
- Funds support one-time activities. Approval for one-time activities does not constitute automatic approval for funding these activities in the future.

❖ **TIPS** - All correspondence must be on official agency letterhead and must include the following:

- Date
- Grantee name and number
- Point of contact – name and phone number, and email address
- Two signatures – Authorized Business Official and Project Director

Required Documentation:

- A Financial Status Report (FSR), which documents total unobligated funds, must be submitted to the Procurement and Grants Office (PGO) no later than 90 days after the end of the budget period.
- Overall budget table indicating current funding levels for each budget category (personnel, fringe, travel, etc.) and carryover funds requested for each category
- Budget request and detailed justification outlining the activities that will be completed using carryover funds, how the activities relate to the existing and approved workplan, and a cost breakdown for each activity (ex. unit cost per item * number of items needed = total cost). Budgets should be rounded to the nearest dollar; do not include cents. Ensure that all columns add up.
- Current Indirect Cost Rate Agreement if requesting indirect costs

Carryover Template

Date _____

Attn: _____

Grants Management Specialist
CDC, Procurement and Grants Office
2920 Brandywine Road
Room 3000, Mail Stop E-09
Atlanta, GA 30341

Re: Cooperative Agreement Award No. _____
Program Announcement _____
Request to Carryover Unobligated Funds

Dear Grant Management Specialist:

This letter is to request approval to carryover \$_____ in unobligated funds from Budget Year ____ to Budget Year ____ under the cooperative agreement listed above.

Below is an example of two (2) tables outlining current funding received in one priority area and multiple priority areas.

Table – One Priority Area

CATEGORY	ORIGINAL AWARD BY02	REQUESTED CARRYOVER BY01	REVISED AWARD BY02
Personnel	\$75,000	\$18,000	\$93,000
Fringe Benefits	12,000	1,700	13,700
Travel	5,500	2,200	7,700
Equipment	3,000	0	3,000
Supplies	1,000	0	1,000
Contractual	8,000	3,500	11,500
Consultant	0	0	0
Other	4,500	0	0
Direct Charges	109,000	25,400	134,400
Indirect Charges	11,000	0	11,000
Total	\$120,000	25,400	\$145,400

OR

CATEGORY	Abstinence BY01-02			HIV BY01-02			Total Revised Award BY02
	Original	Carryover	Revised	Original	Carryover	Revised	
Personnel	\$55,000	\$0	\$55,000	\$82,000	\$0	\$82,000	\$137,000
Fringe Benefits	9,500	0	\$9,500	26,000	0	\$26,000	\$35,500
Travel	3,500	2,300	\$5,800	14,000	2,300	\$16,300	\$22,100
Equipment	0	500	\$500	2,200	5	\$2,205	\$2,705
Supplies	13,000	0	\$13,000	3,800	0	\$3,800	\$16,800
Contractual	9,500	3,500	\$13,000	0	3,500	\$3,500	\$16,500
Consultant	0	0	\$0	37000	0	\$37,000	\$37,000
Other	2,700	0	\$2,700	1,000	0	\$1,000	\$3,700
Direct Charges	109,000	25,400	\$134,400	166,000	25,400	\$191,400	\$325,800
Indirect Charges	5,500	0	\$5,500	8,200	0	\$8,200	\$13,700
Total	\$207,700	25,400	\$233,100	\$174,200	25,400	\$199,600	\$339,500

<<Insert paragraph indicating reason for unobligated funds from the prior year, a statement of bona-fide need, include an explanation of how funds will enhance current activities, detailed line item budget, and timeline/period of performance for proposed activities>>

Example: Supplies

<<Insert Each Individual Item>> - (# copies needed) x (cost per copy) = total amount requested

<<Insert written justification for requesting supplies>>

Travel (In-State and Out-of-State)

In-State Travel:

(# trips) x (# people) x (# miles) x (cost per mile) = Total amount requested

<<Insert written justification for In-State Travel>>

Out-of-State Travel:

(# trips) x (# people) x (# miles) x (cost per mile) = Total amount requested

<<Insert written justification for Out-of-State Travel>>

If you have any questions regarding this request, please feel free to contact _____ at << phone/email address>>.

Sincerely,

/s/ _____
Project Director

/s/ _____
Authorized Business Official

Enclosures:
Financial Status Report
Indirect Cost Rate Agreement