

Instructions for Preparing Carryover Requests for the EMSC State Partnership Continuation Grants in Year 2 or Year 3 of Funding.

These carryover requests are due to the Grants Management Specialist, HRSA Division of Grants Management Operations by May 31st.

1. A **letter** which requests the carryover of unobligated funds, which are listed on the Financial Status Report (FSR), must be addressed to the Grants Management Specialist (listed on page 4 of the Notice of Grant Award, NGA). This letter should briefly describe what you plan to do with these carryover funds and must be signed by the organization requesting the carryover.
2. A **detailed budget and justification** of how the carryover funds will be used must accompany this letter. All funds being requested for carryover must be listed, explained and justified or they may not be allowed. Carryover funds can only be used for activities described in the Year 1 application. These funds cannot be used to support new activities.
3. A signed, dated, **completed Financial Status Report (FSR)** which covers the budget period for Year 1 or Year 2 which is typically March 1st to February 28th must be submitted with the Carryover Letter and Budget which provides both the categorical and narrative details of how funds will be expended. The Standard Form 269A should be contained in your organizations budget office. This unobligated balance is what can be used to accomplish the activities listed on the carryover letter and budget.
4. All three items, letter, budget and FSR, must be received at the same time for the carryover request to be reviewed. We require you to spend the majority of the funds in the year in which they are received. Carryover requests for very large amounts of prior year funds may be questioned or the funds may be offset.
5. Please send these requests by E-mail, fax or regular mail. Our fax number is (301) 443-6686.

Requests should be sent to one of the Grants Management Specialists listed on your year 2 NGA and their addresses are listed below:

Mickey Reynolds
Grants Management Specialist
HRSA Division of Grants Management Operations
Grants Management Operations
Government and Special Focus Branch
5600 Fishers Lane – Room 11A-16
Rockville, MD 20857
Mreynolds@hrsa.gov

or
Makeda Clement
Grants Management Specialist
HRSA Division of Grants Management Operations
Grants Management Operations
Government and Special Focus Branch
5600 Fishers Lane – Room 11A-16
Rockville, MD 20857
Mclement@hrsa.gov

Should you have any questions regarding grants management please contact your Grants Management Specialist. For Technical Assistance please contact your EMSC National Resource Center Representative.