

## 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. If, for awards not subject to expended 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.

6. **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 60 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  
2620 Grandview Road  
Room 0000, Mail Stop E-09  
Atlanta, GA 30341

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

Dear Grant Management Specialist:

# Sample Letter For Carryover Funds

**ML Morrison**



**Sample Letter For Carryover Funds:**

## Unveiling the Energy of Verbal Artistry: An Mental Sojourn through **Sample Letter For Carryover Funds**

In a global inundated with displays and the cacophony of immediate conversation, the profound power and psychological resonance of verbal art usually fade in to obscurity, eclipsed by the regular assault of sound and distractions. However, located within the musical pages of **Sample Letter For Carryover Funds**, a captivating perform of literary brilliance that impulses with natural thoughts, lies an wonderful trip waiting to be embarked upon. Composed with a virtuoso wordsmith, this interesting opus manuals readers on an emotional odyssey, gently revealing the latent possible and profound influence stuck within the elaborate internet of language. Within the heart-wrenching expanse with this evocative analysis, we can embark upon an introspective exploration of the book is central styles, dissect its interesting writing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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web apr 6 2023 full name robert norman ross born october 29 1942 died july 4 1995 birthplace daytona beach florida spouses vivian ridge 1965 1977 jane lee zanardelli 1977 1992 lynda brown 1995

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web robert norman ross october 29 1942 july 4 1995 was an american painter art instructor and television host he was the creator and host of the joy of painting an instructional television program that aired from 1983 to 1994 on pbs in the united states cbc in canada and similar channels in latin america europe and elsewhere

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