

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

Patrick Vollmar



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