

## 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

**M Planty**



**Sample Letter For Carryover Funds:**

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## **Table of Contents Sample Letter For Carryover Funds**

1. Understanding the eBook Sample Letter For Carryover Funds
  - The Rise of Digital Reading Sample Letter For Carryover Funds
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Letter For Carryover Funds
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Letter For Carryover Funds
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Letter For Carryover Funds
  - Personalized Recommendations
  - Sample Letter For Carryover Funds User Reviews and Ratings
  - Sample Letter For Carryover Funds and Bestseller Lists
5. Accessing Sample Letter For Carryover Funds Free and Paid eBooks
  - Sample Letter For Carryover Funds Public Domain eBooks
  - Sample Letter For Carryover Funds eBook Subscription Services
  - Sample Letter For Carryover Funds Budget-Friendly Options

6. Navigating Sample Letter For Carryover Funds eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Letter For Carryover Funds Compatibility with Devices
  - Sample Letter For Carryover Funds Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Letter For Carryover Funds
  - Highlighting and Note-Taking Sample Letter For Carryover Funds
  - Interactive Elements Sample Letter For Carryover Funds
8. Staying Engaged with Sample Letter For Carryover Funds
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Letter For Carryover Funds
9. Balancing eBooks and Physical Books Sample Letter For Carryover Funds
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Letter For Carryover Funds
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sample Letter For Carryover Funds
  - Setting Reading Goals Sample Letter For Carryover Funds
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Letter For Carryover Funds
  - Fact-Checking eBook Content of Sample Letter For Carryover Funds
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

### **Sample Letter For Carryover Funds Introduction**

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