

UCEDD Grants Management Series:

Carryover Requests and No Cost Extensions

December 5, 2017

1:00 – 2:00 pm ET

PRESENTERS

Dorothy Garcia

Program Manager, UCEDD TA
AUCD

LaDeva Harris

Grants Management Specialist
Administration for Community Living

Celia Feinstein

Executive Director, Institute on Disabilities at Temple University
AUCD Board of Directors, Immediate Past-President

- Welcome and introductions
- New guidance for carryovers and no-cost extensions
- Practical uses for carryovers and no cost extensions; examples from a UCEDD
- 15 minutes for questions
- Next steps, where to find resources
- End

- All ACL discretionary grantees are required to use GrantSolutions(GS) for their end to end grants management services (tracking and receiving various award actions, submitting financial and progress reports, general correspondence, requests etc.).
- All users must register with GS by completing a Grantee User Account Request Form and following the directions identified in this link:
<https://home.grantsolutions.gov/home/home/customersupport/getting-started/>.
- If you are a grantee already registered with GS through another HHS operating division, please verify with the GS helpdesk access to your ACL award(s).

New Embedded Instructions for Each Amendment Type within GrantSolutions

[Original Submission](#)

Applicant	
Grant Number	
Application Number	(To be assigned) 
Action	ACL Budget Revision
Project Title	UCEDD National Training Initiative

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for Budget Revision (ACL)	View PDF View Original Version	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online	0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter (ACL)		0 Uploaded Files 0 Mail-in Items	
Budget Narrative (ACL)	View PDF View Original Version	0 Uploaded Files 0 Mail-in Items	
Miscellaneous Information (ACL)		0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Received (Post Award Paper Submission)

Application Notes	Verify Submission	Close
-----------------------------------	-----------------------------------	-----------------------

Submission Notice

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

What is a Carryover?

Unobligated balances of funds at the end of a budget period can be requested to be carried forward into the current budget period. Carryover funds may be used to complete activities that were not completed in the budget period that funds were originally awarded.*

Carryover Requests cont'd

Funds may be carried into a previously expired budget period in certain instances. For example, during reconciliation of reporting, the grantee finds that a carryover was never submitted to GS but their records account for those funds in year 3 and the activities have been completed. A retroactive carryover can be requested for reconciliation of funding.

Carryover Requests cont'd

A carryover does not have to be used specifically for completion of previous budget period activities. In some cases, funds remain unobligated due to over budgeting or personnel/fringe changes. In these cases, those activities will not be completed in a subsequent budget period but the remaining funds may be used to expand on activities approved for the new budget period where funds will be moved to.

Carryover Requests cont'd

The following is a list of items that need to be included in a carryover request.

1. detailed description of the objectives/goals not completed
2. explanation as to why the objectives/goals were not completed
3. explanation of how the unmet objectives/goals will be met in the subsequent year; if applicable
4. explanation regarding the impact to the project should the request be denied
5. detailed budget and budget justification that supports the work to be completed and the proportionate non-Federal share (25%)
6. SF 424A

All carry over request letters must be submitted on official University/designated entity letter head and signed by an authorized organization representative on file with ACL.

If the person who has authorizing signature responsibilities for your grant has changed since you last submitted paperwork to ACL, an amendment for a Change in AOR/PD must be submitted in GrantSolutions.

What is a No-Cost Extension?

A no-cost extension allows grantees additional time to complete activities previously approved by ACL, but not able to be completed by the grantee during the original project period. A no-cost extension DOES NOT provide a carryover of funds into a new project period; additionally it's sole purpose is not for liquidation of unobligated funds.

Documents Required

- ✓ A cover letter that includes:
 - Grant Award number
 - Specific proposed end date, e.g., to July 31, 20XX (not the # of months)
 - Written justification that explains why the work has not been completed and a detailed work plan of how all unfinished activities will be completed by the proposed end date
 - If there is an unobligated funds remaining, briefly describe how these funds will be used

- ✓ Recent SF 425 must have been submitted or accompany this request.



Practical Uses/UCEDD Examples

UCEDD Resource Center
A project of AUCD, in partnership with AIDD, to strengthen and support the network of UCEDDs

Celia Feinstein

Executive Director

Institute on Disabilities at Temple University AUCD Board of Directors,
Immediate Past-President

Questions?

Shawn Callaway
Program Specialist
ACL/AOD

202-795-7319

Shawn.Callaway@acl.hhs.gov

Pamela O'Brien
Program Specialist
ACL/AOD

202-795-7417

Pamela.OBrien@acl.hhs.gov

LaDeva Harris
Grants Management Specialist
Administration for Community
Living

202-795-7360

LaDeva.Harris@acl.hhs.gov

Dorothy Garcia
Program Manager
AUCD

301.233.0869

dgarcia@aucd.org