ADMINISTRATION FOR CHILDREN & FAMILIES
Office on Trafficking in Persons

# How-To Guide: Carryover Request

## What is a carryover?

A carryover is the forwarding of an unspent balance of funds from a previous budget period to a subsequent budget period, allowing you to complete previously approved, but unmet activities. **No new activities or salary increases are allowed.**

## When can I request a carryover?

You should discuss the possibility of requesting a carryover with their Project Officer no later than 30 days before the end of the 90-day liquidation period (December 30). Prior to submitting a request, you must ensure all financial reports are up to date on both GrantSolutions and your agency's Payment Management System (PMS) account and that the carryover amount being requested is available.

Please be aware of the difference between unliquidated obligations and unobligated balances. Unliquidated obligations are commitments of the recipient and are considered obligations; therefore, they should not be reported as unobligated balances. Unobligated balances may be carried over throughout the life of the project period (e.g., an unobligated balance from year one of the grant may be carried over into year three). If unsure, recipients should contact their Office of Grants Management (OGM) Grants Management Specialist for support.

## How do I submit a carryover request?

The following documents must be submitted via e-mail to the Project Officer and Grants Technician for review by the recipient to request a carryover:

I. An unsigned draft cover letter on company letterhead addressed to the Project Officer, with the following:

- Award number and recipient organization name
- Requested carryover amount (no cents)
- Written explanation of why the carryover is being requested, including the reason for having unspent funds, the reason why the project objectives were not met, and details on how the carryover funds will be spent
- A timeline explaining the plans for completing the goals or objectives
- Date by which the activities to be funded using carryover funds will be completed
- A statement that "funds will be used to complete activities that were approved but not completed by midnight on the final day of the budget period (September 29, 20XX)."

II. An updated SF-425 reflecting only the unspent balance of federal funds (line 10h).
III. SF-424 – Complete the whole form.

IV. SF-424A –For the amount of the carryover request only, with special attention to:

- Section A: Columns A, B, E, and G
- Section B: Columns 1(federal), and 5 (total)

V. A proposed line-item budget and budget justification/narrative with only the unspent federal funds; do not submit a full budget. Find a **template for download** at the bottom of this page.

Once the Project Officer approves your documents, you should obtain the Authorizing Official's signature and prepare for submission. This includes the cover letter, SF-425, SF-424, SF-424A, line-item budget, and budget narrative.

Email this package to the Grants Technician and the Project Officer for OTIP leadership approval. Once OTIP approves your request, the Grants Technician will ask you to officially submit the carryover request through GrantSolutions for OGM approval.

# How do submit my carryover request for official approval in GrantSolutions?

Submit your request through the Grants Management Module, by accessing the recipient's profile, selecting "Manage Amendments." Click "New", then select "Carryover Request (Type 6)" and "Create Amendment".

Once all documents have been uploaded, click "Verify Submission" and "Final Submission" at the bottom of the screen to submit the carryover request.

For detailed instructions, please download the GrantSolutions quick sheet for Carryover Amendment at the bottom of this page.

The recipient must notify the Project Officer and Grants Technician when the amendment is created so they send it to OGM. What happens next?

You will receive an official notification from GrantSolutions once ACF approves the request. If the request is denied, the assigned OGM Grants Management Specialist and Project Officer will contact you to discuss next steps.

# What happens next?

You will receive an official notification from GrantSolutions once ACF approves the request. **OGM has final approval of carryover requests and may disapprove requests previously approved by OTIP.**

## Documents

**Cover Letter Template**

- Carryover Request Cover Letter Template.docx

**Federal Financial Report**

- SF-425

**Budget Information for Non-Construction Programs**

- SF-424A

**Application for Federal Assistance**

- SF 424

**Line-item Budget and Budget Narrative**

- Sample Budget Narrative.docx

**GrantSolutions Quick Sheet**

- Carryover Amendment Quick Sheet