

DEAR BUSINESS OFFICIAL,

1. FEDERAL FINANCIAL REPORTING REQUIREMENTS:

This is a reminder that your annual [Federal Financial Report \(FFR-SF425\)](#) is due to the Division of Grants Management (DGM) **no later than November 21, 2014**.

Failure to comply with this reporting requirement may result in the restriction of your Division of Payment Management account, delay or denial of future funding.

Per the Terms and Conditions of Award and the HHS Grants Policy Statement, an FFR is required to be submitted for each 12 month budget period.



For additional guidance, please refer to: <http://www.samhsa.gov/grants/grants-management/reporting-requirements>

* ***Guide to complete the Federal Financial Report SF-425(FFR)***

* ***Additional Guidance for Section 12 of the FFR***

2. CARRYOVER (*Either an Intent to Carryover or a Formal Carryover may be requested, but not BOTH*):

Keep in mind that Carryover requests can be used for:

- *Unmet need(s)*
- *One-time cost(s) that align with the grantee's existing goals and objectives*
- *Recurring need(s) (e.g., services, activities, supplies, personnel, etc.). If this is the case, you must explain and justify it. Include a commitment for the costs identified in the continuation application and/or reflect other sources of funding because of the future year implication.*



For guidance please carefully review "Carryover Requests" at: <http://www.samhsa.gov/grants/grants-management/post-award-changes/carryover-requests>

Note: there is no guarantee that the unobligated balance of funds (*unspent prior year funds*) will be available to carryover in the future.

a) **INTENT (10% or less)**: Reflect within FFR

- i. If your SAMHSA grant is not classified as [high-risk](#), you may carryover an unobligated balance of **funds (up to 10% of the total federal share)** to the current budget period (the year in which you will need the funds) without prior approval from the SAMHSA Grants Management Officer. However, your intention to carryover funds (in dollars) is **still required** in the remarks section (Section 12) of the [SF-425, Federal Financial Report](#) (**Due No Later Than January 30, 2015**)
- ii. **INTENT does not apply to grants that are classified as High-Risk.** A Formal Carryover Request **MUST** be submitted.

b) **FORMAL REQUEST (>10%)**: Submit with FFR or **no later than DECEMBER 5, 2014**

If you want to carryover an amount **greater than the 10%** threshold, you must submit a separate Formal Carryover Request.

***Any Formal Carryover Requests submitted after December 5, 2014 will not be accepted.**

3. SUBMIT: FFR and CARRYOVER (if applicable) must be submitted to the respective Resource Email Box – Under the Appropriate Center Acronym:

- CMHSFFR@samhsa.hhs.gov - CMHS
- CSATFFR@samhsa.hhs.gov - CSAT
- CSAPFFR@samhsa.hhs.gov - CSAP (Excluding DFC)



Identify the grant number, within the Subject line of the email.

If you need further assistance regarding the above request, please contact the Grants Management Specialist listed on your Notice of Award.

Sincerely,

Rocco LaMonaca

Director

Division of Grants Management