1. What is a Carryover?

A carryover is the unspent or unobligated balance of funds from prior budget periods that the recipient may request to use in the current budget period for unmet needs supporting the goals and objectives of the project.

For the recipient to carry forward unspent funds from prior budget periods to the current budget period, the recipient must have reported an unobligated balance of federal funds (UOB) from prior budget periods in the Federal Financial Report (FFR or SF-425), Section 10, line h, and entered carryover remark(s) in the FFR Section 12 – Remarks.

There are two types of Carryovers – Intent to Carryover (also referred to as Expanded Authority) and Formal Carryover – each with specific requirements.

An Intent to Carryover (Expanded Authority) is the carryover of UOB of 25% or less of the award for the current budget period (year when the funds are needed) and requires the submission of the FFR via eRA Commons with Intent to Carryover remark in Section 12 – Remarks.

A Formal Carryover is the carryover of UOB of more than 25% of the current budget period award and requires submission of a Formal Carryover request as a post-award amendment via eRA at the same time as the FFR with Formal Carryover remark in Section 12 – Remarks.

A recipient must enter remarks in the FFR Section 12 for either Intent or Formal Carryover, otherwise SAMHSA will conclude the remaining UOB will not be used in the current budget period.

2. What are the differences between an Intent to Carryover and a Formal Carryover?

- UOB thresholds for each type of Carryover
- How to determine the carryover UOB as a percentage of the award or federal share for the current budget period
- Required documentation to submit in eRA
- If a recipient is on drawdown restriction
- Notification of SAMHSA’s acceptance/approval of the Carryover
- When the recipient may spend the carryover UOB
3. What is the required documentation for Carryovers?

**Remarks for Intent to Carryover**
- The recipient must enter **Intent to Carryover remark** in the FFR Section 12.
- Example of an Intent to Carryover remark:
  "The recipient intends to carry over $25,000 from year 3 to year 4 of the grant. This amount does not exceed 25% of the current budget period award."

**Remarks for Formal Carryover**
- The recipient must enter **Formal Carryover remark** in the FFR Section 12.
- Example of a Formal Carryover remark:
  "The recipient will submit a Formal Carryover request as a post-award amendment in the amount of $125,000 from year 3 to year 4 of the grant as this amount exceeds 25% of the current budget period award."

**Required Documents**
- If recipient does not enter Carryover remarks for either Intent or Formal Carryover in the FFR Section 12, the GMS will conclude the remaining UOB will not be used in the current budget period.

4. How are Carryovers processed?

Once the recipient submits the FFR and the carryover request via eRA, the **Grants Management Specialist (GMS)** will confirm the amount of UOB available for carryover and then follow several steps to determine whether to accept the carryover as an **Intent to Carryover** or process as a **Formal Carryover** or neither. See below for an overview of the processes for both types of Carryover.

**Intent to Carryover**
- Recipient submits the FFR via eRA with Intent to Carryover remarks in Section 12.
- No later than 90 days after the budget period ends
- The GMS validates the FFR by checking the following:
  1. Remark is correctly shown in Section 12;
  2. The federal share of expenditures is accurate;
  3. FFR is signed by the Authorized Official;
  4. All other required fields are completed;
  5. Confirms that recipient is not on drawdown restriction.
- Usually within 30 business days after the recipient submits the completed and signed FFR

**Formal Carryover**
- Recipient submits the FFR with Section 12 remarks and the Formal CO via eRA.
- No later than 90 days after the budget period ends
- The GMS validates the FFR, contacts recipient to resolve any issues, and forwards Formal CO to the GPO for their programmatic recommendation.
- The GPO reviews the formal request and recommends either full approval, partial approval, or denial.
- The GMS and GPO work to finalize decision. If the Formal CO is approved, recipient will receive an amended NoA signed by the GMO via eRA.
- Usually within 30 to 90 business days after the recipient submits the completed and signed FFR and Formal Carryover request

To ensure timely review of your Formal Carryover request and upcoming continuation application, verify your FFR is complete and accurate, and submit the Formal Carryover as a post-award amendment request in eRA at the same time with your FFR.
5. How can recipients help expedite the processing of a Carryover?

<table>
<thead>
<tr>
<th>Intent to Carryover</th>
<th>Formal Carryover</th>
<th>Restrictions on the use of carryover funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>To expedite the GMS' acceptance of the FFR for an Intent to Carryover, the recipient should not be on drawdown restriction and must:</td>
<td>To expedite processing times for a formal carryover request and increase the likelihood of approval, the recipient should:</td>
<td>The use of carryover funds is subject to the same restrictions specified in the Funding Limitations/Restrictions section in the Funding Opportunity Announcement (FOA) and in the Terms and Conditions section in the NoA including but not limited to:</td>
</tr>
<tr>
<td>✓ Verify the federal share of expenditures reported in the FFR is complete and accurate;</td>
<td>✓ Verify the federal share of expenditures reported in the FFR is complete and accurate;</td>
<td>✓ Replace (supplant) other sources of funding already committed to a project as outlined in the FOA;</td>
</tr>
<tr>
<td>✓ Enter remarks in the FFR Section 12 for a carryover of less than 25% of the federal share for the current budget period (year when the funds are needed);</td>
<td>✓ Enter remarks in the FFR Section 12 for a carryover of more than 25% of the federal share for the current budget period (year when the funds are needed);</td>
<td>✓ Purchase or improve land, or to purchase, construct, or make permanent improvements to any building; and</td>
</tr>
<tr>
<td>✓ Submit the FFR within 90 days after the budget period ends: The GMS will have to validate the FFR in order to confirm the amount of UOB available for carryover before accepting the FFR; and</td>
<td>✓ Provide adequate budget justification: Budget line items must have sufficient detail to justify the request. UOB funds available for carryover must be used to support the original approved goals and objectives of the award in the Funding Opportunity Announcement (FOA). The budget must follow the formatting requirements outlined in the FOA and if applicable, include matching or cost sharing;</td>
<td>✓ Reimburse pre-award costs.</td>
</tr>
<tr>
<td>✓ Use the carryover funds to cover allowable project costs of the current budget period.</td>
<td>✓ Submit the FFR well ahead of the 90-day deadline: The GMS will have to validate the FFR in order to confirm the amount of UOB available for carryover before reviewing the Formal Carryover request; and</td>
<td></td>
</tr>
</tbody>
</table>
The recipient should ensure the Unobligated Balance of Federal Funds (UOB) is correct.
Enter remark(s) for Intent to Carryover and Formal Carryover in Section 12 of the FFR.
### Differences between an Intent to Carryover and a Formal Carryover

<table>
<thead>
<tr>
<th><strong>Intent to Carryover</strong></th>
<th><strong>VS</strong></th>
<th><strong>Formal Carryover</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UOB thresholds for each type of Carryover:</strong></td>
<td>The amount of UOB to be carried over must be <strong>25% or less</strong> of the award or federal share for the current budget period (year when the funds are needed).</td>
<td>The amount of UOB to be carried over must be <strong>more than 25%</strong> of the award or federal share for the current budget period (year when the funds are needed).</td>
</tr>
<tr>
<td><strong>If recipient is on drawdown restriction:</strong></td>
<td>A recipient on drawdown restriction <strong>cannot use</strong> Intent to Carryover.</td>
<td>A recipient on drawdown restriction <strong>must submit a Formal Carryover</strong> for SAMHSA's prior approval to carry over any amount of UOB.</td>
</tr>
<tr>
<td><strong>How to determine the carryover UOB as a percentage of the award or federal share for the current budget period:</strong></td>
<td><strong>Example of an Intent to Carryover:</strong>&lt;br&gt;UOB in FFR (Section 10, line h) for the prior budget period (9/30/2018 to 9/29/2019) = <strong>$25,000</strong>&lt;br&gt;Federal share awarded for the current budget period (9/30/2019 to 9/29/2020) = <strong>$100,000</strong>&lt;br&gt;If the recipient is <em>not</em> on drawdown restriction, they may carryover up to <strong>$25,000</strong> of the UOB into the current budget period (year when the funds are needed) because it represents <strong>25%</strong> of the federal share awarded.</td>
<td><strong>Example of a Formal Carryover:</strong>&lt;br&gt;UOB in FFR (Section 10, line h) for the prior budget period (9/30/2018 to 9/29/2019) = <strong>$125,000</strong>&lt;br&gt;Federal share awarded for the current budget period (9/30/2019 to 9/29/2020) = <strong>$375,000</strong>&lt;br&gt;The recipient must submit a formal request to carry over the UOB of <strong>$125,000</strong> into the current budget period (year when the funds are needed) because it represents <strong>33%</strong> of the federal share awarded.</td>
</tr>
<tr>
<td><strong>Required documentation to submit in eRA:</strong></td>
<td>The completed and signed FFR with Intent to Carryover <strong>remark(s)</strong> in Section 12. If recipient does <strong>not</strong> enter remarks in Section 12 for either an Intent to Carryover or a Formal Carryover, the Grants Management Specialist (GMS) will conclude the UOB will not be used in the current budget period. The recipient will <strong>not</strong> be able to use UOB unless they have an accepted Intent to Carryover or an approved Formal Carryover.</td>
<td>The documentation (see Section 3 of this document) for a Formal Carryover must be submitted <strong>at the same time</strong> with the completed and signed FFR with Formal Carryover <strong>remark(s)</strong> in Section 12. If recipient does <strong>not</strong> enter remarks in Section 12 for either an Intent to Carryover or a Formal Carryover, the Grants Management Specialist (GMS) will conclude the UOB will not be used in the current budget period. The recipient will <strong>not</strong> be able to use UOB unless they have an accepted Intent to Carryover or an approved Formal Carryover.</td>
</tr>
<tr>
<td><strong>Notification of SAMHSA's acceptance/approval of the Carryover:</strong></td>
<td>The GMS will <strong>not</strong> issue an amended Notice of Award (NoA) for an Intent to Carryover. However, the recipient will be notified via eRA that the GMS validated and <strong>accepted</strong> the FFR.</td>
<td>The recipient will receive an amended Notice of Award (NoA) via eRA indicating either full or partial approval of the Formal Carryover.</td>
</tr>
<tr>
<td><strong>When to spend the carryover UOB:</strong></td>
<td>The recipient may expend the Intent to Carryover UOB once the recipient's eRA Commons user with the Financial Status Reporter (FSR) role has been notified via eRA that the GMS <strong>accepted</strong> the FFR. The carryover UOB can only be used during the <strong>current budget period</strong> or year when the funds are needed.</td>
<td>The recipient must receive the amended Notice of Award (NoA) via eRA before expending the Formal Carryover UOB. If the recipient expends the carryover UOB before receiving the amended NoA and <strong>SAMHSA does not approve</strong> the request, the expenses will be <strong>disallowed</strong> and the recipient will have to <strong>reimburse</strong> SAMHSA. The carryover UOB can only be used during the <strong>current budget period</strong> or year when the funds are needed.</td>
</tr>
</tbody>
</table>
Section 12 - Intent to Carryover Remark(s)

Example of Intent to Carryover remark(s):

“The recipient intends to carry over $25,000 from year 3 to year 4 of the grant. This amount does not exceed 25% of the current budget period award.”
Section 12 – Formal Carryover Remark(s)

Example of Formal Carryover remark(s):

“The recipient will submit a Formal Carryover request as a post-award amendment in the amount of $125,000 from year 3 to year 4 of the grant as this amount exceeds 25% of the current budget period award.”
An Intent to Carryover requires submission of the FFR with remark noted in Section 12 – Remarks

The recipient must enter **Intent to Carryover remark** in the FFR Section 12:

- Example of an Intent to Carryover remark:
  “The recipient intends to carry over $25,000 from **year 3** to **year 4** of the grant. This amount does not exceed 25% of the current budget period award.”

- The recipient must **submit the FFR via eRA Commons** for the prior budget period **within 90 days** after the budget period ends.

- If recipient does **not** enter Carryover remarks for either Intent or Formal Carryover in the FFR Section 12, the GMS will conclude the **remaining UOB will not be used** in the current budget period.
A Formal Carryover requires submission of a Formal Carryover request and the FFR with remark noted in Section 12 – Remarks.

The recipient must enter **Formal Carryover remark** in the FFR Section 12:

1. Example of a Formal Carryover remark:
   "The recipient will submit a Formal Carryover request as a post-award amendment in the amount of $125,000 from year 3 to year 4 of the grant as this amount exceeds 25% of the current budget period award."

2. The recipient must **submit the FFR via eRA Commons within 90 days** after the budget period ends.

The recipient must submit the Formal Carryover as a **post award amendment request** in eRA Commons and complete the following forms in the Commons:

3. Form SF-424A; and

4. HHS Checklist (Form HHS 5161-1, Part C).

The recipient must also submit the following budget attachments and narrative via eRA:

5. Line item budget (include matching or cost sharing, if applicable) and budget narrative for **only** the carryover UOB;

6. Cover letter **signed and dated** by the Authorized Organization Representative (AOR) describing:
   - Why the UOB exists;
   - The allowable activities that the UOB will be used for in the current budget period;
   - The impact on the project if the request is not approved; and
   - How increased matching or cost sharing will be met if the request is approved, if applicable.

If recipient does **not** enter remarks for either Intent or Formal Carryover in the FFR Section 12, the GMS will conclude the **remaining UOB will not be used** in the current budget period.
An Intent to Carryover requires submission of the FFR with remark noted in Section 12 – Remarks

The recipient must enter **Intent to Carryover remark** in the FFR Section 12:

- Example of an Intent to Carryover remark:
  
  "The recipient intends to carry over $25,000 from year 3 to year 4 of the grant. This amount does not exceed 25% of the current budget period award."

- The recipient must submit the FFR via eRA Commons for the prior budget period **within 90 days** after the budget period ends.

- If recipient does **not** enter remarks for either Intent or Formal Carryover in the FFR Section 12, the GMS will conclude the remaining UOB will not be used in the current budget period.

A Formal Carryover requires submission of a Formal Carryover request and the FFR with remark noted in Section 12 – Remarks.

The recipient must enter **Formal Carryover remark** in the FFR Section 12:

- Example of a Formal Carryover remark:
  
  "The recipient will submit a Formal Carryover request as a post-award amendment in the amount of $125,000 from year 3 to year 4 of the grant as this amount exceeds 25% of the current budget period award."

- The recipient must submit the FFR via eRA Commons **within 90 days** after the budget period ends.

- The recipient must submit the Formal Carryover as a post award amendment request in eRA Commons and complete the following forms in the Commons:
  - Form SF-424A;
  - HHS Checklist (Form HHS 5161-1, Part C).

- The recipient must also submit the following budget attachments and narrative via eRA:
  - Line item budget (include matching or cost sharing, if applicable) and budget narrative for **only** the carryover UOB;
  - Cover letter **signed and dated** by the Authorized Organization Representative (AOR) describing:
    - Why the UOB exists;
    - The allowable activities that the UOB will be used for in the current budget period;
    - The impact on the project if the request is not approved; and
    - How increased matching or cost sharing will be met if the request is approved, as applicable.

- If recipient does **not** enter remarks for either Intent or Formal Carryover in the FFR Section 12, the GMS will conclude the remaining UOB will not be used in the current budget period.
GMS steps to accept the Carryover as an Intent to Carryover

The GMS uses the remarks in the FFR Section 12 to check whether to accept the Carryover as an Intent to Carryover (CO).

GMS confirms the UOB amount in the FFR, Section 10, line h

Does the FFR show there is UOB remaining?

Yes → Carryover is not an option

No → Are there Remarks in FFR Section 12 for Intent to CO?

Yes → Is the carryover UOB 25% or less of the current year’s award?

Yes → Is the recipient on drawdown restriction?

Yes → GMS will accept the carryover as an Intent to CO. GMS will not issue an amended NoA.

No → GMS will instruct recipient on drawdown restriction to re-submit Carryover as a Formal CO in eRA (as a post-award amendment request).

No → GMS concludes recipient is not using Intent to CO to carry over UOB.

No → GMS will instruct recipient to consider:
1. Reducing the amount of carryover UOB; or
2. Requesting a Formal CO in eRA; or
3. Withdrawing the Intent.
GMS steps to determine whether to process the Carryover as a Formal Carryover

- The GMS uses the **remarks in the FFR Section 12** to check whether the recipient is requesting a Formal Carryover (CO).

1. **GMS confirms the UOB amount in the FFR, Section 10, line h**

2. **Does the FFR show there is UOB remaining?**
   - **NO** → **Carryover is not an option**
   - **YES** → **Are there Remarks in FFR Section 12 for Formal CO?**

3. **Are there Remarks in FFR Section 12 for Formal CO?**
   - **NO** → (No further action)
   - **YES** → **Is the carryover UOB more than 25% of the current year’s award?**

4. **Is the carryover UOB more than 25% of the current year’s award?**
   - **NO** → **GMS concludes recipient is not requesting a Formal CO.**
   - **YES** → **GMS will process carryover as Formal CO.**
     - If approved, recipient will receive an **amended NoA** via eRA indicating either full or partial approval of the Formal CO.

5. **If the recipient is not on drawdown restriction, the GMS will inform recipient that carryover UOB is below the threshold for Formal CO and recipient should use Intent to CO.**