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Using EMSC Program Funds

EMSC Program grantees have the option to request a Carryover or No-Cost Extension. Although these options are available, the EMSC Program strongly encourages grant directors to spend down all grant award funds during the budget period. Both options are considered on a case-by-case basis and may involve a thorough review prior to receiving a decision from the Grants Management Office and the Federal program officer.

Carryover Requests

A Carryover is a request to carry over unobligated grant funds from the previous year. Therefore, this option is available to EMSC grantees currently in year two or year three funding budget periods.

EMSC grantees may submit a carryover request ([see attached instructions for Preparing Carryover Requests](#)) ([PDF Word](#)) via fax, email, or U.S. Postal service to their respective state's [grants management specialist](#) ([PDF XLS](#)) at the Office of Grants Management. The request must include an explanation on why the funds were not fully expended in the prior year, a plan for the use of funds, a detailed categorical budget breakdown of their prior year unobligated funds, and a current [Financial Status Report](#) or FSR. Carryover Requests for the EMSC Program are typically due by May 31, and apply for one year only. A new request must be submitted the following year, if needed

No-Cost Extensions

The No-Cost Extension differs from a Carryover Request. A No-Cost Extension is a request to extend the grant's project period. EMSC Program grants have a project period of three years. Therefore, this option is available to grantees whose grant awards have expired after their third year. Should a grantee anticipate that they will not be able to spend down their funds prior to the expiration of the project period, a request for a No-Cost Extension ([see attached instructions for Requesting a No-Cost Extension](#))

([PDF](#) [Word](#)) should be submitted to the [grants management specialist](#) ([PDF](#) [XLS](#)) prior to the end of the grant.

Request for Redirection of Funds

HRSA requires grantees to seek prior approval for significant rebudgeting of project costs. Significant rebudgeting occurs when, under a grant where the Federal share exceeds \$100,000, cumulative transfers among direct cost budget categories for the current budget period exceed 25 percent of the total approved budget for that budget period or \$250,000, whichever is less. The base used for determining significant rebudgeting excludes carryover balances but includes any amounts awarded as competing or non-competing supplements. Note, even if a grantee's proposed rebudgeting of costs falls below the significant rebudgeting threshold identified above, grantees are still required to request prior approval.

When requesting the redirection of HRSA grant funds, please send a written request to the Grants Management Office and a copy to the Program Officer. This written request must contain the reason the funds are to be redirected, the total amount of costs being redirected, and the budget category the funds are coming from and going to.

For example:

We are requesting that \$35,000 in Personnel Funds which were not spent because _____ be moved into the Other budget category to complete the following activities

_____.

Please break down the specific reasons and specific amounts that are being requested for transfer. Once the request is received we will respond to you as quickly as possible. A request for the redirection of funds below the 25 percent threshold will be responded to by E-mail. If the request is for more than 25 percent of the total award then you will be notified in the form of a revised Notice of Grant Award (NGA).

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