

To: Round 2 2023-24 Competitive Prime Grantees
From: Amy Hetrick, Acting Director, Office of Grant Administration
Cc: Sonali Nijhawan, Director of AmeriCorps State and National
Date: July 21, 2023
Re: Second opportunity for competitive carry forward funding for continuation grantees

The 2023 AmeriCorps State and National Application instructions provided the initial guidance on how to request carry forward during the application process. This memo provides guidance to State Commissions and Direct Grantees on a second, post-award opportunity for requesting carry forward. Carry forward is unexpended grant funds for continuation competitive grants to enhance program activities.

Prior year unexpended competitive grant funds may be added to the FY 2023 budget, not to exceed the cost/MSY maximum amount specified in the Notice of Funding Opportunity. AmeriCorps will not offset or reduce the amount of FY 2023 funding by the unexpended funds amount. Funds may only be carried forward if the prime grant is a continuation grant in program year 2023-24; AmeriCorps cannot transfer funds to a new or re-compete grant. The final approved budgets will include awarded 2023 appropriated funds, awarded ARP funds, and any requested unexpended funds carried forward and included in the budget.

State Commission Grants

State commission grantees are permitted to carry forward funding at the program level, not at the prime level. Unexpended information will be collected at the prime level; however, the awarded funds must stay with the designated sub. If a subgrantee was awarded competitive funding in program year 2022-23 and was not competitively funded in 2023-24, unexpended funds will not revert to the prime grantee for use by other subgrantees and will be deobligated at the time of the prime grant closeout.

Carry forward information will be collected, as applicable, for cost reimbursement and fixed amount grants. Unexpended funds cannot be transferred between grant types.

Carry Forward Requests

Prior year unexpended funds will only be carried forward if requested. Submit the carry forward request via email to your Portfolio Manager. The subject line should read [Grant Number] Competitive Unexpended Funds.

To help determine the level of unexpended funds to carry forward into the 2023-24 program year, please provide the following information:

- 1 - Prime Grant Number
- 2 - Unexpended Funds to be carried forward into the 2023-24 program year

In addition to the information noted in #1 and #2 above, State Commissions should submit the following information on behalf of the applicable subgrantees:



Subgrantee Name	Subgrantee Grant Number	Subgrantee's Unexpended Funds to be Carried Forward into the 2023-24 program year
		\$
		\$
		\$
		\$
		\$

Do not include cents. State commissions should submit separate emails for the cost reimbursement and fixed amount competitive continuation grants.

Please only submit your request if you are requesting funds to be carried forward. If you submitted a carry forward request with your January 4, 2023 continuation application, you do not need to resubmit. If you would like to request more carry forward than was requested initially, you may submit another request to your Portfolio Manager.

No Cost Slots

To support your carry forward request and to lower the cost/MSY, you may request no cost slots. To request no cost slots, submit a written request for the additional no cost slots and MSYs to your Portfolio Manager, including a breakdown by slot type. State Commission primes should include the subgrantee name. The written request must include a certification of the following:

- o The AmeriCorps members enrolled in these additional slots will only engage in activities aligned with the proposed member activities outlined in the approved grant, inclusive of approved grant amendments.
- o The program has the resources and necessary staffing to manage, monitor, and support these additional members.
- o The understanding that a subgrantee/operating site member enrollment period may not exceed one year and proposed new members must start before the end of the member enrollment period.

Amendments

Following submission of your competitive carry forward request, your Portfolio Manager will initiate an amendment to your grant and return the application to you to revise the budget, or applicable sub budget(s). You will revise the 2023-24 budget to include the amount of carry forward. State commissions will work with subgrantees to revise the applicable budgets to include the amount of carry forward.



If no cost slots/MSYs were requested, your Portfolio Manager will notify you of approval. You will make the necessary edits to the budget and performance measures to reflect the additional members.

Prior to returning the amendment in eGrants, be sure the cost/MSY for each revised budget is within the maximum allowable for the 2023-24 program year. Per 45 CFR 2521.60, the required match for the program year must also be met ([FY 2023 AmeriCorps State and National Grants | AmeriCorps](#)) or an Alternative Match Schedule or match waiver request submitted through the [waiver request form](#).

As a reminder, any changes to the budget may require changes to the grantee share, Section III, and/or Source of Funds sections.

Timeline

If you want to request carry forward funding, please submit your email request to your Portfolio Manager no later than August 31, 2023. Carry forward amendments will be processed within 60 days of submission of the request. No cost MSYs may be requested at any time during an active grant.

Please contact your Portfolio Manager if you have any questions.