

Carryover of Unspent Grant Funds during the Contract Period

- A. **When to Request:** Grantees may not request to carry over unspent funds until the grant year has ended and all invoices and expenditure reports for the grant year have been submitted and approved by PCL staff.
- B. **Process:** PCL Grant Managers will communicate with grantees by July 31 regarding procedures for making carryover requests.
- C. **Limit on Amount:** In general, carryover requests should be no more than 10% of the grant year budget. You may request more (or less), and grant managers have discretion to approve or reject requests. You are discouraged from requesting to use carryover for adding or expanding FTE in the program.
- D. **When Permitted:** Grantees may request to carry over unspent funds from year to year within a contract period. Unspent funds cannot be carried over to a new contract to provide the same or similar services.