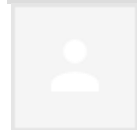


# Unobligated Balance CARES C3 funding (Carryover Request – Reprogram amendment)

External

Inbox

6. Head Start/CARES Funding



**Joseph, Ms. Melissa (ACF) <Melissa.Joseph@acf.hhs.gov>**

Oct 12,  
2021, 2:52  
PM

to

Hello Fiscal Team,

Please be advised, I have established a deadline of **December 10<sup>th</sup>, 2021** to receive all **Carryover Request – Reprogram amendment applications** related to **CARES ACT funding (CAN 0900)**. I will be on prescheduled annual leave **mid-December through January 3<sup>rd</sup>, 2022** and have allotted time to review and process all applications **received by December 10<sup>th</sup>, 2021**. Applications received **after December 10<sup>th</sup>, 2021**, will be process beginning the **week of January 3<sup>rd</sup>, 2022**.

***Unobligated balance*** means the amount of funds under a Federal award that the non-Federal entity **has not obligated**. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated financial obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.

The application must be completed and submitted under an **active (unexpired) budget period**. The application will not be processed until the FFR is approved within PMS and the FCTR is fully reconciled, so plan accordingly. The **Account Balance Data report** recipient inquiries within PMS will **demonstrate the amount available** under the "C3" subaccount. **You cannot submit an application exceeding the available amount. Yes. You can carryover cents with this application type.**

## **A complete application must include the following:**

1. **Governing body approvals** – At a minimum, a statement must be submitted confirming that governing body and Policy Council members available for contact have given their approval of the post-award amendment application. Please note: this flexibility expires **December 31, 2021** <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-01>

2. **SF 424, SF 424 A and a budget narrative**. Per ACF grant policy, please ensure your budget narrative discuss the following information:

- o Reason for the carryover request. **C3 funds can only be requested to be used for items to prepare for, respond to or recover from COVID-19.**

- o Description of the program activity cost to be incurred and the location.
- o Describe how the agency proposes to meet the matching cost. Include a waiver request for full or partial matching cost with the application (if needed). **Please note:** *NFS waivers issued during the initial award will not automatically carryover to subsequent budget periods.*
- o If replacing equipment, the complete package (SF 428 cover, SF 428C and SF 428S)

If you have no longer need the unobligated balances under CAN 0900, please notify me in writing via HSES immediately. I will deobligate the funds and closeout the budget period as soon as possible.

Resources:

C3 funding PI <https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-03>  
COVID-19 & the Head Start Community <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/ohs-covid-19-updates>  
CARES ACT funding plan example  
HSES carryover -reprogram amendment guidance:

Warm Regards,

*Melissa Joseph*

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[Message clipped] [View entire message](#)  
**2 Attachments**



**Joseph, Ms. Melissa (ACF)**

Feb 2, 2022, 5:25  
PM (15 hours  
ago)

to me

Hi Emily,

Please be advised, an internal meeting has been scheduled for 2/7/2022 to discuss COB Reprogram processing. As you know, the messaging has not been consistent for months, so OGM and OHS staff will come together to address these issues. It is apparent region II will be adopting the most **stringent approach** (prior approved project) to reviewing and approving all COB applications (including C3). In fact, I was given advance notice in writing of the push to apply a more stringent approach nationally. The implications are fewer approvals for COBs and more budget revision amendment approvals. I will keep you posted on the changes discussed in that meeting.

The Division of Grants Policy (DGP) researches whether a policy or guidance exists. Where none exists or clarification of existing policies and guidance is necessary, DGP will develop GPNs that apply to ACF Program Offices as appropriate. OHS has a policy specialist assigned to DGP who can address program-specific policy questions. I addressed my questions directly to that person related to this matter. DGP is still finalizing their responses to my questions related to these matters, so any instructions provided at that meeting **will be region-based**. As of 2/2/2022, DGP has not completed its guidance in response to inquiries made on the topic of carry-over reprogram.

**Please wait until you hear from me prior to submitting any COB applications to the Regional Office.**