

**Carry Forward Procedures for Grantees**

HWTF may renew a grantee's contract for an additional grant term based on availability of funding to the Commission and satisfactory performance by the grantee. Commission policy allows a grantee to request to carry forward any unspent funds from one budget period to another in an effort to prevent grantees from making purchases or spending HWTF funding in a "use it or lose it" scenario. All carry forward requests must demonstrate that the requested use of the funding will strengthen the core programs of the grant project.

**Carry Forward Options**

**OPTION 1:**

Grantees may request to carry forward all funds to the end of the project to extend the performance period of the grant. If the grantee elects this option, no budget action is required until the end of the planned grant period. All remaining balances at the end of the planned grant period will be evaluated, and an appropriate performance period extension will be determined.

**OPTION 2:**

Grantees may request to increase the annual budget(s) for the remaining term(s) of the grant award. If the grantee elects this option, they will need to submit a Budget Adjustment Request within the first 45 days after the effective date of a contract renewal with a corresponding narrative for review and approval by HWTF staff. The narrative must provide a detailed explanation of how the budget changes will strengthen the core programs of the grant project.

**Process to Request Use of Carry Forward**

**OPTION 1:**

Grantees electing to carry forward any on-hand balance(s) to extend the performance period of the grant do not need to take any action until the end of the final grant term. A proposed plan of work describing the use of funds during the extended performance period must be submitted at the end of the planned grant period. The on-hand balance available for this extended grant period will be calculated by subtracting approved expenditures as reported in the final financial report for the planned grant period from the grand total of payments made.

**OPTION 2:**

Grantees electing to use carry forward during the remaining term(s) of the grant award submit a budget amendment request (as specified in "Budget Adjustment Instructions for HWTF Grants"), itemizing the amount(s) to be reallocated and specifying how the funds would be used to strengthen the project's activities as described in the program of work. Any on-hand balance available to carry forward will be calculated by subtracting reported approved expenditures identified in the final financial report for the grant term from the grand total of payments made.

A complete copy of the Commission's procedures including the carry forward procedures, are available on the Commission's website [www.hwtfc.org](http://www.hwtfc.org) at the bottom of each webpage except for the home page.