

## Grant Life Cycle

The following information is provided to assist individuals who already have a Healthy Tomorrows grant better understand the time frames and processes involved in administering a funded project. This section also includes information about the process that MCHB uses to administer approved projects. The Budget Period for a Healthy Tomorrows grant is March 1-February 28. The Project Period is up to five years in length.



### Grant Life Cycle Phases:

1. **Budget Period Begins (Late Winter)**
2. **Grant Progress Reports Due (Fall)**
3. **Financial Status Report Due (Early Summer)**
4. **Carry Forward Requests Due (Early Summer)**
5. **Annual Performance Report Due (Summer)**
6. **Final Report Due (Early Summer)**
7. **No Cost Extension Request for Ending Grantees (Spring)**
8. **Final Performance Report Due (Summer)**

### Phase 1 - Budget Period Begins (Late Winter)

**Late Winter** – The Budget Period for a Healthy Tomorrows grant begins on March 1.



### Phase 2 - Grant Progress Reports Due (Fall)

**Fall** - During the Fall, after a Healthy Tomorrows project has been funded on March 1, the grantee will receive notification that a non-competing continuation application will be due within approximately sixty (60) days. Grantees also receive non-competing continuation application guidance and deadlines. Grantees must submit non-competing continuation applications in a timely fashion, using Grants.gov and the Electronic Handbooks (EHB). MCHB program officials review these reports to determine whether or not the grantee is making satisfactory progress as outlined in the original application and to review performance measures and administrative data. Upon satisfactory review, a new notice of grant award is processed to provide funding for the next project year. If a grantee is in their last year of funding, they do not have to submit a progress report. The grantee will be responsible for submitting a final report and a final performance report after their project has ended.



### Phase 3 – Financial Status Report Due (Early Summer)

**Early Summer-** Ninety (90) days after the end of their budget period, February 28, a Healthy Tomorrows grantee submits a Financial Status Report (FSR) electronically, which is the official notification from the organization to the funding agency regarding the status of grant funds. Grantees at the end of their five-year Healthy Tomorrows grant cycle should submit a final FSR to Grants Management to ensure proper closeout of their grant.



### Phase 4 – Carry Forward Request Due (Early Summer)

**Early Summer-** Within ninety (90) days after the end of their budget period, February 28, a Healthy Tomorrows grantee submits a carry forward request to their Grants Management Specialist and sends a carbon copy to their Project Officer. This request must be sent to coincide with the submission of their first original FSR during this 90 day period, not a revised FSR. If the grantee does not have a carry forward request at the time of FSR submission, the grantee has 30 days to submit the request. The grantee may request a carry forward if they have unspent funds from the previous funding period that they wish to spend in the current funding period.



### Phase 5 – Annual Performance Report Due (Summer)

**Summer-** One hundred and twenty (120) days after receipt of their Notice of Grant Award, a Healthy Tomorrows grantee is required to go back into the EHB to finalize any data that may have changed in their non-competing continuation application that was submitted in the Fall. This includes:

- Revision to budget breakdown in the financial forms based on the grant award amount (if necessary);
- Entering expenditure data for the recently completed grant year;
- Updating the project abstract and other grant summary data (if necessary);
- Revising objectives for the performance measures (if necessary); and
- In addition, all data reported for the previous year must be finalized if previously marked provisional.



## Phase 6 – Final Report Due (Early Summer)

**Early Summer-** At the end of a grantee's five year Healthy Tomorrows grant cycle, the grantee should submit a **final report** and any products developed through the grant to their Grants Management Specialist (s) in the Division of Grants Management Operations listed below within ninety (90) days of the end of the project period. The Division of Grants Management Operations will forward these materials to the Project Officer. The guidance for this final report will come from the Program Office.

Karen Thorne/Karen Mayo  
Division of Grants Management Operations  
Health Resources and Services Administration  
Parklawn Building, Room 11A-02  
5600 Fishers Lane  
Rockville, Maryland 20857

The Division of Grants Management Operations will forward these materials to the Project Officer.



## Phase 7 – No Cost Extension Request for Ending Grantees (Spring)

**Spring-** If a Healthy Tomorrows grantee needs to request a No-Cost Extension of their grant beyond the end of their grant cycle, the grantee will have to submit this request in writing to their Grants Management Specialist and carbon copy their Project Officer. The request should include the rationale for why an extension is needed, e.g. complete activities related to the goals and objectives of the project plan, and a timeframe for the extension. Typically, the extension should be no longer than twelve (12) months after the original end date of the grant.



## Phase 8 – Final Performance Report Due (Summer)

**Summer-** Ninety (90) days after the official end of the project period for a Healthy Tomorrows grant, the grantee is required to go back into the EHB to submit data for the final year of their Healthy Tomorrows grant. This includes:

- Entering expenditure data for the recently completed grant year
- Finalizing the project abstract and other grant summary data
- Entering indicator values for the performance measures for the recently completed grant year
- Entering data for the program and data elements forms for the recently completed grant year
- Marking all data for the recently completed grant year as Final.

