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. Federal Financial Report Due (Early Summer)
4. Carryover 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 progress report will be due within approximately forty-five (45) to sixty (60) days. Grantees also receive a progress report guidance and deadlines. Grantees must submit progress reports in a timely fashion, using 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. 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 – Federal Financial Report Due (Early Summer)

Early Summer- Ninety (90) days after the end of their budget period, February 28, a Healthy Tomorrows grantee submits a Federal Financial Report (FFR) 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 FFR to Grants Management to ensure proper closeout of their grant.

Phase 4 – Carryover 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 carryover request as a Prior Approval request in the EHB. This request must be sent to coincide with the submission of their first original FFR during this 90 day period, not a revised FFR. If the grantee does not have a carryover request at the time of FFR submission, the grantee has thirty (30) days to submit the request. The grantee may request a carryover 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 submit final budget, administrative and performance measure data. In the past, this data was submitted in their progress report that was submitted in the Fall and finalized in the annual performance report. Starting in FY 2011, all final budget, administrative and performance measure data is submitted only in the annual performance report. These include:

- Form 1- MCHB Project Budget Details;
- Form 2- Project Funding Profile;
- Form 4- Project Budget and Expenditures;
- Form 5- Number of Individuals Served;
- Form 6- Project Abstract;
- Form 7- Project Summary;
- Performance Measure #7- Family Participation
- Performance Measure #10- Cultural Competence
- Performance Measure #33- Sustainability
- Products and Publications Form
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 the Healthy Tomorrows Program Director listed below within ninety (90) days of the end of the project period. The guidance for this final report will come as an attachment to a grant closeout letter from the grantee’s Grants Management Specialist.

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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 as a Prior Approval Request through EHB. 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 into the EHB to submit data for the final year of their Healthy Tomorrows grant. This includes:

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