**Guidance for NSP II Competitive Grant Project Amendment Requests**

**May 13, 2020**

Many NSP II grants are scheduled to end June 30, 2020. Several inquiries regarding project amendments have been received. There are two main NSP II project amendment requests anticipated: 1) a one-time no-cost project extension request for grants scheduled to end FY 2020, 2) traditional carryover request for FY 2020 remaining funds. These will be broken up into two carryover options, 1) less than $50,000 may be approved to be kept by the institution for the upcoming FY with the required project and budget amendments and 2) all other amounts above $50,000 will be deducted from any new NSP II invoice for FY 2021 (no carryover allowed). The FY 2021 NSP II Request for Applications describes amendment processes on page 34 under Grant Management/Fiscal Procedures/Post-Award Changes. All requests for NSP II no-cost one-time project extensions are **due by May 31, 2020.** All requests must be accompanied with the appropriate amendment forms with the updated outcomes table.

**GRANT MANAGEMENT/FISCAL PROCEDURES/POST-AWARD CHANGES**

**Project Extension Requests**

(pg. 34 FY 2021 RFA)

*The grant recipient shall obtain prior written approval for any change to the scope or objectives of the approved project. ….*

***Grantees must also request written approval to extend the expiration date*** *of the grant if additional time beyond the established termination date is required to ensure adequate completion of the approved activity within the funds already made available.* ***A single extension, which shall not exceed six (6) to twelve (12) months,*** *may be made for this purpose and must be requested no less than 1 month prior to the originally established expiration date.* ***The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use.*** *The fact that unobligated funds may remain at the end of the Fiscal Year or at expiration of the grant is not in itself sufficient justification for carryover or an extension. The plan must adhere to the previously approved objectives of the project. (FY 2021, pg. 34)*

**The project extension request needs to be submitted by** **May 31, 2020** on the NSP II Project Amendment form here: <https://nursesupport.org/nurse-support-program-ii/forms/> Just below the amendment form is the *Projected and Actual Outcomes Table*, which must also be completed.

To request an extension, submit both completed forms by email to peggy.daw@maryland.gov and cc: kimberly.ford@maryland.gov. The request must include an estimate of the remaining grant funds at the end of FY 2020 and a plan for how additional time will allow you to meet the approved project outcomes. If the outcomes table is incomplete or not included, the project will be ineligible to continue beyond June 30, 2020. In addition, *an extension is not in order if the project is not meeting proposed outcomes and has no likelihood of success either through overstating proposed outcomes or unexpected changes in the institution.* (FY 2021 RFA, pg. 35) If the extension is not approved, return the remaining unused funds with the final report. Example: All electronic transactions for refunds for the NSP II Competitive Institutional Grants use.  Agency R62; TC  412; AOBJ  1204, PCA  38203, $ of refund and NSP II Grant #, with Title. For more information, contact MHEC Finance Director, Aubrey Bascombe at 410-767 3044, aubrey.bascombe1@maryland.gov.

**Guidance for NSP II FY 2020 Reports with Carryover Request**

**May 13, 2020**

With this FY 2021, we begin a new phase of NSP II with an additional 5-year renewal of funding. The recent issue of excessive carryover has been addressed through Technical Assistance and Project Director meetings, at personal Site Visits and in the annual RFA. See page 35 of the FY 2021 RFA under Grant Management/Fiscal Procedures/Post-Award Changes/ Carryover Process. After several meetings with the MHEC Finance Director, NSP II staff in conjunction with the HSCRC staff, NSP II is notifying all project directors that **all NSP II Project carryover greater than $50,000 will need to be returned this year.** All amendments to be considered must be documented with budget amendment request and budget summary forms. Remember, a project extension request is not the same as a carryover request. If an extension was granted, insert the approval and fill out the necessary project and budget amendment forms to be submitted with the annual report.

Ex: If funds in excess of $50,000 remain, those funds may be approved to remain at the school to begin your approved FY 2021 budget pending any additional funds for FY 2021. **The annual reports are due 8/31/2020.** As soon as NSP II receives and approves your annual report for FY 2020, a formal letter describing the process and an invoice for the difference between the remaining funds on the report and expected FY 2021 payment will be released by MHEC. This will ensure projects continue uninterrupted and the funds are at the institution for the original approved FY 2021 budget. The carryover amount is deducted from the original award for FY 2021.

Ex: If less than $50,000 in funds remain, you must submit project and budget amendments to request the use of carryover funds in FY 2021. If approved, funds may be kept going into FY 2021.

Ex: If you have a prior approved extension period, you may use carryover funds. You must submit project and budget amendments with the annual reports to be used in FY 2021.

**GRANT MANAGEMENT/ FISCAL PROCEDURES/ POST-AWARD CHANGES**

 **CARRYOVER PROCESS** (pg. 35 FY 2021 RFA)

*Grantees must request written approval to utilize remaining funds at the conclusion of a fiscal year. …….. The project and* ***budget amendment forms are required, along with a clear narrative that matches each line item*** *that the funds are being requested to add to the next fiscal year budget. Over the years, NSP II Project Directors have been cautioned that carryover use is not automatic. …….*

*Situations where carryover may be disallowed include: 1. Late reports without prior notification and written permission; 2. Overestimated first year of the budget without hiring expected personnel in timely manner; 3.* ***Greater than $50,000 funds remaining at end of the fiscal year****; 4. Did not submit required mandatory data tables; 5. Did not submit required annual mandatory dissemination citations and supporting materials, and 6. Project is not meeting proposed outcomes and has no likelihood of success either through overstating proposed outcomes or unexpected changes in the institution. The goal of the NSP II funding is to reach the aims of increasing educational capacity for more nurse graduates at every level and supporting the development, recruitment and retention of nurse faculty.*

Forms are here: <https://nursesupport.org/nurse-support-program-ii/forms/>.

Please direct any questions to Peg Daw at peggy.daw@maryland.gov and Kimberly Ford at kimberly.ford@maryland.gov.