.

**Guidance for NSP II FY 2020 Reports with Balances and Requests for Carryover**

**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 reports with greater than $50,000 remaining balances at the end of FY 2020 will need to be deducted from the FY 2021 budgets.** 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.

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 reports with greater than $50,000 will have this sum 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.

https://nursesupport.org/nurse-support-program-ii/forms/