

***EMSC State Partnership Continuation Grant Cycle***  
**2009-2010 Calendar**

Program Activity	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
1. NRC Town Hall Conference Calls		21st			21st		29th				5th	
2. "SP PM: Share & Learn" Conference Calls		6th	18th	TBA		TBA						
3. Respond to HRSA grant conditions on NGA		See NGA										
4. Access HRSA EHB to update the required forms and data fields.							March 1 <sup>st</sup> to June 30 <sup>th</sup>					
5. Attend a NEDARC workshop	3/31 to 4/2		5 <sup>th</sup> -7 <sup>th</sup>		14 <sup>th</sup> - 16 <sup>th</sup>	26 <sup>th</sup> - 28 <sup>th</sup>		14 <sup>th</sup> -16 <sup>th</sup>				
6. Celebrate EMSC Day			20th									
7. Attend the 2009 EMSC Program Meeting				9 <sup>th</sup> - 12 <sup>th</sup>								
8. Release of the SP competitive grant guidance							TBA					
9. Download the grant application and instructions for CFDA 93.127 from Grants.gov.								TBA				
10. Submit request for "Carryover"			TBA									



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1. **NRC Town Hall Conference Calls.** Each quarter the EMSC NRC will host a conference call. During this time, grantees will have the opportunity to share ideas, ask questions, voice concerns, etc.
2. **“SP PM: Share & Learn” Conference Calls.** Come learn from other EMSC Program Managers across the country how they are moving forward to achieve the PM.
3. **Respond to HRSA grant conditions on NGA (Notice of Grant Award).** Once you receive your Notice of Grant Award, respond to the grant conditions within the deadlines requested. Specific conditions are usually found on page 2 of your NGA. Please read all terms and conditions of your grant.
4. **Access your grant profile at HRSA EHB to update the required forms and data fields to enter final data collected related to the performance measures for the 2008-2009 program year.**
5. **Attend at least one of the NEDARC workshops** scheduled. Go to the NEDARC website <http://www.nedarc.org/nedarc/index.html> to view details about upcoming workshops.
6. **Celebrate EMSC Day.** Go to the EMSC website at [www.childrensnational.org/emsc](http://www.childrensnational.org/emsc) and <http://www.acep.org/practres.aspx?id=21566> for creative ideas on how to celebrate EMSC Day through educational and promotional activities.
7. **Attend the 2009 EMSC Program Meeting in Virginia.** Two program staff and one state family representative are required to attend the EMSC Annual Grantee meeting each year. For details about the Program Meeting, visit the EMSC NRC website for announcements at [www.childrensnational.org/emsc](http://www.childrensnational.org/emsc) or contact your NRC representative.
8. **Release of the 2010 SP competitive continuation grant guidance.** On or about this time the NRC anticipates the release of the SP grant guidance by HRSA.
9. **Download the grant application and instructions for CFDA 93.127 from Grants.gov. Complete and attach the required forms to apply for new 3-year SP funding.**
10. **Submit request for “Carryover” if funds available from year 2.** Grantees unable to spend down funds during the funding period may submit a request to carryover year 2 unobligated funds by sending the following to the Grants Management Specialist (GSM) & Projects Officer (PO): An explanation as to why funds were not spent during the year budgeted; details of what project activities are pending and how they will be completing in the following year; an officially signed FSR269 that clearly reflects the amount of funds unspent; and a budget justification that balances with the unspent funds indicated on the FSR269. Also provide any additional documentation that may be requested by the GSM & PO to clarify & support your request. These dates are approximates. Dates to be determined by HRSA’s Grants Management Specialist.