

# No Cost Extension

## *What is a No-Cost Extension?*

A no-cost extension allows grantees additional time to complete activities not already incurred by the recipient and aligned with a grantee's existing project goals and objectives.

## **Documents Required**

1. A cover letter that includes:
  - Grant Award number
  - Specific proposed end date, e.g., to July 31, 20XX (not the # of months).
  - Written justification that
    - Explains why the work has not been completed
    - a detailed work plan of how all unfinished activities will be completed by the proposed end date
    - A corrective action plan (CAP) - This is applicable when requests are not received within 30 days before the award expiration. It should describe the plan to improve management tasks, i.e. timely requests.
  - unobligated funds remaining and briefly describe how these funds will be spent
2. Recent SF 425 must have been submitted or accompany this request.
3. Revised budget. Applicable if there are significant modifications as described in The HHS Grants Policy Statement. When applicable must include SF 424a with expenditure outlays and accompanying budget narrative explaining how each of the budget line items you plan to change will increase and/or decrease.

## **About your submission**

- Effective October 1, 2013, all ACL discretionary grantees are required to use GrantSolutions (GS) for their end to end grants management services (tracking and receiving various award actions, submitting financial and progress reports, general correspondence, requests etc.).
- All users must register with GS by completing a Grantee User Account Request Form and following the directions identified in this link:  
<https://home.grantsolutions.gov/home/home/customersupport/getting-started/>.
- If you are a grantee already registered with GS through another HHS operating division, please verify with the GS helpdesk access to your ACL award(s).

## **How to Submit Your Request:**

[http://acl.gov/Funding\\_Opportunities/Grantee\\_Info/Grantee\\_Resources.aspx](http://acl.gov/Funding_Opportunities/Grantee_Info/Grantee_Resources.aspx)