

# Approval of No-Cost Extension

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A No-Cost Extension is the non-competitive increase of time, up to 12 months, of the final budget period without additional federal funds or change in scope to complete existing project activities, or permit the orderly closeout of the grant. **The extension may not be approved solely because funds remain unobligated at the end of the period of performance** and is not to be used to complete new activities not previously approved for the award by the ACL program and grant staff.

No-Cost Extensions must be submitted no later than 10 calendar days prior to the end of the project period but it is recommended that requests be submitted within 30 days of the end of the project period.

## **Documents Required**

1. A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
  - Grant Award Number
  - Specific proposed end date (i.e. June 30, 2018)
  - Written justification that includes:
    - Amount of remaining unobligated funds, if applicable
    - Explanation on why the work has not been completed and a detailed work plan on how all unfinished activities will be completed by the proposed extended end date.
2. A current signed Federal Financial Report (SF-425) must accompany the extension request.

## **How to submit your request**

All requests for No-Cost Extension should be submitted by the grantee in Grants Management Module as a new amendment by accessing “Manage Amendments”, click “New”, select “ACL No Cost Extension (Type 4)” and “Create Amendment”.

GrantSolutions has a [training video](#) showing grantees how to request and manage grant amendments – which include no-cost extension requests.