

NO-COST TIME EXTENSION

A no-cost time extension may be requested if the grantee requires additional time beyond the established expiration date (project end date) to fully complete its program plans and objectives proposed in the original application. The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for a no cost extension. The grantee must submit a written request for an extension to the MEPI Grants Office no later than 30 days prior to the expiration date of the project period. The letter must explain why the grantee did not accomplish its program goals within the time frame and what the grantee intends to accomplish in the requested amount of time.

The grantee may extend the final budget period of a previously approved project period one time for a period of up to 12 months beyond the original expiration date shown in the Notice of Award if:

- no additional funds are required to be obligated by the awarding office; and
- the originally approved scope will not change; and
- any one of the following applies:
 - additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project or program, or
 - continuity of grant support is required while a competing continuation application is under review, or
 - the extension is necessary to permit an orderly phase-out of a project or program that will not receive continued support.
- All quarterly financial and program reports are current and received by MEPI

When submitting a no cost time extension request, keep the following in mind:

This request cannot be used to hire new staff, buy equipment/supplies or begin new activities or programs.

❖ **Required Documentation:**

- Request Letter. All correspondence must be on official letterhead from the awarded organization and must include the following:

Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address
Two signatures: Authorized Official and Project Director

In the letter you must address the bona-fide need for the extension and acknowledge that the no cost time extension remains within the scope of the program announcement and will be used to support the on-going activities of the grant award.

- Estimated Financial Status Report (SF425), which documents total unobligated funds.
- SF424A Budget Information Form. This can be found on the MEPI website.