



Office of Adolescent Health Teen Pregnancy Prevention Program No-Cost Extension Guidance

April 20, 2015



Review and further explain elements of the TPP
No-Cost Extension (NCE) Guidance.



- A no-cost extension extends the final budget period of a previously approved project period for **up to 12 months** beyond the original project end date provided in the Notice of Award.



Purpose of a No-Cost Extension

- Allows for additional time needed beyond the established expiration date to ensure adequate completion of the originally approved project.
- The extension is necessary to permit an orderly phase out of a project that will not receive continued support.



- Written, detailed statement indicating why the NCE period is needed and length of time needed.
- If you need to revised the budget, a completed SF-424A, detailed line item budget and budget narrative justification.
- Detailed work plan.

- The NCE request must be submitted using the GrantSolutions amendment module.
 - Find your grant on the My Grants list page.
 - Click the Manage Amendments link.
 - Click the New button at the bottom of the Manage Amendments page.
 - Select the amendment type, “Extension with/without Funds” and click the Create Amendment button.
 - Input data and upload the required supportive documents into the enclosures within the Amendment Application Control Checklist.
 - When finished, select Verify Submission and to complete, select Finalize Submission.



No-Cost Extension Review Process

- The OGM and OAH will review for allowable costs/activities and required documents.
- OAH will review to ensure proposed activities are within scope of the current funded project and will assess any performance issues resulting in a large unobligated balance.
- OGM will review and if you need to revise your budget , ensure the FFR reports are up-to-date with the Division of Payment Management.



- An FFR that is not current.
- An inadequate budget narrative justification.
- An inadequate work plan.

- After reviewing the request, the OGM and OAH may:
 - Revise the Notice of Award authorizing the grantee to spend funds during the approved NCE period.
 - Disapprove the NCE request.



Questions

