



**TO:** Office of Adolescent Health Grantees in their Final Year of Funding

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**DATE:** May 8, 2017

**SUBJECT:** No-cost Extension Guidance

We are providing this guidance to help you determine whether to submit a no-cost extension request to the Office of Grants Management (OGM) and the Office of Adolescent Health (OAH) for your grant that is in the final year of funding. Should you decide to submit a request, we also provide guidance on how to submit.

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

To operate your project beyond the approved project period, you must request and receive approval of a no-cost extension. You may request an extension for up to 12 months.

### **Why Would I Need a No-cost Extension?**

You might need an extension of your project period if you have not completed the **approved objectives** of your project and still have unspent (un-obligated) Federal funds that could pay for completing the activities. You should **not** request an extension if the primary purpose is to use unspent funds. You should **not** request an extension if you want to add to or change your project.

You may request an extension if the following conditions apply to your project:

- You do not need additional funds from us.
- Your original approved scope of the project, including any previously approved changes in scope, will not change.
- One of the following applies:
  - You need additional time to ensure adequate completion of the originally approved project;
  - You need additional time for an orderly phase out of your project that did not receive continued support.

### **How do I submit a No-cost Extension?**

You must submit your request using the amendment module in our grants management system, GrantSolutions. You should submit your request at least 30 days prior to the last day of the grant project period end date.

## What Should I Include in My Request?

You must include:

- A letter signed by your (Authorizing Official or Project Director) explaining why you need the extension and the length of time needed, not to exceed 12 months. You must include an estimate of unspent funds and why the funds were not spent.
- If you need to revise your budget, a completed SF 424A, detailed line item budget and budget narrative justification for the amount to be expended during the extension period is required.
- An updated work plan indicating which activities will be completed.

## How Will You Review My Request?

Once we receive your request, we will review it for allowable costs and activities and will ensure all required documents have been submitted. Your OAH Project Officer will review the request to ensure that the activities proposed are within the approved scope of your project and will assess performance issues that may have contributed to unspent funds over the project period. Your Grants Management Specialist will review your estimated unspent funds and reconcile it with the Division of Payment Management to determine whether you have the funds available for the proposed extension.

## What Can I Do to Ensure My Request is Reviewed Favorably?

You can take steps to facilitate our quick and favorable review of your extension request:

- You must be up-to-date in your FFR and Payment Management System reporting, this means you must have submitted and we accepted your FFR for the last two quarters.
- If you are revising your budget, you should provide a detailed and complete budget narrative justification.
- You should provide sufficient detail to support each listed line item in the budget justification.
- You should update your work plan detailing the activities you will complete during the extension period.

## When Will You Hear From Us?

We have 30 days to review and act on your extension request. If we approve your request, you will receive an amendment to your grant award with the new project and budget period end dates. If we do not approve your request, we will notify you by letter.

We look forward to working with you to complete your projects.



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