

# Request for 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 should be submitted at least 30 days prior to the scheduled end of the project period. Requests received after the scheduled project period end date will not be processed.

## **Documents Required**

1. A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
  - Grant Award Number and Grantee Organization Name
  - 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.

## **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. This video is at the bottom of [this page](#).”