

NTHMP Grant Program: How to request a no-cost extension

Sometimes things happen which prevent a task to be completed before a grant expires. In that situation, a no-cost extension of time to complete grant activities should be requested.

Following are parameters and requirements to consider when a NTHMP grantee wants to request a no-cost extension.

1. No-cost extensions can be requested for a grant only once. That is, requests to extend a grant cannot be made for a grant that has already received a no-cost extension.
2. It is recommended to request one year for a no-cost extension. If tasks are completed in less than a year's time, the grantee may close the grant early without penalty. You may not request more than 12 months for a no-cost extension.
3. You may request a no-cost extension for time to complete existing, approved tasks. You may not create a new task to expend unspent funds from other tasks.
4. Federal grant policy requires that a no-cost extension must be officially requested through the NOAA GrantsOnLine system at least 30 days before a grant expires. The NOAA/NWS Tsunami Program Office requires that no-cost extension requests be reviewed before submission to NOAA GrantsOnLine so the Program Office staff can ensure the no-cost extension request is prepared properly and provides sufficient justification and required forms.

⇒ Bottom line, submit a no-cost extension request via email to the NOAA/NWS Tsunami Program grant team, Lewis Kozlosky and Rocky Lopes, **at least 45 days before grant expiration.**
5. Succinctly describe why task(s) could not be completed before the end date.
6. State how the task(s) will be completed if a no-cost extension is approved.
7. If reprogramming of funds is required, prepare a separate budget justification as well as an updated SF424A (*Budget Information for Non-Construction Programs*) showing the object classes where funds were first awarded and the object classes where funds would move. Demonstrate the math so a Grant Specialist can determine where the funds are moving within a grant.
8. You may not request additional funding; you may only request more time. If additional funding is required to complete a task and you cannot reprogram unspent funds from completed tasks to cover the required additional funding for unfinished task(s), then allow the grant to close and request the total new needed funds in a future grant request.
9. Questions? Email: Lewis.Kozlosky@noaa.gov and Rocky.Lopes@noaa.gov