

Extension to Close Out

Extension to Closeout - NA10GOT9990016

Note: The Attachments link does not appear until the document is successfully saved.

Extension to Closeout

Guidance

Closeout Date 12/29/2013

Closeout Extension Request 30 days 60 days 90 days

Requested Extension Date 2/27/2014

Justification*

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The NOAA Administrative Standard Award Conditions, on Page 5, state the following:

G. Extensions

...

4. Extension to the Closeout Period

- a. Recipients have 90 days after the award expires to submit all reports required by the terms and conditions of the award and liquidate all obligations incurred. An extension to the closeout period should only be requested to complete the preparation of final reports and make final payments.
- b. An extension to the closeout period of up to an additional 60 days may be approved by the Grants Officer if a written request (or email) is submitted to the Grants Officer before the expiration of the 90-day closeout period.
- c. Any closeout extension requests submitted to the Grants Officer after the expiration of the award shall be denied. Requests for reconsideration of extreme circumstances that resulted in failure to request a closeout extension before it lapsed must be submitted in writing and will only be considered by the Grants Officer on a case-by-case basis.
- d. If the final Financial Status Report (SF-269) and all other required reports are not provided by the expiration of the closeout period or approved extended closeout period, the Grants Officer shall proceed with the enforcement remedies for non-compliance including, but not limited to withholding payments and withholding further award actions as allowed under the applicable administrative rules [15 CFR §14.62 and 15 CFR §24.43].

Assistance and Business Rules related to the Extension to Close Out:

- The Extension to Closeout is available as one of the selections in the list of Award Action Requests. The availability of this list is limited to the award's project period.
- After the award project period has expired. The Recipient no longer has access to the Create Award Action Request link on the Grants File launch page. Instead, this is replaced by the link: *Request Extension to Closeout*. This link is available until the award closeout period has expired (see (a) and (b) above). Although Grants Online allows submission of requests for Extension to Closeout until the closeout period has expired, the Federal Agency may deny any requests made during this time based on (c) above.
- The request for an Extension to Closeout must be submitted to the Federal Agency and approved by the Grants Officer before the extension date will take effect.
- An approved Extension to Closeout extends the date upon which final Federal Financial Reports and Project Progress Reports are due. It also extends the date during which the recipient can draw down funds from the Department of Treasury ASAP payment system.
- An approval of the Extension to Closeout does not result in an amendment to the Award. The Recipient Authorized Representative will be notified by Grants Online of the approval or rejection of the request.
- Additional work on the award project is prohibited during the closeout period. If additional time is needed to complete the project, a No Cost Extension MUST be requested.