Guidance for: No Cost Extension - Prior Approval Required

The NOAA Administrative Standard Award Conditions, on Page 4, state the following:

G. Extensions

2. Other Extensions to the Period of Performance/Award Period

   a. If the recipient believes it is necessary to obtain a no-cost extension to complete the approved program description and objectives beyond the expanded authority granted above, then the recipient shall submit a written request to the Federal Program Officer who will in turn forward the request, along with a Program Officer recommendation, to the Grants Officer who will then make the final determination in writing. The written request must clearly justify why the extension is needed and explain what activities are remaining to be accomplished under the award and what funds are still available to support the activity. In addition, the award must be in compliance with all terms and conditions of the award, including submission of all required reports.

   b. The request to extend the award period shall be submitted to the Federal Program Officer at least 30 days prior to the expiration of the award to provide the minimum time needed to review the request. The recipient proceeds at their own risk of incurring costs beyond the award expiration if the request is not submitted to NOAA at least 30 days prior to the expiration.

   c. Any extension request submitted to NOAA after the expiration of the award shall be denied. Requests for reconsideration of extreme circumstances that resulted in failure to request an extension before the end of the award period must be submitted in writing and will only be considered by the Grants Officer on a case-by-case basis. Awards which are
not in compliance with all terms and conditions of the award, including submission of all required reports, will not be reconsidered.

See also the Department of Commerce Financial Assistance Standard Terms and Conditions: A. 06 b.

Assistance and Business Rules related to the No Cost Extension - Prior Approval Required:

- The written request must clearly justify why the extension is needed and explain what activities are remaining to be accomplished under the award and what funds are still available to support the activity.
  - Grants Online requires that the justification be filled out.
  - Grants Online requires the attachment of a document containing a budget of remaining funds.
- The request to extend the award period shall be submitted to the Federal Program Officer at least 30 days prior to the expiration of the award...
  - Grants Online does not enforce this business rule, but failure to meet this requirement is sufficient grounds for rejection of the request by the appropriate Federal Agency.
- Any extension request submitted to the appropriate Federal Agency after the expiration of the award shall be denied...
  - Grants Online enforces this business rule. You cannot submit any Award Action Request other than an Extension to Closeout after the award expiration date.
- Once submitted to the appropriate Federal Agency through Grants Online by the Recipient Authorized Representative, the No Cost Extension action will automatically be forwarded to the correct Federal Agency personnel for approval.
- This action results in an amendment to the award. It is not considered to be completed until the Recipient Authorized Representative has accepted the Amendment. Tasks and notifications will be generated for the Recipient Authorized Representatives after the Grants Officer approves the Amendment.