

## Section 7.2.6: Project Period Change

### PURPOSE AND POLICY

Each agency should establish and follow a standard process for the various grant adjustments, including project period changes and extensions. An approved subgrant modification or amendment is required for a change in the subgrant period, such as an extension of the project period and date and/or extension of the expenditure deadline (typically referred to as a no-cost extension).

#### **Extending the Grant Period**

Subgrantees must request an extension at least 30 calendar days in advance of the project end date. The standard practice for granting extensions is no more than 12 months past the original end date. Requests for extensions beyond a 12-month period should require justification of extraordinary circumstances. Note that some awards have statutory maximum grant periods beyond which they cannot be extended. All requests for extensions should adhere to an agency's policy regarding extension requests.

### PROCEDURE

#### 1. **Submit grant adjustment request**

The subgrantee submits request for a change in the project period to the grant program manager in writing, preferably in the eCivis SRM.

#### 2. **Review grant adjustment request**

The grantor agency reviews the grant adjustment request to determine if the requested change is allowable under the grant terms and conditions, is necessary and reasonable, is consistent with the goals and objectives of the grant, and adheres to any applicable state and federal policies and regulations.

If the grant program manager has additional questions regarding the request, he/she contacts the subgrantee in writing. The subgrantee may then revise the grant adjustment request and re-submit it to the grant program manager.

If the request is put on hold (e.g., to allow the grant program manager to gather additional details from the subgrantee), the grant program manager must inform the subgrantee of the reason why it is being put on hold.

#### 3. **Approve or deny the grant adjustment request**

If the grant program manager denies the modification or amendment request, the grants program manager will notify the subgrantee in writing.

Once the modification or amendment is approved, the grants program manager will notify the subgrantee in writing. Again, the preferred method of handling these modifications and amendments is through the eCivis SRM.

#### 4. **Record of grant adjustment disposition**

Once the modification or amendment has been approved (or denied), the grants program manager records the change in the award file, preferably via the eCivis SRM.