

## AWARD EXTENSION CRITERIA

Block, formula, and discretionary awards (except for Victims Compensation, and Assistance funds) may be awarded an extension of the obligation date in response to a written extension request stating the need for the extension and indicating the additional time required. Written requests should be submitted in the following time frame:

- **Block/Formula Awards:** 90 calendar days before the end date of the award.

NOTE: Byrne Formula awards have new requirements to request extensions. The recipient should contact the BJA grant advisor for the additional requirements.

- **Discretionary Awards:** 90 calendar days before the end date of the award.

The extension allowable for any project period is generally 12 months, and requests for retroactive extension of project periods will not be considered. Generally, only one extension per award will be permitted. Application for an extension of the obligation period of a program or set of programs beyond 12 months must be justified by extraordinary circumstances beyond the control of the recipient and subrecipient.

Extensions will be considered only if the EXTENSION CRITERIA established below are met by the recipient at the time the request for the extension of the obligation deadline is submitted to the awarding agency for approval. Modifications of the general extension policy stated above are at the discretion of the awarding agency. Extension of the expenditure deadline date is allowable for all awards (including Victims Compensation, and Assistance) upon written request for the extension and written approval by the awarding agency.

The criteria for extending the obligation or expenditure deadline for a project, program, or set of programs includes the following:

1. **Financial Reports.** There must be on file with the awarding agency current and acceptable Financial Status Reports, SF 269As (formerly the H-1 Report), and all identified financial issues must be resolved.
2. **Special Conditions.** All special conditions attached to the award must be satisfied except those conditions that must be fulfilled in the remaining period of the award. This also includes the performance and resolution of audits in a timely manner.
3. **Extraordinary Circumstances Justification.** A narrative justification must be submitted with the project or program extension request. Complete details must be provided, including the justification and the extraordinary circumstances which require the proposed extension. Explain the effect of a denial of the request on the project or program.
4. **Approval.** The awarding agency is expected to take action on any proposed extension request within 15 work days after receipt of the request.
5. **Extension Avoidance.** To avoid the need to make a request to extend the obligation or expenditure deadline of a block/formula program, all subawards should be made at least six months prior to the end of the obligation deadline for the award.

**NOTES**