

Tribal Broadband Connectivity Program

No Cost Extensions

Extensions Overview

A no cost extension lengthens a project's period of performance without granting additional funds. An extension may be requested at any time as long as the request is made at least ninety (90) days before the end of the award period.

TBCP projects may be extended to a maximum period of performance of four (4) years. Extensions greater than four years must be approved by the Assistant Secretary.

Reasons to Request an Extension

Per the [Notice of Funding Opportunity](#), **Infrastructure Deployment** projects may request extensions if the recipient certifies that:

1. It has a plan for the use of the grant funds,
2. The construction project is underway, or
3. Extenuating circumstances require an extension of time to allow the project to be completed.

Per the [2021 Bipartisan Infrastructure Law](#), **Use and Adoption** and **Planning, Engineering, Feasibility, and Sustainability** projects may also request extensions if the recipient shows the need for an extension.

A no cost extension cannot be requested if:

1. There are other specific conditions that prohibit the extension;
2. The extension requires additional Federal funds;
3. The extension involves a change in program objectives or scope of the project;
4. The award is not in compliance (delinquent reports or Special Award Conditions [SACs]); or
5. The extension is merely for the purpose of using unobligated funds.

How to Request a No Cost Extension

The recipient must first discuss the request with their assigned Federal Program Officer (FPO). The No Cost Extensions is then submitted as an Award Action Request (AAR) in Grants Online. Do not submit a no cost extension AAR in Grants Online until you have received approval from your FPO to do so.

No cost extensions require review by your FPO and approval from the NOAA Grants Office. An approved extension results in an amendment to the award. If approved, the recipient must accept the amendment in Grants Online before the AAR is considered complete.

Required Documentation

Please have the following information available when requesting your extension:

- Requested new period of performance end date
- Written request on Tribal letterhead clearly stating why the extension is needed, the remaining activities that need to be completed, and what funds are still available to support the activity
- Updated SF-424A (Use and Adoption projects) or SF-424C (Planning or Infrastructure Deployment projects) budget of remaining funds from your approved budget
- Projected timetable for completing the portion(s) of the project for which an extension is requested
- Revised Baseline Report

Sample Extension Request Letter to FPO

Dear **[FPO Name]**,

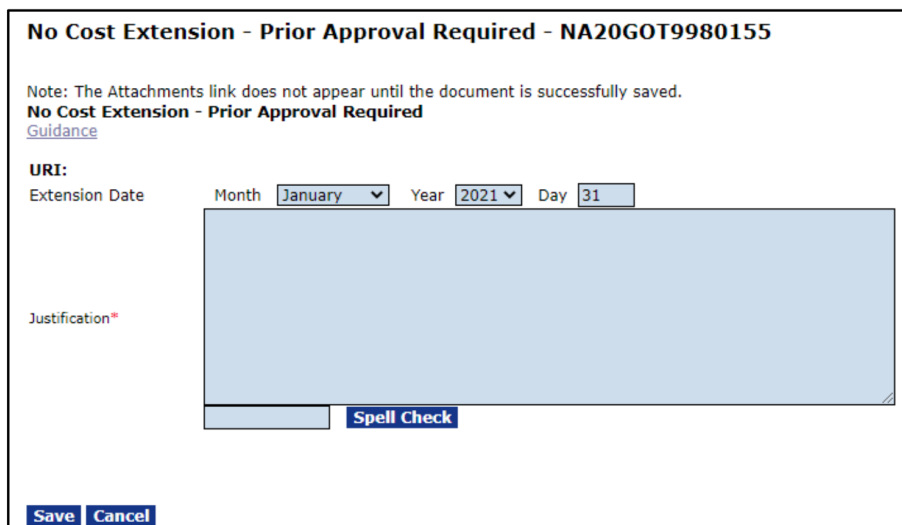
[Organization] intends to request a no cost extension to our Tribal Broadband Connectivity Program (TBCP) award because **[insert reason(s) why an extension is necessary]**. Our new requested period of performance end date is **[date]**.

[Organization] acknowledges that this is a request for an extension of time to complete grant activities, and no additional funds will be awarded. With permission from our FPO, **[Organization]** will submit this request to Grants Online as an Award Action Request.

[Name of AOR, Title, and Organization]

Steps to Request an Extension in Grants Online

1. Log into Grants Online and click the Awards **tab**.
2. Click the **Search Awards** link. The Search Awards launch page is visible.
3. Input the Award Number and click the **Search** button. When the search results are returned, click the **Award Number** link that corresponds to the Award for which an Award Action Request will be created.
4. On the Grants File launch page, select the **Create Award Action Request** from the action dropdown menu. Click the **Submit** button.
5. The Award Action Request Index page, with the available AARs, is visible. Click the link for “No Cost Extension – Prior Approval Required”.
6. Input the new requested period of performance end date.
7. In the **Justification** text box, clearly state why the extension is needed, the remaining activities that need to be completed, and what funds are still available to support the activity.



No Cost Extension - Prior Approval Required - NA20GOT9980155

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

No Cost Extension - Prior Approval Required
[Guidance](#)

URI:
 Extension Date Month Year Day

Justification*

8. Click **Save**. The AAR page is re-displayed and provides an opportunity to include attachments and/or input additional data. Include the following attachments:
 - a. A written request on Tribal letterhead stating why the extension is needed, the remaining activities that need to be completed, and what funds are still available to support the activity.
 - b. A SF-424A (Use and Adoption projects) or SF-424C (Planning or Infrastructure Deployment projects) budget of remaining funds from your approved budget.
 - c. A projected timetable to complete the portion(s) of the project for which the extension is being requested.
 - d. A revised Baseline Report.
9. When the required information is entered, click the **Save and Start Workflow** button. Click the **OK** button to indicate the intent to advance to the next step.
10. The AAR is initially routed to the Inbox of the person who created the request. If the person who created the AAR is also the Recipient Authorized Representative (RAR), they can submit the request to the agency. Otherwise, the task must be sent to the RAR.
11. Once submitted, the No Cost Extension action will automatically be forwarded to the FPO for review and recommendation, and then to the Grants Office for approval.
12. This action results in an amendment to the award. The Recipient must accept the amendment in Grants Online before the AAR is considered complete. Tasks and notifications will be generated and routed to the Recipient after the Grants Office approves the amendment.

Source: [AAR Guidance for Grant Recipients](#)