

Tribal Broadband Connectivity Program

No Cost Extensions

Disclaimer: This resource is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the specific requirements set forth in program NOFOs, existing [DOC Grants and Cooperative Agreements Manual](#) (Grants Manual) requirements, or other Departmental Administrative Orders (DAOs) and Federal Circulars. Similarly, this guidance document does not supersede or supplement NOAA GMD policy and procedures related to their work on financial assistance awards. In all cases, statutory and regulatory mandates, and the requirements set forth in the NOFO, shall prevail over any inconsistencies contained in this guidance.

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) calendar 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 or their designee.

Reasons to Request an Extension

Per the Notice of Funding Opportunity ([NOFO Round 1](#) and [NOFO Round 2](#)), **Infrastructure Deployment** projects may request extensions if the recipient certifies:

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 Specific 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 extension request with their assigned Federal Program Officer (FPO). The no cost extension is then submitted as a "No Cost Extension - Prior Approval Required" Revision Request in eRA Commons. Do not submit a No Cost Extension Revision Request in eRA Commons 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 will receive an email from their Grants Management Specialist (GMS).

Required Documentation

Please have the following information available when requesting your extension:

- Written request on Tribal letterhead clearly stating the requested period of performance end date, why the extension is needed, the remaining activities that need to be completed, and the remaining unobligated funds still available to support the activity.
- Updated SF-424A (Use and Adoption projects) or SF-424C (Planning or Infrastructure Deployment projects) budget of all funds from your approved budget.
- Projected timetable for completing the portion(s) of the project for which an extension is requested.
- Revised Baseline Report in .PDF and .XLSX format. Infrastructure Deployment grants that have not cleared environmental are not required to submit a revised Baseline Report.

Sample Extension Request Letter to FPO

Dear [FPO Name],

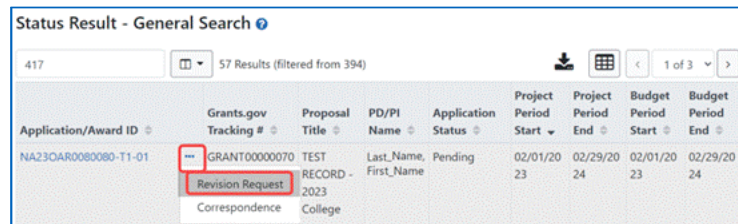
[Organization] intends to request a no cost extension to our Tribal Broadband Connectivity Program (TBCP) award because [insert reason(s) why an extension is necessary]. Our new requested period of performance end date is [date]. Our remaining unobligated funds are \$[x].

[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 eRA Commons as a “No Cost Extension - Prior Approval Required” Revision Request.

[Name of AOR, Title, and Organization]

Steps to Request an Extension in eRA Commons¹

1. Log into eRA Commons as the Signing Official (SO) and navigate to the **Status** module.
2. Search for the award. Click the award’s **three dot ...** menu and select **Revision Request**.



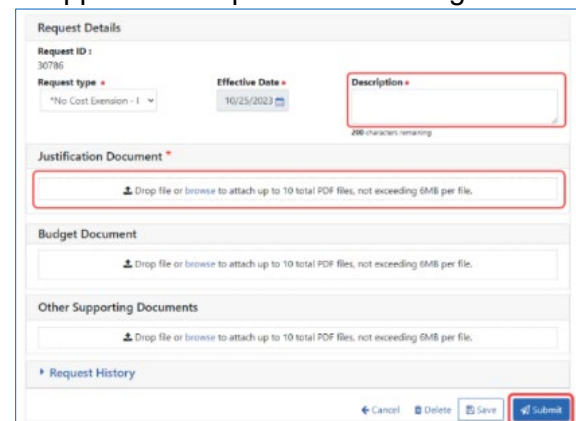
Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA23OAR0080080-T1-01	GRANT00000070	TEST RECORD - 2023	Last_Name, First_Name	Pending	02/01/2023	02/29/2024	02/01/2023	02/29/2024

3. The Revision Request List window appears. Click **Initiate a New Revision Request**.
4. The Revision Request window appears. From the Revision Request Sub type dropdown menu, select “**No Cost Extension-Prior Approval Required**” and then click **Go**.



5. The Revision Request – Modify Request window appears. Complete the following fields:

- Description:** Include the requested new period of performance end date
- Justification Document:** Written request on Tribal letterhead
- Budget Document:** Updated SF-424A or SF-424C budget of remaining funds
 - Note: Fillable PDFs such as SF-424s must be compressed before upload to eRA Commons to preserve readability.*
- Other Supporting Documents:** Projected timetable and revised Baseline Report (if applicable)
 - Note: Files must be PDFs not exceeding 6MB.*
 - Recipients submitting a Baseline Report should attach the PDF to the Revision Request and send the Excel file to their FPO via email.*



6. Once all documentation is uploaded, click **Submit**.
7. A confirmation pop-up appears. Click **Yes**.

¹ Source: [eRA Commons User Guide](#), last updated August 5, 2024