



ARP Native Language Recipients No Cost Extension (NCE) FAQ Sheet

A no-cost extension can be requested when activities have not been completed by the end of the final year of the project to extend the grant period up to 12 months.

Submission Deadline: 45 days before the last day of the grant award's project period.

Step One: Speak with your ANA Program Specialist. Explain:

1. Why you need the extension.
2. How long you are going to need the extension.

Step Two: Gather required documents and information from your grant file:

1. Latest Notice of Grant Award (NGA).
2. An electronic copy of your current year budget.
3. An electronic copy of the most recent SF-425.
4. A copy of the work plan approved at time of award updated to reflect the new end date of each activity.
5. A letter signed by the authorizing official requesting the NCE at no cost to ANA. The request letter should address the following questions:
 - a. How long do you want the extension for?
 - b. What is the new project end date?
 - c. Why is the extension needed (reason for delays)?
 - d. What objectives and activities were not completed?
 - e. How do they plan to complete the incomplete activities?
 - f. Will they be using un-obligated funds from the budget period in the NCE period? If so, how much?
6. An OWP which reflects the activities to be accomplished during the NCE. The OWP should include an additional column with the heading status. The status column should state either that the activity is completed or state the percentage of the activity that is completed and the expected completion date (assuming the NCE is approved). This must be done for the entire project period.
7. A budget and budget justification if you are requesting a change in your budget.

Step Three: You will submit your request in GrantSolutions. Refer to the Post Award Training Video on Submitting and NCE. It can be found at:

<https://www.anaonlinelearning.org/episode/arp-module-6>

Tips for completing the NCE:

- 🔊 The SF-424 should reflect entire budget year funding.
- 🔊 If you committed to non-federal share (match) funds in your approved budget, you must show them in a budget modification and/or the SF-424 forms.
- 🔊 Must submit most recent SF-425 report.
- 🔊 Work plan should only contain incomplete activities with anticipated completion dates.



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- 🔊 All programmatic and financial reports must be up to date in Smartsheet and PMS for an amendment to be processed and awarded.
- 🔊 NCEs can be requested as early as 6 months before but no later than 45 days the end of the project.