

No Cost Extension Amendment Completion in GrantSolutions – Updated 07/13/2015





The following documents should be uploaded under the **Cover Letter Upload** section of the Control Checklist:

- **SF-424A**
 - Grantees should use the PDF version of this form (sent with this guidance).
 - This is the grantee's most recent SF-424A from Year 5 and a grantee can reference the most recent SF-424A in the History section of GrantSolutions (if needed).
 - **This only needs to be updated if there were budget revisions during the year** where funds were moved between cost categories, but under the threshold that would have triggered a formal budget modification.
 - This should match the budget narrative cost category amounts (including carryover, if applicable).
- **SF-424**
 - Grantees should use the PDF version of this form (sent with this guidance).
 - This is the grantee's most recent SF-424 from Year 5 and a grantee can reference the most recent SF-424 in the History section of GrantSolutions (if needed).
 - Review information for accuracy: select the appropriate type of submission and application (extension of project period); update the project period end date to correspond with the end date given in the cover letter; make sure contact information is up to date with the Project Director listed as the person to be contacted for matters involving this application and the Authorized Representative/Official listed as the Authorized Representative.
 - The Estimated Funding should reflect the grantee's Year 5 grant amount (including carryover, if applicable).
- **Cover Letter**
 - Written on official letterhead and signed by the Authorized Official. The letter should be scanned and uploaded under this line in the submission checklist.
 - Needs a description of activities that were not completed and why.
 - Needs a statement of the total number of months needed to complete the project, not to exceed 6 months
 - Needs a statement of the activities that will be completed during this extended period
 - Needs to include a timeline showing when activities will be completed within the extended period
- **Project Narrative**
 - Upload the most recent Year 5 PPR (2nd period Year 5 PPR) Workplan
 - The workplan should correspond to all explanations of the missed/incomplete objectives referenced in the cover letter and should also clearly disclose any project impediments.
- **Budget Narrative**
 - This is the grantee's most recent/ updated Year 5 budget narrative and should match the SF-424A.
 - **This document would only need to be updated if there were budget revisions during the year.** This would either be for items or costs that were different than the previously approved budget narrative/ budget line item or where funds were moved between cost categories but under the threshold that would have triggered a formal budget modification.
- **Copy of Indirect Cost Rate Agreement, if charging Indirect Costs**
 - Make sure it is the Indirect Cost Letter covering the appropriate time period (through March 2016).

The following document should be uploaded under the **SF-425 Upload** of the Control Checklist:

- Grantee will upload the most recent SF-425 (would be from end of April 2015)

Screen Shot of No-Cost Extension Amendment Application Control Checklist

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
No Cost Extension Instructions ACF	View PDF View Original Version	N/A	
SF-425 Download	View Web Page	N/A	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter Upload		0 Uploaded Files 0 Mail-in Items	
SF-425 Upload		0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Received (Post Award Paper Submission)

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