



Indian Health Service
Division of Grants Management
No Cost Extension Requirements

Developed by: Tammy G. Bagley, Acting Director, DGM
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Presented by:
Mr. Paul Gettys
Grants Systems Coordinator



NCE REQUESTS

1. No Cost Extensions (“NCE”) provide a one time extension of the end date for a final project period of a previously approved project without additional funding for up to 12 months.
2. The fact that funds remain at the expiration of the grant is not in itself sufficient justification for an extension without additional funds.



REASONS FOR A NCE

There will be no change in the project's originally approved scope or objectives, and at least one of the following applies:

- ✘ Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
- ✘ Continuity of an IHS grant support project is required while a competing continuation application is under review.
- ✘ The extension is necessary to permit an orderly phase out of a project that will not receive continued support.



WHAT INFORMATION IS REQUIRED?

- ✘ A detailed reason why the NCE is needed,
- ✘ The length of time the NCE will be needed. Provide dates. Example of a 12mos NCE: From September 1, 2011 to August 31, 2012.
- ✘ Detailed description of what will be accomplished during the NCE period,
- ✘ Will unobligated funds be used, if so detailed explanation as to how much and for what purpose.



HOW TO REQUEST A NCE

- ✘ The No Cost Extension should be written on letterhead, signed and dated by the Principal Investigator (PI) or Project Director (PD) or the Authorized Organizational Representative (AOR).

- ✘ Cosigned by the Business Official.

- * Submitted to your Grants Management Specialist, (GMS) ideally at least 30 days before the end of your project period.



PROCESSING

Upon receipt of your request, the IHS Grants Office will:

- ✘ Review your request and,
- ✘ Revise your Notice of Award to extend the Project Period.

Note: All previous terms and conditions of the original award apply during the extended period.



SAMPLE NCE LETTER

The NSC Tribe is requesting a 4 months NCE in order for our IHS Behavioral Health program to conduct an orderly closeout. During this time we will complete and submit our final FSR, Progress Report and Equipment and Supply disposition report. We are requesting an extension from September 31, 2010 to January 31, 2011.

We would also like to utilize prior year unobligated funds in the amount of \$7,000 to cover the salary for our clerical staff to continue working with us during the no cost extension period.

Sincerely,

Denise Clark
Principal Investigator

Tammy G. Bagley
Chief Financial Officer



For additional information regarding IHS No Cost Extension requirements please contact your assigned GMS directly or you may call the DGM main line of (301) 443-5204.

If you find further assistance is needed please contact:

Ms. Tammy G. Bagley
Acting Director, CGMO, GPO
Tammy.Bagley@ihs.gov
(301) 443-7172

Mrs. Denise Clark
Grants Mgmt Officer
Denise.Clark@ihs.gov
(301) 443-2215



The Division of Grants Mgmt would like to take this opportunity to thank you for being apart of this Grants Mgmt sponsored training. DGM is dedicated to Empowering our IHS grant community with the required knowledge and training needed for continued compliance of IHS policies, Indian laws, and HHS legislative and Regulatory requirements.



Frequently Asked Questions

- Can No Cost Extensions be requested electronically, or must they be hard copy?
 - Yes, we will accept an electronic request, but the original with the required signatures must be sent to DGM for the official grant file.
- Is a No Cost Extension automatically issued if there is a delay in starting the Continuation?
 - No, a NCE is not issued due to the late start-up of the continuation award with future years.



Frequently Asked Questions

- A grantee said their award is always late. Should they request No Cost Extensions as a routine course of business?
 - No, they should not.
- If a grantee wants to use unobligated balance in their NCE, is the information they have to provide for those fund the same as for a Carryover request?
 - The information is similar. You should provide a budget justification and narrative, if you plan to utilize any unobligated funds during the NCE timeframe, provide information on why the NCE is needed, state the timeframe for the NCE with dates, provide details on what is expected to be accomplished during the NCE timeframe and provide two signatures on your request as required.



Frequently Asked Questions

- Is the Business Official signature really required?
 - Yes, two signatures are required, the Project Director and the Business Official. The Business Official signs to certify that funds are available from an accounting standpoint in the grantee's financial management system.
- What Positions are considered appropriate as a Business Official?
 - Appropriate positions for the business official would be the Chief Financial Officer, Financial Accountant or Analyst. Anyone who oversees and manages the grantee organization's financial information or disburses the IHS grant funds or maintains the general accounting ledger and accounting balances.