



*Indian Health Service
Division of Grants Management
No Cost Extension Requirements*



No Cost Extensions



- ▶ No Cost Extensions (“NCE”) provide a one time extension of the end date for a final project period of a previously approved grant segment without additional funding for up to 12 months.
- ▶ The extension is justified on the basis of time required to complete existing project activities, or permit the orderly closeout of the grant. The extension may not be approved solely because funds remain unobligated at the end of the period of performance.
- ▶ The extension does not violate a limitation in the authorizing statute, or the 5-year limitation from an annual appropriation.



Reasons to request a NCE



There will be no change in the project's originally approved scope of work 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.
- ▶ The recipient has made satisfactory progress throughout the competitive segment.



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 12 month NCE: From September 1, 2017 to August 31, 2018.
- ▶ Detailed description of what will be accomplished during the NCE period.
- ▶ Will unobligated funds be used? If so, provide a detailed explanation as to how much and for what purpose.



How do I 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. An NCE must be submitted as an Amendment in GrantSolutions.



How is a NCE processed?



Upon receipt of your NCE request, your GMS will:

- ▶ Review your request to ensure all documents have been submitted to explain why the NCE is needed.
- ▶ Consult with the Program Official about your request.
- ▶ If approved, revise your Notice of Award to extend the Budget Period and Period of Performance end dates.

Note: All previous terms and conditions of the original award apply during the extended period. If any combination of no-cost extensions exceed 12 months, necessary reporting must continue on the reporting frequency applicable to the original award.



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 FFR, Progress Report and Equipment and Supply disposition reports. We are requesting an extension from September 30, 2017 to January 31, 2018.

We would also like to utilize our 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 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 Bagley
Senior Grants Policy Analyst
Tammy.Bagley@ihs.gov
(301) 443-7172

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



How to Submit a NCE Amendment in GrantSolutions



- ❑ Find your grant on the My Grants List page.
- ❑ Click the Manage Amendments link.
- ❑ Click the New button at the bottom of the Manage Amendments page.
- ❑ Select the No Cost Amendment type, and click the Create Amendment button.
- ❑ Upload your No Cost Extension request letter into the enclosure provided on the Amendment Application Control Checklist.
- ❑ When finished, click Verify Submission to submit.
- ❑ To complete, click Finalize Submission.



Amendment Submission Questions?



- ▶ For technical grants management concerns or information required to submit your request, please contact your Grants Management Specialist, listed on your Notice of Award or contact our main line on (301) 443-5204.

- ▶ For system related questions about GrantSolutions, please contact Paul Gettys, Grant Systems Coordinator.
 - E-mail – Paul.Gettys@ihs.gov
 - Phone – 301-443-2114



The Division of Grants Management would like to take this opportunity to thank you for being a part of this Grants Management 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



- If a grantee wants to use unobligated funds in their NCE phase, is the information they have to provide for those fund the same as for a Carryover request?
 - The information is similar. If the unobligated balance is greater than 25% of the direct costs for the prior year annual award, then you will need to request approval to use the unobligated funds. If they are not, no approval is required. However, in both cases, a brief budget line item and justification explaining what the funds will be used for is required and should be sent with your NCE Letter to your GMS.



Frequently Asked Questions



- 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. Notify your GMS if your continuation is delayed.



Frequently Asked Questions



- Is the Business Officials' signature really required?
 - Yes, two signatures are required, the Project Director and the Business Official.
 - The Project Director signs as the overall person held accountable for the federal grant funds and provides approval to requesting an extension on behalf of organization to continue to do business with the IHS issued grant funds.
 - The Business Official provides their signature to certify that they are aware of the financial obligations already incurred and any possible obligations that will be requested during the NCE period. They are agreeing to monitor all spending to avoid over limit expenses that may cause any possible financial debit or related concerns for the organization at all time during the period of performance in their financial management system and provides checks and balances for cash on hand for the organization.



Frequently Asked Questions



- What positions are considered appropriate for the 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.



Frequently Asked Questions



- Can No Cost Extensions be requested electronically, or must they be hard copy?
 - No Cost Extensions *must* be requested by initiating a new amendment in GrantSolutions.
 - Please see slide 9 for the steps to submit a No Cost Extension Amendment in GrantSolutions.