

## PROJECT PERIOD EXTENSION - QUICK REFERENCE GUIDE FOR GRANTEE

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A Project Period Extension (PPE) Grant Award Modification (GAM) is used to extend the length of the period of performance that does not require the obligation of additional Federal funds.

A recipient may request a PPE for approval consideration under a federal award (multiple times) provided that the extension request meets ALL conditions below:

- ✓ Extension request does not extend the period of performance beyond 5 years/60 months (including PPEs and continuation awards).
- ✓ Extension request does not exceed 12 months (individually).
- ✓ Extension request is not made after the period of performance has expired.
- ✓ Extension request is for a recipient with no compliance issues identified by the program office and is not designated as high-risk.
- ✓ Extension request is not for the sole purpose of using unobligated balances.
- ✓ Extension request is submitted at least 30 days prior to expiration of period of performance.
- ✓ Extension request is not prohibited by Federal statute or regulation
- ✓ \*Extension request includes a robust narrative justification (as outlined below) and placed in the Justification field in Just Grants.

Please refer to the financial guide for more information. ([DOJ Grants Financial Guide 2024 | III. Postaward Requirements | Office of Justice Programs](#))

### **\*ROBUST NARRATIVE JUSTIFICATION MUST INCLUDE:**

ROBUST JUSTIFICATION:	
<b>WHAT</b>	Issue or circumstance requiring exception.
<b>WHY</b>	Reason(s) the project cannot be completed, what caused the delay and challenges encountered during the project (e.g., staff turnover, hiring, etc.).
<b>HOW</b>	Solutions proposed to address the reason, plans to complete the project, and how the extension will advance program goals.
<b>WHEN</b>	Timeline or narrative to show the recipient's capacity to complete the work within the extended period if approved.

***\*Program office may require additional information. Please reach out to your Grant Manager.***

When a recipient encounters an extenuating circumstance, preventing them from completing a federally funded project, a PPE *may* be considered for approval outside of the conditions outlined above. Please reach out to your Grant Manager prior to your performance period expiring for consideration.

### **\*EXTENUATING CIRCUMSTANCES EXAMPLES:**

<ul style="list-style-type: none"><li>• natural disasters, catastrophic events.</li><li>• litigation, state or local legislative or regulatory schedules.</li><li>• for research and statistics projects, disclosure review, dissemination of findings, archiving, etc.</li></ul>	<ul style="list-style-type: none"><li>• data collection and analysis, disclosure review.</li><li>• presentation of findings, archiving of data, and dissemination of findings.</li><li>• other extraordinary circumstances beyond the award recipient's control.</li></ul>
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Additional training resources for requesting a PPE GAM in JustGrants - [Training: Grant Award Modifications | JustGrants Resources](#)