

No-Cost Extension Guidance for Grantees

Purpose of No-Cost Extension:

The purpose of a no-cost extension (NCE) is to complete workplan activities to meet grant goals and objectives. In the narrative justification for the NCE approval request, you must clearly describe why the activities in the workplan were not completed by the end of the original project period. **Please note:** No-cost extensions do not allow for new activities to be implemented. Only those activities that have been previously approved in the workplan are eligible to be extended.

Eligibility for No-Cost Extension

You may request a no-cost extension for up to 12 months to allow hospitals to complete their grant activities. All hospitals that need more time to complete approved activities are eligible; however, you should ensure that hospitals have a strong plan to spend down grant funds within the no-cost extension period. **Grants will not be extended beyond the requested no-cost extension.**

No-Cost Extension Request Deadline:

All NCE requests must be submitted in EHB no later than **November 1, 2022**.

If you are planning on submitting an NCE request for your grant, please inform me of this intention no later **October 15, 2022**.

Instructions for Submitting a No Cost Extension:

The request must be submitted through EHB as a “Prior Approval-Extension Without Funds.”

The following information must be submitted with the request:

1. **No cost extension narrative:** A no-cost extension narrative should be uploaded in EHB under the “Cover Letter and Narrative Explanation” section. The narrative must:
 - A. Be written on your organization’s letterhead and be signed an Authorizing Official;
 - B. Include the grant number;
 - C. Include the duration of the extension (should not exceed 12 months);
 - D. Explain why project activities in the original work plan they were not completed within the initial project period; and
 - E. Include the unobligated balance of federal funds available to complete the goals and objectives.

Please see the [SHIP ARP TA Website](#) for a [sample template narrative](#) of a no-cost extension narrative.

2. **SF 424A budget form:** This should breakdown *the estimated unobligated funds* across the budget cost categories.
3. **Budget justification:** This should clearly explain *the estimated unobligated funds* to be expended during the NCE period
4. **Updated work plan:** This should detail complete and incomplete activities. For this grant, work plan activities are considered hospital spending. The workplan should be uploaded as an excel document in EHB under the “Cover Letter and Narrative Explanation” section. The work plan must include the following for each hospital:

- A. General Information, including:
 - a. CMS Certification Number
 - b. Hospital Name
 - c. Address (including County/Parish)
 - d. Administrator or CEO Name and Email
 - e. Tribally operated hospital under Titles I and V of P.L. 93-638? (Yes or No)
 - f. Critical Access Hospital? (Yes or No)
- B. COVID Funding Request
 - a. Hospital Funding Request
 - b. Grantee Administrative Costs
 - c. Amount of Hospital Award
 - d. Confirmed Minor Alterations and Renovations Project? (Yes or No)
- C. Unobligated Balance Information
 - a. Total Funding Obligated
 - b. Total Funding Dispersed/Expended
 - c. Current Unobligated Balance
 - d. Estimated Unobligated Balance as of 12/31/2022.
 - e. Estimated Completion Date

Please see the [SHIP ARP TA Website](#) for a [sample template](#) that can be used for the work plan (this should include relevant anticipated completion dates)

Please keep in mind the following reporting requirements:

1. Federal Financial Report (FFR)

- If the NCE is approved, you must submit an interim FFR with box 6 checked “Annual”. The due date for the FFR submission may be found in your grantee folder in EHB.
- A “Final” FFR must be submitted after the NCE project period end date. The due date for the final FFR submission may be found in your grant folder in EHB.

2. Quarterly reporting

- Quarterly reporting in the SHIP Testing and Mitigation Reporting Portal will continue during the no-cost extension period. The due date for quarterly reporting is 30 days after the end of each quarter.
- Quarterly reporting for Minor A/R in the HRSA Electronic Handbooks will continued during the no-cost extension period.

All no-cost extension information must be submitted through the EHB Prior Approval Request. If you need assistance please call the Help Desk, 877-464-4772 or your Grants Management Specialist.
