

## PROJECT PERIOD EXTENSION - QUICK REFERENCE GUIDE FOR GRANTEE

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:	
WHAT	Issue or circumstance requiring exception.
WHY	Reason(s) the project cannot be completed, what caused the delay and challenges encountered during the project (e.g., staff turnover, hiring, etc.).
HOW	Solutions proposed to address the reason, plans to complete the project, and how the extension will advance program goals.
WHEN	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 Program 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 Program Manager prior to your performance period expiring for consideration.

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

<ul style="list-style-type: none"><li>• natural disasters, catastrophic events.</li></ul>	<ul style="list-style-type: none"><li>• data collection and analysis, disclosure review.</li></ul>
<ul style="list-style-type: none"><li>• litigation, state or local legislative or regulatory schedules.</li></ul>	<ul style="list-style-type: none"><li>• presentation of findings, archiving of data, and dissemination of findings.</li></ul>
<ul style="list-style-type: none"><li>• for research and statistics projects, disclosure review, dissemination of findings, archiving, etc.</li></ul>	<ul style="list-style-type: none"><li>• other extraordinary circumstances beyond the award recipient's control.</li></ul>

Additional training resources for requesting a PPE GAM in JustGrants - [Training: Grant Award Modifications | JustGrants Resources](#)