

# Project Period Extensions Course 2

## 1. Project Period Extension Course 2

### 1.1 Introduction

The slide features the OVC and TFMC logos in the top left. The main title is 'Project Period Extension Grant Award Modification (GAM)'. Below the title, it states 'This course covers how to:' followed by a bulleted list: 'Discuss the extension process with your Grant Manager', 'Prepare a justification and a revised project timeline', and 'Submit the Project Period Extension GAM'. The background shows a person's hands using a calculator on a desk with documents. A small cartoon character is also present. The bottom right corner has a copyright notice: '© 2024 TFMC. All rights reserved.'

OVC TFMC

### Project Period Extension Grant Award Modification (GAM)

This course covers how to:

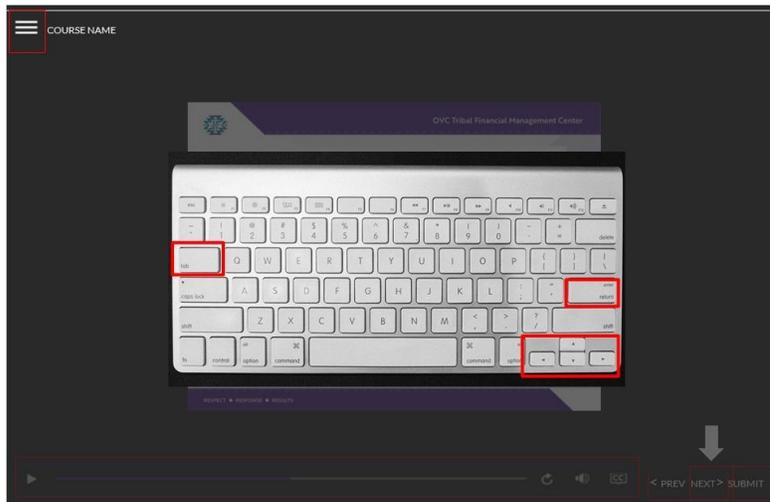
- Discuss the extension process with your Grant Manager
- Prepare a justification and a revised project timeline
- Submit the Project Period Extension GAM

© 2024 TFMC. All rights reserved.

#### Notes:

Welcome to the Project Period Extension Grant Award Modification Course 2. Course 1 covered an introduction to Project Period Extensions, requirements, and an overview of the process to request an extension. This course will cover the first steps in the process in greater detail. Read the topics listed onscreen, then select the Next button in the lower right corner to proceed through the course.

## 1.2 Navigation Directions



### Notes:

To navigate this course, select each element with the mouse or use the Tab and Enter keys to navigate and select each interactive element. If you are using a screen reader, use the up and down arrow keys on your keyboard to highlight the text for the screen reader to read. By selecting the Menu link or hamburger menu at the top left, you will be able to display or collapse the table of contents. The table of contents (also known as the Menu) can be navigated with the arrow keys. The Notes link will display the audio transcript. The Resources link will show a list of resources that when selected, will open in a new window. The volume control, play and pause control, and closed captioning are available at the bottom of the window.

The Previous and Next buttons will appear in the lower right corner of the screen.

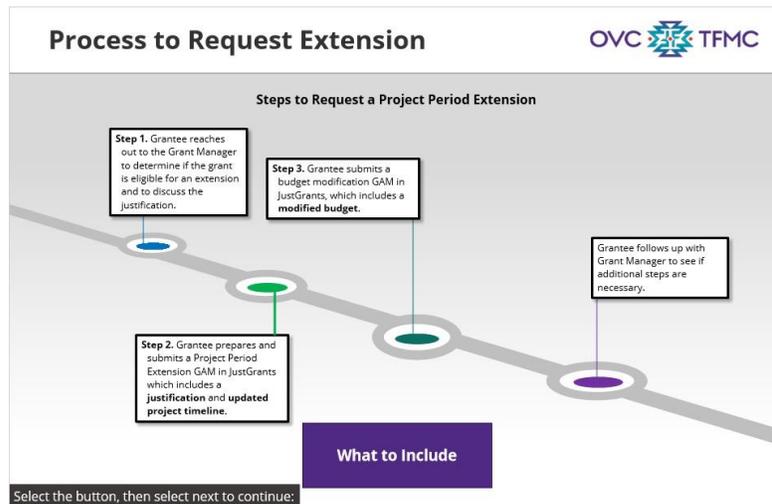
For knowledge check questions, select Submit after selecting an answer, this button also appears in the lower right corner of the screen.

Some slides may direct you to review more information by selecting buttons, when you select a button, more information will appear.

All links in this course open in a new window.

Select the Next button in the lower right-hand corner to begin this course.

## 1.3 Process



### Notes:

Let's review the steps for requesting a Project Period Extension:

First, the grantee reaches out to their Grant Manager to determine if the grant is eligible for an extension. Grantees should reach out to their Grant Manager as soon as they think they might need to request a Project Period Extension.

Second, the grantee prepares and submits a Project Period Extension GAM in JustGrants, which includes a strong justification AND an updated project timeline.

The justification is an explanation of why the extension is being requested. It is recommended that grantees prepare a draft justification document so they can easily share the file for preliminary review with their Grant Manager and use it as a master document to copy and paste from at the time of submission. Once the justification has been reviewed and accepted by the Grant Manager, the grantee can submit the justification in JustGrants by copying and pasting it into the justification field or as an attachment.

The second item to submit in the Project Period Extension GAM is the updated project timeline. It is a revision of the existing timeline for the extension period. The revision of the existing timeline and inclusion of the extension timeline accounts for the new total project period. The updated project timeline is submitted as an attachment.

For the third and final step, the grantee may or may not need to submit a second GAM in JustGrants, the budget modification GAM. This is a separate GAM from the initial Project Period Extension GAM. Please check with your Grant Manager to

confirm if a Budget Modification GAM is necessary. If the current (pre-extension) budget line items and categories will continue to govern how funds are spent through the extension, then a Budget Modification may not be necessary. If, however, during the extension period you will take on new activities that require budget line approvals, will move money among budget categories greater than 10 percent of the total award, or receive a new Indirect Cost Rate, a Budget Modification GAM is required.

Since the budget modification GAM will reflect the new, extended project period, the Project Period Extension GAM needs to be submitted and approved first so that the budget modification aligns with the new extended timeframe and displays the correct project period. The JustGrants system will indicate if the budget modification is to be entered directly into the web-based budget form or uploaded as an attachment (exceptions may apply).

The Project Period Extension GAM, the first GAM, is to be submitted early in the process before the budget modification GAM. It is recommended that an estimated date for the Budget GAM submission is included within the Project Period Extension GAM justification.

Both GAMs will be reviewed for approval by the Program Office (in this case OVC) and the Office of the Chief Financial Officer (OCFO).

In this course, we will focus on Step 1 and Step 2 of this process which includes reaching out to your Grant Manager and initiating and submitting the Project Period Extension GAM (which is the first GAM). It involves preparing and submitting the justification and updated project timeline. In the rest of this course, we will go into more detail about how to prepare for and execute these steps successfully.

Please note that the next and final course in this series will be focused on preparing the Budget Modification GAM.

## What to Include (Slide Layer)

### Process to Request Extension



The following documentation must be included in JustGrants:

- **Project Period Extension GAM Item 1:** A strong narrative **justification** for the extension request which establishes that the extension benefits both the tribal community being served and the Federal government (entered into corresponding JustGrants field; or as an attachment).
- **Project Period Extension GAM Item 2:** An **updated project timeline** that illustrates how you will achieve your unmet/modified project goals and objectives during the period of extension. The updated project timeline will reflect the new total project period. The timeline is submitted as an attachment.
- **Budget Modification GAM Item 3:** A **modified budget**, submitted as a separate GAM from the project period extension GAM, which documents how project funds will be spent during the extended project period. The JustGrants system will indicate if the budget modification is to be entered directly into the web-based budget form or uploaded as an attachment (exceptions may apply). Please check with your Grant Manager to confirm if a Budget Modification GAM is necessary.

[Budget Modification GAM Exception](#) [Back](#)

## Budget Modification GAM Exception (Slide Layer)

### Process to Request Extension



**Is a Budget Modification GAM Required to Get a Project Period Extension?**

Not necessarily. If the current (pre-extension) budget line items and categories will continue to govern how funds are spent through the extension, then a Budget Modification may not be necessary.

If, however, during the extension period you will:

- take on **new activities** that require **budget line approvals**, or will
- **move money among budget categories** greater than 10 percent of the total award, or
- receive a **new Indirect Cost Rate**,

a Budget Modification GAM is required.

The requirements related to submission of a Budget Modification are outlined in the DOJ Financial Guide. Your Grant Manager and/or OVC Technical Assistance providers can provide you with further instructions on how to prepare a Budget Modification GAM.

[Back](#)

## 1.4 Have a Conversation

Have a Conversation With Your Grant Manager OVC TFMC

1: Reach out to the Grant Manager to see if you qualify for an extension.

2: Discuss the justification or the reason for the extension request.

Review a conversation example

### Notes:

Let's go back to the beginning....

The first step in the request process is to reach out to your Grant Manager. The deadline to submit the GAM is no later than 30 days prior to the end of the current grant award period, but it is recommended that you start the submission process at least 90 days prior to the current end date to allow sufficient time to gather the information needed to submit the request. Note that an extension request cannot be submitted if the period of performance has already expired.

When you have a conversation with your Grant Manager, follow this process to ensure smooth communication regarding your extension request.

1: Reach out to your Grant Manager to see if the award qualifies for an extension: this can be via email or a phone call.

2: Discuss with the Grant Manager the justification or the reason for the extension request. Be prepared to answer any questions your Grant Manager may have.

To see an example of a conversation, select the button on the screen or select next to continue.

## 1.5 Example of a Conversation

**Example of a Conversation** OVC  TFMC



I'd like to request an extension. Is my award eligible?

How much additional time can I request to be added to the project period?

What information and documents do I need to provide?

How much time do I have to complete this request?

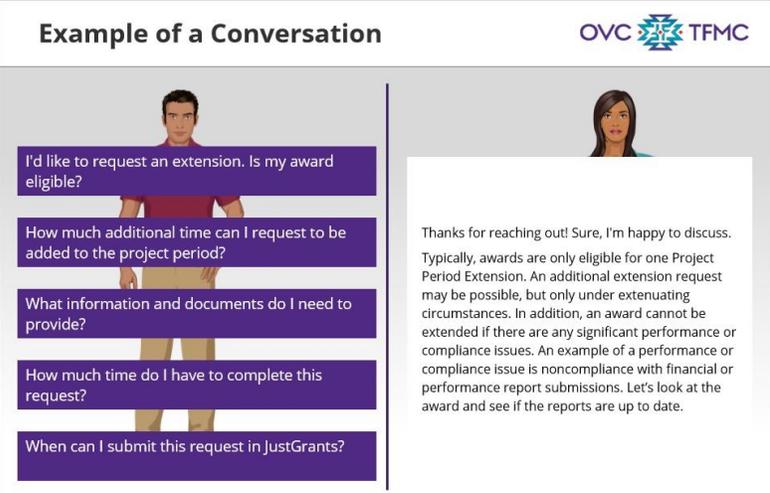
When can I submit this request in JustGrants?

### Notes:

It is important that you engage your Grant Manager before submitting a Project Period Extension request. When you have a conversation with your Grant Manager, the following topics are recommended to ensure smooth communication regarding your extension request. Select the buttons to see possible answers to each question.

### Answer 1 (Slide Layer)

**Example of a Conversation** OVC  TFMC



I'd like to request an extension. Is my award eligible?

How much additional time can I request to be added to the project period?

What information and documents do I need to provide?

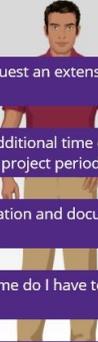
How much time do I have to complete this request?

When can I submit this request in JustGrants?

Thanks for reaching out! Sure, I'm happy to discuss. Typically, awards are only eligible for one Project Period Extension. An additional extension request may be possible, but only under extenuating circumstances. In addition, an award cannot be extended if there are any significant performance or compliance issues. An example of a performance or compliance issue is noncompliance with financial or performance report submissions. Let's look at the award and see if the reports are up to date.

## Answer 2 (Slide Layer)

### Example of a Conversation



I'd like to request an extension. Is my award eligible?

How much additional time can I request to be added to the project period?

What information and documents do I need to provide?

How much time do I have to complete this request?

When can I submit this request in JustGrants?

This varies depending on the type of award you have.

Typically, an award cannot be extended for more than 12 months, but there are exceptions for specific awards. Let's check what type of award you have. This will help us determine how much additional time you can request.

## Answer 3 (Slide Layer)

### Example of a Conversation



The process consists of submitting two GAMS: the Project Period Extension GAM and the Financial/Budget Modification GAM. The Project Period Extension GAM includes a robust narrative justification and a timeline for completion of the award's goals and objectives within the requested extension period. You'll need to draft a justification for the request that provides the reason for the extension and determine the amount of additional time needed for the project. You will then prepare a revised project timeline. The justification should be entered into the corresponding field in JustGrants (or as an attachment) and the timeline should be added as an attachment. The updated project timeline is a revision of the existing timeline and includes the timeline for the extension period. The revised existing timeline and new timeline for the extension period together account for the new total project period. The Project Period Extension GAM is submitted and approved before the Budget GAM is entered into the system.

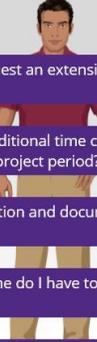
The Budget GAM consists of providing an updated budget. If the current (pre-extension) budget line items and categories will continue to govern how funds are spent through the extension, a Budget Modification GAM will not be necessary. Here are some questions to consider to determine if you need to submit a Budget Modification GAM:

- Is your project going to take on new activities that require budget line approvals?
- Will you be moving money among budget categories greater than 10 percent of the total award?
- Are you anticipating that you will receive a new Indirect Cost Rate?

If the answer to any of these is yes, you will most likely need to submit a Budget Modification GAM. If your answer to all of these is no, you may not need to submit a Budget Modification GAM.

## Answer 4 (Slide Layer)

**Example of a Conversation** OVC  TFMC



I'd like to request an extension. Is my award eligible?

How much additional time can I request to be added to the project period?

What information and documents do I need to provide?

How much time do I have to complete this request?

When can I submit this request in JustGrants?

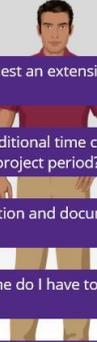


Project Period Extension GAMs must be submitted at least 30 days prior to the end of the current grant award period. It is recommended that you begin the submission process at least 90 days prior to the award end date. Note that an extension request cannot be submitted if the period of performance has already expired.

— —

## Answer 5 (Slide Layer)

**Example of a Conversation** OVC  TFMC



I'd like to request an extension. Is my award eligible?

How much additional time can I request to be added to the project period?

What information and documents do I need to provide?

How much time do I have to complete this request?

When can I submit this request in JustGrants?



Once I review and approve the draft justification, project timeline, and updated budget, you may upload them into JustGrants. We appreciate all you are doing to serve victims of crime in your community.

— —

## 1.6 Overview of Attachments

**Overview of Attachments** OVC  TFMC

The two pieces of information that will be submitted in JustGrants as part of the Project Period Extension GAM are the justification and a revised project timeline.



Select to learn more about the Justification.



Select to learn more about the revised project timeline.

### Notes:

Once approval is received from your Grant Manager, you may begin compiling the information that will be submitted into the JustGrants system. To learn more about JustGrants, be sure to visit the first course in this series or refer to the Resources tab.

The two pieces of information that will be submitted in JustGrants as part of the Project Period Extension GAM are the justification and a revised project timeline.

Select the images onscreen to learn more details about both submission requirements. When you are finished, select the next button to continue.

## Revised Project Timeline (Slide Layer)

Overview of Attachments OVC  TFMC

mitted in JustGrants as part of the Project Period  
ed project timeline.

### Revised Project Timeline

This shows how the project period extension will allow you to complete your project goals and objectives. The revised project timeline is a revision of the existing timeline, including the timeline for the extension, which together should account for the new total project period. This is a document that is uploaded as an attachment.



Select to learn more about the revised project timeline.

[Back](#)

## Justification (Slide Layer)

Overview of Attachments OVC  TFMC

The two pieces of information that will be submitted in  
Extension GAM are the justification and a revised project



Select to learn more about the justification.

### Justification

Explains why the extension is being requested. The justification is preferably entered into the corresponding field in JustGrants or as an attachment.

[Back](#)

## 1.7 Justification



### Notes:

The first item to include in the project period extension GAM is the justification. It is recommended that you prepare a draft justification in a shareable document first, so you can easily send the file to your Grant Manager for preliminary review, and also use it as a master document to copy and paste from at the time of submission. Once the justification has been reviewed and accepted by the Grant Manager, you may submit the justification in JustGrants by copying and pasting it into the justification field.

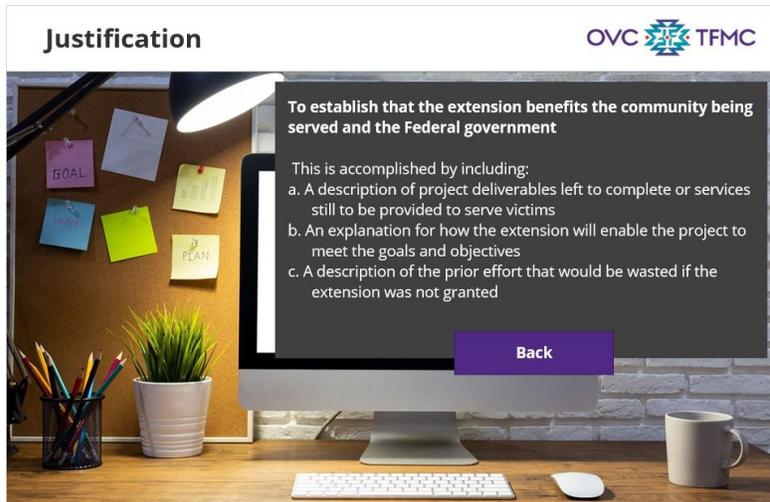
The justification should be included in the appropriate justification field in JustGrants. This can also be added as an attachment.

The justification should include:

1. The original start and end dates as well as the new requested end date
2. The rationale to establish that the extension benefits the community being served and the Federal government
3. An estimated date for the Budget GAM submission, and
4. The unobligated balance of the award at the time the request is prepared

Select the arrow button to learn more about #2, how to establish that the extension benefits the community served and the Federal government.

## Benefits (Slide Layer)



[Benefits] To establish that the extension benefits the community being served and the Federal government, include the following: a) a description of the project deliverables left to complete or services still to be provided; b) an explanation for how the extension will enable the project to meet goals and objectives; and c) a description of the prior effort (that has already been made) that would be wasted if the extension was not to be granted.

## 1.8 Justification Reminder



### Notes:

Remember, extensions will not be approved solely (or even primarily) because there are funds remaining to be spent. Extensions are only approved if grantees have encountered significant delays completing project activities due to circumstances beyond their control and have project deliverables left to complete (including victims to serve) as the project end date approaches.

## 1.9 Revised Project Timeline

**Revised Project Timeline**

OVC  TFMC



A revised project timeline shows how project services and deliverables will be mapped across the extended project period.

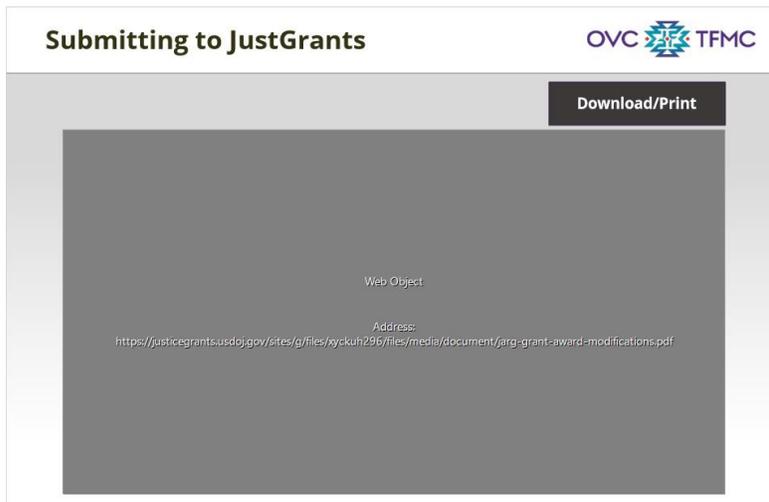
Be sure to refer to the programmatic TA provider or your Grant Manager for guidance on how your project timeline was initially created. You'll need the original project timeline to modify and add the new dates.

### Notes:

The second item that is required for the project period extension GAM is a revised project timeline.

The revised project timeline includes the original timeline and shows how project services and deliverables will be mapped across the extended project period. It should also include any modifications to the original timeline since you may need to shift deliverables across years and not just add to the original timeline. Please refer to your Programmatic TA Provider or Grant Manager for guidance on how the project timeline was initially created. It may be best to modify the project timeline that was originally submitted.

## 1.10 Submitting to JustGrants



### Notes:

Once you have completed the justification and revised project timeline, you may submit your request in JustGrants.

The JustGrants Grant Award Modification Job Aide Reference Guide is a tool to help you submit grant award modifications. Please refer to the onscreen resource to learn more about how to submit a Project Period Extension GAM in JustGrants.

## 1.11 Grant Manager Review

**Grant Manager Review**



Conditions the Grant Manager will check for:

- All applicable Federal Financial Reports (FFR) and performance reports are filed and current.
- All Award Conditions attached to the award are satisfied, except for those conditions that must be fulfilled in the remaining period of the award. This criterion also includes the performance and resolution of audits in a timely manner.
- A narrative justification is submitted with the Project Period Extension request. This includes complete details and providing rationales for the circumstances that require the proposed extension. The award recipient explains how the extension would benefit both the community being served and the Federal government.
- A revised timeline is submitted with the Project Period Extension request.

### Notes:

The Grant Manager will review the request for extending the award period for a project or program and determine whether the following conditions are met:

All applicable Federal Financial Reports (FFR) and performance reports are filed and current. All Award Conditions attached to the award are satisfied, except for those conditions that must be fulfilled in the remaining period of the award (this includes the performance and resolution of audits in a timely manner). A narrative justification (including all the elements of a good justification) and a revised timeline are submitted with the Project Period Extension request.

Once all of these conditions are met, you may submit the request.

## 1.12 Request Review

Request Review OVC  TFMC



The program office determines if the request aligns with the criteria, as outlined in the OJP Order 4200.1 and the DOJ Grants Financial Guide.

OCFO reviews the request to determine if it meets the criteria and either approves or denies the GAM.

An extension request cannot be submitted if the period of performance has already expired.

The awarding agency will respond to your request.

### Notes:

The program office will review your initial Project Period Extension request and align it with the criteria, as outlined in OJP Order 4200.1 and the DOJ Grants Financial Guide to determine whether the extension is warranted. The program office will move your Project Period Extension GAM forward if it meets the criteria outlined in the OJP Order 4200.1 and the DOJ Grants Financial Guide. OCFO will review the request to determine if it meets the criteria and will then either approve or deny the GAM.

An extension request cannot be submitted if the period of performance has already expired.

The awarding agency will then respond to your request.

Please refer to the DOJ Grants Financial Guide in the Resources tab to review the criteria.

## 1.13 Additional Support

### Additional Support



Reach out to your designated Grant Manager if you have any questions related to a Project Period Extension request.

Visit [www.OJP.gov/tfmc](http://www.OJP.gov/tfmc) to access additional resources or to submit a technical assistance request.

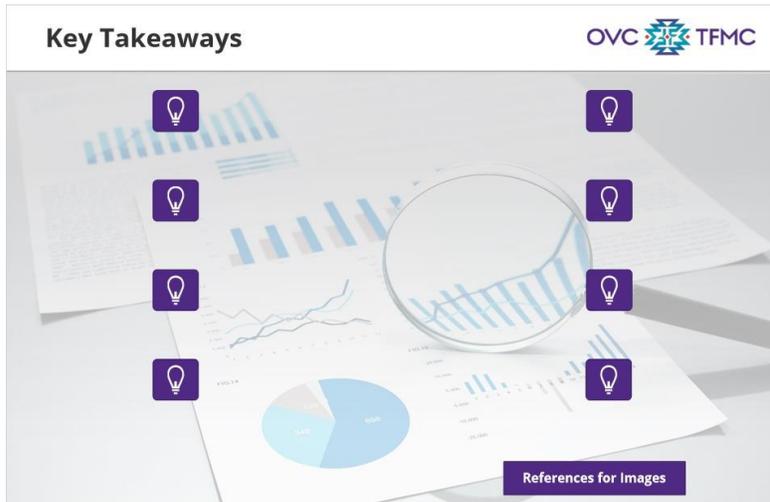


### Notes:

Please reach out to your designated Grant Manager if you have any questions related to extension requests. They will provide any additional information or necessary training and technical assistance referrals.

Visit [www.OJP.gov/tfmc](http://www.OJP.gov/tfmc) to access additional resources or to submit a technical assistance request. You may also access additional resources by selecting the Resources tab in the menu.

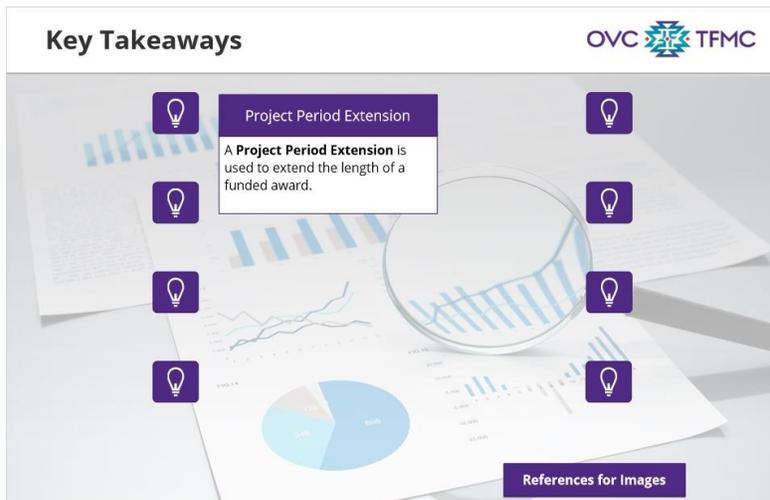
## 1.14 Key Takeaways



### Notes:

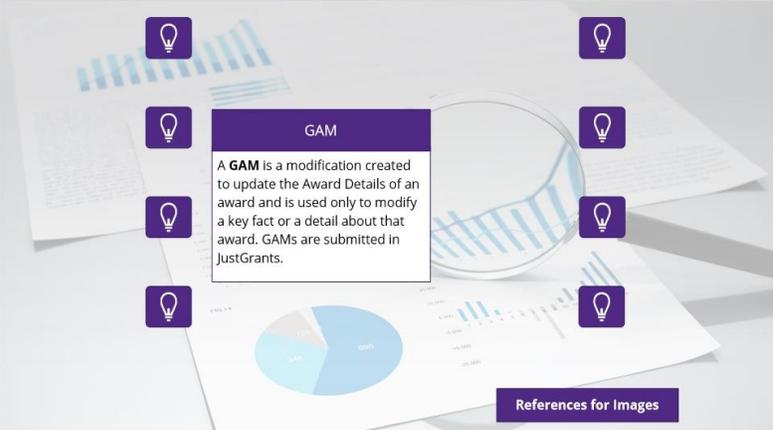
Select the icons onscreen to review key takeaways from the course. Then, select Next to continue.

### 1 (Slide Layer)



## 2 (Slide Layer)

**Key Takeaways** OVC  TFMC



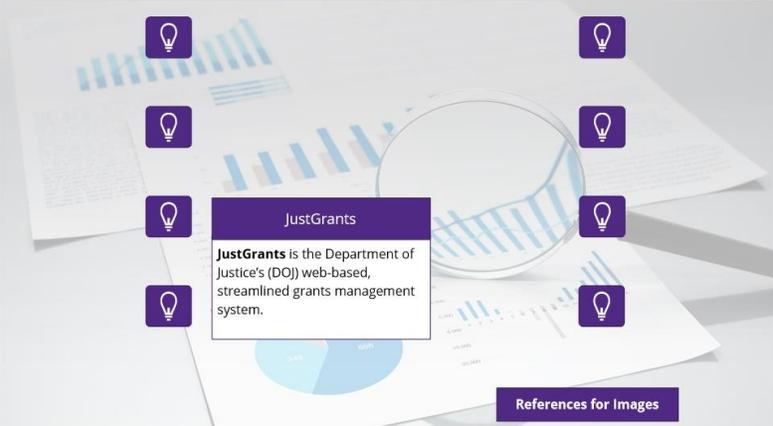
**GAM**

A **GAM** is a modification created to update the Award Details of an award and is used only to modify a key fact or a detail about that award. GAMs are submitted in JustGrants.

References for Images

## 3 (Slide Layer)

**Key Takeaways** OVC  TFMC



**JustGrants**

**JustGrants** is the Department of Justice's (DOJ) web-based, streamlined grants management system.

References for Images

#### 4 (Slide Layer)

**Key Takeaways** OVC  TFMC



This slide features a background of business documents with various charts and a magnifying glass. Eight lightbulb icons are arranged in two vertical columns of four. A central text box is titled "Submission" and contains the following text:

**Submission**  
It is recommended that you submit extension requests no later than 90 days prior to the end of the current grant award period.

**References for Images**

#### 5 (Slide Layer)

**Key Takeaways** OVC  TFMC



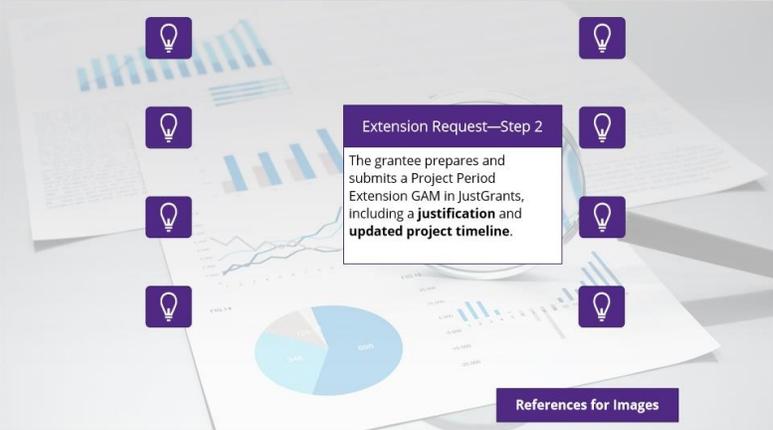
This slide features a background of business documents with various charts and a magnifying glass. Eight lightbulb icons are arranged in two vertical columns of four. A central text box is titled "Extension Request—Step 1" and contains the following text:

**Extension Request—Step 1**  
The grantee reaches out to the Grant Manager to determine if the grant is eligible for an extension.

**References for Images**

## 6 (Slide Layer)

**Key Takeaways** OVC  TFMC



**Extension Request—Step 2**

The grantee prepares and submits a Project Period Extension GAM in JustGrants, including a **justification** and **updated project timeline**.

References for Images

This slide features a central text box with a white background and a purple border. The text is in a sans-serif font. The background is a collage of business-related images including bar charts, pie charts, and documents. There are eight purple lightbulb icons arranged in two columns of four. The OVC and TFMC logos are in the top right corner.

## 7 (Slide Layer)

**Key Takeaways** OVC  TFMC



**Extension Request—Step 3**

The grantee may need to submit a budget modification GAM in JustGrants, which includes a **modified budget**.

References for Images

This slide features a central text box with a white background and a purple border. The text is in a sans-serif font. The background is a collage of business-related images including bar charts, pie charts, and documents. There are eight purple lightbulb icons arranged in two columns of four. The OVC and TFMC logos are in the top right corner.

## 8 (Slide Layer)

**Key Takeaways** OVC  TFMC



Conclusion  
Grantee follows up with Grant Manager.

References for Images

## 1.15 Conclusion

**Conclusion**

OVC  TFMC

Congratulations, you've completed the course.  
You may review any topics using the menu and/or select **Close Course** to exit.

If you would like to learn more about TFMC (Tribal Financial Management Center), please visit us [here](#).

**Close Course**

### Notes:

Congratulations, you've completed the course. You may review any topics using the menu or select Close Course to exit the course.

## 2. Image Citations

### 2.1 Images

**References for Images**

**Images in order of appearance**

1. Image of man using calculator and pointing to graphs—shutterstock\_753656569.jpg By Freedomz
2. Man and woman figure on Example of a Conversation slide—Articulate characters
3. Computer with lamp shining on it—shutterstock\_1727765122 by suriya yapin
4. Project timeline image with calendar—shutterstock\_2002803581 by TippaPatt
5. image of project director on phone— shutterstock\_32038951.jpg By Mona Makela
6. image of grantee on phone—shutterstock\_314671091.jpg By Daniel M Ernst
7. image of submit button on keyboard—shutterstock\_373901233 by Shamleen
8. image of hands in a group cheer position—shutterstock\_1503921518.jpg By Friends Stock
9. image of magnifying glass with graph and tables—shutterstock\_518338252.jpg By tadamichi
10. image of pottery—shutterstock\_193390142.jpg By LizCoughlan

### Notes: