

## **Instructions for Requesting a No-Cost Extension**

If you anticipate that you will not be able to obligate all of the EMSC Program Grant funds by February 28th and are unable to liquidate/spend all grant funds by May 31st, you have the option to submit a request for a no-cost extension. However, requests are reviewed on a case-by-case basis and may not be approved.

Therefore, should you decide to request a no-cost extension, please provide a formal letter with the following information by February 10:

1. A detailed justification which clearly explains why the extension is needed;
2. An estimated categorical budget of how you intend to use the remaining funds. The use of the remaining funds may only be used for activities listed in the application which is being extended. No new activities may be proposed or funded in extension requests.
3. The amount of time needed (number of months) to extend the project period to that would enable you to spend down the funds accordingly. You may request up to 12 months.

A thorough review of the no-cost extension request will be conducted. You will be notified of the Program Officer and Grants Management Specialist's decision shortly thereafter. You may send your request by e-mail to [MReynolds@hrsa.gov](mailto:MReynolds@hrsa.gov) or by fax to (301) 443-6686 to expedite the process.

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