



North Carolina  
Department of Commerce  
*Division of Community Assistance*

Beverly Eaves Perdue, Governor  
J. Keith Crisco, Secretary

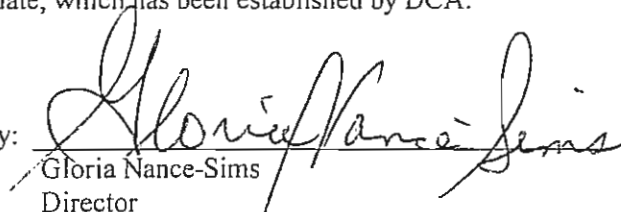
Joseph D. Crocker, Asst. Secretary  
Gloria Nance-Sims, Director

BULLETIN 10-1 (Replaces 99-1)  
SUBJECT: Extension Request  
DATE ISSUED: May 1, 2010  
ATTENTION: CDBG Recipients

The purpose of this bulletin is to clarify the procedures required to request a grant extension. Recently, grantees have been submitting grant extension request to extend the grant period beyond the time period established by the Division of Community Assistance (DCA) to close the grant. This bulletin outlines the extension process for CDBG grantees. **Effective the date of this bulletin, please follow these steps when requesting an extension:**

1. **The grantee incurs a situation that was beyond their control** that may affect the grantee's ability to successfully complete the project by the deadline established in the grant agreement.
2. **The grantee must contact the Grant Management Representative** to make the representative aware of the grantee's situation. The Grant Management Representative will work with the grantee to determine if the problem can be resolved without a grant extension. The Grant Management Representative will determine if the grantee should proceed to submit a written request.
3. **The grantee must submit a written grant extension request** signed by the Chief Elected Official, **with an Extension Request Worksheet completed through item number 5** and any additional supporting documentation specified by the Grant Management Representative to DCA no later than 90 days prior to the grant closeout date, which has been established by DCA.

Issued By:

  
Gloria Nance-Sims  
Director

  
Date

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1307 Glenwood Ave., Suite 250 • 4313 Mail Service Center • Raleigh, North Carolina 27699-4313

Tel: (919) 733-2850 • Fax: (919) 733-5262

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EXTENSION REQUEST WORKSHEET

(This is not a request for an amendment or approval for an amendment. Refer to Bulletin 10-1)

1. The time extension request is for

- Release of Funding Approval Conditions
- Submit Request for Release of Funds
- Obligation of Funds
- Grant Completion
- Grant Closeout

2. Grantee: \_\_\_\_\_ Grant Number: \_\_\_\_\_

- a. Date Funding Approval Conditions Must be Released: \_\_\_\_\_
- b. Date the Request for Release of Funds must be submitted: \_\_\_\_\_
- c. Date funds must be obligated: \_\_\_\_\_
- d. Date funds must be expended and activities completed: \_\_\_\_\_
- e. Original date closeout is due to CI: \_\_\_\_\_
- f. Signature of Chief Elected Official or Manager: \_\_\_\_\_
- g. Date of Request: \_\_\_\_\_

3. Has the grant had a previous time extension? Yes No

If yes, what was the reason for the request and date approved?

4. What is the extenuating circumstance(s) that this request is based upon and has the circumstance been verified?

**5. What is the requested extension and the grantee's plan of action for completing the grant?**

6. What is the Grants Management Representative recommendation & reason?

\_\_\_\_\_  
*Grant Management Rep*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*CDBG Section Chief*

\_\_\_\_\_  
*Date*