

**CDBG-DR Expenditure Deadline Extension Request Template (P.L. 113-2 Grantees Only) [OMB CONTROL NUMBER: 2506-0206]**

In order to request an extension of the 24-month expenditure deadline on CDBG-DR funds from HUD, grantees must complete the following template for each grantee program or project for which an extension is requested.\*

OMB authorized HUD to provide CDBG-DR grantees with expenditure deadline extensions for specific activity types. Only activities within the following activity category types are eligible to request an extension of the 24-month expenditure deadline: **housing; economic revitalization; public facilities and improvements; and administration.**

\*Note: A local program or project may be reflected in DRGR as more than one activity. An example would be a single family rehabilitation program that will be serve both Urgent Need and Low/Moderate income households. In these instances, both DRGR activities should be submitted using a single template.

**1. GRANT INFORMATION**

a. Grant Number	
b. Grantee Name	
c. Requesting Agency	
d. CDBG-DR Obligation Date	
e. Expenditure Deadline Date (24 months following Obligation Date)	

**2. IDENTIFY EXTENSION REQUEST**

a. DRGR Project #	
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**b. Information on grantee program or project for which a waiver is requested**

Note: Please copy this information directly from DRGR for each DRGR activity related to the grantee program or project for which a waiver is requested.

Grantee Project or Program	DRGR Grantee Activity Number	DRGR Activity Title	Responsible Organization	DRGR National Objective	DRGR Activity Description	DRGR Budgeted Amount
Activity (Example)	AFF_HSG_Dev_14_R01	Affordable Housing Development	Smallville Housing Development Corporation	LMI	Rehab and reconstruction of disaster impacted housing units, which will carry an affordability requirement for 5 years of occupancy for the city of Smallville.	\$10,500,000
Activity #1						
Activity #2						
<b>TOTAL AMOUNT</b>						

**3. ELIGIBILITY**

Description of program or project for which an extension is being requested and the eligible activity category	
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**4. JUSTIFICATION**

a. Explain the reason an extension is needed <i>Provide an explanation for why an extension is being requested, including all relevant and compelling statutory, regulatory, policy, or operational challenges, and how receiving an extension will promote a more effective, efficient recovery effort.</i>	
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**b. Reduction in the likelihood of waste, fraud, and abuse**  
*If applicable, describe how the provision of an extension would reduce the likelihood of waste, fraud, and abuse.*

**c. Community Stakeholders**  
*Identify all community stakeholders (including state or local entities, subrecipients, nonprofits, and civic organizations), their role in program or project implementation, and the impact, if any, an extension would have on these stakeholders.*

**5. IMPACT**

**a. Revised expenditure deadline for program/project completion**  
*Provide the revised DRGR activity end date for each activity subject to an extension.*

DD/MM/YYYY

**b. Proposed timeline for revised expenditure deadline (See "Projected Qtrly Expenditures" sheet)**  
*Provide quarterly expenditure projections for the program/project for which the extension is requested.*

Complete Sheet2: Projected Qtrly Expenditures.

**c. Risk associated with not receiving an extension**  
*Describe the risks associated with **NOT** receiving the requested extension, such as the estimated percentage of funds which would be at risk of recapture or specific recovery needs that would not be met if the particular program or project cannot be completed or undertaken.*

**6. INTERNAL CONTROLS**

**a. Monitoring process and internal controls to compensate for the extended deadline**  
*Describe the monitoring process and internal controls that the grantee and any subrecipients will implement to ensure compliance with the revised expenditure deadline.*

**5b. Proposed timeline for revised expenditure deadline**

Grantees should **start with the quarter that reflects the current DRGR start date of activity**. Accordingly, alter the template column headers to reflect activity-specific information in DRGR (showing the proposed timeline ). For example, if the HUD obligation date/activity start date took place in Quarter 4 of 2015, the first column would be labeled as Q4 2015.

Projected Incremental Quarterly Expenditures													
CDBG-DR Program or Project	Budget Amount	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
Activity #1													
Activity #2													
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**EXAMPLE:**

Projected Incremental Quarterly Expenditures													
CDBG-DR Program or Project	Budget Amount	Q1 2014	Q2 2014	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015	Q1 2016	Q2 2016	Q3 2016	Q4 2016
Activity #1	\$ 7,800,000	\$ 390,000	\$ 546,000	\$ 780,000	\$ 936,000	\$ 1,170,000	\$ 1,248,000	\$ 1,404,000	\$ 780,000	\$ 390,000	\$ 156,000		
Activity #2	\$ 143,650,000	\$ 7,182,500	\$ 10,055,500	\$ 14,365,000	\$ 17,238,000	\$ 21,547,500	\$ 22,984,000	\$ 25,857,000	\$ 14,365,000	\$ 7,182,500	\$ 2,873,000		
<b>TOTAL</b>	\$ 151,450,000	\$ 7,572,500	\$ 10,601,500	\$ 15,145,000	\$ 18,174,000	\$ 22,717,500	\$ 24,232,000	\$ 27,261,000	\$ 15,145,000	\$ 7,572,500	\$ 3,029,000	\$ -	\$ -