

OMB No. 1660-0114

Expiration:

Period of Performance Extension Request (Covered)					
Name of Organization:					Date of the
Grant Program:					Award Nur
What type of extension is requested?					Requested Liquidation End date (
Current Period of Performance:	Start		End		Requested
Total Federal Share Amount:				Total Award Balance (Fed + cost share):	
Last Drawdown Date:					
Most Recent SF-425 Submission Date:				Most Recent Performance Report Submission Date:	
<b>Certification: I certify to the best of my knowledge and belief</b>					
Name of Certifying Official:			Title of Certifying Official:		

[Continue to PoP Ext](#)

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PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average \_\_\_ per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0114) NOTE: Do not send your completed form to this address.

**Page) FORM FF-207-FY-23-110**

<b>Request:</b>				
<b>Number:</b>				
<b>Liquidation extensions only)</b>				
<b>Period of Performance:</b>	<b>Start</b>		<b>End</b>	
		<b>Federal Share Award Balance:</b>		
		<b>Number of Extensions Requested (including this one):</b>		
<b>of that this request is correct and complete.</b>				
<b>Email Address:</b>				

[Continue to Liquidation Ext](#)

**Grant Recipient Instructions, Cover Page:**

**Name of Organization:** Please use the official grant recipient organization name as shown in NDGrants. This should exactly reflect the organization name used in Sam.gov.

**Date of Request:** Date request submitted in NDGrants

**Grant Program:** Specify your FEMA Grant Preparedness Directorate grant program to which this award is assigned, either spelled out or abbreviated (i.e. HSGP, TSGP, PSGP, etc.)

**Award Number:** Extension requests are award specific, please use the assigned award number (e.g. EMW-2021-PU-00876)

**What type of extension is requested:** All grant funded activities, including installation of equipment or delivery of services, must be completed within the period of performance. There are two types of extensions: Liquidation extensions are only for drawdown of remaining expenditures incurred within the period of performance; Period of Performance extensions accommodate the completion of work.

**Requested Liquidation End date (Liquidation extensions only):** Do not complete this for POP extension requests, POP extension requests receive the maximum allowable liquidation period. Awards made prior to November, 2020 must have 90 days from the POP end date until the liquidation end date. Awards made after November 2020 must have 120 days from the POP end date until the liquidation end date. For Liquidation Extension requests, please use the latest reasonable date required to process this request, drawdown remaining funds, and complete final reports.

**Current Period of Performance:** Please use the currently approved POP with the Start date of your award and the current end date of the award. (i.e. Start: 9/1/2022; End: 9/30/2025)

**Requested Period of Performance:** For POP extension requests, what is the new "End" date necessary to complete all grant funded activities. For liquidation extensions, this date will only be used in NDGrants to adjust the liquidation end date and all work must have been completed within the current POP. The liquidation end date will be either 90 or 120 days from the POP end date.

**Total Fed Share Amount:** This is the total of the Federal share of the award, not including cost share. Awards under competitive solicitations prohibit increasing award amounts and should reflect the total award originally funded. Please see your "Award Letter" for details.

**Total Award Balance:** This is the amount of funds that have not yet been disbursed to the grant recipient (drawn down). This includes both available Federal and cost share.

**Federal Share Award Balance:** This is the amount of Federal funding that has not yet been disbursed to the grant recipient (drawn down).

**Last Drawdown Date:** Please use the date of the latest reimbursement of Federal funds. Grant recipients are encouraged to document the date of last reimbursement for grant funded activities at the time expenditures are disbursed.

**Most Recent SF-425 Submission Date:** Financial reports are required to be submitted on the SF-425 in the Payment And Reporting System (PARS) on a quarterly basis. Repeated delinquency may be cause for denial of an extension request. Grant recipients should ensure the award is compliant with all program and regulatory requirements prior to submitting a POP extension request. Liquidation extensions will only be considered if only the "Final" report is pending.

**Most Recent Performance Report Submission Date:** Performance reports or BISR are required to be submitted within the established schedule on a semi-annual basis. Repeated delinquency may be cause for denial of an extension request. Grant recipients should ensure the award is compliant with all program and regulatory requirements prior to submitting a POP extension request. Liquidation extensions will only be considered if only the "Final" report is pending.

**Number of Extensions Requested (including this one):** How many extension requests have been submitted for this award, including this request? Requests that cumulatively exceed an additional 12 months to the original POP may require additional review within the NDGrants system.

**Name of Certifying Official:** This is the person who is authorized to access the account for this award and submit requests on behalf of the grant recipient agency/entity.

**Title of Certifying Official:** This is the title of the certifying official's position within the grant recipient organization (i.e. Port Director, Administrator; Etc.).

**Email Address:** Please use a valid, frequently accessed grant recipient business email address through which the certifying official can be reached.

**Period of Performance Extension:**

**Project/Investment Name:** Please use the name of the project as noted on the award letter or approved detailed budget

**Investment #:** Please use the investment number noted within the award letter or approved detailed budget

*Sub-recipient (if applicable):* Identify the sub-recipient agency/entity designated to implement the project. If the prime recipient is to implement the project, indicate "Not Applicable" or "N/A"

*Project Description:* Give a brief description of the project that expands on the project title (i.e. a project titled "Physical Security" described as "Installation of cameras, fencing, gates and lighting at XYZ facility")

*Federal Share:* This is the total Federal share of the project for which an extension is being requested.

*Obligated Amount:* This is the amount of Federal funds that have been expended for this project at the time of this request.

*Remaining Balance:* This is the amount of federal funds remaining to be drawn-down for the completion of this project.

*EHP Submitted Date:* Please indicate the date on which an EHP review form was submitted for this project. If EHP was not required, indicate "Not Applicable" or "N/A"

*EHP Approval Date:* Please indicate the date on which an EHP approval was received for this project. If EHP was not required, indicate "Not Applicable" or "N/A"

*Controlled Equipment Submission Date:* Please indicate the date on which an approval request was submitted for the purchase of controlled equipment under this project. If controlled equipment is not included, indicate "Not Applicable" or "N/A". Typically controlled equipment includes small Unmanned Aerial Systems (sUAS) or other aircraft. Refer to your program guidance for additional information.

*Controlled Equipment Approval Date:* Please indicate the date on which an approval request was received for the purchase of controlled equipment under this project. If controlled equipment is not included, indicate "Not Applicable" or "N/A". Typically controlled equipment includes small Unmanned Aerial Systems (sUAS) or other aircraft. Refer to your program guidance for additional information.

*Other holds?* Please indicate if any other holds are currently in place for this award. Other holds may include financial holds resulting from a revised budget; or holds placed for non-compliance, such as delinquent reporting.

*Contract Date:* Please indicate the date in which a contract was enacted for the completion of this project. Contracts are typically used for planned training activities, construction, or large equipment purchases/installation.

*Current Status:* Please indicate the current status of the project, such as "Purchase orders are in place, equipment has been received, installation is pending"

*Remaining Activities:* Please indicate what work is required to complete the project, such as "Installation of equipment and purchase of materials required to complete the project"

*Reason for Delay:* Indicate why the project could not have been completed within the approved period of performance. Typical reasons include those situations that are outside of the recipient's control, such as vendor delays, extended periods of inclement weather, or incidents of regional/national significance (e.g. supply chain delays).

*Anticipated Completion Date:* What is the realistic earliest completion date of the project if an extension is approved? Note that FEMA programs have a legislative limit for awards not to exceed September 30th of the 5th year of the award. The Code of Federal Regulations (48 CFR 200) also requires Federal agencies to provide 120 day closeout period. This closeout period is included within the 5 year award period and reduces the maximum allowable POP to May 31st of the 5th year of the award.

#### **Liquidation Only:**

*Please provide justification for this request. Be sure to include details on the delay(s):* Indicate why the approved funds eligible for reimbursement could not be drawn down within the closeout period of the award. Typical acceptable reasons include those situations outside of the recipient's control, such as sudden turn-over of staff, system malfunctions, and delayed invoicing from vendors.

*Have all award activities such as the delivery, installation of equipment and services for allowable award costs (Federal and Non-Federal) been completed within the current Period of Performance?:* Answer Yes or No. Only allowable grant funded activities associated with this award which have been completed within the Period of Performance (POP) of this award are eligible for reimbursement. Answer Yes if all allowable costs completed within the POP are being requested for reimbursement as part of this liquidation extension request. Answer No if seeking reimbursement for grant funded activities completed outside of the approved POP and seek further guidance from your FEMA grant preparedness officer/program manager.

*Which investment(s)/project(s) have incurred costs and still require reimbursement of funds?:* List all projects/investments that have been completed within the POP of this award and require reimbursement of funds. They should be listed as they appear on your award official grant documentation (i.e. Investment #1: Intrusion Detection System is fully funded for \$175,000.)

*How much of the Federal share has been obligated and still requires reimbursement?* Please enter the sum of all allowable grant funded activities that were completed within the POP but not yet reimbursed.

## **FEMA REVIEW INSTRUCTIONS:**

*All FEMA funded grants are required to maintain compliance with 2 CFR 200 and program policy requirements.*

*Review the status of performance reports due at the time of the submission of this request. Awards that are delinquent in the required performance reports (excluding final performance report) will not be considered for a period of performance extension exception is in the event of technical system errors that prevent the ability to submit overdue performance reports.*

*Review the status of financial reports due at the time of the submission of this request. Awards that are delinquent in the required financial reports (excluding final financial report) will not be considered for a period of performance extension. The exception is in the event of technical system errors that prevent the ability to submit overdue financial reports.*

*Review the established timelines and performance reports of this award's projects considered for POP extensions. Grant recipients should identify anticipated project timelines upon request of grant funds and attempt to complete project performance within those timelines to the extent possible. Grant recipients are required to report deficiencies during performance reporting and identify experienced shortfalls or obstacles. Projects that have failed to meet any milestones within the original POP should not be considered for a POP extension. Projects that have demonstrated performance progress within the POP may be considered for a POP extension if the delays were not frequent and extensive enough to delay project completion beyond the approved POP.*

*Review financial hold status of projects considered for POP extension requests. Typical financial holds within the Grant Program include Environmental Historical Preservation (EHP) and small Unmanned Aerial Systems (sUAS) or other controlled equipment holds. Grant recipients should typically have satisfied the requirements of these holds within the first year of an award's POP. Consideration may be given to exigent circumstances, however projects that have failed to satisfy EHP or controlled equipment hold requirements within the approved POP may be considered ineligible for a POP extension.*

*Review contract status of projects considered for POP extension requests. Grant recipients should generally include estimated completion dates within their anticipated project milestones. Contractual agreements issued by grant recipients to complete grant funded services must be completed within the POP to be considered for reimbursement. Grant recipients who have failed to establish contracts (when applicable) within the approved POP may be considered ineligible for a POP extension.*

*Review proposed new milestones and anticipated completion dates. All grant funded activities of both Federal share and Cost Share are required to be completed within the award's POP. GPD awards are required to be completed no later than September 30th of the award year. Additionally 2 CFR 200 requires that the granting agency allow 120 days for the closeout period of awards. Therefore, extension requests with timelines that exceed May 31st of the 5th year of the award will not be considered.*

*Review of liquidation extension requests. All liquidation extension requests for reimbursement and closeout of approved grant activities that were completed within the approved POP may be considered for approval unless the legislative deadline of September 30th of the 5th year of the award has passed.*

OMB No. 1660-0114

Expiration:

Project/Investment Name	Investment #	Sub-recipient (if applicable)	Project Description	Federal Share	Obligated Amount

Period of Performance (POP) Extension; Form FF-207-FY-23-110

Remaining Balance	EHP Submitted Date	EHP Approval Date	Controlled Equipment Submission Date	Controlled Equipment Approval Date	Other holds?

Contract Date	Current Status	Remaining Activities	Reason for Delay (in detail)





Anticipated  
Completion  
Date

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**Liquidation Extension Reque**

**Please provide justification for this request. Be sure to inc**

**Have all award activities such as the delivery, installation of equipment and services for allowable av completed within the current Period of Performance?**

**Which investment(s)/project(s) have incurred costs and still r**

**How much of the Federal share has been obligated and still requires rei**

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ward costs (Federal and Non-federal share) been	
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require reimbursement of funds?

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