



**GRANT MANAGEMENT MEMORANDUM
GMM-2016-12**

Date: November 30, 2016

To: All California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program Subrecipients

From: Cal OES Grants Management

Subject: Period of Performance Extension Requests

As the State Administrative Agency (SAA) and the steward of federal funds, it is Cal OES's responsibility to ensure that federal regulations and grant award programmatic guidelines are followed.

As stipulated in the Department of Homeland Security (DHS) Notice of Funding Opportunity for the Homeland Security Grant Program, all grant projects proposed in the subaward application must be able to be fully completed within the period of performance. Any extension to the initial performance period identified in the subaward will only be considered through formal, written requests to your Cal OES Program Representative. Upon receipt of the extension request, Cal OES will:

1. Verify compliance with performance reporting requirements by confirming the subrecipient has submitted all necessary performance reports;
2. Confirm that the subrecipient has provided sufficient justification for the request; and
3. If applicable, confirm that the subrecipient has demonstrated sufficient progress in past situations where an extension was authorized by Cal OES.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

1. Contractual commitments with vendors that prevent completion of the project within the performance period;
2. The project must undergo a complex environmental review that cannot be completed within this timeframe;
3. Projects are long-term by design and therefore acceleration would compromise core programmatic goals; and
4. Where other special circumstances exist.

Extension requests for personnel and salaries do not meet the requirements of FEMA Information Bulletin (IB) 379 and will not be granted. Subrecipients are expected to complete all grant funded personnel activity by the end of the award performance period.

To be considered, extension requests must be received *no later than 60 days prior to the end of the subrecipient's performance period*, and must contain specific and compelling justifications as to why an extension is required. Any submissions received after the deadline will be considered at the discretion of the Cal OES Director.

All extension requests must address the following:

1. Grant program, fiscal year, and award number;
2. Reason for delay;
3. Current status of the activity/activities;
4. Approved performance period termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-federal;
7. Budget outlining how remaining Federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion;
9. Certification that the activity/activities will be completed within the extended performance period without any modification to the original Statement of Work.

General questions regarding extension requirements should be directed to your Cal OES Program Representative. For additional information, please see IB 379 at:
<https://www.fema.gov/pdf/government/grant/bulletins/info379.pdf>