**no cost extension policy**

**Overview**

This procedure documents the process for AmeriCorps sub-grantees to request a no-cost extension. A No-Cost Extension occurs when a sub-grantee’s budget end date is changed to an agreed upon later date without any increase to the grant budget (no additional funds are granted).

**Request by Sub-Grantee of No Cost Extension**

The sub-grantee should complete the No-Cost Extension Request form and submit requested information for consideration to their assigned Grants Officers at least 30 days prior to the original budget period end date. Programs may not enter into commitments with members, contractors, or other individuals or organizations that would cause costs to be incurred beyond the budget period end date prior to receiving OneStar approval. If the no cost extension request is due to a program design change, the change must be approved by OneStar prior to submitting the request for a no cost extension.

Submission of a request for an extension is not a guarantee that the request will be approved.

Once all requested documentation is submitted and received at OneStar, it will be thoroughly reviewed. Sub-grantees should be in contact with OneStar as soon as the potential need to request a No-Cost Extension is identified. No cost extension requests are not considered official requests and will not be reviewed until the No Cost Extension form has been submitted to the OneStar office with signatures.

OneStar has a budget period end date with the Corporation for National and Community Service (CNCS). If a sub-grantee’s request new end date will take OneStar beyond our budget period end date with CNCS then the request must be approved by CNCS after it has been approved by OneStar.

A request for a No Cost Extension after the sub-grantee’s budget period end date has passed will not be approved under any circumstances.

**Required Forms**

No-Cost Extension Form