Wisconsin Partnership Program
No Cost Extension Policy

BACKGROUND
As indicated in the Memorandum of Understanding and Grant Agreement (MOU) between the Wisconsin Partnership Program (WPP) and the grantee, the awarded funds are expected to be expended within the approved period of agreement in alignment with the budget. An extension beyond the approved period may be requested if additional time is required to ensure completion of the original scope of work.

DEFINITIONS

Start date: Date specified in the MOU, usually the first day of the month, on or after which expenditures may be charged to the grant.

End date: Date specified in the MOU, usually the last day of the month, after which expenditures may not be charged against the grant except to satisfy obligations incurred during the period of agreement.

Period of agreement: Period of time between the start date and the end date specified in the MOU.

No cost extension end date: Date specified in the letter from the WPP approving the no cost extension, typically no more than 12 months after the original end date, after which expenditures may not be charged against the grant except to satisfy obligations incurred during the no cost extension period.

POLICY
Grantees may request a no cost extension of the end date of the grant of up to 12 months beyond the end date if additional time beyond that date is required to complete the original scope of work. In exceptional cases, an extension of the no cost extension end date of up to 12 additional months may be requested.

Grantees may not request extensions solely for the purpose of using the unliquidated balances.

Requests equal to 25 percent or less of the grant award require approval by the WPP Director in consultation with the Program Officer and the Accountant. Requests greater than 25 percent of the grant award require approval by the Oversight and Advisory Committee or the Partnership Education and Research Committee, as appropriate.

PROCEDURES
Grantees shall notify WPP using the No Cost Extension form provided by the WPP sixty days prior to the end date specified in the MOU. Exceptions regarding this deadline may be made by the Director under extraordinary circumstances. The No Cost Extension form requires: the reason for the requested extension, assurance that the project’s originally approved scope of work will not change, plans for expenditure of unliquidated funds, a progress report summary and appropriate signatures.

Within 60 days of receipt by the WPP, grantees will be notified of the outcome of the review by letter from the Director. If approved, the Director also signs the No Cost Extension form.

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