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. A one-time extension, not to exceed 12 months beyond the original grant end date, may be requested if additional time is required to ensure completion of the original scope of work. No cost extension requests for Strategic grants will not be considered.

DEFINITIONS
Period of agreement: Period of time between the grant start date and the grant end date specified in the MOU. If a no cost extension is granted by the Wisconsin Partnership Program, the period of agreement extends through the no cost extension end date.

Grant 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.

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.

No cost extension end date: Date specified in the letter from the WPP approving the no cost extension, 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 single 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. Extensions beyond 12 months will not be considered.

The fact that unexpended funds remain at the approved end-date is not, in itself, a sufficient justification for a no-cost extension.

Requests equal to 25 percent or less of the grant award require approval by the WPP Executive Director in consultation with the Program Officer and the Associate Finance Director. 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 at least sixty days prior to the end date specified in the MOU. No cost extension requests submitted after the deadline may not be reviewed and the grantee will be notified. 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 WPP Executive Director.

Revised 1/1/2022