



- [Home](#)
- [Program Activities](#)
- [State Activities](#)
- [Funding Opportunities](#)
- [Legislation](#)
- [Performance Measures](#)
- [Research](#)
 - [Research](#)
 - [Federal Resources](#)
 - [Database Resources](#)
- [For Families](#)
- [EMSC Products & Resources](#)
- [Grant Management](#)
- [ToolBox](#)
- [Resource Centers](#)

Instructions for Requesting A No-cost Extension

If you anticipate that you will not be able to obligate all of the EMSC Program Grant funds by February 28th and are unable to liquidate/spend all grant funds by May 31st, you have the option to submit a request for a No-Cost Extension. Requests are however reviewed on a case-by- case basis and may be disapproved.

Therefore, should you decide to request a no-cost extension, please provide a formal letter with the following information by February 10th:

1. A detailed justification which clearly explains why the extension is needed;
2. An estimated categorical budget of how you intend to use the remaining funds. The use of the remaining funds may only be used for activities listed in the application which is being extended. No new activities may be proposed or funded in extension requests; and
3. The amount of time needed (number of months) to extend the Project Period to that would enable you to spend down the funds accordingly. You may request up to 12 months or one year.

A thorough review of the No-Cost Extension request will be conducted. You will be notified of the Program Officer and Grants Management Specialist's decision shortly thereafter. You may send your request by e-mail to MReynolds@hrsa.gov or by fax to (301) 443-6686 to expedite the process.

Mickey Reynolds

Grants Management Specialist
HRSA Division of Grants Management Operations
Government and Special Focus Branch
5600 Fishers Lane
Room 11A-16 Rockville, MD 20857

[Top](#) | [EMSC Home](#) | [HRSA](#) | [MCHB](#) | [HHS](#) | [Accessibility](#) | [Privacy](#)
| [Disclaimers](#) | [Search](#) | [Questions/Comments](#)
[Download Adobe Acrobat Reader](#)



Health Resources and Services Administration
Maternal and Child Health Bureau
Parklawn Building Room 18-05
5600 Fishers Lane, Rockville, Maryland 20857 USA