

PSAP GRANT PROGRAM GRANT EXTENSION REQUEST FORM

PSAP Name (or Host PSAP):		GRANT ID:
Project Name:		Fiscal Year Awarded:
Original Amount Awarded:	Amount Requested to Date:	
Grant Extension Time Frame Needed (up to 12 months):		
<p>EXTENSION REQUEST JUSTIFICATION - Please describe the outstanding issues affecting the completion or implementation of the project, providing details that the Board needs to be aware of in consideration of this grant extension request. Specifically, provide constraints or challenges being faced with implementing the project based on originally projected milestones during the application process. If there are problems being encountered, please describe how your Regional Coordinator may be of assistance to move the project along:</p>		

NOTE: Grant extension requests must be submitted by March 31st of each grant year. If the date of completion extends beyond six months, the PSAP will need to make a formal presentation to the Grant Committee for consideration.

PROJECT STATUS: For each applicable phase, please indicate the original estimated completion date and the current estimated or actual completion date. (Date Format – mm/dd/yy)

PROJECT PHASE	COMPLETION DATE (ORIGINAL ESTIMATE)	COMPLETION DATE (ACTUAL OR REVISED ESTIMATE)
<input type="checkbox"/> INITIATION (Project approved by appropriate stakeholders)	MM/DD/YY	MM/DD/YY
<input type="checkbox"/> DESIGN/PLANNING (Project, system, or solution requirements are developed)	MM/DD/YY	MM/DD/YY
<input type="checkbox"/> ACQUISITION (Selected system or solution is procured)	MM/DD/YY	MM/DD/YY
<input type="checkbox"/> IMPLEMENTATION (Selected system or solution is configured and installed)	MM/DD/YY	MM/DD/YY
<input type="checkbox"/> TESTING/COMPLETION (Selected system or solution is tested and put in production)	MM/DD/YY	MM/DD/YY
<input type="checkbox"/> PROJECT/GRANT CLOSED (Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a final Financial and Programmatic Report has been submitted) NOTE: Once project or grant is closed, any outstanding balance on the grant award will be closed and returned to the fund. If this phase is selected, the person completing this form must sign at the end of this form certifying the project or grant is closed.	MM/DD/YY	MM/DD/YY
<input type="checkbox"/> DECLINED GRANT AWARD (PSAP is unable to utilize grant award) NOTE: Once grant is declined, the grant award will be closed and award amount returned to the fund. If this phase is selected, the person completing this form must sign at the end of this form certifying the project or grant is closed.	MM/DD/YY	MM/DD/YY

REPORT SUBMITTED BY:

Name/Signature:	Title:
Contact #:	Date:

PHASE

SAMPLE ACTIVITIES

INITIATION

(Project approved by appropriate stakeholders)

- Project concept is documented
- Local Board or governing authority approval or endorsement is received
- PSAP grant application is filed
- Local budgets are obtained
- Appropriated grant funds are approved
- Budgetary estimates are obtained

DESIGN/PLANNING

(Project, system, or solution requirements are developed)

- Requirements are documented
- Components to be purchased are identified
- General design is documented

ACQUISITION

(Selected system or solution is procured)

- RFP (or other bid related processes) are drafted
- Proposals are evaluated
- Contract is signed
- Purchase orders are issued
- Quotes are obtained/grant funds draw down

IMPLEMENTATION

(Selected system or solution is configured and installed)

- Purchased components are delivered and installed
- Training is performed

TESTING/COMPLETION

(Selected system or solution is tested and put in production)

- Performance of system/solution is validated
- System/solution goes "live"

PROJECT/GRANT CLOSED

(Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a final Financial and Programmatic Report has been submitted)

- All invoices or other payment documentation has been submitted to the PSAP Grant Manager
- A final Financial and Programmatic Report has been submitted
- Signature has been provided on the final Financial and Programmatic Report

DECLINED GRANT AWARD

(PSAP is unable to utilize grant award)

- Local fund required to complete the project cannot be obtained
- Project was contingent upon another grant application award, which has been denied