

Instructions for Completing the C2000 Grant Extension Request Form

Please read the following instructions carefully. Your thorough completion of the form will expedite review of the request by the Department of Natural Resources (DNR). Per the C2000 grant agreement, a request for a grant extension must be delivered to the Ecosystem Administrator for the project 90 days prior to the current expiration of the grant. If you have any additional questions regarding completion of the Grant Extension Request Form, do not hesitate to contact your Ecosystem Administrator or the C2000 Grant Manager.

NOTE: Completion of this form does not constitute approval. The extension request is subject to review and approval by the Department of Natural Resources. The Department may require additional information to supplement this request. A grant extension is not complete until you have received a fully executed copy of a grant amendment.

The Grant Extension Request Form should be typewritten.

- **Date:** Enter today's date
- **Project #:** Enter the project number, also referred to as the DNR grant number (example: ABP001-98). The number can be found on the DNR grant agreement for the project or other Department correspondence related to the grant.
- **Grantee:** Enter the name of the entity who was awarded the grant. Only this entity can request a grant extension as they are the party who entered into the grant agreement with the Department.
- **Project Title:** Enter the title of the project, as listed on the DNR grant agreement and related Department correspondence.

Current Status of Project: Please complete a response for each question. If necessary, you may attach a separate typewritten sheet following the same format of the questions on the form.

- **Describe what tasks have been completed at this time.** Since the grant was executed and work began on the project, explain in detail what work has been completed. You may wish to refer to the Quarterly Tasks section in your Scope of Work in the grant agreement for assistance with demonstrating what you have accomplished to date.
- **What percentage of the overall project is currently complete?** Regarding the project objectives for this specific grant, provide a percentage (i.e. 75%, 80%, etc.) of total work completed to date.
- **Explain what factors prevented you from finishing the project during the current grant term.** Explain in detail why the additional time is needed to complete the project. The current grant term refers to the period of time from the date the grant was executed to the date the grant will currently expire.
- **Provide a detailed description of the work that remains to be performed.** Regarding the project objectives for this specific grant, explain in detail what work is yet to be completed. You may wish to refer to the Quarterly Tasks section in your Scope of Work in the grant

agreement for assistance with describing what still needs to be accomplished to successfully complete the grant.

- **If this grant is extended will the match share stated in the grant agreement be achieved?** If there are any issues in meeting your match requirement for the project, please contact your Ecosystem Administrator or the C2000 Grant Manager immediately. Failure to meet the match dollar amount identified in the grant agreement may reduce the total C2000 contribution to the project.

C2000 Funds

- **Advance amount:** Enter the amount of C2000 funds that you have received to date for the project.
- **Date Received:** Enter the date(s) you received the advance funds.
- **Total amount of C2000 funds expended to date:** This is the total amount of expenditures accrued thus far for which C2000 will be paying. This total may include work completed or materials received that have been invoiced to the grantee but not yet paid.
- **Total amount of C2000 funds you expect to expend by the end of the current grant term:** To compute, take the total amount of C2000 funds expended to date (previous entry above) and add the amount of C2000 funds you expect to expend or obligate by the end of the current grant expiration (not the requested expiration date if the extension is approved).

Example: Grantee A has a grant that will expire on 12/31/2008 and is requesting an extension. At the time of the extension request, the total amount of C2000 funds expended on the project is \$10,000. Another \$5,000 of C2000 funds is expected to be spent by the end of the current grant term of 12/31/2008. Thus, the total amount of C2000 funds to enter here is \$15,000.

Request to extend the grant for six or twelve months: Please check the corresponding box for the length of time you wish to extend the grant. A grant will not be extended longer than a twelve month period.

Authorized Signature and Date: Obtain an original signature of the authorized representative of the grantee and include the date the form was signed.

Printed Name & Title: Print or type the name and title of the authorized representative who will be signing the form.

Once the Grant Extension Request Form is completed, mail the form with the original signature to the Ecosystem Administrator for your project. You should make a copy of the form for your reference and records. Your Ecosystem Administrator will review the extension request and then will forward the original form to Springfield for further review. Once an extension request is received by DNR in Springfield, it takes approximately 60 days to process an approved extension and grant amendment. Remember that a grant extension is not complete until you have received a fully executed copy of a grant amendment.