EXTENSIONS HELP DOCUMENT

OVERVIEW

**Contract Status**
Grantees can only request an extension on a project that has a status of Executed (contract signed by the Grantee and DRPT). Executed projects will have the hourglass icon in the Extension column. See projects 10000-01 and 10000-03 below on the Manage My Grants page.

**Requesting an Extension**
Select the hourglass icon related to the project that you want to request an extension and it will take you to the Extension Request page. Use the calendar to select the end date and the reason for extension, and submit the extension request to DRPT.

**Status of Extension Requests**
If you select the hourglass icon on the Manage My Grants page you will see the status of all recently created extension requests for the specific project selected. If you select the
Extension Request link to the left (from Manage My Grants screen) above you will see the status of all recently created extension requests for ALL projects.

Here is the main OLGA screen once the grantee logs in. Select the Grant Management link and you will see the following screen.
Select the Manage My Grants link which shows the screen on the next page which shows all projects for the grantee. Alternatively, you can select the Extension Requests link to request the end date be extended for a grant. If you use the Extension Requests link you have to know the project number and select it.
Here is the Manage My Grants page in OLGA. Select the hourglass to go to the extension request page.
Here are the extensions that have been submitted for this project. Alternatively, you can select the Extension Request button to the left (from Manage My Grants screen) above to see the status of ALL recently submitted extension requests.
Click the New Extension button (notice that the project is already selected) and you will see the following screen.
Click the calendar to select the requested end date and you will see the following screen.
The calendar takes you to the current end date of the project and shows today's date at the bottom of the calendar. Select a date after the current end date, the reason for the extension, and select the submit button and you will see the following screen.

NOTE: DRPT will review the request with a greater number of DRPT internal approvals required when the budget remaining is greater than $250,000. Key determining factors in the approval of requests are the reasons provided by the grantee on why the project is not able to be completed on time and the grantee’s plan for completing the project in a timely manner. Scope of work changes will not be considered as part of a request for a time extension.
You can see that the request was submitted successfully and the status is Submitted.

If you select the icon in the View column above you will see the following screen.
This page shows the details of the extension request.
Once DRPT approves the extension request the status will change to approved as shown above.
If the extension request is denied the status will change to Denied and you will receive an e-mail that your request has been denied.

If your extension request is denied, you have 10 business days to request an appeal from DRPT. Contact your program administrator if you would like to appeal the decision.