



DEPARTMENT OF
ADMINISTRATIVE
SERVICES

CHIEF FINANCIAL
OFFICE

Coronavirus State Fiscal Recovery Fund (CSFRF) LMP Extension Request Procedure

Entities receiving CSFRF¹ Legislative Member Projects (LMP) grants are required under their grant agreements to have their project completed and all funds expended by June 30, 2024. This date is earlier than deadlines under the federal CSFRF program to ensure that the Department of Administrative Services (DAS) can reallocate unspent funds before the US Treasury December 31, 2024, deadline for obligating funds.

DAS Position

DAS may agree to an amendment to the end date of the grant agreement to allow an extension to the grant performance period. The Recipient must provide a specific reason for the extension and demonstrate that the project identified in the grant agreement will be completed by the new deadline.

Procedure for Requesting an Extension

1. The Recipient must provide written notification to DAS Grant Analyst (Analyst) via [Smartsheet](#) that an extension is requested not later than December 1, 2023.
 - a. The written notification must include written verification from the original Legislative Sponsor of the project, and they are in support of the extension. Notice of approval must be uploaded with the request in Smartsheet.
 - i. Please have the Legislator address the approval directly to your organization.
 - ii. If your **Legislator** has changed:
 1. Direct your request for approval to BOTH the original Legislator, if that person still holds a state office, and the sitting Legislator.
 - iii. If your **Legislative District** has changed:
 1. Direct your request for approval to BOTH the Legislator in the original District and the new District's Legislator.
 - iv. If your organization needs assistance in identifying Legislative Districts, please contact your Analyst.
2. The Analyst will either schedule a time with the Recipient to discuss the request or confirm receipt of the request so Recipient can move to step 3. *Note: If a conversation has already taken place, the Analyst will either ask additional questions or confirm receipt so Recipient can move to step 3.*
3. If after meeting with the Analyst, the Recipient determines to move forward with the extension request, the Recipient shall submit an official written request. A request by email will be accepted but it must be from the Recipient's Grant Manager. The request must be received by the Analyst not later than 30 days from the date of initial Recipient

¹ The DAS CSFRF grant program is funded through the federal Coronavirus State and Local Fiscal Recovery Funds program. DAS administers only the State Fiscal Recovery Funds. The Local Fiscal Recovery Funds are received and managed by local governments. The federal government commonly refers to the CSLFRF program as the SLFRF program.

notification via Smartsheet in Step 1. If the Recipient is not able to complete this request within 30 days, the Analyst may require another meeting to discuss.

The request must include the following, but is not limited to:

- a. A detailed explanation for why the extension is needed. This should include as appropriate:
 - i. Difficulty of hiring or loss of personnel.
 - ii. Delays in materials being obligated, purchased, or delivered.
 - iii. If the Recipient is coordinating with other entities, include any impact that has on project completion.
 - iv. If the Recipient is combining funding from other sources with CSFRF funding, include any impact that has on project completion.
 - v. A description of what parts of the project have been completed.
 - vi. Any other information necessary to justify the need for the extension and/or demonstrating the requested extension will complete the project.
- b. A timeline for completing the project by the new deadline. The timeline must show what activities are still to be completed and the month when each activity has been (or will be) started, and the month it will end.
 - vii. Any project requesting an extension beyond December 2024 must have all obligations in place prior to December 31, 2024, to comply with the U.S. Treasury obligation deadline. To be considered, the request must show in the timeline that all obligations will be completed on or before that deadline.
- c. Updated budget and expenditure report to include, obligations or pending obligations.
- d. A revised *Statement of Work* if determined to be a requirement by the Analyst.

Summary of Changes:

Section	Date	Summary of Changes
1.a.	10/27/2023	Added clarification to Legislator’s letter of support.
2	10/27/2023	Clarification on timing of extension conversation with Analyst.