

REQUEST FOR EXTENSION OF PROJECT

When is a formal request required?

When the grantee wishes to extend the project beyond the set two-year period.

What is the maximum extension allowed?

An extension of up to 9 months from the original deadline for funds to be expended is permitted. For projects having a date of September 30 as the deadline for all funds to be expended, the maximum extension allowed is through June 30 of the following year.

What should the request include?

A complete request includes the following six items:

- 1) The project title
- 2) The length of additional time required to complete project objectives
- 3) Reason for the change
- 4) An estimate of remaining funds on the scheduled expiration date
- 5) A projected timetable to complete the project
- 6) Authorized signature of project coordinator or grantee

Where do I send the request?

E-mail to the Specialty Crop Block Grant Program Administrator:

SCBG@isda.idaho.gov
(208) 332-8533

When is the extension final?

The extension must be approved in writing by the ISDA Specialty Crop Grant Administrator. Depending on the nature and size of the change, the request may also be routed through fiscal, legal, admin, and/or USDA before becoming final. This process may take as long as two weeks, and the change is not final until confirmed in writing by the ISDA Specialty Crop Grant Administrator