



Gov. CHRIS CHRISTIE | Lt. Gov. KIM GUADAGNO | Dir. CHRIS RODRIGUEZ

**NJOHSP**

**OFFICE OF HOMELAND SECURITY AND PREPAREDNESS**

## Extension Request Form

### Guidelines

A request to extend the obligation deadline, period of performance (PoP) deadline and/or the final reimbursement submission deadline (for executive branch state departments this deadline refers to the actual expended date as reflected in N.J. Comprehensive Financial System) may be submitted to the OHSP. Such requests must be supported by adequate justification in order to be reviewed. The justification request must include a written explanation, on a project-by-project basis, the reason(s) for the delay in meeting the applicable deadline. The justification request must demonstrate there was a clear, compelling, extraordinary or extreme circumstance that significantly impaired the subrecipient's ability to meet already prescribed deadlines.

### Process

Subrecipients must complete the "OHSP Extension Request Form." The extension request will require a cover letter authored by responsible parties as follows:

1. Requests from any county shall be submitted to OHSP via a joint letter from the County Working Group Chair (CWG) chair and county purchasing agent
2. Requests from any municipality shall be submitted to OHSP via a letter from their business administrator
3. Requests from any state agency shall be submitted to OHSP via a letter from their chief administrative officer
4. Requests from any Non-Governmental Organization shall be submitted to OHSP via a letter from their chief financial officer or chief operating officer

### Type of Extension Requested

Obligation Period \_\_\_\_\_

Period of Performance \_\_\_\_\_

Final Reimbursement \_\_\_\_\_

Date:

Extension Request # (for this project):

Grant:

Fiscal Year:

Sub-Grantee Name:

Attachment N



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## OFFICE OF HOMELAND SECURITY AND PREPAREDNESS

**Project Title (an Extension Request Form must be completed for each project):**

**Total Dollar Amount of Project:**

**Total Dollars Requiring Extension:**

**Project Manager Details:**

**Name:**

**Phone Number:**

**Email:**

**Requested New Obligation Date:**

**Requested New PoP Date:**

**Requested New Final Reimb Submission Date:**

**Subrecipients must include all supporting documents to include current GTS print out, purchasing documentation, etc.**

**Add additional pages for each of the following two sections as required:**

**Provide a justification for the requested project extension:**

**Attachment N**



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### Plan for Project Completion

\_\_\_\_\_  
**Print Name, Title and Agency**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signature (see guidelines)**

**To be completed by OHSP**

Approved

Denied

**Liaison Signature:**

**Date:**

**Deputy Bureau Chief Signature:**

**Date:**

**Bureau Chief Signature:**

**Date:**

**Attachment N**