



January 2024

Instructions for completion by the Award Recipient's Authorized Representative:

NOTE: Award Recipients **may not change** the project's budget and/or scope of the project(s) using this Prior Approval—Extension Without Funds request. That is, this request **does not allow** Award Recipients to propose additional activities, and/or propose different equipment purchases and/or revise the project budget; only to request more time to complete the last approved scope of work.

1. Approximately 45-90 days before the end of the current project period, we will consider extending the project period end date of Capital awards, up to one year.
2. This action requires a Prior Approval request in the HRSA Electronic Handbooks (EHBs) Award Recipients:
 - Login to EHBs, go to the **Tasks** tab and select **Prior Approvals** or go to the menu and select **Prior Approvals**.
 - Select **'Create New Prior Approval'**
 - From the list, locate the applicable grant and select **'Request Prior Approval'**.
 - Select the Acknowledgment boxes and select **Continue**.
 - Under the Request Type list, select **Extension Without Funds** and select the button **Create**.
3. Attach this document into the request.

Prior Approval—Extension Without Funds

Submission Award Number: *[Insert grant number]*

Award Recipient Name: *[Insert organization name]*

Current Project Period End Date: *[Insert from last Notice of Award]*

Number of Funded Projects:

Percentage of drawdown of funds: %

New Project Period End Date requested (12 month maximum):

List of Project Status (Complete this section *for each funded project*; Copy and paste if more than 1 project):

- **Project Number:** *[Insert project number for application document (i.e., 654321-01, if applicable)]*
- **Project Name and physical address:** *[Insert project title and/or address of the project site]*
- **If the site was added to scope as part of this project and is currently in 'pending verification' status on Form 5B, is there an active Scope Verification submission?** [] Yes; or [] No

- **Estimated current percentage completion of construction-related work and/or equipment purchases:**
- **Balance of Federal Funds remaining:**
- **Balance of Other Sources of Funding remaining (if applicable):**
- **Reason for project delay:** [*Insert brief description of challenges*]
- **Revised project completion date:** [*or attach an updated timeline*]
- **Impact if additional time cannot be provided:** [*Provide a response*]
- **Photos showing the current project status (optional):** [*Insert current photos here, or upload separately*]