



PSAP GRANT PROGRAM GRANT EXTENSION REQUEST FORM

PSAP Name (or Host PSAP):		GRANT ID:
Project Name:		Fiscal Year Awarded:
Original Amount Awarded:	Amount Requested to Date:	
Grant Extension Time Frame Needed (up to 12 months):		
EXTENSION REQUEST JUSTIFICATION - Please describe the specific outstanding issues affecting the completion or implementation of the project.		

NOTE: Grant extension requests must be submitted by January 31st of each grant year. If the date of completion extends beyond six months, the PSAP will need to make a formal presentation to the Grant Committee for consideration.

**IMPLEMENTATION PLAN STATUS
SHARED SERVICES & INDIVIDUAL PSAP APPLICATIONS**

For each applicable phase of the project, please provide reason(s) for slippage, and any other relevant information to support the extension request, in the comments section.

PROJECT PHASE	PLANNED COMPLETION DATE	ANTICIPATED COMPLETION DATE
<p>INITIATION – Project concept is documented, local board or governing authority approval or endorsement is received, PSAP grant application is filed, local budgets are obtained, appropriated grant funds are approved, and budgetary estimates are obtained.</p> <p>COMMENTS:</p>	MM/DD/YY	MM/DD/YY
<p>DESIGN/PLANNING - Requirements are documented, components to be purchased are identified, and general design is documented.</p> <p>COMMENTS:</p>	MM/DD/YY	MM/DD/YY
<p>ACQUISITION - RFP (or other bid related processes) are drafted, proposals are evaluated, contract is signed, purchase orders are issued, and quotes are obtained.</p> <p>COMMENTS:</p>	MM/DD/YY	MM/DD/YY

<p>IMPLEMENTATION - Purchased components are delivered and installed and training is performed.</p> <p>COMMENTS:</p>	<p>MM/DD/YY</p>	<p>MM/DD/YY</p>
<p>TESTING/COMPLETION - Performance of system/solution is validated and system/solution goes "live"</p> <p>COMMENTS:</p>	<p>MM/DD/YY</p>	<p>MM/DD/YY</p>
<p>PROJECT/GRANT CLOSED - Project or grant has been closed by submittal of all invoices or other payment documentation supporting the amount drawn down AND a Grant Closure Report has been submitted.</p> <p>COMMENTS:</p>	<p>MM/DD/YY</p>	<p>MM/DD/YY</p>
<p>SUBMITTED BY:</p>		
<p>Name/Signature:</p>	<p>Title:</p>	
<p>Contact #:</p>	<p>Date:</p>	