



State Administrative Agency Extension Request Form

EXTENSION INFORMATION

(Please complete all fields below and provide detail information)

Date: 06/12/12 Agency/Jurisdiction: Fort Bend County Region / UASI: Houston-Galveston Area COG

Requestor's Information Name: Robert Hebert, County Judge Phone #: 281-341-8608 Email: robert.hebert@co.fort-bend,tx.us

Grant Information:

Grant Year: 2010 Grant: UASI
Award Amount: \$2,206,329.67
Amt. Invoiced: \$1,050,529.37
(Submitted to SAA)
Amt. Uncommitted: \$197,380.65

Project Information:

Please provide the following project information for requested grant & grant year:

Total # of projects sub-grantee is responsible for: 15

Total # of projects completed: 0

List projects included in this extension: If ALL, check box

(Please use SPARS titles)

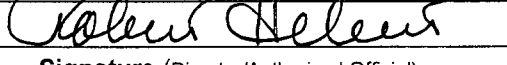
- _____
- _____
- _____
- _____
- _____
- _____

Performance Period:

Current End Date: Jul 31, 2012
Requested End Date: Sep 30, 2012

Justification for Extension: (Please be project-specific)

An extension of the 2010 UASI grant performance period is requested until September 30, 2012 to ensure the successful completion of the UASI grant projects being administered by Fort Bend County. Most of the anticipated expenditures in these projects have been committed. There are some expenditure requests that are pending approvals from the region and the SAA, some that are awaiting purchase orders and some awaiting delivery and invoicing. We do expect a few more expenditures to be requested before the end of the performance period. We currently have \$1,290,199.55 in the Needs POE stage which have not been completed and will need invoices and final processing with the State. Delays in administering this grant were caused by the large overlap of the 2009 grant and the emphasis placed in completing the 2009 grant. Also the elimination of budgeted salaries from the 2010 grant required the transfer of funding between projects in order to utilize excess funds. The request, approval process and moving of funds created delays in utilizing these funds. It is anticipated that future grants will not create this same situation. An extension would ensure that these 2010 items are completed. If additional information is needed please contact Bob Stone at 281-342-6185 or robert.stone@co.fort-bend.tx.us. Your consideration of this request is appreciated.

June 12, 2012 Robert Hebert, County Judge 
Date Printed Name (Director/Authorized Official) Signature (Director/Authorized Official)

Regional or UASI POC Use Only

POC Name: _____ Date Received: _____

Notes or Comments:

APPROVED

DENIED

Date _____ Printed Name (Regional POC/UASI POC) _____ Signature (Regional POC/UASI POC) _____

NOTE: Save a copy of this form for your records.

SAA USE ONLY

STEP 1 -

APPROVED

Grant Coordinator Review

Date Received _____ GC Initials _____ BA Initials _____ Lead Initials _____ Spvr Initials _____

DENIED

Notes or Comments:

STEP 2 -

APPROVED

Management Review

Dep. Adm. Initials _____ Signature - Deputy Assistant Director _____ Date _____

DENIED

Notes or Comments:

6-14-12 copy received

State Administrative Agency (SAA) Extension Request Process and Form Instructions

All sub-recipients of the SAA must request performance period extensions using the following Extension Request Form. Any request outside of this process will not be considered. (See SAA IB #11-003)

Extension Requests will only be accepted in the last 6 months of the performance period and no later than 30 days before the end of the performance period. Exceptions will be considered on a case by case basis, and must be fully documented when submitted. Projects managed through a Council of Governments (COG) or Urban Area (UA) must have COG/UA Point of Contact approval and signature before the SAA will review the request. Extension requests must be submitted via e-mail to the SAA Lead Grant Coordinator assigned to your Region/UA. These assignments can be found at the link listed below.

The submitting sub-recipient will be notified of approvals/denials through an e-mail containing a copy of the original request with approval/denial indicated and notes. The SAA will attach a Grant Adjustment Notice (GAN) to the e-mail for all approved extensions. The GAN must be signed and returned to the SAA. *Please note, all invoices must be submitted to the SAA by the end of the performance period.*

FORM INSTRUCTIONS

Fill in all the blanks of the Extension Request Form as applicable using as much detail as possible.

Clarification of Request Information:

- **Region/UASI** = from the drop down list, select the name of the Council of Governments or Urban Area. If request is for a state agency, please select State Agency. If the request is for another type of entity, please select NA.
- **Award Amount** = provide the award amount from your most recent Sub-Recipient Agreement or Grant Adjustment Notice.
- **Amount Invoiced** = provide the amount of funding that has been completed and invoiced as of the request date. This information can be found on the SPARS website. (Except for State Agency projects funded with grants prior to 2010.)
- **Amount Uncommitted** = provide the amount of uncommitted funding as of the request date. This information can be found on the SPARS website. (Except for State Agency projects funded with grants prior to 2010.)
- **Current End Date** = provide the most current performance period end date on your most recent Sub-Recipient Agreement or Grant Adjustment Notice.
- **Requested End Date** = provide the date you are requesting to extend your performance period. *PLEASE NOTE* - All invoices must be received by the SAA before the end of the extended performance period.
- **Total # of projects sub-grantee is responsible for** = provide the number of projects the sub-grantee was funded and responsible for during the requested grant year.
- **Total # of projects completed** = provide the number of projects the sub-grantee has completed. These should be projects in which all invoices have been submitted in SPARS and to the SAA.
- **List projects included in the extension** = provide the titles of the projects that will continue in the extension period. Please use the same titles that are reflected in SPARS. If none of the projects are completed and all of your projects will remain open during this extension period, you may check the box. The SAA will review the progress on the projects in evaluating this extension request.
- **Justification for Extension** = provide a detailed and project specific justification explaining what has caused the delays, why the extension is needed, and how similar delays will be avoided in the future. Each extension decision will be based on this information. Attach additional pages as necessary.
- **Signature** = the form must be signed by the Director or Authorized Official or their designated signee.

How to:

- Print** - Click yellow print button in upper right corner of the form, select your printer from drop down and click OK.
- Save** - Click on yellow print button, check the "Print to File" box and click OK and follow the next steps to Save.

Grant Coordinator Assignments and Contact Information:

http://www.txdps.state.tx.us/director_staff/saa/documents/grantGrpAlignments.pdf

State Administrative Agency

E-mail - SAA@TXDPS.state.tx.us

Fax - (512) 206-3137

Mail - 1033 La Posada, Suite 135, Austin, TX 78752



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EXTENSION INFORMATION

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Requestor's Information Name: Robert Hebert, County Judge Phone #: 281-341-8608 Email: robert.hebert@co.fort-bend.tx.us

Grant Information:

Grant Year: 2010 Grant: UASI LETPA

Award Amount: \$849,826.00

Amt. Invoiced:
(Submitted to SAA) \$765,658.67

Amt. Uncommitted: \$37,996.37

Performance Period:

Current End Date: Jul 31, 2012

Requested End Date: Sep 30, 2012

Project Information:

Please provide the following project information for requested grant & grant year:

Total # of projects sub-grantee is responsible for: 4

Total # of projects completed: 0

List projects included in this extension: If ALL, check box
(Please use SPARS titles)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Justification for Extension: (Please be project specific)

An extension of the 2010 UASI LETPA grant performance period is requested until September 30, 2012 to ensure the successful completion of the UASI LETPA grant projects being administered by Fort Bend County. Most of the anticipated expenditures in these projects have been committed. There are some expenditure requests that are pending approvals from the region and the SAA, some that are awaiting purchase orders and some awaiting delivery and invoicing. We do expect a few more expenditures to be requested before the end of the performance period. We currently have \$36,611.85 in the Needs POE stage which have not been completed and will need invoices and final processing with the State. Delays in administering this grant were caused by the large overlap of the 2009 grant and the emphasis placed in completing the 2009 grant. Also the elimination of budgeted salaries from the 2010 grant required the transfer of funding of one intelligence Analyst project to a new project in order to utilize excess funds. The request, approval process and moving of funds created delays in utilizing these funds. It is anticipated that future grants will not create this same situation. An extension would ensure that these 2010 items are completed. If additional information is needed please contact Bob Stone at 281-342-6185 or robert.stone@co.fort-bend.tx.us. Your consideration of this request is appreciated.

June 12, 2012
Date

Robert Hebert, County Judge
Printed Name (Director/Authorized Official)

Signature (Director/Authorized Official)

Regional or UASI POC Use Only

POC Name: _____ Date Received: _____

Notes or Comments:

APPROVED

DENIED

Date _____ Printed Name (Regional POC/UASI POC) _____ Signature (Regional POC/UASI POC) _____

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Date Received _____

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BA Initials _____

Lead Initials _____

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DENIED

Notes or
Comments:

STEP 2 -

APPROVED

Management Review

Dep. Adm. Initials _____

Signature - Deputy Assistant Director _____

Date _____

DENIED

Notes or
Comments:

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