



T-VSTTA
OVC TRIBAL VICTIM SERVICES TRAINING
AND TECHNICAL ASSISTANCE

How to Submit a Project Period Extension

What is a Project Period Extension?

A Project Period Extension (PPE) is a type of Grant Award Modification (GAM) submitted in JustGrants to request additional time to complete project activities. A PPE GAM must include information on how your Tribe or Tribal entity's activities were impacted by significant delays beyond your control and how you plan to complete those activities within the new project period. Extensions do not provide additional funding.

How Do I Know if I Need a PPE?

Are you facing significant delays in completing the goals and objectives of your grant as your project nears the end of its award period? You may be eligible for a Project Period Extension (PPE).

Consider submitting a PPE GAM if your program has a significant balance of funds remaining due to uncompleted goals and objectives and cannot be completed before the end of the current project period.

Follow these steps when requesting a PPE:

1. Contact your assigned grant manager before requesting an extension to confirm your eligibility and your new project timeline. If your current award period is 60 months, contact your grant manager before attempting to submit a GAM.
2. Grantees who are seeking to extend the end of their award period must initiate a PPE GAM in JustGrants at least 30 days prior to the end of the award date. An extension can be requested in any year of the project period.
3. The Grant Award Administrator (GAA) or Alternative GAA (if assigned) must initiate the PPE GAM in JustGrants.
 - a. Users must first navigate in JustGrants to the award in need of an extension. A pictorial guide of how to initiate a GAM can be found in the [Award Management: Grant Award Modifications Job Aid Reference Guide](#).
 - b. Select the PPE from the Type of Award Change dropdown menu.
 - c. Confirm the details of the award period. Pay particular attention to the current end date for the award period.
 - d. JustGrants will automatically generate a new end date for the project period based on how many months you enter in the Number of Months to extend Project extension End Date field.
4. In JustGrants, attach the following documents to the PPE GAM:
 - a. A robust justification letter explaining the specific factual circumstances that prevented the completion of project goals and objectives during the current project period. The justification letter should also include clear statement of what goals, objectives, and activities need more time for completion.

Example: "Our program experienced a 6-month delay in hiring critical staff positions, including our Victim Services Coordinator and Outreach Specialist. This delay was due to a combination of high turnover rates and limited qualified applicants in our rural area. Additionally, severe winter weather conditions and infrastructure disruptions caused by flooding in early 2025 further delayed the implementation of outreach events and victim support services."

- b. A revised project timeline that describes goals and activities from project start through the proposed extension.

5. After attaching the required justification letter and revised project timeline, click Submit. If you do not see a message confirming the PPE GAM has been “routed”, then it has only been saved.
6. Submit your extension request into JustGrants at any time during the project period and at least 30 days before the end of the current grant period. To ensure timely approval, consider submitting your request at least 90 days before the grant expires. See the [JustGrants Job Aid](#) for information on how to submit a PPE GAM.

If you are unable to submit your request within 30 days before the end of the award period, you will not be able to generate a PPE GAM in JustGrants. Instead, submit your justification and revised timeline directly to your assigned grant manager to initiate the GAM on behalf of your Tribe/organization. If the PPE is submitted less than 30 days before the end of the project period, OJP cannot guarantee review and approval prior to the end of the project period.

If extending the project period requires budget changes exceeding 10% of total costs, or if adding a new cost to a previously unused category, the Tribal Financial Management Center (TFMC) can assist with submitting a budget modification. For questions regarding allowable costs, contact your grant manager. Consult the OVC TVSSA Formula Grant Program [Budget Guidance Chart](#) to help you craft your budget.

Support

Remember, you are not alone in the PPE submission process. Your Office for Victims of Crime (OVC) grant manager and the T-VSTTA team are here to help you prepare for submission, including providing feedback on your justification letter and timeline, and uploading documents to JustGrants. TFMC can help with financial questions and budgets.

JustGrants Resources

Job Aid Reference Guide – [Project Period Extension Grant Award Modification Job Aid](#)

Training Video – [Creating Project Period Extension GAMs](#)

JustGrants Helpdesk – Email: JustGrants.Support@usdoj.gov; Phone: 833.872.5175

Tribal Victim Services Training and Technical Assistance (T-VSTTA) is a capacity-building program providing tailored, hands-on training and technical assistance to victim service providers in American Indian and Alaska Native communities. With over 100 years of combined experience in victim services, the T-VSTTA team meets you where you are, working together to build on the resilience within your community.

The U.S. Department of Justice, Office for Victims of Crime (OVC) funds the T-VSTTA program, which is available at no cost for grantees and potential grantees.



CONTACT INFORMATION

Email or call to request training and technical assistance. A member of the T-VSTTA team will respond promptly.

Web: ovc.ojp.gov/t-vstta/home

Email: Support@t-vstta.org

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