

# PERIOD OF PERFORMANCE / CONTRACT EXTENSION REQUEST

North Dakota Department of Transportation, Local Government  
SFN 61785 (2-2022)

## Instructions:

Requests for period of performance /contract end date extensions must be submitted at least 90-days prior to the current end date. Requests cannot be combined for multiple contracts. **Incomplete forms will not be processed.**

Submittal Date	
Funding Program	Contract Number
Current Contract End Date	Proposed End Date
Remaining Federal/State Contract Amount	Proposed Increase in Federal/State Funding

Subrecipient (Agency Name)	
Contact Person	Telephone Number
Email Address	
Project Description	
1. Reason for Delay (Provide a detailed description.)	
2. What is the status of the contract project(s)? (Summarize project milestones to date and percent of budget remaining.)	
3. Plan for Completion (List the steps to be taken if approval is granted that will ensure completion by the new end date.)	
4. Indicate the number of Period of Performance/Contract extensions previously granted for this project: <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 or more, provide explanation: _____	

Authorized Official or Agency Designee	Completion Date
<p>I certify the project scope of work will be completed on or before the newly requested end date and claim requests will be submitted for reimbursement of eligible expenses in accordance with the <b>allowable time-frame</b> of the newly approved Period of Performance/Contract end date. All provisions of the Contract Agreement remain in effect and the sub-recipient will continue to adhere to the contractual terms and conditions to execute the project in the manner identified in the Contract Agreement. I further certify neither the project scope of work nor the approved budget, are under consideration to be changed in this request. Only the project's end date is requested to change.</p>	
Signature of Authorized Official or Agency Designee	Date

<i>This Section is for NDDOT/Local Government Division Staff use only</i>	
<b>Recommendation:</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Signature	Date
Comments:	

**Please send completed/signed extension request to [bhanson@nd.gov](mailto:bhanson@nd.gov) or  
 NDDOT/Local Government Division  
 608 E Boulevard Avenue, Bismarck, ND 58505-0700**