



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

B BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

PERIOD OF PERFORMANCE
Management, Procedures & Compliance
POLICY
Effective June 30, 2008

Period of Performance Overview

The Period of Performance for NC DOT-PTD grants is defined as the period of time during which the Grantee/Contractor is expected to complete the grant activities outlined in their proposal and grant agreement. The Period of Performance also establishes the timeframe of execution of project activities and period when expenses may be incurred and reimbursed.

The Period of Performance for NC DOT-PTD grants shall begin on the date that the grant is approved by the North Carolina Board of Transportation (BOT) and ends on the last day of the performance period unless otherwise stated in the grant agreement. Depending on the type of grant that end date may be 12 months – 36 months.* The Period of Performance will be stated in the grantee cover letter.

Period of Performance Extensions

Period of Performance Extensions are intended to provide additional time for projects that have made reasonable progress to expend funds, invoice and seek reimbursement. By extending a Period of Performance it allows the project to remain in compliance with the terms of the grant agreement. Grantees that are out of compliance in accordance with the contract are subject to loss of funds, suspension or termination of the Agreement.

All requests for a Period of Performance extension must be in writing and on agency letterhead. To be considered for an extension, each grantee must fully complete the [Period of Performance Extension Application](#) and any requested documentation. Requests for an extension to the Period of Performance will be considered and assessed in accordance with the provisions of the grant agreement. An Extension will **not** be granted for more than one year. No more than two extensions will be approved for any one grant. Please note that the Scope of Work must remain the same and that any revisions or amendments to the budget are not permitted as a part of the Extension. In accordance with NCDOT-PTD policy, Grantees are required to complete a NCDOT-PTD Requests for Budget Revisions and/or Request for Budget Amendments form for any change in the budget.

*Facility and New Start projects may be exceptions to this guidance.

PERIOD OF PERFORMANCE EXTENSION General Guidelines & Procedures

- Requests for an extension to the POP will be considered upon written request of the grantee and completion of the [POP Extension Application](#).
- Completed POP Extension applications must be submitted with a cover letter and sent to the Assistant Director for Administrative Services. The assigned Mobility Specialist or Project Manager must be copied on the request. Requests must include adequate documentation and/or proof to justify the extension—written explanation of the reason(s) that an extension is needed.
- Unless authorized by the PTD, requests for Period of Performance extensions must be made a minimum of 60 days prior to the original POP expiration.
- Assessment of the request will be in accordance with the provisions of the grant agreement. Financial Management will review the request with the Mobility Development Specialist or Project Manager and verify that all documentation is in order. The Financial Management Manager will provide a recommendation to the Assistant Director of Administrative Services.
- Financial Management will have the authority to approve an extension for the Period of Performance. Final decisions will be provided to the grantee in writing within 30 days of receipt of the completed application.
- A request for a POP extension will not exceed one year.*
- No more than two POP extensions will be granted for any one grant.*
- Mobility Specialist and Project Managers will be available to assist the grantee in completing their application, but DPT staff will not prepare the application on behalf of the grantee.
- Financial Management will send timely reminders to Grantees regarding due dates of reports and other documents.
- Financial Management will monitor and provide oversight on all contracts including: review of progress reports, invoices and convey information to Assistant Directors, Project Managers and Mobility Development Specialist.
- Financial Management will process the invoices/reimbursements.
- Financial Management will provide technical assistance if requested by grantees during the extended Period of Performance.

Grantee

- Grantee will complete the application for a [POP Extension](#) in accordance with the written guidelines.
- Grantee will submit request for POP extensions at a minimum 60 days prior to the POP extension.
- Grantee will submit invoices and required documentation monthly or quarterly as required within the Period Covered and Period of Performance.
- Grantee will provide a final request for reimbursement and supporting documentation at a maximum, 90 days following the expiration of the Period of Performance for valid expenditures incurred during the Period of Performance.
- Grantee affirms that in requesting the extension, no change of scope or budget will be proposed.