**YCP PROGRAM EXTENSION**

***BACKGROUND***

*The Youth Career Pathways grants are funded from Program Year 2020 Workforce Innovation and Opportunity Act federal award that ends on June 30, 2023.  This means that all state and Illinois grantee expenditures must be made before June 30, 2023.  To ensure that 100% of the PY 2020 federal award is spent, DCEO is only able to extend the Youth Career Pathways grants until April 30, 2023.*

***GRANT REVIEW***

*DCEO will be reviewing that status of each Youth Career Pathways grantee by the end of September. Projects are being reviewed to determine viability and continuation. It is essential that all costs and participant activities to date are recorded in GRS and Illinois workNet by September 30, 2022.*

***GRANT MODIFICATION***

*Grantees that request the extension through April 30 will need to submit a justification letter that includes an updated project work plan/narrative request that outlines the high-level activities, projected service levels, and budget for the remaining portion of the grant. It is anticipated that grantees may need to request a date extension, budget modification, and Scope of Work modification (note that only one modification request letter is needed for grantees that need a date extension, budget modification and scope of work modification).*

Below is more detail for the steps for the extension process. All documentation must be submitted by:

October 10, 2022 to [TERAH.SCOTT@illinois.gov](mailto:TERAH.SCOTT@illinois.gov) and [SHANNON.B.HAMPTON@illinois.gov](mailto:SHANNON.B.HAMPTON@illinois.gov)

1. Submit an updated PROGRAM PLAN. Each grantee has previously submitted a program plan, and an updated one should demonstrate the steps toward successfully achieving goals and utilizing funds. A blank sample is attached.
2. If there are any changes to your SCOPE of WORK, submit an updated one with changes tracked in RED. Your Scope of Work was included with your contract.
3. Submit a BUDGET MODIFICATION with extended date. A blank form is attached.
4. A signed JUSTIFICATION LETTER on grantee letterhead that indicates rationale for

* Change in Scope of Work (if applicable)
* Budget modification, including each as applicable: total amount requested; shifts in categories or line items;

NOTE: When submitting documents, please utilize the following naming labels:

Grant Number Grant Modification Cover Letter (On Letterhead and signed)

Grant Number Budget (Excel)

Grant Number Budget Certification (print the pdf page out and sign it)

Complete the ICI on budget excel document