

## Green & Resilient Retrofit Program (GRRP)

### Elements & Leading-Edge Cohorts: Owner Extension Request Submission Process

*This document is intended to provide GRRP Awardees ('Owner') with information on how to submit an Extension Request if more time is needed to meet a GRRP deadline. Note that HUD expects Awardees to adhere to the established deadlines and will only process extensions on a case by case basis with good cause.*

*All extension requests are done through HUD's Greenlight system but Owners should first communicate with their assigned GRRP Grant & Loan Specialist (GLS) regarding any potential obstacles in meeting a deadline and the proposed timeline prior to submitting the extension request in Greenlight. Note that GLSs can also submit extension requests via Greenlight on behalf of the Owner so it is critical that you communicate with your GLS first.*

**Overview of Award Deadlines.** Following receipt and acceptance of an Elements or Leading Edge GRRP award, the Awardee is subject to the following deadlines:

❖ **Elements:**

- Complete Draft Closing Package submitted via Greenlight: Within 9 months of award
- Final Closing Docket submitted via Greenlight: Within 30 days of closing
- Closing: Within 12 months of award
- GRRP Completion Certification: Within 45 days of completion of the Scope of Work

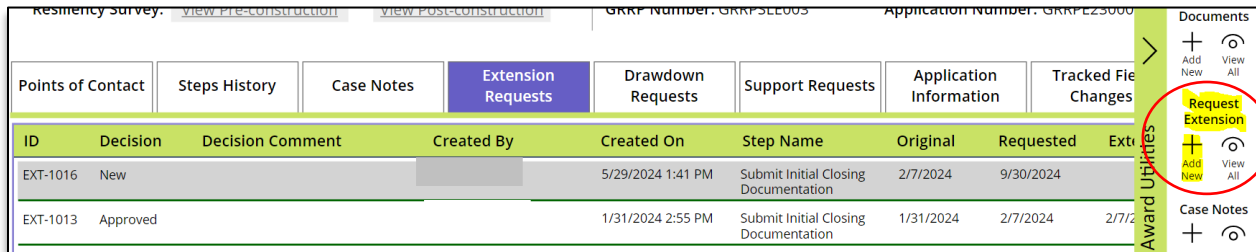
❖ **Leading Edge:**

- Completed Transaction Plan submitted via Greenlight: Within 12 months of award
- Complete Draft Closing Package submitted via Greenlight: Within 90 days of HUD issuance of the Leading Edge Commitment (LEC)
- Closing: Within 6 months of HUD issuance of the LEC
- Final Closing Docket submitted via Greenlight: Within 30 days of closing
- GRRP Completion Certification: Within 45 days of completion of the Scope of Work

HUD can extend these deadlines on a case-by-case basis for good cause. If an Owner is making progress but requires more time to meet one or more of the above deadlines, the Owner can request an extension via Greenlight. The extension request should be submitted at least 30 days prior to the deadline and should include an explanation of the delay, what progress has been made to-date, and when the Owner's anticipates meeting the milestone. Note that HUD does not anticipate granting extensions beyond 30 days.

### How to Submit an Extension Request:

1. Alert your GLS at least 30 days prior to the deadline and provide information regarding the delay and proposed timeline. Note that your GLS may opt to submit the extension request in Greenlight on your behalf in which case you do not need to take any further action.
2. If you or your GLS prefers for you to submit the Extension Request in Greenlight, log into Greenlight and select the applicable property.
3. Go to the 'Award Overview' page for the desired award.
4. Find and click on the 'Award Utilities' tab on the right-hand side of the Award Overview screen.



ID	Decision	Decision Comment	Created By	Created On	Step Name	Original	Requested	Ext
EXT-1016	New			5/29/2024 1:41 PM	Submit Initial Closing Documentation	2/7/2024	9/30/2024	
EXT-1013	Approved			1/31/2024 2:55 PM	Submit Initial Closing Documentation	1/31/2024	2/7/2024	2/7/2024

5. Select the 'Add New' icon under the Request Extension option. You will then see a pop up (shown below) that prompts the Owner to select the new date requested for the milestone to be completed by and justification for the request. This justification should include an explanation for why the awardee won't meet the milestone, progress made to-date, and any other relevant information for HUD to be aware of while considering whether to grant the extension request.



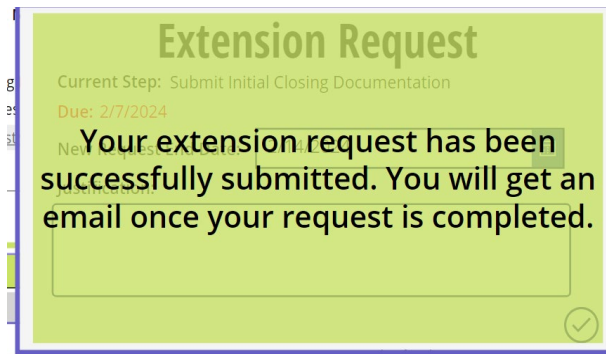
**Extension Request**

Current Step: Sign Award Letter  
 Due: 1/23/2024

New Request End Date:

Justification:

6. When done, click the check mark in the bottom right corner of the pop up to submit the request to HUD. The Owner will see a submitted successfully page. The request is now in the queue for approval.

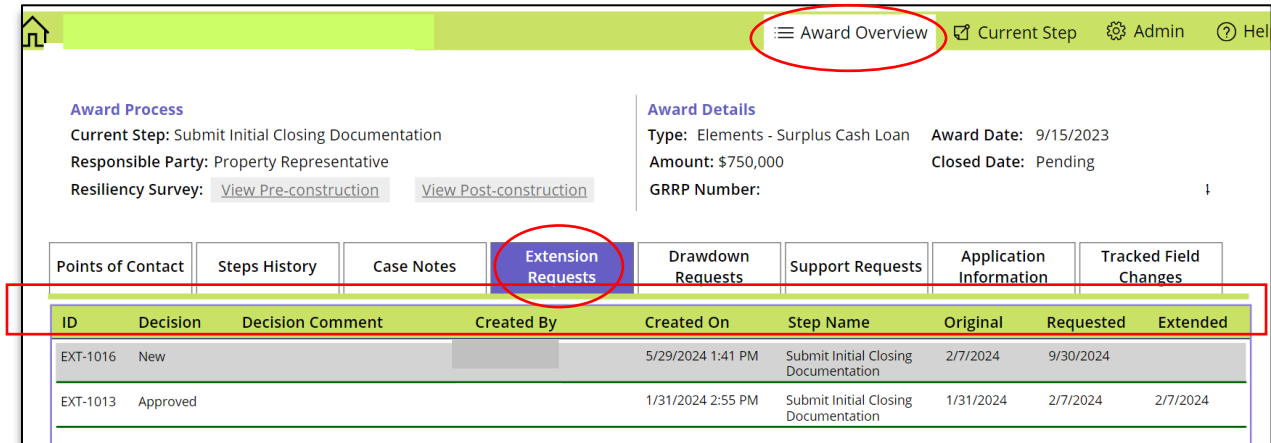


**Extension Request**

Current Step: Submit Initial Closing Documentation  
 Due: 2/7/2024

**Your extension request has been successfully submitted. You will get an email once your request is completed.**

- Owners will receive an email from Greenlight when the extension has been approved or denied. Owners can see a summary of all submitted extension requests on the 'Award Overview' page of the applicable award by clicking into the Extension Requests tab (shown below). This tab shows all past and active requests, the decision made, comments about the decision, and the extended due date (if approved).



**Award Process**  
 Current Step: Submit Initial Closing Documentation  
 Responsible Party: Property Representative  
 Resiliency Survey: [View Pre-construction](#) [View Post-construction](#)

**Award Details**  
 Type: Elements - Surplus Cash Loan    Award Date: 9/15/2023  
 Amount: \$750,000    Closed Date: Pending  
 GRRP Number: \_\_\_\_\_

Points of Contact    Steps History    Case Notes    **Extension Requests**    Drawdown Requests    Support Requests    Application Information    Tracked Field Changes

ID	Decision	Decision Comment	Created By	Created On	Step Name	Original	Requested	Extended
EXT-1016	New			5/29/2024 1:41 PM	Submit Initial Closing Documentation	2/7/2024	9/30/2024	
EXT-1013	Approved			1/31/2024 2:55 PM	Submit Initial Closing Documentation	1/31/2024	2/7/2024	2/7/2024