



Central Emergency Response Fund Guidelines

No Cost Extensions, Reprogramming and Redeployment of Funds¹

A. OVERVIEW

For grants from the rapid response window, CERF funds must be expended and activities completed within six months from the date of disbursement of CERF funds from the UN Secretariat to the agency Headquarters. In cases where agencies have had to begin expensing funds before this date in order to meet urgent priorities, the agency may specify an earlier start date, not exceeding six weeks prior to the disbursement date and not before the onset of the emergency. For grants from the underfunded window, CERF funds must be expended by 31 December of the calendar year for grants disbursed during the first underfunded round and by 30 June of the following year for grants disbursed during the second round.

Project extensions are usually not allowed except in exceptional circumstances, if the reasons for the inability to implement are clearly documented to be outside of the control of the recipient agency. Compelling reasons for project extensions include, but are not limited to, unforeseen and increased access restrictions, unforeseen changes in government policy, or a fundamental change in the socio-political climate underpinning the application for CERF funds.

According to CERF rules and regulations, CERF funds generally cannot be re-programmed given the fact that they are bound by specific proposals which have been approved based on analysis of the situation as detailed in the original application package. On an exceptional basis, and due to external circumstances, the Emergency Relief Coordinator (ERC) may approve changes within existing projects. Requests need to be submitted by the Resident/Humanitarian Coordinator (RC/HC) to the ERC explaining and justifying the changes and ensuring that the life-saving mandate of the CERF is respected.

B. GUIDELINES

No Cost Extensions

A request for a project extension must be submitted by the RC/HC on behalf of the recipient agency prior to the end of the implementation period (as defined by the Umbrella Letter of Understanding, LOU). The request must be submitted as a formal letter to the ERC, copied to the CERF Secretariat, and include the grant number, the reason for not committing (i.e. obligating) all funds by the deadline, and any requested changes to project scope and activities.

¹ These guidelines supersede guidelines approved by Steve O'Malley, Chief of CERF Secretariat, on 16 October 2009.

In addition to providing a clear and well-documented justification, the RC/HC's letter should be accompanied by a CERF No-Cost Extension and/or Reprogramming Request Form² (see Annex I) completed by the requesting agency. If the situation affects more than one CERF project implemented by different agencies, the request for project extensions or reprogramming must come in a consolidated letter from the RC/HC.

The ERC's decision will be communicated in writing. If the ERC finds that the request is not adequately substantiated, or if the proposed revised commitment period is found not to be feasible, the remaining funds will need to be returned in accordance with the Umbrella LoU. Extensions are usually not given if it becomes evident that the project is arrested indefinitely.

Requests for no-cost extensions must be submitted by the RC/HC to the ERC a minimum of 10 days prior to the project end date. Retroactive extensions will not be accepted.

Reprogramming

In the case of important changes of scope (target beneficiaries, sector, activities, or geographic area) affecting the intended objective or targets of the project approved by the ERC, recipient agencies must submit a request to CERF Secretariat through the RC/HC. The RC/HC's email should include the CERF No-Cost Extension and/or Reprogramming Request Form (see Annex I) completed by the agency, as well as his/her endorsement of the change in scope. Prior approval by the ERC and/or CERF Secretariat must be given prior to the change.

The ERC will then decide either to ask the agency to return unused funds and if required, to prepare another grant request for the new emerging situation, or to consider the changes within the existing scope and intent of the original request.

The ERC may approve changes within existing projects on a very exceptional basis, and due to external circumstances affecting project implementation.

Redeployment of Funds

A formal request for redeployment of funds must be sent by the agency to the ERC through the RC/HC when the adjustment pertains to a cumulative shift of more than 15 percent between budget categories³ of the direct project costs or any change to staff costs or programme support costs. Approval of the entire budget change must be requested from the ERC prior to implementation of the change.

In these cases a letter should be sent to the CERF Secretariat (with the RC/HC in copy) explaining the reasons for this modification, and including the CERF Redeployment of Funds Request – Budget Template⁴ (see Annex II) reflecting the suggested changes.

If the budget modification accompanies a change in project scope or necessitates a no-cost extension, the agency must follow procedures outlined above.

Approved by: Steve O'Malley
Approved date: 21 November 2011
Contact: CERF Secretariat

² The Word form is available online at cerf.un.org or upon request at cerf@un.org

³ Budget categories for CERF applications follow the Multi-Donor Trust Fund budget format and include: A. Supplies/commodities/equipment/transport; B. Personnel; C. Training of counterparts; D. Contracts; and E. Other direct costs.

⁴ The Excel template is available online at cerf.un.org or upon request at cerf@un.org

ANNEX I: CERF No-Cost Extension & Reprogramming of Funds Request Form
 (Available in Word format at <http://cerf.un.org> or upon request at cerf@un.org)

CERF No-Cost Extension and/or Reprogramming Request Form	
Agencies requesting a no-cost extension must complete this form a <u>minimum of 10 days</u> prior to the project end date. Agencies must request a reprogramming and receive approval prior to implementing the change.	
Instructions: A request for a No-Cost Extension or Reprogramming of Activities must be submitted and endorsed by the RC/HC to the ERC on behalf of the recipient agency. Requests should be copied to the CERF Secretariat (cerf@un.org).	
No-Cost Extension Request <input type="checkbox"/>	Reprogramming Request <input type="checkbox"/>
Contact Details	
Date of Request:	
Requester's Name/Job Title:	
Requester's Email:	
Project Details	
Project Title:	Project Allocation: US\$
CERF Project Code:	CERF Expenditures to date: US\$
Date of Disbursement from CERF⁵:	
Extension Request Details	
Original Project Completion Date⁶:	
Requested Completion Date:	
Justification/Explanation for a No-Cost Extension and/or Reprogramming of Activities	
<i>Please explain in detail why the allocation could not be used as approved by the ERC. For NCE, please note why activities could not be completed or funds expended within the implementation period (i.e. access, capacity, other factors). For reprogramming, please note why funds could not be spent as originally intended.</i>	
<i>Please explain what objectives, as stated in project proposal, have been achieved to date and how a no-cost extension or reprogramming will affect activity implementation.</i>	
<i>Please explain if/how the activities or targets will change as defined in the original allocations with a no-cost extension or reprogramming.</i>	

⁵ Approval and disbursement dates can be found on the CERF website in the specific country page: <http://ochaonline.un.org/cerf/CERFaroundtheWorld/CERFProjectsAroundtheWorld2012/tabid/7768/language/en-US/Default.aspx>

⁶ Project completion date for Rapid Response grants is six months after disbursement date unless otherwise specified in the final project proposal. For Underfunded grants approved in the first round (Jan-Mar) the date is 31 December of the same year while projects approved in the second round (Jul-Sep) is 30 June of the following year.

ANNEX II: CERF Redeployment of Funds Request – Budget Template

(Available in Excel format at <http://cerf.un.org> or upon request at cerf@un.org)

COLOUR CODING	
Automatic Calculated Fields (locked)	
Automatic Calculated Fields (but also open for manual input)	
User Input Fields	
Locked Fields	

Project Title	
Project Code	
Agency	
Country	
Date	

Cumulative % change as of original subtotal:	0%
Redeployment to or from staff cost? (Yes/No)	
Redeployment to or from PSC? (Yes/No)	

12. CERF Project Budget

Please use the template without modifying the section headings. **Wherever possible and relevant** please provide a **detailed breakdown** of items (unit, quantity, unit costs) and costs for each budget line for the **CERF component** of the project. **Where breakdown of unit, quantity and unit cost is unavailable or unnecessary**, please enter total amount of the item along with sufficient description of cost content. **Please add additional rows, as needed.**

Original Budget Lines	Cost Breakdown				Amended Budget Lines	Cost Breakdown				Variance (Amended - Original)	% of variance against original Subtotal
	Unit	Quantity	Unit Cost	Total (USD)		Unit	Quantity	Unit Cost	Total (USD)	USD	%
A. Supplies/commodities/equipment/transport (please itemize expendable operational inputs (e.g. quantity of food, medical supplies etc and asset purchases))					A. Supplies/commodities/equipment/transport (please itemize expendable operational inputs (e.g. quantity of food, medical supplies etc and asset purchases))						
				\$0.00				\$0.00	\$0.00		
				\$0.00				\$0.00	\$0.00		
				\$0.00				\$0.00	\$0.00		
				\$0.00				\$0.00	\$0.00		
Sub-Total A:	---	---	---	\$0.00	Sub-Total A:	---	---	\$0.00	\$0.00	#DIV/0!	
B. Personnel (staff, consultants, travel) (please itemize travel costs, salaries and entitlements of UN staff and consultants)					B. Personnel (staff, consultants, travel) (please itemize travel costs, salaries and entitlements of UN staff and consultants)						
				\$0.00				\$0.00	\$0.00		
				\$0.00				\$0.00	\$0.00		
				\$0.00				\$0.00	\$0.00		
				\$0.00				\$0.00	\$0.00		
Sub-Total B:	---	---	---	\$0.00	Sub-Total B:	---	---	\$0.00	\$0.00	#DIV/0!	

C. Training of counterparts					C. Training of counterparts						
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
Sub-Total C:	—	—	—	\$0.00	Sub-Total C:	—	—	—	\$0.00	\$0.00	#DIV/0!
D. Contracts (please list and provide general cost breakdown for each implementing partner)					D. Contracts (please list and provide general cost breakdown for each implementing partner)						
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
Sub-Total D:	—	—	—	\$0.00	Sub-Total D:	—	—	—	\$0.00	\$0.00	#DIV/0!
E. Other Direct costs					E. Other Direct costs						
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
				\$0.00					\$0.00	\$0.00	
Sub-Total E:	—	—	—	\$0.00	Sub-Total E:	—	—	—	\$0.00	\$0.00	#DIV/0!
Subtotal project requirements					Subtotal project requirements						
Subtotal project requirements amount				\$0	Subtotal project requirements amount				\$0	\$0	
Indirect programme support costs (PSC) (not to exceed 7% of subtotal project costs)					Indirect programme support costs (PSC) (not to exceed 7% of subtotal project costs)						
PSC rate (Insert PSC percentage, max 7.00%)				0.00%	PSC rate (Insert PSC percentage, max 7.00%)				0.00%	0.00%	
PSC amount				\$0	PSC amount				\$0	\$0	
Total CERF project cost				\$0	Total CERF project cost				\$0	\$0	