



State of Vermont
Grants Management
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Montpelier, VT 05633-5001
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Agency of Transportation

[phone] 802-828-0631
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December 6, 2012

Dear Applicant:

Enclosed you will find a packet containing documents that will assist you in preparing your amendment for your grant time extension. Examples of sample time extension request checklist, cover letter, engineer letter, template for time extension requests, and time extension request check list form can be found at <http://vtransgrants.vermont.gov/forms>.

Once we receive your documentation we will file paperwork with FEMA and execute your amendment in a timely manner.

Best Regards,

A handwritten signature in cursive script that reads "Ben Rose".

Ben Rose
State Public Assistance Officer

A handwritten signature in cursive script that reads "Coleen Krauss".

Coleen Krauss
Financial Manager III



TEMPLATE FOR TIME EXTENSION REQUESTS

use your town's LETTERHEAD

DATE

RE: Request for additional time extension, PW# - _____, for Disaster # _____ (e.g. DR40222 for Irene) - _____ (town name)

Ben Rose, Public Assistance Officer
Vermont Emergency Management and Homeland Security
Dept. of Public Safety
103 South Main Street
Waterbury, Vermont 05671-2101

Dear Mr. Rose:

PARAGRAPH 1: We are writing to request a time extension for PW# _____ for DR _____ (e.g. for Tropical Storm Irene, this is DR4022), pursuant to CFR 44 Section 206.204(d). Explain why the extension is needed. It is essential to provide as much detailed information as possible. Please include the original date that the PW was granted. Also include the original grant period (typically Sept. 1, 2011 to March 1, 2013 for DR4022 Category C-G PWs).

PARAGRAPH 2: Request the new end date you need for the extension from your last extension expiration date (i.e. from Sept. 1, 2012 for Category A and B PWs, or from March 1, 2013 for Category C-G PWs). Explain why you need this extension (i.e. to cover costs of _____ until _____). Itemize and explain any monthly costs and any other additional costs associated with the requested time extension. If there will be no cost change as a result of the additional time requested, say so.

PARAGRAPH 3: All work will be completed by (INSERT DATE).

PARAGRAPH 4: Please find attached a letter from (INSERT NAME OF YOUR ENGINEERS OR PROJECT MANAGERS). Give a brief summary of what the letter entails (one or two sentences). If further information is needed, please contact _____ at _____ (phone number; email).

Thank you for your consideration.

INSERT SIGNATURE, NAME, TITLE



Vermont Emergency Management
Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101
www.vemvt.com

toll free 800-347-0488
phone 802-244-8721
fax 802-241-5556

TIME EXTENSION REQUEST CHECKLIST

Under 44 CFR 206.204(d), a FEMA Public Assistance applicant may request additional time to complete a FEMA funded project due to unanticipated circumstances. The State may grant a Time Extension on a PW, as long as there is no change in the scope of work or increase in cost, and all supporting information and documentation has been provided in a timely manner. The following checklist covers all required information needed on your detailed Time Extension Request Letter (on Town Letterhead). It is intended as clear guidance and should be completed in addition and returned to me. Failure to provide any of the required information is likely to result in the request being returned and/or rejected by FEMA.

- ☐ **Date:** _____
- ☐ **Disaster:** _____
- ☐ **Applicant Name:** _____ **FIPS No.** _____
- ☐ **EMMIE - PW #:** _____
- ☐ **Percentage of work complete to date:** _____
- ☐ **Description of damaged facility:** _____

- ☐ **Date of original Project approval / funding:** _____
- ☐ **Date Project is currently approved through:** _____
- ☐ **Number of previous extensions:** _____
- ☐ **Revised estimated completion date (leave yourself enough time!):** _____
- ☐ **Detailed Timeline of reason(s) for the delays and justification of why time extension is needed ("extenuating circumstances"):** _____

For temporary work (Category A & B), extension requests must be received within the 6 months allowed to complete the work. The State may grant up to an additional 6 months (for a total of 12 months) for the completion of the Scope of Work.

For permanent work (Category C – G), extension requests must be received within the 18 months allowed to complete the work. The State may grant up to an additional 30 months (for a total of 48 months) for the completion of the Scope of Work.

Please mail the Extension Request Letter, completed Time Extension checklist and all Supporting Documentation to:

Vermont Emergency Management – Dept. of Public Safety
Attn: Ben Rose – State Public Assistance Officer
103 South Main Street
Waterbury, VT 05671
Phone number: (802) 585-4719
Ben.Rose@state.vt.us





November 1, 2012

Ms. Samantha Brown
Assistant to the Select board
Town of Letterhead
P.O. Box 123
TOWN, VT 000000

**SUBJECT: Town of Letterhead
Replacement of Letterhead Bridge 41 over the Mad River
FEMA PW-01604 (permanent bridge)
PW-00244(0) (temporary bridge)**

Dear Ms. Brown:

This letter is provided as an explanation of why a time extension is needed for the work associated with the referred Project Worksheets.

In an email I received from FEMA representative Martyn Gynard on July 21, 2012, I confirmed that the Town has 18 months from the disaster declaration to complete this project, unless an extension is approved. Since the disaster was declared in mid-September of 2011, the project must be completed by mid-February of 2013 unless an extension is approved. It appears at this point that the work cannot be completed until after February, and therefore an extension is needed.

The Town had DuBois & King prepare plans and contract documents, and then advertised the project for construction in July, 2012. Bids were received and a construction contract was awarded to Austin Construction on August 20, 2012. Per that contract, construction was to be completed by December 7, 2012.

I understand from the Town that prior to signing the contract with Austin, you had FEMA's written approval for funding the project consistent with the final plans, and Austin Construction's bid. However, less than one week after the Town signed the contract, you were notified by FEMA that FEMA was now considering the project to be an alternative project and that more documentation would be needed to justify FEMA's funding. We and the Town provided information to FEMA and VTrans, and on October 8th the Town was told again by FEMA that they were approved for funding. This reconsideration of funding by FEMA delayed the effective authorization to proceed to construction by approximately 7 weeks.

In simple terms, the 7 week delay would result in construction needing to be completed by January 25, 2013. However, this delay has pushed the construction into the most difficult months of the year for construction. If Austin is authorized to proceed immediately, construction would need to proceed during the coldest months of the year, the months with the shortest amount of daylight, and the least productive months due to the harsh conditions.

The project involved working in a river, the placing of concrete, and construction of roadway approaches. With the original completion date of December 7, 2012, the contractor would have expected to be able to complete the project with minimal problems from freezing temperatures. However, with the delay, the contractor will undoubtedly need to perform most of the work in freezing temperatures, especially dewatering of the foundation excavations, placing of concrete, and construction of roadway approaches. Freezing temperatures make the construction of a bridge much more difficult for several reasons. These include freezing and icing of the pumps used for dewatering (requiring constant maintenance), delays for clearing snow and ice from the work area, holiday absences, and heating of the concrete pours so that they can properly cure. For this particular bridge, the pre-fabricated truss superstructure will have a concrete deck poured after it is installed, and the entire bridge would need to be "tented" in order to keep it from freezing during the concrete cure period. Additionally, it is inadvisable to construct roadbeds in freezing conditions due to problems with compaction, moisture content, and placing roadbed material on a frozen sub grade.

While construction can be performed under harsh winter conditions, it proceeds more slowly and is more costly. During preparation of their bid, the contractor would not have anticipated the need to heat the concrete, or add admixtures to the concrete to help prevent freezing. They also would have expected to be able to work long days if/when necessary to complete the work on time.

Austin Construction recently sent correspondence to the Town that states they can complete the project under two different scenarios. Under the first, they could complete the work as quickly as possible. They expect the work could not be completed until around April 7, 2013, with an additional cost of approximately \$140,665.00. Under the second scenario, construction would proceed immediately; however, it would not proceed continuously unless conditions remained favorable-unfavorable conditions would delay the work and the work would be completed no later than June 15, 2013. If allowed to complete the work under the second scenario, the additional cost would be approximately \$4,905.00. Under either scenario, the work will not be completed until beyond the initial mid-February 2013 timeline, and therefore a time extension is needed. I recommend that the Town request at least a 4 month time extension for this project. The 4 month time period will extend the completion date beyond the worst case scenario as outlined by the contractor.

If you have any questions or require additional information, please feel free to contact me.

Very truly yours,
DuBois & King, INC.

Mark Smith
Transportation Department Manager