



**Vermont Emergency Management
Department of Public Safety**
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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 48months) 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

