Can I request a time extension for a PA project?

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Yes - A sample Time Extension Request Letter is available on the VLCT Public Assistance webpage.

Tips for Success

- Time extensions can only be requested when your municipality has a valid grant (i.e., The project has been obligated by FEMA).
- The time extension should be requested 1-4 weeks prior to the Period of Performance (POP) end date. This allows adequate time to process the request. If the POP ends before the project obligates, that is okay. You can submit a time extension after obligation.
- Time extensions should be for a reasonable amount of time, VEM advises that municipalities not request extensions of 1 or 2 years.
- Time extensions should include: the DR # and Project number, applicant name, project name, extenuating circumstances of why the project is not yet completed, a date by which project work is expected to be completed, and a timeline/summary on how you will reach that date of work completed.

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