

Yes - A sample <u>Time Extension Request Letter</u> is available on the VLCT <u>Public Assistance webpa</u> ge.

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.