Submitting a Request for Time Extension

Recognizing that during disaster recovery, Subgrantees (Applicants) may require an extension of their Subgrant (project) performance period based on extenuating circumstances or unusual project requirements beyond the control of the Subgrantee (Applicant). FEMA can only provides assistance (reimburse expenses) for those costs incurred up through the last day of the approved Performance Period of a particular project. However, the project must still be completed (at the Subgrantee’s Expense) for any previously provided funding to remain eligible for that project. If a project is not completed; all previously provided Federal funds can be de-obligated, and would then need to be returned to the FEMA. To ensure maximum eligibility of all expenses associated with a project, Subgrantees should request time extensions for all projects that are not complete prior to the end of their current performance period.

A step by step guide for completing and submitting Request for Time Extension follows:

Figure – 1. Log on screen of the Florida Public Assistance website at (www.floridapa.org). Log into your account.
Figure – 2. The welcome screen shows the accounts for which you have been granted access. Select the correct Storm within which the project is located for which you wish to prepare a Request for Advance (RFA).
Figure – 3. To request a time extension of the Performance Period on an Individual Subgrant (Project Worksheet), click on the "New Request" drop down menu and select "New Time Extension". Note the other requests that you can also initiate from this menu.
Figure – 4. This will open the “Choose a Project Dialogue Box”. Select the project for which you wish to request a Time Extension for, from the drop down menu; and then click “OK”. 
Figure – 5. This brings up the Draft Request for Time Extension for the Project that you selected. Note: You will need to fill in the Milestones matrix on your request in order to complete this request. If you have a formal letter of request prepared detailing all of the circumstances and situations you may scan and attach it to this request.
The Request for Time Extension must be completely filled out. If it is incomplete, it will be returned to you for correction.

- The “Requested Completion Date” box is for the date when you believe that you will have all work complete on your project.
- The “Work Performed By” is a drop down that allows you to choose between: Contract, Force Account Labor and Equipment or a combination of Contract and Force Account Labor and Equipment.

- The “Percent of Work Complete” box is to indicate how much of the work is already completed.

- The Milestones must be filled out with either a projected or actual date for each activity:
  - Design finalized and approved (includes permits)
  - Bid Package or work order issued
  - Contract Accepted/Notice to proceed
  - Scope of Work Started
  - Scope of work Finished
  - Certificate of Completion/Project approval.

- The Justification must be complete and explain why the circumstances were beyond the control of the Subgrantee. Often a formal Letter on Jurisdictional letterhead is easier to compose and attach. In that case a simple summary is sufficient to fill in this block.
Figure – 7. Click Submit to submit the request for Time Extension