

## **EXTENSION REQUEST JUSTIFICATION**

Requests for time extensions to the Performance Period will be considered but will not be granted automatically and must be supported by adequate justification in order to be processed. The justification is a written explanation of the reason or reasons for the delay; an outline of the remaining project funds available to support the extended Performance Period; and a description of performance measures necessary to complete the project. Without the justification, extension requests will not be processed. Listed below are examples of the areas that should be addressed in order to complete the review of Extension Requests.

### **1. REQUEST:**

- a. The request should be submitted 60 days prior to the expiration date of the Performance Period.
- b. "After" the expiration date of the Performance Period extensions must provide the reason that the Grantee did not request an extension "prior" to the Performance Period expiration date.

### **2. REASON FOR DELAY:**

- a. Identify the status of the approved scope of work. If several projects have been approved, the status of each project included in the extension must be identified.
- b. Give a brief description for delay in completion of the project within the Performance Period. Identify the circumstance(s), e.g. NAPA review, lack of match, unavailable contractors, etc., and if appropriate why this circumstances(s) caused this delay.

### **3. BUDGET:**

- a. Identify the remaining funds, both FEMA and match, available for the extended period.
- b. Outline how the remaining funds will be used. If several projects are included in the extension, provide the budget associated with each project.
- b. Identify the source for additional funding, if remaining FEMA funds will not support the extension period.

### **4. PLAN FOR COMPLETION:**

- a. Identify the Objectives necessary to complete the project.
- b. Identify completion dates for each of the Objectives.
- c. List the position/person responsible for oversight of the completion of the project.

### **5. PROJECT COMPLETION DATE:** Identify the projected completion date for the Grant Award. Make sure the projected completion date is in compliance with appropriate Program statute, regulation and Grant Award Agreement Articles.

### **6. NO CHANGE TO THE SCOPE OF WORK:** Provide certification that the project will be completed within the extended Performance Period without modifications to the approved scope of work or that FEMA will approve changes of scope/modifications to projects prior to implementation.