



# TIME EXTENSION REQUEST

## Applicant Information

Applicant's Name: \_\_\_\_\_

Federal Declaration Number: \_\_\_\_\_ Public Assistance ID Number: \_\_\_\_\_

## Project Information

PW No. \_\_\_\_\_ Category of Work: A B C D E F G

Project Title \_\_\_\_\_ Project Location \_\_\_\_\_

Percent Complete \_\_\_\_\_ Projected Completion Date \_\_\_\_\_

Justification for Extension \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Time extension requests should be submitted at least 30 days prior to the established deadline.

## Certification

I do hereby certify for the applicant that the above information is true and a time extension is warranted.

\_\_\_\_\_  
Signature of Applicant's Agent Date

## For IEMA Use Only

Time Extension:  Approved  Not Approved

Project Completion Deadline Extended To: \_\_\_\_\_

Request Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

## **Instructions for completing the IEMA Time Extension Request Form**

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**Purpose** The purpose of this form is to make a request for a time extension for completion of a Public Assistance project.

**General** All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant. Time extensions should be submitted at least 30 days prior to the established deadlines. All requests should include documentation necessary to support the request.

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### ***Applicant Information***

Applicant's Name Enter the name of the Applicant organization or jurisdiction.

Federal Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration Fact Sheet.

Public Assistance ID No. Enter the Applicant's Public Assistance ID Number. This number was provided to the applicant on the application forms and will be in the XXX-YYYYY-ZZ format.

### ***Project Information***

PW No. Enter the project worksheet (PW) number.

Category of Work Circle the appropriate letter for the category of work for the project.

Project Title Enter the project title as it appears on the PW.

Project Location Enter the project location as it appears on the PW.

Percent Complete Enter the percent complete for the work included on the PW.

Projected Completion Date Enter the date (month/year) the project will be completed.

Justification for Extension Enter any comments necessary to justify the time extension request.

### ***Certification***

Applicant's Agent Signature The Applicant's Agent must sign and date the Time Extension Request certifying that the information provided is true and an extension is warranted.