Print Reset

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 0.00% 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

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.

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.