

**ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT  
PUBLIC ASSISTANCE PROGRAM  
TIME EXTENSION REQUEST CHECKLIST**

The applicant may justify a need for additional time to complete a project due to extenuating circumstances. In this case, the State may grant a time extension for the work as long as there is no change in the scope of work or increase in cost. **The following checklist is provided for applicants to write a clear and detailed request letter. Be sure to include all requested information in the request letter. Failure to provide this information will result in delayed approval or future funding.**

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|--|--|
| <input type="checkbox"/> Date                                | <input type="checkbox"/> Date of project approval/funding  |
| <input type="checkbox"/> Applicant                           | <input type="checkbox"/> Date project is currently approved through                                      |
| <input type="checkbox"/> Disaster #                          | <input type="checkbox"/> Number of previous extensions   |
| <input type="checkbox"/> PW #                                | <input type="checkbox"/> New estimated completion date   |
| <input type="checkbox"/> Percentage of work complete to date | <input type="checkbox"/> Detailed timeline/ description of delays and justification for a time extension |
| <input type="checkbox"/> Description of damaged facility     |  |

For temporary work (Cat. A &B), extension requests must be received within the 6 months allowed to complete the work. The State may grant up to an additional 6 months (for a total of 12 months) for the completion of the Scope of Work.

For permanent work (Cat. C-G), extension requests must be received within the 18 months allowed to complete the work. The State may grant up to an additional 30 months (for a total of 48 months) for the completion of the Scope of Work.

**Mail extension request letter and all supporting documentation to:**

Arkansas Department of Emergency Management  
ATTN: Recovery Branch/PA  
Bldg: 9501, Camp JT Robinson  
North Little Rock, AR 72199