

## **TEMPLATE FOR TIME EXTENSION REQUESTS**

use your town's LETTERHEAD

DATE

RE: Request for additional time extension, PW# - \_\_\_\_\_, for Disaster # \_\_\_\_\_ (e.g. DR40222 for Irene) - \_\_\_\_\_ (town name)

Ben Rose, Public Assistance Officer  
Vermont Emergency Management and Homeland Security  
Dept. of Public Safety  
103 South Main Street  
Waterbury, Vermont 05671-2101

Dear Mr. Rose:

PARAGRAPH 1: We are writing to request a time extension for PW# \_\_\_\_\_ for DR \_\_\_\_\_ (e.g. for Tropical Storm Irene, this is DR4022), pursuant to CFR 44 Section 206.204(d). Explain why the extension is needed. It is essential to provide as much detailed information as possible. Please include the original date that the PW was granted. Also include the original grant period (typically Sept. 1, 2011 to March 1, 2013 for DR4022 Category C-G PWs).

PARAGRAPH 2: Request the new end date you need for the extension from your last extension expiration date (i.e. from Sept. 1, 2012 for Category A and B PWs, or from March 1, 2013 for Category C-G PWs). Explain why you need this extension (i.e. to cover costs of \_\_\_\_\_ until \_\_\_\_\_). Itemize and explain any monthly costs and any other additional costs associated with the requested time extension. If there will be no cost change as a result of the additional time requested, say so.

PARAGRAPH 3: All work will be completed by (INSERT DATE).

PARAGRAPH 4: Please find attached a letter from (INSERT NAME OF YOUR ENGINEERS OR PROJECT MANAGERS). Give a brief summary of what the letter entails (one or two sentences). If further information is needed, please contact \_\_\_\_\_ at \_\_\_\_\_ (phone number; email).

Thank you for your consideration.

INSERT SIGNATURE, NAME, TITLE