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.

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

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