



Department of Public Safety  
Division of Homeland Security and Emergency Management  
Public Assistance Program

## TIME EXTENSION REQUEST GUIDANCE

When requesting a Time Extension you must complete the “Time Extension Request” form. Below are listed each of the areas that need to be filled in with a short description of what information is needed.

**PW:** Please list the Project Worksheet number that you are requesting the Time Extension for. There should only be one Project Worksheet number per box/line.

**Category of Work:** Please list the category of work that your Project Worksheet refers to. The categories are:

- Category A - Debris Removal
- Category B - Emergency Protective Measures
- Category C - Road Systems and Bridges
- Category D - Water Control Facilities
- Category E - Buildings, Contents and Equipment
- Category F - Utilities
- Category G – Parks, Recreational and Other

**Project Start Date:** The date the work on your project started.

**% of Work Completed:** The percentage of your work completed to date.

**Estimated Completion Date:** The date you estimate the work on the Project Worksheet will be completed.

**Justification:** You must justify why the work has not been completed within the initial time frame allotted. A detailed justification should be based on extenuating circumstances or unusual project requirements beyond your control.

**Signature of Representative completing the Time Extension Request:** The person completing and signing the Time Extension Request must be the Applicant’s Representative or the Applicant’s Alternate Representative. If a different Alternative Representative has been designated, a signed document from the current Representative, (or governing body), stating the new Representative’s name and contact information, must be sent to:

Department of Public Safety  
Homeland Security and Emergency Management  
ATTN: Public Assistance  
445 Minnesota Street, Suite 223  
St. Paul, MN 55101-6223

Revised 7/2022

J:\Recovery-Mitigation Branch\Public Assistance\FORMS