

STATE TIME EXTENSION REQUEST FORM INSTRUCTIONS

COLUMN

- a Enter the FEMA disaster number.
Enter your Project Application number.
- b Enter the name of applicant.
- c Enter the Project Worksheet (PW) number.
- d Enter the category of work (A through G).
- e Enter the current date work is to be completed.
- f Enter the date the work will begin or the date work began.
- g Enter the percentage of work completed.
- h Enter the new requested deadline by which work will be completed.
- i *NYS DHSES use only – leave blank.*
- j Enter a brief description of the reason a new deadline is requested. Use additional sheets if necessary.

Ensure the request is signed and dated and a phone number is provided before forwarding to NYS DHSES. You will be notified by via email of approval/disapproval.

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