Town of [enter name of municipality]

[enter municipality’s mailing address]

[enter date]

RE: Project Information [example: DR 4474 PW238 GM 138353 Category C Richard Elms Culvert Large project – Town of Sampson]

Dear Ms. Canarecci:

The Town of Sampson is requesting a time extension on DR 4474 PW238 Large project Richard Elms Culvert.

The current performance period ends on November 30, 2023.

The reason for the time extension on PW238 is due to the fact we are unable to work in the waterways during the winter months. Also, we are still trying to obtain a ROW permit to access the site. We also need to put the project out to bid.

The Town is requesting a time extension until June 30, 2024, to complete this work. We expect to have the project put out to bid over the winter and awarded by February with all permits and ROW access obtained. The contractor should be onsite in early March and completed with all work by June.

The town understands that the scope of work written in the project must be completed by this deadline or a request must be further made to FEMA, and anything above or beyond the scope needs to seek FEMA approval before construction begins. This is a large project, and we understand that a full closeout will be required on this project before final funds are released.

Sincerely,

[sign your full name]

[type your full name]

[type official municipal title]