duration. For example, for a leased temporary facility, FEMA defines the eligible funding for this facility based on the duration of use. The State does not have the authority to extend the duration of the lease as this constitutes an increase in the approved scope of work and associated costs. Only FEMA can approve a scope of work modification.

For debris clearance and emergency protective measures, the State may grant up to an additional six months for the completion of the approved scope of work. For permanent restoration work, the State may grant up to an additional 30 months.

Requests by applicants for time extensions should include identification of the project by PW number, the dates and provisions of any previous extensions granted for the particular project, a detailed justification of the need for the extension, and a projected completion date. The justification should be based on extenuating circumstances or unusual project requirements beyond the control of the applicant. FEMA may review the State's actions on time extensions on a periodic basis to ensure compliance with the regulations.

If an applicant requests a time extension beyond the limit of the State's authority, the State must submit the request to the RA for approval. Information to be contained in the request is the same as in a request submitted for State approval. The RA will make a determination as to whether some or all of the requested extension should be granted and will inform the State in writing. The RA has authority to grant extensions appropriate to the situation. The RA may impose requirements upon the State to ensure that the project will be completed within the approved time limit.

FEMA provides assistance only for those costs incurred up to the latest approved completion date for a particular project. However, the project still must be completed for any funding to be eligible for that project.

CHANGES IN SCOPE OF WORK AND COSTS

During the performance of work on a project, the applicant may discover hidden damage, additional work that is necessary to properly complete the project, or that certain costs are higher than those used to make the original estimate for the PW. Delays in the work schedule also may increase costs. This notification of additional damage or costs must be for a project already identified and approved by FEMA. Changes in the scope of work may result in additional environmental/ historic preservation compliance reviews and/or new permits.

Assistance for any newly discovered damaged facilities must be requested within 60 days of the first substantive meeting (typically the Kickoff Meeting) with the applicant.

For large projects, when a change in scope or a need for additional funding is discovered, the applicant should notify the State as soon as possible. It should not be assumed that such costs can be reported at the end of the project and that the additional funds will be approved automatically. The request should contain justification for the eligibility of the additional work or costs. If additional damage to the facility is involved, it may be necessary to show how that damage is disaster-related. The State forwards the request to FEMA with a written recommendation. To determine eligibility, FEMA and the State, in cooperation with the local representatives, may conduct a site visit. The timing of the request should be such that the damaged element can be inspected before it is covered up or repaired. FEMA renders a decision and notifies the State either with an amended PW for additional funding or a written denial of the request.

Small projects are handled differently. If there is a gross error or omission in the scope of work of a small project, the applicant should make a request for a change as described above. Cost overruns are not handled on a project-by-project basis; rather, the applicant may request supplemental funding for a net cost overrun on all small projects by submitting an appeal through the State to FEMA. An appeal should be submitted only when the total costs for all small projects significantly exceed the total cost approved for all small projects. The appeal must be submitted within 60 days of the completion of all of that applicant's small projects. The appeal must include documentation of actual costs including reasons for increased cost or scope of work of all of the projects, including projects with underruns as well as those with overruns.

Except when an appeal is to be submitted, cost documentation for small projects does not need to be submitted to FEMA, but should be retained for 3 years after the date of the applicant's final FSR to the Grantee. If there is no FSR, it should be retained for 3 years from the date of the final certification of completion of the applicant's last project.