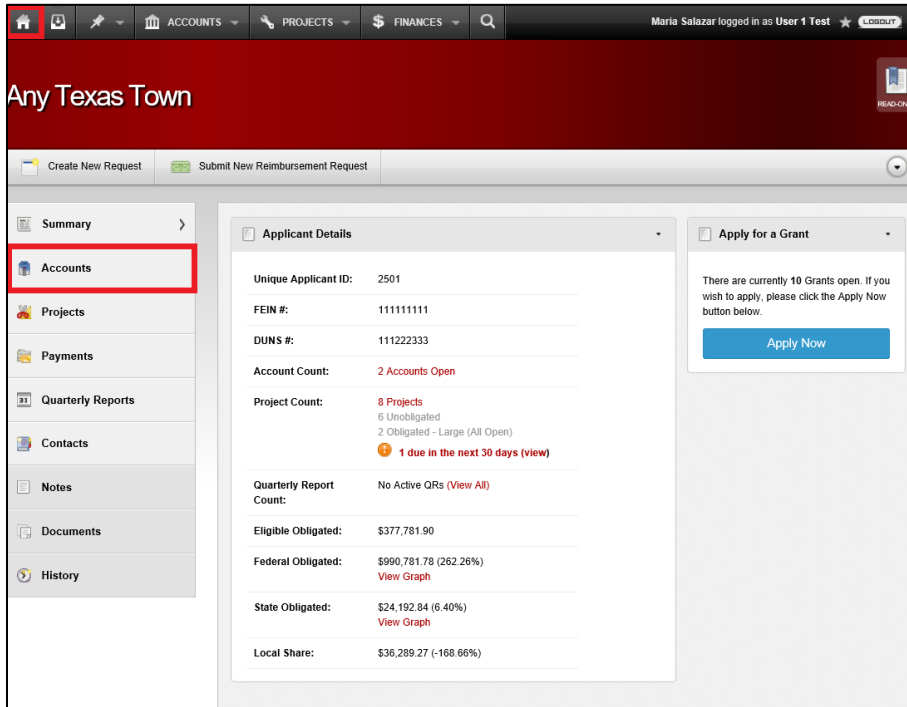
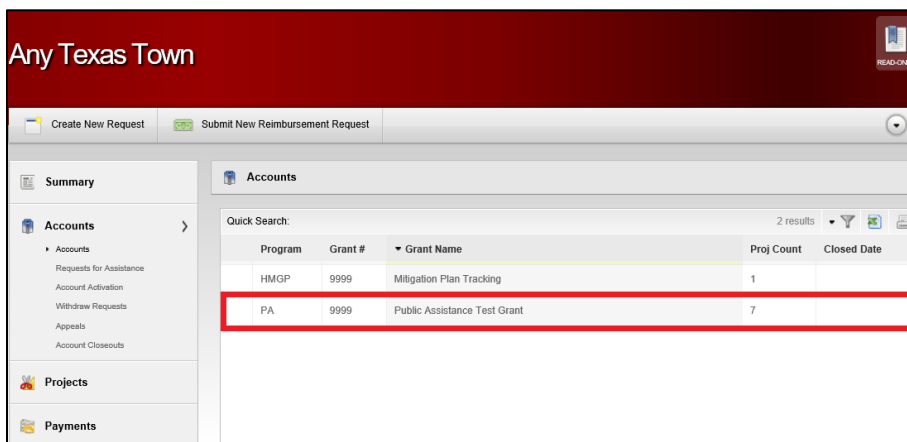


# Project Time Extension

1. From the **Home** screen, select **“Accounts.”** If you represent more than one organization, select the Applicant first.



2. Select the **“Account”** that contains the **Project** that needs a **Time Extension**. The system will navigate to that account (*lines are hyperlinked*).



3. At the **Account Details** screen, select the **“Projects”** tab on the left side menu.

**Account for 9999 (PA) - Any Texas Town**

Active

Create New Request

More

**Summary**

- Projects**
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

**Account Details**

Project Count: 7 Projects  
5 Unobligated  
2 Obligated - Large (All Open)

Eligible Obligated: \$377,781.90  
\$377,781.90 Not Expended

Federal Obligated: \$900,781.78 (262.29%)  
\$317,209.70 Un-Paid  
[View Graph](#)

State Obligated: \$24,192.84 (6.40%)  
\$24,192.84 Un-Paid  
[View Graph](#)

Local Share: \$38,289.27 (-100.00%)

Advances Requested:

\$0.00	RFA Approved
\$0.00	RFA Approval In Process
\$0.00	Paid
\$0.00	Payment In Process
\$0.00	Ready To Pay
\$0.00	Unallocated Balance

Authorized Agent: Joe Applicant - Emergency Manager

**Grant**

9999 Public Assistance Test Grant  
Public Assistance  
Declared: January 18, 2017  
Emergency Deadline: July 18, 2021  
Permanent Deadline: January 18, 2023

**Applicant**

Any Texas Town  
Sherman County (5 - Northwest Texas Region Region)  
FIPS #: 000-TEST0-00  
State #: 00052 FEIN #: 111111111  
Vendor #:  
DUNS #: 111222333  
Type: City  
Physical/Mailing: 1 Longhorn Drive Sherman, TX.

4. This will display a list of all **Projects** for the Grant. Select the **“Project”** that needs a **Time Extension**.

**Account for 9999 (PA) - Any Texas Town**

Opening

Create New Request

**Summary**

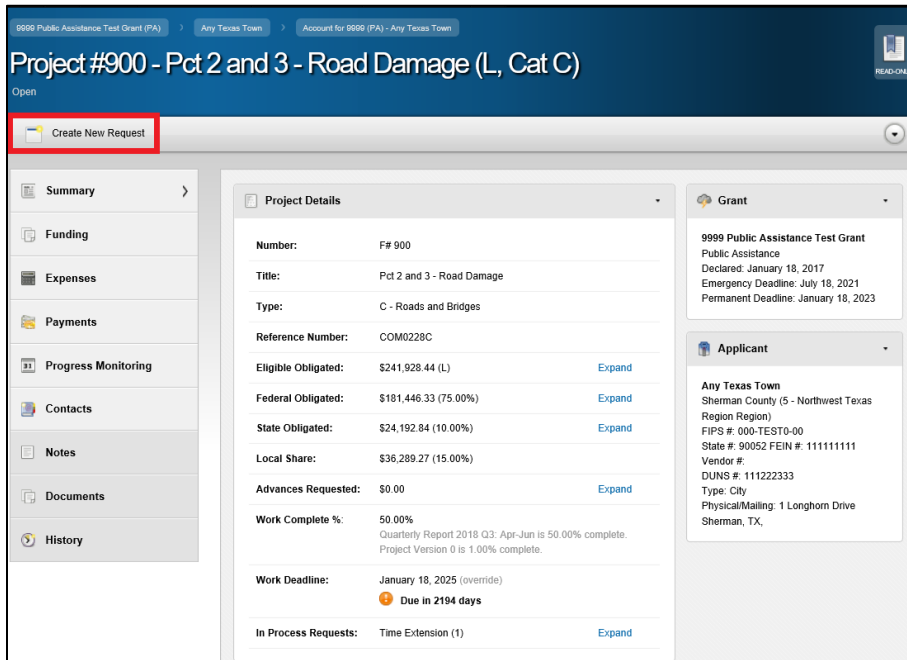
- Projects**
- Payments
- Quarterly Reports
- Contacts

**Projects**

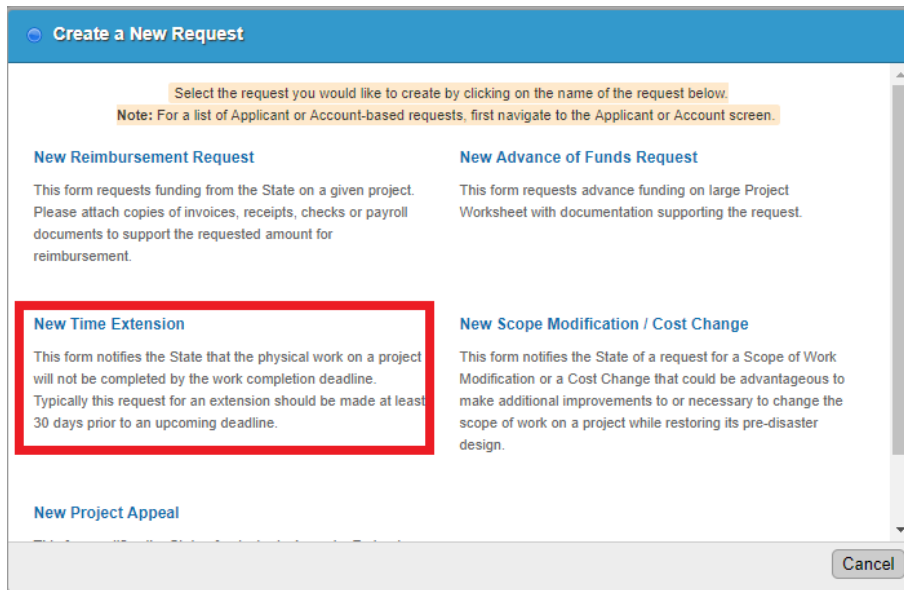
Quick Search: 7 results

Proj...	Proj S#	Proj...	Proj...	Size	Eligible Amt	F %	Expended %	Feder...	State...	Status
11		Test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
74		EXP...	B	L	\$135,853.46	100%	0%	0%	n/a	Open
75		EXP...	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
126		Emer...	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
205		DR-4...	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
490		Harry...	G	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
900		Pct 2...	C	L	\$241,928.44	75%	0%	0%	0%	Open
					\$377,781.90					

5. The **Project Details** Summary screen will display. Click the **“Create New Request”** button.



6. Select **“New Time Extension”** to be navigated to the form.



7. The form will display. Complete the form:
  - a. Enter the **“Requested Completion Date”** of the Project.
  - b. Select **“Work Performed By”** from the drop down menu (*who performed the work*).
  - c. Enter the **“Justification”** (*why is a Time Extension needed*).
  - d. Enter the **“Current Percent Complete.”** The latest Quarterly Report percent complete will display below the box.
  - e. Click the **“Add Line”** button under **Milestones** to add milestones. Enter the **“Projected Date,”** and **“Description”** for completing the remainder of the work for this project. Repeat these steps to add additional lines/milestones.
  - f. Click **“Save”** (*the form can be saved without submitting, and retrieved at a later time from your “Drafts” under the Inbox menu*). The form must be saved before attaching any documents.
  - g. Click the **“Add Document”** button to upload supporting documentation for the Time Extension.

## Time Extension Form

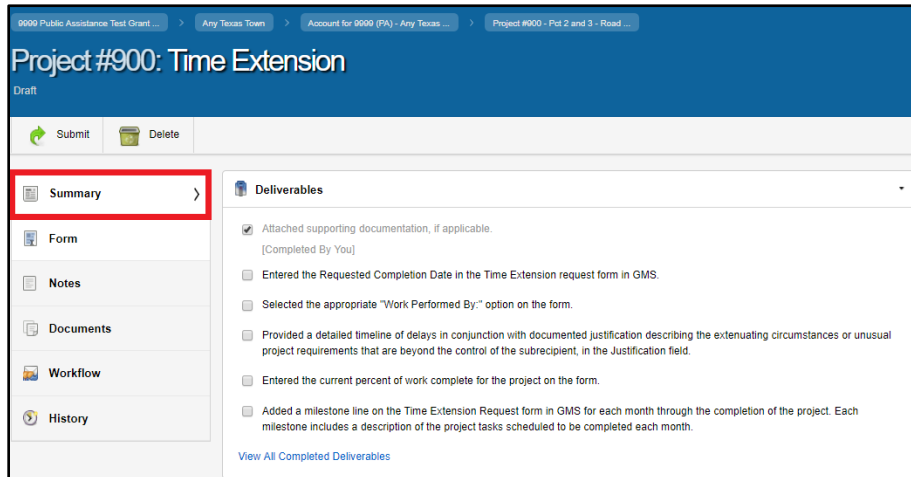
The screenshot shows the 'Project #900: Time Extension' form in a draft state. The form is divided into several sections: Summary, Form, Notes, Documents, Workflow, and History. The 'Form' section contains the following fields and controls:

- Requested Completion Date:** A text input field with a red box 'a' pointing to it.
- Work Performed By:** A dropdown menu with a red box 'b' pointing to it. The dropdown is open, showing three options: A) Contract, B) Force Account Labor and Equipment, and C) Contract and Force Account Labor and Equipment.
- Justification:** A large text area with a red box 'c' pointing to it. Below the text area is a note: "Provide a detailed timeline of delays in conjunction with documented justification describing the extenuating circumstances or unusual project requirements that are beyond the control of the applicant. This must be provided for approval consideration. Add attachments as necessary for a complete request description."
- Current Percent Complete:** A text input field with a red box 'd' pointing to it, showing '0 %'. Below it, it says "Latest Quarterly Report Results: 30%".
- Milestones:** A section titled "Detailed timeline for completing the remainder of the work on this project." It contains a table with columns for "Projected Date", "Actual Date", and "Description". Below the table is an "Add Line" button with a red box 'e' pointing to it.

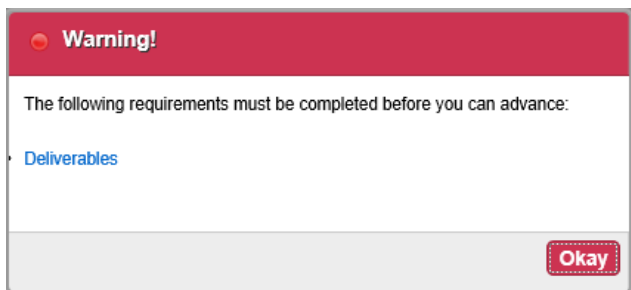
At the bottom of the form, there are three sections: "Notes & Comments" (with an "Add Note" button), "No Uploaded Documents" (with an "Add Document" button), and "No Issues" (with an "Add Document" button). A red box 'g' points to the "Add Document" button in the "No Issues" section.

8. After you have saved the form, click the **“Summary”** tab on the left side menu, to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

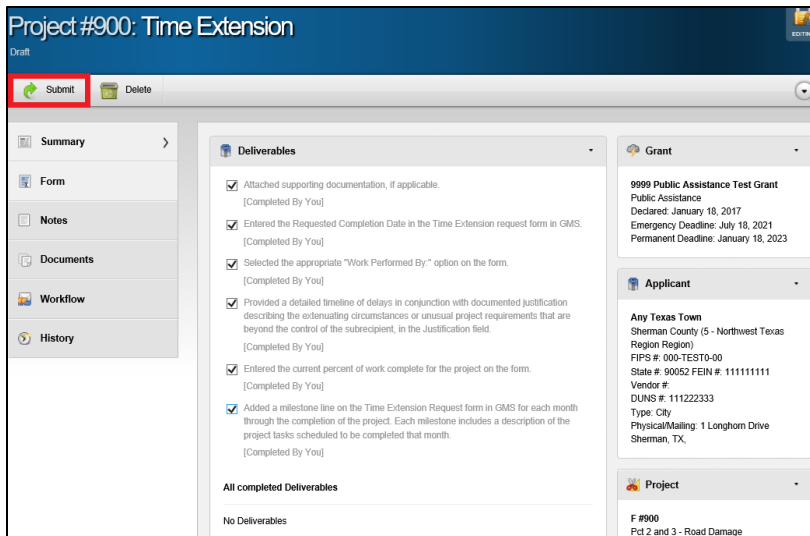
**Note:** Each **Deliverable** must be checked off/completed before the form can be submitted.



9. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



10. Click the **“Submit”** button when all of the Deliverables have been completed.



11. You may leave a note when this window is displayed. Click the **“Submit”** button when done.



12. A notification will display letting you know that the **Time Extension** was successfully submitted. You may **“Close”** the window, **“Go to My Inbox,”** or **“Go to Project.”** The option to go to Inbox is displayed because the Time Extension was navigated from the Draft documents.

