*[Date Centered]*

Traci L. Brasher

Acting Director, Individual Assistance Division

Federal Emergency Management Agency

500 C Street, SW

Washington, DC 20472

Reference: Lost Wages Assistance Period of Performance Extension Request

Disaster No.: FEMA-DR-[XXXX]-[XX]

Period of Performance: July 25, 2020 to March 27, 2021

Assistance Listing: 97.050

Award No.: [XXXX]DR[XX]SPLW

Dear Acting Director Brasher:

The Period of Performance (POP) for Other Needs Assistance (ONA) supplemental payments for lost wages awarded under the above referenced award number currently ends on March 27, 2021. This letter requests an extension to the POP on behalf of *[insert state/territory/DC name]*.

Length of Extension Requested:

*(Extensions can be requested for 1 month, 2 months, 3 months, 4 months, 5 months, or 6 months. No more than 6 months can be requested. If necessary, states/territories/DC can request additional extensions; however, no more than 1 year total will be authorized.)*

Justification:

*(Provide justification as to why an extension is necessary. Include specific data such as current processing time for appeals and pending claims, reasons for additional time necessary to process, and total anticipated timeframe to complete processing.)*

Number of Pending Claims:

*(Provide pending claims and appeals by the total number of weeks represented by the claims and appeals. For example, a pending claim for an individual for 6 weeks of funding would be counted as 6 claims. All pending claims and appeals must be related to LWA and only for the weeks ending August 1, 2020 to September 5, 2020. Claims must have been filed or in process prior to the end of the period of assistance (December 27, 2020).)*

Number of Pending Appeals:

I certify, that as of the date of this extension request, these numbers are correct. We appreciate your consideration and look forward to confirmation that we may proceed as requested.

Sincerely,

Sender’s Signature Block