

# Virginia Department of Rail and Public Transportation

## Submit an Extension Request

This process is initiated by the Grantee. A project schedule extension will be considered by the DRPT Project Manager on a case-by-case basis. A project may be extended up to two (2) additional years.

The screenshot shows the 'Grants' dashboard. On the left is a sidebar menu with options: Dashboard, Funding Opportunities, Applications, Grants (selected), Reports, and My Profile. The main area is titled 'Grant' and 'List of all current Grants'. It includes a search bar and a table of 'Current Grants'. The table has columns: ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Start Date, End Date, and Grant Amount. Two grants are listed: ID 9999, Status 'Underway', Year 2024, Title 'Test 2', Organization 'Blue Ridge Railroad', Program Area 'RP-Rail Program', Funding Opportunity '9951-Test New Budget Form', Start Date '08/14/2022', End Date '01/30/2025', and Grant Amount '\$120.00'; and ID 23322, Status 'Underway', Year 2023, Title 'Rail Project', Organization 'Blue Ridge Railroad', Program Area 'RP-Rail Program', Funding Opportunity '23320-Rail Grant Program', Start Date '08/14/2022', End Date '01/30/2025', and Grant Amount '\$1,000,000.00'.

1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page

The screenshot shows the 'Grant Components' page for project '23322 - Rail Project - 2023'. The status is 'Underway'. It lists details for the Program Area (Rail Program), Funding Opportunity (23320-Rail Grant Program), Organization (Blue Ridge Railroad), Grantee Contact (Walt Disney), Program Officer (Rail Tester), and Total Project Awarded Amount (\$1,000,000.00). Below this is a 'Grant Components' section with a table of components. The table has columns: Component, Status Reports, Claims, Contract Amendments, Site Visits, Contract, and Executions. The 'Contract Amendments' column is highlighted.

Click on **Contract Amendments** component

The screenshot shows the 'Contract Amendments' page for project '23322 - Rail Project - 2023'. It includes a table with columns: ID, Type, Status, Title, and Last Submitted Date. There is an 'Add Amendment' button in the top right corner.

Click green **Add Amendment** button

The screenshot shows the 'General Information - Amendment - Edit' form. It has a 'Status' dropdown set to 'Editing' and an 'Amendment Type' dropdown set to 'Extension Amendments'. There is a 'Title' input field and a green 'Save Form' button in the top right corner.

1. Keep **Amendment Type** as "**Extension Amendments**"
2. Add an appropriate title
3. Click green **Save Form** button

The screenshot shows the 'Amendment: 001' form. It includes fields for Amendment Status (Editing), Grant Title (23322 - Rail Project), Program Area (Rail Program), Funding Opportunity (23320-Rail Grant Program), Reporting Period, Amendment Type (Extension Amendments), and Submitted By. Below these are tabs for Amendment Preview, Attachments, Alert History, and Map. The 'Amendment Details' section shows a message: 'Amendment cannot be Submitted Currently - Amendment components are not complete'. There is a 'Preview Amendment' button.

Click on **Extension Amendment Form** component

1. Click green **Edit Form** button
2. Complete the form
3. Click green **Save Form** button
4. Click orange **Mark as Complete** button

The screenshot shows the 'Extension Amendment' form. It has fields for Current End Date, New End Date, and Justification. There is an 'Edit Form' button in the top right. Below the form is a section for 'Supporting Documentation - Other Attachments' with a table of attachments. An 'Attach File' dialog is open, showing a file upload interface with a 'Select File' button and a 'Save File' button.

Upload supplementary documents

1. Click **Add New Attachment** to upload files
2. Click **Select File** to browse for a file
3. Enter an appropriate title for the document in the **Description** area
4. Click green **Save File** button

The screenshot shows the 'Amendment Details' page. It includes a status bar indicating 'Amendment is in compliance and is ready for Submission!'. There are buttons for Submit Amendment, Withdraw, Copy, and Preview Amendment. Below is a table with columns: Component, Complete?, and Last Edited. The table shows two components: 'General Information' and 'Extension Amendment Form', both marked as 'Complete'.

Click orange **Submit Amendment** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.

The DRPT Program Manager will be notified and continue the Extension Request process.

**Done!**