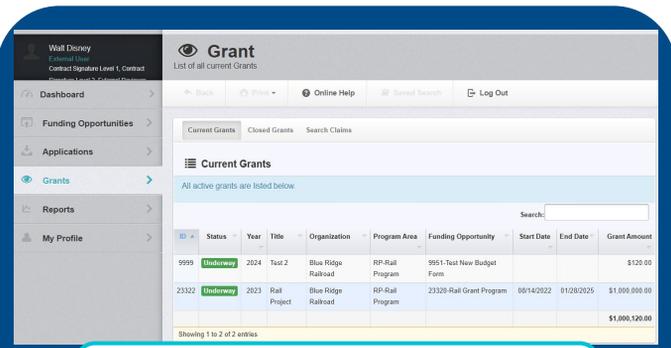


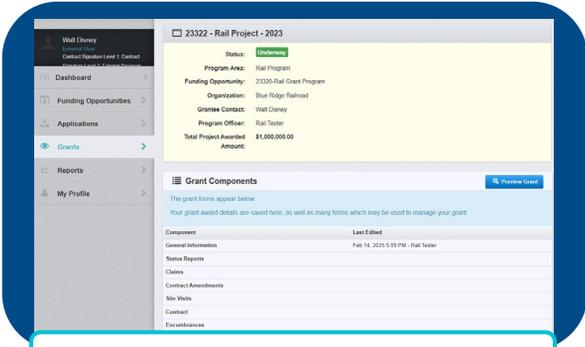
Virginia Department of Rail and Public Transportation

Submit an Extension Request

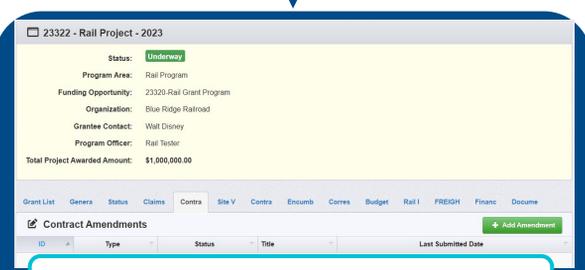
This process is initiated by the Grantee. A project schedule extension will be considered by the DRPT Project Manager on a case-by-case basis. A project may be extended up to two (2) additional years.



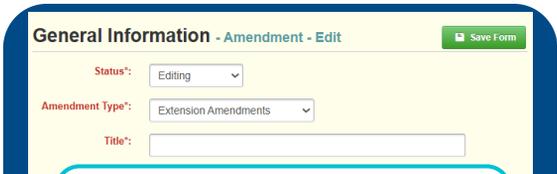
1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page



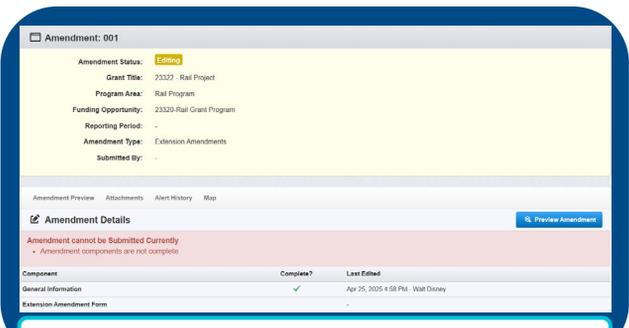
Click on **Contract Amendments** component



Click green **Add Amendment** button

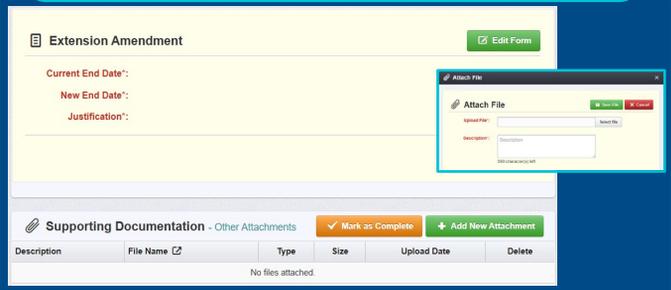


1. Keep **Amendment Type** as "Extension Amendments"
2. Add an appropriate title
3. Click green **Save Form** button



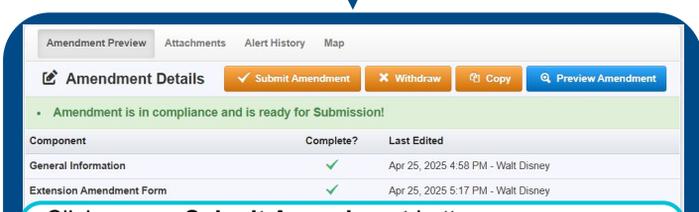
Click on **Extension Amendment Form** component

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



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



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!