



March 16, 2026

Mr. Andy Neptune
Executive Director
School Building Authority of West Virginia
2300 Kanawha Boulevard, East
Charleston, WV 25311-2306

Dear Mr. Neptune:

On behalf of the South Branch Career and Technical Center, I respectfully request a seven-month extension of Grant No. 2400004009. The grant is currently set to expire on May 31, 2026, and we are requesting that the expiration date be extended to December 31, 2026.

The Electrical Upgrades and Campus Renovation at South Branch Career and Technical Center project was initially bid on May 13, 2025. The scope of the project included the replacement of major electrical switch gear due to age, along with other electrical panel replacement campus-wide. The completion date was established to be August 15, 2026. This allowed the replacement of the switch gear to occur during the summer of 2026 to avoid a full building shutdown during school instructional hours prior to the expiration deadline.

Thank you for your consideration of this request and for the continued support of the School Building Authority of West Virginia. Please let us know if any additional information is needed.

Sincerely,

A handwritten signature in blue ink that reads "Shelly C. Crites".

Shelly C. Crites
SBCTC Administrative Director