FPAC-GAD-3 Grants and Agreements Division (GAD) Submission Memo (GADSUM-3) for a No-Cost Extension of Time

1. Original agreement Number				
2. Type	3. FPAC Mission Area	•	4. Amendment #	
5. Recipient Name				
6. Current agreement period of	performance from	to		
 Revised agreement end date (Note: Construction may be an exce Provide a justification for the (Note: A no-cost extension request will 	eption; add comments in block extension, including a d	10.) etailed explanation for th	⊧e delay.	
9. Provide a summary of progre when they will be completed			st of deliverables that will be	e delayed and
10. Notes / Comments / Additio	nal Information (such as, o	changes to points of contact or	other Statement of Work (SOW)	changes)
11. The following recipient cont NOT for FPAC Agency con		equired if it has changed		
<u>Name</u>		<u>Title</u>	<u>Email</u>	<u>Phone</u>
Admin. Contact				
Program Director				
Program Contact				
Signatory Official				
12. Recipient Approving Official				
			Date	
13. Agency Program/Technical Contact	t	Email Address	Pho	one #
			Date	
Typed Name 14. Grants and Agreements Division (G		Email Address		one #
14. Oranis and Agreements Division (C	(AD) Concurrence	If NO, State the reason in bloo	Date	
15. Authorized Government Representa	ative/Signatory Official or Desi	gnee. (Not to be signed prior		one # e.)
Typed Name		Email Address	Pho	ne #
This document serves as the fully execuagreement and any previous amendme			ein, all other terms and conditions	of the original

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Instructions for Completing Grants and Agreements Division Submission Memo (FY20 GADSUM-3) for a No-Cost Extension

This document will serve as the fully executed amendment to the agreement. A new Notice of Award is not required.

If you have a request from the recipient (letter, email, etc.) other than this GADSUM-3, then indicate so in box 8 and attach a copy of the request to the GADSUM-3. There is no need for the recipient to sign the GADSUM-3 in addition to any written request received.

- 1. Enter the number of the agreement to be amended. For an ezFedGrants Agreement, use the Federal Award Identifying Number (FAIN) in Box 1 of the Notice of Award that begins with NR.
- 2. Choose the agreement type from the drop-down menu.
- 3. Choose the FPAC mission area requesting the amendment from the drop-down menu.
- 4. Enter the amendment number. This should be sequential from any previous amendments.
- 5. Enter the name of the recipient/partner that is a party to the agreement.
- 6. Enter the current agreement period of performance. (Expired agreement cannot be extended.)
- 7. Enter the revised agreement end date.
- 8. Enter a justification for the time extension, including an explanation why the project was not completed on time and why additional time should be approved. No-cost extension requests will not be approved merely to expend remaining funds. If there is a letter or email containing the request/justification, indicate so in the field and attach it.
- 9. Enter a brief summary of progress relative to the deliverables in the statement of work. Also enter revised milestones and deliverables in the same format as in the statement of work. Attach a separate document if necessary.
- 10. Use the Notes box to include any pertinent information not captured elsewhere on this Document. Enter any notes or any other administrative changes requested for the agreement. For example, a contact change or a clarification needed in the statement of work.
- 11. Enter the name, title, email address and phone number for each recipient contact listed if it has changed. These are mandatory fields in ezFedGrants. Do not enter FPAC Agency Contact Information here.
- 12. The authorized signatory for the recipient signs here. If there is a letter or email from the recipient requesting the time extension, then enter "See Attached Request" in the Typed Name field. The recipient is not required to sign in this box.
- 13. The program manager or technical contact must sign here.
- 14. Grants and Agreements Division staff must approve the time extension and sign here prior to the signatory official signing in Box 14.
- 15. The authorized signatory for the agreement must sign here only after Grants and Agreements Division staff has provided concurrence by signing Box 13.

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