

10. Notes / Comments / Additional Information (such as, changes to points of contact or other Statement of Work (SOW) changes)

- NOT for FPAC Agency contact information.

Phone

Signatory Official

- Date

Phone #

- Date

Phone #

- Date

Phone #

- Date _____

Phone #

22JUN2020

**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.