

Recipient Request and Federal Agency Amendment for a No Cost Extension of Time

Grants and Agreements Division (GAD) Submission Memo (GAD-SUM 3)

1. Original agreement Identifier

2. Type

3. FPAC Mission Area

4. Amendment #

5. Recipient Name

6. Current agreement period of performance from _____ to _____

7. Revised agreement end date (maximum extension is 12 months.)

(Note: Construction may be an exception; add comments in block 10)

8. Provide a justification for the extension. (Note: No-cost extension request will not be approved merely to expend remaining funds.)

9. Provide a summary of progress to date and revised milestones, including a list of deliverables that will be delayed and when they will be completed. (Note: Attach a separate document if necessary.)

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

11. Recipient Approving Official

Date

Typed Name

Email Address

Phone #

12. Agency Program / Technical Contact

Date

Typed Name

Email Address

Phone #

13. Grants and Agreements Division (GAD) Concurrence

If NO, State the reason in block 10.

Date

Typed Name

Title

14. Authorized Government Representative/Signatory Official or Designee. (Not to be signed prior to GAD concurrence signature.)

Date

Typed Name

Email Address

Phone #

This document serves as the fully executed amendment to this agreement. Except as provided herein, all other terms and conditions of the original agreement and any previous amendments remain unchanged and in full force and effect.

**Instructions for Completing Grants and Agreements Division
Submission Memo (GAD-SUM 3) for a No Cost Extension**

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

Box 1. Enter the number of the agreement to be amended. For an ezFedGrants Agreement, use the Award Identifying Number in Box 1 of the Notice of Award that begins with NR.

Box 2. Choose the agreement type from the drop-down menu.

Box 3. Choose the FPAC mission area requesting the amendment from the drop-down menu.

Box 4. Enter the amendment number. This should be sequential from any previous amendments.

Box 5. Enter the name of the recipient/partner that is a party to the agreement.

Box 6. Enter the current agreement period of performance. (Expired agreement cannot be extended.)

Box 7. Enter the revised agreement end date

Box 8. Enter a justification for the time extension. 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.

Box 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.

Box 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.

Box 11. 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.

Box 12. The program manager or technical contact must sign here.

Box 13. Grants and Agreements Division staff must approve the time extension and sign here prior to the signatory official signing in Box 14.

Box 14. The authorized signatory for the agreement must sign here only after Grants and Agreements Division staff has provided concurrence by signing Box 13.