Grants and Agreements Division Submission Memo (GAD-SUM 2)
for Grant, Cooperative, or Contribution Agreement Amendment

1.Original agreement Identifier
ezFG FAIN

2.TYPE Grant

3. FPAC Mission are NRCS

4. Amendment # ____ 5. Recipient Name _____

6. Current Agreement Period of Performance. (Before this amendment) _____ to _____

7. Are Federal Funds being added? NO If YES, Provide the Dollar amount _____

8. Funding source (EQIP, CTA, etc.) _____ 9. Program Authority _____ 10. CFDA _____

If using multiple funding sources enter "See Notes" and enter Funding Sources, Program Authorities, CFDAs, and Federal Amounts in the Notes section.

11. Federal Funding Amounts:

	Reimbursable	Advance
Current (Original and Previous Amendments)		
Increase / Decrease		
Revised	$ 0.00	$ 0.00

NOTE:
If Total Revised Federal Budget exceeds $250,000, DOA may be needed and will increase processing time.(NRCS only)

Total Revised Federal Budget: $ 0.00

12. Extend period of performance? _____ If yes, New end date is _____

13. Are milestones or deliverables being updated? _____ If yes, submit new milestones or deliverables.

14. What is the reason for amendment/modification?

15. For obligations to be processed in FMMI
(Not required if ezFedGrants Funds Pre-Commitment is Provided)

WBS	BOC	Treasury Account Symbol	Funding Amount Approved	Funding Type

16. For obligations NOT to be processed in FMMI
(For FSA and CCC only)

Vendor Code: _____

Accounting Code	Budget Period		Funding Amount Approved	Cost Center	Material Group	Functional Area
	From	To				

Notes (Please indicate any additional changes being made.)

17. This document serves as certification that this Amendment to the agreement meets the "Bona Fide Need Rule" within the current fiscal year.
18. Is this amendment is within the scope or intent of the original agreement? _____
19. Was the original agreement competed? _____
20. Funds Certifier (Not required if ezFedGrants Funds Pre-Commitment is Provided)

Date

Typed Name | Email Address | Phone #

21. Agency Program/Technical Contact

Date

Typed Name | Email Address | Phone #

22. Authorized Government Representative/Signatory Official or Designee

Date

Typed Name | Title

23. Delegation of Authority (DOA)(NRCS ONLY) - (If applicable, to be completed by the NRCS Regional Conservationist) In accordance with the NRCS General Manual, Title 130, Part 400, Subpart B, Delegations of Authority, I provide delegation of authority to the State Conservationist to sign and administer the proposed grant/agreement in accordance with the appropriate Federal and Agency guidelines.

Date

Typed Name | Title

Clear Form

Instructions for Completing Grants and Agreements Division Submission Memo (GAD-SUM 2) for Grant, Cooperative, or Contribution Agreement Amendment

Do not use this document to request no-cost extension to agreements. Instead use GAD SUM 3, Request for No-Cost Extension.

This document incorporates required data fields previously provided on other forms. It now takes the place of the following submission documents:

- Decision Template
- Bona Fide Needs Rule Certification
- Funding Availability Verification (as applicable)
- Certification that Amendment is in the Scope and Intent of the Original Agreement
- Delegation of Authority Memo (NRCS only)

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. Indicate whether the amendment will add Federal funds to the agreement. If yes, please enter the amount of additional funds to be added. If the amendment will not add or subtract funds to the agreement, skip to item 12. If the amendment will only subtract funds, skip to item 11.

Box 8. If funds will be added, enter the source of Federal funds. For instance, the amendment may be funded by CTA funds, EQIP, CCC, etc.

Box 9. If funds will be added, enter the program authority for the amendment (even if it is the same as the underlying agreement). In some cases, this may be the same as the funding source, but not always. For instance, an NRCS agreement funded by CTA may be authorized by 16 USC 590a-q.

Box 10. If funds will be added, enter the appropriate CFDA number for the amendment (even if it is the same as the underlying agreement). All financial assistance agreements require a CFDA number. See https://beta.sam.gov/ for CFDA listings. Some agreements processed by GAD are not financial assistance awards. If the agreement is not a financial assistance agreement, skip this item. Refer questions related to this item to the GAD Customer Service Branch.

Box 11. If the amendment will add or subtract funds, complete this table. Show the current funding levels, the amounts to be added or subtracted, and the new total. Take care to enter additions and/or subtractions in the appropriate column reflecting whether the recipient will be paid those amounts on an advance or reimbursable basis. If there are multiple line items of funding, indicate the amounts in the Notes field on page two. It is very important to complete these fields properly. Awards in ezFedGrants will be restricted to pay-outs based on these entries once the amendment is entered.

Box 12. Indicate whether the amendment will extend the agreement period of performance. If yes, enter the new requested period of performance end date. Expired agreements cannot be extended. Except in very limited circumstances, agreements cannot be extended beyond five years.

Box 13. Indicate whether the amendment will require an update to milestones or deliverables. If yes, please attach a document thoroughly describing the changes.

Box 14. Use this space to provide the reason an amendment is necessary.

Box 15. **For amendments to agreements in ezFedGrants and for amendments that will not add funds to the agreement, skip items 15 and 16.** If funds will be added and the agreement is recorded in FMMI, complete table 15 with the requested funds certification information. All NRCS and RMA agreements are recorded in FMMI. Some FSA and Business Center agreements are also recorded in FMMI, depending on the scheduled migration between FMMI and the FSA legacy financial management system. (Contact your budget representative if you don't if your program has migrated.) The funds certifying official must sign below at Box 20 if funds will be added.

Box 16. If funds will be added and the agreement is recorded in the FSA legacy financial management system, complete table 16 with the requested funds certification information. Some FSA and Business Center agreements are recorded in the FSA legacy financial management system, depending on the FMMI migration schedule. (Contact your budget representative if you don't know if your program has migrated.) The funds certifying official must sign below at Box 20 if funds will be added.

Notes: Use the Notes box to include any pertinent information not captured elsewhere on this document, including information related to multiple funding sources if applicable (fund source and amount, authority, and CFDA number).

Box. 17. In accordance with 31 U.S.C. 1502(a), a fiscal year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in, or in some cases arising prior to, but continuing to exist in, the fiscal year for which the appropriation was made. The signatories on this document certify that this amendment is being developed for products or services or financial assistance legitimately necessary to carry out the mission of FPAC commencing in the current fiscal year.

Box 18. Indicate whether the amendment is within the scope and intent of the original agreement.

Box 19. Indicate whether the original agreement was competed.

Box. 20. For amendments that add funds to the original agreement, a funds certifying official for your organization must sign here (not required for agreements in ezFedGrants).

Box 21. The program manager or technical contact must sign here.

Box 22. The authorized signatory for the requested agreement must sign here.

Box 23. The appropriate regional conservationist will sign here when required for NRCS agreements. A delegation of authority is required for an amendment if it adds an amount of Federal funds to the agreement that increases the total Federal funding to more than $250,000. Do not route this form to obtain that signature. The GAD will perform that function.