

Grants and Agreements Division (GAD) Submission Memo (GADSUM5)
Recipient Request for a No-Cost Extension of NRCS EWPP Cooperative Agreement

Expiration Date: 09/30/2026
Previous versions will not be accepted

1. Event name
 2. Agreement #
 3. Recipient/Sponsor
 4. State
 5. Amendment #
 6. Project #
 7. Current period of performance to
 8. Number of calendar days for this extension
 9. New proposed end date
 10. Disaster Date
- For a status on all EWP Events please visit [EWP Events Power BI](#)
11. NHQ waiver obtained? If yes, waiver date is
 12. The following documentation is either attached - (A) or described in block 13 - (B) and both NRCS and the sponsor concur:
 - A B
 - a. Sponsor request for time extension is attached.
 - b. The reasons that construction will not be complete within the required time limit.
 - c. Progress to date and a revised schedule for the outstanding milestones and deliverables.
 - d. An NRCS determination that the waiver is in the best interest of the Federal Government.
 - e. An outline of the additional resources the sponsor and STC will direct to accomplish the milestones and deliverables according to the project schedule.
 13. Narrative for above documentation if not attached. / Notes

Signatures showing concurrence

Obtain block 13-15 signature, prior to GAD Submission

14. Agency Program/ Technical Contact

15. State Conservationist

16. Authorized Sponsor/Recipient Representative

Name

Title

17. Grants and Agreements Division Concurrence

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.

GADSUM5 Program Attachment

1. Event name

2. Agreement #

3. Recipient/Sponsor

4. State

5. Amendment #

6. Project #

7. Current period of performance

to

8. Number of calendar days for extension

9. New proposed end date

10. Disaster Date

11. Associated DSR's for this amendment/Updated Milestones

12. Previous extension amendments time table

Previous Time Extension Amd #	Days of Extension	Revised Expiration Date	Granted by	Reason for Extension	
13. Performance time of the original agreement, before any amendments, in calendar days				Total performance time for agreement including this amendment, in calendar days	

General Terms and Conditions and References

For information regarding documentation relevant to this award reference the links below:

General Terms and Conditions:

Reference this link for the General Terms and Conditions pertaining to this award:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions>

Federal Financial Report (SF 425) form and instructions:

The SF 425 and instructions are available at this link:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/required-reports-closing/index.html>.

Performance Progress Report:

The Farm Production and Conservation Business Center Performance Progress Report (OMB Control Number 0565-0001) and instructions are available at this link: <https://www.fpacbc.usda.gov/about/grants-and-agreements/required-reports-closing>

Payments:

Preparation guidance and templates for the Budget Expense Tables and Deliverable Expense Tables are available at this link: <https://www.fpacbc.usda.gov/about/grants-and-agreements/award-payments>

Section 1619: (Protected Data)

Refer to the Section 1619 information on this website:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/applicant-and-award-resources>.

Prior Approval Matrix:

Refer to the Prior Approval Matrix on this website:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/applicant-and-award-resources>.

Inventions:

Invention disclosure statements pursuant to 37 CFR Section 401.14(c) must be made in writing to FPAC.BC.GAD@usda.gov.

**Instructions for Completing Grants and Agreements Division Submission Memo (GADSUM5)
Recipient Request and Amendment for a No-Cost Extension of NRCS EWPP Cooperative Agreement**

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

A no cost extension request should be submitted at least 30 calendar days prior to the period of performance end date to allow for processing prior to expiration.

The State must complete BOTH the GADSUM5 and the GADSUM5 Program Attachment.

Upon completion of the following items, upload GADSUM5 to the Grants and Agreements Service Now portal as a Request for Amendment.

1. Enter the name of the EWPP event covered by the agreement (e.g., Hurricane Maria).
2. 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.
3. Enter the name of the recipient/sponsor that is the party to the agreement.
4. Enter the State name.
5. Enter the amendment number. This should be sequential from any previous amendments.
6. Enter the four-digit project number.
7. Enter the current agreement period of performance. (Expired agreements cannot be extended.)
8. Enter the number of additional calendar days requested for the extension.
9. Enter the new proposed end date.
10. Enter the disaster date. This can be found in the Electronic Disaster Report (EDR) or on the National EWP SharePoint.
11. If a waiver was obtained from NHQ answer yes and provide "Date Complete" from approved waiver. Include approved waiver with submission.
12. Select A to indicate that request is attached.
 - a. Select the appropriate column A or B; all items need to be documented.
 - b. Select the appropriate column A or B; all items need to be documented.
 - c. Select the appropriate column A or B; all items need to be documented.
 - d. Select the appropriate column A or B; all items need to be documented.
 - e. Select the appropriate column A or B; all items need to be documented.
13. If items in 12a - 12e not attached enter information in block 13.
14. The agency program/technical contact must sign here.
15. The State Conservationist must sign here.
16. The Authorized Recipient Representative/Sponsor must sign and type in Name and Title here.
17. Grants and Agreements Division staff indicates concurrence by signing here.

Instructions for Completing the GADSUM5 Program Attachment

Fields 1-10 will auto-populate from data entered in page one.

11. List all Damage Survey Reports associated with this amendment in the specified box.
12. Enter information for all previous extensions in the table provided. All fields must be completed for each prior extension.
13. Enter the number of calendars days of the Period of Performance for the original agreement before any amendments. These dates will be found on the original agreement Notice of Award.