

Consultant Approval

Consultant Approval request pertains to hiring an individual or firm to give professional advice or services for a fee, but not as a salaried employee of the grantee organization. Written approval to initiate program activities must be obtained from CDC prior to establishing a written agreement for consultant services. All consultant fees, including travel and supporting costs should be documented in the Consultant Line Item. The consultant is subject only to the set of regulation requirements that applies to its type of organization, which may not necessarily be the same as that of the recipient.

- ❖ **TIPS** - All correspondence must be on official agency letterhead and must include the following:
 - Date
 - Grantee name and number
 - Point of contact – name and phone number, and email address
 - Two signatures – Authorized Business Official and Project Director

Required Documentation - Seven (7) Consultant elements:

- Name of consultant. Identify the name of the consultant and describe his or her qualifications.
- Organizational affiliation. Identify the organization affiliation of the consultant, if applicable.
- Nature of services to be rendered. Describe in outcome terms the consultation to be provided including the specific tasks to be completed and specific deliverables. A copy of the actual consultant agreement should not be sent to CDC.
- Relevance of service to the project. Describe how the consultant services relate to the accomplishment of specific program objectives.
- Period of performance. Include start and end date and the number of total days of consultation (basis for fee).
- The expected rate of compensation (travel, per diem, other related expenses) with a list of the subtotal for each consultant. Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a fully detailed and justified budget for all consultant costs (e.g., travel, per diem, and supplies).
- Method of accountability. Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant agreement.

Consultant Approval - Template

Date

Attn: _____

Grants Management Specialist
CDC, Procurement and Grants Office
2920 Brandywine Road
Room 3000, Mail Stop E-09
Atlanta, GA 30341

Re: Cooperative Agreement Award No. _____

Program Announcement _____

Request for Consultant Approval

Dear Grant Management Specialist:

This letter is to request approval for a consultant for the cooperative agreement listed above.

<<Insert brief paragraph indicating reason for the request or a statement of bona-fide need, and include, in bulleted format the seven (7) consultant elements. For consultants providing goods or services which equal or exceed \$25,000, insert statement indicating that recipient has verified that the proposed consultant is not suspended or debarred per the Excluded Parties Listing System>>

If you have any questions regarding this request, please feel free to contact _____ at <<phone/email address>>.

Sincerely,

/s/ _____
Project Director

/s/ _____
Authorized Business Official