This document describes the procedures that must be used when recipients would like to establish a third-party contract or consultant agreement to provide professional advice or services for a fee, but not as a salaried employee of the recipient organization.

## CDC Notification

Notifications should be submitted to CDC on official letterhead and should include:

* Date
* Recipient name and NoA number
* Point of contact – name, phone number, and email address
* Six (6) contractual elements as prescribed in [CDC Budget Preparation Guidelines](https://www.cdc.gov/grants/documents/budget-preparation-guidance.pdf).
* Seven (7) consultant elements as prescribed in [CDC Budget Preparation Guidelines](https://www.cdc.gov/grants/documents/budget-preparation-guidance.pdf).
* Two signatures – Authorized Business Official and Project Director

## Contract/Consultant Agreement Notification Template

Click here to enter a date.

Centers for Disease Control and Prevention

Office of Grants Services

ATTN: Click here to enter text.

2920 Brandywine Road

Atlanta, GA 30341

Re: Click here to enter text.

Request New Contract or Consultant

Dear Grant Management Specialist:

This letter provides notification to CDC regarding a new contract or consultant for the Notice of Award listed above.

Click here to enter text.

***(Note: if agreement is replacing a previous agreement, please note it in the field above)***

As required by DHHS Grants Policy Statement, the Click here to enter text. are attached for your review.

If you have any questions regarding this request, please feel free to contact Click here to enter text.

Sincerely,

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Director

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Business Official