



### CONTRACT EXCESS RATE REQUEST FORM

Complete and submit this form to your Grant Administrator. The Subrecipient must provide the following documentation for each request.

1. Proof that subrecipient received the rate for similar services.
  - a. Contract (should the rate change during grant period of performance a new contract will be needed)
  - b. Paid invoice or paystub (redacted)
2. Proof that vendor / contractor is the only one that can provide the necessary services.
  - a. Proof of level of expertise and experience necessary for the grant.
  - b. Resume and certification / accreditation.

Agreement Description: _____	
Agreement ID: _____	Request Date: _____
Contractor / Agency / Company _____	
Contractee / Individual _____	
Requested Hourly Rate _____	Rate Per Day Not to Exceed _____
Federal Share to be reimbursed _____	Match Share to be allocated _____
Grant Period of Performance _____	
Above maximum rate justification: _____ _____ _____	

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

GCC official use only	
<input type="checkbox"/> Approved	Amount Approved: _____
<input type="checkbox"/> Denied	Reason for denial: _____
Date: _____	Signature: _____