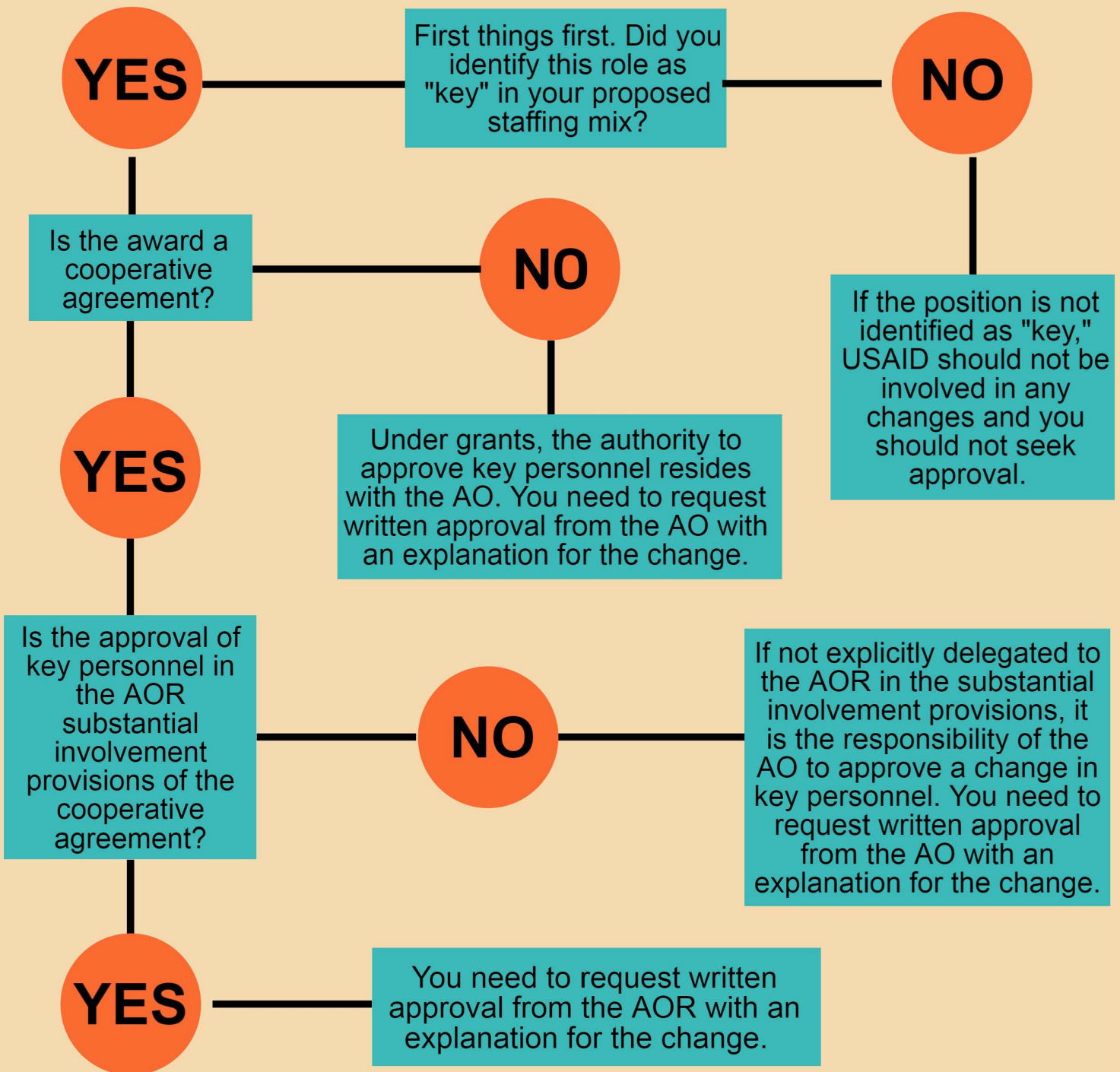




USAID
FROM THE AMERICAN PEOPLE

Resources for Implementing Partners

From whom do you seek approval for a change in key personnel under an assistance award?



— Key Points to Remember —



In your explanation, the recipient must explain why the change in staff is needed as well as how the proposed new individual is qualified for the role.



USAID should not be specifying staffing patterns, key personnel or their qualifications in the RFA/APS or award.



Short of strict requirements that are included in the award (which are really not supposed to be there), USAID should be deferring to the recipient's judgement.



USAID should not be involved in the recipient's hiring/selection process. When USAID intervenes in the hiring/selection process for staff, the responsibility for performance shifts from the recipient to the USG.

The requirement for approval of key personnel comes from the following regulation:

2 CFR 200.308 Revision of budget and program plans

c) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

(2) Change in a key person specified in the application or Federal award.

