

# Contractor or Subrecipient Relationship Checklist

## 010-GP 007

**Purpose:** To help a federal grant awardee determine if the entity receiving funds is a subrecipient or contractor.

### Definitions

<b>Recipient:</b> A non-federal entity that received a federal award directly from a federal agency. (See 2 CFR 200.86 of the Uniform Guidance)	<b>Subrecipient:</b> A non-federal entity that receives a subaward for the purpose of carrying out a federal award. The subaward is responsible for meeting the same federal requirements as the Recipient. (See 2 SFR 200.93 & .330 (a) of the Uniform Guidance)	<b>Contractor:</b> A non-federal entity that receives a contract to supply goods and services for the awarding agency's own use and not subject to a single project or grant award. (See 2 CFR 200.22 & .330 (b) of the Uniform Guidance)
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In each section, answer the questions. Then use the scoring details to make your determination. Complete all sections before moving to the final determination portion.

### Decision Making Authority

- ☐ Yes ☐ No - Question #A : Does the entity determine who is eligible to participate in the federal program?
- ☐ Yes ☐ No - Question #A : Does the entity have the ability to make decisions about how services will be delivered to participants in per federal requirements?
- ☐ Yes ☐ No - Question #B : Does the entity provide goods and services for the recipient's own use?
- ☐ Yes ☐ No - Question #B : Does the entity provide services to serve the recipients participants without regard for federal requirements?

If you selected "yes" to EITHER item a, this is an indicator of a subrecipient relationship.

If you selected "yes" to EITHER item b, this is an indicator of a contractor relationship.

**Section Answer:** ☐ Subrecipient ☐ Contractor

### Nature of Award

- ☐ Yes ☐ No - Question #A : Is the scope of work, terms, and conditions the same as the awardee?
- ☐ Yes ☐ No - Question #A : Is the entity carrying out or completing the goal as stated in the award?
- ☐ Yes ☐ No - Question #B : Does the entity develop the scope of work, terms and conditions to meet the entity's needs?

If you selected "yes" to EITHER item a, this is an indicator of a subrecipient relationship.

If you selected "yes" to EITHER item b, this is an indicator of a contractor relationship.

**Section Answer:** ☐ Subrecipient ☐ Contractor



## Award Risk

- ☐ Yes ☐ No - Question #A : Does funding depend upon the entity's ability to meet award goals?
- ☐ Yes ☐ No - Question #B : Does the entity assume financial risk if they don't deliver the goods and services agreed upon?

If you selected "yes" to EITHER item a, this is an indicator of a subrecipient relationship.

If you selected "yes" to EITHER item b, this is an indicator of a contractor relationship.

**Section Answer:** ☐ Subrecipient ☐ Contractor

## Criteria for Selection

- ☐ Yes ☐ No - Question #A : Does the entity show a financial or public funding need to carry out a project or service?
- ☐ Yes ☐ No - Question #A : Will the entity be contributing matching funds in support of the award?
- ☐ Yes ☐ No - Question #A : Will the entity be reimbursed for only actual costs incurred?
- ☐ Yes ☐ No - Question #B : Were procurement policies applied in the selection of the entity?
- ☐ Yes ☐ No - Question #B : Was the entity's proposed price a factor in the selection process?
- ☐ Yes ☐ No - Question #B : Will the entity get any profit from the agreement?

If you selected "yes" to EITHER item a, this is an indicator of a subrecipient relationship.

If you selected "yes" to EITHER item b, this is an indicator of a contractor relationship.

**Section Answer:** ☐ Subrecipient ☐ Contractor

## Entity's Business Environment

- ☐ Yes ☐ No - Question #B : Is the entity's normal business to provide the goods or services being purchased in the agreement?
- ☐ Yes ☐ No - Question #B : Does the entity provide the same goods or services to other organizations?

If you selected "no" to **EITHER** item, it is an indicator of a subrecipient relationship.

If you selected "yes" to **BOTH** items, it is an indicator of a contractor relationship.

**Section Answer:** ☐ Subrecipient ☐ Contractor

## Final Determination

Review all the sections' answers and make an overall determination of the relationship. Check the appropriate box. Then sign & date below:

☐ Subrecipient ☐ Contractor

\_\_\_\_\_  
Signature of Decision Maker

\_\_\_\_\_  
Date