



# Office of Justice Programs

## Checklist to Determine Subrecipient or Contractor Classification

**INSTRUCTIONS:** *To help make the determination, please first review the [Office of Justice Programs \(OJP\) Subaward vs Procurement Contract Toolkit](#). Complete Sections 1 and 2 which describe the characteristics that may be present in subrecipient and contractor relationships. The section with the greatest number of marked characteristics indicates the likely type of relationship. ***The substance of the relationship should be given greater consideration than the form of agreement between the prime recipient and the outside entity.*** Section 3 should be used to provide a written justification for determining the proper relationship classification. Maintain a copy of this form in the subaward or procurement file.*

### **DEFINITIONS FROM UNIFORM GUIDANCE (2 CFR, PART 200):**

#### **§200.86 Recipient**

*Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.*

#### **§200.69 Non-Federal entity**

*Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.*

#### **§200.92 Subaward**

*Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. ***A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.****

#### **§200.93 Subrecipient**

*Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.*

#### **§200.22 Contract**

*Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.*

#### **§200.23 Contractor**

*Contractor means an entity that receives a contract as defined in §200.22 Contract.*

**NAME OF SUBRECIPIENT/CONTRACTOR ENTITY:** \_\_\_\_\_

### **SECTION 1 - SUBRECIPIENT**

**Description:** *A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship between the recipient and the subrecipient. Subrecipients may have one or more of the following characteristics:*

1. May determine who may be eligible to receive Federal assistance under the program guidelines. *For example: A subrecipient that identifies mentors and mentees under a mentoring program.*
2. Has its performance measured in relation to whether objectives of a Federal program were met. *The recipient will rely upon the subrecipient's data to submit its own performance data to OJP.*
3. Has responsibility for programmatic decision making. *For example: If the recipient funds a subrecipient to develop (or improve) a particular program and the subrecipient will use its own judgment, discretion, and expertise to develop all or part of the program.*
4. In accordance with its subaward agreement (which may be in the legal form of a contract), the subrecipient uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the recipient. *For example: To provide crime- or criminal-justice-related services (and, in the case of crime victims, compensation) to individual members of the public, such as victims of crime, or at-risk youth.*
5. The subrecipient will not earn a profit under the arrangement.
6. The subrecipient is required to contribute cash or in-kind match in support of the subaward.

### **SECTION 2 - CONTRACTOR**

**Description:** *A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. A contractor relationship may have one or more of the following characteristics:*

1. Provides goods and services within normal business operations;
2. Provides similar goods or services to many different purchasers;
3. Normally operates in a competitive environment;
4. Provides goods or services that are ancillary to the operation of the Federal program. *Examples include but are not limited to: Office equipment, supplies, software licenses, reference books, chemical reagents, cell phones, body-worn cameras, body armor, internet services, cell phone service, website hosting, copying/printing, lodging*
5. The entity may earn a profit under the contract.

**FINAL DETERMINATION:**

**SUBRECIPIENT**

**CONTRACTOR**

**SECTION 3 - Justification**

*In determining whether an agreement between a recipient and another non-Federal entity reflects a subrecipient or a contractor relationship, the substance of the relationship is more important than the form of the agreement. Considering the characteristics checked above, provide a written justification for the final determination of either a subrecipient or contractor relationship.*

*The checklist and justification should be prepared by the person who signed the subaward or contract agreement and reviewed by the Point of Contact (POC) or Financial Point of Contact (FPOC).*

*Justification of Determination:*

**Prepared By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_