**Checklist for Determining   
Subrecipient or Contractor Classification**

**INSTRUCTIONS:** Complete sections one and two of the checklist by marking all characteristics that apply to the entity being classified as a subrecipient or as a contractor.

**Name of Entity:**

**SECTION ONE – SUBRECIPIENT**

*A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Check all boxes that apply to the entity above.*

1. Determines who is eligible to receive Federal assistance.

2. Commercial and Government Entity (CAGE) Code in the federal [System for Award Management (SAM)](https://www.sam.gov/portal/SAM/#1) is listed as U.S. Local Government (City, County, State, or Federal Recognized Tribal Government).

3. Has its performance measured in relation to whether objectives of a Federal program are met.

4. Provides public service for local U.S. government (See SAM) to people living within its jurisdiction, either

directly (through the public sector) or by financing provision of services.

5. Has responsibility for programmatic decision making.

6. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and in

accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in

the Memorandum of Agreement, as opposed to providing goods or services for the benefit of the Transportation Cabinet.

**SECTION TWO – CONTRACTOR***A contract is for the purpose of obtaining goods and services for the non-Federal entity and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the non-Federal entity receiving the federal funds:*

1. Provides the goods and services within normal business operations;

2. A non-profit organization or a profit organization that proposes a fee/profit or overhead cost;

3. Provides similar goods or services to many different purchasers;

4. Normally operates in a competitive environment;

5. Provides goods or services that are ancillary to the operation of the Federal program; and

6. Is not subject to compliance requirements of the Federal program as a result of the MOA, though similar

requirements may apply for other reasons.

**Prepared By:** **Date:**