



## Office of Crime Victim Services Contractual Checklist

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This checklist and guidance was created based on the information in the [DOJ Grants Financial Guide](#) and [2 CFR Part 200 Subpart D - Procurement Standards](#). For procurement transactions using Federal award funds, the non-Federal entity must use its own documented procurement procedures consistent with applicable State, local, and tribal laws and regulations, and with the procurement standards in 2 C.F.R. Part 200. Procurement procedures must be formally documented by the non-Federal entity and periodically reviewed to ensure compliance with applicable regulations.

**This checklist must be completed for all contractor requests that will be funded by OCVS subgrants.**

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**OCVS Subrecipient:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

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### OCVS Subrecipient Section

- The OCVS Subrecipient has reviewed [2 CFR Part 200 Subpart D - Procurement Standards](#).
  - The OCVS Subrecipient has reviewed [DOJ Grants Financial Guide](#).
  - An agreement with the contractor detailing scope of work has been created.
  - OJP's [Checklist to Determine Subrecipient or Contractor Classification](#) has been filled out.
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### OCVS Staff Section

- The submitted agreement is allowable and appropriate under the relevant grant.
- The subrecipient/contract determination is correct, and the agreement should be classified as a contract.
- The agreement does **not** contain consultant work. Or the consultant checklist was provided.
- The agreement matches what was submitted in the application or modification.