



Office of Crime Victim Services Subaward Checklist

This checklist and guidance was created based on the information in the [DOJ Grants Financial Guide](#), [2 CFR 200.332](#), and [2 CFR Part 200 Subpart F](#). 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 subaward requests that will be funded by OCVS subgrants.

OCVS Subrecipient: _____

Agency Subrecipient: _____

OCVS Subrecipient Section

- The OCVS Subrecipient has reviewed [2 CFR 200.332](#).
 - The OCVS Subrecipient has reviewed [2 CFR Part 200 Subpart F](#).
 - The OCVS Subrecipient has reviewed [DOJ Grants Financial Guide](#).
 - OJP's [Checklist to Determine Subrecipient or Contractor Classification](#) has been filled out.
 - An agreement with the agency's subrecipient was created detailing the required items listed in [2 CFR 200.332\(a\)](#).
 - The required subaward monitoring policy follows [2 CFR 200.332\(d\)](#).
 - The required risk assessment policy follows [2 CFR 200.332\(b\)](#).
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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 subaward.
- The agreement does **not** contain consultant work. Or the consultant checklist was provided.
- The agreement matches what was submitted in the application or modification.
- The agreement has the required items listed in [2 CFR 200.332\(a\)](#).
- The required subaward monitoring policy follows [2 CFR 200.332\(d\)](#).
- The required risk assessment policy follows [2 CFR 200.332\(b\)](#).