

Grantee/Contractor Determination Checklist

Program/Project Name:

Checklist

This checklist is to assist in determining whether funding that MDH receives and disburses should be classified as either a grant or professional/technical (p/t) contract. MDH Program is required by the federal Uniform Guidance ([2 CFR § 200.331](#)) to make, and document, its determination on a case-by-case basis.

The table below lists characteristics that support a grantee or contractor determination. No single characteristic is determinative and not all factors may be present in all cases. Disclose any clarifications in the explanation column.

Grantee		Contractor		Explanation
Determines who is eligible to receive what assistance.		Provides the goods and services within normal business operations.		
Has its performance measured in relation to whether objectives of a program were met.		Provides similar goods or services to many different purchasers.		
Has responsibility for programmatic decision-making.		Normally operates in a competitive environment.		
Is responsible for adherence to applicable state/federal program requirements specified in the authorizing legislation/Notice of Award		Is not subject to compliance requirements of the state/federal program; other requirements may apply.		
Uses funds to carry out a program for a public purpose specified in authorizing statute.		Provides goods or services that are <u>ancillary</u> to the operation of the program.		

Recommendation of Program:

Grantee

P/T Contractor

Name & Date:

MDH Program Staff must keep this documentation in their program files, as this documentation is required by the federal Uniform Guidance.

If you want to discuss your determination, or have questions about this form, please contact the the [MDH Grants Office](#).