



Office of Healthy Homes and Lead Hazard Control
 American Recovery and Reinvestment Act (ARRA)
 Grantee Reporting and Program Guidance



Grantee Organization:		Grant Number:	
Sub-recipient and Vendor Determination Worksheet			
Type of Organization/Entity*	Service(s) Provided*	Sub-recipient	Vendor
<u>Federal Award</u> Characteristics indicative of a Federal award received by a sub-recipient are when the organization: (1) Determines who is eligible to receive what Federal financial assistance; (2) Has its performance measured against whether the objectives of the Federal program are met (3) Has responsibility for programmatic decision making; (4) Has responsibility for adherence to applicable Federal program compliance requirements; and (5) Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.		<u>Payment for Goods and Services</u> Characteristics indicative of a payment for goods and services received by a vendor are when the organization: (1) Provides the goods and services within normal business operations; (2) Provides similar goods or services to many different purchasers; (3) Operates in a competitive environment; (4) Provides goods or services that are ancillary to the operation of the Federal program; and (5) Is not subject to compliance requirements of the Federal program.	

*The services provided to the prime recipient (or if applicable to sub-recipients) may include but is not limited to the following types of entities/organizations:

- Testing firms (EBL, inspections, risk assessments, environmental sample collection, etc)
- Lead abatement contractors and/or similar entities (rehabilitation contractors, remodelers, renovators, painters, and cleaning services, etc)
- Education, outreach, intake, enrollment, quality assurance, or client follow-up,
- Services provided by community-based organizations, non-profits, etc.
- Laboratory analytical services (blood, environmental and other sampling)
- Training/Skill Development
- Data collection services
- Goods and services obtained in support of the program

Typically, ARRA grantees obtain services to perform certain activities related to the overall program. These services are generally obtained through a procurement process using contracts, purchase orders or other instruments.

Based on the review of the types of organizations/entities that provide services for our program, the characteristics of the payment for their services, and our judgment, we have determined that the relationship documented above exists.

Name (Signature) Title _____
Date

Note: Please maintain a copy of the worksheet and any back up documentation for your files. Send a copy of the signed worksheet to: ARRA-HealthyHomes@hud.gov – See instructions for submission on Page 20 of Guidance.