

**CHECKLIST FOR DETERMINING IF A TRANSFEEE
IS VENDOR, SUBRECIPIENT, OR QUASI-PUBLIC**

Agency Name (Transferor): _____

Name of Transferee/Provider: _____

STEP 1: Determine if the Transferee is a Vendor or Subrecipient

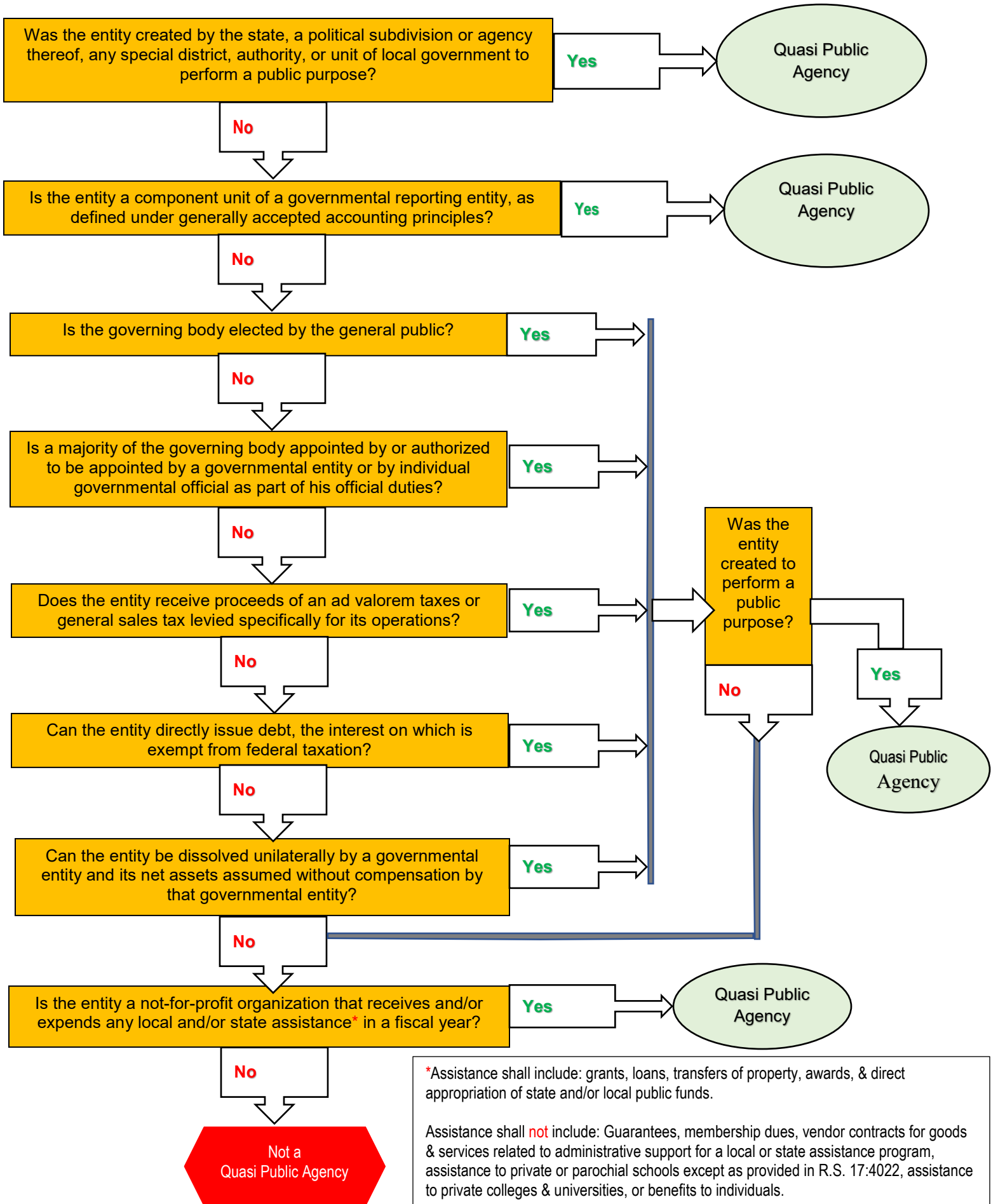
| NO | | Vendor | Sub recipient |
|----|---|--------|---------------|
| 1 | Are funds provided to transferee in advance of any expenditure? | No | Yes |
| 2 | Are funds being transferred in return for receipt of goods or services? | Yes | No |
| 3 | Does the transferee provide the goods or services within its normal business operations? | Yes | No |
| 4 | Does the transferee provide the same or similar goods or services commercially to others? | Yes | No |
| 5 | Are actual costs (including indirect charges) reimbursed? | No | Yes |
| 6 | Does transferee have authority to make programmatic decisions (i.e. decide which activities and services are provided)? | No | Yes |
| 7 | Is the entity a political subdivision or was it created by one? | No | Yes |
| 8 | Are the goods or services implicit/essential to the Federal/State program? | No | Yes |
| 9 | Is the transferee a political subdivision with no profit motive? | No | Yes |
| 10 | Is on-site monitoring performed by the transferor? | No | Yes |
| 11 | Is the transferee required to provide matching funds? | No | Yes |
| 12 | Does the transferee determine program eligibility based on independent criteria? | No | Yes |
| 13 | Is the transferee required to provide periodic reports to measure compliance? | No | Yes |
| 14 | Is transferee responsible for adherence to applicable Federal/State program compliance requirements? | No | Yes |
| 15 | Are funds provided to transferee to carry out its own program? | No | Yes |

| Overall Conclusion | Yes | No |
|-------------------------------------|---------------|---------------|
| Transferee is a Subrecipient | Total # _____ | Total # _____ |
| Transferee is a Vendor | Total # _____ | Total # _____ |

Conclusion: _____ **is a** _____.

(Transferee/Provider) (Subrecipient/Vendor)

STEP 2: Determine if the Transferee is a Quasi-Public Entity
R.S. 24:513A(1)(b)(i-iv)



*Assistance shall include: grants, loans, transfers of property, awards, & direct appropriation of state and/or local public funds.

Assistance shall **not** include: Guarantees, membership dues, vendor contracts for goods & services related to administrative support for a local or state assistance program, assistance to private or parochial schools except as provided in R.S. 17:4022, assistance to private colleges & universities, or benefits to individuals.