



Tool 5-5 – Subrecipient Selection

Subrecipients are Grantee’s partners that directly implement a CDBG public service activity. Subrecipients may be non-profit organizations or Government agencies receiving CDBG funds to carry out eligible activities. Contractors, developers, and businesses cannot be subrecipients. The distinction between a subrecipient and a contractor lies in the procurement process and the administrative and monitoring requirements. The procurement process is more rigorous for contractors, while the administrative and monitoring requirements are greater for subrecipients. For additional information, refer to Chapter 5 of the Grants Management Manual (GMM).

Notice of Funding Availability (NOFA)	Request for Qualifications (RFQ)	Direct Selection
<ul style="list-style-type: none">Publicly available solicitation by which a CDBG-CV grantee makes known its intentions to award CDBG-CV funds for a specified purpose	<ul style="list-style-type: none">A process to request interested parties to submit a letter of interest and a statement of their qualifications to administer a CDBG-DR funded activity	<ul style="list-style-type: none">Direct award to a known entityMethod of Distribution (MOD) to predetermined entities and amounts

Allowable Entities

Allowable: Non-profits organizations and government agencies

Unallowable: Contractors, developers, and businesses

Allowable Purposes

Allowable: Directly implements a CDBG funded public service activity

Unallowable: Provides goods or services directly to CDBG grantee (like those provided by vendors, contractors, or consultants)