Subaward/Non-Subaward Examples

1) If a contract is paid between multiple functions or objects, only list those that exceed $25,000 individually. In the example below one contract totals more than $25,000 overall, but each function/object line is less or equal too, so these would not need to be reported:

Function	Object	Vendor	Contract Amnt	Actual Amnt	Limit	Excess of 25,000
2292	65910	Company ABC	45,000.00	22,000.00	25,000.00	(3,000.00)
2292	63210	Company ABC	35,000.00	25,000.00	25,000.00	(0.00)

2) Capital outlay should not be reported as a subaward since all such expenditures are excluded from indirect costs calculations. For example, a new roof or storm shelter would not be a subaward.

3) School wide functions should not be considered subawards since they do not address a program-specific requirement. Thus the following would not be subawards: substitute teacher services, resource officers, maintenance agreement contracts, software vendor contracts enhancing business software.

4) Contracted speech pathology/physical therapy/occupational therapy/school nurse services to students may or may not be subawards. The determination is based on the extent to which district personnel supply administrative support to the activities. If the district supplies "a lot" of administrative support, then it is not a subaward. If the district supplies "a little or no" administrative support, then it is a subaward. Some things to consider here would be if the district does or does not have a position that could be filled for providing these services to students; are the services provided onsite (therefore using district utilities, space, etc.) or off campus; do district personnel complete most of the reporting, billing, and/or other required documentation for these services or does the contracted entity complete it. The determination of whether these therapy services are subawards will vary between districts.

5) A district contracts with an outside vendor to provide ACT prep courses, vocational courses, or other similar programs to its students. The vendor does not use district buildings, supplies, or personnel in its activities to provide these courses. This would be considered a subaward because it creates minimal administrative expenses for the district.

6) A district contracts with a company to provide supplemental education services, mentoring and modeling for teachers and administrators on the districts campus. This may be considered a

subaward if the activities do not benefit from indirect expenses to the same degree as other direct expenses.

7) District A shares a special education supervisor with district B. District B pays the individual's salary and all benefits, etc. then bills district A each quarter for a portion of those costs. The amount is over $25,000. This should be considered a subaward for District A and should not be a subaward for District B.

8) The district contracts with an off-campus facility to service special needs students. School age students attend the program and the district pays the contract. This is a subaward because the service does not benefit from indirect cost as it would if the district hired instructors for these students on campus.