



**Certified Local Government Grant
SUBCONTRACT COMPONENTS CHECKLIST**

- _____ 1. Clear description work to be performed, how, and by whom
- _____ 2. Definite beginning and end dates with specific due dates for draft products, work items and applicable standards
- _____ 3. Provisions for administrative, contractual or legal remedies when/if contractor violates contract and provisions for appropriate sanctions and/or penalties
- _____ 4. Enumeration of final product(s) to be produced with specific due dates and applicable standards
- _____ 5. Due dates specified for progress and final products or work items due (should be prior to due date at OHPO to allow for administrator's review)
- _____ 6. Specific amount to be paid
- _____ 7. Provision which outlines payment plan and states the basis on which payments will be made for work completed
- _____ 8. Contract amendment requirements and procedures
- _____ 9. Reference to support documentation required to support billings (i.e. invoice)
- _____ 10. Provision which allows the Ohio Historic Preservation Office, Ohio Historical Society, National Park Service, U.S. Dept. of the Interior and/or the U.S. Controller General access to the contractor's records which are directly pertinent to the project.
- _____ 11. A provision addressing copyrights. Except as otherwise provided in the terms and conditions of the grant agreement, the grantee or contractor may copyright writings, technical reports, publications or other copyright materials developed under the CLG-financed project (OHPO recommends if copyrighting, it should be done by the Grantee.) The provision needs to recognize that the materials will be subject to a royalty-free, nonexclusive and irrevocable license to the Federal Government or OHPO/OHS to reproduce, publish or otherwise use, and authorize others to use, the work for government or preservation purposes.
- _____ 12. Reference to administrative requirements of OMB Circulars A-87 and A-102, particularly Attachments O and P of A-102. Note: Universities covered by OMB Circulars A-21 and A-110, and non-profit organizations covered by OMB Circular A-122 may use the cost principles and administrative requirements of those Circulars in lieu of A-87 and A-102.

- _____ 13. Requirement that contractor retain records pertinent to the project for a period of 3 years following final payment of CLG grant funds by OHPO
- _____ 14. Prohibition of lobbying with federal or matching funds from this project.

For Contracts Over \$10,000

- _____ A. Provisions for termination by the subgrantee, including the manner by which it will be effected and the basis for settlement. In addition, conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor shall be described.
- _____ B. Provision requiring compliance with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented by 41 CFR 60.

For text for the required subcontract components see CLG grant administration fact sheet “Required texts in CLG grant subcontracts”