

Requests to Sub-Contract Section 319(h) Grants Program

Following are the requirements for section 319(h) sub-grant recipients when subcontracting for services using either 319 federal grant or matching funds. Item #36 of the section 319(h) sub-grant agreement states: ***“For contracts which total more than \$10,000 per subcontractor, Subgrantee may not subcontract its duties and obligation hereunder without the prior written, signed consent of the Grant Coordinator.”***

Instructions: The selection of a vendor for ANY subcontract using section 319(h) federal or matching funds **MUST** be done in accordance with your organization’s written procurement policy, procedures or guidelines.

Once you have selected a potential sub-contractor **AND** the proposed contract exceeds \$10,000, a formal written request to enter into sub-contract **MUST** be submitted to Ohio EPA. This request must include the information below and must be signed by the authorized local official designated on the sub-grant agreement:

1. A brief description of the process you employed for soliciting bids¹ (if applicable) and selecting the proposed vendor with whom you are requesting to sub-contract.
2. A copy of your proposed subcontract agreement, which **MUST** include the following:
 - Name, address and Tax Identification Number of the vendor
 - Total amount of the contract, including a breakdown of federal and matching fund amounts.
 - A specific listing of all items and/or services to be provided
 - An itemized cost for items and/or services being purchased (for example: 40 hours of project design services at approximately \$50/hour)
 - Terms and conditions for making payment to subcontractor. (***For example: payment to subcontractor will be made upon submission valid invoices and/or verification of performance or completion.***)
 - If the project involves construction and/or stream restoration work, a description or map of the location where work will be done is required.

Requests to sub-contract should be submitted to provide Ohio EPA with at least **TEN WORKING** days to review and respond. Execution of sub-contracts may **NOT** occur until such time that formal notification of approval is received from the Grants Coordinator listed on your sub-grant agreement.

¹ Depending on your organization’s procurement policies, procedures or guidelines, competitive bidding may not be required. If the vendor is selected without using competitive bidding, please describe why competitive bidding was waived. Also, if a sub-contract is for a project partner such as a university, who is providing in-kind services as match, no competitive bidding is required. If in-kind services provided by a partner exceed \$10,000, a sub-contract agreement IS REQUIRED.

If you have any questions regarding this matter, please feel free to contact Martha Spurbeck, 319 Grants Administrator at 614-644-2869 or Russ Gibson, NPS Program Manager at 614-644-2020.