Northern California Indian Development Council, Inc.
American Indian Set Aside Program Community Service Block Grant

Subcontract Agreement Checklist
(Updated 3/15)

The following checklist should be used to ensure all required documents are included in the subcontract agreement proposal package.

☐ Two (2) signed face pages (NCIDC Std. 213), including all requested information and original signatures of the Principle Officer of the Governing Board of Directors, or other authorized signer.

☐ NCIDC 425 Budget Series:
   - NCIDC 425.S CSBG Contract Budget Summary
   - NCIDC 425.1.1 CSBG Budget Support Personnel Cost
   - NCIDC 425.1.2 CSBG Budget Support Non-Personnel Cost
   - NCIDC 425.1.3 CSBG Budget Support Other Agency Operating Funds
   - NCIDC 425.1.4 CSBG Contract Budget Narrative

☐ CSBG/NPI 801 Workplan

☐ Certification Regarding Lobbying/Disclosure of Lobbying Activities

☐ Current Roster of the Governing Board

☐ Advance Request, with appropriate signatures

☐ Information Request Form, with signatures of authorized staff to sign Advance Request Forms, Monthly Expenditure Reports, Closeout and other official documents.

☐ Resolution adopted by the Board of Directors, which authorizes the submission of the Community Services Block Grant Subcontract Agreement proposal.

☐ Certificates of Insurance
   - Workers Compensation Coverage
   - Fidelity Bond Coverage
   - Public Liability Insurance (CSL < $1,000,000), naming NCIDC as an additional insured
   - Automobile Insurance or Non-Owned Automobile Insurance (B.I. = $1,000,000 each person & each accident, P. D. = $1,000,000 each person, each accident), naming NCIDC as an additional insured

☐ Most recent version of the organizational Bylaws

☐ Proof of Data Universal Numbering System (DUNS) as well as, Commercial and Governmental Entity (CAGE) identification code