

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