

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

Subcontract Agreement Checklist for Submission

(Rev.3/14)

Prior to mailing the Subcontract Agreement proposal package to NCIDC for review and approval, the following checklist should be used to ensure all required documents have been accurately completed:

- A. Two (2) complete copies of the Subcontract Agreement document with appropriate Exhibits as attachments, which includes:
 - 1. A face page with all requested information properly filled in and an original signature of the Principle Officer of the Governing Board of Directors, or other authorized signature on each copy.
 - 2. Completed CSBG/NPI Program Data.
 - 3. Complete and accurate Budget forms indicated distribution of available funds by cost category and line item contain sufficient support data detail of each budgeted line item.

 - B. One (1) copy of the Information Request Form with all appropriate signatures of the Subcontractor's staff authorized to sign Advance Request Forms, Monthly Expenditure Reports, Quarterly Work Plan Progress Reports, Close-out documents and other official documents.

 - C. A Resolution adopted by the Subcontractor's Board of Directors, authorizing the submission of the Community Service Block Grant Subcontract Agreement proposal.

 - D. An accurately completed Advance Request Form with appropriate signatures.

 - E. Copies of all required Certificates of Insurance, indicating the Subcontractor has the appropriate amount and types of insurance coverage for the entire period of performance of the Subcontract Agreement with NCIDC named as an additionally insured as specified in the Subcontract Agreement Provisions and Assurances, Section D11:
 - 1. Workers Compensation Coverage.
 - 2. Fidelity Bond Coverage.
 - 3. Public Liability Insurance (CSL < \$1,000,000)
 - 4. 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)

 - F. Certification Regarding Lobbying/Disclosure of Lobbying Activities.

 - G. Current Roster of the Governing Board.

 - H. Most recent version of the organizational Bylaws.

 - I. Proof of Data Universal Numbering System (DUNS) number and Commercial and Governmental Entity (CAGE) identification code.
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