

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

**Subcontract Agreement Checklist**

(Updated 03/22)

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 Principal 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
- CSD 641B Module 4 Projections
- CSBG Annual Report Work Plan (CSD 641)
- Certification Regarding Lobbying/Disclosure of Lobbying Activities
- CSD 188 Agency Staff and Board Roster
- Board Meeting Schedule
- CCC (04/2017) Contractor Certification Clauses
- 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.
- Current Indirect Cost Negotiation Agreement (if applicable)
- 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