

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

Subcontract Agreement Checklist

(Updated 05/25)

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 - 307 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
- ☐ Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov).proof of current SAM (System of Award Management Printout with no active or inactive exclusions.
- ☐ CSD STD 1000 Generative Artificial Intelligence (GenAI) Reporting and Factsheet