**NCIDC/CSBG POLICY BULLETIN 12-01**

**DATE**: April 2, 2012

**TO**: *Executive Director*

*Subcontractor Name*

**FROM**: Terry Coltra, Executive Director

**RE**: PY’12 Community Service Block Grant (CSBG) Subcontract

Enclosed is your 2012 CSBG Subcontract Agreement packet. It includes two copies of your Subcontract Agreement face sheet and one complete copy of your subcontract, including your agency’s CSBG allocation spreadsheet.

To expedite the execution of your subcontract please observe the following instructions and use the checklist to assure that all required documents have been completed and are contained in your submission:

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|  | Submit a governing board resolution with an **original signature of your board’s authorized representative**. The board’s resolution must identify whom it has authorized to sign the 2012 CSBG subcontract and any amendments thereto. |
|  | Complete both the Subcontract Agreement face pages. Print or type the name and title of the person who is authorized to sign the subcontract and the date signed. Ensure that your **agency’s authorized representative has signed both face sheets**. |
|  | The following attachments are part of the packet that you return with your signed contract. Check to be sure the forms are complete and accurate. Attachments B-III, B-VI and B-VII are report forms and do not need to be submitted with packet. **Return Attachments B-I, B-II, B-IV and V**: |
|  | **EXHIBIT B. Attachment B-I**  **•** CSBG Contract Budget (Summary)  • CSBG Budget Support  **Attachment B-II**  • CSBG/NPI Program Report  **Attachment B-IV**  • Advance Request Form  **Attachment B-V**  • Information Request Form |

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|  | One copy of the Information Request form with appropriate signatures of the person(s) authorized to sign Advance Request Forms, Bimonthly and Semiannual Reports, Close-out and all other documents pertaining to this subcontract |
|  | When you return the subcontract packet to NCIDC, please arrange all pages, including the face sheets, exhibits, and Attachments: B-I, B-II, B-IV and B-V, in the same order in which you received them. Include your board resolution, insurance and fidelity bond documents, advance request, Information Request Form and, if desired, a transmittal letter, but do not staple or otherwise attach these documents to the subcontracts themselves. |
|  | Copy of current Board Roster. |
|  | Copy of Bylaws, if changed since the last submission. |
|  | Please return your completed subcontract packet by May 18, 2012 to: |
|  | **Northern California Indian Development Council, Inc.**  **241 F Street**  **Eureka CA 95501** |

In order for NCIDC to execute your contract, all of your agency’s subcontract documents must be complete. Authorized persons must sign the board resolution, face sheets, the Information Request Form and applicable exhibits and attachments. The Certificate of Liability Insurance must name NCIDC as the Certificate Holder and as an additional insured, except for workers’ compensation and fidelity bond. Insurance documents that are on file at NCIDC must be current or replaced when expired. Coverage must include workers’ compensation insurance, fidelity bond, general liability, and vehicle insurance.

**\*Please Note: Only Attachments B-I, B-II, B-IV and B-V need to be returned with the Subcontract.**

This contract has gone through major revisions in both content & formatting in order to maintain consistencies with the current State-contracting model. We recommend you review contract in its entirety.

If you have questions or require assistance in the development of your agency’s subcontract agreement, please do not hesitate to contact Mr. Greg Gehr or Konni Readen at (707) 445-8451.

TLC:kr

Enclosures