STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY ARNOLD SCHWARZENEGGER, *Governor*

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
P.O. Box 1947
Sacramento, CA 95812-1947
(916) 341-4200
(916) 341-4203 (FAX)
(916) 327-6318 (TDD)

December 12, 2008

To All Community Services Block Grant Contractors:

2008/09 Community Services Block Grant Contract (CSBG), Amendment No. 2

As discussed in the Director's December 8 letter regarding changes to the 2008/09 CSBG contract language, enclosed is your agency's packet for Amendment No. 2. The amendment includes a face sheet and amendment language.

In order to expedite the execution of your agency's Amendment No. 2, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ Complete the section labeled **"CONTRACTOR'S NAME"** on both face sheets. Print or type the name and title of the person who is authorized to sign the amendment. Print the date signed. Ensure that **your agency's authorized representative has signed both face sheets.** Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2008/09 CSBG contract and, if applicable, any amendments.

- ☐ If applicable, 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 2008/09 CSBG contract and any amendments.

- ☐ Please return two complete copies of the amendment packet to CSD, and arrange all pages--including the face sheets and amendment language--in the order you received them. Include your board resolution (if applicable) and a transmittal letter (if desired), but please do not staple or otherwise attach these documents to the amendments themselves. If the insurance and fidelity bond documents you submitted with your original 2008/09 CSBG contract are still in effect, you do not need to resubmit them. When the amendment is fully executed, Contract Services Unit will mail you a copy for your records.

- ☐ Please return your completed amendment packet within 30 days (45 days for public agencies) to:

  Contract Services Unit
  Department of Community Services and Development
  P.O. Box 1947
  Sacramento, CA 95812-1947

  When sending documents via overnight mail, please used CSD's street address as shown on the face sheet.

Please keep in mind that in order for CSD to execute your amendment, all of your agency's amendment documents must be **complete**. Authorized persons must sign the board resolution and both face sheets. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must provide proof of current coverage, or you must replace them. Coverage must include workers' compensation insurance, fidelity bond, public liability, and vehicle insurance.

If you have questions regarding this amendment process, you may contact Brenda Carradine of my staff at (916) 341-4262. For questions regarding insurance coverage, please contact Anneliz Rodriguez of my staff at (916) 341-4335. For questions regarding the other contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,

Monte Johnson
Manager, Contract Services Unit

MJ:BAC
Enclosures