



## ADRC CONTRACT/AMENDMENT SUBMISSION CHECKLIST

### SECTION A

All documents listed are required to be submitted and approved in order to execute your contract or amendment, unless otherwise noted.

- All documents must identify the Contractor's legal name exactly as shown on the Standard Agreement or Amendment (STD 213 or 213A), and the names must match the STD 204 on file.
- Contract packages must be complete and able to stand alone. For example, if your entity has more than one contract with the California Department of Aging (CDA), your entity may have one Insurance Certificate to cover all contracts but must include a copy of the Certificate in each contract package returned to CDA.
- This checklist does not need to be submitted as part of the contract package.
- Return final packages to:

**California Department of Aging**

Attn: Contract Analyst

2880 Gateway Oaks, Suite 200

Sacramento, CA 95833

**Four Standard Agreements or Amendments (STD 213 or 213A)** – Print and sign four copies of the Standard Agreement or Amendment (STD 213 or 213A) with ***original signatures*** (blue ink is preferable). Signature stamps or copies of any type will not be accepted. Electronic signature may be arranged – contact [BMBContractAnalyst@aging.ca.gov](mailto:BMBContractAnalyst@aging.ca.gov). Do not return the printed Exhibits.

**Agreement Authorization Document** – Submit a Board Resolution, Order, or Meeting Minutes that demonstrate the Organization's approval of each contract. The contract number(s) must be referenced in this document. If the document does not demonstrate authorization to sign amendments, another authorization document will be needed to amend the contract. If Board Meeting Minutes are used, they must be signed off as approved or the following Board Meeting Minutes must be submitted showing the previous Board Meeting Minutes were approved.



- For local governments and public entities, authorization is required from the Board of Supervisors or equivalent governing body.
- For non-profits, authorization is required from the Board of Directors. (See ADRC Contract, Exhibit D, Article II, Section I.)

**Insurance Requirements** – Submit a Certificate of Insurance or Letter of Self-Insurance for each contract. Insurance document(s) are required and must meet the General, Automobile, and Professional liability coverages and conditions in the contract. The Certificate or Letter of Self-Insurance must reference the contract number(s) and demonstrate coverage for the entire term of the Contract. General and Automobile Liability coverages requires an additional insured statement naming the California Department of Aging and/or the State of California as an additional insured. Resubmission of this document is not required for amendments. (See ADRC Contract, Exhibit D, Article IX.)

All documents listed below are required to execute your contract unless otherwise noted.

**Information Integrity and Security Statement (CDA 1024)** – Print, sign, and submit one copy of the CDA 1024 for each contract. The contract number must be referenced on the document. Resubmission of this document is not required for amendments. (See ADRC Contract, Exhibit D, Article XVI, Section E.)

**Contractor Certification Clauses (CCC 4/2017)** – Print, sign and submit a signed copy of the CCC 4/2017 certification, certifying your Organization's compliance. Resubmission of this document is not required for amendments. (See ADRC Contract, Exhibit D, Article II, Section C.)

**California Civil Rights Laws Certification (CDA 9026)** – Print, sign, and submit a signed copy of the CDA 9026 certification, certifying your Organization's compliance. Resubmission of this document is not required for amendments. (See ADRC Contract, Exhibit D, Article II, Section C.2.)



## SECTION B

Additional forms due prior to grant administration:

**Budget (CDA 239)** – Print, sign, and submit a signed copy of CDA 239. Due within 30 days of contract submission to your ADRC. Submit to:

[Finance@aging.ca.gov](mailto:Finance@aging.ca.gov).

**ADRC Program Narrative (CDA 7039)** – Print, sign, and submit a signed copy of CDA 7039. Due within 30 days of contract submission to your ADRC. Submit to:

[ADRC@aging.ca.gov](mailto:ADRC@aging.ca.gov).