

## **Instructions**

The local ADRC must complete the CDA 7066 ADRC Local Contacts form to enable proper communications, financial reporting, and contract processing of the CDA ADRC Infrastructure Grants Program.

- Completed ADRC Local Contacts form will be submitted to [ADRC@aging.ca.gov](mailto:ADRC@aging.ca.gov) annually as directed by the CDA ADRC Bureau.
- Submit updates to the ADRC Local Contacts form within 30 days of any changes to the local ADRC's contacts.

## **Section I: Local ADRC Information**

Enter the date submitted to ADRC Bureau, Name of ADRC (as it appears on the STD 213), Name of local ADRC Fiscal Entity (as it appears on the STD 213), and the ADRC Status (Select either Emerging ADRC or Designated ADRC.)

## **Section II: Local ADRC Core Partner Contacts**

Each local ADRC Core Partner will provide all contacts associated with their organization. Enter the name of the contact, name of the organization, organization type (Select either Area Agency on Aging (AAA), Independent Living Center (ILC), or Other), title of contact, email address, 10-digit phone number (including extension), address of organization, and the contact's role within the ADRC (Check all boxes that apply.)

## **Section III: Local ADRC Extended Partner Contacts – Optional**

This section is optional. Provide the following information for each local ADRC Extended Partner contact associated with the local ADRC. Enter the name of the contact, name of the organization, title of contact, email address, 10-digit phone number (including extension), address of organization, and the contact's role within the ADRC (Check all boxes that apply.)

## **ADRC Role Definitions:**

“Core Partner Executive” means an individual which holds the title of Executive Director (or equivalent to) of an ADRC core partner organization.

“ADRC Coordinator” means an individual responsible for the local ADRC’s program deliverables and/or should be aware of program communications from ADRC Bureau.

“Data Reporter” means an individual responsible for the local ADRC’s data collection, reporting, and/or should be aware of data communications from ADRC Bureau.

“Fiscal Contact” means an individual responsible for the local ADRC’s expenditures as they relate to CDA-administered ADRC Infrastructure Grants and/or should be aware of communications from Local Finance Bureau.

- By checking “Fiscal Contact” the contact will be added to Local Finance Reporting System (LoFRS) as an authorized user.

“Contract Manager” means an individual designated as the primary contact person for the local ADRC who shall stay informed of policy/procedural changes related to the administration of the contract and communicate relevant changes to ADRC Core and Extended Partners. The Contract Manager will also serve as primary contact for contract-related communications from Business Management Bureau.