

### Agency Staff and Board Roster

Programs Administered: CSBG

Energy

|                       |  |                              |  |
|-----------------------|--|------------------------------|--|
| Agency Name:          |  | Contact Email Address:       |  |
| Contact Person:       |  | Date Submitted:              |  |
| Contact Phone Number: |  | Total Number of Board Seats: |  |

List the name of each program manager for CSBG and Energy Programs. If there is more than one manager please list them as well i.e. Utility Assistance Program Manager.

This document must be updated within 30 days of any changes to the Executive Director, Program Manager, Chief Financial Officer and board roster.

#### Agency Key Staff

|   | Name | Title/Position (Include date of vacancy if applicable) | Address | Phone Number | Email |
|---|------|--|---------|--------------|-------|
| 1 |      | Executive Director                                     |         |              |       |
| 2 |      | Additional Authorized signer of the Contract           |         |              |       |
| 3 |      | Chief Financial Officer                                |         |              |       |
| 4 |      | CSBG Program Manager                                   |         |              |       |
| 5 |      | Weatherization Program Manager                         |         |              |       |
| 6 |      | Utility Assistance Program Manager                     |         |              |       |
| 7 |      | Other  |         |              |       |

List the name of each board member and identify any board vacancies. In the “Title/Position” field identify the date the seat became vacant and specify the sector represented in the “Sector” field.

Sector: Please indicate P=Public, PR= Private, L= Low Income (Energy only agencies are not required to identify the sector.)

**Board Roster**

|   | <b>Name</b> | <b>Title/Position</b> (Include date of vacancy if applicable) | <b>Address</b> | <b>Sector</b> | <b>Phone Number</b> | <b>Email</b> |
|---|-------------|---|----------------|---------------|---------------------|--------------|
| 1 |             |   |                |               |                     |              |
| 2 |             |   |                |               |                     |              |
| 3 |             |   |                |               |                     |              |
| 4 |             |   |                |               |                     |              |
| 5 |             |   |                |               |                     |              |
| 6 |             |   |                |               |                     |              |
| 7 |             |   |                |               |                     |              |
| 8 |             |   |                |               |                     |              |

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
Executive Director and Board Roster  
CSD 188 (Rev 08/2016)

|    | <b>Name</b> | <b>Title/Position</b> (Include date of vacancy if applicable) | <b>Address</b> | <b>Sector</b> | <b>Phone Number</b> | <b>Email</b> |
|----|-------------|---|----------------|---------------|---------------------|--------------|
| 9  |             |   |                |               |                     |              |
| 10 |             |   |                |               |                     |              |
| 11 |             |   |                |               |                     |              |
| 12 |             |   |                |               |                     |              |
| 13 |             |   |                |               |                     |              |
| 14 |             |   |                |               |                     |              |
| 15 |             |   |                |               |                     |              |
| 16 |             |   |                |               |                     |              |
| 17 |             |   |                |               |                     |              |
| 18 |             |   |                |               |                     |              |
| 19 |             |   |                |               |                     |              |

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
 Executive Director and Board Roster  
 CSD 188 (Rev 09/2016)

|    | <b>Name</b> | <b>Title/Position</b> (Include date of vacancy if applicable) | <b>Address</b> | <b>Sector</b> | <b>Phone Number</b> | <b>Email</b> |
|----|-------------|---|----------------|---------------|---------------------|--------------|
| 20 |             |   |                |               |                     |              |
| 21 |             |   |                |               |                     |              |
| 22 |             |   |                |               |                     |              |
| 23 |             |   |                |               |                     |              |
| 24 |             |   |                |               |                     |              |
| 25 |             |   |                |               |                     |              |
| 26 |             |   |                |               |                     |              |
| 27 |             |   |                |               |                     |              |
| 28 |             |   |                |               |                     |              |
| 29 |             |   |                |               |                     |              |
| 30 |             |   |                |               |                     |              |

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
Executive Director and Board Roster  
CSD 188 (Rev 08/2016)

Instructions: Agency Staff and Board Roster (CSD 188)

- Agency Name: Legal entity title as stated on Federal Tax ID Form (STD 204)
- Contact Person: Name, phone number and email of person completing the form
- Programs Administered: Please check each box that applies. For example, if your agency administers both CSBG and Energy, please check both boxes; however, if your agency administers one, check the applicable program box.
- Date Submitted: Enter the date the Agency Staff and Board Roster (CSD 188) form is submitted to CSD.
- Total Number of Board Seats: Enter the total number of Board seats required under your agency Bylaws.

Table 1: Agency Staff

- Chief Financial Officer and Program Manager(s) Information: Enter the Chief Financial Officers and Program Manager's information, as well as the executive director's information. If applicable, enter the name of the additional authorized signer of the contract. If applicable, enter additional managers if your Agency has a Program Manager for CSBG, Weatherization or Utility Assistance. For each agency staff provide an address and a contact phone number.

Table 2: Board Roster

- Board Member Information: Enter the current Board Chair and board member names, title and sector\*. For each board member provide an address other than the Agency's and a contact phone number for each member.

Agency must submit any changes/updates to the Executive Director, Chief Financial Officer, Program Managers and Board Roster (CSD 188) within thirty days of such occurrence(s). The updated form identifying the changes should be submitted electronically to the Contract Services Unit at:

[contracts2@csd.ca.gov](mailto:contracts2@csd.ca.gov)