



DEPARTMENT FOR THE AGING

2 LAFAYETTE STREET
New York, New York 10007-1392
(212) 442-1100

Edwin Méndez-Santiago, MSW, CSW
Commissioner

MEMORANDUM

TO: Community Partners
FROM: Commissioner Edwin Méndez-Santiago
DATE: February 28, 2005
SUBJECT: Signing Contracts and Amendments

In response to a time saving suggestion that was made by one of our community partners, we would like to offer the option of having contracts and related amendments mailed directly to you in lieu of travel to 2 Lafayette Street for signature.

When you are notified by your Program Liaison that your contract or amendment is ready for signature please advise whether you would prefer that it be sent to you by mail or that you will sign in person.

If you select the mail option you will receive one complete copy of the contract/amendment and all the pertinent signature pages. You will be responsible to have all the signature pages signed, notarized and your corporate seal affixed before returning by return receipt mail within 1 week. When your contract is registered with the Comptroller's Office you will receive a final signed copy.

Please note that any delay which may result from the postal service or the receipt of all signature pages will impede the contract registration process. Review all (7) copies of the signature pages to make certain they are signed, dated, notarized and your corporate seal affixed where appropriate to avoid further delay.

Return to: *Assistant Commissioner Julie Friesen
Department for the Aging
2 Lafayette Street, 9th Floor
New York, NY 10007*

If you have any questions or comments please contact Assistant Commissioner Camille Ranieri at 442-1112.