EXHIBIT I FORM

**STATEMENT OF NO INVOLVEMENT**

As the authorized representative of the applicant agency, I hereby certify that no member of this firm nor any person having interest in this firm has been awarded a contract by the Department of Elder Affairs or the Area Agency on Aging on a non-competitive basis to:

1. develop this Request for proposal (RFP);
2. perform a feasibility study concerning the scope of work contained in this RFP; nor
3. develop a program with similarity to what is contained in this RFP.

Authorized Representative\*

Date

**ACCEPTANCE OF TERMS AND CONDITIONS OF THE STANDARD AGREEMENT**

As the authorized representative of the applicant agency, I hereby accept the terms and conditions of service provision as specified in the RFP and contained in the Standard Agreement.

Authorized Representative\*

Date

**CASH FLOW COMMITMENT**

As the authorized representative of the applicant agency, I hereby certify that our agency has adequate cash available (or access to a credit line) to cover up to two (2) months cash expenses.

Authorized Representative\*

Date

\* Authorized Representative is the board chairperson or the "authorized representative" who has the authority to commit the agency/organization to that requirement. For governmental entities, the initial original signature can be a County Commissioner or County Administrator; however, if selected as a bid recipient, the final SPA must be signed by a County Commissioner.

## EXHIBIT II FORM

**GENERAL ASSURANCES**

The Applicant assures that they will adhere to:

* Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefitting from federal financial assistance.
* The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefitting from federal financial assistance.
* Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs in programs and activities receiving or benefitting from federal financial assistance.
* The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq., which prohibits discrimination against, and provides equal opportunities for, individuals with disabilities in employment, public services, and public accommodations.

APPLICANT AGENCY NAME: \_

ADDRESS: \_\_\_\_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE

TITLE

DATE

## EXHIBIT IV FORM

**AREA AGENCY ON AGING OF PALM BEACH/TREASURE COAST, INC. ADMINISTRATIVE ASSESSMENT OF POTENTIAL PROVIDERS**

Agency:: \_ Address,: \_

Date: \_ No. of Employees:, \_

No. of Locations of Business: \_

Director's Name: -'------

ADMINISTRATIVE ASSESSMENT: An assessment of your organization's managerial, financial, and administrative capabilities will be made partially on the basis of your response to the following questions. If responses other than "yes" need to be made, please reference the appropriate question and give an explanation on a separate page. This information must be completed and returned with your response to our Request for Proposals.

1. Property Management

YES

NO

(Explain)

OTHER

(Explain)

* 1. Responsible individual is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Are property records maintained which describe the Equipment, including the manufacturer's model number, equipment identification number, grant or contract identification number, acquisition date, location and condition of equipment?
  3. Has an annual inventory been taken and recorded?

1. Procurement
   1. Responsible individual is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Are written purchasing policies for procurement of supplies, equipment, operational services, and subcontract services on file?
   3. Is a written code of conduct maintained which governs performance of the officers, employees or agents engaged in procurement which states that they will avoid any conflict of interest?
2. Accounting
   1. Are financial reports prepared monthly for internal management purposes?
   2. Does an independent auditor perform a certified audit annually?
   3. Are basic books of accounting maintained?

YES NO

(Explain)

OTHER

(Explain)

* 1. Is there adequate segregation of duties among personnel in accounting functions listed below?
     1. Is payroll prepared by someone other than the timekeepers and persons who deliver paycheck to employees?

1. Are duties of the general ledger person separate from cash-related functions?
2. Are personnel performing disbursement functions excluded from the purchasing, receiving, inventory, handling cash receipts, and general ledger functions?
3. Revenue
   1. Are receipts recorded in a cash receipt journal by individual cost centers and/or funding source?
   2. Are all checks marked "For Deposit Only" immediately upon receipt?
   3. Are all receipts deposited on a regular basis?
   4. Are there written procedures to collect and record contributions from consumers?
4. Expenditures
   1. Are expenditure entries posted by cost centers and/or funding sources?
   2. Is there a system for allocating direct costs when the project is funded by two or more sources?
   3. Is there a system for allocating administrative expense to projects/programs?
   4. If non-profit, does the agency have a tax exempt number?
   5. Are written travel policies maintained?

f, Are time and attendance records kept for and signed by all employees and their supervisor?

g.. Are Federal quarterly payroll tax forms (U.S. 941) submitted in a timely manner?

h. Are individual payroll records maintained on each employee?

1. Disbursement
   1. Are checks issued it1 pre-numbered sequential order and are all applicable check numbers accounted for?
   2. Are banks notified in writing when authorized check signers change or terminate employment with the provider?

c, Are ledgers/journals reconciled to bank statements on a monthly basis?

1. When not in use, are checks locked in a secure cabinet?
2. Is it prohibited to make disbursements from cash receipts?
3. Are cash receipts from accounts receivable or other sources not commingled/mixed with petty cash funds?
4. Are disbursements from the petty cash fund based on approved supporting documents and/or invoices?

# YES NO

(Explain)

# OTHER

(Explain)

.. Personnel

1. Responsible individual is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Are personnel policies in writing and approved by appropriate authority?
3. Is a complete personnel record kept on each person employed?
4. Are job descriptions provided to all employees?
5. Are job descriptions on file for all positions?
6. Is each staff member appraised on performance, at least annually?
7. Are staff members asked to review and comment on their evaluation?

YES NO

(Explain)

OTHER

(Explain)