

County of **CAMDEN** State of Missouri

SENIOR CITIZENS' SERVICES FUND BOARD

SENIOR SERVICES PROPOSAL

FOR ORGANIZATIONS Not a Senior Center OR In-Home Health Care Org.

This document constitutes a proposal by the Provider, indicated below, to furnish services to persons, sixty years of age or older, who reside in Camden County, Missouri.

| | |
|---|--|
| <p style="text-align: center;">IMPORTANT</p> <p>This proposal must be received NO LATER THAN:</p> <p>TIME: 4:00 p.m.</p> <p>DATE: Second Friday in November Late proposals are subject to rejection or penalty.</p> | <p>Original Proposal and seven (7) copies must be securely sealed, clearly marked SENIOR SERVICES PROPOSAL, and mailed or hand-carried to:</p> <p>Senior Services Fund Board PO BOX 44 Sunrise Beach, MO 65079</p> |
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Instructions for completing this Form are distributed separately. Do not submit the "Instructions" with this completed Form.

Only Return Pages 1-5 in November.

| TO BE COMPLETED BY PROVIDER | |
|--|-----------------------------------|
| Date of Proposal: | Corporate Office Location: |
| Organization Name: | Telephone: |
| Mailing Address | |
| Email Address: | |
| Organizational Status: Check whether your organization is for profit or is non-profit: Profit _____ Non-Profit _____ | |
| The Provider hereby agrees to provide the following services for those persons, sixty years of age or older, who reside in Camden County, Missouri: <div style="height: 40px; border: 1px solid black;"></div> | |
| Specify the dollar amount requested: \$ _____ Indicate the Contract period, (not to exceed the projected fiscal year), for the dollar amount requested: Person to contact: Sign, then print name, and title: <div style="height: 40px; border: 1px solid black;"></div> | |

SENIOR CITIZENS' SERVICES FUND BOARD

SENIOR SERVICES PROPOSAL

EXHIBIT A

Projected Revenue for Proposed Service(s)

In addition to the dollar amount being requested with this proposal, (specify on the first line of the table below) indicate all other sources of funds and their amounts, currently projected, that are also applicable to the services described with this proposal.

| SOURCE OF FUNDS | \$ AMOUNT |
|--|------------------|
| Camden County Funds Requested | |
| Donations | |
| Fundraisers | |
| Bank Interest | |
| <u>Others: (Specify)</u> | |
| | |
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| TOTAL PROJECTED FUNDS: | |
| Remaining funds from previous year's REQUEST: | |

EXHIBIT B

Personnel

List the titles only, of those personnel involved in the provision or the administration of the proposed service(s).

| Position Title | # of Employees |
|-----------------------|--|
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| | Total # of Employees _____ Total \$'s of Salaries _____ |

SENIOR CITIZENS' SERVICES FUND BOARD**SENIOR SERVICES PROPOSAL****EXHIBIT C****Detailed Budget for Proposed Service**

Indicate dollar amount of the proposed service as they will be paid by outside sources and by the Camden County Funds specified in this Senior Services Proposal. Use Expense Item titles that fit your service provided.

| Expense Item Itemize expenses to fit service provided. | \$ Outside Source Funds | \$ Camden Co. Funds |
|---|------------------------------------|--------------------------------|
| Personnel Salaries (Page 2) | | |
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| Total Cost | \$ | \$ |
| GRAND TOTAL OF ALL FUNDS | \$ | |

Remaining Co. FUNDS from previous year's grant

—\$_____

SENIOR CITIZENS' SERVICES FUND BOARD

SUMMARY – PROVIDER'S SERVICES TO SENIORS

Each requester must briefly describe/summarize services provided to Seniors of Camden County (60 & over). Please indicate the annual estimated total number of Camden County Seniors affected by each service provided. The services categories indicated in the table below are provided to assist the Camden County Senior Citizens' Services FUND Board members in their evaluation of Providers' annual requests for funds.

| SUMMARY OF SERVICES PROVIDED | # CAMDEN CO. CITIZENS SERVED |
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Should you need more space to summarize services provided, or to provide comments and suggestions, go to page 5 of this form.

Total unduplicated number of Camden County Seniors served: _____

SENIOR CITIZENS' SERVICES FUND BOARD

COMMENTS – SUGGESTIONS
and/or
SUMMARIZE SERVICES PROVIDED
(Continued from page 4)

SENIOR CITIZENS' SERVICES FUND BOARD

End-Year Performance to Budget Report

Organization Name:

EXHIBIT D

This Form is Due No Later Than Jan. 15 of the Contract Year

Complete a report using the Expense Item titles used on page 3 of the RFP submitted in November for the period Jan.1 – Dec. 31.

Total unduplicated number of Camden County Seniors served during the contract year:

Camden Co. FUNDS received Jan. 1 – Dec. 31/ _____ \$ _____

| Expense Item Itemize expenses to fit service provided. | \$ Camden Co. FUNDS Expended |
|---|---|
| Personnel Salaries (Page 2) | |
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| Total EXPENDED Funds | \$ |
| Camden Co. FUNDS as of Dec. 31 | \$ |

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| SENIOR CITIZENS' SERVICES FUND BOARD End-Year Performance to Budget Report Organization Name: EXHIBIT E | |

Provide a copy of prior Tax years P&L

SENIOR CITIZENS' SERVICES FUND BOARD
SENIOR SERVICES PROPOSAL

CONTRACT

This agreement made and entered into the _____ day of _____, 20__, by and between the Camden County Senior Citizens' Services Fund Board, and _____ hereafter referred to as the Grantee.

WITNESSED:

Whereas, the Board desires to provide significant services to assist the Senior Citizens of Camden County, Missouri by and through the use of tax levy funds held by it and collected under 67.990 – 67.995 of the Revised Statutes of Missouri: and

Whereas, the Board, a unit of county government, is engaging in providing services for senior citizens of Camden County:

Now, therefore, in consideration of the mutual promises herein contained, it is agreed as follows:

- 1) The Board shall recommend that the Board Treasurer pay to the Grantee the sum of \$ _____.
- 2) The Grantee shall;
 - a. Apply said funds to provide services for the senior citizens.
 - b. Provide the Board with:
 - 1) Reports regarding the use of said funds,
 - 2) Financial information relating to the services listed in the RFP,
 - 3) Permit on the premises inspection of the facilities operated by the Grantee.
 - 4) Provide the Board with a copy of its actual operating budget for the full year at the completion of the calendar year.
 - 5) The End of the year report shall be due on or before Jan. 15 of the following year emailed to the board secretary as an attachment.

In witness whereof, the parties hereto set their signatures by their authorized representative on two original copies the day and year first above written.

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|-------------------------------|--|
| <hr/> | <hr/> |
| Chairman, Applicant Agency | Chairman, Camden County Senior Citizens Services Fund Board |