



## Board Responsibilities Attestation Form

Grantee Name: **Central Texas Regional Advisory Council (CENTEX RAC)**

Grantee Address: **2180 N Main Street, Ste H-5, Belton, TX 76513**

Contract Number: **HHS001336600012**

The purpose of this form is to ensure that the Grantee's board members and executive officers of the organization are aware of their responsibilities and administrative oversight requirements regarding the contract(s) with the Department of State Health Services (DSHS).

Each Grantee's governing board members and executive officers must sign this form within 60 days of being affiliated with the Organization affirming his or her acknowledgement of personal accountability for contract funds. The Grantee must maintain the signed original form for inspection by DSHS. The Organization's governing board members and executive officers are required to sign only one form for all of the DSHS contracts. The form must be signed yearly during the contract term. Additional signature pages may be added to this form, as necessary.

The undersigned Grantee board members and executive officers acknowledge and affirm that they understand the following responsibilities:

- Grantee and its governing board members and executive officers shall bear full responsibility for the integrity of the fiscal and programmatic management of its organization.
- Each member of Grantee's governing board and its executive officers shall be accountable for all funds and materials received from DSHS.
- The Grantee's governing board members and executive officers must establish and maintain adequate internal controls to ensure fiscal integrity, accountability, and to safeguard assets.
- The Grantee's governing board members and executive officers must ensure that its organization follows Generally Accepted Accounting Principles when preparing financial statements and observes fund accounting practices to ensure integrity among specific contracts or grants.
- The Grantee's governing board members and executive officers shall comply with DSHS Rules, policies, procedures, and applicable federal and state laws and regulations; and correction of fiscal and program deficiencies identified through self-evaluation and DSHS's monitoring processes.
- Grantee's governing board shall ensure separation of powers, duties, and functions of board members and staff. Staff members, including the executive director or administrator, shall not serve as voting members of the Contractor's governing board.

DSHS provides on-line training for members of Contractor's governing board members and executive officers, which may be viewed through the Contractor Board Training link on the DSHS website at ["What Every Non-Profit Board Member Needs to Know"](#). This training is

mandatory for HPP and board members and executive officers must view the video and sign the attestation form, which contains practical advice concerning properly conducting board business, and which advises board members of their joint and individual responsibilities with regard to the contract(s) and contract funds. Keep the original signed copy in the RAC records for auditing purposes. Scan and email the completed attestation form to [CMUReg.svcs@dshs.texas.gov](mailto:CMUReg.svcs@dshs.texas.gov) and [HPP@dshs.texas.gov](mailto:HPP@dshs.texas.gov). **Regional Advisory Council (RAC)**

### **Board Members & Officers Responsibilities Attestation Form**

As a board member or executive officer of the above-named Grantee organization, by my signature I attest that I understand my responsibilities and administrative oversight requirements outlined on this form and stated in the HHSC Uniform Terms and Conditions.

(Note: Please indicate if you have taken the on-line Board Training by checking the box next to your name.)

<b>Video watched <input checked="" type="checkbox"/></b>	<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
<input type="checkbox"/>			