

**SANTA FE COUNTY
COMMUNITY SERVICES DEPARTMENT
ACCOUNTABLE HEALTH COMMUNITY
NAVIGATION INITIATIVE**

Application Packet



**DEADLINE
April 26, 2017
2:00 PM (MDT)**

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**SANTA FE COUNTY
COMMUNITY SERVICES DEPARTMENT
ACCOUNTABLE HEALTH COMMUNITY
NAVITGATION INITIATIVE**

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APPLICATION DEADLINE

All applications must be received no later than

2:00 P.M. (MT) April 26, 2017

Failure to submit your application by the deadline will result in the application being denied and removed from consideration.

Drop Off:

2052 S. Galisteo St.
Santa Fe, NM 87505

Mailing Address:

PO Box 276
Santa Fe, NM 87504

SECTION I OVERVIEW

I. INTRODUCTION

Funding under this solicitation may be used to provide navigation services for Santa Fe County residents who qualify for the Santa Fe County Health Care Assistance Program, eligibility for which is based on financial status as required by Santa Fe County Resolution No. 2014-47 ([Resolution 2014-47](#)). Navigation is defined as activity which solidly links residents to needed health-related resources via evidence-based practices by qualified, culturally competent staff.

Santa Fe County has identified the need to address the social determinants of health that impact health outcomes for County residents. Social determinants include access to health care, housing, healthy food, transportation, and other social and material supports. To focus on this priority, Santa Fe County Community Services Department is seeking proposals from community organizations for delivery of navigation services to address the social determinants of health and improve health outcomes.

The Community Services Department is creating an Accountable Health Community in Santa Fe County. Our vision is that by 2020, all County residents regardless of income have access to high-quality health care and are linked to the resources they need for health and well-being. Goals for the Accountable Health Community include:

- Residents and providers collectively identify problems and co-create solutions.
- Navigators link residents to resources within a cohesive provider network.
- Social, economic, and physical environmental resources are available to all residents.
- Information systems are coordinated. Data are collected, monitored and evaluated to improve services and population health while reducing health care costs.

This request is for proposals from community organizations to provide navigation services that connect high-risk clients with needed resources. This includes providing the screening and navigation outlined in the scope of work below, together with outreach, public awareness, advocacy, and referrals to community resources to address social determinants of health and to improve health for their clients.

Proposals should describe evidence-based programs that create sustained connections to safe and secure housing, reliable transportation and utilities, nutritious food, income support, education and literacy, enrollment in and access to health care, and other client health-related needs. Qualified offerors must be nonprofit community-based organizations with a proven track record of reaching at-risk populations, expertise in providing navigation services, and experience implementing evidence-based programs and/or promising practices that address social determinants of health and improve health.

Priority will be given to offerors who address one or more of the goals and indicators of the *Santa Fe County Health Action Plan*, which are: increasing enrollment in insurance, reducing alcohol/drug abuse, reducing low birth weight babies, reducing suicide, and increasing the consumption of healthy food. ([HealthActionPlan2015-2017](#))

Qualified offerors should describe how funds will enhance, and not supplant, the organization's existing service delivery system. Multiple contracts will be awarded from the total funding available for Navigation Services, which is \$400,000. Applications are due no later than 2:00PM (MT) on April 26, 2017. Failure to submit applications by the deadline will result in the application being denied.

II. FUNDING PRIORITIES

For purposes of this application, applications shall be limited to non-profit organizations and units of government for use in providing navigation services in Santa Fe County. Federally qualified health centers and medical clinics are not eligible to apply.

Program funds are intended to add to, augment and/or supplement, not supplant, resources already committed to navigation of clients. Funds may not be used to replace units of government's funded activities.

III. PROGRAM TERM

The term of any grant agreement for the FY17 Accountable Health Community Navigation Initiative shall commence no earlier than June 1, 2017 and shall terminate not later than May 31, 2018.

END OF SECTION I

SECTION II PROGRAM ELIGIBILITY

I. ELIGIBLE PROGRAM AREAS

Applications shall be limited to nonprofit organizations and units of local government for use for navigation services for Santa Fe County residents who qualify for the Health Care Assistance Program, eligibility for which is based on financial status as required by Santa Fe County Resolution No. 2014-47: ([Resolution 2014-47](#)).

Income guidelines are as follows:

Persons in family							
1	2	3	4	5	6	7	8
36,200	41,400	46,550	51,700	55,850	60,000	64,150	68,250

Successful offerors shall clearly delineate services that are evidence-based or promising practices to increase the health and overall social well-being and positively impact one or more specific health indicators listed in the Santa Fe County Health Action Plan. ([Health Action Plan 2015-2017](#))

II. ELIGIBLE APPLICANTS

Eligible applicants are limited to nonprofit organizations and units of government. A unit of government is defined as: a town, township, village, parish, city, county, or other general purpose political subdivision of a state; or, a federally recognized Indian tribe or Alaskan Native organizations.

III. ELIGIBLE ACTIVITIES AND COST ITEMS

A. SCOPE OF WORK:

The Contractor shall:

1. Provide navigation services for at-risk populations.
2. Ensure navigators are experienced and qualified and are offered continued

educational opportunities on an annual basis to increase professional qualifications.

3. Assure navigator participation in facilitated trainings offered by the Community Services Department.
4. Screen for risks including utilization of emergency room and jail. Assess individual's social determinants of health, including safe and secure housing, nutritional food, reliable utilities and transportation, and other social supports. Collect client data on those *Santa Fe County Health Action Plan* indicators that are relevant for the population served, i.e. low birth weight, suicide, alcohol, drug abuse, and access to healthy food.
5. Deliver navigation services tailored to the individual's priorities that are culturally relevant and based on a team approach of service delivery that documents cross-sector collaboration.
6. Develop a navigation plan with the individual that sets appropriate goals, such as: addressing safe and secure housing, food, utilities and transportation; health system enrollment, access and navigation; education and literacy; prevention care and treatment; chronic disease management; and social and community referrals that develop sustainable relationships.
7. Identify community and social resources tailored to the individual's needs and develop and facilitate a network/team to address priorities of the navigation plan, develop sustainable relationships with community resources, and provide and document a "warm hand-off." Referrals will be considered complete if a trusting and sustainable relationship has been verified by the individual and service provider and documented by the navigator.
8. Provide the Community Services Department with quarterly data on social determinants of health of clients served.
9. Participate in data sharing with other community and social organizations on activities related to navigation plans with consent of the clients served and participate in negotiating MOUs with community partners. Share aggregate and non-medical client data with other Santa Fe County-funded partners and the Community Services Department.
10. Use a web-based resource site to post the organization's community education, outreach and training events on a community calendar, and register and update organization information as needed.
11. Assure that all navigators receive training on HIPAA standards and adhere to all HIPAA policies.

12. Participate in Accountable Health Community activities, including attending director-level stakeholder meetings (as well as membership on the Accountable Health Community Advisory Committee, if asked); navigator and client participation in work groups as needed to support collaboration and provider alignment; and participation in public awareness, outreach and communication regarding activities of the Accountable Health Community.
13. Develop and implement a flexible fund protocol to serve as a payor of last resort for one-time expenses related to social determinants of health.
14. Survey clients annually to assess their continued engagement with needed resources and satisfaction with navigation services.

B. BUDGET CATEGORY AND LINE ITEM DEFINITIONS

* ALL EXPENSES ARE SUBJECT TO COUNTY APPROVAL *

1. Indirect Administrative Expenditures. Indirect administrative expenditures are those that do not support programs directly—such as overhead, salaries and benefits for administrative staff, equipment costs, administrative expenses, supplies, and other expenses incurred by the grantee that are not direct costs of the grantee. These indirect administrative expenditures are allowed a maximum of up to 5% of the grant.
2. Personnel Services (direct employee of fiscal agent)
 - Salary & Wages are expenditures for compensation to employees providing navigation services.
 - Full-time Positions include salaries paid to employees hired to work a standard workday or workweek.
 - Part-time Positions include salaries paid to employees that do not work a standard workday or week.
 - Temporary Positions include salaries paid to employees that are hired for period of time less than one year (e.g., 3 weeks, 2 months, etc.).
3. Employee Benefits (expenditures for employer contribution match requirements)
 - F.I.C.A. – Social Security employer's portion of social security contributions.
 - F.I.C.A. - Medicare employer's portion of Medicare contributions.
 - Retirement Contributions employer's portion of retirement plan contributions.
 - Employees' Liability Insurance employer's portion of employee liability insurance.
 - Health Care employer's portion of insurance premiums, health care, dental, vision expenses, etc.
 - Retiree Health employer's portion of contributions as required by Public

- Employees' Retiree Health Care Act.
 - Unemployment Insurance employer's portion of premiums for unemployment compensation.
 - Workers' Compensation (assessment by state) employer's portion of quarterly assessment.
 - Workers' Compensation Premiums include the annual premium for workers' compensation policies.
4. Travel (In-State) includes costs associated with in-state travel to Accountable Health Community stakeholder trainings and meetings.
 - Mileage Reimbursement for private car usage (in accordance with current state policy regarding rates).
 - Per Diem includes reimbursement for expenses incurred for employee meals and lodging. The Per Diem and Mileage Act Section 10-8-1 through 10-8-8, NMSA 1978, as amended must be followed.
 - Transportation Expense (gas, oil, public trans. fees) includes expenses for fuel and oil, car rental, public transportation fares, and parking fees.
 5. Flexible fund – Upon development of a flexible fund protocol whereby grantee serves as a payor of last resort, 8% of funds may be used to for one-time expenses related to social determinants of health. Examples of allowable expenses include those related to securing food, housing, transportation, enrollment into insurance or public benefits, and freedom from interpersonal violence.

IV. **INELIGIBLE ACTIVITIES AND COST ITEMS**

Ineligible activities and cost items include, but are not necessarily limited to, the following:

1. **Capital Outlay** - Capital expenditures are ineligible for reimbursement or payment with program funds. Capital Purchases are investments in physical assets with extended utility (e.g., buildings, some equipment, and some furniture and fixtures).
2. **Equipment and Machinery** include data processing equipment; proprietary software; and communication equipment in excess of \$3,000.
3. **Furniture and Fixtures** include fixtures and furnishings costing in excess of \$3,000; filing cabinets, desks, chairs, tables, stands, trays, lamps, window coverings, rugs and carpeting (when not wall to wall), and shelving not permanently attached to the building.
4. **Vehicles** - The purchase of vehicles is prohibited.
5. **Promotional items** – The purchase of promotional items is prohibited.
6. **Land or Building/Facility Acquisition** – Land or building/facility acquisition through Grant funds is prohibited.
7. **Administrative Costs** - Indirect costs to administer the grant-funded program in excess of 5% are not allowed. Administrative costs in direct support of programs may be budgeted in the direct program portion of the budget.

8. **Clothing and Uniform Stipends**
9. **Activities** - Activities that do not relate specifically to program operations are ineligible. Activities around sponsorships and fairs must disseminate educational information and receive prior approval from the County.
10. **Supplanting** – Funds shall not be used to replace or substitute funds for existing administrative expenses or programs, services or activities, but can be used to finance new, expanded, and/or complementary activities.
11. **Cash Accumulations** –Funds from the grant shall be obligated or encumbered for approved programs, activities or services delivered in the fiscal year of the grant. No grant funds may be accumulated beyond the fiscal year.
12. **Cash Transfers** – Funds will not be transferred to be used by the grantee designated as the fiscal agent to other funds in the fiscal agent’s budget from the fiscal agent’s established, separate local grant fund.
13. **Professional Fees** – Grant funds may not be used for licensing fees, professional memberships, or organizational fees or dues.
14. **Operational Expenses** – Grant funds may not be used for rent, utilities, communications, or other operational expenses.
15. **Out-of-State Travel** - Grant funds may not be used to pay for any out-of-state travel expenses.
16. **Tuition Reimbursement** – Grant funds cannot be used for tuition reimbursement for classes taken for credit at higher educational institutions.
17. **Overtime** -wages are for hours worked in excess of the 40 hour workweek as defined by the Fair Labor Standards Act (FLSA).
18. **Termination pay** -employees who are being terminated can receive any outstanding personal leave time accrued.
19. **Lobbying or Fundraising**

V. SUPPLANTING

Funds shall be used to supplement existing funds for program activities and cannot replace (or supplant) those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as post-award monitoring and audit.

Shifting funds within a grantee’s budget with the express intent of using such funds as matching funds shall be considered supplanting.

VI. FINANCIAL REQUIREMENTS

Grantee assumes all financial liability for the program expenditures associated with the potential award of funds prior to being reimbursed by Santa Fe County.

Santa Fe County shall not reimburse the grantee until deliverables for scope of service have been reported. Item(s) or services purchased shall only be for those allowable under the

grant. Deliverables will be reported and funds will be drawn down not more frequently than monthly and not less frequently than quarterly.

Any expenditure incurred for goods and/or services that Santa Fe County determines is not allowable will not be reimbursed.

VII. AUDIT REQUIREMENTS

Grantees shall comply with any Laws & Regulations required to be followed by the Office of the State Auditor including but not limited to: (1) the "Audit Act" which is the short title for Sections 12-6-1 through 12-6-14 NMSA 1978; (2) New Mexico State Auditor Rule 2.2.2 NMAC and; (3) Policies and Procedures Applicable to New Mexico Public Schools.

SECTION III APPLICATION PROCESS

I. HOW TO APPLY

Applicants for funding under the 2017 Santa Fe County Accountable Health Community Navigation Initiative shall complete the application in full, to include all appropriate signatures. Hard copies of all documents must be received by the Santa Fe County Community Services Department Health Care Assistance Program no later than **2:00 p.m. (MT) on April 26, 2017**. It is the responsibility of the applicant to ensure that the completed application is received by the deadline.

Each applicant shall forward **four (4) copies** of the application to Santa Fe County Community Services Department Health Care Assistance Program at 2052 S. Galisteo Street, Santa Fe, New Mexico 87505 or mail to: PO Box 276, Santa Fe, New Mexico 87504, attention Kyra Ochoa. **One electronic copy** in Word format should be forwarded to kochoa@santafecountynm.gov.

Applications should be written in 12 pt. font, double-spaced with one-inch margins and should not exceed fifteen (15) pages. Please number pages.

II. APPLICATION REQUIREMENTS

- General Requirements:
 - Each section of the applications shall be in accordance with the sequence listed in Section III below.

- Applications should be typewritten (except cover sheet);
- Include all required forms, such as signed certified assurances;
- Round off cents to whole dollars.
- Each application shall include all sections of the Application Format in the order they are presented in this packet.

III. APPLICATION FORMAT

1. Coversheet

Program Title
 Address
 Fiduciary Contact Person
 Contact Person Telephone Number
 Agency Type
 Program Contact Person
 Contact Person Telephone Number
 Joint application
 Grant Funds Requested

2. Scope of Services

State a general overview of the program, to include what your program will accomplish. Keep it simple and to the point. Include the population your organization serves and the relevant *Health Action Plan* priorities. This section must also include:

- Problem statement describing the problem, the population the problem affects, the geographic area affected, and statistical data that reinforces the problem statement.
- A timeline of program activities, including hiring of staff, assigning benchmark dates for the duration of the program.
- Program Evaluation. The evaluation must tie to the problem statement and the goals and objectives. Applicants should address the following: how you will know the program is working and how you will determine if you are meeting your objectives.
- A Statement of Financial Sustainability

3. Goals, Objectives, Performance Measures, and Program Evaluation

Explain the goal of the program in simple and straightforward terms; one or two goals specifically related to the program purpose area are sufficient. Each goal should have at least one measurable output linked to a desired outcome. This section must include:

V. RATING CRITERIA

The Santa Fe County Community Services Department Health Division will evaluate the applications received by the deadline. Each received application will be rated on the following point system:

1. General Overview / Program Description- 25 maximum points
2. Problem Statement - 10 maximum points
3. Timeline - 5 maximum points
4. Goals, Objectives, and Program Measures - 35 maximum points
5. Program Evaluation - 5 maximum points
6. Statement of Sustainment/Funding - 5 maximum points
7. Budget Detail/Budget Narrative - 15 maximum points

VI. SELECTION PROCESS

If an application does not meet the minimum criteria set forth in this document, it will be deemed ineligible and not be considered for an award. The selection process is as follows:

- A. Upon receipt, the Health Care Assistance program staff will review the application for completeness.
- B. Complete applications will be reviewed and rated by the Santa Fe County Community Services Department.
- C. The selection panel through the Community Services Department Director or designee will submit their recommendations to the Santa Fe County Manager for consideration.
- D. The Santa Fe County Manager or designee has the final authority in the awarding of grants.
- E. All applicants will be notified in writing of the outcome of their application no later than 30 days after the application deadline.

VII. APPEAL PROCESS

Funding decisions may be appealed if an applicant believes any federal or state regulation involving selection was violated. Appeals must be submitted to the Santa Fe County Community Services Department Director or designee within 15 calendar days of the outcome notification. A three member appeal panel shall review the request, decide on its validity, and make a recommendation to the Santa Fe County Manager or designee.

In the event the Santa Fe County Community Services Department receives an appeal, all funding decisions will be delayed until the appeal has been reviewed and a final decision made by the Santa Fe County Manager or designee, whose decision will be final.

END OF SECTION III

SECTION IV REPORTING REQUIREMENTS

I. REPORTING REQUIREMENTS

A. Grantees shall submit **Quarterly Progress Reports** on the programmatic accomplishments made toward the goals of the sub-grant agreement. Quarterly reports are due to the CSD – Health Care Assistance Program no later than the 15th of the month subsequent to the Quarter end date. Quarterly Reports shall include the following:

- number of persons served
- demographic data
- screening data on social determinants of health
- online resource registration and updates
- documented warm hand-off referrals
- cross-sector collaboration

Quarter 1: June 1 through August 31
Quarter 2: September 1 through November 30
Quarter 3: December 1 through February 28
Quarter 4: March 1 through May 31

B. Grantees shall submit an annual report providing data on number of persons served, demographic data, screening data on social determinants of health, and change in the following measures: non-emergency utilization of the emergency room; incarceration; goals in navigation plan that have been met and sustained for a period of two months; improvement in relevant *Santa Fe County Health Action Plan* indicators; and the results of client survey. Annual reports are due to CSD Health Care Assistance Program no later than June 30, 2018.

END OF SECTION IV

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APPENDIX – A CONTACT LISTING

Any questions regarding the application for funding or the administration of your contract may be directed to the Santa Fe County Community Services Department – Health Care Assistance Program

- Kyra Ochoa, Health Care Assistance Program Manager, 505-992-9891 or kochoa@santafecountynm.gov
- Patricia Boies, Health Services Division Director, 505-995-9538 or pboies@santafecountynm.gov

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APPENDIX – B

Grant Application Checklist

Have you included and assembled your application in the following order:

- ✓ Title Page
- ✓ Coversheet
- ✓ Scope of Services
- ✓ Goals, Objectives, and Program Evaluation
- ✓ Budget Detail and Narrative
- ✓ Supplanting Certification
- ✓ Proof of non-profit status
- ✓ Campaign Contribution Disclosure form

Have you:

- ✓ Completed your entire application following format guidelines?
- ✓ Identified the Lead Agency Program Coordinator as the person with direct oversight of the program?
- ✓ Identified the Fiscal Officer as the person directly overseeing the financial portion of the award?
- ✓ Verified **all** forms are signed and dated by the correct **Grantee Authorized Official and the Lead Agency Program Coordinator?**
- ✓ Included your budget and budget narrative?
- ✓ Submitted **four copies** for review and an electronic Word version of your application?

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CERTIFICATIONS

CERTIFIED ASSURANCES

The applicant hereby assures that, if an award is received the following requirements will be met:

Drug-Free Workplace Requirements (Government Agencies Only)

The applicant certifies that it will provide a drug-free workplace for the employees in accordance with the Federal Anti-Drug Abuse Act of 1988 (Public Law 100-690). This certification is a material representation of the fact upon which reliance will be placed when the grantor agency determines to award a grant. False certification or violation of the certification shall be grounds for suspension of payment, suspension of termination of grants, or government wide suspension and debarment.

Debarment, Suspension, Ineligibility, and Voluntary Exclusion

The applicant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, as well as any State of New Mexico department or agency.

Santa Fe County Campaign Contribution Disclosure Form

All grantees shall sign a Santa Fe County Campaign Contribution Disclosure Form

Santa Fe County Living Wage Ordinance

All grantees awarded must comply with the Santa Fe County living wage ordinance 2014-1

Santa Fe County Ethics Ordinance

All grantees awarded must be in compliance with the Santa Fe County Ethics ordinance 2010-12 and ordinance 2011-9

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SANTA FE COUNTY

FINANCE DIVISION

GRANTS AND CAPITAL MANAGEMENT BUREAU

Supplanting Certification

On behalf of the Grantee named below, I hereby certify that any funds under this program shall be used to supplement existing funds for program activities and must not supplant those funds that have been appropriated for the same purpose. I have read, understand, and agree to abide by all the conditions as set forth in the agreement. Further, supplanting will be reviewed during the application process, post-award monitoring, and audit.

If the Grants and Capital Management Bureau believes, based upon factual data, that supplanting may have occurred, than the Grantee shall be required to supply documentation demonstrating that the reduction of non-grant resources occurred for reasons other than the receipt or expected receipt of grant funds.

Full Name of Grantee

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“**Pendency of the procurement process**” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)