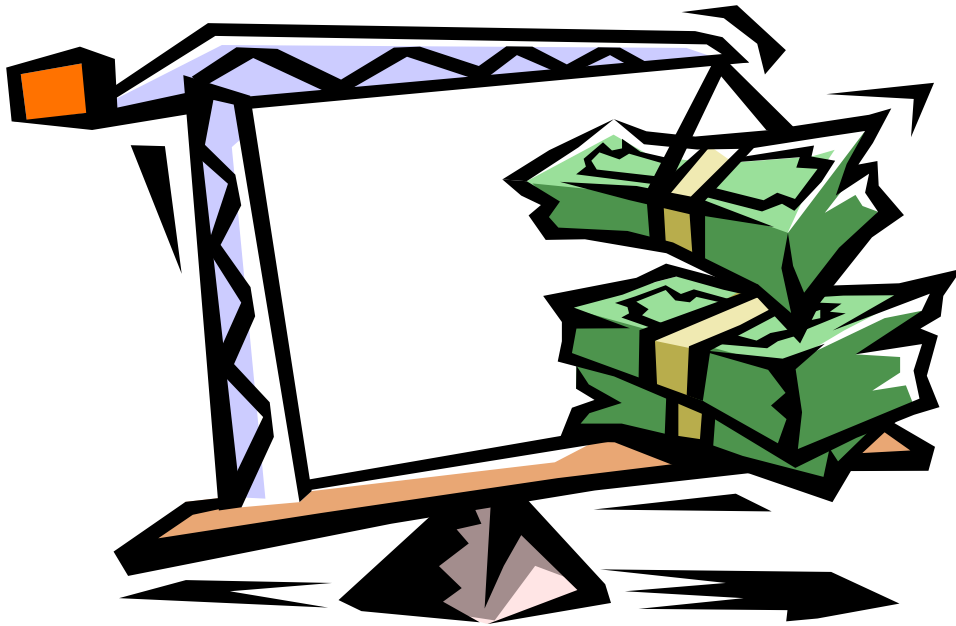


HARNEY COUNTY COMMISSION ON CHILDREN AND FAMILIES

Vision:
**In every home, for every child,
a better future in Harney County.**

REQUEST FOR PROPOSAL

2006-2007 PROJECT PROPOSAL PACKET



For more information, contact:
Harney County Commission on Children and Families Office
450 N. Buena Vista
Burns, OR 97720
Telephone (541) 573-3350
Patty_dorroh@class.oregonvos.net

TIMELINE

Feb 3, 2006	Ads go out to news media, Interested Persons, etc.
Feb 15, 2006	Proposal packets become available <u>(Attendance at a Bidder's Workshop is MANDATORY)</u>
Feb 17, 2006	1:30 – 3:00 p.m. Bidders' Workshop, State Office Building Conference Room <u>(Pre-registration required)</u>
Feb 21, 2006	9:30 – 11:00 a.m. Bidders' Workshop, State Office Building Conference Room <u>(Pre-Registration required)</u> <i>Additional Bidders' Workshops can be scheduled for rural areas as needed. (See page 5)</i>
March 23, 2006	Completed Proposals are due by 5:00 p.m. Neither Postmarks nor Faxes will be accepted: Submit completed RFP to the following address: Harney County Commission on Children and Families Attn: Patty Dorroh, Executive Director 450 N. Buena Vista, Burns, OR 97720
March 28 – April 10, 2006	Commission review of proposals
April 11, 2006	CCF Board Meeting - Project selection and funding recommendations determined
April 20, 2006	Final day for appeals
May 3, 2006	Recommendations submitted to Harney County Court for review and approval
Following contract award decisions	Work plan meetings on an individual basis. Contracts to Providers for signature.

GENERAL INFORMATION

Mission: *The Harney County Commission on Children and Families works toward an efficient community-based plan that supports the wellness of children and families.*

A. PROJECT PROPOSAL PACKETS

This packet contains the following: general information about the entire process; general instructions on submitting applications; a focus area stating Harney County's specific priorities; proposal evaluation section explaining how applications are processed; the proposal score sheet; and the Project Proposal Forms which will be used to apply for available funds. A sample of a draft contract is included at the end of this packet.

B. PRIORITY PROGRAM AREAS

Priority program areas specifically describe priority needs to be addressed through this process.

C. CONTRACTING AUTHORITY AND OVERVIEW

The Harney County Commission on Children and Families (CCF) is a nine-member body that is advisory to and appointed by the Harney County Court. It is responsible for planning, implementing, and coordinating service delivery to children and families in the county; and for evaluating the contracted service providers funded through this process. Successful applicants must agree to delivery of services and to CCF term and conditions prior to the disbursement of funds.

Revenue for contracted programs depends upon the availability of funds appropriated by the State of Oregon Legislature. Harney County and the Commission on Children and Families are not obligated to replace program revenue that has been reduced by legislative appropriation or by any other state or local financial policy or procedure modification.

The initial term of this contract is for one year and shall begin on July 1, 2006 and shall end on June 30, 2007.

Harney County Commission on Children and Families reserves the right to select parts of proposals for funding without any obligation to fund or support other parts of the proposal. The County reserves the right to renegotiate contracts, through the Commission, beyond the contract period of this RFP.

D. FUNDING OVERVIEW

The Harney County Court manages the funds, which come to the County through various sources. Should new funds for services to children, youth and families

become available, the Board reserves the right to either fund proposals submitted through this process, or seek additional proposals.

E. PROVIDER ELIGIBILITY

Any public or private organization or individual that demonstrates qualifications or past successes is eligible for funding. Formal education, relevant intensive job training and other criteria as deemed acceptable by the Commission may determine provider qualifications.

F. GENERAL CONTRACT REQUIREMENTS

The applicant **must** be willing to enter into a contract with the County. Accepted proposals and any negotiated modifications will become part of the contract. Successful applicants will be required to:

- Attend workplan workshop
- Enter into a contract with Harney County
- Submit quarterly reports to the Commission on Children and Families
- Be paid on a quarterly reimbursement schedule

G. CAPITAL EXPENDITURES

Applicants must submit special documentation demonstrating that any capital expenditure specified in their proposals are necessary for the successful operation of their proposal. Capital expenditures are defined as the purchases of equipment or other items with a purchase cost of fair market value of \$150.00 or more. If such expenditures equal or exceeded ten (10) percent of the recommended funding for the entire proposal, other procedures may apply pursuant to OAR 423-10-036. Furthermore, items purchased through capital expenditures are the property of the county and therefore are subject to county policy.

H. OTHER ISSUES

ALL proposals will be uniformly rated and assessed based on the scoring sheet attached, group discussion and/or applicant interviews.

The county will not pay for any costs incurred by applicants or providers in the preparation, submission, or presentation of the applicant's proposal.

I. DESIGNATED CONTACT PERSONS

Patty Dorroh, Executive Director 573-3350 or 493-2201
Kristi Curtis, Program Liaison, 573-3350

J. BIDDERS' WORKSHOP

There are two Bidders' Workshops scheduled to go over the RFP process and to answer any questions you may have. **The workshop is mandatory. You must attend one of the two dates listed below.** If you do not attend, your request **will not** be considered.

**February 17, 2006 9:30 – 11:00 am DHS / State Office Building
809 W. Jackson, Burns OR
Conference Room**

**February 21, 2006 1:30 – 3:00pm. DHS / State Office Building
809 W. Jackson, Burns OR
Conference Room**

Pre-registration is required. Call Patty Dorroh or Kristi Curtis at the CCF office at 573-3350 to register for either workshop.

Bidders' workshops will be provided in our rural communities if requested. Those workshops will be scheduled on an as-needed basis.

- K.** The County reserves the right to reject any proposal submitted by an applicant that the County deems unqualified or unreliable because of the applicant's history of claims or other performance problems.

GENERAL INSTRUCTIONS

1. Be sure to read and follow all instructions and information prior to preparing the proposal. **In order for a proposal to be considered for funding, these instructions must be followed.**
2. Proposals must be typed or printed legibly. Each question must be addressed in the order given. The entire proposal must be limited to 25 pages, including all attachments. **Project cover sheet and budget information must be on the forms provided and in the space provided.**
3. Proposals must be submitted with all forms completed and in order, stapled in the upper left-hand corner, with Page 13 being the first page and cover. Binders and covers are not to be submitted with completed proposals.
4. One (1) **original proposal** and **twelve (12) copies of the proposal**, with all attachments included, must be submitted.
5. **Project Proposals and copies must be received by March 23, 2006 by 5:00 p.m to be eligible for funding. Neither postmarks nor faxes will be accepted. There will be no exceptions.**
6. Completed original proposal and all 12 copies must be submitted to the following address:

HARNEY COUNTY COMMISSION ON CHILDREN AND FAMILIES
Harney County Courthouse
450 N. Buena Vista
Burns, OR 97720

CCF staff designated to receive proposals are Patty Dorroh, Director and Kristi Curtis, Program Liaison.

7. The Harney County Court reserves the right to reject any and all proposals upon finding that it is in the public's best interest to do so. Any bid found to be out of compliance with the instructions in this packet will be rejected. The County reserves the right to waive any non-material defects.
8. The Harney County Court reserves the right to exercise its option on negotiation with proposers in the development of final award(s) and contract(s), and to waive any irregularities or informalities. This RFP is subject to the conditions of ORS Chapter 279.
9. An original copy of each proposal accepted by the County Court shall be maintained for public review as set forth on ORS Chapter 192. Public review shall be available only after the date of proposal opening and a reasonable time has elapsed for review.

PRIORITY PROGRAM AREAS

To the maximum extent possible, proposals funded by the Harney County Commission on Children and Families will meet evidence-based or best practices parameters.

Programs must also address one or more of the following seven CCF priority areas, which are part of the 2006 biennial update to the Harney County Comprehensive Plan for Children and Families.

Harney County Comprehensive Plan for Children and Families January 2006 Community Priorities

- 1 – Increase Parenting Skills.
- 2 – Increase the number of preschool slots and quality childcare options for families in Harney County.
- 3 – Continue support to expand and improve the operations of the Boys and Girls Club of Harney County.
- 4 – Reduce juvenile crime through prevention efforts and provide treatment to youth already in the system.
- 5 – Provide intervention to middle and high school students that are identified as “acting out” by school counselors, juvenile department and other local sources.
- 6 – Increase access to a variety of after school activities.
- 7 – Increase funding opportunities to support implementation of HCCCF priorities.

2006-2007 Available Funding Streams

A chart summarizing the funding streams available through the Harney County Commission on Children and Families is provided on the following two pages.

Funding Stream	Funding Parameters	Open for Bid
<p>Child Care and Development Fund</p> <p>Approximately \$10,346/yr</p>	<p><u>Age:</u> 0 up to 13 years of age, except children with special needs 0 up to 18 years of age.</p> <p><u>Service areas:</u> Program and services that promote outcomes identified in the comprehensive plan to:</p> <p>(a) Stabilize the supply of child care.</p> <p>(b) Increase the availability of quality hard to find care including infant/toddler, school age, odd hours, sick care and/or care for children with special needs.</p> <p>(c) Improve the quality of child care.</p> <p>(d) Meet local and statewide standards for child care availability for low income working parents and/or student parents.</p>	<p>Yes</p>
<p>Youth Investment</p> <p>Approximately \$13,105/yr</p>	<p><u>Age:</u> Ages 13 through 18 years, although 11 and 12 year olds may be included where appropriate.</p> <p><u>Service Areas:</u> Services to non-delinquent youth who are chronically acting out or are victims of neglect. Programs and services will promote outcomes identified in the Local Plan. Youth are considered chronically acting out when they are exhibiting school behavior problems, are out of parental control, are runaway and homeless, or are exhibiting other risk factors. Youth are non-delinquent if they have no history of, or current involvement with, the juvenile justice system, or have been diverted from the juvenile justice system. Youth who have been referred to a juvenile department for a criminal activity, or who have been placed on an informal accountability agreement are not considered to be non-delinquent for purposes of this funding. These funds must support research-based services, systems, initiatives and programs.</p>	<p>Yes</p>
<p>Great Start</p> <p>Approximately \$12,500/yr</p>	<p><u>Age:</u> Prenatal services to expectant mothers, children 0 through eight years of age and the children's families.</p> <p><u>Service Areas:</u> Programs and services that promote outcomes identified in the Local Plan including, but not limited to, research-based early childhood programs and services in county settings that meet the needs of the community.</p>	<p>Yes</p>

Funding Stream	Funding Parameters	Open for Bid
<p>Family Preservation and Support</p> <p>Approximately \$2,868/yr</p>	<p><u>Age:</u> All children and their families.</p> <p><u>Service Areas:</u></p> <p>(A) <u>Family Preservation Services:</u> Family preservation services refers to services for children and families designed to protect children from harm and help families (including foster, adoptive, and extended families) at risk or in crisis, including:</p> <p>(B) <u>Family Support Services:</u> Family support services means community-based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster, and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.</p>	<p>Yes</p>
<p>Children Youth & Families</p> <p>\$12,500/yr</p>	<p><u>Age:</u> 0-through 18 and their families.</p> <p><u>Service Area:</u> Programs and services supported with Children, Youth and Families Funds will be used to promote outcomes identified in the local comprehensive plans. These funds must support research-based services, systems, initiatives, and programs. These funds are intended to allow maximum flexibility by counties to fund those areas of highest priority.</p>	<p>Yes</p>
<p>CASA</p> <p>Approximately \$12,223/yr</p>	<p><u>Age:</u> 0 through 18 years of age.</p> <p><u>Service areas:</u> CASA programs provide for the recruitment, training, support and supervision of CASA.</p>	<p>No</p>
<p>Healthy Start</p> <p>Approximately \$20-30,000yr</p>	<p><u>Age:</u> Children prenatal through five and their families.</p> <p><u>Service Areas:</u> Provide funding for voluntary family support services following the Healthy Families America model.</p>	<p>No</p>

RESOURCES FOR EVIDENCE-BASED OR BEST PRACTICE PROGRAMS

Oregon Commission on Children and Families
www.ccf.state.or.us

Annie E. Casey Foundation on Juvenile Justice
<http://www.aecf.org/publications/advocasey/spring2003/>

Child Trends is a nonprofit, nonpartisan children's research organization.
www.childtrends.org

Juvenile Justice - publications
www.ojp.usdoj.gov/ojjdp

U.S. Department of Health and Human Services
www.calib.com/nccanch/prevention/emerging/report/index.cfm

Violence Prevention
<http://www.colorado.edu/cspv/blueprints/model/overview.html>

Resources for understanding and supporting child and family needs
Annie E. Casey Foundation - report on the "High Cost of Being Poor" and links to other child data
<http://www.aecf.org/kidscount/databook/>

Children's Trust Fund of Oregon - child abuse
www.ctfo.org

Department of Human Services
<http://www.dhs.state.or.us/data/>

Department of Human Services report - "The Data Difference" - advice on how to interpret and use data
<http://www.dhs.state.or.us/data/publications/dataguide.pdf>

Developmental Assets
www.search-institute.org

Office of Alcohol and Drug Abuse Programs Databook
<http://www.dhs.state.or.us/data/publications/dataguide.pdf>

Office of Juvenile Justice Report - "Community Correlates of Rural Youth Violence"
<http://ojjdp.ncjrs.org/pubs/violvict.html#193591>

EVALUATION AND SELECTION OF PROPOSALS

The members of the Harney County Commission on Children and Families will review proposals. The Commission on Children and Families is responsible for the final recommendations, which are taken to the Harney County Court for local approval.

The Commission members will read over the proposal and fill out a score sheet (a copy of the Proposal Score Sheet is included in this packet). The results of these scores form a foundation for group discussion. This is meant to be an objective way of evaluation, and not to carry as much weight as formal group consensus.

The Commission may utilize review methods including, but not limited to: group discussions, staff analysis, score sheets, proposal writer interview and follow-up questions.

The proposal review will focus on the written proposal, service areas, and RFP objectives. Public input into these meetings may be available and selected Community Partners may be part of the process. CCF discussions with proposal writer may occur. For additional information, please consult with Patty Dorroh, the Director of the Harney County Commission on Children and Families.

Should an applicant or prospective applicant seek to appeal or protest an award resulting from this process, such protest must be received no later than April 20, 2006 at 5:00 p.m. The notice of protest shall be submitted in writing to the person and address stated in section 6 of the general instructions. The protesting applicant must claim to be eligible for the award as best applicant and must be next in line for the award because all better applicants are non-responsive or non-responsible, per OAR 137-30-090; 137-30-140. Protests shall be reviewed and forwarded to the Harney County Court for resolution. The County Court reserves the right to delegate authority to settle or resolve the written protest. Questions regarding the Statutes and Administrative Rules may be directed to the office of the Harney County Commission on Children and Families.

COMMITTEE REVIEW SHEET

PROPOSAL NAME: _____

Please rate each item on a scale of 0-10

- **0 points** = Does not address the issue
- **1-3 points** = Less effective (touches on the issue, but not complete and/or on discussion)
- **4-7 points** = Somewhat effective (discusses some of the issue well, but not complete)
- **8-10 points** = Highly effective (mostly or completely addresses issue)

RATINGS

	RFP
1a Are the priority program area(s) of the project clearly stated and meet one of the Commission's priority strategies as identified in the RFP?	
1b Is the program design clear?	
1c Outcome measure – Did the project identify outcome measures(s)? Are definite numbers of the percent increase/decrease included?	
2 Does the need for the program clearly fit our priority strategy? Is the need clearly stated and relevant?	
3 Does the program address solutions to the priority program area(s)?	
4 Is this program evidence-based or based on best practices?	
5 Target population – Are the age, number of youth, areas of the county and minority questions clearly addressed?	
6 Geographic emphasis – Does this project address rural issues?	
7 Capability – Does the organization have a track record of serving youth? Is this provider recognized as being able to coordinate the management piece to provide program and fiscal accountability?	
8 Coordination/Collaboration – Did the proposal address capabilities and extent of working with the community? Does the proposal clearly state a plan to collaborate and not duplicate services?	
9 Evaluation – Was an evaluation tool identified? Will the evaluation system address community and project goals?	
10 Future Support – Was future funding considered and has it been identified?	
11 Does the budget reflect appropriate expenditures and was it presented clearly?	
12 Clarity/ completeness of required forms. Yes=5 and No=0	
TOTAL SCORE	

OVERVIEW FOR COMPLETING PROPOSALS

Priority Program Area

The priority program area is the overall long-term outcomes you hope to achieve through your program, or portion of your program you are requesting funding for.

Example: To increase the percentage of mothers who receive adequate prenatal care. This example is the **long-term outcome** for the program. When working on a priority program area, think of the main thing that you plan to accomplish through your program or project. Also address, “what community conditions does this goal address?” For example, in Harney County 84% of babies have mothers who receive adequate prenatal care. You must identify one of the listed required priority program areas, as referred to on page 7.

Objectives

Program objectives are the **outcomes** of your system or project. **OBJECTIVES ARE MEASURABLE! Objectives should be used to judge the criteria of your program.** Objectives contain language such as:

To increase...To decrease...To reduce...

A well written objective will tell **who...is going to do how much...of what...by when...**

Example: Upon completion of the program, students will demonstrate a 10% increase in their knowledge of self-care in the areas of personal hygiene, nutrition, and safety as assessed by a pre-test and post-test.

* **You will be required to measure your outcomes in your quarterly reports!**

Activities

Activities are the very specific, detailed acts used to accomplish your objectives. They are essentially a subcategory of each objective. They provide all of the detailed information about each objective. Example: Provide a guest speaker for the community to discuss self-care with students.

Clarification for Evaluation

There are many ways to evaluate the success of your program. **All** of the evaluation tools you choose **NEED TO BE MEASURABLE!**

A work plan for all funded programs will be completed on an individual basis with the Director of the Commission on Children and Families after the Proposal has been approved by the County Court.

PROPOSAL COVER SHEET

Project Name:
Applicant Agency/ Individual (name, title, address, phone):
Person Responsible for Managing This Project (name, title, address, phone):
Signature of Board of Directors (if applicable): Date:
Signature of Agency Director (if applicable): Date:
Brief Description of Project:

Priority Program Area this will Address: (Check no more than two priority areas)

	Increase Parenting Skills		Provide intervention to middle and high school students that are identified as “acting out” by school counselors, juvenile department and other local sources.
	Increase the number of preschool slots and quality childcare options for families in Harney County.		Increase funding opportunities to support implementation of HCCCF priorities.
	Continue support to expand and improve the operations of the Boys and Girls Club of Harney County.		Reduce Juvenile Crime through Prevention Efforts and Provide Treatment in Youth Already in the System
	Increase access to a variety of after school activities.		

This Proposal Will: <input type="checkbox"/> Create a new program/service not currently being provided. <input type="checkbox"/> Provide a current program services in a new way (delivery change). <input type="checkbox"/> Continue a current program/service <input type="checkbox"/> Expand a current program/service	Number of Clients Served Through this Project <u>Per Year</u>: (This includes only direct services, not peripheral contacts with associated family members.) <input type="checkbox"/> Children Age 0-6 Years <input type="checkbox"/> Children Age 7-12 Years <input type="checkbox"/> Youth Age 13 – 18 Years <input type="checkbox"/> Parents <input type="checkbox"/> Families Only
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PROJECT BUDGET SUMMARY	PROJECT TIMELINE
TOTAL AMOUNT REQUESTED: \$ _____	FROM _____ TO _____

HARNEY CCF SUMMARY		
(For CCF use Only – Do Not Write in this Space)		
CASA \$ _____	CCDF \$ _____	HS \$ _____
CYF \$ _____	FPS OF\$ _____	OTHER\$ _____
YI - OF \$ _____	GS \$ _____	

COLLABORATION/SIGNATURE SHEET

Fill this out with hours and/or dollar amount; whatever best applies for your program.
 (All collaborating partners listed need to sign. This page can be duplicated.)

ORGANIZATION INCLUDE NAME, ADDRESS AND PHONE NUMBER	TYPE OF CONTRIBUTION OR COLLABORATION	SIGNATURE OF REPRESENTATIVE OF ORGANIZATION
		<hr style="border: none; border-top: 1px solid black;"/> Signature <hr style="border: none; border-top: 1px solid black;"/> Printed Name
		<hr style="border: none; border-top: 1px solid black;"/> Signature <hr style="border: none; border-top: 1px solid black;"/> Printed Name
		<hr style="border: none; border-top: 1px solid black;"/> Signature <hr style="border: none; border-top: 1px solid black;"/> Printed Name
		<hr style="border: none; border-top: 1px solid black;"/> Signature <hr style="border: none; border-top: 1px solid black;"/> Printed Name
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		<hr style="border: none; border-top: 1px solid black;"/> Signature <hr style="border: none; border-top: 1px solid black;"/> Printed Name
		<hr style="border: none; border-top: 1px solid black;"/> Signature <hr style="border: none; border-top: 1px solid black;"/> Printed Name

<p>1. OTHER RESOURCES (By name) List all funding sources, including fees. Also list all other funders to which application for funds has been made for this project. Put a check next to the confirmed funds.</p> <p>2. List Leveraged Resources (see explanation below).</p>		Amount from Other Sources

Leveraged Resources (new State criteria):

Subject: Reporting of Leveraged Resources.

Purpose: County-level data reported to the State Commission would include only those resources in an activity that were compelled by CCF resources or are required for state match.

Definition: Leveraged resources are those monetary and non-monetary (i.e., in-kind or volunteer hours) supports that either: (a) exist due to a compelling influence by CCF resources or, (b) document necessary programmatic match requirements.

Policy: The leveraged resource data collection efforts, reported to the state, will be limited to only those resources that exist due to compelling, or catalytic, relationship to local commission funding or document necessary match requirements (i.e. Healthy Start, Crisis Nurseries).

Examples: A local school district requests funding to create an after school program. If these resources are given, the PTA will provide resources from fundraising efforts and a local non-profit grant can be secured. Without these CCF funds, these other resources would not be available. The reported amounts would be the PTA fundraising resources and the non-profit grant amount.

- In policy, the State Commission requires a 20% match requirement for Healthy Start. All resources that can be considered match (exemption of other state CCF funds and Medicaid) would be report in total. Match requirements can be defined as all resources, whether they exist from a catalytic relationship or not.
- The State Commission would continue to encourage any additional leveraged resource information to be collected at the local level for decision-making purposes. However, based on the new definitions and requirements, it is recognized that some programs will not have any catalytic leveraged resources to report to the state.

Project Budget –

	A	B	C
II. PERSONNEL (Including the following: A. Salaries & Wages, B. Fringe Benefits, C. Contracted Services, D. In-Kind, E. Other)	Requested	Donated or In-Kind	Other Revenue Sources

TOTAL PERSONNEL BUDGET (Total of Columns A and C)	\$
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OPTIONAL:

Provide narrative description for clarification and more detailed explanation of **personnel**:

Project Budget – continued

III. NON- PERSONNEL (Including the following: A. Space/Rent/ Utilities, B. Expendable Supplies, C. Travel, D. In-Kind, E. Other)	A Requested	B Donated or In-Kind	C Other Revenue Sources

TOTAL NON-PERSONNEL BUDGET (Total of Columns A and C)	\$
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OPTIONAL:

Provide narrative description for clarification and more detailed explanation of **Non-Personnel**:

Project Budget – continued

	A	B	C
IV. CAPITAL EXPENDITURES -Non-expendables over \$150	Requested	Donated or In-Kind	Other Revenue Sources

TOTAL CAPITAL EXPENDITURES BUDGET (Total of Columns A & C)	\$
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OPTIONAL:

Provide narrative description for clarification and more detailed explanation of **Capital Expenditures**:

V. SUMMARY	Amount
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Total Personnel Requested for This Project (Column II.A)	
Total Non-Personnel Requested for This Project (Column III.A)	
Total Capital Expenditures Requested For This Project (Column IV.A)	
Total Requested For This Project (Totals of all Columns A)	
TOTAL BUDGET (Including all revenue sources) Totals of Columns A&C)	

**HARNEY COUNTY
COMMISSION ON CHILDREN AND FAMILIES
STATEMENT OF ASSURANCES**

The undersigned attests that the information provided to determine eligibility is true and accurate to the best of his/her knowledge. The undersigned further attests that he/she has the authority and/or responsibility to represent his/her organization in all phases of the Proposal process. Finally, the undersigned understands that any false or incorrect statement may disqualify this proposal from further consideration or be cause for termination of any further contracts.

If this proposal is selected for funding, the undersigned provides assurances on behalf of his/her organization that the organization will comply with the conditions in its contract with Harney County. The organization will also comply with all applicable Federal, State, County and local statutes, rules, and funding criteria governing service, facilities and operations. Finally, the organization will submit all required reports, documents, and forms within the allotted time for their submission.

Signature

Date

Typed Name and Title

Typed Name of Organization