

## NOTICE OF FUNDING AVAILABILITY

<b>Funding Agency:</b>	State of New Mexico Indian Affairs Department
<b>Opportunity Title:</b>	Special Project Funding
<b>Total Funding Available:</b>	\$250,000
<b>Proposal Open Date:</b>	August 30, 2018
<b>Proposal Close Date:</b>	September 28, 2018 at 5:00 PM local time
<b>Period of Performance:</b>	Date of fully executed contract to June 30, 2019
<b>Contact Person:</b>	Questions regarding specific program requirements on this notice should be directed to Suzette A. Shije in writing at <a href="mailto:suzette.shije@state.nm.us">suzette.shije@state.nm.us</a>

### A. BACKGROUND

Through the 2018 New Mexico legislative process, the Indian Affairs Department (Department) received General Fund Appropriation to support special projects in Fiscal Year 2018 that benefit NM tribal communities. From this appropriation, the Department has **\$250,000** available for Native American language preservation programs and Native American Veterans Services.

**Special projects will be evaluated to determine their efficiency and effectiveness in accomplishing stated performance measures in projects focused primarily on language and cultural preservation involving youth and elders; or, veterans outreach services.** NM tribes, nations, and pueblos, and tribal-serving organizations may respond to this notice with a proposal.

Proposers may develop a program and budget at any funding level, provided it does not exceed \$40,000. Proposals should articulate a project plan and establish a budget that appropriately aligns with that plan. Capital projects will not be considered. The Department will utilize a competitive grant process. Applicants deemed most responsive to the criteria below will be awarded funding:

- 1) Best demonstrate a thorough understanding of the tribal population to be served and their need to receive educational services promoting the preservation of language; or, their need to receive veteran's services promoting outreach programs;
- 2) Demonstrate an organized plan to implement the special project that utilizes best practices *and* meets the needs of the tribal community to be served;
- 3) Demonstrate a reasonable budget with sufficient justification of costs for each line item;
- 4) Demonstrate a favorable record of performance in providing or administering language-learning education initiatives; and/or veterans outreach initiatives;
- 5) Provide a shared interest in the proposed program through supplemental financial support and/or in-kind contributions.

While the Department anticipates making more than one award, this is a competitive grant process. Some respondents may not receive funding.

### **Notice of Funding Availability Schedule**

*NM Indian Affairs Department will make every effort to adhere to the following proposed schedule:*

<b>Action</b>	<b>Date</b>
Issue Notice of Funding Availability	August 30, 2018
Deadline for receipt of questions	12:00 PM on September 18, 2018
Department response to questions	Within 48 hours of question submission
<b>Deadline for proposal submissions</b>	5:00 PM local time on September 28, 2018
Proposal review / contact proposers for clarification of response, if needed	October 1 - 5, 2018
Notice of Award	October 9 - 10, 2018
Awardee SOW and Budget Submittal	October 15 - 17, 2018
Initiate contract process	October 22 - 26, 2018

## **B. SCOPE OF WORK**

Identify goals, objectives, performance measures and outcomes of a culturally appropriate Native American language preservation program or a Native American veterans outreach program that serves tribal members in one or more of New Mexico's tribes, nations and pueblos.

Recognize the importance of language preservation within our New Mexico's Native communities; or the vital needs and resources available to our Native American veterans.

## **C. DELIVERABLES**

Upon award, grantees will be required to fulfill the following deliverables:

- Participate in at least one site visit and a quarterly progress call with a program monitor from the Department. For budget purchases, please estimate a two-hour site visit at your program office.
- Submit quarterly reports detailing the progress and outcomes of the program.
- Submit requests for payment with detailed invoices immediately following the incurrence of expenditures, but at least quarterly in compliance with the contract.
- Completion of proposed performance measures as outlined in your program plan.

**D. PROPOSAL INSTRUCTIONS**

Please develop your project proposal by completing Attachment A. **Respondents shall fill-in Attachment A and submit as their proposal response.** Please also include a cover letter signed by the tribe, nation, pueblo, or tribal-serving organization leadership with your application.

- Number of Copies**                      Applicant shall deliver three (3) hard copies of their proposal.
- Delivery Location**                      Proposals must be received via mail or in-person on or before September 28, 2018 at 5:00 PM local time to:

Acting Cabinet Secretary Suzette A. Shije  
 New Mexico Indian Affairs Department  
 1220 S. St. Francis Drive, 2nd Floor  
 Santa Fe, New Mexico 87505

**E. EVALUATION CRITERIA**

The following is a summary of evaluation factors with point value assigned to each. These weighted factors will be used in the evaluation of all proposals.

The Department will assign points based on each evaluation factor and make awards to the highest-ranking respondents.

Maximum Points	Proposal Submittal
<b>5</b> <b>Shared Interest</b>	<ul style="list-style-type: none"> <li>• Does the proposal indicate a shared interest in the project through supplemental financial support or in-kind donations?</li> </ul>
<b>10</b> <b>Understanding of Program Audience</b>	<ul style="list-style-type: none"> <li>• Does the proposal present a thorough understanding of the audience to be served?</li> <li>• Does the proposal clearly demonstrate the need for Special Project funds focused primarily on language and cultural preservation involving youth and elders; or, Native American Veterans outreach services in the community being served?</li> </ul>
<b>30</b> <b>Program Plan</b>	<ul style="list-style-type: none"> <li>• Does the proposal provide a detailed description of the work plan?</li> <li>• Does the proposal present goals and objectives?</li> <li>• Does the proposal include a plan that is clear &amp; attainable to accomplish the goals?</li> <li>• Does the proposal include a schedule with milestones that align with the proposed plan and goals?</li> </ul>
<b>15</b> <b>Costs</b>	<ul style="list-style-type: none"> <li>• Does the proposal show evidence of reasonable pricing supported by justification of itemized costs?</li> <li>• Are expenses appropriate and necessary for the scope of the proposal?</li> <li>• Will the funds primarily benefit the beneficiaries directly?</li> <li>• Are there any ineligible expenses presented?</li> </ul>

<b>20</b> <b>Performance Measures &amp; Milestone Schedule</b>	<ul style="list-style-type: none"> <li>• Was the performance measures &amp; milestone schedule table completed?</li> <li>• Do performance measures align with program goals and approach?</li> <li>• Do performance measures include specific outcomes?</li> </ul>
<b>10</b> <b>Program Background</b>	<ul style="list-style-type: none"> <li>• Does the proposal provide background information including number of years program has been in existence?</li> <li>• Does the proposal provide information on how the language or veterans program has grown and improved over the years, including whether the program has received State funding. Indicate if/how the goals and objectives were met in prior years.</li> <li>• Include a reference for past experience including phone number, so the Department may verify quality of performance?</li> <li>• Did the reference provide positive feedback on program effectiveness, communication, timely performance, and funding utilization?</li> <li>• If a previous grantee of the Department, did the respondent fulfill performance measures and expected outcomes?</li> </ul>
<b>5</b> <b><u>Leadership Endorsement</u></b>	<ul style="list-style-type: none"> <li>• If the respondent is representing a Nation, Tribe or Pueblo, is the proposal signed by a Tribal Leader?</li> <li>• If the respondent is a tribal-serving organization, is the proposal signed by an officer of the organization?</li> </ul>
<b>5</b> <b><u>General Quality of the Proposal</u></b>	<ul style="list-style-type: none"> <li>• Is Attachment A submitted as the proposal response?</li> <li>• Is the proposal clear and thoughtfully presented?</li> </ul>