



Susana Martinez
Governor

**STATE OF NEW MEXICO
INDIAN AFFAIRS DEPARTMENT**

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Suzette A. Shije
Acting Cabinet Secretary

August 22, 2018

RE: FY19 Funds Available for Tobacco Cessation & Prevention Programs through IAD

Dear Honorable Tribal Leaders or Executive Directors of Tribal-Serving Organizations:

The State of New Mexico Indian Affairs Department (IAD) was appropriated \$249,300 to support tobacco cessation and prevention programs in New Mexico Native American communities. As a Pueblo, Tribe or Nation in New Mexico or Native-serving non-profit organization, you may submit a proposal for tobacco prevention and cessation funding to work toward the following goals:

- To promote cessation and prevention of commercial tobacco abuse in Native communities with special emphasis on Native youth; and
- To promote cultural awareness of the Native traditional and ceremonial use of tobacco as a means to strengthen cultural identity and resistance to commercial tobacco.

Should your Tribe, Nation, Pueblo or Native-serving organization wish to be considered for funding under the Tobacco Cessation and Prevention Program, the Department invites you to send a proposal including proposed budget per the instructions in the attached Notice of Funding Availability. Proposals must be received in our office no later than 4:00 p.m. local time on September 21, 2018.

Please send three (3) copies of your proposal to:

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

Please submit your questions in writing to Acting Cabinet Secretary Suzette A. Shije at Suzette.Shije@state.nm.us AND Allie Moore at amoore@keresnm.com. We look forward to reviewing your proposal.

Respectfully,

Suzette A. Shije
Acting Cabinet Secretary

Encl: Notice of Funding Availability
CC: FY19 TCPP Correspondence

NOTICE OF FUNDING AVAILABILITY

Funding Agency: State of New Mexico Indian Affairs Department
Opportunity Title: Tobacco Cessation & Prevention Program
Total Funding Available: \$249,300
Proposal Open Date: August 23, 2018
Proposal Close Date: September 21, 2018 at 4:00 PM local time
Period of Performance: Date of fully executed contract to June 30, 2019
Contact Person: Questions regarding specific program requirements on this notice should be directed to Acting Cabinet Secretary Suzette Shije AND Allie Moore in writing at suzette.shije@state.nm.us and amoore@keresnm.com.

A. BACKGROUND

The State of New Mexico Indian Affairs Department (Department) is focused on building tribal capacity to implement culturally appropriate tobacco cessation and prevention initiatives that recognize the unique ceremonial uses of tobacco while reducing the use of commercial tobacco and its harmful effects.

Since 2008, the Department has received an appropriation from the Tobacco Settlement Revenue Oversight Committee. The Tobacco Settlement Revenue Oversight Committee continues to fund the Department to direct tobacco prevention and cessation campaigns in Native American communities.

The Department has a total of \$249,300 available for tribal-specific tobacco cessation and prevention initiatives in Fiscal Year 2019 (July 1, 2018 to June 30, 2019). The Tribes, Nations and Pueblos located in New Mexico – and tribal-serving organizations – may respond to this notice with a proposal.

The \$249,300 is the maximum funding available for this program. New Mexico Pueblos, Tribes, Nations and tribal-serving organizations may submit a grant proposal up to \$30,000. **The Department will not make grant awards in excess of \$30,000.** Proposals should articulate a program plan and establish a budget that appropriately aligns with that plan.

The Department has earmarked \$50,000 of the available funds for emerging tobacco cessation and prevention programs supporting tribal communities. Emerging programs are defined as commercial tobacco cessation and prevention programs that have been established for less than 12 months or will be developed if funding is made available to the program. The Department may elect to participate in in-person interviews with emerging programs before awarding funds. In the event the Department does not receive emerging program applications that collectively equal \$50,000, the emerging program funds will be rolled into the established program funds.

For both established and emerging tobacco cessation and prevention programs, 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 population to be served and their need for commercial tobacco prevention and cessation services;
- 2) Demonstrate an organized plan to implement a commercial tobacco prevention and/or cessation program that utilizes the Centers for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs *and* best meets the needs of the tribal community served;
- 3) Demonstrate a reasonable budget with sufficient justification of costs;
- 4) Demonstrate a favorable record of performance implementing commercial tobacco control programs and/or behavioral health programs; and
- 5) Provide a shared interest in the proposed program through supplemental financial support and/or in-kind contributions (for applicants in the established category only).

While the Department anticipates making multiple awards, this is a competitive grant process. All respondents may not receive a funding award.

Notice of Funding Availability Schedule

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

Action	Date
Issue Notice of Funding Availability	August 23, 2018
Deadline for receipt of questions	12:00 p.m. on September 14, 2018
Department response to questions	Within 48 hours of question submission
Deadline for proposal submissions	4:00 PM local time on September 21, 2018
Proposal review	September 21, 2018 – September 26, 2018
Department may contact proposers for clarification of response	September 21, 2018 – September 26, 2018
Notice of Award	September 27, 2018 – October 1, 2018
Awardee Scope of Work and Budget Submittal	October 8, 2018
Initiate contract process	Upon receipt of Scope of Work and Budget

B. SCOPE OF WORK

Develop, plan, and implement a culturally sensitive tobacco cessation and/or prevention program that aligns with the Centers for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs *and* best meets the needs of the tribal community.

Recognizing that each tribal community has individual needs, commercial tobacco prevention and cessation programs may be developed to uniquely address tobacco use and prevention, so long as they address the following goals:

- To promote cessation and prevention of commercial tobacco abuse in Native communities with a special emphasis on Native youth; and
- To promote cultural awareness of the Native traditional and ceremonial use of tobacco as a means to strengthen cultural identity and resistance to commercial tobacco.

The Department will exercise a funding ceiling of \$30,000 per program award.

Proposers may develop a program and budget at any funding level, provided it does not exceed \$30,000.

Centers for Disease Control and Prevention Best Practices are available at the following URL: http://www.cdc.gov/tobacco/stateandcommunity/best_practices/

C. DELIVERABLES

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

- Attend and participate in the IAD Tobacco Cessation and Prevention Program Kick-Off Meeting. For budget purposes, please estimate a six-hour training in Albuquerque, New Mexico.
- Attend and participate in the annual Tobacco Settlement Revenue Oversight Committee presentation. For budget purposes, please estimate a four-hour meeting in Santa Fe, New Mexico.
- Participate in one site visit and bi-monthly progress calls with a program monitor from the Department. For budget purchases, please estimate one two-hour site visit at your program office, and four 30-minute progress calls with a program monitor.
- Submit quarterly reports detailing the progress and outcomes of the program.
- Submit quarterly Requests for Payment in compliance with the Department Form.
- Plan and participate in one activity to ensure the local community is aware of your program and the work you will accomplish (examples include a community newsletter, a community forum, trashcan mailers, social media announcements, or general meeting presentation)
- Attend and participate in the IAD Tobacco Cessation and Prevention Program Close-Out Meeting. For budget purposes, please estimate one four-hour meeting in Albuquerque, New Mexico.
- Completion of proposed performance measures as outlined in your program plan.

D. PROPOSAL INSTRUCTIONS

Please develop your proposal by completing Attachment A and the Budget Template. Respondents shall fill-in Attachment A and submit it as their proposal response. Please also include a cover letter signed by Pueblo, Tribe, Nation or tribal-serving organization leadership with your application.

Number of Copies	Proposer shall deliver three (3) hard copies of their proposal.
Delivery Location	Proposals must be received via mail or in-person on or before September 21, 2018 at 4:00 PM local time to: Acting Cabinet Secretary Suzette 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 until the available funding is exhausted.

Maximum Points	Proposal Submittal
5 General Quality of the Proposal	<ul style="list-style-type: none"> Does the proposal follow the format of Attachment A? Is the proposal clear and thoughtfully presented?
5 Shared Interest	<ul style="list-style-type: none"> For applicants in the established category, does the proposal describe supplemental financial support or in-kind contributions to the proposed commercial tobacco cessation and prevention program? Examples of in-kind contributions might include salary/wages, project travel/mileage, photocopying of project materials, or other service/product that can be applied to the project overall. There is not a required minimum in-kind contribution; applicants that identify any form of in-kind contribution will receive full points for Shared Interest. For applicants in the emerging category, does the proposal identify a staff member or team representing the Pueblo, Tribe, Nation or tribal-serving organization that will be dedicated to implementing the program? Applicants that identify a dedicated staff member to implement the program will receive full points for Shared Interest.
5 Leadership Endorsement	<ul style="list-style-type: none"> If the respondent is representing a Tribe, Nation, or Pueblo, is the proposal cover letter signed by a Tribal Leader? If the respondent is a tribal-serving organization, is the proposal cover letter signed by an officer of the organization?
10 Understanding of Program Audience and Program Need	<ul style="list-style-type: none"> Does the proposal clearly demonstrate the need for commercial tobacco control in the community served? Does the proposal contain information about current commercial tobacco use rates in the community?
30 Program Plan	<ul style="list-style-type: none"> Does the proposal define CDC Best Practices in Comprehensive Tobacco Control and present an approach that integrates Best Practices? Does the proposal present goals that align with the Department's goals and include a plan to accomplish the goals? What is your level of sustainability year-over-year; how has participation

	changed over the years; how have you adapted your approach to engage new audiences in need?
15 Costs	<ul style="list-style-type: none"> • Does the proposal follow the Price Template? • Does the proposal show evidence of reasonable pricing supported by justification of itemized costs? • Are expenses appropriate and necessary for the scope of the proposed project? • Will the funds primarily benefit Pueblo, Tribe or Nation community members? • Are there any ineligible expenses presented?
20 Performance Measures & Milestone Schedule	<ul style="list-style-type: none"> • Was the performance measure table completed? • Do performance measures align with program goals and approach? • Do performance measures incorporate Centers for Disease Control and Prevention Best Practices? • Does the performance measure table identify dates for completing project milestones?
10 Past Performance	<ul style="list-style-type: none"> • If a previous grantee of the Department, did the respondent fulfill performance measures and expected outcomes? • If not a previous grantee of the Department, did the respondent provide information of other relevant program performance? • Did the past performance narrative address reversion of funds? • Did the past performance narrative address completion of performance measures?
<u>TOTAL: 100 Points</u>	The Department will make awards to the highest-scoring respondents until the available funding is exhausted.