



Susana Martinez
Governor

STATE OF NEW MEXICO
INDIAN AFFAIRS DEPARTMENT

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Kelly K. Zunie
Cabinet Secretary

Suzette A. Shije
Deputy Cabinet
Secretary

June 7, 2016

RE: Fiscal Year 2017 Special Project Funds Available through Indian Affairs Department

To: Tribal Department or Tribal-Serving Organization:

The State of New Mexico Indian Affairs Department (“Department”) was appropriated funds to support Special Projects in New Mexico Native American communities; as a result, \$416,000 is made available. As a federally recognized tribe or Native-serving organization, you may submit a proposal for Special Project funding.

- Special Project grant funding is not intended to be a permanent funding source for entities but rather a short-term allocation. Consequently, projects should demonstrate progress towards self-sustainability.
- Additionally, Special Project funds are meant for direct services to Native American citizens and indirect and administrative costs shall be kept to a minimum.

Should your Nation, Tribe, Pueblo or Native-serving organization wish to be considered for one of these grants, the Department invites you to send a proposal per the instructions in the enclosed Notice of Funding Availability. Proposals must be received in our office no later than 5:00 p.m. local time on Tuesday, June 28, 2016.

Please submit your questions in writing to Suzette Shije, Deputy Cabinet Secretary at suzette.shije@state.nm.us. We look forward to reviewing your proposal.

Sincerely,

Kelly K. Zunie
Cabinet Secretary

Encl: FY17 Special Projects NOFA

NOTICE OF FUNDING AVAILABILITY

Funding Agency: State of New Mexico Indian Affairs Department
Opportunity Title: Special Project Funding
Total Funding Available: \$416,000
Proposal Open Date: June 7, 2016
Proposal Close Date: June 28, 2016 at 5:00 PM local time
Period of Performance: Date of fully executed contract to June 30, 2017
Contact Person: Questions regarding specific program requirements on this notice should be directed to Suzette Shije in writing at suzette.shije@state.nm.us

A. BACKGROUND

Through the New Mexico legislative process, the Indian Affairs Department is appropriated funds to support special projects that benefit tribal communities. Special projects will be evaluated to determine their efficiency and effectiveness in accomplishing stated performance measures in projects focused on the youth, the elders or veterans. Funding and grant awards for Budget Fiscal Year 2017 will be at the discretion of the Cabinet Secretary and contingent upon availability of funds. Capital projects will not be considered.

B. BUDGET FISCAL YEAR 2017: APPROPRIATION INFORMATION

The Department will utilize a competitive grant process to allocate up to \$416,000 for special projects in Fiscal Year 2017 (July 1, 2016 to June 30, 2017). The Department will award grants to qualified projects submitted by a tribal-serving organization, a federally recognized Indian nation, tribe, or pueblo located wholly or partially in New Mexico or any of its governmental subdivisions. Each applying entity is limited to applying for one special project. Proposals should articulate a project plan and establish a budget that appropriately aligns with that plan.

The Department will exercise a funding ceiling of up to \$40,000 per program award. Proposers may develop a program and budget at any funding level, provided it does not exceed \$40,000.

While the Department anticipates making multiple awards, this is a competitive grant process, such that not all respondents will receive a funding award. As a result, the Department will award funding to applicant programs that:

- 1) Best demonstrate a thorough understanding of the population to be served;
- 2) Demonstrate an organized plan to implement a special project that utilizes best practices *and* meets the needs of the tribal community served;
- 3) Demonstrate a reasonable budget with sufficient justification of costs for each line item;
- 4) Demonstrate a favorable record of performance; and

- 5) Provide a shared interest in the proposed program through supplemental financial support and/or in-kind contributions.

Proposal Schedule

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

Action	Date
Issue Notice of Funding Availability	June 7, 2016
Deadline for receipt of questions	10:00 a.m. on June 21, 2016
Department response to questions	Within 48 hours of question submission
Deadline for proposal submissions	5:00 PM local time on June 28, 2016
Proposal review / contact proposers for clarification of response, if needed	June 29-30, 2016
Notice of Award	July 5-7, 2016
Awardee SOW and Budget Submittal	July 14, 2016
Initiate contract process	July 18-22, 2016

C. DELIVERABLES

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

- Attend and participate in the IAD Special Project Kick-Off Meeting. For budget purchases, please estimate a four-hour training in Santa Fe, New Mexico.
- At least one site visit and periodic progress calls 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 in compliance with Department procedures.
- Completion of proposed performance measures as outlined in your program plan.

D. PROPOSAL INSTRUCTIONS

Please develop your project proposal by completing Attachment A. Applicants shall fill-in Attachment A, and submit as their proposal response.

Number of Copies	Applicant shall deliver four (4) hard copies of their proposal.
Delivery Location	Proposals must be received via mail or in-person on or before June 28, 2016 at 5:00 PM local time to:

Suzette Shije
 Deputy Cabinet Secretary
 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
5 Shared Interest	<ul style="list-style-type: none"> Does the proposal indicate a shared interest in the project through supplemental financial support or in-kind donations?
10 Understanding of Project Audience	<ul style="list-style-type: none"> Does the proposal present a thorough understanding of the audience to be served? Does the proposal clearly demonstrate the need for Special Project funds in the community being served?
30 Project Plan	<ul style="list-style-type: none"> Does the proposal provide a detailed description of the work plan? Does the proposal present goals that align with the Department's goals? Does the proposal include a plan that is clear & attainable to accomplish the goals? Does the proposal include a schedule with milestones that align with the proposed plan and goals?
15 Costs	<ul style="list-style-type: none"> 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 the beneficiaries of the project directly? Are there any ineligible expenses presented?
20 Performance Measures	<ul style="list-style-type: none"> Was the performance measure table completed? Do performance measures align with program goals and approach? Do performance measures include specific outcomes?
10 Project Background	<ul style="list-style-type: none"> Does the proposal provide background information including number of years your special project has been in existence? Does the proposal provide information on how the project has grown and improved over the years, including whether the project has received State funding. Indicate if/how the goals and objectives were met in prior years. Include a reference for past experience including phone number, so the Department may verify quality of performance? Did the reference provide positive feedback on program effectiveness, communication, timely performance, and funding utilization? If a previous grantee of the Department, did the respondent fulfill performance measures and expected outcomes?
5 Leadership Endorsement	<ul style="list-style-type: none"> If the respondent is representing a Nation, Tribe or Pueblo, is the proposal signed by a Tribal Leader? If the respondent is a tribal-serving organization, is the proposal signed by an officer of the organization?
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?