



NOTICE OF FUNDING AVAILABILITY

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| Funding Agency: | New Mexico Indian Affairs Department |
| Opportunity Title: | Tobacco Cessation & Prevention Project Grant Program |
| Total Funding Available: | \$249,300.00 |
| Application Open Date: | May 11, 2022 |
| Application Close Date: | June 13, 2022 at 5:00 PM MST |
| Period of Performance: | Date of executed contract to June 30, 2023 |
| Contact Person: | Christopher Jiron, Grants Specialist P: 505-437-8134 Christopher.Jiron@state.nm.us |

A. BACKGROUND

During the 2022 New Mexico Legislative Session, the New Mexico Indian Affairs Department (Department) received an Interagency Transfer Fund Appropriation from the Tobacco Settlement Fund to support Tobacco Cessation & Prevention Projects in the State during the 2022 Fiscal Year (July 1, 2022- June 30, 2023). The Department has **\$249,300.00** available for tribal-specific tobacco cessation and prevention initiatives. The Department will consider funding projects that focus 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.

Tobacco Cessation & Prevention Projects Grant Program applications will be evaluated to determine their direct benefit to the tribal communities in New Mexico. NM nations, tribes, pueblos, and tribal-serving organizations may respond to this notice with an application.

Applicants may develop a program and budget at any funding level, provided it does not exceed the total funds available. Applications 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 listed below will be awarded:

- 1) Demonstrates a thorough understanding of the tribal population to be served and the need for commercial tobacco prevention and cessation services;
- 2) Provides an organized plan to implement a commercial tobacco prevention and/or cessation program that utilizes the Center for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs and best meets the needs of the tribal community;
- 3) Provides a reasonable budget with sufficient justification that details the cost of each line item and its purpose and relation to the project plan;
- 4) Demonstrates competency and capacity by developing a well-thought-out plan that considers the project timeline and budgetary obligations to ensure that all funds will be spent before the end of the fiscal year.

While the Department anticipates making more than one award, this is a competitive grant process. Some applicants may receive zero or partial funding. Each application will be scored out of 100 points which will correlate to the total amount of funding awarded to applicants. Please see the attached scoring sheet for more information. Please ensure that your scope of work and project plan are applicable to Tribal COVID-19 safe practices.

Notice of Funding Availability Schedule

NM Indian Affairs Department will make every effort to adhere to the following proposed schedule and any changes to this schedule will be issued on the IAD website at: www.iad.state.nm.us

| Action | Due Date |
|--|------------------------------|
| IAD issues Notice of Funding Availability | May 11, 2022 |
| <u>Deadline for application submissions any application received after this date and time will not be considered for a grant award.</u> | June 13, 2022 5:00 PM MST |
| Application review/ contact applicants for clarification, if needed. | June 14 - 17 2022 |
| Notice of Award and request for revised budget sent to awardees. | June 20, 2022 |
| Awardee revised budget due to IAD. | June 23, 2022 5:00 PM MST |
| IAD initiates the contract process | June-July 2022 |

B. SCOPE OF WORK

Develop, plan, and implement a culturally sensitive tobacco cessation and/or prevention program that aligns with the Center for Disease Control and Prevention Best Practices for Comprehensive Tobacco Control Programs and best meets the needs of the tribal community. This plan should be focused on direct services.

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

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

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.
- Ensure expenditure of at least 40% of awarded funding by December 31, 2022.
- Submit quarterly reports detailing the progress and outcomes of the program. These quarterly reports should tell IAD the progress on the project and anything that IAD needs to know to support the grantee in expending all funds.
- Submit requests for payment on at minimum a monthly basis with detailed invoices, receipts, and other supporting documentation.

D. APPLICATION INSTRUCTIONS

Please develop your project application by completing the Tobacco Cessation & Prevention Grant Program Application and budget form. **Respondents shall fill-in their application and budget and submit as their response.** Please also include a cover letter signed by the tribe, nation, pueblo, or tribal-serving organization leadership with your application.

Number of Copies

We are only accepting electronic applications. Applicant shall send via email one (1) copy of their application and budget to the email address below:

Delivery Location

Application and budget must be received via email before June 13, 2022 at 5:00 PM MST to:

Christopher Jiron
Grants Specialist
New Mexico Indian Affairs Department
Christopher.jiron@state.nm.us

E. EVALUATION CRITERIA

The following is a summary of evaluation factors with point values assigned to each section, which will be used to evaluate all applications.

| Section & Points: | Good | Below Average | Score |
|--|--|---|--------------|
| 1.) Project Information: <i>Good: 5 Points</i> <i>Below Average: 0 Points</i> | Full points will be awarded for a complete project information section. | No points will be awarded for applications submitted with an incomplete project information section. | |
| 2.) Project Target Audience & Community Need: <i>Good: 7-15 Points</i> <i>Below Average: 0-6 Points</i> | A clear community need has been identified. Supplemental documents or data to support the identified need to the community is included. The proposed project addresses the need in a timely, realistic and measurable manner. | A community need is not clearly identified. No supplemental documents or evidence to demonstrate the need to the community provided. The proposed project does not address the need in a timely, realistic, or measurable fashion. | |
| 3.) Project Plan: <i>Good:17-35 Points</i> <i>Below Average: 0-16 Points</i> | The project demonstrates specific, measurable, attainable, realistic and timely work to be performed. The project has clear, attainable, and realistic goals and deliverable dates. The Project has a clearly stated and immediate positive impact. Project strategy is clearly planned and will reach the goals, objectives, deliverable dates, and target audience. A clear roadmap of goals planned to be accomplished and how they will be accomplished is identified. | The project does not demonstrate specific, measurable, attainable, realistic and timely work to be performed. The project does not have a clear, attainable, realistic goals and deliverable dates. The Project does not clearly state an immediate positive impact. The Project strategy is not clearly planned and will not reach the goals, objectives, deliverable dates, and target audience. A clear roadmap of goals planned to be accomplished and how they will be accomplished is not identified. | |
| 4.) Anticipated Outcomes: <i>Good:5-10 Points</i> <i>Below Average: 0-4 Points</i> | Project has a clear and visionary outcome and relates to the work being performed in the community. | The outcomes are unrealistic, relative to the project scope and the work being performed in the community. | |
| 5.) Project Sustainability <i>Good:5-10 Points</i> <i>Below Average: 0-4 Points</i> | A plan to maintain the project is clearly and/or realistically stated. Examples of sustainable measures to make this an ongoing project in the community have been addressed. | A plan to maintain the project is not clearly and/or realistically stated. Examples of sustainable measures to make this an ongoing project in the community have not been addressed. | |
| 6.) Leadership Endorsement: <i>Good:5 Points</i> <i>Below Average: 0 Points</i> | Full points will be awarded for applications containing the endorsement and signature of a tribal leader or the organizational officer on the cover letter of the application package. | No points will be awarded for applications that do not contain the endorsement and signature of a tribal leader or the organizational officer on the cover letter of the application package. | |
| 7.) Project Budget: <i>Good: 10-20 Points</i> <i>Below Average: 0-9 Points</i> | The budget spreadsheet is complete. All costs requested are eligible costs. Clear justification for requested costs is provided. All mathematical calculations are clear and correct. | The budget spreadsheet is not complete. Costs requested are not eligible costs. Clear justification for requested costs is not provided. Mathematical calculations are unclear and/or correct. | |
| Total Points Possible: 100 | | | /100 |