REQUEST FOR PROPOSALS (RFP)

Program year 2015-2016
AmeriCorps State of New Mexico

RFP# 15-631-8001-00062

Date Issued: April 21, 2015
Due Date: May 29, 2015
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I. INTRODUCTION

The State of New Mexico acting by and through its Department of Workforce Solutions (“Agency”) on behalf of the New Mexico Commission for Community Volunteerism (“NMCCV” or “Commission”) is issuing a multiple award Request for Proposals (“RFP”) for funding AmeriCorps programs designed to engage AmeriCorps members in service to meet critical community needs in New Mexico. This RFP will solicit applications for operating grants to support successful AmeriCorps programs and planning grants to support the design of new AmeriCorps programs in targeted issue areas.

A. BACKGROUND

Corporation for National and Community Service
The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic participation through service and volunteering. CNCS -- through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund -- has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

Through all its programs, CNCS seeks to expand economic opportunity – helping Americans acquire the skills, education, and training they need for productive employment. By helping more Americans graduate, pursue higher education, and find work, national service can provide immediate and long term benefits by expanding individual opportunity, building family stability, and creating more sustainable, resilient communities.

Publication of this Announcement of Federal Funding Opportunity (Notice) does not obligate CNCS to award any specific number of grants or to obligate the entire amount of funding available.

New Mexico Commission for Community Volunteerism
The New Mexico Commission for Community Volunteerism (NMCCV or the Commission) is the Governor-designated National Service Commission in New Mexico and administers the AmeriCorps State grant program. The mission of NMCCV is to engage citizens of New Mexico of all ages and backgrounds in community based service; such service will address New Mexico’s human, educational, environmental, public safety, health, housing and other needs to achieve direct and beneficial results.

In order to maximize the impact of the public investment in national service, CNCS and NMCCV will provide grants to programs that demonstrate that they will engage AmeriCorps members in an evidence-based or evidence-informed approach to providing a service intervention that will result in intended solutions to community problems (e.g., based on proposed program’s performance and evaluation data or research demonstrating the effectiveness of a similar intervention). Applicants (or offerors) will be awarded points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

B. PURPOSE OF AMERICORPS FUNDING

AmeriCorps grants are awarded to eligible organizations proposing to engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is an individual who engages in community service through an approved national service position. Members may receive a living allowance and other benefits while serving. Upon successful completion
of their service, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply towards qualified student loans.

CNCS may award a Cost Reimbursement or an Education Award Program grant to any successful applicant, but the availability of a Fixed Amount grant is limited to certain applicants. See Section I, I and Notice Glossary for more information. In addition to the funding allocated for competitive distribution under this Notice, CNCS provides funding based on the population directly to Governor-appointed State Service Commissions which they, in turn, award through a process they administer according to state priorities.

This Notice should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520-2550, the Notice Glossary, Application Instructions, and the Performance Measure Instructions which are incorporated by reference. The documents can be found at http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities. The full regulations are available online at www.ecfr.gov. The TTY number is 800-833-3722. For a printed copy of related material, call 202-606-7508.

C. CNCS FOCUS AREAS

In order to carry out Congress’ intent and to maximize the impact of investment in national service, CNCS has the following focus areas:

Disaster Services
Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals’ readiness to respond, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under CNCS cooperative agreements and FEMA mission assignments.

Economic Opportunity
Grants will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth identified in My Brother’s Keeper (see Notice Glossary), to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

Education
Grants will provide support and/or facilitate access to services and resources that contribute to improved educational outcomes for economically disadvantaged children; improved school readiness for economically disadvantaged young children; improved educational and behavioral outcomes of students in low-achieving elementary, middle, and high schools; and/or support economically disadvantaged students prepare for success in post-secondary educational institutions.

Environmental Stewardship
Grants will provide support for increased individual behavioral change leading to increased energy efficiency, renewable energy use, and ecosystem improvements particularly for economically disadvantaged households and communities. Grant activities will decrease energy and water consumption; improve at-risk ecosystems; increase behavioral changes that lead directly to decreased energy and water consumption or improved at-risk ecosystems; and/or increase green training opportunities that may lead to decreased energy and water consumption or improved at-risk ecosystems.
Healthy Futures
Grants will provide support for activities that will improve access to primary and preventative health care for communities served by CNCS-supported programs; increase seniors’ ability to remain in their own homes with the same or improved quality of life for as long as possible; and/or increase physical activity and improve nutrition in youth with the purpose of reducing childhood obesity.

Veterans and Military Families
Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, military service members, and their families served by CNCS-supported programs; and/or increase the number of veterans and military family members engaged in service through CNCS-supported programs.

D. 2015 AMERICORPS FUNDING PRIORITIES

CNCS seeks to prioritize the investment of national service resources in:

- Disaster Services – improving community resiliency through disaster preparation, response, recovery and mitigation
- Economic Opportunity – increasing economic opportunities for communities, specifically opportunity youth (see Notice Glossary), both as the population served and as AmeriCorps members.
- Education – improving student academic performance including STEM
- Environment – 21st Century Service Corps (see Notice Glossary)
- Veterans and Military Families – positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiative (see Notice Glossary)
- Programming that supports My Brother’s Keeper (see Notice Glossary)
- Multi-focused intermediaries that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure, i.e. rural and other underserved communities (see Notice Glossary)

E. 2015 STATE FORMULA FUNDING PRIORITIES

NMCCV continues to promote service priorities for New Mexico that support Governor Martinez’s and the Commission’s 3 Year State Service Plan. In this RFP, NMCCV is placing priority on funding applications that address the following areas:

- To provide funding for successful, compliant programs that are demonstrating significant impact in supporting service programs that engage a significant number of participants age 55 or older; and
- To grow AmeriCorps in New Mexico by providing access to AmeriCorps members for small organizations and rural communities through intermediary programs.

For operational and planning grants, in accordance with CNCS, NMCCV also seeks to prioritize the investment of national service resources in New Mexico in the following issue areas:

- Disaster Services – improving community resiliency through disaster preparation, response, recovery and mitigation
- Economic Opportunity – increasing economic opportunities for communities, specifically
opportunity youth (see Notice Glossary), both as the population served and as AmeriCorps members.

- Education – improving student academic performance including STEM
- Environment – 21st Century Service Corps (see Notice Glossary)
- Veterans and Military Families – positively impacting the quality of life of veterans and improving military family strength
- Governor and Mayor Initiative (see Notice Glossary)
- Programming that supports My Brother’s Keeper (see Notice Glossary)
- Multi-focused intermediaries that demonstrate measurable impact and primarily serve communities with limited resources and organizational infrastructure, i.e. rural and other underserved communities (see Notice Glossary)

In order to receive priority consideration, applicants must demonstrate that the priority area(s) address(es) a critical need(s) in the target community(ies) and is a significant part of the program focus and intended outcomes. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

Planning grant applicants must propose an action plan to design a high quality program and community partnerships in one or more of these priority areas.

F. NATIONAL PERFORMANCE MEASURES

The Serve America Act (SAA) emphasizes measuring the impact of service and focusing on a core set of issue areas. CNCS’ five year Strategic Plan establishes an ambitious set of objectives that guided the development of 16 agency-wide Priority Performance Measures. CNCS expects organizations to use National Performance Measures as part of a comprehensive performance measurement strategy that relies on both performance and evaluation data to learn from its work as well as make tactical and strategic adjustments to achieve its goals. For more information, please refer to the National Performance Measure Instructions.

G. ADDITIONAL PROGRAM MODELS

Capacity Building
Grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS and NMCCV consider capacity building activities to be indirect services that enable CNCS and NMCCV supported organizations to provide more, better, and sustained direct services in CNCS’ six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training, etc.); or enhancing existing systems and business processes.

Encore Programs
Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply.
**Professional Corps**

Professional Corps programs recruit and place qualified members in positions as teachers, health care providers, police officers, engineers, or other professionals in communities with an inadequate number of such professionals. CNCS’ assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and challenges to raising non CNCS resources. Professional Corps members’ salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the corps seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

**H. AWARD INFORMATION**

NMCCV and CNCS anticipate a highly competitive AmeriCorps PY 15-16 grant competition. The actual level of funding will be subject to the availability of annual appropriations, which have not yet been made by Congress. Operating grant awards have two components: operating funds and AmeriCorps member positions. Grant award amounts vary – both in the level of operating funds and in the type and amount of AmeriCorps Member positions. NMCCV plans on issuing $105,000 in Planning grants, awards include only operating funds and will be made up to $35,000 per awardee.

1. **Award Period**

   Unless otherwise specified, the grant covers a one-year project period. In all cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Factors considered in awarding continuation grants include satisfactory performance, demonstrated capacity to manage the grant, compliance with grant requirements, agency priorities, and the availability of appropriated funds. NMCCV and CNCS reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years.

2. **Project Period**

   The initial contract shall begin on the date of award, as indicated in Section II.A “Sequence of Events”, or as soon as possible thereafter, for a term of one year (1) year. The contract may be amended by mutual agreement of the parties upon written notice by either party to the other. The Agency, and the DFA must approve all renewals/amendments and adjustments. This procurement will result in a multiple source award.

   *The contract period is approximately September 1, 2015 through August 31, 2016. Continuation of the contract(s) is contingent upon satisfactory contract compliance by the Contractor, as determined by NMDWS, NMCCV and receipt by NMDWS of anticipated funds from CNCS.*

3. **Maximum Award-New, Continuation, and Recompeting Applicants**

   The maximum award for new, continuation, and recompeting applicants is based on the CNCS maximum cost per Member Service Year (MSY) of $13,730 for cost reimbursement grants and $13,430 for fixed amount grants.

   Continuation and recompeting applicants requesting a higher cost per MSY than in the previous year must include a compelling rationale for this increased cost. This applies even if the increased cost per MSY is less than the maximum or due to the increased minimum living allowance for AmeriCorps members.
4. Maximum Award-Planning Grant Applicants
Planning grant awards are a maximum of $35,000. This funding will support the time and effort to design a high quality program and develop a full grant application for submission in fall 2015 to compete at the national level for an AmeriCorps State Competitive operating grant.

Planning grant applicants should compare the total costs of the potential future program they are proposing to begin in September 2016 against the CNCS maximum cost per MSY of $13,730 to ensure they have adequate resources to support a full program.

I. ELIGIBILITY INFORMATION

The following entities are eligible to apply; public or private nonprofit organizations, including faith-based and other community organizations; institutions of higher education; government entities within states or territories (e.g. cities, counties); labor organizations; partnerships and consortia; and Indian Tribes.

Receiving funding previously from CNCS or another Federal agency is not a prerequisite to applying under this Notice.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this RFP. Pursuant to the Lobbying Disclosure Act of 1995, an organization described in Section 501(c)(4) of the Internal Revenue code of 1986, 26 U.S.C. § 501(c)(4), that engages in lobbying activities is not eligible to apply.

State Applicants
Eligible organizations must operate programs only within the state of New Mexico.

Multi-State Applicants
Organizations that propose to operate AmeriCorps programs in more than one state need to apply directly to CNCS for Competitive funding consideration.

New AmeriCorps State Formula Applicant
Organizations that have not had a program in the past five years or that have never received AmeriCorps funding are encouraged to apply.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but not eligible to apply for Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount grantees that can demonstrate a track record and capacity to manage a Fixed Amount grant are considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants.

Follow the instructions completely. NMCCV highly recommends that new applicants submit an application that places no fewer than 10 and no more than 20 members in service.

Continuation AmeriCorps State Formula Operating Grant Applicant
Organizations that have current AmeriCorps awards that do not end in the 2014-15 program year must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions for further information on application requirements.

Recompeting AmeriCorps State Formula Operating Grant Applicant
Current NMCCV subgrantees that are completing a funding cycle in the 2014-15 program year are
considered to be in “recompete” status.

Existing programs must assure that all grant related activities, including enrollment of members and entry of service hours, is current at the time of submission. In addition, existing programs are advised that previous site visit reports, program progress reports, financial reports, as well as member recruitment and retention rates be reviewed as part of the selection process. Systems for improving known deficiencies in any of these areas should be addressed in the program narrative.

New AmeriCorps State Formula Planning Grant Applicant
Public or private nonprofit organizations registered to do business in New Mexico, including faith-based and other community organizations; institutions of higher education; local governmental agencies (e.g., cities, counties); Indian Tribes; and partnerships or consortia are all eligible.

Current or former recipients of an AmeriCorps planning or operating grant are not eligible to apply unless they are proposing a significantly different program design or target population to serve.

Governor and Mayor Initiative
Only the Governor, Mayor, their designated government office (but not the state commission), or a public university may apply for grants under the Governor and Mayor Initiative. Applications from other entities will be deemed non-compliant and will not be considered under this initiative.

Federally-Recognized Indian Tribes
An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided. CNCS sets aside one percent of grant funds to support programs operated by Indian Tribes and selected by CNCS on a competitive basis. An Indian Tribe is defined as a federally recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include tribal organizations controlled, sanctioned, or chartered by one of the entities described above.

Type of Organization
To implement or operate an AmeriCorps program in New Mexico, an applicant must be one (1) of the following:
1. A non-profit organization;
2. An institution of higher education;
3. A State agency;
4. A community or faith-based organization;
5. A subdivision of the State including: cities, counties, municipalities; or
6. A partnership or consortia comprised of any of the above entities.

J. MATCH REQUIREMENTS
A. This RFP is designed to solicit applications for Formula Funding Awards.

1. Cost Sharing or Matching Requirements
a. Fixed Amount Grants and Education Award Program Grants

There is no specific match requirement for fixed amount grants but NMCCV does not provide all the funds necessary to operate the program. Organizations must raise the additional revenue required to operate the program.

New planning grant applicants are not eligible to apply for fixed amount grants.

b. Cost Reimbursement Grants

A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every year to 50 percent by year 10, according to the minimum overall share chart found in 45 CFR §2521.60 and Pub L. 113-76, Division H, Title IV, § 402 [http://beta.congress.gov/113/plaws/pub176/PLAW-113pub176.htm](http://beta.congress.gov/113/plaws/pub176/PLAW-113pub176.htm) and in Table 1 below.

*Planning grants must also match at least 24% of the project’s total budget with cash or in-kind contributions.*

**Table 1: Match Requirements in the AmeriCorps Regulations**

<table>
<thead>
<tr>
<th></th>
<th>AmeriCorps State Formula</th>
<th>Min. grantee share is 24% of program cost for first three years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yr. 1</td>
<td>24%</td>
<td></td>
</tr>
<tr>
<td>Yr. 2</td>
<td>24%</td>
<td></td>
</tr>
<tr>
<td>Yr. 3</td>
<td>24%</td>
<td></td>
</tr>
<tr>
<td>Yr. 4</td>
<td>26%</td>
<td></td>
</tr>
<tr>
<td>Yr. 5</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>Yr. 6</td>
<td>34%</td>
<td></td>
</tr>
<tr>
<td>Yr. 7</td>
<td>38%</td>
<td></td>
</tr>
<tr>
<td>Yr. 8</td>
<td>42%</td>
<td></td>
</tr>
<tr>
<td>Yr. 9</td>
<td>46%</td>
<td></td>
</tr>
<tr>
<td>Yr. 10</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

Section 121(e)(5) of the National and Community Service Act of 1990, as amended, requires programs that use other federal funds as match for an AmeriCorps grant to report the amount and source of these funds to CNCS on the Federal Financial Report. Grantees must track and be prepared to report on that match separately each year and at closeout.

The living allowance or salary provided to AmeriCorps members in Professional Corps programs ([see Notice Glossary](http://beta.congress.gov/113/plaws/pub176/PLAW-113pub176.htm)) does not count toward the matching requirement.

2. Alternative Match

Under certain circumstances, applicants may qualify to meet alternative matching requirements that increase over the years to 35 percent instead of 50 percent as specified in the regulations at 45 CFR §2521.60(b). To qualify, applicants must demonstrate that the proposed program is either located in a rural county or in a severely economically distressed community as defined in the Application Instructions. Applicants that plan to request an alternative match schedule must submit a request at least 60 days prior to the application deadline.

**K. FUNDING RESTRICTIONS**

1. Types of Grants

AmeriCorps grants can be awarded on a cost reimbursement or fixed amount basis. CNCS will not provide both types of grants for the same project in one fiscal year ([see Notice Glossary](http://beta.congress.gov/113/plaws/pub176/PLAW-113pub176.htm)).

**Table 2: General Summary**

<table>
<thead>
<tr>
<th>Grant Types</th>
<th>Cost Reimbursement</th>
<th>Fixed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available Subtypes</td>
<td>Traditional</td>
<td>Professional Corps</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Maximum Cost per MSY</td>
<td>$13,730</td>
<td>Up to $1,000*</td>
</tr>
<tr>
<td>Type of Slots in the National Service Trust</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Budget Submission Required</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Availabilty of Funds linked to enrollment and retention of awarded MSY</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Special Requirements</td>
<td>N/A</td>
<td>Must place qualified professionals in communities with an inadequate number of such professionals. Member salaries must be paid entirely by organization where member serves and not included in the budget.</td>
</tr>
<tr>
<td>Match Requirements</td>
<td>Yes</td>
<td>Yes; Living allowance or salary paid to members may not be counted toward the match requirement.</td>
</tr>
<tr>
<td>Financial Tracking Requirements</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Available to New Applicants</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

*CNCS’ assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its
narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

2. Member Living Allowance
The proposed budget must include a living allowance for full-time members that is between $12,530 (minimum) and $25,060 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage.

Cost reimbursement programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must comply with the maximum limits in Table 3 below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either CNCS or grantee share. (EXCEPTION: as noted in Section 2.a. and 2.c.)

While Fixed Amount grant applicants are not required to submit detailed budgets, they are still required to provide a living allowance that complies with the minimum and maximum requirements to members (EXCEPTION: as noted in section 2.b. and 2.c.) Most Fixed Amount grant applicants are not required to indicate that amount in the application and should request those positions as “without living allowance” in the budget.

Table 3: Minimum and Maximum Living Allowance

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Minimum Living Allowance</th>
<th>Maximum Total Living Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$12,530</td>
<td>$25,060</td>
</tr>
<tr>
<td>One-year Half-time</td>
<td>900</td>
<td>n/a</td>
<td>$13,265</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>n/a</td>
<td>$9,950</td>
</tr>
<tr>
<td>Quarter-time</td>
<td>450</td>
<td>n/a</td>
<td>$6,635</td>
</tr>
<tr>
<td>Minimum-time</td>
<td>300</td>
<td>n/a</td>
<td>$4,420</td>
</tr>
</tbody>
</table>

1. Exceptions to the Living Allowance Requirements (for programs existing prior to September 21, 1993)
If a program existed prior to September 21, 1993, a living allowance is not required. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement of $12,530, but not the maximum requirement of $25,060.

2. EAP Grantees are not required to provide a living allowance, but if a living allowance is provided, it must comply with the maximum requirements set forth in the Living Allowance Table above.

3. Professional Corps Grantees must provide members a living allowance or salary, which must meet the minimum, but may exceed the maximum living allowance set in the Living Allowance Table above. Professional Corps member salaries are paid entirely by the organizations with which the members serve, and are not included in the budget. School Turnaround AmeriCorps Continuation EAPs may exceed the maximum living allowance consistent with their existing grant terms.

3. Maximum Cost per Member Service Year (MSY)
Maximum Costs per MSY are set forth in Table 4 below. The CNCS cost per MSY is determined by
dividing the CNCS share of budgeted grant costs by the number of MSYs requested. It does not include child care or the value of the education award a member may earn. The maximum amount an applicant may request from CNCS per MSY is determined on an annual basis.

Recompeting State Commission sub-grantees/applicants will be held to the maximum cost per MSY for their grant type.

**Table 4: 2015 Maximum Cost per MSY**

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Competitive State/Territory Program (cost reimbursement)</td>
<td>$13,730</td>
</tr>
<tr>
<td>Multi-state (cost reimbursement)</td>
<td>$13,730</td>
</tr>
<tr>
<td>Professional Corps Grant (Cost Reimbursement)</td>
<td>Up to $1,000*</td>
</tr>
<tr>
<td>Professional Corps Fixed Amount Grant</td>
<td>Up to $1,000*</td>
</tr>
<tr>
<td>Education Award Program Fixed Amount Grant</td>
<td>$800</td>
</tr>
<tr>
<td>Fulltime Fixed Amount Grant</td>
<td>$13,430</td>
</tr>
<tr>
<td>State/Territory Commission Formula Prime</td>
<td>$18,000</td>
</tr>
<tr>
<td>Individual State/Territory Formula Program</td>
<td>$20,000</td>
</tr>
<tr>
<td>State/Territory Commission Average (of all its subgrants)</td>
<td>$13,730</td>
</tr>
</tbody>
</table>

*CNCS’ assumption is that Professional Corps will be covering the operating expenses associated with the AmeriCorps program through non CNCS funds and thus will not be requesting operating funds as part of their applications. CNCS will consider operating funds of up to $1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant organizational financial need and substantial challenges to raising non CNCS resources.

Programs operating in rural communities (as defined in the Notice Glossary) and programs that recruit opportunity youth as AmeriCorps members may request up to $13,930 cost per MSY for the AmeriCorps members that will be serving in rural areas or who are opportunity youth. The applicant must include a compelling case as to why the applicant’s cost per MSY must be higher.

### 4. Amount of the Segal AmeriCorps Education Award for FY 2015

AmeriCorps members serving in programs funded with FY 2015 dollars who successfully complete a term of service will receive an Education Award from the National Service Trust of $5,730 for a year of full-time service, with correspondingly smaller awards for less than full-time service. The amount of the Education Award is linked to the value of the Pell Grant. A member has up to seven years after his or her term of service to use the Education Award.

**Table 5: Term of Service and Education Award**

<table>
<thead>
<tr>
<th>Service Term</th>
<th>Minimum # of Hours</th>
<th>Education Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>1700</td>
<td>$5,730</td>
</tr>
<tr>
<td>One-year Half-time</td>
<td>900</td>
<td>$2,865</td>
</tr>
<tr>
<td>Reduced Half-time</td>
<td>675</td>
<td>$2,182.78</td>
</tr>
</tbody>
</table>
Quarter-time | 450 | $1,515.55  
Minimum-time | 300 | $1,212.44

**L. ADDITIONAL INFORMATION**

AmeriCorps Information, Application and Technical Assistance Webinars
NMCCV has placed a link on our website for a series of AmeriCorps Information Session webinars. These sessions are designed as an introduction to the CNCS’s history and programs and NMCCV’s history, programs and purpose within the State of New Mexico. The AmeriCorps Grant Information Session webinar is for the general public and interested applicants. The Grant Information Session webinar is also designed to go into details of the Notice. AmeriCorps Grant Technical Assistance Session webinars are designed to publically address Frequently Asked Questions (FAQs) and to provide additional grant guidance.

Please visit our [website](#) — for exact times and call-in information. We record and place links on our website within 24 hours following each webinar.

NMCCV strongly encourages all applicants (new and re-competing) to attend one Grant Information Session webinar in this extremely competitive year.

**CNCS Website**
In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this Notice, applicants are encouraged also to consult the CNCS website for a schedule of technical assistance webinar calls, and Frequently Asked Questions – that are updated during the competition [http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities](http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities)

**M. PROCUREMENT MANAGER**
For questions regarding an AmeriCorps New Mexico only application, NMCCV and NMDWS have assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

**New Mexico Commission for Community Volunteerism**
Name: Curtis Cannon  
Address: 401 Broadway NE  
Albuquerque, New Mexico 87102  
Telephone: (505) 841-8474  
Fax: (505) 841-8491  
Email: curtis.cannon@state.nm.us

All deliveries of responses via express carrier must be addressed as follows:

Name: Curtis Cannon  
Reference RFP: AmeriCorps 2015-2016 / RFP# 15-631-8001-00062  
Address: Purchasing Bureau  
401 Broadway NE  
Albuquerque, New Mexico 87102
Communication related to this application shall be directed to the contact person named above. All emails and phone calls will be returned within a reasonable amount of time. Applicants are encouraged to submit their questions well in advance of the deadline as NMCCV is not obligated to respond to questions that are received 48 hours prior to the May 29th due date.

Any inquiries or requests regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact ONLY the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the SPD. Protests of the solicitation or award must be delivered by mail to the Protest Manager. As A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered.

For questions regarding multi-state or Indian Tribe applications to be submitted directly to CNCS, contact:

Corporation for National and Community Service  
Telephone: (202) 606-7508  
TTY: (202) 606-3472  
Email: americorpsgrants@cns.gov

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Table 6: Application Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Issue RFP</td>
<td>NMCCV/NMDWS</td>
<td>April 21, 2015</td>
</tr>
<tr>
<td>Acknowledgement of Receipt of Request for Proposals Form Due</td>
<td>Potential Applicants</td>
<td>May 15, 2015</td>
</tr>
<tr>
<td>2. Distribution List</td>
<td>NMCCV/NMDWS</td>
<td>May 15, 2015</td>
</tr>
<tr>
<td>5. Response to Written Questions</td>
<td>Procurement Manager</td>
<td>May 22, 2015</td>
</tr>
<tr>
<td>6. eGrant Application Submitted</td>
<td>Potential Applicants</td>
<td>May 29, 2015</td>
</tr>
<tr>
<td>10. Selection of Finalists</td>
<td>Evaluation Committee</td>
<td>June 17, 2015</td>
</tr>
<tr>
<td>11. Intent to Award Funding</td>
<td>Finalist Applicants</td>
<td>June 30, 2015</td>
</tr>
<tr>
<td>13. Finalize Contracts</td>
<td>NMCCV/Finalist Applicants</td>
<td>August 2015</td>
</tr>
</tbody>
</table>
**B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in (Section II,A), above.

1. **Issuance of RFP**
   This RFP is being issued on behalf of NMCCV and NMDWS on April 21, 2015.

2. **Distribution List Response Due**
   An "Acknowledgement of Receipt of Request for Proposals Form" is **required to be eligible** for this procurement and is due by Close of Business MT on May 15, 2015. The form should be signed by an authorized representative of the organization. Potential Applicants should hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A.

   **Failure to return the Acknowledgement of Receipt form by the due date shall render Potential Applicants ineligible for this procurement.**

   The "Acknowledgement of Receipt of Request for Proposals Form" will also be utilized to develop a procurement distribution list for the distribution of written responses to questions.

3. **Pre-Proposal Conference**
   A pre-proposal conference will be held as indicated in the sequence of events beginning at 1 P.M. Mountain Standard Time in the Tiwa Building at 401 Broadway NE; Albuquerque, NM 87102. Potential Applicant(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I.M). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of Potential Applicant(s) that attended the pre-proposal conference.

   Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

4. **Deadline to Submit Written Questions**
   Potential Applicants may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until close of business Mountain Standard Time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in (Section I.M).

5. **Response to Written Questions**
   Written responses to written questions will be distributed as indicated in the sequence of events to all potential Applicants whose organization’s name appears on the procurement distribution list. An e-mail copy will be sent to all Applicants that provide Acknowledgement
of Receipt Forms before the deadline. Additional copies will be posted to:
http://www.dws.state.nm.us/nmccv

6. eGrants Application Process
To obtain or submit your AmeriCorps application, please visit
www.nationalservice.gov/build-your-capacity/grants/egrants to access eGrants. Application
instructions are available at
www.nationalservice.gov/sites/default/files/upload/Draft_AmeriCorps_Application_Instruc
tions.pdf. Application instructions can also be obtained by contacting the Corporation at
(202) 606-5000, or (202) 606-7509 if you are interested in the State grant program, and (202)
606-7508 if you are interested in National grants. Applications are to be submitted using
eGrants, the Corporation’s integrated, secure, web-based system for applications.

First prepare and save your application as a word processing document prior to inputting it
into eGrants, then copy and paste the document into eGrants.

Create your eGrants account and begin your application at least three (3) weeks prior to the
final submission deadline and begin pasting your application into eGrants no later than 72
hours before the deadline. This will allow you time to address technical issues prior to the
deadline.

If you encounter difficulties using eGrants, contact the National Service Hotline at 800 -942-
2677 or https://questions.nationalservice.gov/app/ask if a problem arises while creating an
account or while preparing or submitting an application in eGrants.

National Service Hotline hours are Monday through Thursday 9:00 a.m. to 7:00 p.m. ET. If
you contact the Hotline, be prepared to provide the application ID, organization name, and
the Notice to which your organization is applying.

If technical issues prevent an applicant from submitting an application on time, please contact
the National Service Hotline prior to the deadline to explain the technical issue and receive a
ticket number. If the issue cannot be resolved by the deadline, the applicant must continue
working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by
the application due date. Incomplete applications will not be considered. All additional
required documents should include the applicant organization’s name and Application ID
number at the top of the page and are due by the application deadline at
AdditionalDocuments@cns.gov. Emails should include in the Subject line, the applicant
organization’s name and Application ID number.

NOTE: New Applicants – organizations applying for the first time, are current planning
grants or organizations whose last AmeriCorps grant was received five or more years ago, are
also required to submit the 2015-16 Financial Management Form, Pre-Award Risk
Assessment for New Applicants via the email listed in the notice, as part of your application.
7. Submission of Proposal

ALL APPLICANT PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 4:00 P.M. MOUNTAIN STANDARD TIME ON MAY 29, 2015. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section G “PROCUREMENT MANAGER”. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the AmeriCorps 2015-2016 / RFP# 15-631-8001-00062 Proposals submitted by facsimile, or other electronic means, will not be accepted.

A public log will be kept of the names of all Applicant organizations that submitted proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Applicants during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

8. Proposal Evaluation

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may ask written questions of Applicants who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such written questions. Written questions SHALL NOT be initiated by the Applicants.

The Commission will review the ratings and funding recommendations of the Evaluation Committee.

9. Selection of Finalists

The Evaluation Committee will select and the Procurement Manager will notify the finalist Applicants as per schedule (Section II, A) Sequence of Events or as soon as possible.

10. Intent to Award Funding

Notification of intended award will be issued in writing to the successful applicant(s) by the date listed on the Sequence of Events. Notification will also be issued to those applicants not selected for funding.

11. Contract Negotiations

Contract negotiations will begin with successful Applicant(s) approximately by the date listed on the Sequence of Events. In the event that mutually agreeable terms cannot be reached within the time specified, NMCCV/NMDWS reserves the right to extend the time frames and undertake contract negotiations with the next most advantageous applicant(s)
without undertaking a new procurement process.

12. **Finalize Contracts**
Contracts will be finalized with the most advantageous Applicants as per schedule Section II, A Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the NMCCV/NMDWS. In the event that mutually agreeable terms cannot be reached within the time specified, the NMCCV/NMDWS reserves the right to finalize a contract with the next most advantageous Applicants without undertaking a new procurement process.

13. **Contract Awards**
After review of the Evaluation Committee Report and the signed contract, NMCCV/NMDWS will award the contract as per the schedule in Section II, A Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the NMCCV/NMDWS.

14. **Protest Deadline**
Any protest by an Applicant must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Marshall Ray, General Counsel and Deputy Cabinet Secretary  
New Mexico Department of Workforce Solutions  
401 Broadway NE  
Albuquerque, NM 87102

**Protests received after the deadline will not be accepted.**

III. **RESPONSE FORMAT AND ORGANIZATION**

A. **NUMBER OF RESPONSES**

Applicants shall submit only one proposal in response to RFP. (To include the copies as stated in “B”)

B. **NUMBER OF COPIES**

Applicants shall deliver one (1) original and five (5) identical hard copies, six (6) total of their proposal (Binder 1).

Applicants shall deliver six (6) electronic versions of the proposal (must mirror the hard copy submitted) on **USB Thumb Drives** each containing the entire Proposal. All Confidential Information must be readily separable on the electronic version and listed as a separate file.
Applicants shall deliver their proposals to the location specified in (Section I, M) on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

1. Proposal Content and Organization
   Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

   Technical Proposal (Binder 1):
   a. Signed Letter of Transmittal
   b. Table of Contents
   c. Copy of Application as submitted through eGrants
   d. Response to Specifications
   e. Response to Contract Terms and Conditions
   f. Applicant’s Additional Terms and Conditions
   g. Signed Campaign Contribution Form
   h. Signed Employee Health Coverage Form
   i. Signed Affidavit pursuant to Governmental Conduct Act (If applicable)
   j. Resident Vendor or Resident Veteran Certificate (If applicable)
   k. Resident Veterans Preference Certification (If applicable)
   l. Pay Equity Reporting
   m. Signed In-Kind Contribution and Donation Form
   n. Signed Statement of Assurance

   Within each section of the proposal, Applicants should address the items in the order in which they appear in this RFP. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal.

   Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

2. Letter of Transmittal
   Applicant’s proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX F which must be completed and signed by an individual person authorized to obligate the Applicant’s company. The letter of transmittal MUST:

   a. Identify the submitting business entity.
   b. Identify the name, title, telephone, and e-mail address of the person authorized by the Applicant’s organization to contractually obligate the business entity providing the Offer.
   c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the
contract on behalf of the organization (if different than (2) above).

d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.

e. Identify sub-contractors (if any) anticipated to be utilized in the performance of any resultant contract award.

f. Describe the relationship with any other entity which will be used in the performance of this awarded contract.

g. Identify the following with a check mark and signature where required on the form:

h. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section VII.A; Acceptance of Section V of this RFP; and

i. Acknowledge receipt of any and all amendments to this RFP.

j. Be signed by the person identified in #2 above.

IV. OPERATIONAL GRANT APPLICATION INSTRUCTIONS

Please use these application instructions if you are a New or Recompeting applicant to CNCS.

Use these instructions in conjunction with the Notice of Federal Funding Opportunity (NOFO) and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The NOFO includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),1 and other information that is specific to the grant competition.

The AmeriCorps regulations include pertinent information (see Table 7, below). The full regulations are available online at www.gpoaccess.gov/ecfr.

Table 7. Requirements in the AmeriCorps Regulations

<table>
<thead>
<tr>
<th>Topics</th>
<th>Citation in the AmeriCorps Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Service Activities</td>
<td>§2520.20 - §2520.55</td>
</tr>
<tr>
<td>Prohibited Activities</td>
<td>§2520.65</td>
</tr>
<tr>
<td>Tutoring Programs</td>
<td>§2522.900-2522.950</td>
</tr>
<tr>
<td>Matching Funds</td>
<td>§2521.35-2521.90</td>
</tr>
<tr>
<td>Member Benefits</td>
<td>§2522.240-2522.250</td>
</tr>
<tr>
<td>Calculating Cost Per Member Service Year (MSY)</td>
<td>§2522.485</td>
</tr>
<tr>
<td>Performance Measures</td>
<td>§2522.500-2522.650</td>
</tr>
<tr>
<td>Evaluation</td>
<td>§2522.500-2522.540 and §2522.700-2522.740</td>
</tr>
<tr>
<td>Selection Criteria and Selection Process</td>
<td>§2522.400-2522.475</td>
</tr>
</tbody>
</table>

If there is any inconsistency between the AmeriCorps regulations, the Notice, and the Application Instructions, the order of precedence is as follows:
1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. Notice of Federal Funding Opportunity/Notice of Federal Funding Availability, which takes precedence over the
3. NMCCV Notice/RFP and Application Instructions.

A. Submitting in eGrants

Applicants must submit their applications electronically via the CNCS web-based system, eGrants. Because it is a unique system, NMCCV recommends that applicants create an eGrants account and begin the eGrants application creation process at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the document
into eGrants no later than 5 days before the deadline.

**New and Recompeting Applicants**
New applicants need to establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting “Don’t have an eGrants account? Create an account.”

In eGrants, before Starting Section I, you will need to:
• Start a new Grant Application
• Select a Program Area (AmeriCorps)
• Select a NOFA (see the Notice of Funding Availability):

Your application consists of the following components. Make sure to complete each section.
1. Applicant Info
2. Application Info
3. Narratives
4. Performance Measures
5. Documents
6. Budget
7. Review, Authorize, and Submit

1. **Applicant Information**
Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.
   • If you are recompeting (in the final year of a competitive funding cycle and applying for a new grant cycle), select **Continuation/Renewal**
   • If you are applying for the first time and have never had an AmeriCorps State or National grant, select **New**
   • If you are a previous Grantee that has been funded through state Formula grants and/or were an unsuccessful National Competitive recompete applicant in previous years, select **Previous**.

Enter or update the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

2. **Application Information**
In the Application Info Section enter:
   • Areas affected by your proposed program. Please include the two-letter abbreviation for New Mexico (NM). For city or county information, please follow each one with the two-letter capitalized state abbreviation.
   • Requested project period start and end dates. The length of the project period is specified in the Notice.
   • Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section IX.E.
   • State Application Identifier: Enter N/A.
     o The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
   • If you plan to request a waiver of the volunteer leveraging requirement please select “Request a waiver” at the bottom of the screen. A pop-up screen will appear. Select a waiver type and enter your volunteer leveraging waiver request justification in the narrative field in 2,000 characters or
• Leave the box for “Program Initiative” blank unless otherwise noted in the Notice.

In the Funding/Demographics Section enter:
• Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
• Total Private Match. Enter the dollar amount of private match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
• Total Match. Enter the total dollar amount of match being proposed.
• Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
• Number of Episodic Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that will be participating in one day service projects that the proposed AmeriCorps members will generate.
• Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter the number of volunteers that have an ongoing volunteer commitment that the proposed AmeriCorps members will generate.
• Percentage of MSYs who are opportunity youth
• Number of reported in O15 who are opportunity youth
• Number of reported in O17 who are opportunity youth

In the Program Information Section:

General Information: select either Yes or No from the drop down menu
• My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
• Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2015 AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.
• Economic Opportunity – especially opportunity youth
• Environment – 21St Century Service corps
• Governor and Mayor Initiative
• Programming that supports My Brother’s Keeper
• Multi-focus Intermediary (local or regional consortium)
• No NOFO priority area

Populations Served
Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."
• Individuals who are homeless.
• Adult ESL participants.
• Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities.
- Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

Grant Characteristics
Check any grant characteristics that apply to the proposed program:
- Encore Program
- Faith organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban Geographic Focus – Rural
- None of the above grant characteristics

Technical Difficulties
CNCS and NMCCV require that all applicants submit applications electronically via the CNCS web-based application system, eGrants. Proposals for programs operating exclusively in New Mexico must be submitted by May 29, 2015 at 4:00pm MT in order to be considered. This requirement applies to continuation grantees, as well as new and re-competing applicants. CNCS reserves the right to extend the submission deadline. Any notice of such extended deadline will be posted in eGrants.

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask if a problem arises while creating an account, preparing, or submitting an application. Be prepared to provide the application ID, organization’s name, and the NOFO to which your organization is applying. National Service Hotline hours are 8:00 a.m. to 8:00 p.m. ET Monday through Friday.

If technical issues prevent an applicant from submitting an application on time, please contact the National Service Hotline prior to the deadline to explain the technical issue and receive a ticket number. If the issue cannot be resolved by the deadline, the applicant must continue working with the National Service Hotline to submit via eGrants.

An application is only complete if it includes all required documentation and is received by the application due date. Incomplete applications will not be considered. Since eGrants does not allow attachments, all additional required documents should be attached to a single email and sent to curtis.cannon@state.nm.us by the application deadline. Your email subject should include your organization name and Application ID number. See below for a list of required documentation. DO NOT submit additional documents unless specifically directed to do so. NMCCV will not review any
unrequested supplemental documents.

Additional documents may include (if applicable): letter(s) of support for the Governor/Mayor Initiative, evaluation reports, letters from the consortium members for Multi-focused intermediaries, and up to two evaluation briefs, reports, and/or peer reviewed articles if the applicant has a moderate or strong evidence base.

In addition to the above required documents, applications submitted as part of the Governor and Mayor Initiative must check the “Governor and Mayor Initiative” box in the Performance Measure tab and email a letter of endorsement cosigned by the Governor and Mayor, as well as signed letters of commitment from partnering nonprofits to curtis.cannon@state.nm.us by the application due date in order to be considered for this Initiative. The Subject of the email should read: Governor and Mayor Initiative – (organization name).

**Page Limits**

In eGrants, applicants will enter text in the following fields:
- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. 21 pages for Continuation applicants that are currently in their first or second year of operation within a grant cycle, as an additional 6 pages are allowed to address Continuation Changes. **NMCCV strongly encourages applicants to print out the application from the “Review and Submit” page prior to submission to check that the application does not exceed the page limit.** This limit does not include the narrative portion of the evaluation plan or the logic model (which can be no more than 3 pages), budget, performance measures, or the supplementary materials, if applicable.

Reviewers will not consider submitted material that is over the page limit in the printed report, even if eGrants allows an applicant to enter and submit text over the limit. Do not submit other items not requested in the *Notice* or Application Instructions. NMCCV will not review or return them.

Your application for AmeriCorps funding must follow the instructions provided at [www.nationalservice.gov/build-your-capacity/grants/egrants](http://www.nationalservice.gov/build-your-capacity/grants/egrants). Applications **must not** exceed the limitations specified for each section of the application. **No appendices are allowed.**

3. **Application Narrative Instructions**

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the *Notice*. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.
- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the
solution you are proposing.

- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don’t make assumptions.** Even if you have received funding from CNCS and NMCCV in the past, do not assume your reviewers know anything about your organization, proposed program, partners, or beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Note: The Narratives Section also includes fields for Amendment Justification, Clarification Information, and Continuation Changes. **Please enter NA in these fields. They will be used at a later date to enter information for clarification following review, to request amendments once a grant is awarded, and to enter changes in the narrative in continuation requests.**

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the Notice, we suggest that you include a brief discussion of each bullet if it pertains to your application.

**Proposal Form Requirements**

Proposals must be submitted into the eGrants system and printed (in its entirety) separately in hard copy and electronic form as required to be submitted in response to this RFP.

See [www.nationalservice.gov/build-your-capacity/grants/egrants eGrants instructions](http://www.nationalservice.gov/build-your-capacity/grants/egrants eGrants instructions)

Proposals must be submitted in a sealed mailing package with the name of the organization, proposal number, proposal title and deadline date clearly indicated on the bottom left hand side on the front of the mailing package.

A proposal may be deemed non-responsive and shall be rejected if the proposal does not contain the following mandatory requirements in the sequence outlined below. NMCCV/NMDWS shall make the final determination as to a proposal’s completeness or responsiveness.

Incomplete or unresponsive proposals will not be accepted under this RFP. NMCCV/NMDWS is not responsible for any costs incurred in the preparation or submission of a proposal.

**Application Format**

Your printed application must correspond to the outline that follows. Forms, letters of support and supporting documentation are to be added at the end of the proposal.

**Assessment Criteria**

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively
to solve a significant community problem. We urge your organization to submit a high quality application carefully following the guidance in the Notice and in the Application Instructions. The quality of your application will be an important factor in determining whether your organization will receive funding. Your application will be assessed as follows:

**Threshold Issues**
Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. For example: If an applicant is applying for a Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. An application for the Governor and Mayor Initiative must clearly articulate how they will obtain the support of Governor Martinez (or her designated state agency) to serve as the applicant, one Mayor, and a minimum of two nonprofits. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910–.940), the applicant must clearly describe how the program will meet these requirements.

**Application Fields**
Applicants will be required to complete the following narrative fields in eGrants.

1. **Executive Summary (Required -0 percent)**
   Please fill in the [blanks] of these sentences to complete the executive summary.

   The [Name of the organization] will have [Number of] AmeriCorps members who will [what the members will be doing] in [the locations the AmeriCorps members will be]. At the end of the 1st program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage an additional [number of leveraged volunteers, if applicable] that will be engaged in [what the leveraged volunteers will be doing].

   This program will focus on the CNCS focus area of [Focus Area(s)]. The CNCS investment of $[amount of request] will be matched with $[amount of projected match], $[amount of local, state, and federal funds] in public funding and $[amount of non-governmental funds] in private funding.

   * If the program is not focused on CNCS’ focus area, omit this sentence.

   Fixed amount grant applicants should list their leveraged resources as they are not required to match.

   CNCS will post all Executive Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

2. **Program Design (50 percent)**
   Reviewers will consider the quality of the application’s response to the criteria below. Do not assume all sub-criteria are of equal value.

   a. **Problem/Need (9 points)**
   - The applicant clearly describes how the community problem/need will be addressed by the program.
The applicant clearly describes how the community need/problem is prevalent and severe in communities where members will serve and the need has been well documented with relevant data.

b. Theory of Change and Logic Model (17 points)
- The applicant clearly describes the proposed intervention including the roles of AmeriCorps members and (if applicable) the roles of leveraged volunteers.
- The applicant clearly describes how the intervention is likely to lead to the outcomes identified in the applicant’s theory of change.
- The applicant clearly describes how the AmeriCorps members will produce significant and unique contributions to existing efforts to address the stated problem.
- All elements of the logic model are logically aligned.

The logic model shall depict:
- A summary of the community problem outlined in the narrative.
- The inputs or resources that are necessary to deliver the intervention, including:
  - Number of locations or sites in which members will provide services
  - Number of AmeriCorps members that will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
  - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention).
  - The dosage of the intervention (e.g., the number of hours per session or sessions per week.)
  - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served.) Identify which National Performance Measures will be used as output indicators.
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention.

The logic model shall be no more than three pages in length.

Programs may include short, medium, or long-term outcomes in the logic model. While performance measure outcomes should be consistent with the program’s theory of change, programs are not required to measure all outcomes that are included in the logic model. The Logic Model should identify which National Performance Measures will be used as outcome indicators.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention.

c. Evidence Base (8 points)
Applicants will be awarded up to 8 points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change. Applicants shall provide a description of the studies and evaluations conducted that provide evidence that the proposed intervention is effective for the proposed population and community challenge, and should describe how this evidence places them in one of the five evidence levels listed below. Applicants must fully describe how they meet the requirement of that level, using results from studies and evaluations. Applicants are strongly encouraged to describe the evidence that supports the strongest evidence tier, and all relevant evidence presented must be included in this section. This section must include specific citations of studies and/or evaluation and research reports. Applicants classifying their evidence as Moderate or Strong must submit up to two studies, evaluation
reports, briefs, or peer-reviewed articles cited in this section as separate attachments. Studies should be sent to AdditionalDocuments@cnsc.gov and curtis.cannon@state.nm.us by the application deadline and include in the subject line the application ID and “evaluation studies.”

For each report cited, include the date of the report, a description that shows its relevancy to the proposed program model, the methodology used in the study, and the strength of the findings (e.g. confidence level.)

For current grantees that are required to submit an evaluation report: The evaluation report will be considered as part of the evidence base of the program. Grantees may opt to include that evaluation report as one of the two studies, or submit two separate studies in addition to the evaluation report. In the latter case, all three studies will be reviewed against this criterion.

The five tiered evidence levels are:

No evidence (0 points) means that the applicant has not provided evidence that they have collected any qualitative or quantitative data to date.

Pre-preliminary evidence (1 point) means the applicant presents evidence that it has collected quantitative or qualitative data from program staff, program participants, or beneficiaries that have been used for program improvement, performance measurement reporting, and/or tracking. An example could be gathering feedback from program participants following their receipt of the intervention.

Preliminary evidence (2 points) means the applicant presents an initial evidence base that can support conclusions about the program’s contribution to observed outcomes. The evidence base consists of at least one non-experimental study conducted on the proposed program (or another similar program that uses a comparable intervention). A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: 1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries’ responses at the end of the program; and 2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

Moderate evidence (4 points) means the applicant presents a reasonably developed evidence base that can support causal conclusions for the specific program proposed by the applicant with moderate confidence. The evidence base consists of one or more quasi-experimental studies conducted on the proposed program (or another similar program that uses a comparable intervention) with positive findings on one or more intended outcomes OR two or more non-experimental studies conducted on the proposed program with positive findings on one or more intended outcomes OR one or more experimental studies of another relevant program that uses a similar intervention. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e. a similar population that does not receive the intervention).

Strong evidence (8 points) means the applicant presents an evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

The description of evidence in this section should include as much detailed information as possible. Applicants are advised to focus on presenting high-quality evidence from their strongest studies rather than only cursory descriptions of many studies. Reviewers will examine criteria that may include: a) how
closely the program model evaluated in the studies matches the one proposed by the applicant; b) the methodological quality of the studies presented (e.g., statistical power, internal and/or external validity, sample size, etc.); c) the recency of the studies, with a preference towards studies that have been conducted within the last six years; and d) strength of the findings, with preference given to findings that show a large and persistent positive effect on participants demonstrated with confidence levels.

d. Notice Priority (3 points + up to 10 bonus points)
- The applicant clearly describes how its proposed program is within one or more of the 2015 AmeriCorps funding priorities as outlined on page 5 and more fully described in the Notice Glossary.
- The applicant clearly describes how the proposed program meets all of the requirements detailed in the Notice Glossary.

i. Rural Communities (up to 5 bonus points)
- The applicant clearly describes how its program will grow AmeriCorps in New Mexico by providing access to AmeriCorps members for small organizations and rural communities through individual or intermediary programing.

ii. 55+ (up to 5 bonus points)
- The applicant clearly describes programs that are demonstrating significant impact in supporting service programs that engage a significant number of participants age 55 or older; and

e. Member Training (4 points)
- The applicant clearly describes how members will receive high quality training to provide effective service.
- The applicant clearly describes how members and volunteers will be aware of, and will adhere to, the rules including prohibited activities.

f. Member Supervision (3 points)
- The applicant clearly describes how members will receive high quality guidance and support from their supervisor to provide effective service.
- The applicant clearly describes how supervisors will be adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.
- The applicant clearly describes how supervisors will provide members with excellent guidance and support throughout their service.

g. Member Experience (3 points)
- AmeriCorps members will gain skills and experience as a result of their training and service that can be utilized and will be valued by future employers after their service term is completed.
- The applicant clearly describes how AmeriCorps members will have access to meaningful service experiences and opportunities for reflection.
- The applicant clearly describes how AmeriCorps members will have opportunities to establish connections with each other and the broader National Service network to build esprit de corps.
- The applicant clearly describes how AmeriCorps members will develop an ethic of and skills for active and productive citizenship and will be encouraged to continue to engage in public and community service after their AmeriCorps term.
- The applicant clearly describes how the program will recruit AmeriCorps members from the communities in which the programs operate.

h. Commitment to AmeriCorps Identification (3 points)
• The applicant clearly describes how members will know they are AmeriCorps members.
• The applicant clearly describes how the staff and community members where the members are serving will know they are AmeriCorps members.
• The applicant clearly describes how AmeriCorps members will be provided with and will wear service gear that prominently displays the AmeriCorps logo daily.
• The applicant clearly describes how the service location will display visible signage identifying the site as an AmeriCorps service location.

3. Organizational Capability (25 percent)
Reviewers will consider the quality of the application’s response to the following criteria below. Do not assume all sub-criteria are of equal value

a. Organizational Background and Staffing (7 points)
• The applicant clearly describes how the organization has the experience, staffing, and management structure to plan and implement the proposed program.
• The applicant clearly describes how the organization has adequate experience administering AmeriCorps grants or other federal grants.
• The applicant clearly describes how the organization has sufficiently engaged community members and partner organizations in planning and implementing its intervention.

As documentation of community support and commitment to the program; please procure, keep on file, but do not submit to CNCS, letter(s) from the applicant’s most significant community partner(s). The letter(s) should include what the partner(s) see as the benefit to the community provided by the applicant’s AmeriCorps members and what activities would not happen without the AmeriCorps members.

b. Compliance and Accountability (11 points /15 points for new applicants)
• The applicant clearly describes how the applicant’s organization, in implementation and management of its AmeriCorps program, will prevent and detect compliance issues.
• The applicant clearly describes how the applicant will hold itself, subgrantees, and service site locations (if applicable) accountable if instances of risk or noncompliance are identified.
• The applicant clearly describes how the organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee, and service site locations (if applicable).

c. Past Performance For Current Grantees and Former Grantees Only 7 points for recompeting applicants and formula Grantees)

Any applicant that has received competitive or formula funding for the same project in any of the past three years must address this criteria.
• The applicant clearly describes how it has met performance measurement targets during the last three years of program operations, or, if not, has an adequate corrective action plan in place.
• The applicant clearly describes how it achieved 100% member enrollment, in the most recent full year of program operations, or if not, has an adequate corrective action plan in place.
• The applicant clearly describes how it achieved 100% member retention, in the most recent full year of program operations, or, if not, has an adequate corrective action plan in place.
• The applicant clearly describes any compliance issues or areas of weakness/risk identified during the last three years of program operations (if applicable) and describes an effective corrective action plan that was implemented.
4. Cost Effectiveness and Budget Adequacy (25 percent)
Reviewers will consider the quality of the application’s response to the following criteria a below. Do not assume all sub-criteria are of equal value.

a. Cost Effectiveness (18 points)
   - The budget is sufficient to carry out the program effectively.
   - The budget aligns with the applicant’s narrative.
   - The program design is cost effective and the benefits justify the cost.
   - The applicant has raised or describes an adequate plan to raise non-CNCS resources to fully support the program. This applies to Fixed Amount, EAP, and Cost Reimbursement grants.
   - The applicant, if recompeting, has a lower cost per Member Service Year (MSY – see Glossary) than approved in previous grants, or provides a compelling rationale for the same or increased cost including why this increase could not be covered by the grantee share.

Having a low Cost Per Member Service year (MSY) is a competitive advantage. New applicants that submit with a low cost per MSY and recompeting applicants that submit with a lower cost per MSY than previously funded may receive higher priority for funding. Applicants requesting a higher cost per MSY than in previous years must justify their requests. If an applicant requests above the maximum cost per MSY (see Section I.F.), it must justify its request. Please note that such requests are rarely approved.

b. Budget Adequacy (7 points)
   - Budget is submitted without mathematical errors.
   - Budget is submitted with adequate information to assess how each line item is calculated.
   - Budget is in compliance with the budget instructions.

Applicants must fill out the budget and ensure the following information is in the budget narrative (requested information in the budget screens):
   - Identify the non-CNCS funding and resources necessary to support the project.
   - Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash) and the sources of these commitments.

5. Evaluation Summary or Plan (Required for re-competing grantees- 0 percent)
If the applicant is competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing Grantees. If the applicant is re-competing for AmeriCorps funds for the first time the program must submit your evaluation plan, the Evaluation Summary, or Plan field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report via email to curtis.cannon@state.nm.us by the application deadline, as well as an evaluation plan for the next three-year period in the Evaluation Plan field in eGrants.

Evaluation plans must include the following:
   - A description of the theory of change, or why the proposed intervention is expected to produce the proposed results;
   - Clear and measurable outcomes that are aligned with the theory of change and will be assessed during the evaluation;
   - Concrete research questions (or hypotheses) that are clearly connected to the outcomes;
   - A proposed research design for the evaluation;
   - Qualifications needed for the evaluator; and
   - The estimated budget.
The evaluation requirements differ depending on the amount of the grant, as described in 45 CFR §2522.710:

- If the applicant is a State/Territory subgrantee and/or National Direct Grantee (other than an Education Award Program grantee), and its average annual CNCS program grant is $500,000 or more, it must arrange for an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.
- If the applicant is a State/Territory subgrantee and/or National Direct Grantee whose average annual CNCS program grant is less than $500,000, or an Education Award Program Grantee, it must conduct an internal or an external evaluation of the program, and it must submit the evaluation with any subsequent application to CNCS for competitive funds as required in §2522.730 of this subpart.

A formula program will be considered a recompeting application, if it satisfies the CNCS definition of “same project,” below, and has been funded in formula for at least one three-year cycle. If the project satisfies the definition of same project, and the applicant has completed one three-year cycle, you will be required to submit an evaluation plan. If the project does not satisfy the definition, it will be considered new and will not be required to submit an evaluation plan, summary, or completed evaluation.

Two projects will be considered the same if they:
- Address the same issue areas
- Address the same priorities
- Address the same objectives
- Serve the same target communities and population
- Utilize the same sites
- Use the same program staff and members

The Evaluation Plan field of eGrants does not count towards the page limit of the application; however, it does have a set character limit. Applicants should print out the report to ensure the narrative is not cut off.

State/Territory subgrantees and/or National Direct Grantees with an average annual CNCS program grant of $500,000 or more that are recompeting for funds are eligible to apply for approval of an alternative evaluation approach. Grantees requesting approval of an alternative evaluation approach should submit a request for approval of an alternative evaluation approach along with their evaluation plan in the Evaluation Summary or Plan field in eGrants. The request should clearly explain: (a) the evaluation constraints faced by the program, (b) why the proposed approach is the most rigorous option feasible, and (c) how the proposed alternative approach will help the grantee build their evidence base. Evaluation plans should include, at a minimum, the required elements listed in this Notice. The evaluation plan must be consistent with the information submitted in the competitive funding application and in the request for approval of an alternative evaluation approach. More information on alternative evaluation approaches can be found at: https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf

6. **Amendment Justification (0 percent)**
   Enter N/A. This field will be used if you are awarded a grant and need to amend it.

7. **Clarification Information (0 percent)**
   Enter N/A. This field will be used to enter information that requires clarification in the post-review period. Please clearly label new information added during clarification with the date.
8. **Continuation Changes (0 percent)**
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

9. **Performance Measures**
Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives.

Grant Characteristics:
- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith organizations
- Community-based organizations
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- Other

All applicants must submit performance measures with their application. See [Operational Grant Attachment B](#) for instructions on entering performance measures.

For more information about Performance Measures go to: [http://www.nationalservice.gov/resources/performance-measurement](http://www.nationalservice.gov/resources/performance-measurement)

10. **Acknowledgement of Receipt Form**
Vendors must complete the above mentioned form to serve as their mandatory Letter of Intent.

11. **Universal Identifier**
Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor’s Registry (CCR). The DUNS number does not replace an Employer Identification Number.

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering well in advance of the application due date. Expedited DUNS numbers may be
obtained by following instructions found here: http://smallbusiness.dnb.com/establish-your-business/12334338-1.htm.

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually.

We urge applicants that are not already registered with the CCR to begin the registration process immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to www.sam.gov.

12. Resident Business or Resident Veterans Preference
To be awarded the points Applicants must include a copy of their preference certificate in this section. In addition for resident Veterans Preference the attached certification Form APPENDIX F must accompany any RFP and any business wishing to receive the preference must complete and sign the form.

13. 2015-16 Financial Management Form
New Applicants – organizations applying for the first time, are current planning grants or organizations whose last AmeriCorps grant was received five or more years ago, are also required to submit the 2015-16 Financial Management Form/Pre-Award Risk Assessment for New Applicants as part of your application. Access the form here or at the NMCCV website.

14. Financial Audit/Information
Applicants for new funding must provide their most recent A-133 audit, their organization’s financial audit, or other financial statements if they have not had a formal audit. All others must provide a copy of their most current audit.

15. Letter of Transmittal
The Applicants proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX F. The form must be completed and must be signed by the person authorized to obligate the company. The letter of transmittal MUST include:

a. Identify the submitting organization;
b. Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization;
c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification;
e. Identify if sub-contractors will be used in the performance of the contract award.
f. Describe any relationship with any entity with which will be used in the performance of this awarded contract.
g. Identify the following with a check mark and signature where required:
h. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section i. VII.A:
j. Acceptance of Section V of this RFP
k. Acknowledge receipt of any and all amendments to this RFP.
1. Be signed by the person authorized to contractually obligate the organization;

16. **Campaign Contribution Disclosure Form**
Applicant must complete and sign the Campaign Contribution Disclosure Form located at Appendix B whether any applicable contribution has been made or not. This signed unaltered form must be submitted with your proposal weather an applicable contribution has been made or not.

17. **Form PE10-249**
Applicant must complete and sign the Form PE10-249 located within the New Mexico State Purchasing Division Website which includes links to New Mexico Pay Equity Initiative information and current forms at: [http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx](http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx). This signed unaltered form must be submitted with your proposal.

18. **New Mexico Employees Health Coverage Form**
Applicant must complete and sign the New Mexico Employees Health Coverage Form located at Appendix D. This signed unaltered form must be submitted with your proposal. The Applicant must agree with the terms and submit a signed New Mexico Employees Health Coverage Form with the submittal of their proposal. (See Appendix D)

**Operational Budget Instructions**

For Fixed-Amount grants, including EAPs: Use the Budget Instructions for Fixed-Amount applicants ([Operational Grant Attachment E](#)) and the Budget Worksheet ([Operational Grant Attachment F](#)) to prepare your budget.

**A. Match Requirements**
Program requirements, including requirements on match are located in the AmeriCorps regulations and summarized below.

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Match Requirement</th>
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<tbody>
<tr>
<td>Cost Reimbursement including Professional Corps, States and Territories without Commissions, Indian Tribes</td>
<td>Minimum grantees share is 24% of program costs for the first three years. Overall grantees share of total program costs increases gradually beginning in Year 4 to 50% by the tenth year of funding and any year thereafter.</td>
</tr>
<tr>
<td>EAP Fixed-amount Grants</td>
<td>There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over $800 per MSY provided by CNCS.</td>
</tr>
<tr>
<td>Professional Corps Fixed-amount Grants</td>
<td>There are no specific match requirements for fixed-amount grants. Grantees pay all program costs over the $1,000 per MSY provided by CNCS.</td>
</tr>
<tr>
<td>Stipended Fixed-amount Grants</td>
<td>There are no specific match requirements for full-time Fixed-amount grants. Grantees pay all program costs over the maximum $13,430 per MSY provided by CNCS.</td>
</tr>
</tbody>
</table>
Grantees are required to meet an overall matching rate that increases over time. You have the flexibility to meet the overall match requirements in any of the three budget areas, as long as the minimum match of 24% for the first three years, and the increasing minimums in years thereafter, are maintained. See 45 CFR §§ 2521.35–2521.90 for the specific regulations.

If you are applying for the first time, you must match with cash and in-kind contributions at least 24% of the project’s total Operating Costs (Section I) plus Member Costs (Section II) plus Administrative Costs (Section III). If you are recompeting, please see 45 CFR §§ 2521.40–2521.95 for the match schedule.

The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.

In Section III of the budget, enter a brief description of the source of match. Identify each match source separately. Include dollar amount, the match classification (cash, in-kind, or Not Available) and the source type (Private, State/Local, Federal, Other or Not Available). Define all acronyms the first time they are used.

See Attachment H for instructions for applying for the Alternative Match Schedule.

Note: The CNCS legislation permits the use of non-CNCS federal funds as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Grantees that use federal funds as match will be required to report the sources and amounts on the FFR.

If matching with non-CNCS federal funds, NMCCV requires a letter of approval from other federal funding source allowing use of funding as match.

Note: If Subgrantees use federal funds as match, they will be required to report the sources and amounts on the Periodic Expense Report.

B. Preparing Your Budget
Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheets in Attachments C and D.

As you enter your detailed budget information, eGrants will automatically populate a budget summary and budget narrative report. Prior to submission be sure to review the budget checklist (Attachment G) to ensure your budget is compliant. In addition, eGrants will perform a limited compliance check to validate the budget. If it finds any compliance issues you will receive a warning and/or error messages. You must resolve all errors before you can submit your budget.

As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
• Itemize each cost and present the basis for all calculations in the form of an equation.
• Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
• Do not include fractional amounts (cents).

Awards made beginning with the 2015-16 program year will be covered by the new "OmniCircular" entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Uniform Guidance, now consolidated in 2 CFR Parts 200 and 2205, apply to CNCS grants awarded in fiscal year 2015.

You should review the Uniform Guidance carefully. If awarded a grant, it will be your responsibility as a subrecipient of Federal funds to understand and follow all requirements for your Federal award, including the laws and regulations that govern the award. We recommend you take advantage of existing training and reference materials available on the Uniform Guidance, such as those available here. In particular, the preamble to the Uniform Guidance provides a good overview of the changes.

Please refer to the relevant cost principles on allowable costs for further guidance. The cost principles are online at www.whitehouse.gov/OMB/circulars.

- Cost Principles for State, Local, and Indian Tribal Governments
- Cost Principles for Educational Institutions Relocated to 2 CFR, Part 220
- Cost Principles for Non Profit Organizations Relocated to 2 CFR, Part 230
- OMB Circular A-110 Relocated to 2 CFR, Part 215

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $750,000 in federal funds, as required in OMB Circular A-133.

Review, Authorize, and Submit
eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:

- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant’s Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant’s authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit.
After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

**Note:** Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting “Don’t have an eGrants account? Create an account.”

V. **PLANNING GRANT APPLICATION INSTRUCTIONS**

If your proposed planning grant will be used to develop a program that will operate solely within New Mexico, and you are not an Indian Tribe, you **must** apply through the New Mexico Commission for Community Volunteerism.

Please use these application instructions if you are a New applicant to CNCS.

Use these instructions in conjunction with the [Notice of Federal Funding Opportunity (NOFO)](https://egrants.cns.gov/espan/main/login.jsp) and the AmeriCorps Regulations, 45 CFR §§ 2520–2550. The NOFO includes deadlines, eligibility requirements, submission requirements, maximum amount of funding per Member Service Year (MSY),1 and other information that is specific to the grant competition.

If there is any inconsistency between the AmeriCorps regulations, the Notice, and the Application Instructions, the order of precedence is as follows:
1. AmeriCorps regulations 45 CFR §§ 2520–2550 take precedence over the
2. [Notice of Federal Funding Opportunity](https://egrants.cns.gov/espan/main/login.jsp)/[Notice of Federal Funding Availability](https://egrants.cns.gov/espan/main/login.jsp), which takes precedence over the
3. NMCCV Notice/RFP and Application Instructions.

A. **Submitting in eGrants**

Applicants need to establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting “Don’t have an eGrants account? Create an account.”

In eGrants, before Starting Section I, you will need to:
• Start a new Grant Application
• Select a Program Area (AmeriCorps)
• Select a NOFA (see the Notice of Funding Availability):
**FY 2015 AmeriCorps State Commission (New and Continuations)**

Your application consists of the following components. Make sure to complete each section.
1. Applicant Info
2. Application Info
3. Narratives
4. Performance Measures
5. Documents
6. Budget
7. Review, Authorize, and Submit

1. Applicant Information
Information entered in the Applicant Info, Application Info, and Budget sections will populate the SF 424 Facesheet.

Planning grant requests should select, New.

Enter the requested information in the fields that appear. The contact person needs to be the person who can answer questions about the application.

2. Application Information
In the Application Info Section enter:

- Areas affected by your proposed program. Please include the two-letter abbreviation for New Mexico (NM) and include the city or county information.
- Requested project period start and end dates. The length of the project period is specified in the Notice and can be no longer than 12 consecutive months. Planning grants may not start prior to September 1, 2015.
- Enter Funding Type.
- State Application Identifier: Enter N/A.
- The Application is Subject to Review by State Executive Order 12372 Process: This is pre-filled as “No, this is not applicable.”
- Indicate Yes or No if you are delinquent on any federal debt. If yes, send explanation as described in Section V.D.
- Leave the box for “Program Initiative” blank

In the Funding/Demographics Section enter:

- Total Local, State, and Federal Government Match. Enter the dollar amount of local, state, and federal government match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Private Match. Enter the dollar amount of private match being proposed. The “Total Private Match” + the “Total Local, State, and Federal Government Match” should equal the “Total Match.”
- Total Match. Enter the total dollar amount of match being proposed.
- Other Revenue funds. Enter the amount of funds that your program uses to run the program that are not CNCS share or match.
- Number of Episodic Volunteers Generated by AmeriCorps members. Please enter “0”
- Number of Ongoing Volunteers Generated by AmeriCorps members. Please enter “0”

In the Program Information Section:
General Information: select either Yes or No from the drop down menu

- My organization has received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer No.
- Opt in to the National Service Registry. Applicants wishing to make information from their application to potential private sector funders can opt in during the application process.

2015 AmeriCorps Funding Priorities
Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

- Economic Opportunity – especially opportunity youth
- Environment – 21st Century Service corps
- Governor and Mayor Initiative
- Programming that supports My Brother’s Keeper
- Multi-focus Intermediary (local or regional consortium)
- No NOFO priority area

Populations Served
Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

- Individuals who are homeless.
- Adult ESL participants.
- Youth ESL participants.
- Disadvantaged youth (K-12).
- Head Start participants.
- Immigrants and refugees.
- Individuals receiving hospice or other care for terminal illness.
- Individuals receiving mental health services.
- Individuals receiving substance abuse services.
- Individuals with HIV/AIDS.
- Individuals with physical or developmental disabilities. Senior Citizens
- Victims/Survivors of violence and abuse.
- Veterans.
- Veteran family members
- Caregivers.
- None of the Above

Grant Characteristics
Check any grant characteristics that apply to the proposed program:

- Encore Program
- Faith organizations
- Community-based organizations,
- SIG/Priority Schools
- Professional Corps
- STEM Program
- Geographic Focus – Urban
- Geographic Focus – Rural
- None of the above grant characteristics

AmeriCorps Identity/Co-branding Questions. Check all that apply.

3. **Application Narrative Instructions**

The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria as outlined in the Notice. Below are some general recommendations to help you
present your project in a way the reviewers will find compelling and persuasive.

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description to fit each funding priority and special consideration articulated in the regulations or the *Notice*.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric, or exaggeration. They are interested in learning precisely what you intend to do, and how your project responds to the selection criteria presented below.
- **Avoid circular reasoning.** The problem you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the criteria will be met. Explicitly describe how the proposed project will meet the criteria.
- **Don’t make assumptions.** Even if you have received funding from CNCS and NMCCV in the past, do not assume your reviewers know anything about your organization, proposed program, partners, or beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.
- **Follow the instructions and discuss each criterion in the order they are presented in the instructions.** Use headings to differentiate narrative sections by criterion.

In eGrants, you will enter text for:

- Executive Summary
- Program Design
- Organizational Capability
- Cost Effectiveness and Budget Adequacy
- Evaluation Plan

Reviewers will assess your application against the selection criteria. To best respond to the criteria listed in the *Notice*, we suggest that you include a brief discussion of each bullet if it pertains to your application.

You **may not exceed 15 pages for the Narratives**, including the Executive Summary and Facepage, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit.

From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 15-page limit. This limit does not include the budget and performance measures.

Please note that the Narratives Section also includes fields for Clarification Information, Amendment Justification, and Continuation Changes. These are not required fields. They will be used to enter information for clarification following review, request amendments once a grant is awarded, and enter changes in the narrative in continuation requests. **Please enter N/A in these fields.**

**Proposal Form Requirements**

Proposals must be submitted into the eGrants system and printed (in its entirety) separately in hard copy and electronic form as required to be submitted in response to this RFP.

See [www.nationalservice.gov/build-your-capacity/grants/egrants eGrants instructions](http://www.nationalservice.gov/build-your-capacity/grants/egrants eGrants instructions)
Proposals must be submitted in a sealed mailing package with the name of the organization, proposal number, proposal title and deadline date clearly indicated on the bottom left hand side on the front of the mailing package.

A proposal may be deemed non-responsive and shall be rejected if the proposal does not contain the following mandatory requirements in the sequence outlined below. NMCCV/NMDWS shall make the final determination as to a proposal’s completeness or responsiveness.

Incomplete or unresponsive proposals will not be accepted under this RFP. NMCCV/NMDWS is not responsible for any costs incurred in the preparation or submission of a proposal.

**Application Format**

Your printed application must correspond to the outline that follows. Forms, letters of support and supporting documentation are to be added at the end of the proposal.

**Assessment Criteria**

Each applicant must clearly describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. We urge your organization to submit a high quality application carefully following the guidance in the Notice and in the Application Instructions. The quality of your application will be an important factor in determining whether your organization will receive funding. Your application will be assessed as follows:

**Threshold Issues**

Applications should reflect that they meet the threshold requirements for the grant type for which they are applying. For example: If an applicant is applying for a Fixed Amount grant, the application should reflect that only full-time or less than full-time positions serving in a full-time capacity will be permitted. An application for the Governor and Mayor Initiative must clearly articulate how they will obtain the support of Governor Martinez (or her designated state agency) to serve as the applicant, one Mayor, and a minimum of two nonprofits. If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 CFR §2522.910-.940), the applicant must clearly describe how the program will meet these requirements.

**Application Fields**

Applicants will be required to complete the following narrative fields in eGrants.

1. **Executive Summary (Required -0 percent)**

   Please provide a one-paragraph executive summary of your proposed program. This paragraph must be one-half page or less. The summary should include who, what, where, and why:
   
   - Who will be serving? Who will be served?
   - What will the AmeriCorps members do?
   - Where will the activity take place?
   - What is the expected outcome(s) of the project?

   You may fill in the blanks in the following template to complete your executive summary.

   This planning grant will be utilized to develop an AmeriCorps program which will engage AmeriCorps members (members) to [AmeriCorps member activities] in [geographic locations where member activities will take place]. Members will address the needs of [beneficiaries to be served] resulting in [anticipated outcome of project]. Program activities will primarily be in the areas of [identify the relevant CNCS focus areas].
CNCS will post all Executive Summaries of awarded grant applications on [www.nationalservice.gov](http://www.nationalservice.gov) in the interest of transparency and Open Government.

2. **Program Design (50 percent)**
   a. Describe why you are applying for a planning grant and what you hope to achieve during the one-year planning period, including but not limited to:
      - The problem you plan to solve with your AmeriCorps program.
      - Evidence that the need exist citing specific sources published no more than 6 years ago.
      - Including resources currently available to address the need and how the AmeriCorps program will not duplicate or supplant the resources.
      - Proposed activities to address the need including AmeriCorps member roles in the proposed activities.
      - The target communities/region/area the program will serve.

   b. Provide a) a detailed description of your planning process, b) a timeline and benchmarks for planning activities, and c) how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program including, but not limited to:
      - Determining the most appropriate AmeriCorps member activities to address the identified community need.
      - Determining the desired characteristics of AmeriCorps members and designing a recruitment strategy.
      - Developing a performance measurement system to ensure that reliable data is gathered to demonstrate impact on the communities to be served.
      - Creating a process for selecting operating and service sites (if applicable) that will ensure the most appropriate and capable organizations are selected.
      - Planning orientation and training for operating and service sites (if applicable) and on-going communications and monitoring of member host sites.
      - Planning orientation as well as initial and on-going training for AmeriCorps members.
      - Plan for assesses and/or securing necessary and effective technical assistance (if applicable) for program implementation.
      - Timeline of program partner meetings including a list of potential and/or committed partners to date.

3. **Organizational Capability (25 percent)**
   Describe your organization’s ability to successfully plan an AmeriCorps program, including but not limited to:
   - Primary and secondary contacts for the grant application and their current role and experience.
   - Include the amount of time staff member(s) will support the program during the planning grant. As well, include the amount of time the organization plans to have staff member(s) support the implementation of the program the following year.
   - Record of accomplishment.
   - Prior experience administering federal funds.
   - Prior experience in the proposed area of programming.
   - The management and staff structure and the role the board of directors, administrators, and staff will play in the planning process.
   - Systems and processes for sound programmatic and fiscal oversight or plans to develop this capacity.
Please email an organizational chart as a PDF to curtis.cannon@state.nm.us by the application due date of May 29, 2015. Include the name of your organization and application ID in the email subject line and name of the file.

As documentation of community support and commitment to the program, please submit letters from the applicant’s most significant community partners. The letters should include what the partners see as the benefit to the community provided by the applicant’s proposed AmeriCorps program. Please email the letters as PDF to curtis.cannon@state.nm.us by the application due date of May 29, 2015. Include the name of your organization and application ID in the email subject line and name of the file.

Special Circumstances
In applying the organizational capability criteria to each proposal, reviewers may also take into account the following circumstances of individual organizations:

- The age of your organization and its rate of growth.
- Whether your organization serves a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of philanthropic and corporate resources.

If you feel that any of the circumstances stated above have an impact on your organizational capability that has not already been discussed, please describe the circumstance and how it affects your organizational capacity.

4. Cost Effectiveness and Budget Adequacy (25 percent)
   a. Describe your plans to develop a cost-effective program including how you will develop diverse resources that will support your program implementation and sustainability.
   b. Discuss the adequacy of your budget to support the planning process including your match.
   c. Describe how you will secure any additional commitments you need for the planning grant.

In applying the cost-effectiveness criteria, NMCCV will take into account the following circumstances of individual programs: program age, or the extent to which your program brings on new sites; whether your program or project is located in a resource-poor community, such as a rural or remote community, a community with a high poverty rate, or a community with a scarcity of corporate or philanthropic resources; whether your program or project is located in a high-cost, economically distressed community, measured by applying appropriate Federal and State data; and whether the reasonable and necessary costs of your program or project are higher because they are associated with engaging or serving difficult-to-reach populations, or achieving greater program impact as evidenced through performance measures and program evaluation.

5. Evaluation Summary or Plan
Enter N/A. Evaluations and evaluation plans are not required for planning grants.

6. Amendment Justification
Enter N/A. This field will be used if you are awarded a grant and need to amend it.

7. Clarification Information
Enter N/A. This field will be used to enter information that requires clarification in the post-review period.

8. Continuation Changes
Enter N/A for Planning Grants.
9. **Performance Measures**
See Planning Grant Attachment B for directions on completing the Performance Measures module.

Grant Characteristics:
- AmeriCorps member Population – Communities of Color
- AmeriCorps member Population – Low-income individuals
- AmeriCorps member Population – Native Americans
- AmeriCorps member Population – New Americans
- AmeriCorps member Population – Older Americans
- AmeriCorps member Population – People with Disabilities
- AmeriCorps member Population – Rural Residents
- AmeriCorps member Population – Veterans, Active Military, or their Families
- AmeriCorps member Population – Economically disadvantaged young adults/Opportunity Youth
- AmeriCorps member Population – None of the above
- Geographic Focus – Rural
- Geographic Focus – Urban
- Encore Program
- Faith organizations
- Community-based organizations
- Governor and Mayor Initiative
- SIG/Priority Schools
- Professional Corps
- 21st CSC
- Other

10. **Acknowledgement of Receipt Form**
Applicants must complete the above mentioned form to serve as their mandatory Letter of Intent.

11. **Universal Identifier**
Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor’s Registry (CCR). The DUNS number does not replace an Employer Identification Number.

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online: [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

The website indicates a 24-hour e-mail turnaround time on requests for DUNS numbers; however, we suggest registering well in advance of the application due date. Expedited DUNS numbers may be obtained by following instructions found here: [http://smallbusiness.dnb.com/establish-your-business/12334338-1.htm](http://smallbusiness.dnb.com/establish-your-business/12334338-1.htm).

CCR is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of Federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All grant recipients are required to maintain a valid registration, which must be renewed annually.

We urge applicants that are not already registered with the CCR to begin the registration process.
immediately in order to avoid any delays in submitting applications. Applicants must have a DUNS number in order to register with the CCR. It typically takes 3-5 days to finalize CCR registration. To register online go to www.sam.gov.

12. **Resident Business or Resident Veterans Preference**
   If applicable, applicant may receive additional Resident Business or Resident Veterans preference points, maximum of 10% of overall score. To be awarded the points Applicants must include a copy of their preference certificate in this section. In addition for resident Veterans Preference the attached certification Form APPENDIX G must accompany any RFP and any business wishing to receive the preference must complete and sign the form.

13. **2015-16 Financial Management Form**
    **New Applicants** – organizations applying for the first time, are current planning grants or organizations whose last AmeriCorps grant was received five or more years ago, are also required to submit the 2015-16 Financial Management Survey, Pre-Award Risk Assessment for New Applicants via the email listed in the notice, as part of your application. Access the form here or at the NMCCV website.

14. **Financial Audit/Information**
    Applicants for new funding must provide their most recent A-133 audit, their organization’s financial audit, or other financial statements if they have not had a formal audit. All others must provide a copy of their most current audit.

15. **Letter of Transmittal**
    The Applicants proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX F. The form must be completed and must be signed by the person authorized to obligate the company. The letter of transmittal MUST include:
    a. Identify the submitting organization;
    b. Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization;
    c. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization;
    d. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification;
    e. Identify if sub-contractors will be used in the performance of the contract award.
    f. Describe any relationship with any entity with which will be used in the performance of this awarded contract.
    g. Identify the following with a check mark and signature where required:
    h. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section VII.A:
    i. Acceptance of Section V of this RFP
    k. Acknowledge receipt of any and all amendments to this RFP.
    l. Be signed by the person authorized to contractually obligate the organization.

16. **Campaign Contribution Disclosure Form**
    Applicant must complete and sign the Campaign Contribution Disclosure Form located at Appendix B whether any applicable contribution has been made or not. This signed unaltered form must be submitted with your proposal whether an applicable contribution has been made or not.
17. **Form PE10-249**
Applicant **must** complete and sign the Form PE10-249 located within the New Mexico State Purchasing Division Website which includes links to New Mexico Pay Equity Initiative information and current forms at: [http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx](http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx). This signed unaltered form **must** be submitted with your proposal.

18. **New Mexico Employees Health Coverage Form**
Applicant **must** complete and sign the New Mexico Employees Health Coverage Form located at Appendix D. This signed unaltered form **must** be submitted with your proposal. The Applicant **must** agree with the terms and submit a signed New Mexico Employees Health Coverage Form with the submittal of their proposal. (See Appendix D)

**Budget Instructions For Planning Grant Applicants**

**A. Overview of Key Budget Requirements**
Program requirements, including requirements on match are located in the AmeriCorps regulations, modified by appropriations language, and summarized below. Administrative costs must not exceed 5% of the total CNCS funds requested.

- You must **cost-share** with cash or in-kind contributions at least 24% of the project’s **total budget**.
- The acceptable sources of matching funds are federal, state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
- Identify the source and total dollar amount of cash match from private, state and local and federal funds, the source type, and total amounts of in-kind support. Define all acronyms the first time they are used.

**Note:** The CNCS legislation permits the use of **non-CNCS federal funds** as match for the grantee share of the budget. Please discuss your intention of using federal funds to match an AmeriCorps grant with the other agency prior to submitting your application. Section 121(e)(5) of the National Community Service Act requires that grantees that use other federal funds as match for an AmeriCorps grant report the amount and source of these funds to CNCS. If you use other federal funds as match, you must ensure you can meet the requirements and purpose of both grants. The Federal Financial Report (FFR) will be used to collect the federal match data. Grantees that use federal funds as match will be required to report the sources and amounts on the FFR.

**Note:** If Subgrantees use federal funds as match, they will be required to report the sources and amounts on the Periodic Expense Report.

**B. Preparing Your Budget**
Your proposed budget should be sufficient to allow you to perform the tasks described in your narrative. Reviewers will consider the information you provide in this section in their assessment of the Cost-Effectiveness and Budget Adequacy selection criterion.

Follow the detailed budget instructions in Attachment C to prepare your budget. We recommend that you prepare your budget in the same order as indicated in the Budget Worksheet in Attachment D. The Budget Checklist in Attachment E is a resource for you to ensure your budget is complete.

Please note that Attachments C, D and E include all budget line items for operating grants. The line items that pertain to Planning Grants are Section I and III.
eGrants will create the budget and the budget narrative automatically from the detailed budget information you enter. Once you have entered your budget information in eGrants you will be asked to validate your budget and eGrants will check your submission for errors.

As you prepare your budget:
- All the amounts you request must be defined for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Your detailed budget narrative must provide an itemized explanation of proposed costs, including their purpose.
- Present the basis for all calculations in the form of an equation.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).

Awards made beginning with the 2015-16 program year will be covered by the new "OmniCircular" entitled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Uniform Guidance, now consolidated in 2 CFR Parts 200 and 2205, apply to CNCS grants awarded in fiscal year 2015.

You should review the Uniform Guidance carefully. If awarded a grant, it will be your responsibility as a subrecipient of Federal funds to understand and follow all requirements for your Federal award, including the laws and regulations that govern the award. We recommend you take advantage of existing training and reference materials available on the Uniform Guidance, such as those available here. In particular, the preamble to the Uniform Guidance provides a good overview of the changes.

Please refer to the relevant cost principles on allowable costs for further guidance. The cost principles are online at www.whitehouse.gov/OMB/circulars.
- Cost Principles for State, Local, and Indian Tribal Governments
- Cost Principles for Educational Institutions Relocated to 2 CFR, Part 220
- Cost Principles for Non Profit Organizations Relocated to 2 CFR, Part 230
- OMB Circular A-110 Relocated to 2 CFR, Part 215

Programs must comply with all applicable federal laws, regulations, and OMB circulars for grant management, allowable costs, and audits, including providing audits to the A-133 clearinghouse if expending over $750,000 in federal funds, as required in OMB Circular A-133.

**Review, Authorize, and Submit**
eGrants requires that you review and verify your entire application before submitting, by completing the following sections in eGrants:
- Review
- Authorize
- Assurances
- Certifications
- Verify
- Submit

**Authorization, Assurances, and Certifications**
Read the Authorization, Assurances, and Certifications carefully. The person who authorizes the application must be the applicant’s Authorized Representative or his/her designee and must have an active eGrants account to sign these documents electronically. An Authorized Representative is the person in your organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body’s authorization for this official representative to sign must be on file in the applicant’s office.

Be sure to check your entire application to ensure that there are no errors before submitting it. eGrants will also generate a list of errors if there are sections that need to be corrected prior to submission when you verify the application. If someone else is acting in the role of the applicant’s authorized representative, that person must log into his/her eGrants account and proceed with Authorize and Submit. After signing off on the Authorization, Assurances, and Certifications, his/her name will override any previous signatory that may appear and show on the application as the Authorized Representative.

Note: Anyone within your organization who will be entering information in the application at any point during application preparation and submission in the eGrants system must have their own eGrants account. Individuals may establish an eGrants account by accessing this link: https://egrants.cns.gov/espan/main/login.jsp and selecting “Don’t have an eGrants account? Create an account.”

V. APPLICATION EVALUATION

A. EVALUATION FACTORS

1. eGrants Application (A1) (Pass/Fail)
   Applications must be submitted electronically via eGrants. NMCCV will accept proposals until May 29, 2015 at 5pm. Applications must be submitted in eGrants within the same designated time frame. Late applications conforming to either method of submission will not be accepted. CNCS reserves the right to extend the submission deadline. Any notice of such extended deadline will be posted in eGrants.

   Organizations that propose to operate in New Mexico apply directly to NMCCV. Organizations that propose to operate in more than one state apply directly to CNCS. Indian Tribes may apply through State Commissions, or directly to CNCS.

   In eGrants, applicants will enter text for Executive Summary: a brief paragraph, maximum of a half-page. Executive Summaries of all compliant applications will be published on the CNCS website following grant notifications:

   • Program Design
   • Organizational Capability
   • Cost Effectiveness and Budget Adequacy
   • Evaluation Plan

   Applications may not exceed 15 pages for the Narratives (18 pages for Multi-Focus Intermediaries), including the Executive Summary and SF 424 Facesheet, as the pages print out from eGrants. This limit does not include the narrative portion of the evaluation plan or the logic model (which can be no more than 3 pages), budget, performance measures, or the supplementary materials, if applicable.

   NMCCV strongly encourages applicants to print out the application from the “Review and
You must submit your application through eGrants. A hard copy and electronic copy must be submitted. For applications that do not exceed the page limits. Your application must follow the instructions provided in the Funding Announcement. Applications must not exceed the limitations specified for each section. No appendices are allowed.

2. **Proposal Form Requirements (A2) (Pass/Fail)**
   - Proposals must be submitted into the eGrants system and printed (in its entirety) separately in hard copy and electronic form as required to be submitted in response to this RFP.

3. **Application Format (A3) (Pass/Fail)**
   - Your printed application must correspond to the outline that follows. Forms, letters of support and supporting documentation are to be added at the end of the proposal.

4. **Executive Summary (A4) (Pass/Fail)**
   - Applicants must fill in the blanks of these sentences to complete the executive summary.

5. **Rational Approach/Program Design (A5) (47 Points)**
   - **a. Problem/Need (9 points)**
   - **b. AmeriCorps Members as Highly Effective Means to Solve Community Problems Evidence-Based/Evidence-Informed and Measurable Community Impact (25 points)**
     1. Theory of Change and Logic Model (17 points)
     2. Evidence Base (8 points)
   - **c. Notice Priority (3 points + up to 10 bonus points)**
     1. Rural (up to 5 bonus points)
     2. 55+ (up to 5 bonus points)
   - **d. Member Training (4 points)**
   - **e. Member Supervision (3 points)**
   - **f. Commitment to AmeriCorps Identification (3 points)**

6. **Organizational Capacity (A6) (25 Points)**
   - **a. Organizational Background and Staffing (7 points)**
   - **b. Compliance and Accountability (11 points)**
   - **c. Past Performance (7 points)**

7. **Cost Effectiveness and Budget Adequacy (A7) (25 Points)**
   - **a. Cost Effectiveness (18 points)**
   - **b. Budget Adequacy (7 points)**

8. **Evaluation Summary or Plan (A8) (Pass Fail)**
   - If the applicant is competing for the first time, please enter N/A in the Evaluation Summary or Plan field since it pertains only to re-competing Grantees.

9. **Amendment Justification (A9) (Pass/Fail)**
   - Enter N/A. This field will be used if you are awarded a grant and need to amend it.

10. **Clarification Information (A10) (Pass/Fail)**
    - Enter N/A. This field will be used to enter information that requires clarification in the post-review period.
11. **Continuation Changes (A11) (Pass/Fail)**
Enter N/A. This field will be used to enter changes in your narratives in your continuation requests.

12. **Performance Measures (A12) (Pass/Fail)**
Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for CNCS’ assessment of the strategic considerations and Special Initiatives.

13. **Acknowledgement of Receipt Form (A13) (Pass/Fail)**
Vendors must complete the above mentioned form to serve as their mandatory Letter of Intent.

14. **Universal Identifier (A14) (Pass/Fail)**
Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the Central Contractor’s Registry (CCR).

15. **Resident Business or Resident Veteran Preference (A15) (Max 5% for Resident Business)**
(If Applicant has provided their Preference Certificate and Resident Veterans Certification Form the Preference Points are one of the following: 10% for less than 1M (prior year revenue), 8% for more than $1M but less than $5M (prior year revenue) 7% for more than $5M (prior year revenue)
Percent of preference will be determined by Applicants that submit the correct documentation. Once RFP is totally scored the proper percent of preference will apply to those Applicants that qualify. For example; an RFP has a total value of 100 points. Five proposals are received; one from a resident business and four non-resident businesses. The preference businesses would receive 5 points for the resident preference added to their already evaluated score, making it possible for the highest score total 105.

16. **Financial Management Form (A16) (Pass/Fail)**
Organizations applying for the first time, or current planning grants or organizations whose last AmeriCorps grant was received five or more years ago, are also required to submit the 2015-16 Financial Management Form/Pre-Award Risk Assessment for New Applicants as part of your application.

17. **Financial/Audit Information (A17) (Pass/Fail)**
Applicants for new funding must provide their most recent A-133 audit, their organization’s financial audit, or other financial statements if they have not had a formal audit. All others must provide a copy of their most current audit.

18. **Letter of Transmittal (A18) (Pass/Fail)**
The Applicants proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX E.

19. **Campaign Contribution Disclosure Form (A19) (Pass/Fail)**
Applicant must complete and sign the Campaign Contribution Disclosure Form located at Appendix B whether any applicable contribution has been made or not.

20. **Pay Equity Reporting (A20) (Pass/Fail)**
Applicant must complete and sign the Form PE10-249 (or) PE250 located within the New Mexico State Purchasing Division Website.
Applicant **must** complete and sign the New Mexico Employees Health Coverage Form located at Appendix D.

**B. EVALUATION POINT SUMMARY**

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Applicant proposals by sub-category.

**Table 7: Operational Grant Evaluation Point Summary**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Operational Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Specifications</td>
<td>As Listed Below</td>
</tr>
<tr>
<td>A(1) eGrant Application</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(2) Proposal Form Requirements</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(3) Application Format</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(4) Executive Summary</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(5) Program Design</td>
<td><strong>50% (50 pts +10 Bonus)</strong></td>
</tr>
<tr>
<td>a. Problem/Need</td>
<td>9pts</td>
</tr>
<tr>
<td>b. Theory of Change and Logic Model</td>
<td>17pts</td>
</tr>
<tr>
<td>c. Evidence Base (Five Tiers)</td>
<td>8pts</td>
</tr>
<tr>
<td>• No Evidence- 0pts</td>
<td></td>
</tr>
<tr>
<td>• Pre-Preliminary Evidence- 1pt</td>
<td></td>
</tr>
<tr>
<td>• Preliminary Evidence- 2pts</td>
<td></td>
</tr>
<tr>
<td>• Moderate Evidence- 4pts</td>
<td></td>
</tr>
<tr>
<td>• Strong Evidence- 8pts</td>
<td></td>
</tr>
<tr>
<td>d. Notice Priority</td>
<td>3pts (+10 Bonus)</td>
</tr>
<tr>
<td>• Rural</td>
<td>Max 5pts (Bonus)</td>
</tr>
<tr>
<td>• 55+</td>
<td>Max 5pts (Bonus)</td>
</tr>
<tr>
<td>e. Member Training</td>
<td>4pts</td>
</tr>
<tr>
<td>f. Member Supervision</td>
<td>3pts</td>
</tr>
<tr>
<td>g. Member Experience</td>
<td>3pts</td>
</tr>
<tr>
<td>h. Commitment to AmeriCorps Identif</td>
<td>3pts</td>
</tr>
<tr>
<td>A(6) Organizational Capability</td>
<td><strong>25% (25pts)</strong></td>
</tr>
<tr>
<td>a. Organizational Background and Staffing</td>
<td>7pts</td>
</tr>
<tr>
<td>b. Compliance and Accountability</td>
<td>11pts</td>
</tr>
<tr>
<td>c. Past Performance For Current Grantees and Former Grantees Only</td>
<td>7pts</td>
</tr>
<tr>
<td>A(7) Cost Effectiveness and Budget Adequacy</td>
<td><strong>25% (25pts)</strong></td>
</tr>
<tr>
<td>a. Cost Effectiveness</td>
<td>18pts</td>
</tr>
<tr>
<td>b. Budget Adequacy</td>
<td>7pts</td>
</tr>
<tr>
<td>A(8) Evaluation Summary or Plan</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(9) Amendment Justification</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(10) Clarification Information</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>A(11) Continuation Changes</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>
A(12) Performance Measures  Pass/Fail
A(13) Acknowledgement of Receipt Form: Pass/Fail
A(14) Universal Identifier (D&B Registration) Pass/Fail
A(15) Resident Business or Resident Veterans Preference Max 10% of total outlined points A(5)-A(7)
  a. If the Applicant has provided their Business Preference Certificate the Preference Points for a New Mexico Business 5% of total outlined points A(5)-A(7)
  b. If the Applicant has provided their Preference Certificate and the Resident Veterans Certification Form the Preference Points are one of the following:
     • For less than $1M (prior year revenue) 10% of total outlined points A(5)-A(7)
     • For more than $1M but less than $5M (prior year revenue) 8% of total outlined points A(5)-A(7)
     • For more than $5M (prior year revenue) 7% of total outlined points A(5)-A(7)
A(16) Financial Management Form Pass/Fail
A(17) Financial Audit/Information Pass/Fail
A(18) Letter of Transmittal Pass/Fail
A(19) Campaign Contribution Disclosure Form Pass/Fail
A(20) Pay Equity Reporting Pass/Fail
A(21) Employee Health Coverage Form Pass/Fail

TOTALS:
• 100 points maximum without Resident Business or Resident Veterans Preference
• 105 points maximum with New Mexico Business Preference
• 110 points maximum with Preference Certificate and the Resident Veterans Certification Form
• 120 points maximum with Notice Priority Bonus Points

Table 8: Planning Grant Evaluation Point Summary

<table>
<thead>
<tr>
<th>Factor</th>
<th>Planning Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>As Listed Below</td>
</tr>
<tr>
<td>A(1)</td>
<td>eGrant Application</td>
</tr>
<tr>
<td>A(2)</td>
<td>Proposal Form Requirements</td>
</tr>
<tr>
<td>A(3)</td>
<td>Application Format</td>
</tr>
<tr>
<td>A(4)</td>
<td>Executive Summary</td>
</tr>
<tr>
<td>A(5)</td>
<td>Program Design</td>
</tr>
<tr>
<td></td>
<td>i. Problem/Need</td>
</tr>
<tr>
<td></td>
<td>j. Theory of Change and Logic Model</td>
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</tr>
<tr>
<td></td>
<td>• Preliminary Evidence- 2pts</td>
</tr>
<tr>
<td></td>
<td>• Moderate Evidence- 4pts</td>
</tr>
</tbody>
</table>
### Strong Evidence - 8pts

- **l. Notice Priority** 3pts (+10 Bonus)
- **Rural** Max 5 pts (Bonus)
- **55+** Max 5 pts (Bonus)

### Notice Priority

- **m. Member Training** N/A (*4pts automatic)
- **n. Member Supervision** N/A (*3pts automatic)
- **o. Member Experience** N/A (*3pts automatic)

### Notice Priority

- **p. Commitment to AmeriCorps Identification** N/A (*3pts automatic)

(*Note: Operational and Planning Grant applications will be evaluated separately so automatic points given here will not affect Operational Grant competition.)

#### Organizational Capability (25pts)

- **A(6)** Organizational Capability
  - a. Organizational Background and Staffing 7pts
  - b. Compliance and Accountability 11pts
  - c. Past Performance For Current Grantees and Former Grantees Only N/A

#### Cost Effectiveness and Budget Adequacy (25pts)

- **A(7)** Cost Effectiveness and Budget Adequacy
  - a. Cost Effectiveness 18pts
  - b. Budget Adequacy 7pts

### Evaluation Summary or Plan

- **A(8)** Evaluation Summary or Plan N/A

### Amendment Justification

- **A(9)** Amendment Justification N/A

### Clarification Information

- **A(10)** Clarification Information N/A

### Continuation Changes

- **A(11)** Continuation Changes N/A

### Performance Measures

- **A(12)** Performance Measures Pass/Fail

### Acknowledgement of Receipt Form:

- **A(13)** Acknowledgement of Receipt Form: Pass/Fail

### Universal Identifier (D&B Registration)

- **A(14)** Universal Identifier (D&B Registration) Pass/Fail

### Resident Business or Resident Veterans Preference

- **A(15)** Resident Business or Resident Veterans Preference Max 10% of total outlined points A(5)-A(7)

#### If the Applicant has provided their Business Preference Certificate the Preference Points for a New Mexico Business

- 5% of total outlined points A(5)-A(7)

#### If the Applicant has provided their Preference Certificate and the Resident Veterans Certification Form the Preference Points are one of the following:

  - For less than $1M (prior year revenue) 10% of total outlined points A(5)-A(7)
  - For more than $1M but less than $5M (prior year revenue) 8% of total outlined points A(5)-A(7)
  - For more than $5M (prior year revenue) 7% of total outlined points A(5)-A(7)

### Financial Management Form

- **A(16)** Financial Management Form Pass/Fail

### Financial Audit/Information

- **A(17)** Financial Audit/Information Pass/Fail

### Letter of Transmittal

- **A(18)** Letter of Transmittal Pass/Fail

### Campaign Contribution Disclosure Form

- **A(19)** Campaign Contribution Disclosure Form Pass/Fail

### Pay Equity Reporting

- **A(20)** Pay Equity Reporting Pass/Fail

### Employee Health Coverage Form

- **A(21)** Employee Health Coverage Form Pass/Fail

### TOTALS:

- 100 points maximum without Resident Business or Resident Veterans Preference
105 points maximum with New Mexico Business Preference
110 points maximum with Preference Certificate and the Resident Veterans Certification Form
120 points maximum with Notice Priority Bonus Points

C. REVIEW AND SELECTION PROCESS

The review of applications involves a wide range of factors and considerations. NMCCV will engage external reviewers to provide insight and input with respect to eligible applications. In the end, the review and selection process will produce a diversified set of high-quality programs that represent the priorities and selection factors described in this RFP.

Specifically, the review and selection process will:

1. Identify eligible applications that satisfy the following considerations:
   - High alignment with narrative assessment criteria
   - High alignment with priorities outlined in the Notice, including priority-specific requirements as detailed in the Notice Glossary
   - Relative risk and opportunity

2. Consider:
   - Recruitment and deployment of community volunteers to leverage impact
   - The strength of the need and evidence base for the program

3. Yield a diversified portfolio based on the following strategic considerations:
   - Meaningful representation of
     - Rural communities (see definition in Notice Glossary)
     - Encore Programs (see definition in Notice Glossary)
   - Focus area representation
   - Organizations and/or program models that recruit and engage traditionally underrepresented populations as AmeriCorps members and expand opportunities to serve as AmeriCorps members, particularly for new Americans, low-income individuals, “Opportunity Youth-- defined as economically disadvantaged individuals ages 16-24 who are disconnected from school or work for at least six months prior to service.”, rural residents, older Americans, veterans, communities of color, Native Americans, and people with disabilities.
   - Organizations that embrace innovative approaches to solving problems, including service-learning.

Applicants must check the relevant boxes in the Performance Measure tab in eGrants in order to be considered for assessment of the above strategic considerations. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and they have implementation strategies.

NMCCV conducts a staff and peer review of eligible applications, as detailed below. During this process, NMCCV may, at its discretion, request additional organizational data to determine capacity to manage a federal grant. Applicants must respond to the request in order to be eligible to apply. Review and selection process:
Compliance Review
NMCCV staff will review all applications submitted to determine compliance with eligibility, deadline, and completeness requirements. In order to be compliant for review, an applicant must satisfy all of the following requirements:
- Submit a Notice of Intent to Apply by the deadline.
- Submit an application and all required additional documents by the application submission deadline.
- Submit an application that is complete, in that it contains all required elements and additional documents and follows the instructions provided in the Notice and this RFP.

Peer Review
Each eligible application will be reviewed by external peer reviewers. Reviewers will assess applications based on the Program Design and Organizational Capability criteria. Peer reviewers will be recruited and selected based on their knowledge of AmeriCorps programming, and/or the selection criteria and focus areas. All peer reviewers will be screened for conflicts of interest.

Staff Technical Review
Concurrent with the Peer Review, NMCCV staff will complete a technical review of the performance measures, and budget. Staff will prepare funding recommendations to the Commission Board based on the results of the Staff Technical Review and Peer Review.

Post Review Quality Control
After the external peer reviewers complete their assessment, staff will review the results for fairness and consistency. Some applications may be selected for a Quality Control assessment. This additional level of review may be used to assess:
- Applications for which there are significant anomalies.
- Applications submitted by high-performing current Grantees that received a low score in External Review.

Risk Assessment
NMCCV staff will assess the risk to the program posed by each applicant, including conducting due diligence to ensure applicants’ ability to manage federal funds. This assessment is in addition to the evaluation of the applicant’s eligibility and the quality of its application against the Selection Criteria. Results from this assessment will inform funding decisions. If NMCCV determines that an award will be made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, NMCCV may consider the following:
- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- History of performance as reflected in the applicant’s record in managing previous CNCS awards, cooperative agreements, or procurement awards, including:
  - Timeliness of compliance with applicable reporting requirements, and
  - If applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- Information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information, such as—
  - Federal Awardee Performance and Integrity Information System (FAPIIS),
  - Duns and Bradstreet, or
  - “Do Not Pay”; 
- Reports and findings from single audits performed under OMB Circular A-133 and findings of any other available audits;
- IRS Tax Form 990;
- An applicant organization's annual report;
- Publicly available information including information from an applicant organization's website; and
- The applicant’s ability to effectively implement statutory, regulatory, or other requirements.

In order to determine if a potential grantee complies with Title VI of the Civil Rights Act of 1964; is responsible and financially stable; has a history of performance and a management and a financial system which provides adequate accounting for allowable and unallowable costs, documentation of expenditures, allocation of costs, cash management, etc., NMCCV will conduct a pre-award risk assessment of all new grant applicants.

**All new applicants are required to submit the following items:**

a) Completed Financial Management Form;
b) A copy of your most recent Form 990 - Return of Organization Exempt From Income Tax;
c) A copy of your most recent OMB A-133 audit report (or audited financial statements if your agency does not meet the requirement for an A-133 audit); and
d) A description of your agency’s procedures to comply with Title VI of the Civil Rights Act of 1964, including procedures for responding to complaints and notifying beneficiaries of their rights under Title VI, specific policies to ensure compliance with Title VI (attach excerpts from your policy manual), and your process for collecting racial and ethnic data on participants and beneficiaries. Title VI provides as follows:

*No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.*

Please send the completed Financial Management Form, Form 990, audit report and description of Title VI compliance no later than Friday, May 29, 2015 at 3:00 pm MT. Please send all of the requested information via email to curtis.cannon@state.nm.us or via mail to the address found in Section I.

**Selection for Funding**

With the goal of a diversified portfolio based on Notice priorities and strategic considerations, NMCCV Commission Board will select the final Formula portfolio based on staff recommendations. Following the final Commission Board approval of applications, staff may request technical changes to applications.

**Feedback to Applicants**

Following grant awards, each applicant may receive the results of the review pertaining to their application. Feedback will be based on the review of the original application and will not reflect any information that may have been provided during clarification.

NMCCV and CNCS are committed to transparency in grantmaking. The following information pertaining to this competition may be published on NMCCV’s or CNCS’ website (http://www.dws.state.nm.us/nmccv/ or http://www.nationalservice.gov) after all grants are awarded:

- A blank template of external review form.
A list of all compliant applications submitted.
Executive summaries of all compliant applications submitted by the applicants as part of the application.
Standard Form 424 Face Sheet (SF424) and Program Narrative submitted by applicants for successful applications.
http://www.dws.state.nm.us/nmccv/Summaries of external reviewer’s comments for successful applications.
A list of external reviewers who completed the review process.

VI. AWARD ADMINISTRATION INFORMATION

A. FEDERAL AWARD NOTICES

Applicants will be notified via email as to funding decisions. This notification is not an authorization to begin grant activities. The Notice of Grant Award signed by the grant officer is the authorizing document for grant activities.

B. ADMINISTRATIVE AND NATIONAL POLICY

Requirements Documents that Govern the Grant
The Notice of Grant Award incorporates the approved application as part of a binding commitment under the grant as well as the AmeriCorps regulations and grant provisions.

Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards
Grants under this program are subject to 2 CFR 200 and CNCS regulations issued to implement the part. This final guidance, published on Dec. 26, 2013, supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

Use of Material
To ensure that materials generated with CNCS funding are available to the public and readily accessible to grantees and non-grantees, CNCS reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the award, including data, and to authorize others to do so. 45 CFR § 2543.36; 2541.30

C. REPORTING

Cost reimbursement grantees are required to provide mid-year and end of year progress reports, semi-annual financial reports, and an internal or external evaluation report as required by the AmeriCorps regulations §§2522.500-2522.540 and §§2522.700-2522.740.

Fixed Amount grantees are required to provide mid-year and end of year progress reports and an internal or external evaluation report. All grantees, including Fixed Amount grantees, submit quarterly financial reports to the U.S. Department of Health and Human Services Payment Management System.

If you receive an award directly from CNCS, you will be required to report at www.FSRS.gov on all subawards over $25,000 and may be required to report on executive compensation for your organization and
for your subgrantees. You must have the necessary systems in place to collect and report this information. See 2 CFR. Part 170 for more information and to determine how these requirements apply.

While applications will not be evaluated on these criteria, grantees will be expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing CNCS with high quality performance measure data. At a minimum, grantees should have policies and practices which address the following five aspects of data quality:

- The data measures what it intends to measure;
- The grantee collects data in a consistent manner;
- The grantee takes steps to correct data errors;
- The grantee ensures that the data reported is complete; and
- The grantee actively reviews data prior to submission.

**Progress Report Data**
In addition to semi-annual reporting outcomes and progress toward the grant approved performance measures, additional data must be reported annually (as applicable).

**Re-Focusing of Funding**
NMCCV and CNCS reserve the right to re-focus funding in the event of disaster or other compelling need for service.

**VII. GENERAL RFP TERMS & REQUIREMENTS**

**A. GENERAL REQUIREMENTS**

1. **Acceptance of Conditions Governing the Procurement**
   Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section VI of this RFP.

2. **Incurring Cost**
   Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

3. **Offeror’s Responsibility**
   Any contractual agreement that may result from this RFP shall specify that the Offeror is solely responsible for fulfillment of all requirements of the contractual agreement with a state agency which may derive from this RFP. The state agency entering into a contractual agreement with a vendor will make payments to only the prime contractor.

4. **Subcontractors/Consent**
   The use of subcontractors is allowed. The Offeror shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the Offeror must receive approval, in writing, from the agency awarding any resultant contract, before any subcontractor is used during the term of this agreement.
5. **Amended Proposals**

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

6. **Offeror’s Rights to Withdraw Proposal**

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror’s duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. **Proposal Offer Firm**

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

8. **Disclosure of Proposal Contents**

   a. Proposals will be kept confidential until negotiations and awards are completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted “proprietary” or “confidential” subject to the following requirements:

   b. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

   c. Confidential data is restricted to:

      i. confidential financial information concerning the Offeror’s organization; and

      ii. data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978.

      iii. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Manager shall examine the Offeror’s request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. **No Obligation**

This RFP does not obligate the State of New Mexico or any of its agencies to use any of the services offered by any offeror until a valid written contract is awarded and approved by appropriate authorities.
10. **Termination**
   This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the agency determines such action to be in the best interest of the Agency or State of New Mexico.

11. **Sufficient Appropriation**
   Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The Agency’s decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. **Legal Review**
   The Agency requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly submitted in writing to the attention of the Procurement Manager.

13. **Governing Law**
   This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

14. **Basis for Proposal**
   Only information supplied, in writing, by the Agency through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror’s proposals.

15. **Contract Terms and Conditions**
   The contract between an agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in Sample Contract Appendix C. However, the contracting Agency reserves the right to negotiate with any Offeror provisions in addition to those contained in this RFP (Sample Contract). The contents of this RFP, as revised and supplemented, and the successful Offeror’s proposal will be incorporated into and become part of any resultant contract.

   The Agency discourages exceptions to contract terms and conditions in the RFP (Sample Contract). Exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Agency (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

   Should an Offeror object to any of the terms and conditions in RFP (Sample Contract) APPENDIX C, strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose specific alternative language. The Agency may or may not accept the alternative language. General references to the Offeror’s terms and conditions or attempts at complete substitutions are not acceptable to the Agency and will result in disqualification of the Offeror’s proposal.

   Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

16. **Offeror’s Terms and Conditions**
Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency.

17. **Contract Deviations**
   Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the Agency and the Offeror selected and shall not be deemed an opportunity to amend the Offeror’s proposal.

18. **Offeror Qualifications**
   The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

19. **Right to Waive Minor Irregularities**
   The Evaluation Committee reserves the right to waive minor irregularities in submitted proposals. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

20. **Change in Contractor Representatives**
   The Agency reserves the unilateral right to require a change in contractor’s representatives if the assigned representative(s) is(are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

21. **Notice of Penalties**
   The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

22. **Agency Rights**
   The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror’s proposal.

23. **Right to Publish**
   Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from the Agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or Agency contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror’s proposal or removal from the contract.

23. **Ownership of Proposals**
All documents submitted in response to the RFP shall become property of the State of New Mexico.

24. **Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the Agency.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Agency’s written permission.

26. **Electronic mail address required**

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a functioning e-mail address to receive this correspondence. (See also Section II.B.5, Response to Written Questions).

27. **Use of Electronic Versions of this RFP**

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror’s possession and the version maintained by the Agency, the Offeror acknowledges that the version maintained by the agency shall govern.

Please refer to: [http://www.dws.state.nm.us/](http://www.dws.state.nm.us/)

28. **New Mexico Employees Health Coverage**

a. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed $250,000 dollars.

b. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

c. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information [http://insurenewmexico.state.nm.us/](http://insurenewmexico.state.nm.us/).

d. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of $250,000.
29. **Campaign Contribution Disclosure Form**
Offeror must complete, sign, and return the Campaign Contribution Disclosure Form, APPENDIX B, as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification.

30. **Pay Equity Reporting Requirements**
   a. If the Offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, Offeror must complete and submit the required reporting form (PE10-249) if they are awarded a contract.

   b. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.

   c. Should Offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.

   d. Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.”

31. **Disclosure Regarding Responsibility**
   a. Any prospective Bidder/Offeror (hereafter Offeror) and any of its Principals who seek to enter into a contract greater than twenty thousand dollars ($20,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agree to disclose whether they, or any principal of their company:
      1. Are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
      2. Have within a three-year period preceding this offer, been convicted of or had civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes related to the submission of offers; or commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property.
      3. Are presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with, commission of any of the offenses enumerated in paragraph B of this disclosure.
4. Have preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds $3,000.00 of which the liability remains unsatisfied.
   i. Taxes are considered delinquent if both of the following criteria apply:
      • The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
      • The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

5. Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.

b. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

c. The Offeror shall provide immediate written notice to the Procurement Manager or Buyer if, at any time prior to contract award, the Offeror learns that its disclosure was erroneous when submitting or became erroneous by reason of changed circumstances.

d. A disclosure that any of the items in this requirement exist will not necessarily result in withholding an award under this solicitation. However, the disclosure will be considered in the determination of the Offeror’s responsibility. Failure of the Offeror to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.

e. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of an Offeror is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

f. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts. If during the performance of the contract, the contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the contractor must provide immediate written notice to the Procurement Manager or Buyer. If it is later determined that the Offeror knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

32. Conflict of Interest; Governmental Conduct Act.
The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.
B. DEFINITION OF RFP TERMINOLOGY

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

“Agency” means the New Mexico Department of Workforce Solutions.

“Agreement Administrator” shall be the New Mexico Department of Workforce Solutions.

“Award” means the final execution of the contract document.

“Business Community” means Business area of the Agency.

“Business Hours” means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“Close of Business” means 5:00 PM Mountain Standard or Daylight Time, whichever is in use at that time.

“Competitive Grant” means a grant awarded to a new or a re-competing program.

“Continuation Grant” means program in their first or second year of the competitively funded three-year grant award cycle.

“Contract Manager” means the individual selected by the Agency to monitor and manage all aspects of the contract resulting from this RFP.

"Contract" means any agreement for the procurement of items of tangible personal property, services or construction.

"Contractor" means any business having a contract with a state agency or local public body.

“Criminal History Check” means a check of Federal, state, and local law enforcement records to determine a person’s history to help alleviate the risk in trusting somebody to complete the objectives of a national service program. All employees, participants, and others who receive a salary, national service education award, a living allowance, or stipend under CNCS grants, even is the activities do not involve service with vulnerable populations, must receive a criminal history check prior to beginning service or employment.

"Determination" means the written documentation of a decision of a procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

"Desirable" – the terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor.

“DFA” means the New Mexico Department of Finance and Administration
“DFA/CRB” means the Contracts Review Board of the Department of Finance and Administration for the State of New Mexico.

“Employer” means any for-profit of not-for-profit business, regardless of location, that employs one or more persons that qualify as a “New Mexico Employee”. (See Below) Such definition does not include governmental entities.

"Evaluation Committee" means a body appointed to perform the evaluation of Offerors’ proposals.

"Evaluation Committee Report" means a report prepared by the Procurement Manager and the Evaluation Committee for contract award. It will contain written determinations resulting from the procurement.

“Existing AmeriCorps Programs” means a program currently receiving funding from NMCCV to operate a program in New Mexico.

“Finalist” means an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Hourly Rate” means the proposed fully loaded maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate.

“IT” means Information Technology.

“Job Classification” means a report prepared by the Procurement Manager and the Evaluation Committee for submission to the State Purchasing Agent for contract award that contains all written determinations resulting from the conduct of a procurement requiring the evaluation of competitive sealed proposals.

“Job Title” means a specific designation of a position within an organization, normally associated with a job description that details the tasks and responsibilities that go with it.

“LPB” means local public body.

"Mandatory" – the terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

“Minor Technical Irregularities” anything in the proposal that does not affect the price quality and quantity or any other mandatory requirement.

"Multiple Source Award" means an award of an indefinite quantity contract for one or more similar services, items of tangible personal property or construction to more than one Offeror.

“New Mexico Employee” means any resident of the State of New Mexico, performing the majority of their work within the State of New Mexico, for any employer regardless of the location of the employer’s office or offices.
“New Offeror” or “New AmeriCorps Member” means an applicant program that is not currently funded by CNCS or NMCCV.

“NMCCV” means New Mexico Commission for Community Volunteerism.

“Offer” means to make available to all New Mexico employees, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of the Executive Order. This could include State publicly financed public health coverage programs such as Insure New Mexico!

"Offeror" is any person, corporation, or partnership who chooses to submit a proposal.

“Opportunity Youth” defined as economically disadvantaged individuals age 16-24 who are disconnected from school or work for at least six months prior to service.”

“Pay Band” means the range of pay rates, from minimum to maximum.

“PE10-249 form” means the reporting form to be used by contractors that meet or exceed the minimum size thresholds for reporting New Mexico employees.

"Procurement Officer means any person or designee authorized by a state agency or local public body to enter into or administer contracts and make written determinations with respect thereto.

“Procurement Distribution List” means the list of Offerors whom, by returning the most currently required “Acknowledgement of Receipt” form (concerning the latest communication regarding procurement); wish to continue to be notified of any subsequent changes regarding that procurement. This list is maintained by the Procurement Manager.

"Procurement Manager" means the person or designee authorized to manage or administer a procurement requiring the evaluation of competitive sealed proposals

"Procuring Agency" means all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law to entertain procurements.

“Program Manager” means the person identified as the NMDWS Manager who oversees the AmeriCorps Program and contractors throughout the year that are funded through the New Mexico Department of Workforce Solutions.

“Project” means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.

“Re-compete” means existing competitive programs that are finishing their third year of a grant award cycle and must submit a new, re-competing application for grant consideration.

"Request for Proposals" means all documents, including those attached or incorporated by reference, used for soliciting proposals.
"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, or items of tangible personal property described in the proposal.

"Responsive Offer" or means an offer which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to price, quality, quantity or delivery requirements.

“A Rural School” is a school that is assigned a locale code of 41 (located in a census-defined rural territory less than 5 miles from an urban cluster), a locale code of 42 (located in a census-defined rural territory more than 5 miles but less than or equal to 25 miles from an urban cluster), or a locale code of 43 (located in a census-defined rural territory that is more than 25 miles from an urban cluster) by the National Center for Education Statistics (NCES). Note: To identify the locale code of any school, access the NCES public school database here: http://nces.ed.gov/ccd/schoolsearch/

“Solicited and Awarded” means an Invitation to Bid or RFP was made available to the general public, through any means.

"Staff" means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.

“State (the State)” means the State of New Mexico.

“State Agency means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state and includes the purchasing division of the general services department and the state purchasing agent but does not include local public bodies.

"State Purchasing Agent” means the director of the purchasing division of the general services department.

“Sub Grantee” means a program receiving formula funds from NMCCV/NMDWS.

C. PROCUREMENT LIBRARY

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection or by contacting the Procurement Manager and scheduling an appointment. The library contains information listed below:

Procurement Regulation: http://www.generalservices.state.nm.us/statepurchasing/

New Mexico State Purchasing Division includes links to New Mexico Pay Equity Initiative information and current forms at: http://www.generalservices.state.nm.us/spd/pay_e.html

The National Service Criminal History Check on our Knowledge Network:
http://www.nationalserviceresources.org/national-service-criminal-history-check-resources

The Glossary of CNCS Financial and Grants Management Terms & Definitions

New Mexico Taxation and Revenue Department includes links to the In-State/Veterans Preference Certification:  http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx

D. NOTICE GLOSSARY

21st Century Service Corps (21st CSC):
The 21st Century Conservation Service Corps (21CSC) is a bold national effort to put young Americans and veterans to work protecting, restoring, and enhancing America’s great outdoors. The 21CSC, built on the legacy Page 19 of 22 of the Civilian Conservation Corps, will complete high quality, cost effective projects on public and tribal lands and waters across the nation. The 21CSC goals:

- **Put Americans to work:** The 21CSC will provide service, training, education and employment opportunities for thousands of young Americans and veterans, including low income and disadvantaged youth.

- **Preserve, protect, and promote America’s greatest gifts:** The 21CSC will protect, restore and enhance public and tribal lands and waters as well as natural, cultural, and historical resources and treasures. With high-quality, cost-effective project work, the 21CSC will also increase public access and use while spurring economic development and outdoor recreation.

- **Build America’s future:** Through service to America, the 21CSC will help develop a generation of skilled workers, educated and active citizens, future leaders, and stewards of natural and cultural resources, communities and the nation.

In order to qualify for this priority area, applicants must demonstrate that they are a 21CSC member organization. Applications for membership are reviewed quarterly. Instructions for applicants are available in the Federal Register Notice, here: http://www.gpo.gov/fdsys/pkg/FR-2014-04-11/pdf/2014-08101.pdf

**Capacity Building:**
Grants also will provide support for capacity building activities provided by national service participants. As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services* in CNCS’ six focus areas. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Examples of capacity building activities include recruiting and/or managing community volunteers; implementing effective volunteer management practices; completing community assessments that identify goals and recommendations; developing new systems and business processes (technology, performance management, training, etc.); or enhancing existing systems and business processes.

**Cost Reimbursement Grants:**
These grants fund a portion of program operating costs and member living allowances with flexibility to use all of the funds for allowable costs regardless of whether or not the program recruits and retains all AmeriCorps members. Cost reimbursement grants include a formal matching requirement and require the submission of a budget and financial reports.
**Encore Programs:**
Congress set a goal that 10 percent of AmeriCorps funding should support encore service programs that engage a significant number of participants age 55 or older. NMCCV seeks to meet that 10 percent target in this competition and encourages encore programs to apply.

**Enrollment Rate:**
Enrollment rate is calculated as slots filled, plus refill slots filled, divided by slots awarded.

**Fixed Amount Grants:**
These fixed amount grants are available for programs that enroll full-time members or less than full-time members that are serving in a full time capacity only, including Professional Corps. These grants provide a fixed amount of funding per Member Service Year (MSY) that is substantially lower than the amount required to operate the program. Organizations use their own or other resources to cover the remaining cost. Programs are not required to submit budgets or financial reports, there is no specific match requirement, and programs are not required to track and maintain documentation of match. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds. However, CNCS provides only a portion of the cost of running the program and organizations must still raise the additional resources needed to run the program. Programs can access all of the funds, provided they recruit and retain the members supported under the grant based on the MSY level awarded.

**Governor and Mayor Initiative:**
The application must address a pressing challenge the Governor wishes to solve in the state. A Governor must apply with one Mayor in his or her state and a minimum of two nonprofits. In conjunction with the Mayor, the Governor will be responsible for identifying and selecting those nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of commitment from all relevant parties. If the Governor and Mayor have not yet selected partnering nonprofit entities, they should describe the process that the Governor and Mayor will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how several nonprofits working together, with the Governor’s office serving as a convener, will effectively deploy AmeriCorps members for a collective impact. Only the Governor, Mayor, their designated government office (but not the state commission), or a public university may apply for operating grants under the Governor and Mayor initiative. Planning grant applicants under this initiative must demonstrate support from the Governor and a Mayor and a strong action plan to further garner their support to serve as the operating grant applicant in fall 2015.

For example, a Governor and a Mayor in a state could conclude the most pressing challenge facing the state is its high school graduation rate. The Governor and/or Mayor would submit one application describing:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (State, locality, and nonprofit entities).
- The proposed theory of change and program model.
- How they will utilize an identified consortium of nonprofits that are well positioned to achieve outcomes identified in the theory of change.

Applications submitted as part of the Governor and Mayor Initiative must check the “Governor and Mayor Initiative” box in the Performance Measure tab and email a letter of endorsement cosigned by the Governor and Mayor, as well as signed letters of commitment from partnering nonprofits to curtis.cannon@state.nm.us by the due date in order to be considered for this Initiative.
**Multi-focus Intermediates:**
Given the capacity required to successfully apply for and implement an AmeriCorps program, NMCCV recognizes that severely under-resourced communities may have limited applicant options, either based on the size of the nonprofits or the lack of available matching funds. Thus it may be necessary to engage an eligible applicant that will develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots nonprofits/eligible applicants that individually do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program independently. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have different focus areas and thus the nonprofit/eligible applicant intermediary will be multi-focused.

Applications seeking consideration under this priority must demonstrate that they will be serving in severely under-resourced communities, and how the activities provided by the consortium collectively address a compelling community need or set of needs. The applicant must demonstrate that they have sufficient financial and management capacity to act as an umbrella organization for the consortia. The nonprofit/eligible applicant intermediary should submit one application that describes:

- How the partnership will be organized and AmeriCorps resources will be allocated between the partnering entities (intermediary and consortia members).
- The proposed theory(ies) of change and program model(s).
- How they will utilize an identified consortium of nonprofits/eligible applicants that are well positioned to achieve outcomes identified in the theory of change.

Applicants must email memoranda of understanding or signed letters of commitment from all members of the consortia to curtis.cannon@state.nm.us by the application due date in order to be considered for this Initiative.

**My Brother’s Keeper:**
President Obama launched the My Brother’s Keeper initiative to address persistent opportunity gaps faced by boys and young men of color and ensure that all young people can reach their full potential. Through this initiative, the Administration is joining with cities and towns, businesses, and foundations who are taking important steps to connect young people to mentoring, support networks, and the skills they need to find a good job or go to college and work their way into the middle class.

My Brother’s Keeper is focused on five milestones:

- **Getting a Healthy Start and Entering School Ready to Learn:** All children should have a healthy start and enter school ready – cognitively, physically, socially and emotionally.
- **Reading at Grade Level by Third Grade:** All children should be reading at grade level by age 8 – the age at which reading to learn becomes essential.
- **Graduating from High School Ready for College and Career:** Every American child should have the option to attend postsecondary education and receive the education and training needed for quality jobs of today and tomorrow.
- **Successfully Entering the Workforce:** All those who want jobs should be able to find work that allows them to support themselves and their families.
- **Keeping Kids on Track and Giving Them Second Chances:** All children should be safe from violent crime; and individuals who are confined should receive the education, training and treatment they need for a second chance.

In order to qualify for this priority area, applicants must demonstrate that their program addresses or will address one or more of the five milestones.
**Opportunity Youth:**
Opportunity youth are economically disadvantaged individuals age 16-24 who are disconnected from school or work for at least six months prior to service. CNCS defines “economically disadvantaged” consistent with the definition used in the member development performance measures, “Receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance.” CNCS defines “disconnected from school or work” as unemployed, underemployed, and not in school for at least six months prior to service. A member who was not economically disadvantaged prior to becoming an AmeriCorps member but became economically disadvantaged because the living allowance was low enough to make them eligible for SNAP, etc cannot be counted as economically disadvantaged. In order to apply under this priority the applicant must demonstrate the programmatic elements they will implement in order to recruit and support opportunity youth as members, and a substantial portion of their requested MSYs must fall into this category.

**Retention Rate:**
Retention rate is calculated as the number of members exited with award (full or partial award) divided by the number of members enrolled.

**Rural:**
CNCS uses rural-urban commuting area (RUCA) codes to classify program addresses as either rural or urban for analytic purposes. RUCA codes classify U.S. census tracts using measures of population density, urbanization, and daily commuting. Census tracts with an urban cluster population less than 50,000 are considered rural (RUCA codes 4 – 10). Applicants are encouraged to designate themselves as serving rural communities if some or all service locations are in rural areas as defined RUCA codes or if the program can provide other compelling evidence that the program is rural in the narrative portion of the application. This self-designation will be considered in grant-making decisions.

For more information about RUCA codes, please visit the USDA website found here: [http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx](http://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx)
ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal, the undersigned offeror agrees that the offeror has received a complete copy, beginning with the title page and table of contents, and ending with Appendix G Logic Model Worksheet, consisting of ___ pages.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business May 15, 2015. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will be eligible for this procurement and receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.


Primary Focus Area* of potential proposal (Select only one category):

___ Disaster Services
___ Economic Opportunity
___ Education
___ Environmental Stewardship/21st Century Service Corps
___ Healthy Futures
___ Veterans and Military Families
___ Governor and Mayor Initiative
___ My Brothers Keeper Lmitative

*Proposals may have more than one area of focus. Select only the primary focus area.

This name and address will be used for all correspondence related to the Request for Proposal. Firm does/does not (circle one) intend to respond to this Request for Proposal.
Curtis Cannon, Executive Director
AmeriCorps 2015-2016 / RFP# 14-631-8001-00062
New Mexico Department of Workforce Solutions
401 Broadway NE
Albuquerque, New Mexico 87102
Fax: (505) 841-8491
E-mail: curtis.cannon@state.nm.us
APPENDIX B

CAMPAIGN CONTRIBUTION DISCLOSURE FORM
Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars ($250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official’s employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.
“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: ____________________________________________________________

Relation to Prospective Contractor: _________________________________________________

Name of Applicable Public Official: _________________________________________________

Date Contribution(s) Made: _________________________________________________________

Amount(s) of Contribution(s) _______________________________________________________

Nature of Contribution(s) __________________________________________________________

Purpose of Contribution(s) __________________________________________________________

(Attach extra pages if necessary)

__________________________________________  ________________________________
Signature                                      Date

__________________________________________  ________________________________
Title (position)                              Signature (Position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS ($250) WERE MADE to an applicable public official by me, a family member or representative.

__________________________________________  ________________________________
Signature                                      Date

__________________________________________
Title (Position)
APPENDIX C

Sample Contract
THIS AGREEMENT is made and entered into by and between the State of New Mexico, New Mexico Department of Workforce Solutions, hereinafter referred to as the “Agency,” and <Organization> hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Agency.

WHEREAS, pursuant to the Procurement Code, NMSA 1978 13-1-28 et. seq; and Procurement Code Regulations, NMAC 1.4.1 et.seq; the Contractor has held itself out as expert in implementing the Scope of Work as contained herein and the Procuring Agency has selected the Contractor as the offeror most advantageous to the State of New Mexico; and

WHEREAS, this Agreement is issued against the state price agreement, SPD 40-000-13-00003AD Professional Services, established and maintained by the New Mexico State Purchasing Division of the General Services Department;

IT IS AGREED BETWEEN THE PARTIES:

1. **Scope of Work.**
   A. The Contractor shall perform the **Scope of Work** as set forth in **Attachment 1** of this Agreement.

2. **Compensation.**
   A. The Agency shall pay to the Contractor for services satisfactorily performed as outlined in the budget which is made part of this Agreement as **Attachment 2 – Budget**.

   The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed $< >. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

   B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the Agency. All invoices MUST BE received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

   C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the
Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

3. **Term.**
   
   THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE STATE PURCHASING AGENT. This Agreement shall terminate on **(09/30/2014)** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

4. **Termination.**
   
   A. **Grounds.** The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency’s uncured, material breach of this Agreement.
   
   B. **Notice; Agency Opportunity to Cure.**
      
      1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
      
      2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency’s material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor’s notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.
      
      3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, “Appropriations”, of this Agreement.
   
   C. **Liability.** Except as otherwise expressly allowed or provided under this Agreement, the Agency’s sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor’s receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party’s liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. **THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY’S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR’S DEFAULT/BREACH OF THIS AGREEMENT.**
   
   D. **Termination Management.** Immediately upon receipt by either the Agency or the
Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

5. **Appropriations.**
   The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. **Status of Contractor.**
   The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

7. **Assignment.**
   The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

8. **Subcontracting.**
   The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Agency. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the Agency.

9. **Release.**
   Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

10. **Confidentiality.**
    Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.
11. **Product of Service -- Copyright.**

   All materials developed or acquired by the Contractor under this Agreement shall become
   the property of the State of New Mexico and shall be delivered to the Agency no later than the
   termination date of this Agreement. Nothing developed or produced, in whole or in part, by the
   Contractor under this Agreement shall be the subject of an application for copyright or other claim of
   ownership by or on behalf of the Contractor.

12. **Conflict of Interest; Governmental Conduct Act.**

   A. The Contractor represents and warrants that it presently has no interest and,
   during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict
   in any manner or degree with the performance or services required under the Agreement.

   B. The Contractor further represents and warrants that it has complied with, and, during the term
   of this Agreement, will continue to comply with, and that this Agreement complies with all applicable
   provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway
   limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

   1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency’s contracting process;

   2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

   3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

   4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator’s family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

   5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

   6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a
public officer or employee of the Agency.

C. Contractor’s representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor’s representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor’s representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

13. **Amendment.**
   A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

   B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

14. **Merger.**
This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

15. **Penalties for violation of law.**
   The Procurement Code, NMSA 1978 §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. **Equal Opportunity Compliance.**
   The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. **Applicable Law.**
   The laws of the State of New Mexico shall govern this Agreement, without giving effect
to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. **Workers Compensation.**
The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

19. **Unemployment Insurance**
The Contractor agrees to comply with all federal and state laws, rules and regulations pertaining to Unemployment Insurance Taxes for its employees. If the Contractor fails to comply with Unemployment Insurance Taxes and applicable laws, rules and regulations when required to do so, this Agreement will be immediately terminated by the Agency.

20. **Records and Financial Audit.**
The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement’s term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the Department of Finance and Administration and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

21. **Indemnification.**
The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys’ fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.

22. **New Mexico Employees Health Coverage.**
   A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed $250,000 dollars.
   B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in
place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: [http://www.insurenewmexico.state.nm.us/](http://www.insurenewmexico.state.nm.us).

23. **Employee Pay Equity Reporting.**

Contractor agrees if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If contractor has (250) or more employees contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90 days) of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor will submit the required report, for each such subcontractor, within ninety (90 days) of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report itself.

Notwithstanding the foregoing, if this Contract was procured pursuant to a solicitation, and if Contractor has already submitted the required report accompanying their response to such solicitation, the report does not need to be re-submitted with this Agreement.

24. **Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

25. **Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.
26. **Notices.**
Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency:
New Mexico Department of Workforce Solutions
401 Broadway NE
Albuquerque, NM 87102
Attention: Executive Director, New Mexico Commission for Community Volunteerism

To the Contractor:
<Organization>
<Date>
<City, State, Zip>

27. **Authority.**
If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

28. **AmeriCorps Federal/CNCS requirements.**

1. Contractor must comply with the following AmeriCorps Provisions:
   a. The Edward M. Kennedy Serve America Act, Corporation for National and Community Service 45 CFR parts 2541 and 2542, Corporation and Cooperative Grant Agreement Requirements.
   d. All sub awards are subject to those Federal cost principles applicable to the particular organization concerned. Thus, if a sub award is to a governmental unit (other than a college, university or hospital), OMB Circular A-87 shall apply; if a sub award is to a commercial organization, the cost principles applicable to commercial organizations shall apply; if a sub award is to a college or university, OMB Circular A-21 shall apply; if a sub award is to a hospital, the cost principles used by the Federal awarding agency for awards to hospitals shall apply, subject to the provisions of subsection A.3.a. of OMB Circular A-87; if a sub award is to some other non-profit organization, OMB Circular A-122, "Cost Principles for Non Profit Organizations," shall apply. Distribution of expenditures shall follow the Budget (Attachment 2).

2. Contractor must also ensure that individuals who have been selected by the Contractor to serve in an approved AmeriCorps New Mexico national service position, meet the following eligibility requirements:
   a. Is enrolled in an approved national service position;
b. Is a U.S. citizen, U.S. National or lawful permanent resident alien of the United States;
c. Is at least 17 years of age * at the commencement of service unless the member is out of school and enrolled in a full-time year round youth corps Program, full-time summer Program or a program for economically disadvantaged youth as defined in the Edward M. Kennedy Serve America Act 942 U.S.C. 12572 (a) (9)), in which case he or she must be between the ages of 16 and 24; and Has a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma).

*Individuals under eighteen years of age must provide written consent from a parent or legal guardian.

3. Contractor agrees to ensure that all sub-grantee websites clearly state that they are an AmeriCorps grantee and prominently display the AmeriCorps logo. The New Mexico Commission for Community Volunteerism Logo ("Logo") is a trademark of the New Mexico Commission for Community Volunteerism, which regulates its use. You may not use the Logo without express written permission from The Commission or from the Executive Director of the Commission.

4. Contractor agrees to notify CNCS within 30 days of a member’s selection for, completion of, suspension from, or release from, a term of service. Contractor must also notify the CNCS National Service Trust, via My AmeriCorps Portal, when a change in a member’s service is approved and changed.

5. Contractor agrees to ensure that each member has sufficient opportunity to complete the required number of hours of service to qualify for the education award if applicable.

6. Contractor agrees to ensure that members of the AmeriCorps program are exited from the program within 30 days of the end of their term of service.

7. Contractor agrees to develop member positions that provide for meaningful service activities and performance criteria that are appropriate to the skill level of members.

8. Contractor agrees to require that each member sign a service agreement that, at minimum, includes the following:
   a. Member position description;
   b. Minimum number of service hours necessary to complete the term of service and to be eligible for the education award;
   c. Amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
   d. Standards of conduct, as developed by sub grantee;
   e. List of prohibited activities;
   f. Requirements under the Drug-Free Workplace Act;
   g. Civil rights requirements, complaint procedures and rights of beneficiaries;
   h. Suspension and termination rules;
   i. Specific circumstances under which a member may be released for cause;
   j. Grievance procedures; and
   k. Other requirements established by the Agency

9. Contractor agrees to ensure that while charging time to AmeriCorps Program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or the
Corporation, staff and members do not engage in the following activities:

a. Attempting to influence legislation;

b. Organizing or engaging in protests, petitions, boycotts, or strikes;

c. Assisting, promoting or deterring union organizing;

Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;

e. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

f. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization;

g. Providing a direct benefit to a for-profit entity; labor union; partisan political organization; an organization engaged in the religious activities previously described; or a nonprofit entity that fails to comply with the restrictions contained in section 501-(c)-(3) of U.S. Code Title 26;

h. Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive; or

i. Other activities as the Corporation determines will be prohibited, upon notice to the Contractor.

10. Contractor agrees to retain fiscal records, program files, member files and supporting documentation for a period of at least three years from the date of termination of this Agreement.

11. Contractor agrees to obtain CNCS approval for purchases with grant money of equipment over $5,000.

12. Contractor must institute safeguards as necessary and appropriate to ensure the safety of members.

13. Contractor agrees to be responsible for assuring that the following acknowledgement and disclaimer appears in any external report or publication of material based upon work supported by this grant:

“This material is based upon work supported by the Corporation for National and Community Service (CNCS) under AmeriCorps Grant No._____. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, CNCS or the AmeriCorps program.”

14. Contractor shall conduct Corporation for National Community Service (CNCS)-required National Service Criminal History Checks (NSCHC) for all staff and members. All staff and members funded in whole or in part through this agreement must have either a two-part or three-part NSCHC conducted dependent on whether staff/members have recurring access to vulnerable populations (defined by CNCS as Children age 17 and under, Individual aged 60 and over, and Individuals with Disabilities).

1. Two-part check: Any staff and/or members that does not have recurring access to “vulnerable populations,” must complete a NSCHC conducted using 1) the National Sex Offender Public Website (NSOPW) and 2) either an in-state background check or a fingerprint-based FBI check.

2. Three-part check: Any staff and/or Members that have recurring access to vulnerable populations must complete a NSCHC conducted using the NSOPW and both an in-state background check and a fingerprint-based FBI check.
In-state and fingerprint-based FBI criminal checks must be conducted through the CNCS authorized state repository. The authorized New Mexico state repository is the New Mexico Department of Public Safety (NMDPS). If the Contractor intends to utilize an organization other than the NMDPS they must submit a CNCS Alternative Search Procedure form to the Agency requesting use of a different entity other than the authorized state repository. Guidance regarding required NSCHCs may be found at www.nationalserviceresources.org/national-service-criminal-history-check-resources.

NSCHC results that prohibit individuals from serving as members:
1. Anyone listed, or required to be listed, on a sex offender registry is ineligible to serve.
2. Anyone convicted of murder as defined and described in 18 U.S.C. § 1111 is ineligible to serve.
3. Anyone who refuses to undergo the NSCHC may not serve.
4. Anyone who makes a false statement in connection with a program’s inquiry concerning the individual’s criminal history is ineligible to serve.
5. If the NSCHC returns results that implicate criteria other than those above, the Contractor has the discretion, subject to any federal civil rights law and state law requirements, to decide whether or not the results of a criminal history background check disqualify an individual from service.

Contractor should consider the factors set forth in the EEOC’s guidance under Title VII (www.eeoc.gov/laws/guidance/arrest_conviction.cfm), including the nature and gravity of the offense, the time that has passed since the conviction or completion of the sentence, and the nature of the position. Contractor must have written policies on their disqualification criteria and be consistent in how those criteria are applied to all individuals.

In addition, Contractor should be aware of federal reentry policy, which seeks to minimize unjustified collateral consequences on formerly incarcerated persons. Participation in national service programs funded by CNCS could aid the successful reentry of formerly incarcerated persons into society. Therefore, barriers to participation in national service programs for those formerly incarcerated persons who are not statutorily ineligible to serve should be minimized as much as possible without putting program beneficiaries at genuine risk.

29. **Additional requirements.**

1. Contractor will provide the necessary personnel, materials, and facilities to implement program.
2. Contractor agrees to recruit, screen and place appropriate individuals to serve as AmeriCorps members, who will carry out the purpose of this Contract.
3. Contractor will provide members with adequate supervision by qualified supervisors consistent with the approved application. Contractor must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS.
4. Contractor will assume responsibility for training AmeriCorps members on prohibited activities. The training events will be subject to audit by the Agency and the Corporation for National and Community Service.
5. Contractor will have a member grievance procedure in place in accordance with Title 45 Code of
Federal Regulations Sec. 2540.230.

6. Contractor will assure participation of the Contractor staff and AmeriCorps members at required training and outreach events.

7. Contractor will provide the AmeriCorps program activities proposed in the Contractor grant application that was approved in June 2013. This program was subsequently approved and is funded by the Federal Corporation for National and Community Service.

8. Contractor will need prior written approval by the Agency for all Budget deviations.

9. Contractor will maintain fiscal records for full accountability following generally accepted accounting principles and account for all receipts and disbursements of funds transferred or expended.

10. Contractor will provide all fiscal and programmatic reports requested by the Agency and/or the Corporation for National and Community Service by the requested due dates. Fiscal reports and invoices must reflect the same match percentage as the approved budget attached hereto as Attachment 2. Invoices are due on the 15th of the month following that in which the Contractor provided the services.

11. Contractor will assure that any agreements with a partnering organization or alternative site be pre-approved in writing by the Agency and comply with all AmeriCorps requirements, provisions, regulation, statutes guidelines, amendments as stated in paragraph 1 herein.

12. The Contractor shall conform to all applicable State of New Mexico regulations and shall assume liability for any audit finding resulting in a fiscal sanction or reimbursement to the Corporation for National and Community Service.

13. Contractor will provide a Final Progress Report to the Agency no later than 20 days after the termination of the Contract.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the State Purchasing Agent below.

By: ________________________________ Date:___________
Agency

By: ________________________________ Date:___________
Agency’s Legal Counsel – Certifying legal sufficiency

By: ________________________________ Date:___________
Agency’s Chief Financial Officer
The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: 00-000000-00-0

This Agreement has been approved by State Purchasing Agent:

By: ________________________________ Date: ____________
State Purchasing Agent
Attachment 1 – Scope of Work

A. Statement of Work

Objective:

Program Activities:

Community Service Area:

Performance Measures:

1. Contractor will meet the following minimum performance measures

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Method of Measurement</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AmeriCorps Members Enrolled</strong></td>
<td>Total number of Member Service Years (MSY) completed.</td>
<td></td>
</tr>
</tbody>
</table>

**Community Service Measures**

*One Member Service Year (MSY) is equivalent to a full time equivalent position.*

2. Performance Measure outcomes will be reported on the monthly program report, due on the 20th of each month for the previous month.

Data Tracking

1. Contractor will track the following data measures

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Method of Measurement</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AmeriCorps Members</strong></td>
<td>Total number of individuals recruited, screened and placed into appropriate service opportunities</td>
<td></td>
</tr>
</tbody>
</table>

2. Performance Measure outcomes will be reported on the monthly program report, due on the 20th of each month for the previous month.
## Section I: Program Budget

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Budgeted Amount</th>
<th>Match Amount (Not reimbursable)</th>
<th>Budget Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits (includes FICA, WC, Leave, etc)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Travel</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Member Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel to CNCS Sponsored meetings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts and Consultants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training - Staff</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Training - Member</td>
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<td></td>
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<tr>
<td>Evaluation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Section I.**

## Section II: Member Support Costs

<table>
<thead>
<tr>
<th>Support Costs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Allowance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Unemployment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>FICA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worker's Compensation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Section II.**

## Section III: Administrative/Indirect Costs

<table>
<thead>
<tr>
<th>Administrative/Indirect Costs</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Section III.**

**Total Budget Costs**
APPENDIX D

NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM
NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

New Mexico Employees Health Coverage Form

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed $250,000 dollars.

2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.

3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information http://insurenewmexico.state.nm.us/.

4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of $250,000.

Signature of Offeror: ___________________________ Date_______
APPENDIX E

AFFADAVID
STATE OF NEW MEXICO )
) ss.
COUNTY OF SANTA FE )

I, ________________________________ (name), being first duly sworn upon my oath, depose and state the following:

1. I am a former employee of the _________________________ (name of Department/Agency), having separated/retired from state employment as of ______________________ (date).

2. I am a current employee of the _________________________ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Professional Services Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Professional Services Agreement has NOT been awarded via the sole source or small purchase procurement methods.

3. The Department/Agency and I have entered into a professional services agreement in the amount of $_____________.

4. Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Professional Services Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

5. To the best of my knowledge, this Professional Services Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

______________________________
name

Subscribed and sworn to before me by ________________________________ (name of former employee) this _____ day of ________, 2005.

____________________
NOTARY PUBLIC
My Commission Expires:
APPENDIX F

LETTER OF TRANSMITTAL FORM
Letter of Transmittal Form

RFP#: ____________________________
Offeror Name: ________________________

Items #1 to #7 EACH MUST BE COMPLETED IN FULL. Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. Identity (Name) and Mailing Address of the submitting organization:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. For the person authorized by the organization to contractually obligate on behalf of this Offer: Name

__________________________________________________________________________
Title ________________________________________________________________________
E-Mail Address ______________________________________________________________
Telephone Number ____________________________________________________________

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name _______________________________________________________________________
Title _______________________________________________________________________
E-Mail Address ______________________________________________________________
Telephone Number ____________________________________________________________

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name _______________________________________________________________________
Title _______________________________________________________________________
E-Mail Address ______________________________________________________________
Telephone Number ____________________________________________________________

5. Use of Sub-Contractors (Select one)

____ No sub-contractors will be used in the performance of any resultant contract OR
____ The following sub-contractors will be used in the performance of any resultant contract:

_________________________________________________________________________________
(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

______________________________________________________________________________
(Attach extra sheets, as needed)

7. ___ On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section VII, A

___ I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

___ I acknowledge receipt of any and all amendments to this RFP.

________________________________________________ _____________________, 2015
Authorized Signature and Date (Must be signed by the person identified in item #2, above.)
APPENDIX G

RESIDENT VETERANS CERTIFICATION
Resident Veterans Preference Certification

__________________________________ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans’ preference to this procurement:

Please check one box only

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than $1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than $1M but less than $5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than $5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business’ application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

__________________________________  __________________________________
(Signature of Business Representative)*  (Date)

*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.
APPENDIX H

Logic Model Worksheet
# Logic Model Worksheet

<table>
<thead>
<tr>
<th>Project Resources</th>
<th>Core Project Components</th>
<th>Evidence of Project Implementation and Participation</th>
<th>Evidence of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INPUTS</strong></td>
<td><strong>ACTIVITIES</strong></td>
<td><strong>OUTPUTS</strong></td>
<td><strong>Outcomes</strong></td>
</tr>
<tr>
<td>What we invest (# and type of AmeriCorps members)</td>
<td>What we do</td>
<td>Direct products from program activities</td>
<td>Changes in knowledge, skills, attitudes, opinions</td>
</tr>
</tbody>
</table>

* | | | | |