



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



**2018-2019 New Mexico State
AmeriCorps State Program Application (Formula Pool)
Cost Reimbursement, Education Award, & Fixed-Cost Grants
Application#: 18-631-7004-00035**

Issued By:

The New Mexico Commission for Community Volunteerism & the New Mexico Department of Workforce Solutions

Timetable of Key Events:

Event	Date
Request for Application Officially Posted	3/29/2018
Online Technical Assistance Sessions	4/10/2018
Notification of Intent to Apply and Readiness Checklist Due	4/17/2018
In-Person Applicant Conference	4/17/2018
Submittal of Question Deadline	4/18/2018
Posted Date of Answers	4/20/2018
Application Due (Submitted into eGrants)	5/1/2018
Anticipated Announcement	6/22/2018
Program Start Date (Projected)	9/1/2018

Inquiries:

From the issuance of this Request for Applications (APPLICATION) until awards are made, all inquiries to the New Mexico Commission for Community Volunteerism concerning this application must be submitted in writing, and maybe responded to in writing.

Emails should be sent to Sara Brownstein at Sara.Brownstein@state.nm.us with the subject line “2018-2019 AmeriCorps State Program Application” or land mail may be addressed to: New Mexico Commission for Community Volunteerism, P.O. Box 1928, Albuquerque, New Mexico 87102, Attn: Sara Brownstein .

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FOREWORD – PLEASE READ THOROUGHLY BEFORE BEGINNING YOUR APPLICATION

Please note: The Commission has changed its application and review procedures. Even if you have applied to the Commission for AmeriCorps funding previously, it is important that you understand the procedures explained here.

The New Mexico Commission for Community Volunteerism (hereafter “NMCCV” or “the Commission”) is a Governor-appointed Commission. It is a diverse, non-partisan body of, among others, representatives of business, labor, education, government, human service agencies and community-based organizations. The Commission directs national service policy for the state and directly administers funding awarded by the Corporation for National & Community Service (hereafter “CNCS” or “the Corporation”) to support New Mexico AmeriCorps programs.

The Commission, while independent, is hosted by the New Mexico Department of Workforce Solutions (hereafter “NMDWS”) for ease of administration. Should you receive an award under this Request for Applications (hereafter “APPLICATION”), NMDWS may issue an accompanying grant agreement. NMDWS provides valuable and critical support to the Commission and is the designated state agency for purposes of issuing the application and administering the grant agreement. Therefore, you may see instances within this AmeriCorps State Program Application documents, forms and other information requested by DWS. You must submit all documents and forms requested by NMDWS and, if awarded a grant, you must agree to comply with the grant agreement and reporting procedures. However, all decisions made to either recommend or not recommend an application for funding, or any other actions by New Mexico with regard to this application are within the discretion of the Commission.

THIS APPLICATION IS FOR FORMULA FUNDING ONLY

This application is for a pool of AmeriCorps national service funding (hereafter the “Formula pool”) that is determined and selected by the Commission.

You should only respond to this application if you are proposing an AmeriCorps program that will operate and provide service solely within the geographic borders of New Mexico. If your application encompasses programming that may cross these borders, or if you may place AmeriCorps members funded under this application at sites outside of New Mexico, PLEASE DO NOT RESPOND TO THIS APPLICATION. You are proposing a national direct program and must respond directly to the Corporation’s national APPLICATION, which can be found here, [2018 AmeriCorps Notice of Funding Opportunity \(NOFO\)](#).

Please design your proposed programming and write your application with these two goals in mind:

- To ensure any programs selected by the Commission from within the Formula Pool maybe of value to New Mexico citizens and may achieve demonstrable results within the state and its communities; and
- To ensure only well-written, well-designed, quality applications are forwarded to the Commission Board for funding consideration.

To assist you, we have incorporated language from the *Notice of Funding Opportunity (NOFO)* issued by the Corporation and the Corporation’s application instructions; as well as the complete NOFO as an appendix. The NOFO explains the criteria and procedures by which the Commission may review and select applications for Formula funding that are recommended in response to this application. The NOFO is included in this application to help you understand the Corporation’s national service priorities and the federal programming guidelines, statutes, rules and regulations as you design and submit your application. However, the federal NOFO is not the Commission’s application, and the Commission’s deadlines are different than those stated in the NOFO. (Please see the deadlines listed in this

application). Your application must respond to this New Mexico State application, and must meet all the minimum requirements, deadlines and criteria called for in this application.

The Commission will use the following procedures to select programs for consideration for Formula AmeriCorps funding:

1. New, re-competing and continuation applicants must submit their applications electronically via the Corporation for National and Community Service (CNCS) web-based system, eGrants. It is recommended that applicants create an eGrants account and begin the application creation process as soon as possible before the deadline. Applicants should draft the application as a word document and copy and paste the document into the appropriate eGrants fields no later than 10 days before the deadline. Please note the length of a document in word processing software may be different than what will print out in eGrants. Following the deadline for submissions, Commission staff will review each application to determine if it meets the minimum criteria for consideration (see Section 3.1).
2. If an application meets the minimum criteria, it will be reviewed and scored 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. The role of the Commission staff is to facilitate the best possible review by the readers through technical assistance, training and support. Commission staff may be available to the readers for such support throughout the reading period.
3. Concurrent with the Peer Review, NMCCV staff will complete a Technical Review and scoring of the Performance Measures, Budget and Budget Narrative.
4. 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; or applications submitted by high-performing current Grantees that received a low score in External Review.
5. After staff and peer review, a Clarification Period may occur allowing the applicant to provide additional/clarifying information, if requested. A request for clarification does not guarantee an application may or may not be approved for funding.
6. Based upon all information collected, NMCCV staff present recommended applications and funding recommendations to the NMCCV Commission Board. The Commission Board members have the opportunity to discuss each application and vote to approve or not approve the recommendations presented.
7. Applicants may be asked to provide a short, 5-minute presentation to the Commission Board. The presentation should summarize the application. Commission Board members may also ask applicants questions regarding their application. A request for a presentation does not guarantee funding.
8. If your application is selected for funding by the Commission, you may be asked to work with Commission staff to make technical and other minor changes in your application so as to ensure that your application adheres to all AmeriCorps statutes and regulations, and to clarify any areas that are vague, nonresponsive, or confusing. No changes made during this period may affect the recommendations as previously determined by the Commission. You may also be asked to enter any changes in your application into the Corporation's eGrants online system by a date specified by the Commission. An application may be removed from Commission funding consideration (following Peer Review and staff scoring) if the applicant does not timely respond to requested clarification items and resolve all clarification items. When you are crafting your application ,

please keep in mind the eGrants character and page limits (see Section 2.12) to prevent the need to excise large portions of your application in eGrants.

9. The Commission is expected to make its grant selections on June 1, 2018. However, that date is solely within the discretion of the Commission and is subject to change.
10. If your application is selected for funding by the Commission, you will need to complete the Grant Agreement with the Commission and with NMDWS before programming can begin and before you can receive any funds. The Commission and its host agency, DWS, maybe the administrators of any grant you are awarded through this application.
11. If your application is not selected by the Commission for funding, you may request feedback from the Commission, according to a process determined by the Commission. You may be notified, at a point subsequent to the announcement of final awards by the Corporation, on how to request feedback.

1 GENERAL INFORMATION

1.1 Introduction

The Commission is pleased to request applications for Formula funding to support AmeriCorps State programs that may engage individuals of all backgrounds in service programs designed to improve lives, strengthen communities, and foster civic engagement.

The Edward M. Kennedy Serve America Act (SAA) reauthorizes and expands national service programs administered by the Corporation, a federal agency created through the National and Community Service Trust Act of 1993. In accordance with this Act, AmeriCorps grant funding is distributed to Governor-appointed State Service Commissions to subgrant to eligible applicants through a Formula application process.

1.2 Purpose of AmeriCorps Funding

State AmeriCorps grants are awarded to eligible organizations (see Section 2.1) 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.

AmeriCorps members maybe recruited, trained, supervised and managed by the funded organization. Members may be eligible to receive a living allowance and other benefits while serving. Upon successful completion of their service, members may be eligible to receive an Eli Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

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. Eligible organizations will propose engaging AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities.

1.3 CNCS Focus Areas

In order to carry out Congress' intent and to maximize the impact of investment in national service, the Corporation is targeting AmeriCorps funds to the following six focus areas:

AmeriCorps Focus Areas

Disaster Services

Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, help individuals recover from disasters, and/or help individuals mitigate disasters. Grantees also have the ability to respond to national disasters under the 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 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 support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events: programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation; cultivate individual and community self-sufficiency; provide reforestation services after floods or fires; and more. AmeriCorps programs support activities, such as conservation and fire corps, which may help veterans and others learn new job skills through conservation service.

Healthy Futures

Grants will provide support for activities that will improve access to primary and preventive health care for communities served by Corporation-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 & Military Families

Grants will positively impact the quality of life of veterans and improve military family strength; increase the number of veterans, wounded warriors, 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.

* As a general rule, CNCS and the Commission considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Applicants that choose to select the focus area of Capacity Building shall provide a letter of commitment from each of the site/locations selected to receive Capacity Building activities from the AmeriCorps program. These letters must contain at least the following:

- Clearly state a commitment of funds; and
- Supervision plan of members

1.4 2018 AmeriCorps Funding Priorities

The Corporation has designated the following as “priority funding” issue areas. Please note that “priority funding” is not identical in all cases to the focus areas outlined above. The AmeriCorps Focus Areas are delineated in the SAA, while the priority funding issue areas are determined by the Corporation. For 2018-2019 the Corporation seeks to prioritize the investment of national service resources in:

AmeriCorps Priority Funding Areas
Disaster Services
Improving community resiliency through disaster preparation, response, recovery, and mitigation.
Economic Opportunity
Increasing economic opportunities for communities, specifically opportunity youth both as the population served and as AmeriCorps members to prepare them for the workforce.
Education
Improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM)
Healthy Futures
Reducing and/or Preventing Prescription Drug and Opioid Abuse.
Veterans & Military Families
Positively impacting the quality of life of veterans and improving military family strength.
Governor and Mayor Initiatives
(Mandatory Supplemental Guidance).
Rural Intermediaries
Organizations that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure.
Safer Communities
Activities that focus on public safety and preventing and mitigating civil unrest, and/or partnerships between law enforcement and the community.
Planning Grants
The Commission is seeking applications for planning grants that maybe used to develop new national service models that seek to integrate members in innovative ways.
Encore Programs
Programs that engage Americans age 55 and older.

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding.

1.5 Performance Measures

All applications must include at least one aligned performance measure (output and outcome) that corresponds to the proposed primary intervention. CNCS and the Commission do not expect applicants to select performance measures to correspond to each and every potential member activity or community impact. Value is placed on the quality of performance measures over the quantity of performance measures.

CNCS and the Commission expect applicants to use National Performance Measures as part of their comprehensive performance measurement strategy if the National Performance Measures are part of the applicant’s theory of change. Applicants should use both performance and evaluation data to learn from

their work as well as make tactical and strategic adjustments to achieve their goals. For more information, please refer to the National Performance Measure Instructions [<http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>].

As described in the Application Instructions, applicants must include all information about their proposed performances measure in the Performance Measure section of the applications in eGrants. All definitions and data collection requirements described in the National Performance Measure Instructions must be included in the text of the performance measures themselves, and it must be evident in the performance measure text that all definitions and requirements outlined in the National Performance Measures Instructions are met. Providing performance measures information elsewhere in the narrative cannot be in lieu of providing full information in the Performance Measures section of the application in eGrants.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant should provide a justification for this change.

1.6 Program Authority

CNCS's legal authority to award these grants is found in the National and Community Service Act of 1990. As amended, (NCSA) (42 U.S.C. 12501 et seq.)

1.7 Federal Award Information

A. *Estimated Available Funds*

The Commission expects a highly competitive AmeriCorps FY 2018 grant competition. The actual level of funding maybe subject to the availability of annual appropriations, which have not yet been made. 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.

B. *Award Period*

The Commission intends to provide both One-Year and multi-year funding agreements. Although the majority of funding agreements will cover a one-year project period, the Commission may also chose to make awards that will cover a three-year project period. In approving a multi-year project period, the Commission will make an initial award for the first year of operation. In all cases, the application is submitted with a one-year budget. Continuation funding is not guaranteed. Please see Section 4 for Application Process for Continuation Subgrantees. The Commission reserves the right to adjust the amount of the awarded grant.

The project start date is September 1, 2018 and lasts one year, ending August 31, 2019. The project start date may not occur prior to the date the Commission awards the grant. AmeriCorps members may not enroll prior to the start date of the award. AmeriCorps members may not begin service prior to the beginning of the member enrollment period as designated in the grant award. A program may not certify any hours a member performs prior to the beginning of the member enrollment period.

C. *Maximum Contract Award-New, Continuation, and Re-competing Applicants*

The maximum contract award for new, continuation, and re-competing applicants is based on the CNCS maximum cost per Member Service Year (MSY) of \$13,830 for cost reimbursement grants and \$13,430 for fixed amount grants. Continuation and re-competing 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

2 APPLICATION REQUIREMENTS

2.1 Eligible Applicants

The following Non-Federal entities (as defined in 2 C.F.R. §200.69) who have DUNS numbers and are registered in System for Award Management (SAM) are eligible to apply:

- Indian Tribes (2 C.F.R. §200.54)
- Institutions of higher education (2 C. F.R. §200.54)
- Local governments (2 C.F.R. §200.64)
- Nonprofit organizations (2 C.F.R. §200.70)
- States (2 C.F.R. §200.90)

Previously receiving funds from CNCS or a New Mexico State agency is not a prerequisite to apply to this Request for Application s.

Applicants who have been funded for six (6) consecutive years, regardless of 1 year or multi-year funding, are required to have applied to the Competitive AmeriCorps State Program Application (published in the previous fall) for the same upcoming program year with an application that was by the Commission Board and moved to CNCS by external peer reviewers, Commission staff and the Commission Board prior to applying for year 7 of Formula funding. If the applicant did not submit an application or submitted an application that was not recommended for funding by the external peer reviewers, Commission staff, and Commission Board, then the applicant must take a mandatory 1 year break from Formula funding and is ineligible to apply to this application.

A. Probation

Programs that are awarded Formula funding and have failed to meet contingencies shall be placed on probation by NMCCV, during which time staff will work with the program to take corrective action and satisfactorily meet grant requirements, failure to meet requirements will potentially result in grant agreement termination.

B. Eligibility of Terminated National Service Programs & Disqualified Applicants

Any applicant who was previously awarded an AmeriCorps grant or contract (Formula pool or Competitive pool) and was terminated shall not be eligible to apply for three (3) subsequent program years following the termination.

Organizations that have been convicted of a federal crime are disqualified from receiving the assistance described in this Notice. 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.

2.2 New AmeriCorps State Formula Grant Applicants

The Commission encourages organizations that have never received AmeriCorps funding to apply for the AmeriCorps funding described in this application. The general practice is to award no more than 50 member slots and at least 5 Member Service Years (MSY) and/or 10 member slots to organizations receiving an AmeriCorps grant for the first time.

New applicants are eligible to apply for Cost Reimbursement and Education Award Program (EAP) grants but are not eligible to apply for Full Time Fixed Amount grants. Existing subgrantees/operating sites of Fixed Amount and Cost Reimbursement grantees that can demonstrate a successful history and current capacity to manage a Fixed Amount grant are

considered to have AmeriCorps experience and therefore can apply for Fixed Amount grants. See Mandatory Supplemental Guidance for more information.

2.3 Continuation AmeriCorps State Formula Grant Applicants

Organizations that have current AmeriCorps State Formula awards not ending in FY18 must submit a continuation application in order to be eligible to receive funding for the following year. Please see the Application Instructions.

2.4 Recompeting AmeriCorps State Formula Grant Applicants

Current AmeriCorps State Formula operating grantees in the third year of a three-year grant are eligible to re compete for new funding beginning in the 2018-19 program year with this application.

2.5 Applications in Pending Competitive Funding Status

Organizations that submitted an application for Competitive Funding that was successfully recommended to CNCS for funding by the Commission in January of 2018 and are awaiting their funding status from CNCS are eligible to respond to this application for Formula funding by submitting a WORD DOCUMENT (not via eGrants at this time) application, following the application instructions, directly to Sara Brownstein at sara.brownstein@state.nm.us by the May 1, 2018 deadline. If notification for Competitive award is received during the Formula application timeline, applicants are required to accept Competitive funding and exit from consideration for Formula funding.

2.5 Types of Applicants

Single-State Applicants

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

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 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.

2.6 Notice of Acknowledgement of Receipt Form/Intent to Apply and Readiness Assessment (Required for application submission)

In order to gauge the number of applications we are likely to receive and to plan more efficiently for technical assistance and application review, applicants must complete and submit the Acknowledgement of Receipt Form located on APPENDIX A of this application by **4:00 p.m. Mountain Time, April 17, 2018**. This form may be emailed, faxed, or hand delivered to the address listed on the form. The Acknowledgement of Receipt Form will also be utilized to develop a contact list for the distribution of written responses to questions.

Submitting a Notice of Intent to Apply and Readiness Checklist by the deadline is mandatory. Applications submitted by applicants who have not submitted a Notice of Intent to Apply and Readiness Checklist by the deadline will not be considered for funding.

2.7 Submission Dates and Times

The closing date for the receipt of all applications under this application is **Tuesday, May 1, 2018**. **Electronic applications must be submitted in eGrants, and additional documents must be received by the Commission by 4:00 p.m. Mountain Time on the deadline date.**

2.8 Late Applications

The Commission generally receives more applications than can be funded; therefore, submitting an application in eGrants after the deadline and/or not submitting all required grant application documents will result in disqualification of the application.

2.9 Application and Award Timeline

Listed below are specific and estimated dates and times of actions related to this application. The actions with specific dates must be completed as indicated unless otherwise changed by the Commission. In the event that the Commission finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this application. There may or may not be a formal notification issued for changes in estimated dates and times. Meeting dates maybe posted on the Commission's website at www.dws.state.nm.us/nmccv, and all meetings are publicized as open meetings.

Application Timeline			
Action		Responsible Party	Due Dates
1.	Issue application	NMCCV/NMDWS	March 29, 2018
2.	TA Sessions (on-line)	NMCCV	Week of April 9 th
4.	Notice of Intent to Apply and Readiness Checklist	NMCCV	April 17, 2018
5.	Pre-Application Conference	NMCCV/NMDWS	April 17, 2018
6.	Deadline to submit Questions	Potential Applicants	April 18, 2018
7.	Response to Written Questions	NMCCV	April 19, 2018
8.	eGrant Application Submitted	Potential Applicants	May 1, 2018
11.	Application Evaluation	Evaluation Committee	Week of May 7, 2018
12.	Selection of Finalists	Commission Board	June 1, 2018
14.	Intent to Award Funding	CNCS/NMCCV	Month of June, 2018
15.	Grant Agreement Negotiations	NMCCV/Awardees	Month of July, 2018
16.	Finalize Agreements	NMCCV/Awardees	Month of July, 2018
17.	Funding Awards	NMCCV/Awardees	Month of August, 2018
18.	Protest Deadline	NMCCV/NMDWS	+5 days of notice

2.10 Application Process

Application Process
<ul style="list-style-type: none">Determine whether your organization should apply directly to CNCS or the Commission (see Section 2.1)
<ul style="list-style-type: none">Submit a Notice of Intent and Readiness Checklist by 4/17/2018 at 4:00 p.m. Mountain Time
<ul style="list-style-type: none">Obtain a DUNS Number if your organization does not already have one
<ul style="list-style-type: none">Establish an eGrants account (egrants.cns.gov)
<ul style="list-style-type: none">Write a high quality application responsive to the AmeriCorps State Program Application and NFO
<ul style="list-style-type: none">Submit the application via eGrants (and any other required additional documents, as required by the Commission) by the deadline of 5/1/2018 at 4:00 p.m. MT

*This application should be read together with the AmeriCorps Regulations, 45 CFR §§ 2520-2550, 2 CFR § 200, the **Notice Of Funding Opportunity, Mandatory Supplemental Guidance, Application Instructions, and the Performance Measure Instructions** which are incorporated by reference. The full regulations are available online at www.ecfr.gov. For a printed copy of related material, call 202-606-7508.

Please note that state applicants that apply to the Commission have different deadlines, more required additional documents and different directions than CNCS. **Please ensure that you use this AmeriCorps State Program Application to complete your application to NMCCV and not the Notice of Funding Opportunity from CNCS.

2.11 How to Submit an Application in eGrants

Applicants must submit applications electronically via eGrants, CNCS's web-based system. The Commission strongly recommends that applicants create an eGrants account and begin the application at least three weeks before the deadline. Applicants should draft the application as a word processing document, then copy and paste the text into the appropriate eGrants field no later than 10 days before the deadline to ensure that the narrative is within the required page limits. Please note the length of a document in word processing software may be different than what will print out in eGrants. When determining compliance with any page limits in this application, the Commission will consider the number of pages as they print out per the guidance in the Page Limits section.

The applicant's authorized representative must be the person who submits the application. The authorized representative must be using eGrants under his or her own account in order to sign and submit the application. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

A. **New and Recompeting AmeriCorps State Formula Grant Applicants** **Application Fields and 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 (if applicable)
- Logic Model
- Standard Form 424 Budget

- Performance Measures
- Authorization, Assurances, and Certification

B. Page Limits

Applications may not exceed 12 pages for the Narratives or 15 pages for Rural Intermediaries and Multi-State applications with more than five operating sites applicants. The Commission will use the number of locations in the “multi-state operating sites” field in eGrants to determine whether a multi-site application has more than five operating sites. The “multi-site operating sites” field can be found by clicking on the “operating sites” link in the system. Multi-site applicants that list five or fewer operating sites cannot exceed 12 pages for the Narrative.

In determining whether an application complies with page limits, the Commission will count the following for the narrative:

- the application’s Executive Summary, SF 424 Facesheet, and
- the Narrative portions contained in the Program Design, Organizational Capacity, and Cost Effectiveness and Budget Adequacy sections of the application.

The Commission will consider the number of pages only as they print out from the “Review” tab in eGrants (where you will see the “View/Print your application” heading) when determining compliance for page limits. The Commission will not consider the results of any alternative printing methods in determining whether an application complies with the applicable page limits. The Commission strongly encourages applicants to print out the application from the “Review” tab prior to submission to check that the application does not exceed the page limit. The application page limit does not include the Budget, narrative portion of the Evaluation Plan, the Logic Model, performance measures, or the supplementary materials, if applicable. However, the Logic Model may not exceed three pages when printed with the application from the “Review” tab in eGrants.

Please note the length of a document in word processing software may be different than what will print out in eGrants. Reviewers will not consider submitted applications that exceed the stated page limits in the printed report. Also note that eGrants will not prevent an applicant from entering text which may exceed page limitations. This applies to both the application page limit and the Logic Model page limit. Do not submit other items not requested in this application or Application Instructions. The Commission will not review them.

C. Learning Memo (if a re-competing applicant)

The learning memo must be in a 12 point font or larger and should not exceed three single sided pages double spaced text (see Submission of Additional Documents)

D. Submission of Additional Documents

Applicants are required to submit the following additional documents by the application submission deadline:

All Applicants

- Current indirect rate cost agreement, if used to claim indirect/administrative costs.

- Evaluation briefs, reports, studies. Please refer to the Evidence Base section for detailed instructions by evidence tier.

Recompeting Applications

- Evaluation report, if required. Please see the Evidence Base section for further information.

Governor/Mayor Initiative Applicants (New and recompeting)

- Letter(s) of support from partnering nonprofits
- Letter of support cosigned by Governor and participating Mayor(s)

Rural Intermediaries

- Letters of support from the consortium members

Additional Documents must be emailed to Sara.Brownstein@state.nm.us with the following subject line:

[Legal Applicant Name]– [Application ID number]. Emails should include the following information:

- the legal applicant name and its point of contact information
- the application ID number
- a list of documents that should be attached to the email
- individually saved files that are clearly labeled
- files that include the legal applicant name and application ID number within the body of each document.

Do not submit other items not requested in this application or Application Instructions. The Commission will not review or return them.

Additional Documents must also be sent to Sara.Brownstein@state.nm.us

Continuation AmeriCorps State Formula Grant Applicants

Multi-year Formula funded programs must submit their requests for continuation funding for either Year 2 or Year 3 of operation in eGrants. Please see Application Instructions for submitting a continuation request.

If your program is currently in the third and final year of its grant cycle, you must apply using the application instructions for new and recompeting programs.

E. eGrants Assistance

Contact the National Service Hotline at 800-942-2677 or https://questions.nationalservice.gov/app/ask_eg if a problem arises while creating an account or while preparing or submitting an application in eGrants.

If you contact the Hotline, be prepared to provide the application ID, organization name, and specify that your organization is applying to the “AmeriCorps State and National Grants FY 2018 NOFO” (Notice of Funding Opportunity).

F. Technical Difficulties

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. You must then submit a brief paragraph including your eGrants ticket number with your explanation of the technical issues that prevented you from submitting in eGrants by the deadline to the Commission via email to Sara.Brownstein@state.nm.us before the 4:00 p.m. Mountain Time deadline.

In the event of prolonged unavailability of the eGrants system on the date of submission, the Commission reserves the right to extend the eGrants submission deadline. Any notice of extension of the deadline maybe sent to all organizations that submitted a Notice of Intent to Apply and maybe posted on the Commission's website at <http://www.dws.state.nm.us/nmccv>.

2.12 How to Submit an Application

A. Submission Guidelines

Applicants shall submit their completed application in eGrants and submit required additional documents directly to Sara.Brownstein@state.nm.us; no hard copies are required.

2 Application as submitted through eGrants

**To include; Standard Form 424 (SF-424) Face Sheet (This is automatically generated when applicants complete the data elements in the eGrants system, Narrative, Evaluation Plan, Performance Measures, Logic Model, Standard Form 424 Budget Narrative, and Supplemental Materials as requested.*

B. Signed Statement of Assurance

Additional Documents

Applicants must submit the following to Sara.Brownstein@state.nm.us:

- a. Signed Letter of Transmittal
- b. Response to Specifications
- c. Response to grant agreement Terms and Conditions
- d. Applicant's Additional Terms and Conditions
- e. Signed Campaign Contribution Form
- f. Signed Employee Health Coverage Form
- g. Signed Affidavit pursuant to Governmental Conduct Act (If applicable)
- h. Signed Pay Equity Reporting
- i. Signed In-Kind Contribution and Donation Form

Within each section of the application, applicants should address the items in the order in which they appear in this application. **All forms provided in this application must be thoroughly completed and submitted according to the instructions.**

Any application that does not adhere to these requirements maybe deemed non-responsive and rejected on that basis.

C. *Dun and Bradstreet University Numbering System (DUNS) Number and System for Award Management (SAM)*

Applications must include a DUNS number and an Employer Identification Number. 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: DUNS Request Service. CNCS recommends registering at least 30 days before the application due date.

After obtaining a DUNS number, all applicants must register with the System for Award Management (SAM) and maintain an active SAM registration until the application process is complete and, if a grant is awarded, throughout the life of the award. SAM registration must be renewed annually. CNCS suggests finalizing a new registration or renewing an existing one at least two weeks before the application deadline to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and address on all grant applications to CNCS.

Applicants that do not comply with these requirements will become ineligible for consideration to receive an award. See the SAM Quick Guide for Grantees.

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.

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

3 APPLICATION REVIEW INFORMATION

3.1 Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. The Commission urges applicants to submit high quality applications that carefully follow the guidance in this application and in the Application Instructions. The quality of an application maybe an important factor in determining whether an organization will receive funding.

An application maybe considered responsive if it receives an average of a minimum of 80 points. See Section 9.5 of this application or details regarding the application review process. Applications that score less than 80 points maybe deemed weak/non-responsive and will not be considered by the Commission Board for funding.

3.2 Preferential Scoring for Planning Grants

Applicants on track to complete a Planning opportunity during Program Year 2017-18 will receive an additional five points.

A. Executive Summary (Required - 0 percent)

Please fill in the blanks of these sentences to complete the Executive Summary. Do not deviate from the template below.

The [Name of the organization] proposes to have [Number of] AmeriCorps members who will [service activities the members maybe doing] in [the locations the AmeriCorps members will serve]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers maybe doing.]

This program will focus on the CNCS focus area(s) of [Focus Area(s)].* The CNCS investment of \$[amount of request] maybe 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 operating in a CNCS focus area, omit this sentence.

Fixed-Amount grant applicants (EAP, Full-time Fixed) should list their Other Revenue (see Mandatory Supplemental Guidance) because they are not required to provide a specific amount of match, but still raise significant additional resources to operate the program. CNCS will post all Executive Summaries of awarded grant applications on www.nationalservice.gov in the interest of transparency and Open Government.

B. 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.

1. Need (4 points)

- The problem the program will address is prevalent and severe in communities where members will serve and has been documented with relevant data.

"Community" can be a geographic region, a specific population of people, or a combination of both. The applicant must document the need it plans to address with its proposed program, whether it is a defined geographic community or a subset of individuals living in a particular area.

2. Theory of Change and Logic Model (24 points)

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps members and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps members to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps members will produce significant contributions to existing efforts to address the stated problem.

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 but not limited to:
 - 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, hours of service delivered, types and number of activities conducted.) If applicable, 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. If applicable, identify which National Performance Measures will be used as outcome indicators.

Note: The logic model is a visual representation of the applicant's theory of change. Programs may include short, medium or long-term outcomes in the logic model. Applicants are not required to measure all components of their theory of change. The applicant's performance measures should be consistent with the program's theory of change and should represent significant program activities.

In the application narrative, applicants should discuss their rationale for setting output and outcome targets for their performance measures. Re-competing applicants proposing to significantly increase or decrease output or outcome targets from their previous grant must provide a justification for this change.

Applicants should use National Performance Measures if they are part of the program's theory of change. Applicants are not required to use National Performance Measures and should only use them if they are part of the program's theory of change. Rationales and justifications should be informed by the organization's performance data (e.g., program data observed over time suggests targets are reasonable), relevant research (e.g. targets documents by organizations running similar programs with similar populations), or prior program evaluation findings.

Applicants with multiple interventions should complete one Logic Model chart which incorporates each intervention. Logic model content that exceeds three pages will not be reviewed.

3. Evidence Base (12 points)

The assessment of an applicant's evidence base has two steps. First, the applicant maybe assigned to an evidence tier. (See the Mandatory Supplemental Guidance.) Second, the quality of the applicant's evidence and the applicant's overall capacity to collect and use data (including performance measurement and evaluation data) maybe assessed and scored.

Evidence Tier:

An evidence tier maybe assessed for each applicant for the purpose of applying the strategic characteristics (moderate/strong evidence) and understanding the relative strength of each applicant's evidence base and the likelihood that the proposed intervention will lead to outcomes identified in the

logic model. Applicants should use the evidence checklist to self-assess their evidence tier before completing the application.

Applicants must 1) state the evidence tier in which they think they qualify; 2) clearly indicate and describe the evidence that supports the highest evidence tier for which they are eligible and 3) describe the complete body of evidence that supports their program intervention including evidence from lower tiers. Applicants should pay particular attention to the requirements for each tier of evidence. All requirements must be met in order for applicants to be assigned to a tier. Applicants who do not fully describe their evidence base may not be assigned to a tier for which the applicant otherwise may have qualified.

In 2017, the evidence tiers of funded AmeriCorps State and National Formula grantees' were as follows: Strong 9%, Moderate 9%, Preliminary 38%, and Pre-Preliminary 27%. As these figures indicate, CNCS values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, do not be deterred from applying for funding due to your current evidence level.

Applicants classifying their evidence as preliminary who propose to replicate an identical or similar evidence-based intervention, as well as applicants classifying their evidence as either moderate or strong evidence should reference the information about the evidence tiers. Submission of additional documents (e.g., advocacy pieces, policy briefs, other narratives that are not research studies or program evaluations) that are not consistent with the guidance and requirements described in the Notice of Funding Opportunity will not be reviewed.

All applicants must include as much detailed information as possible in the Evidence section of the application. All applicants who have collected relevant performance measurement data must describe this data fully as outlined in the requirements for the pre-preliminary evidence tier. Applicants who have conducted evaluations of their own program or that are replicating other evidence-based programs must describe these evaluations in the application narrative as outlined in the evidence tier descriptions. Applicants are advised to focus on presenting high-quality evidence from up to two of the strongest and most relevant studies while also summarizing the remaining body of evidence that exists for the program. Studies must be evaluations of specific programs or interventions. Research that does not focus on a specific program or intervention, but rather focuses on a broader issue area or population, will not be considered applicable and will not be reviewed or receive any points.

When describing research studies or evaluations in the application narrative, applicants must include the following information in order to earn points:

- 1) The date the research or evaluation was completed, and the time period for which the intervention was examined
- 2) A description that shows the study's relevance to the proposed intervention
- 3) A description of the target population studied (e.g., the demographics)
- 4) The methodology used in the study (e.g., outcome study, random assignment, regression discontinuity design, propensity score matching, etc.)
- 5) A description of the data, data source, and data collection methods
- 6) The outcomes or impacts examined and the study findings
- 7) The strength of the findings (e.g., effect size, confidence level, statistical power of the study design and statistical significance of findings).

Applicants must provide this information in the narrative even if they submit the study or evaluation. Applicants should provide citations for the studies they describe, if applicable; however, reviewers will not review any links or cited documents referenced in the application and will not review any additional documents that is not a study submitted in accordance with the application instructions.

Reviewers will examine the descriptions (and attached studies if relevant) using the following criteria:

- a) How closely the intervention evaluated in the studies matches the one proposed by the applicant;
- b) The methodological quality and rigor of the studies presented (e.g., sample size and statistical power, internal and/or external validity, use of control or equivalent comparison groups, baseline equivalence and study attrition, etc.);
- c) Strength and consistency of the findings, with preference given to findings that show a meaningful and persistent positive effect on participants demonstrated with confidence levels; and
- d) The date of the study, with a preference towards studies that have been conducted within the last six years.

If the evidence submitted as part of an application does not describe a well-designed and well-implemented evaluation, the applicant may be considered for a lower evidence tier. Applicants must meet all requirements of the evidence tier in order to be considered for that tier. Applicants who do not meet all requirements will be considered for a lower tier.

Evidence Quality and Evaluation Capacity

After the applicant's evidence tier has been assessed, the quality of the applicant's evidence and the applicant's overall capacity to collect and use data (including performance measurement and evaluation data) may be assessed and scored. Applicants must address the following standards in the application narrative. The standards are weighted differently for applicants in different evidence tiers to reflect expected variations in program life cycle and evaluation capacity at each stage of the evidence continuum.

Evidence Quality and Evaluation Capacity Standards	No Evidence & Pre-Preliminary Points	Preliminary Points	Moderate & Strong Points
The applicant's evidence is of satisfactory quality. Applicants with no evidence describe an evidence-informed theory of change.	2	2	2
The applicant's data collection systems are sufficient to yield high quality process and outcome data.	5	4	1
The applicant demonstrates adequate capacity to use process and outcome data including performance measurement (and evaluation data if applicable) to inform continuous learning and program improvement.	5	5	5
The applicant's long-term research agenda is aligned to the organization's learning needs and position on the evidence continuum (evidence tier).	0	1	4
TOTALS	12	12	12

Evidence quality and evaluation capacity standards must be addressed in the application narrative. All applicants, including new grantees, are required to provide additional information in the Evaluation Summary or Plan field of the application (See Section E. Evaluation Plan); however, information provided in the Evaluation Summary or Plan field will not be scored and will not be reviewed until after funding decisions have been made.

4. Notice Priority (3 points)

- The applicant proposed program fits within one or more of the 2018 AmeriCorps funding priorities as outlined in the *Funding Priorities* section and more fully described in the Mandatory Supplemental Guidance and the proposed program meets all of the requirements detailed in the *Funding Priorities* section and in the Mandatory Supplemental Guidance.

5. Member Experience (7 points)

- AmeriCorps members will gain skills as a result of their training and service that can be utilized and maybe valued by future employers after their service term is completed.
 - AmeriCorps members will have access to meaningful service experiences that includes education about the community problem/need and the community in which they will serve.
 - AmeriCorps members will have access to opportunities for reflection that involves the intentional processing of members' experience and the incorporation of lessons learned
- The program will recruit AmeriCorps members from the geographic or demographic communities in which the programs operate.
- The applicant will also foster an inclusive service culture where different backgrounds, talents, and capabilities are welcomed and leveraged for learning and effective service delivery.

C. 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.

1. Organizational Background and Staffing (7 points)

- The organization has the experience, staffing, and management structure to plan and implement the proposed program.

2. Compliance and Accountability (8 points)

- The organization will comply with AmeriCorps rules and regulations including those related to prohibited and unallowable activities at the grantee, subgrantee (if applicable), and service site locations.
- The applicant will hold subgrantees (if applicable) and service site locations accountable if instances of risk or noncompliance are identified.
- If applicable, the CNCS-required evaluation report meets CNCS requirements.
- If applicable, the CNCS-required evaluation report is of satisfactory quality.

3. Culture that Values Learning (8 points)

- The applicant's board, management, and staff collects and uses information for learning and decision making.
- The applicant's management and staff produces frequent reports on how well the organization is implementing its programs and strategies.

4. Member Supervision (2 points)

- AmeriCorps members will receive sufficient guidance and support from their supervisor to provide effective service.
- AmeriCorps supervisors maybe adequately trained/prepared to follow AmeriCorps and program regulations, priorities, and expectations.

D. Cost Effectiveness and Budget Adequacy (25 percent)

Reviewers will assess the quality of the application's budget to the following criteria below. Do not assume all sub-criteria are of equal value.

This criteria maybe assessed based on the budget submitted. No narrative should be entered in the narrative box except for "See budget"

1. Cost Effectiveness and Budget Adequacy (25 points)

- Budget is submitted without mathematical errors and proposed costs are allowable, reasonable, and allocable to the award.
- Budget is submitted with adequate information to assess how each line item is calculated.
- Budget is in compliance with the budget instructions.
- Match is submitted with adequate information to support the amount written in the budget.
- The cost per MSY is equal to or less than the maximum cost per MSY.

Proposed budgets that contain MSY costs that exceed the maximum cost per MSY and/or less than required match maybe considered unresponsive to the application criteria.

Applicants must complete the budget and ensure the following information is in the budget screens:

- Current indirect rate cost if used to claim indirect/administrative costs.
- Identify the non-CNCS funding and resources necessary to support the project, including for Fixed Amount applicants.
- Indicate the amount of non-CNCS resource commitments, type of commitments (in-kind and/or cash), the sources of these commitments, and if the commitments are proposed or secured.

E. Evaluation Plan (Required for recompeting grantees - 0 percent)

If the applicant is competing for the first time, please provide a data collection plan in the "Evaluation Summary or Plan" field that includes the following:

- A description of the applicant's data collection system and how it is sufficient to collect high quality performance measurement data during the first three years of the grant. If the applicant does not yet have a data collection system, describe the plan and timeline for developing a high quality system.
- A description of how the applicant will use performance data (including CNCS performance measures and other process and outcome measures if applicable) to improve its program in the first three years of funding.

First-time applicants should be aware that CNCS may require submission of data collection instruments if a grant is approved for funding.

If the applicant is recompeting for AmeriCorps funds for the first time (see definition of "recompeting" below) the program must submit its evaluation plan in the "Evaluation Summary or Plan" section of the Narratives field in eGrants. If the applicant is recompeting for a subsequent time, the program must submit its evaluation report and a learning memo as attachments (see the *Submission of Additional Documents* section for more information), and must also submit an evaluation plan for the next three-year period in the "Evaluation Summary or Plan" field in the system. Evaluations plans submitted outside of the system will not be reviewed.

Evaluation plans must include as much information as possible for each of the following (see Frequently Asked Questions: Evaluation, available at <http://www.nationalservice.gov/resources/evaluation/cnsc-evaluation-policies>):

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and maybe assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The proposed budget

For more information about evaluation plans visit the CNCS Knowledge Network’s Evaluation Resources: <http://www.nationalservice.gov/resources/evaluation/planning-evaluation>.

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 Formula funds as required in 45 CFR §2522.730.
- 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 Formula funds as required in 45 CFR §2522.730.

For purposes of compliance with evaluation plan and report requirements, a program will be considered a re-competing application if it satisfies the CNCS definition of “same project” (see Mandatory Supplemental Guidance) and has been funded Formula for at least three of the last five years. If the project satisfies the definition of same project and the applicant has received Formula funding for at least three of the last five years, it will be required to submit an evaluation plan. If the project satisfied the definition of same project and the applicant has completed two or more Formula funded three-year cycles, including at least four years of Formula funding in the last five years, the applicant maybe required to submit an evaluation report as well as an evaluation plan for the upcoming 3 year grant. If the project does not satisfy the definition of re-competing, it will not be required to submit an evaluation plan or completed evaluation report.

The “Evaluation Summary or Plan” field of the Narrative does not count toward the page limit of the application; however, it does have a set character limit of 10,000 characters. Applicants should print out the plan to ensure the narrative does not exceed the character limits when entered in eGrants.

State/Territory subgrantees and/or National Direct Grantees that are re-competing for funds may be 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 the system. 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 application. The evaluation plan must be consistent with the information submitted in the Formula funding application and in the request for approval of an alternative evaluation approach. CNCS guidance on alternative evaluation approaches can be found at:

https://www.nationalserviceresources.gov/files/guidance_for_grantees_approval_of_alternative_evaluation_approach.pdf

If the request for the alternative evaluation approach and the evaluation plan itself exceeds the character limit of the evaluation summary or plan field in the system, the applicant should do the following:

- Enter the evaluation plan in the evaluation summary or plan field in the system.
- Include a note in the evaluation summary or plan field stating that the applicant is requesting an alternative evaluation approach.
- Include the alternative evaluation approach at the END of the application narrative with the heading “REQUEST FOR ALTERNATIVE EVALUATION APPROACH.” This section of the application narrative will not count against the page limit.

F. Amendment Justification (0 percent)

Enter N/A. This field will be used if the applicant is awarded a grant and needs to amend it.

G. Clarification Information (0 percent)

Enter N/A. This field maybe used to enter information that requires clarification in the post-review period.

H. Continuation Changes (0 percent)

Enter N/A. This field maybe used to enter changes in the application narratives in continuation requests.

3.2 Planning Grants

The Commission is seeking applications for planning grants that maybe used to develop new National Service models¹ that seek to integrate members in innovative National Service programs. For example, in the Economic Opportunity focus area, applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care.

1 Submitting Your Planning Grants Application 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, you will need to:

- Start a new Grant Application
- Select a Program Area (AmeriCorps)
- Select a NOFA
 - FY 2018 AmeriCorps State Commission (New and Continuations)

Your application consists of the following components. Make sure to complete each section.

- a. Applicant Info
- b. Application Info
- c. Narratives
- d. Performance Measures
- e. Documents
- f. Budget
- g. Review, Authorize, and Submit

1

2018 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 planning grant focus.

- Disaster Services
- Economic Opportunity
- Education
- Healthy Futures
- Veterans and Military Families
- Rural Intermediaries
- Safer Communities
- Encore Programs
- No priority

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

Applicants must check the relevant boxes 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 categories

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

2.1 Narratives

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 may 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 maybe met. Explicitly describe how the proposed project will meet the criteria.
- Don't make assumptions. Even if you have received funding from CNCS in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your 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 may enter text for

- Executive Summary.
- Rationale and Approach (Program Design).
- Organizational Capability.
- Cost Effectiveness and Budget Adequacy.
- Evaluation Plan.

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

You may not exceed 12 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 12-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.**

A. Executive Summary

Enter this section by filling in the blanks of the template below.

This planning grant maybe utilized to develop an AmeriCorps program to address *[enter community need(s)]* in *[geographic locations]* and provide service activities to *[beneficiaries]* resulting in *[anticipated outcome of project]*. Program activities will primarily be in the areas of *[identify the relevant CNCS focus area(s)]*.

B. Rationale and Approach/Program Design (50%)

1. Describe the community issue/need
 - How do you know the issue exists?
 - What data demonstrates the severity or breadth of the issue?
 - What is the cause of the community issue?
 - Detail who will benefit and the positive result(s).

C. Describe the proposed service activities

- Describe the activities including how and why they will address the community issue.
- Include resources currently available to address the need and how the AmeriCorps program will not duplicate, displace or supplant those resources (including other initiatives, staff and/or volunteers.)
- Describe the targeted communities/region/area to receive the proposed activities.
- How will AmeriCorps members add value or provide a unique resource to meeting the need?

Provide a detailed description of how you will use the planning period to develop your capacity to effectively manage an AmeriCorps program that could include, but not limited to:

- Determining the most appropriate and effective AmeriCorps member activities to address the identified community need.
- Determining the desired characteristics of AmeriCorps members and designing a recruitment and management 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 and monitoring strong service sites (if applicable) that may 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 service sites.
- Planning orientation, on-going training and necessary professional development for the AmeriCorps members.
- Plan to assesses and/or secure necessary technical assistance (if applicable) for program implementation.
- Include other planning objectives not listed, as applicable

D. Organizational Capability (25 percent)

1. Organizational Background and Staffing(25 points)

- The applicant has the experience, staffing, and management structure to plan the proposed program.
- The applicant has prior experience in the proposed area of programming.
- The applicant has conducted high-quality process and outcome evaluations and has used evaluation results for organizational learning and continuous improvement

E. Cost Effectiveness and Budget Adequacy (25 percent)

E. Evaluation Plan (0 percent)

Evaluating the implementation and outcomes of proposed models maybe critical to determining whether or not it is feasible to integrate national service into evidence-based interventions and achieve the same kinds of programmatic outcomes and impacts. As such, applicants should understand that they will be required to submit an evaluation plan with their application for a three-year AmeriCorps grant.

- A short description of the theory of change - why the proposed intervention is expected to produce the proposed results
- Outcome of interest - clear and measurable outcomes that are aligned with the theory of change and maybe assessed during the evaluation
- Research questions to be addressed by the study - concrete research questions (or hypotheses) that are clearly connected to the outcomes
- Study components – a) a proposed research design for the evaluation including a rationale for the design selected, an assessment of its strengths and limitations, and a description of the main components; b) description of the sampling methods, measurement tools, and data collection procedures, and c) an analysis plan
- Qualifications needed for the evaluator
- The estimated budget

2.2 Review and Selection Process

Planning grant applications will be scored separately from operational grant applications. However, the same selection process will be applied, as stated above.

B. Compliance and Eligibility Review

Commission staff will conduct a Compliance Review to determine if an application meets the compliance requirements published in this application. Applications determined non-compliant will not be considered for funding. An application is compliant if the applicant:

- Is an eligible organization
- Is eligible to submit to the Commission
- Submits an application by the submission deadline
- Submits an application with a minimum of 5 MSY and/or 10 AmeriCorps member positions (slots).

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are further reviewed. However, a determination of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be non-compliant and ineligible will not receive an award.

C. Review

Each application maybe assessed by Commission staff. Staff reviewers will evaluate the application using the application review criteria, consider the comprehensiveness and feasibility of the application, and assess the priorities and strategic considerations detailed in the application. External Reviewers will review and assess the evidence base criteria in the application. All reviewers maybe screened for conflicts of interest.

D. Post Review Quality Control

After the reviewers complete their assessment, Commission 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 ranked first by a Commission that received low scores (unless the Commission only submitted one application) and applications for which there are significant panel anomalies.

E. Risk Assessment Evaluation

Commission staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds and the applicant's past performance (if applicable.) This evaluation is in addition to the evaluation of the applicant's eligibility for funding and the quality of its application on the basis of the Selection Criteria. Results from this evaluation may inform funding decisions. If the Commission determines that an award maybe made, special conditions that correspond to the degree of risk assessed may be applied to the award. In evaluating risks, the Commission may consider the following, but not limited to:

- Financial capability and capacity to manage Federal funds
- Quality of financial management systems and ability to meet the administrative standards prescribed in applicable OMB Guidance
- History of performance as reflected in the applicant's record in managing previous CNCS and/or New Mexico state awards, cooperative agreements, or procurement awards, including:
 - Timeliness of compliance with applicable reporting requirements,
 - If applicable, meeting matching requirements, and
 - If applicable, the extent to which any previously awarded amounts maybe 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),
 - U.S. Treasury Bureau of Fiscal Services
 - Dun and Bradstreet, or
 - "Do Not Pay"
- Reports and findings from single audits performed under Uniform Administrative Guidance (formerly 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
- Any other information listed in 45 CFR § 2522.140
- The applicant's ability to effectively implement statutory, regulatory, or other requirements.
- Past Performance

Commission staff will assess their re-competing subgrantees' past-performance. This assessment is in addition to the evaluation of the applicant's eligibility for funding or the quality of its application on the basis of the Selection Criteria. Results from this assessment may inform funding decisions. In evaluating programmatic performance, the Commission will consider the following for applicants that are current Formula grantees:

Grant progress reports; attainment of Performance Measures; Enrollment and retention; Compliance with 30 day enrollment and exit requirements in the AmeriCorps portal; Site visit or other monitoring findings (if applicable) and OIG findings (if applicable.)

4 Significant opportunities and/or risks of the grantee related to national service

Additionally, NMCCV may use the results of the review of the risk assessment evaluation in determining which applications to fund. If the Commission concludes that the reasons for applicants having poor risk assessments are not likely to be mitigated, those applications will not be selected for funding.

A. Consideration of Integrity and Performance System Information

Prior to making any award that exceeds \$150,000, the Commission and CNCS are required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM and FAPIIS (see 41 U.S.C. 2313). Additionally the Commission may expand upon these requirements and use its discretion to review and consider information about any applicant receiving an award, including those under \$150,000.

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through FAPIIS and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through FAPIIS;

The Commission may consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of this application.

B. Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget. This information is used by the Commission in making funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests for clarification adequately and in a timely manner will result in the removal of applications from consideration.

C. Selection for Funding

The assessment of applications involves a wide range of factors and considerations. The Commission will engage external reviewers to provide insight and input with respect to the evidence base of eligible applications. In the end, the review and selection process may produce a diversified set of high-quality programs that reflect the priorities and strategic consideration described in this application.

Specifically, the review and selection process will:

A. Identify how well eligible applications are aligned with application review criteria and/or represent relative risk and/or opportunity.

B. Yield a diversified portfolio based on the following strategic considerations:

- Meaningful representation of
- Geographic diversity
- Rural communities (see definition in Mandatory Supplemental Guidance)
- Single and multi-state programs
- Faith- based organizations
- CNCS Notice Priorities representation
- Focus area representation
- Moderate and Strong evidence levels
- Program models that demonstrate a new approach to solving a community problem based on thorough review of existing research and evaluation about existing approaches to the problem

- Program models that will utilize AmeriCorps members to replicate evidence-based programs with fidelity

Based on the evaluation of these strategic considerations, applications may be selected for funding over applications with a greater degree of alignment with the review criteria. In selecting applicants to receive awards under this application, the Commission will endeavor to include a diverse portfolio of applications based on staff evaluations, recommendations, priorities, and strategic considerations.

The Commission reserves the right to adjust or make changes to the review process, in the event that unforeseen challenges or exigent circumstances make it impossible, impractical or inefficient to execute the review process as planned.

5 FEDERAL AWARD ADMINISTRATION INFORMATION

5.1 Federal Award Notices

The Commission will make awards following the grant selection announcement. The Commission anticipates announcing the results of this competition by notifying applicants **by June 22, 2018**, contingent on timely full year appropriations. Applicants will notified of funding decisions via email. This notification is not an authorization to begin grant activities. The fully executed grant agreement issued by the New Mexico Department of Workforce Solutions is the only document authorizing awardees to commence grant activities. Unsuccessful applicants will also receive a notification via email that their application was not approved for funding.

An awardee may not obligate or expend funds until the start of the Project Period identified on the grant agreement.

5.2 Administrative and National Policy Requirements

A. Uniform Guidance

All awards under this application are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), now consolidated in 2 CFR Parts 200 and 2205.

B. Requests for Improper Payment Information

CNCS and/or NMCCV may, from time to time, request documentation from recipients in order to monitor the award or to comply with other legal requirements, such as the Improper Payments Information Act of 2002, as amended. Failure to make timely responses to these requests will result in award funds being placed on temporary manual hold, reimbursement only, or other remedies as appropriate. In addition, CNCS and/or NMCCV will, in appropriate circumstances, consider in its funding decisions any previous failures to make timely responses.

C. CNCS and NMCCV Terms and Conditions

All awards made under this application maybe subject to the 2018 CNCS General Terms and Conditions, the 2018 Specific Terms and Conditions, and NMCCV Terms and Conditions for the particular program (when applicable.) All Terms and Conditions contain detailed, mandatory compliance and reporting requirements. Current versions of the CNCS General and Specific Terms and Conditions for each of its programs is available at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>, current versions of NMCCV Terms and Conditions maybe attached to the grant agreement

5.3 National Service Criminal History Check Requirements

The National Service Criminal History Check (NSCHC) is a screening procedure established by law to protect the beneficiaries of national service. The law requires recipients to conduct and document NSCHCs on any person (including award-funded staff, national service participant, or volunteer) receiving a salary, living allowance, stipend, or education award through a program receiving CNCS funds. This includes staff that receive part of their salary through a subgrant. An individual is ineligible to serve in a position that receives such CNCS funding if the individual is registered, or required to be registered, as a sex offender or has been convicted of murder. The cost of conducting NSCHCs is an allowable expense under the award.

Unless CNCS has provided a recipient with a written exemption or written approval of an alternative search procedure, recipients must perform the following checks—

All award-funded staff, national service participants, and volunteers must undergo NSCHCs that include:

- A nationwide name-based search of the National Sex Offender Public Website (NSOPW) and
- Either
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *or*
 - A fingerprint-based FBI criminal history check.

Special Rule for Persons Serving Vulnerable Populations. Award-funded staff, national service participants, and volunteers *with recurring access to vulnerable populations* (i.e., children age 17 or younger, individuals age 60 or older, or individuals with disabilities) must undergo NSCHCs that include:

- A nationwide name-based check of the [NSOPW](#); and
- Both
 - A name- or fingerprint-based search of the statewide criminal history registry in the person's state of residence and in the state where the person will serve/work; *and*
 - A fingerprint-based FBI criminal history check.

See 45 CFR § 2540.200–§ 2540.207 and [CNCS Criminal History Check Resources](#) for complete information and FAQs.

5.4 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 (2 CFR §200.315 (b)).

5.5 Reporting

Recipients are required to submit a variety of reports which are due at specific times during the life cycle of an award. All reports must be accurate, complete, and submitted on time.

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 45 CFR §§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.

Award recipients maybe 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. Recipients and subrecipients 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.

Once the grant is awarded, recipients maybe expected to have data collection and data management policies and practices that provide reasonable assurance that they are providing the Commission and CNCS with high quality programmatic and financial 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 of progress toward the grant's approved performance measure outputs and outcomes, additional demographic and narrative data must be reported annually (as applicable), including the number of applicants for AmeriCorps positions and the number of volunteers recruited and/or supported by AmeriCorps members (both episodic and ongoing volunteers.)

Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future funding. For further guidance and training resources see – [CNCS Performance Measure Resources](#).

5.6 Continuation Funding Information and Requirements

Organizations that have current AmeriCorps awards that do not end in FY18 must submit an application in order to be eligible to receive funding for the following year. Please see the Application Instructions. Requests by existing continuation applicants for increases in the level of funding or number of positions maybe assessed using the criteria under this application.

6 FEDERAL AWARDING AGENCY CONTACT(S)

The Notice of Funding Opportunity is available at <http://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities>. The TTY number is 202-606-3472. For further information or for a printed copy of the Notice of Funding Opportunity, call (202) 606-7508. For questions regarding multi-state or Indian Tribes applications submitted directly to CNCS, please call (202) 606-7508 or send an email to americorpsgrants@cns.gov. Questions about single state applications should be addressed to the respective Commission. A list of all Commissions can be found here:

<http://www.nationalservice.gov/about/contact-us/state-service-commissions>. CNCS' mailing address is:

Corporation for National and Community Service

ATTN: Office of Grants Policy and Operations/ASN Application

250 E St SW

6.1 Other Information

A. Technical Assistance

In addition to consulting the Application Instructions, Mandatory Supplemental Guidance, Performance Measure Instructions, and AmeriCorps regulations as directed in this application, Commissions and National Direct applicants are encouraged also to consult the CNCS web site for a schedule of technical assistance conference calls, and Frequently Asked Questions that are updated during the competition period. Applicants in a single state should consult with their Commission.

B. Reallocation of Funding

CNCS reserves the right to reallocate funding in the event of disaster or other compelling need for service.

6.2 Clarification and/or Revisions to the Specifications and Requirements

Any questions concerning this application must be submitted in writing by midnight on April 18, 2018. Questions may not be accepted via telephone. Please submit all questions to: sara.brownstein@state.nm.us.

Applicants are expected to raise any questions, exceptions, or additions they have concerning the application by April 18, 2018. **All questions asked by applicants with corresponding answers maybe released periodically at www.dws.state.nm.us/nmccv in the AmeriCorps Funding section. The final posting of Questions and Answers will occur on April 20, 2018.**

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this application, the applicant should immediately notify the Commission of such error via email at sara.brownstein.state.nm.us and request a modification or clarification.

6.3 Technical Assistance

The Commission intends to provide technical assistance to ensure that strong applications are developed. The following policies maybe followed as a fair process for the provision of technical assistance given available resources:

1. Technical assistance maybe equally available to all prospective applicants.
2. Sara Brownstein will only respond to applicants who have reviewed the available written materials and have a specific question to be answered. Questions may only be submitted in writing (see above).
3. Sara Brownstein will only provide answers to specific questions and make general comments regarding the regulations and applications, as opposed to providing specific programmatic suggestions for a particular applicant.
4. Commission/DWS staff will not review application drafts.
5. In compliance with federal regulations regarding conflict of interest, NMCCV Commission Board members are not permitted to provide any form of technical assistance to a potential grant applicant. Instead, they will refer applicants to Commission staff.
6. Commission staff are permitted to provide applicants with technical assistance on entering and submitting applications in eGrants and may provide guidance to programs on how to access assistance from the eGrants Help Desk.

A. AmeriCorps Informational Webinars

NMCCV has placed a link on its website to 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 of Funding Opportunity. 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 at least one Grant Information Session webinar in this extremely Formula year.

***Note: The AmeriCorps State Program Application is required pre-call reading material.**

B. In-Person Applicant Conference (April 17, 2018)

A pre-application conference maybe held as indicated in the sequence of events beginning at 1 P.M. Mountain Time on April 17, 2018 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 Sara.Brownstein@state.nm.us (see Section 2.11). 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 maybe kept of the names of potential applicant(s) that attended the pre-application conference.

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

C. CNCS and NMCCV Websites

In addition to consulting the Application Instructions, Supplementary Materials, and AmeriCorps regulations as directed in this application, applicants are encouraged also to consult the CNCS and NMCCV websites for a schedule of technical assistance webinar calls, and Frequently Asked Questions – that are updated during the competition www.nationalservice.gov/build-your-capacity/grants/funding-opportunities and www.dws.state.nm.us/nmccv/FundingOpportunities/UpcomingOpportunities.

6.4 Match Requirements

A. Fixed Amount Grants and Education Award Program Grants

There is no specific match requirement for Full Time Fixed Amount, Education Award Program, and AmeriCorps Partnership Challenge grants. The Corporation does not provide all the funds necessary to operate the program; therefore organizations must raise the additional revenue required to operate the program.

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 ten, according to the minimum overall share chart found in 45 C.F.R. §2521.60 and below.

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee	24%	26%	30%	34%	38%	42%	46%	50%

Share Requirements								
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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 the Corporation on a Federal Financial Report. To accomplish this, all New Mexico State AmeriCorps grantees/subgrantees must track and be prepared to report on that match to the Commission on a schedule that maybe included in your NMDWS contract or grant agreement, should you be selected for Formula funding. The living allowance or salary provided to AmeriCorps members in Professional Corps programs (see Mandatory Supplemental Guidance) does not count toward the matching requirement.

C. 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. Programs operating solely in New Mexico must send their requests to the Commission for review and approval. The Commission may then forward the approved request to CNCS for consideration.

Applicants that plan to request an alternative match schedule must submit a request directly to Sara.Brownstein@state.nm.us by the application due date, May 1, 2018 at 4:00pm MT.

D. Indirect Costs

CNCS allows applicants to include indirect costs in application budgets. Based on qualifying factors, applicants have the option of using a federally approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain costs directly as outlined in 2 C.F.R. § 200.413 Direct costs. States, local governments and Indian Tribes may use approved cost allocation plans. All methods must be applied consistently across federal awards. Applicants who hold a federal negotiated indirect cost rate or maybe using the 10% de minimis rate must enter that information in the Organization section in eGrants. However, under section 121(d) of the NCSA and CNCS's regulations at 45 C.F.R. 2517.710, no more than five percent of award funds may be used to recover indirect costs on AmeriCorps grants.

7 APPLICATION AND SUBMISSION INFORMATION CONTENT

7.1 Assessment Criteria

Each applicant must describe a project that will deploy AmeriCorps members effectively to solve a significant community problem. CNCS urges applicants to submit high quality applications that carefully follow the guidance in this application and in the Application Instructions. The quality of an application maybe an important factor in determining whether an organization will receive funding.

7.2 Threshold Issues

Applications should reflect that they meet the following threshold requirements for the grant type for which they are applying.

- All applicants should request at least 5 MSY and/or 10 member slots. New and reconpeting applicants with less than 5 MSY and/or 10 members will be deemed noncompliant and will not be reviewed.

- If an applicant is applying for a Professional Corps grant, its application must demonstrate that the community in which it will place AmeriCorps members serving as professionals has an inadequate number of said professionals.
- If an applicant is applying for a Full Time Fixed Amount grant, the application must reflect that only full-time or less than full-time positions serving in a full-time capacity maybe permitted.
- An application for the Governor and Mayor Initiative must clearly reflect that the application is from one Governor, one or more Mayors, and a minimum of two nonprofits.
- If the proposed service activities require specialized member qualifications and/or training (for example, tutoring programs: 45 C.F.R. §2522.910-.940), the applicant must describe how the program will meet these requirements.

A. Minimum Number of AmeriCorps Members and Member Service Years

New and re-competing applicants must submit an application with a minimum of 5 MSY and/or 10 AmeriCorps members. Applications that have less than 5 MSY and/or 10 members will be deemed noncompliant and will not be reviewed.

B. Strategic Considerations

The Commission will assess an applicant’s strategic considerations. 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. Applicants should only check the boxes if the strategic consideration is an intentional part of their program design and the implementation strategies are described in the application.

C. Content and Form of Application Submission

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

- Standard Form 424 (SF-424) Face Sheet: this is automatically generated when applicants complete the data standards in the system
- Narratives
 - Executive Summary Program Design
 - Organizational Capability
 - Cost Effectiveness and Budget Adequacy
 - Evaluation Plan (if applicable)
 - Logic Model
 - Standard Form 424 Budget
 - Performance Measures
 - Authorization, Assurances and Certification

8 ADDITIONAL AMERICORPS STATE PROGRAM APPLICATION SPECIFICATIONS

Required additional documents to be included in application materials to be submitted to the Commission via email sara.brownstein@state.nm.us.

8.1 Acknowledgement of Receipt Form (Pass/Fail)

Applicants must complete the above mentioned form to serve as their mandatory Letter of Intent and Readiness Checklist.

8.2 Financial Audit/Information (Pass/Fail)

Applicants for new funding must submit electronically their most recent Single 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.

8.3 Letter of Transmittal (Pass/Fail)

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

1. Identify the submitting organization;
2. Identify the name, title, telephone, and email address of the person authorized by the organization to contractually obligate the organization;
3. Identify the name, title, telephone, and email address of the person authorized to negotiate the contract or grant agreement on behalf of the organization;
4. Identify the names, titles, telephone, and email addresses of persons to be contacted for clarification;
5. Identify if sub-contractors maybe used in the performance of the grant award;
6. Describe any relationship with any entity with which will be used in the performance of this awarded contract or grant agreement;
7. Identify the following with a check mark and signature where required;
8. Explicitly indicate acceptance of the Conditions Governing the Procurement stated in Section VII,A;
9. Acceptance of Section V (Evaluation Factors) of this application;
10. Acknowledge receipt of any and all amendments to this application;
11. Be signed by the person authorized to contractually obligate the organization.

8.4 Campaign Contribution Disclosure Form (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. This signed unaltered form must be submitted with your application whether an applicable contribution has been made or not.

8.5 Form PE10-249 (Pass/Fail)

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:
www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx. This signed unaltered form must be submitted with your application .

8.6 New Mexico Employees Health Coverage Form (Pass/Fail)

Applicant must complete and sign the New Mexico Employees Health Coverage Form located at Appendix G. This signed unaltered form must be submitted with your application. The Applicant must agree with the terms and submit a signed New Mexico Employees Health Coverage Form with the submittal of their application.

9 APPLICATION EVALUATION POINT SUMMARY

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

Operational Application Point Summary		
A(1)	eGrant Application	Pass/Fail
A(2)	Application Form Requirements	Pass/Fail
A(3)	Application Format	Pass/Fail
A(4)	Executive Summary	Pass/Fail
A(5)	Program Design	50% (50 pts)
	Need	4pts
	Theory of Change and Logic Model	24pts
	Evidence Base	12pts
	Notice Priority	3pts
	Member Experience	7pts
A(6)	Organizational Capability	25% (25pts)
	Organizational Background and Staffing	7pts
	Culture that Values Learning	8 pts
	Member Supervision	2 points
A(7)	Cost Effectiveness and Budget Adequacy	25% (25pts)
A(8)	Evaluation Plan (Required for re-competing grantees)	Pass/Fail
A(9)	Amendment Justification	Pass/Fail
A(10)	Clarification Information	Pass/Fail
A(11)	Continuation Changes	Pass/Fail
A(12)	Performance Measures	Pass/Fail
A(13)	Acknowledgement of Receipt Form:	Pass/Fail
A(14)	Universal Identifier (D&B Registration)	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		

Planning Grant Application Evaluation Point Summary		
A(1)	eGrant Application	Pass/Fail
A(2)	Application Form Requirements	Pass/Fail
A(3)	Application Format	Pass/Fail
A(4)	Executive Summary	Pass/Fail
A(5)	Program Design	50% (50 pts)
	Need	10pts
	Evidence-Based Intervention	30pts
	Planning Process/Timeline	10pts
A(6)	Organizational Capability	25% (25pts)
A(7)	Cost Effectiveness and Budget Adequacy	25% (25pts)
A(8)	Evaluation Summary or Plan	Pass/Fail
A(9)	Amendment Justification	Pass/Fail
A(10)	Clarification Information	Pass/Fail
A(11)	Continuation Changes	Pass/Fail
A(12)	Performance Measures	Pass/Fail
A(13)	Acknowledgement of Receipt Form:	Pass/Fail
A(14)	Universal Identifier (D&B Registration)	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		

10 FUNDING RESTRICTIONS

10.1 Types of Grants

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a application for AmeriCorps*State funding for the creation, expansion, or enhancement of programs that meet the requirements of the AmeriCorps national service program. The State as represented by the Commission intends to use the results of this process to award grant agreements for AmeriCorps*State national service programs beginning in September 2018. These programs include AmeriCorps*State Formula, Professional Corps, Full-Time Fixed-Amount (Non-EAP), and Education Award Program (EAP) Fixed-Amount grants.

State AmeriCorps applications submitted to the Commission for recommendation can be structured on a cost reimbursement or fixed amount basis. The Commission and Corporation will not provide both types of grants for the same project in one fiscal year.

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 in response to this application.

General Summary of Grant Types						
Grant Types	Cost Reimbursement			Fixed Amount		
Available Subtypes	Traditional	Professional Corps	Evidence Based Planning Grant	Full-Time	EAP	Professional Corps
Maximum Cost per MSY	\$14, 932	\$1,000*	N/A	\$13,430	\$800	Up to \$1,000*
Type of Slots in the National Service Trust	All	All	N/A	Full-Time or Less than Full-Time serving in a full time capacity	All	Full-Time Only
Budget Submission Required	Yes			No		Yes, if requesting operating funds
Availability of Funds liked to enrollment and retention of awarded MSY	No			Yes		
Special Requirements	N/A	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 budget.	See Notice	N/A	N/A	Must place qualified professionals in communities with an inadequate number of such professionals. No CNCS funds may be used to pay member living allowance or salary.
Financial Reporting Requirements	Yes	Yes; Living allowance or salary paid to members may not be counted toward the match requirement.	Yes	No		
Available to New Applicants	Yes			No	Yes	Available to New Applicants

*The Commission assumes that Professional Corps will cover the operating expenses associated with the AmeriCorps program through non-Commission funds and thus will not be requesting operating funds as part of their applications. The Commission will consider Professional Corps programs' requests for operating funds of up to \$1,000 per MSY if an applicant is able to demonstrate in its narrative and supporting budget materials significant legal applicant financial need and substantial challenges to raising non-Commission resources.

The Commission will determine whether a Professional Corps legal applicant has sufficiently demonstrated that they cannot effectively operate an AmeriCorps program without receiving Commission operating funds on a case-by-case basis, examining all of the circumstances surrounding the application. There are a wide variety of circumstances under which a Professional Corps legal applicant maybe able to demonstrate a compelling need for operating funds. However, given the high demand for AmeriCorps funding there are also specific circumstances where the Commission believes that a Professional Corps legal applicant maybe highly unlikely to demonstrate a need for operational funds. For example, where the Commission’s due diligence review of a Professional Corps application shows that the applicant has a historically high level of support from non-Commission sources, and as a result has levels of unrestricted net assets that are well in excess of the requested level of Commission funding, it is difficult to see how the Professional Corps would be able to demonstrate that they should receive operational funding (which would inherently reduce the funding available to other high-quality applicants).

10.2 Member Living Allowance

The proposed budget must include a living allowance for full-time members between \$13,732 (minimum) and \$27,464 (maximum) per member except as noted below. A living allowance is not considered a salary or a wage, and cannot be paid on an hourly basis.

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 the table below. For Cost Reimbursement grants, the amount must be included in the proposed budget as either Corporation or grantee/subgrantee share. (EXCEPTION: as noted in Section B.1. and B.3.)

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 B.2. and B.3.) 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.

Minimum and Maximum Living Allowance			
Service Term	Minimum # of Hours	Minimum Living Allowance	Max Total Living Allowance
Full-time	1700	\$13,732	\$27, 464
One-year Half-time	900	n/a	\$14,539
Reduced Half-time	675	n/a	\$10, 905
Quarter-time	450	n/a	\$7,270
Minimum-time	300	n/a	\$4,847

- 1. Exceptions to the Living Allowance Requirements** Programs existing prior to September 21, 1993, are not required to offer a living allowance. If an applicant chooses to offer a living allowance, it is exempt from the minimum requirement, but not the maximum requirement.

2. **EAP Grantees** are not required to provide a living allowance, but if a living allowance is provided, it must comply with the minimum and 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.

10.3 Maximum Cost per Member Service Year (MSY)

Maximum Costs per MSY are set forth in the table 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.

New and recompeting State Commission subgrantees/applicants must not exceed the maximum cost per MSY for their grant type.

2018 Maximum Cost per MSY	
Grant Program	Maximum
Individual Formula State/Territory Program (cost reimbursement)	\$14,932
Professional Corps Applicants (cost reimbursement)	\$1,000*
Professional Corps Fixed Amount Applicants/Grants	\$1,000*
Education Award Program Fixed Amount Grant	\$800
Fulltime Fixed Amount Grant	\$13,430

Cost reimbursement programs operating in rural communities (as defined in the Mandatory Supplemental Guidance) and cost reimbursement programs that recruit opportunity youth as AmeriCorps members may request up to \$15,100 cost per MSY for the AmeriCorps members that maybe serving in rural areas or who are opportunity youth.

10.4 Segal AmeriCorps Education Award

AmeriCorps members who successfully complete a term of service may be eligible for an Education Award from the National Service Trust. The amount of the Education Award is linked to the value of the Pell Grant. A member has seven years after his or her term of service to use the Education Award.

10.5 Consideration of Integrity and Performance System Information

Prior to making any award under the Notice of Funding Opportunity that exceeds \$150,000, CNCS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

Any applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

The Commission may consider any comments by any applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing its review of risk posed by the applicant under the Risk Assessment Evaluation section of the Notice of Funding Opportunity.

11 STATE AWARD INFORMATION

11.1 Appeals Process

Applicants can only protest or appeal violations of procedures to the Commission that are outlined in this application. Ranking and scoring by the Peer Review Committee is not subject to protest or appeal. Notice of intent to protest and any protests must be made in writing and must include the name and address of the protestor and the AmeriCorps State Program Application number. Individuals should make their protests as specific as possible and should fully identify the procedural issue being contested.

Any protest by an Applicant must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The 5 calendar day protest period shall begin on the day following the issue of notice of intent to award and may end at 5:00 pm Mountain Standard Time/Daylight Time on the 5th day. The protest must be delivered to:

Sara Brownstein
New Mexico Department of Workforce Solutions
401 Broadway NE
Albuquerque, NM 87102

Protests received after the five day deadline will not be accepted.

12 GENERAL REQUIREMENTS

12.1 Acceptance of Conditions Governing the Application

Potential applicants must indicate their acceptance of the Conditions Governing the AmeriCorps State Program application section in the letter of transmittal. Submission of an application constitutes acceptance of the Evaluation Factors contained in Section 3 of this application.

12.2 Incurring Cost

Any cost incurred by the potential applicant in preparation, transmittal, and/or presentation of any application or material submitted in response to this application shall be borne solely by the applicant. Any cost incurred by the applicant for set up and demonstration of the proposed equipment and/or system shall be borne solely by the applicant.

12.3 Applicant's Responsibility

Any grant agreement that may result from this application shall specify that the applicant is solely responsible for fulfillment of all requirements of the contract or grant agreement with a state agency which may derive from this application. The state agency entering into a grant agreement with a vendor will make payments to only the prime grantee.

12.4 Subcontractors/Consent

The use of subcontractors is allowed. The applicant shall be wholly responsible for the entire performance of the grant agreement whether or not subcontractors are used. Additionally, the applicant must receive

approval, in writing, from the agency awarding any resultant funding agreement before any subcontractor is used during the term of this agreement.

12.5 Amended Applications

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

12.6 Applicant's Rights to Withdraw Application

Applicants will be allowed to withdraw their application at any time prior to the deadline for receipt of application. The applicant must submit a written withdrawal request addressed to the Commission and signed by the applicant's duly authorized representative.

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

12.7 Application Offer Firm

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

12.8 Disclosure of Application Contents

- a. Applications will be kept confidential until negotiations and awards are completed by the Agency. At that time, all applications and documents pertaining to the applications may be open to the public, except for material that is clearly marked proprietary or confidential. The Commission will not disclose or make public any pages of an application on which the potential applicant has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- b. Proprietary or confidential data shall be readily separable from the application in order to facilitate eventual public inspection of the non-confidential portion of the application.
- c. Confidential data is restricted to:
 - i. confidential financial information concerning the applicant'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 applicant has made a written request for confidentiality, the Commission shall examine the applicant's request and make a written determination that specifies which portions of the application should be disclosed. Unless the applicant takes legal action to prevent the disclosure, the application may be so disclosed. The application shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

12.9 No Obligation

This AmeriCorps State Program application does not obligate the State of New Mexico or any of its agencies to use any of the services offered by any applicant until a valid grant agreement is awarded and approved by appropriate authorities.

12.10 Termination

This application may be canceled at any time and any and all applications 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.

12.11 Sufficient Appropriation

Any grant agreement awarded as a result of this AmeriCorps State Program application process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations maybe effected by sending written notice to the grantee. The Agency's decision as to whether sufficient appropriations and authorizations are available maybe accepted by the grantee as final.

12.12 Legal Review

The Agency requires that all applicants agree to be bound by the General Requirements contained in this application. Any applicant's concerns must be promptly submitted in writing to the attention of Sara Brownstein at Sara.Brownstein@state.nm.us.

12.13 Governing Law

This application and any grant agreement with an applicant which may result from this funding opportunity shall be governed by the laws of the State of New Mexico.

12.14 Basis for Application

Only information supplied, in writing, by the Agency through Sara Brownstein or in this application should be used as the basis for the preparation of applicants' application.

12.15 Grant Terms and Conditions

The grant agreement between an agency and a grantee may follow the format specified by the Agency and contain the terms and conditions set forth in Sample Contract Appendix C and/or the Sample Grant Agreement (Appendix E). However, the granting agency reserves the right to negotiate with any applicant provisions in addition to those contained in this application sample grant agreement.) The contents of this application, as revised and supplemented, and the successful applicant's application maybe incorporated into and become part of any resultant agreement.

The Agency discourages exceptions to grant terms and conditions in the application sample grant agreement. Exceptions may cause an application to be rejected as nonresponsive when, in the sole judgment of the Agency (and its evaluation team), the application 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 application rewrite to correct.

Should an applicant object to any of the terms and conditions in the sample grant agreement, APPENDIX C and E, the applicant must propose specific alternative language. The Agency may or may not accept the alternative language. General references to the applicant's terms and conditions or attempts at complete substitutions are not acceptable to the Agency and may result in disqualification of the applicant's application.

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

12.16 Term of Grant Agreement

The grant agreement awarded in response to this application will be for no more than 45 months consisting of three 15-month grant periods that are programmatically and fiscally independent with a start date no earlier than September 1, 2018 and an end date no later than December 31, 2019.

The 15-month grant periods allow the applicant a covered period to recruit members and remain compliant with federal regulations which provide full-time AmeriCorps members up to twelve months to complete their term of service. The start date for each fifteen month grant period may be adjusted should a revised scope and approved program plan deem it operationally justified. Expenses incurred in a 15-month grant period may only be reimbursed with funds granted for that same 15-month grant period. Contract or grant agreement start dates should be September 1, 2018 or after and the contract or grant agreement end date may not be after December 31, 2019. Applicants proposing a grant agreement start date earlier than September 1, 2018 (e.g., programs with an education focus) must receive written approval from the Commission.

In approving a multi-year project, the Commission may approve initial funding for the first 15-month grant period. 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 federal funds.

The Commission and the Corporation reserve the right to adjust the amount of a grant or elect not to continue funding for subsequent years. Annual funding maybe contingent upon availability of funds and satisfactory grantee performance.

12.17 Applicant's Terms and Conditions

Applicants must submit with the application a complete set of any additional terms and conditions they expect to have included in a grant agreement negotiated with the Agency.

12.18 Grant Agreement Deviations

Any additional terms and conditions, which may be the subject of negotiation, maybe discussed only between the Agency and the applicant selected and shall not be deemed an opportunity to amend the applicant's application.

12.19 Applicant Qualifications

The Evaluation Committee (including NMCCV staff) may make such investigations as necessary to determine the ability of the potential applicant to adhere to the requirements specified within this application. The Evaluation Committee (including NMCCV staff) may reject the application of any potential applicant who is not a Responsible Applicant or fails to submit a responsive application as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

12.20 Right to Waive Minor Irregularities

The Evaluation Committee (including NMCCV staff) reserves the right to waive minor irregularities in submitted applications. The Evaluation Committee (including NMCCV staff) also reserves the right to waive mandatory requirements provided that all of the otherwise responsive application s 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 (including NMCCV staff).

12.21 Change in Grantee Representatives

The Agency reserves the unilateral right to require a change in grantee's representatives if the assigned representative(s) is (are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

12.22 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.

12.23 Agency Rights

The Agency in Contract with the Evaluation Committee reserves the right to accept all or a portion of a potential applicant's application.

12.24 Right to Publish

Throughout the duration of this application process and funding term, applicants and subcontractors 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 contract or grant agreement deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the application or removal from the grant agreement.

12.25 Ownership of Application

All documents submitted in response to the application shall become property of the State of New Mexico.

12.26 Confidentiality

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

The grantee(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.

12.27 Electronic mail address required

A large part of the communication regarding this funding opportunity maybe conducted by electronic mail (email). An applicant must have a functioning email address to receive this correspondence. (See also Section 2.11).

12.28 Use of Electronic Versions of this AmeriCorps State Application

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

Please refer to: www.dws.state.nm.us

12.29 New Mexico Employees Health Coverage

- a. For all contract or grant agreement solicited and awarded on or after January 1, 2008: If the applicant 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 or grant agreement, Applicant must agree to have in place, and agree to maintain for the term of the contract or grant agreement, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2019 if the expected annual value in the aggregate of any and all contract or grant agreement between grantee and the State exceed \$250,000 dollars.
- b. Applicant 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. Applicant 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://insurenemexico.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 Applicant reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

12.30 Campaign Contribution Disclosure Form

Applicant must complete, sign, and return the Campaign Contribution Disclosure Form, APPENDIX B, as a part of their application. 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 may result in disqualification.

12.31 Pay Equity Reporting Requirements

- a. If the Applicant has ten (10) or more employees OR eight (8) or more employees in the same job classification, Applicant must complete and submit the required reporting form (PE10-249) if they are awarded a contract or grant agreement.
- b. For contract or grant agreement that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Applicant must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or application submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract or grant agreement.
- c. Should Applicant not meet the size requirement for reporting at grant 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. Applicant must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract or grant agreement if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Applicant 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, applicant may submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.”

12.32 Disclosure Regarding Responsibility

- a. Any prospective applicant and any of its principals who seek to enter into a funding agreement 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:
 - i. Are presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
 - ii. 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.

- iii. 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.
 - iv. 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.
 - 1. 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.
 - v. 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 applicant shall provide immediate written notice to Sara Brownstein if, at any time prior to an award of funding, the applicant 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 may not necessarily result in withholding an award under this solicitation. However, the disclosure maybe considered in the determination of the applicant's responsibility. Failure of the applicant to furnish a disclosure or provide additional information as requested may render the applicant 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 applicant 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 Applicant 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.

12.33 Conflict of Interest; Governmental Conduct Act

The applicant 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 applicant 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.

13 2018 AMERICORPS STATE & NATIONAL MANDATORY SUPPLEMENTAL GUIDANCE

The AmeriCorps State & National Mandatory Supplemental Guidance is intended to provide applicants with additional information for the preparation of their applications under the AmeriCorps State and National Notice of Federal Funding Opportunity. The Supplemental Guidance provides both detailed definitions of certain terms included in the Notice, as well as additional details regarding how to properly file an application under the Notice. This Supplemental Guidance is incorporated by reference in the Notice, and applicants must comply with any requirements stated in this Supplemental Guidance.

Capacity Building: A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations (i.e., AmeriCorps programs). 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*. Capacity building activities cannot be solely intended to support the administration or operations of the organization. Capacity building activities must:

- 1) Be intended to support or enhance the program delivery model;
- 2) Respond to the program's goal of increasing, expanding, or enhancing services in order to address the most pressing needs identified in the community; and
- 3) Enable the program to provide a sustained level of more or better direct services after the capacity building services end.

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. CNCS seeks to meet that 10 percent target in this competition and encourages encore programs to apply. Encore may provide an opportunity for current evidence-based Senior Corps Foster Grandparents Program and Senior Companion Program grantees to expand their programs through AmeriCorps funding.

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

Evidence-Based Intervention Planning Grants: CNCS is seeking applications for planning grants to develop national service models² that seek to integrate members in innovative ways into evidence-based interventions. For example, in the Economic Opportunity focus area applicants could explore how to adapt social enterprise, workforce partnership, supportive housing, or financial literacy program models that have demonstrated effectiveness through the Social Innovation Fund. Similarly, in the Healthy Futures focus area, applicants might explore how to integrate AmeriCorps members into effective program models designed to improve health outcomes such as increased access to, or utilization of, health care. Alternatively, applicants could propose taking an evidence-based practice³ such as

² A body of evidence is emerging that supports the role of national service in effective education interventions. Many of these service education interventions are currently being funded by AmeriCorps. The purpose of these planning grants is to identify new evidence-based service interventions in focus areas with less evidence such as Economic Opportunity and Healthy Futures.

³ Applicants are encouraged to use federal agency clearinghouses or evidence reviews (see <https://www.nationalservice.gov/documents/main-menu/2017/clearinghouses-and-evidence-reviews>) to identify evidence-based programs and practices.

motivational interviewing and training AmeriCorps members to apply these skills in ways that could improve individual economic or health outcomes.

Applicants are encouraged to propose ideas for how AmeriCorps members might be integrated throughout the project life cycle – from community issue and model development to implementation to evaluation of the new intervention. For example, AmeriCorps members may be integrated into the evidence-based program through direct service delivery or through supporting organizational capacity in program development and evaluation.

A planning grant provides support to a grant recipient to develop an AmeriCorps program that may engage AmeriCorps members in implementing evidence-based interventions to solve community problems. In some cases, members have been involved in the effective or promising intervention and in other cases members have not been integrated into the program model to date. For interventions that have integrated members, this planning grant could be an opportunity to refine and enhance the model. For interventions that have not included AmeriCorps, a planning grant could be used to create a new intervention and test the feasibility of adapting evidence-based interventions with a national service component. Grant recipients are awarded up to \$75,000 for a 12-month planning period and are expected to be better prepared to compete for an AmeriCorps program grant in the following grant cycle. A planning grant may not be used to support AmeriCorps members. Applicants may apply for a Cost Reimbursement grant. The project period is no more than a year, with a start date proposed by the applicant. The project start date may not occur prior to the date CNCS awards the grant.

Evidence-based program: Evidence-based programs have been rigorously evaluated and have demonstrated positive results for at least one key desired outcome. Rigorous evaluation means at least one randomized controlled trial study or quasi-experimental evaluation, either of the program itself or of another program that the applicant is proposing to replicate.

Evidence-informed program: Programs in this category use the best available knowledge, research, and evaluation to guide program design and implementation, but do not have scientific research or rigorous evaluation of the program itself and are not replicating an evidence-based program.

Applicants who have not yet collected data from their own programs may be evidence-informed if they have incorporated research from other evidence-based programs into their program designs.

Evidence Tiers

No evidence means the applicant has not provided evidence that they have systematically collected any qualitative or quantitative data on their own program to date.

Applicants in this tier must describe how their program design is evidence-informed. An evidence-informed program uses the best available knowledge, research and evaluation to guide program design and implementation, but does not have scientific research or rigorous evaluation of the program itself. Applicants may describe up to two research or evaluation studies of similar programs that inform their program design but may not submit these studies.

Pre-preliminary evidence means the applicant has demonstrated data collection experience testing or tracking at least one aspect of its logic model. For example, the applicant has collected systematic and accurate data on one or more of the following: the community problem the proposed intervention will address, the program intervention's activities and services delivered, participation in the intervention by the target population, and/or participant outcomes (e.g., performance measurement data or a process evaluation assessing implementation of the intervention.)

In order to qualify for this tier, the applicant must have collected data about their own program. The data collection process, methods and results must be described fully and the applicant should explain the link between data collection and the relevant component(s) of its logic model. Applicants that do not fully describe the data collection process, methods and results in the application narrative may be assessed as having no evidence. Applicants should describe evidence for the pre-preliminary tier in the Evidence

section of the application but should not submit additional documents unless required to meet CNCS evaluation requirements. Evaluations submitted to comply with CNCS evaluation requirements maybe reviewed only for compliance with evaluation requirements and will not be considered when assessing this evidence tier. Evaluations submitted by applicants who were not required to submit evaluations will not be reviewed.

Preliminary evidence means the applicant has provided data from at least one outcome study of their own intervention that yielded promising results for the proposed intervention or that the applicant proposes to replicate a similar evidence-based intervention with fidelity to the evaluated program model. The ways to demonstrate preliminary level of evidence are as follows:

Preliminary with Outcome Study The applicant must describe at least one outcome study that was conducted of their own intervention. This must include a detailed description of the outcome study data from pre and post-tests without a comparison group or post-test comparison between intervention and comparison groups. In some cases a retrospective pre-post test may be considered, but its use must be justified in the application narrative. The applicant must explain whether the outcome study was conducted internally by the applicant organization or by an entity external to the applicant. Applicants must describe the studies fully but should not submit them unless required to meet CNCS evaluation requirements. Outcome evaluations that are submitted to fulfill the CNCS evaluation requirements maybe reviewed for compliance with evaluation requirements and may not be considered when assessing this evidence tier. Outcome evaluations submitted by applicants who were not required to meet CNCS evaluation requirements may not be reviewed.

In addition to describing up to two outcome studies of their own program or intervention, applicants must fully describe the performance measurement data they have collected and how the outcome study data goes beyond performance measurement.

Preliminary with Replication

- The applicant must describe and submit at least one randomized controlled trial study or quasi-experimental evaluation (an evaluation using a statistically valid, matched comparison group) that found positive results for the same intervention that the applicant plans to replicate. The applicant must describe how the intervention studied and the applicant's proposed approach are the same and how the applicant may replicate the intervention with fidelity to the program model. The study must have been conducted by an entity external to the organization whose program was studied. If applicable, applicants may also describe evidence from a process evaluation demonstrating that they have implemented the replication with fidelity. The process evaluation should be described but not submitted.
- Applicants who do not submit the required study or who do not describe fully how they will replicate the evidence-based program with fidelity maybe considered for a lower tier.

For the purposes of this *Notice*, "replicate" means that the key elements of the applicant's intervention are implemented as the evidence-based program model describes (e.g., in terms of content or curriculum, delivery process, and target population), and the applicant's adaptations are relatively minor. For example, an applicant implementing an intervention using certified teachers to administer the curriculum would not be considered replicating that program with fidelity if it replaces teachers with AmeriCorps members who are not certified teachers, because the documented success of the intervention relied on the specialization of certified teachers.

Applicants proposing to replicate an evidence-based program with fidelity must describe how their program is the same as, or very similar to, the program they will replicate in the following areas:

- Characteristics of the beneficiary population
- Characteristics of the population delivering the intervention
- Dosage (frequency, duration) and design of the intervention
- Training for the AmeriCorps members and/or other individuals, such as volunteers, delivering the intervention

- The context in which the intervention is delivered
- Outcomes of the intervention

Applicants must also describe how they will assess whether they are implementing the intervention with fidelity to the intervention they are replicating.

Applicants must be clear about whether the sites proposed in the application overlap with the sites included in an evaluation that would qualify them for the moderate or strong evidence tier. In cases where the applicant is part of a multi-site or multi-grant program (for example, a national program operating in multiple states) that has conducted an evaluation that would qualify them for the moderate or strong evidence tier, but the evaluation did not include the applicant's proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at one of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

Moderate evidence means the applicant has submitted up to two well-designed and well-implemented studies of their own program that evaluated the same intervention described in this application and identified evidence of effectiveness on one or more key desired outcomes of interest as depicted in the applicant's logic model. Evidence of effectiveness (or positive findings) is determined using experimental design evaluations (i.e., Randomized Controlled Trials (RCT)) or Quasi-Experimental Design evaluations (QED) with statistically matched comparison (i.e., counterfactual) and treatment groups. The ability to generalize the findings from the RCT or QED beyond the study context may be limited (e.g., single-site). The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Moderate** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees re-competing for their third Formula grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for the Moderate evidence tier or may be submitted in addition to this. In the latter case, all three studies may be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

Applicants must be clear about whether the sites proposed in the application overlap with the sites included in an evaluation that would qualify them for the moderate or strong evidence tier. In cases where the applicant is part of a multi-site or multi-grant program (for example, a national program operating in multiple states) that has conducted an evaluation that would qualify them for the moderate or strong evidence tier, but the evaluation did not include the applicant's proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at one of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

Strong evidence means the applicant has demonstrated that the intervention described in the application has been tested nationally, regionally, or at the state-level (e.g., multi-site) using a well-designed and well-implemented QED or RCT of their own program. Alternatively, the proposed intervention's evidence may be based on multiple (up to two) well-designed and well-implemented QEDs or RCTs of their own program in different locations or with different populations within a local geographic area. The overall pattern of study findings is consistently positive on the key desired outcomes of interest as depicted in the applicant's logic model. Findings from the RCT or QED studies may be generalized beyond the study context. The studies were conducted by an independent entity external to the organization implementing the intervention.

Applicants classifying their evidence as **Strong** must submit up to two evaluation reports from external entities or evaluations published in peer-reviewed articles as separate attachments.

CNCS grantees re-competing for their third Formula grant cycle are required to submit an evaluation report of their CNCS funded program. The CNCS-required evaluation report may count towards one of the two studies required for the Strong evidence tier or may be submitted in addition to this. In the latter case, all three studies may be considered against the review criteria.

If the applicant is not required to submit an evaluation report of their CNCS funded program, then more than two studies will not be considered.

Applicants must be clear about whether the sites proposed in the application overlap with the sites included in an evaluation that would qualify them for the moderate or strong evidence tier. In cases where the applicant is part of a multi-site or multi-grant program (for example, a national program operating in multiple states) that has conducted an evaluation that would qualify them for the moderate or strong evidence tier, but the evaluation did not include the applicant's proposed sites, the applicant must describe how they are replicating the evidence-based program with fidelity at one of the sites included in the application. In this case, an application for sites included in the evaluation would receive moderate or strong evidence, and an application for the sites not included in the evaluation would receive preliminary evidence.

Fixed Amount Grants: 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 costs. 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. However, CNCS provides only a portion of the cost of running the program and organizations must 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. Professional Corps programs applying for operational funding through a Fixed Amount Grant must submit a budget in support of their request for operational funds.

- **Full-Time Fixed amount grants:** Fixed amount grants are available for programs that enroll full-time members or less than full-time members serving in a full time capacity only. Professional Corps may only have full-time members. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant.
- **Education Award Grants (EAP) Fixed amount grant:** Programs apply for a small fixed amount per MSY, can enroll less than full-time members, and use their own resources to cover all other costs. Programs can access funds under the grant based on enrolling the full complement of members supported under the grant. As with full-time fixed amount grants, there are no specific match or financial reporting requirements for EAP fixed amount grants.

Governor and Mayor Initiative: CNCS may accept one application per state in each year's new and re-compete competition. If a state has a Governor and Mayor Initiative in continuation status, the State Commission can submit a new application. However, CNCS is interested in increasing the number of states that have Governor and Mayor(s)' Initiatives as well as funding high quality program designs.

The application must address a pressing challenge the governor wishes to solve in her or his state. A Governor must apply with one or more mayor(s) in his or her state and a minimum of two nonprofits. In conjunction with the mayor(s), the governor may be responsible for identifying and selecting the nonprofits that are best able to achieve a demonstrated positive impact on the problem. The application should include letters of support from all relevant parties. If the governor and mayor(s) have not yet selected partnering nonprofit entities, they should describe the process that the governor and mayor(s) will use to select the nonprofit entities. The application, submitted to the State Commission, will respond to the application criteria and explain how two or more 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(s), their designated government offices (but not the State Commission), or a public

institutions of higher education university may apply for grants under the Governor and Mayor Initiative. Applications from other entities maybe deemed non-compliant and will not be considered under this initiative.

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

- How the partnership maybe organized and AmeriCorps resources maybe allocated between the partnering entities (state, locality, and nonprofit entities);
- The proposed theory of change and program model; and
- 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 in eGrants. Applicants must also submit the following via email by the application deadline:

- A letter of support cosigned by the governor and mayor, and
- Letters of support from each partnering nonprofit

Letters must be submitted for new and re-competing applicants. Applicants should see the *Submission of Additional Documents* in the *Notice* for specific submission information and requirements.

Learning Memo: Any applicant required to submit an evaluation report in order to comply with CNCS evaluation requirements must also submit a learning memo that describes how they are using the evaluation to improve and to inform their activities in the next funding cycle. The learning memo must be in a 12-point font or larger and should not exceed three pages of double-spaced text. The learning memo should include:

- A short summary of key learnings from the evaluation
- An explanation of how the program may incorporate key learnings into its strategy, design or implementation
- An explanation of how these changes may improve the program
- A discussion of how learning from the evaluation may inform next steps in the program’s long-term research agenda

Member Service Location: A member service location is the site at which an AmeriCorps member is placed to provide his/her service to the community.

Member Service Year (MSY): One Member Service Year (MSY) is equivalent to a full-time AmeriCorps position (at least 1,700 service hours.)

National Direct Applicants

Multi-state: Organizations that propose to operate AmeriCorps programs in more than one state or territory apply directly to CNCS.

Federally-recognized Indian Tribes: Applicants that are Indian Tribes apply directly to CNCS (see the *Eligible Applicants* section in the *Notice*).

State and Territories without Commissions: Applicants in South Dakota, American Samoa, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands apply directly to CNCS because this State and Territories have not established a State Commission.

Operating Site: An operating site is the organization that manages the AmeriCorps program on behalf of the multi-state recipient of the grant from CNCS. A multi-state grantee must have an operating site in

each state in which it has AmeriCorps members. AmeriCorps members may be placed at the operating site, or an operating site may place AmeriCorps members at multiple member service locations. Multi-focused intermediaries may also have operating sites.

CNCS anticipates that applicants have a carefully considered plan for their project implementation and have identified operating sites based on demonstrated community needs. CNCS expects the sites proposed at the time of application to align with those involved in project implementation. However, if necessary, applicants can modify their list of operating sites during the clarification process or through an amendment to the application, if funded.

Opportunity Youth: Opportunity youth are economically disadvantaged individuals ages 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: Temporary Aid to Needy Families (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 their term of national 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/or program beneficiaries. A substantial portion of their requested MSYs must consist of or be devoted to serving opportunity youth.

Other Revenue: Funds necessary to operate an AmeriCorps program that are not CNCS funds or grantee share (match) identified in the budget. Programs should not enter the total operating budget for their organization unless the entire operating budget supports the AmeriCorps program. Programs that have additional revenue sources not included in the matching funds section of the budget should provide the amount of this additional revenue that supports the program. This amount should not include the CNCS or grantee share amounts in the budget. Fixed amount grantees should enter all non-CNCS funds that support the program in this field. All fixed grants will have other revenue.

Professional Corps: A Professional Corps is a program model composed of AmeriCorps members serving as professionals; i.e. teachers, health care providers, police officers, engineers, attorneys, or other professionals. The programs recruit and place qualified members in communities with an inadequate number of such professionals. Professional Corps members’ salaries/compensation are paid entirely by the organizations with which the members serve, and are not included in the budget request to CNCS. In order to be considered for funding, applicants must demonstrate that there are an inadequate number of professionals in the community(ies) where the program seeks to place members. These grants can either be fixed amount or cost reimbursement grants.

Applicants may propose any authorized program type. In the case that a proposed program fits more than one program type (e.g., a program could be either a professional corps or a traditional program). CNCS staff will make a determination as to program type that maybe considered for funding. The determination maybe based on data provided within the application and supplemental materials submitted with the application. The determination may be different from the program type proposed by the applicant.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;

4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. 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;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or 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;
8. Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds.

Reducing and/or Preventing Prescription Drug and Opioid Abuse: CNCS is interested in any program models that seek to address the prescription drug and opioid abuse crisis in America.

Retention Rate: The AmeriCorps member retention rate is calculated as the number of members exited with education award (full or partial award) divided by the number of members enrolled.

Rural Communities: 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 by 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 maybe 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>

The Office of Grants Management uses Beale Codes when assessing alternative match requirements as the statute (45 CFR 2521.60(c)) requires it.

Rural Intermediaries: CNCS recognizes that severely under-resourced communities may have limited capacity to successfully apply for and implement an AmeriCorps program, due to the size and organizational capacity of eligible applicant/host site organizations or the lack of available matching funds

in these communities. Thus it may be effective for a single eligible applicant (intermediary) to develop an application and oversee the implementation of an AmeriCorps program that engages multiple grassroots non-profits/eligible applicants (referred to as a consortium) that, individually, do not have the necessary organizational or fundraising capacity to apply for and run an AmeriCorps program. Given the desire to address community needs holistically, the nonprofits/eligible applicants that make up the consortium may have, but are not required to have, different focus areas (including the non-focus area capacity building) and thus the non profit/eligible applicant intermediary maybe multi-focused.

Applicants seeking consideration under this priority must demonstrate that they will be serving in rural severely under-resourced communities; that their application represents a consortium, that the activities provided by the consortium collectively address a compelling community need or set of needs; and that they have sufficient financial and management capacity to act as an umbrella organization for the consortium. Applicants seeking consideration under this priority may submit a narrative that does not exceed 18 pages. Applicants should refer to the *Page Limits* section in the *Notice* for information specific to Multi-focus Intermediary requirements.

The eligible applicant (intermediary) should submit one application which describes:

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

Applicants must submit via email by the application deadline letters of support from all members of the consortium. See the *Submission of Additional Documents* Section in the *Notice* for specific submission information and requirements.

Safer communities: Activities that focus on public safety, preventing and mitigating civil unrest, and/or partnerships between police and community. CNCS is looking for program models that create, support, and initiate activities that provide opportunities for law enforcement and community members to become constructively engaged in building or re building public spaces and opportunities for constructive dialogue via sports and community team building such as block watch organizations. Some examples are summer programming or engaging communities that are part of The National Forum on Youth Violence Prevention and programs that are developed by the International Association of Chiefs of Police (IACP) (<http://www.iacp.org/Police-Foundations-Section>) such as programs that engage youth between the ages of 14-21 living in high crime areas of the city who have been identified as “leaders” in good and/or bad way. The youth are paired with School Resources Officers who meet with them several times during the week to engage them in a variety of leadership building exercises i.e., camping, rafting, community clean-up and much more.

Same Project: Two projects maybe 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, or utilize the same sites.

Programs must get approval from their CNCS program officers to be considered a new project.

If an applicant is applying for a different program model (a new project), select New. Current and previous grantees need to get approval from their Program Officer to be considered a new project. CNCS will consider a project to be new if there is a meaningful difference between it and previous projects in a comparison of the following characteristics, among others: the objectives and priorities of the projects; the nature of the services provided; the program staff, participants, and volunteers involved; the geographic locations in which the services are provided; the populations served; and the proposed community partnerships. (§ 2522.340).

Requests to be considered a new project should include information about how the new project differs from the previous project in the characteristics noted above. The request should also include the

proposed name of the new project. CNCS staff will review the request to determine if the proposed project does represent a meaningful difference from the previous project or if the proposed project is an example of natural program evolution over time. If it is determined that the project is new, the Program Officer will create a new project in eGrants.

Single-State Applicants: Single state applicants are organizations that propose to operate in only one state; they must apply through the Governor-appointed State or Territory Commissions. Each state and territory commission administers its own selection process and submits to CNCS the applicants it selects to compete for funding. Single-State applicants must contact their State Commissions to learn about their state or territory processes and deadlines which may be significantly *earlier* than the CNCS deadlines and may have additional requirements. The list of State and Territory Commissions can be found here: <http://www.nationalservice.gov/about/contact-us/state-service-commissions>.

A single-state application submitted directly to CNCS by the applicant rather than the State Commission will be considered noncompliant and will not be reviewed.

Unallowable Activities: In addition to the *Prohibited Activities*, the following restrictions also apply to the service of AmeriCorps members:

Nonduplication.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless there is non-displacement, Corporation assistance may not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement.

- (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- (3) A service opportunity may not be created under this chapter that may infringe in any manner on the promotional opportunity of an employed individual.
- (4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (5) A participant in any program receiving assistance may not perform any services or duties, or engage in activities, that—
 - (i) Will supplant the hiring of employed workers; or
 - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining Contract or applicable personnel procedures.
- (6) A participant in any program receiving assistance may not perform services or duties that have been performed by or were assigned to any—
 - (i) Presently employed worker;
 - (ii) Employee who recently resigned or was discharged;
 - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining Contract or applicable personnel procedures;
 - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - (v) Employee who is on strike or who is being locked out.

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM – INTENT TO APPLY

2018-2019 New Mexico State AmeriCorps Program Applications (Formula Pool)

18-631-7004-00035

In acknowledgement of receipt of this Request for Application , the undersigned applicant agrees that the applicant has received a complete copy, beginning with the title page and table of contents, and ending with Appendix J- Resource Library, consisting of ___ pages.

The acknowledgement of receipt should be signed and returned to Sara.Brownstein@state.nm.us no later than 4:00 p.m. on April 17, 2018. Only potential applicants who elect to return this form completed with the indicated intention of submitting an application maybe eligible for this opportunity and receive copies of all written questions and the written responses to those questions as well as application amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ **PHONE:** _____

EMAIL: _____ **FAX:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

SIGNATURE: _____ **DATE:** _____

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

- | | |
|--|---|
| <input type="checkbox"/> Disaster Services | <input type="checkbox"/> Governor and Mayor Initiative |
| <input type="checkbox"/> Economic Opportunity | <input type="checkbox"/> Rural Intermediaries |
| <input type="checkbox"/> Education | <input type="checkbox"/> Safer Communities |
| <input type="checkbox"/> Environmental Stewardship | <input type="checkbox"/> Planning Grants |
| <input type="checkbox"/> Encore Programs | <input type="checkbox"/> Veterans and Military Families |
| <input type="checkbox"/> Healthy Futures | |

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

This name and address maybe used for all correspondence related to the Request for Application . Firm **does/does not** (circle one) intend to respond to this Request for Application.

Sara Brownstein
 AmeriCorps 2018-2019 / APPLICATION # 18-631-7004-00035
 New Mexico Department of Workforce Solutions
 401 Broadway NE
 Albuquerque, New Mexico 87102
 Fax: (505) 841-8468
 Email: Sara.Brownstein@state.nm.us

IS MY ORGANIZATION READY FOR AN AMERICORPS GRANT?

READINESS ASSESSMENT

INTRODUCTION: This assessment is to assist you in determining if your organization is poised to apply, and hopefully, implement, an AmeriCorps grant. It should also assist you in getting your systems ready and preparing to submit a grant application for any type of funding.

This assessment is a general guide, a rough tool to help you plan for implementation of AmeriCorps and other complex grant-funded programming. Successful completion of the assessment does not guarantee AmeriCorps funding through the New Mexico Commission for Community Volunteerism (NMCCV) or the Corporation for National and Community Service (CNCS).

Read each question carefully and answer honestly. **Please return your completed assessment along with the Notice to Intent to Apply to Sara.Brownstein@state.nm.us by 4:00 p.m. MST no later than April 17, 2018.**

Special Note for Faith-Based Organizations seeking to operate government funded programs:

If the conditions below are not acceptable to your organization, government funding is probably not a good option:

- Participation in government funded programs must be open to all who qualify, without regard to religious beliefs.
- No participant in a government funded program may be required to participate in inherently religious activities.
- Government funded employees must not proselytize.
- Government funded programs must be held in a separate place or time from religious activities.

***Also, please note that the Healthy Futures Focus Area prohibits abortion services or referrals or the use of funds for the purchase of hypodermic needles intended for the injection of illegal syringes.*

A READINESS ASSESSMENT

FUNDAMENTAL QUESTIONS

1. Is your organization a public or private nonprofit organization – including labor organizations, faith-based and other community organizations; an institution of higher education; an educational institution; a government entity within the State of New Mexico; an Indian Tribe; or a partnership or consortia?

Yes No Unsure

If the answer to the above question is “No” then your organization is not eligible to receive an AmeriCorps grant or serve as a Host Site for AmeriCorps members. You are similarly ineligible if your organization is a 501 (c) (4) non-profit entity [under the Internal Revenue Code of 1986, 26 U.S.C. 501 (c)(4)] that engages in lobbying.

2. Do your plans for utilizing AmeriCorps members call for members to provide services exclusively within the state of New Mexico?

Yes No Unsure

If the answer to the above question is “No” and the other results of this Assessment are favorable, then your organization may be interested in applying directly to the Corporation for National and Community Service for an AmeriCorps*National grant. Contact the NMCCV for details.

2018 PRIORITIES

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

In order to maximize the impact of the public investment in national service, CNCS 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 may 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.

In the FY2018 AmeriCorps competition, The Commission seeks to prioritize the investment of national service resources in **economic opportunity, education, veterans and military families, disaster services, and the Governor and Mayor Initiative**. The Commission may continue to focus on national service programs that improve academic outcomes for children, youth, and young adults.

In order to carry out Congress' intent and to maximize the impact of investment in national service, CNCS is targeting AmeriCorps funds to the following focus areas and priority areas:

- **Disaster Services.** Grant activities will provide support to increase the preparedness of individuals for disasters, improve individuals' readiness to respond to disasters, 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.

FY18 Priority- Improving community resiliency through disaster preparation, response, recovery, and mitigation.

- **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 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.

FY18 Priority- Increasing economic opportunities for communities, specifically opportunity youth (see Mandatory Supplemental Guidance), both as the population served and as AmeriCorps members.

- **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.

FY 18 Priority- Improving student academic performance in Science, Technology, Engineering, and/or Mathematics (STEM) (See Mandatory Supplemental Guidance).

- **Environmental Stewardship.** Grants will support responsible stewardship of the environment, while preparing communities for challenging circumstances and helping Americans respond to and recover from disruptive life events; programs that conserve natural habitats; protect clean air and water; maintain public lands; support wildland fire mitigation ; cultivate individual and community self-sufficiency; provide reforestation services after floods or fires; and more. AmeriCorps programs support activities, such as conservation and fire corps, which may help veterans and others learn new job skills through conservation service.

- **Healthy Futures.** Grants will provide support for activities that will improve access to primary and preventive health care for communities served by Corporation-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.

FY 18 Priority- Reducing and/or Preventing Prescription Drug and Opioid Abuse.

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

FY18 Priority- Positively impacting the quality of life of veterans and improving military family strength.

- **Governor and Mayor Initiative.** *FY18 Priority-(See Mandatory Supplemental Guidance)*
- **Rural Intermediaries.** Organizations that demonstrate measureable impact and primarily serve communities with limited resources and organizational infrastructure. *FY18 Priority-(See Mandatory Supplemental Guidance).*
- **Safer Communities.** Activities that focus on public safety and preventing and mitigating civil unrest , and/or partnerships between law enforcement and the community.
- **Planning Grants.** *FY18 Priority-(See Mandatory Supplemental Guidance)*
- **Encore Programs.** *FY18 Priority-(See Mandatory Supplemental Guidance)*

In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus and intended outcomes and must include a high quality program design. Responses that propose programs for the purpose of receiving priority consideration are not guaranteed funding. No additional preference is given for selecting more than one Focus Area and/or more than one National Performance Measure.

1. Do your plans for an AmeriCorps application include any of the above priorities?

Yes **No** **Unsure**

2. Do your plans for an AmeriCorps application include engaging some individuals age 55+ in service?

Yes **No** **Unsure**

3. Do your plans for an AmeriCorps application include engaging some veterans in service?

Yes **No** **Unsure**

It is not a requirement to address either of the above priorities.

4. Do you plan to have members engage in any of the following activities:

Yes **No** **Unsure**

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office
- 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
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or 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

- Providing a direct benefit to— a. a business organized for profit; b. a labor union; c. a partisan political organization; d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities
- Any funds used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug
- Abortion Service and/or referrals
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive

If the answer to the above question is “Yes” then your organization should review Mandatory Supplement Guidance or reconsider how your activities align with the AmeriCorps NOFO.

ADMINISTRATIVE

1. Does your organization have a track record of success with its programs?
 Yes **No** **Unsure**
2. Does your organization have the infrastructure to recruit, train, and support the efforts of AmeriCorps members? Variables include office space, technology, supervisory time and skill, financial expertise, and the ability to manage a team of AmeriCorps members.
 Yes **No** **Unsure**
3. Has your organization previously managed a federal, state, or foundation grant?
 Yes **No** **Unsure**
4. Are there formal internal controls governing all financial operations?
 Yes **No** **Unsure**
5. Does your organization have sufficient cash to operate a major grant on a reimbursement basis? If your program starts September 1, 2018, you may submit a reimbursement request, with supporting documentation, to NMCCV by October 20, 2018, for expenses incurred September 1 - September 30. Payments are made 15-30 days after submission of reimbursement requests if adequate documentation is provided upon submission.
 Yes **No** **Unsure**
6. Are the financial operations of your organization audited annually by an independent auditor?
 Yes **No** **Unsure**

If you answered “No” to any of the above questions, it is likely your organization would struggle to successfully administer an AmeriCorps grant. Consideration should be given to seeking a partnership with an existing AmeriCorps program or Applicant. Serving as an AmeriCorps host site, rather than as a primary grant applicant, is often a better option for smaller organizations. Contact the NMCCV for details.

ORGANIZATIONAL COMPETENCIES

The following questions address key elements of successful organizations. Completion of this portion of the assessment will help provide you with additional information about the capacity and structure in place to operate an AmeriCorps program.

ORGANIZATIONAL PURPOSE: THE MISSION

1. Does your organization have a clear written mission statement? (if no, skip to question 6)
 Yes **No** **Unsure**
2. Do all programs and efforts of your organization align with the mission?
 Yes **No** **Unsure**

3. Has your organization said “no” to potentially good opportunities which are not consistent with the organizational mission or strategy?
 Yes **No** **Unsure**
4. Is the mission of your organization understood by all stakeholders, including staff and board members?
 Yes **No** **Unsure**
5. Is the mission of your organization frequently referred to (e.g. in planning sessions and other meetings)?
 Yes **No** **Unsure**

ORGANIZATIONAL GOVERNANCE & OPERATIONS

1. Does the organization have written policies and procedures, including a conflict of interest policy for employees and directors?
 Yes **No** **Unsure**

ORGANIZATIONAL DIRECTION: STRATEGIC PLANNING

1. Does your organization have a clear and coherent written plan for the future (i.e. 3-10 year strategic plan)? (If no, skip to question #14.)
 Yes **No** **Unsure**
2. Does the strategic plan have well defined measurable goals and achievable action steps with timeframes?
 Yes **No** **Unsure**
3. Are the goals in the strategic plan well known and understood by the staff and board?
 Yes **No** **Unsure**
4. Is this annual plan consistently used at all levels of the organization to guide organizations?
 Yes **No** **Unsure**
5. Does the organization conduct regular assessment of internal operations to assess efficiency and effectiveness?
 Yes **No** **Unsure**

ORGANIZATIONAL REVENUE: SUSTAINABILITY

1. Does the organization have diversified funding from multiple sources?
 Yes **No** **Unsure**

ORGANIZATIONAL INFRASTRUCTURE: FINANCIAL MANAGEMENT

1. Are organizational and programmatic budgets closely and regularly monitored?
 Yes **No** **Unsure**
2. Does your organization produce and review financial statements at least monthly?
 Yes **No** **Unsure**
3. Does your organization have plans to secure the financial and in-kind resources to meet any required matches?
 Yes **No** **Unsure**
4. Do you have the abilities to track multiple streams of funding?
 Yes **No** **Unsure**
5. Is your organization’s accounting system manual, automated, or a combination?

- Manual** **Auto** **Combo** **Unsure**
6. How often are entries posted to the general ledger?
- Daily** **Monthly** **Other:** _____
 Weekly **Unsure**
7. Does your accounting system allow cash basis reporting and for the recording of "in kind" contributions?
- Yes** **No** **Unsure**
8. Is your organization familiar with federal cost principles?
- Yes** **No** **Unsure**
9. Is your organization familiar with procedures for the determination and allowance of costs in connection with Corporation for National and Community Service grants and contracts?
- Yes** **No** **Unsure**

ORGANIZATIONAL INFRASTRUCTURE: INTERNAL CONTROLS

1. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and the preparation of payroll?
- Yes** **No** **Unsure**
2. Are employee payroll reports supported by appropriately signed documentation (timesheets, leave slips, etc)?
- Yes** **No** **Unsure**
3. Are time and activity distribution records (time sheets) maintained by funding source and project type for each employee to account for total hours with your organization?
- Yes** **No** **Unsure**

ORGANIZATIONAL INFRASTRUCTURE: TECHNOLOGY

1. Does every key staff member have access to a computer with up-to-date software, internet access and email capabilities?
- Yes** **No** **Unsure**
2. Does your organization have a computerized accounting system?
- Yes** **No** **Unsure**

ORGANIZATIONAL INFRASTRUCTURE: HUMAN RESOURCES

1. Does your organization have a well-planned process to recruit, develop, and retain the best employees (and/or AmeriCorps members) in accordance with an equal opportunity environment?
- Yes** **No** **Unsure**
2. Does your organization provide staff and volunteers with written job descriptions and the necessary resources to carry out duties appropriately?
- Yes** **No** **Unsure**
3. Does your organization provide relevant and regular training for staff and board members?
- Yes** **No** **Unsure**
4. Are employee performance appraisals conducted on a consistent and fair basis?
- Yes** **No** **Unsure**
5. Does your organization have a well-planned process to recruit, develop, and retain volunteers?
- Yes** **No** **Unsure**

PROGRAM DESIGN: NEEDS ASSESSMENT AND IMPLEMENTATION

1. Does your organization conduct regular assessments of community need?
 Yes **No** **Unsure**
2. Does your organization analyze and use the results of needs assessment to chart change?
 Yes **No** **Unsure**
3. Are your organization's programs and services well defined?
 Yes **No** **Unsure**
4. Does your organization have the ability to close a program that is no longer needed or relevant?
 Yes **No** **Unsure**

ORGANIZATIONAL IMPACT: MEASURING PERFORMANCE & CONTINUAL IMPROVEMENT

1. Does your organization have a comprehensive well-developed community assessment or evaluation system used to measure the impact of programs and services?
 Yes **No** **Unsure**
2. Does your organization conduct regular assessments of existing programs' effectiveness in meeting recipient needs and identify needs for improvement?
 Yes **No** **Unsure**
3. Does your organization collect data to measure performance and progress on a continual basis?
 Yes **No** **Unsure**
4. Is data analyzed, used in program redesign and communicated to stakeholders on a regular basis? (e.g. annual reports)
 Yes **No** **Unsure**

ORGANIZATION OUTREACH: PARTNERSHIP AND COLLABORATION

1. Does your organization participate in partnerships with other groups?
 Yes **No** **Unsure**
2. Have these relationships led to mutually beneficial collaboration?
 Yes **No** **Unsure**

Please return your completed assessment with your Letter of Intent no later than April 17, 2018, to Sara.Brownstein@state.nm.us . This assessment is to assist you in determining if your organization is poised to apply, receive funding and successfully implement an AmeriCorps grant.

APPENDIX B

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 application 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 Formula sealed application or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed Formula application .

"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 application s and ending with the award of the contract or the cancellation of the request for application s.

"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 Formula sealed application process set forth in the Procurement Code or is not required to submit a Formula sealed application 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)

—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 SUB-RECIPIENT GRANT AGREEMENT
STATE OF NEW MEXICO

New Mexico Department of Workforce Solutions
Sub-Recipient Grant Agreement # 18-631-7004-00035

THIS AGREEMENT is made and entered into by the New Mexico Department of Workforce Solutions (NMDWS), hereinafter referred to as the "Agency," and -----hereinafter referred to as the "Sub Recipient," and is effective as of the date set forth below upon which it is executed by the Agency.

WHEREAS, the Agency has received prime funding from the Corporation for National and Community Service -----on ----- for the -----
-----a program to-----; and

WHEREAS, the Agency is funded under Grant Agreement Number -----(the "Prime Agreement") for the performance period of -----through CFDA number-----, (name), FOA----- (federal announcement number) ; and

WHEREAS, the Agency is authorized and required under the Fiscal Year -----funding award of the ----
------(name)to partner with the ----- for the ----what----- ; and

WHEREAS, the Agency desires to enter into an agreement for the partial performance of its responsibilities under the Prime Agreement with the Sub-Recipient, -----, D-U-N-S Number-----
---; and

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

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

2. Compensation.

A. The Agency shall pay to the Sub-Recipient for services satisfactorily performed pursuant to the Scope of Work. Payments shall be made at the rate of _____Dollars (\$____) in FY18 as outlined in the budget which is made part of this Agreement as Attachment 2-Budget. The total amount payable to the Sub-Recipient under this Agreement, including gross receipts tax and expenses, shall not exceed (\$____) in FY18. FY18 is defined as September 1, 2018 to December 31, 2019. This amount is a maximum and not a guarantee that the work assigned to be performed by Sub-Recipient under this Agreement shall equal the amount stated herein. The parties do not intend for the Sub-Recipient to continue to provide services without compensation. Sub-Recipient is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Sub-Recipient 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. Payments under this Agreement shall be made in accordance with the approved certification of invoices that are due on the 15th of the month following the services which were provided by the Contractor.

The Agency shall pay to the Sub-Recipient for services satisfactorily performed pursuant to the Scope of Work. Payments shall be made at the rate of _____Dollars (\$____) in FY19 as

outlined in the budget which is made part of this Agreement as Attachment 2-Budget. The total amount payable to the Sub-Recipient under this Agreement, including gross receipts tax and expenses, shall not exceed (\$_____) in FY19. FY19 is defined as September 1, 2019 to December 31, 2020. This amount is a maximum and not a guarantee that the work assigned to be performed by Sub-Recipient under this Agreement shall equal the amount stated herein. The parties do not intend for the Sub-Recipient to continue to provide services without compensation. Sub-Recipient is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Sub-Recipient 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. Payments under this Agreement shall be made in accordance with the approved certification of invoices that are due on the 15th of the month following the services which were provided by the Sub-Recipient.

The Agency shall pay to the Sub-Recipient for services satisfactorily performed pursuant to the Scope of Work. Payments shall be made at the rate of _____Dollars (\$_____) in FY20 as outlined in the budget which is made part of this Agreement as Attachment 2-Budget. The total amount payable to the Sub-Recipient under this Agreement, including gross receipts tax and expenses, shall not exceed (\$_____) in FY20. FY19 is defined as September 1, 2020 to December 31, 2021. This amount is a maximum and not a guarantee that the work assigned to be performed by Sub-Recipient under this Agreement shall equal the amount stated herein. The parties do not intend for the Sub-Recipient to continue to provide services without compensation. Sub-Recipient is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Sub-Recipient 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. Payments under this Agreement shall be made in accordance with the approved certification of invoices that are due on the 15th of the month following the services which were provided by the Contractor.

- B. Payment in FY18, FY19, and FY20 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 MAYNOT BE PAID.
- C. Sub-Recipient 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 Sub-Recipient that payment is requested, it shall provide the Sub-Recipient a letter of exception explaining the defect or objection to the services, and outlining steps the Sub-Recipient 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 Sub-Recipient 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 **(08/31/2019)** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no funding term for this agreement, 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 Sub-Recipient may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(2) or (3), the Agency shall give Sub-Recipient written notice of termination at least thirty (30) days prior to the intended date of termination.

2. In the event that the Agency deems Sub-Recipient's conduct to be in violation of this Agreement to such a degree as to warrant suspension or termination, the Agency shall suspend the Sub-Recipient and provide notice of the basis for the suspension. The Sub-Recipient shall have ten (10) days to respond and cure the violation. If Sub-Recipient is unable to cure the matter to the reasonable satisfaction of the Agency, and after reviewing the Sub-Recipient's response, the Agreement may be terminated.

3. Sub-Recipient 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. Sub-Recipient'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 Sub-Recipient of its intent to cure and begin with due diligence to cure the material breach.

4. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Sub-Recipient(i) if the Sub-Recipient becomes unable to perform the services contracted for, as determined by the Agency; (ii) if the Sub-Recipient becomes non-compliant with Federal or State laws, regulations or rules, Commission policies and procedures, or guidance manuals incorporated herein and the agency determines that he non-compliance is of such a degree that it cannot be cured; (iii) if, during the term of this Agreement, the Sub-Recipient is suspended or debarred by the State Purchasing Agent; or (iv) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

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 Sub-Recipient and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient acknowledges that all sums received hereunder are reportable by the Sub-Recipient for tax purposes, including without limitation, self-employment and business income tax. The Sub-Recipient agrees not to purport to bind the State of New Mexico unless the Sub-Recipient has express written authority to do so, and then only within the strict limits of that authority.

7. Assignment.

The Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Sub-Recipient without the prior written approval of the Agency.

11. Product of Service -- Copyright.

All materials developed or acquired by the Sub-Recipient 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 Sub-Recipient 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.

The Sub-Recipient 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.

A. The Sub-Recipient 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 any way limiting the generality of the foregoing, the Sub-Recipient specifically represents and

warrants that:

1. In accordance with NMSA 1978, § 10-16-4.3, the Sub-Recipient 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 Sub-Recipient is not a public officer or employee of the State; (ii) the Sub-Recipient is not a member of the family of a public officer or employee of the State; (iii) the Sub-Recipient 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 Sub-Recipient 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 Formula process;
3. In accordance with NMSA 1978, § 10-16-8(A), (i) the Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient is not a legislator; (ii) the Sub-Recipient is not a member of a legislator's family; (iii) the Sub-Recipient is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient 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.

B. Sub-Recipient'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. Sub-Recipient shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Sub-Recipient learns that Sub-Recipient'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 Sub-Recipient'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.

C. 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.

If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient is found not to be in compliance with these requirements during the life of this Agreement, Sub-Recipient 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, Sub-Recipient 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 Sub-Recipient agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Sub-Recipient 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 Sub-Recipient agrees to comply with all federal and state laws, rules and regulations pertaining to Unemployment Insurance Taxes for its employees. If the Sub-Recipient fails to comply with Unemployment Insurance Taxes and applicable laws, rules and regulations when required to do so, this Agreement maybe immediately terminated by the Agency.

20. Records and Financial Audit.

The Sub-Recipient 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 Sub-Recipient 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 Sub-Recipient resulting in injury or damage to persons or property during the time when the Sub-Recipient or any officer, agent, employee, servant or Sub-Recipient 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 Sub-Recipient or any officer, agent, employee, servant or Sub-Recipient under this Agreement is brought against the Contractor, the Sub-Recipient 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 Sub-Recipient 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, Sub-Recipient 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 Sub-Recipient and the State exceed \$250,000 dollars.

- B. Sub-Recipient 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. Sub-Recipient 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.insurenemexico.state.nm.us/>.

23. Employee Pay Equity Reporting.

Sub-Recipient 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 Sub-Recipient has (250) or more employees Sub-Recipient 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, Sub-Recipient 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 Sub-Recipient not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for

reporting, Sub-Recipient 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. Sub-Recipient 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. Sub-Recipient further agrees that, should one or more Sub-Recipient not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Sub-Recipient will submit the required report, for each such subcontractor, within ninety (90 days) of that Sub-Recipient 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. Sub-Recipient 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. Sub-Recipient acknowledges that this Sub-Recipient requirement applies even though Sub-Recipient 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 Sub-Recipient 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>
<Name> <Title>
<Address>
<State, City, Zip>

27. Authority.

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

28. AmeriCorps Federal/CNCS requirements.

- A. Sub-Recipient must comply with the following AmeriCorps Provisions:
 - 1. 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.
 - 2. 2017 AmeriCorps Grant Provisions.
 - 3. 2 CFR §200 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments-45 CFR Part 2541.
 - 4. All sub awards are subject to those Federal cost principles applicable to the particular organization concerned found in 2 CFR §200

- B. Sub-Recipient must also ensure that individuals who have been selected by the Sub-Recipient to serve in an approved AmeriCorps New Mexico national service position, meet the following eligibility requirements:
 - 1. Is enrolled in an approved national service position;
 - 2. Is a U.S. citizen, U.S. National or lawful permanent resident alien of the United States;
 - 3. 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).

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

- D. Sub-Recipient 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.

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

- F. Sub-Recipient 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.

- G. Sub-Recipient 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.

- H. Sub-Recipient agrees to develop member positions that provide for meaningful service activities

and performance criteria that are appropriate to the skill level of members.

- I. Sub-Recipient agrees to require that each member sign a service agreement that, at minimum, includes the following:
 1. Member position description;
 2. Minimum number of service hours necessary to complete the term of service and to be eligible for the education award;
 3. Amount of the education award being offered for successful completion of the terms of service in which the individual is enrolling;
 4. Standards of conduct, as developed by sub grantee;
 5. List of prohibited activities;
 6. Requirements under the Drug-Free Workplace Act;
 7. Civil rights requirements, complaint procedures and rights of beneficiaries;
 8. Suspension and termination rules;
 9. Specific circumstances under which a member may be released for cause;
 10. Grievance procedures; and
 11. Other requirements established by the Agency

- J. Sub-Recipient 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:
 1. Attempting to influence legislation;
 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 3. Assisting, promoting or deterring union organizing;
 4. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
 5. 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;
 6. 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;
 7. 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;
 8. 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
 9. Other activities as the Corporation determines maybe prohibited, upon notice to the Contractor.

- K. Sub-Recipient agrees to retain fiscal records, program files, member files and supporting documentation for a period of at least seven years from the date of termination of this Agreement.

- L. Sub-Recipient agrees to obtain CNCS approval for purchases with grant money of equipment over \$5,000.

- M. Sub-Recipient must institute safeguards as necessary and appropriate to ensure the safety of members.

- N. Sub-Recipient 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:

- O. "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."
- P. Sub-Recipient 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).
- Q. 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.
- R. 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.
- S. 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 Sub-Recipient 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.
- T. NSCHC results that prohibit individuals from serving as members:
 - U. Anyone listed, or required to be listed, on a sex offender registry is ineligible to serve.
 - V. Anyone convicted of murder as defined and described in 18 U.S.C. § 1111 is ineligible to serve.
 - W. Anyone who refuses to undergo the NSCHC may not serve.
 - X. Anyone who makes a false statement in connection with a program's inquiry concerning the individual's criminal history is ineligible to serve.
 - Y. If the NSCHC returns results that implicate criteria other than those above, the Sub-Recipient 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.
- Z. Sub-Recipient 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. Sub-Recipient must have written policies on their disqualification criteria and be consistent in how those criteria are applied to all individuals.
- AA. In addition, Sub-Recipient 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.

- A. Sub-Recipient will provide the necessary personnel, materials, and facilities to implement program.
- B. Sub-Recipient agrees to recruit, screen and place appropriate individuals to serve as AmeriCorps members, who will carry out the purpose of this Agreement.
- C. Sub-Recipient will provide members with adequate supervision by qualified supervisors consistent with the approved application. Sub-Recipient 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.
- D. Sub-Recipient 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.
- E. Sub-Recipient will have a member grievance procedure in place in accordance with Title 45 Code of Federal Regulations Sec. 2540.230.
- F. Sub-Recipient will assure participation of the Sub-Recipient staff and AmeriCorps members at required training and outreach events.
- G. Sub-Recipient will provide the AmeriCorps program activities proposed in the Sub-Recipient grant application that was approved in June 2018. This program was subsequently approved and is funded by the Federal Corporation for National and Community Service.
- H. Sub-Recipient will need prior written approval by the Agency for all Budget deviations.
- I. Sub-Recipient will maintain fiscal records for full accountability following generally accepted accounting principles and account for all receipts and disbursements of funds transferred or expended.
- J. Sub-Recipient 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 Sub-Recipient provided the services.
- K. Sub-Recipient 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.
- L. The Sub-Recipient 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.
- M. Sub-Recipient 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: _____
Agency

Date: _____

By: _____
Agency's Legal Counsel – Certifying legal sufficiency

Date: _____

By: _____
Agency's Chief Financial Officer

Date: _____

By: _____
Contractor

Date: _____

The records of the Taxation and Revenue Department reflect that the Sub-Recipient 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**

By: _____
Taxation and Revenue Department

Date: _____

This Agreement has been approved by State Purchasing Agent:

By: _____
State Purchasing Agent

Date: _____

SAMPLE CONTRACT ATTACHEMENT-1

SCOPE OF WORK

A. Statement of Work

Objective:

Program Activities:

Community Service Area:

Performance Measures:

1. Sub-Recipient may meet the following minimum performance measures

Performance Measure	Method of Measurement	Measure
AmeriCorps Members Enrolled		
Total number of Member Service Years (MSY) completed.		
Community Service Measures		

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

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

Data Tracking:

1. Sub-Recipient will track the following data measures

Performance Measure	Method of Measurement	Measure
AmeriCorps Members		
Total number of members recruited.	Total number of individuals recruited, screened and placed into appropriate service opportunities.	

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

SAMPLE AGREEMENT ATTACHEMENT-2

BUDGET

Section I: Program		Budgeted Amount	Match Amount	Budget Narrative
Program	Operating Costs		(Not reimbursable)	
Personnel Expenses				
Benefits (includes FICA, WC, Leave, etc)				
Staff Travel				
Member Travel				
Travel to CNCS				
Sponsored meetings				
Equipment				
Supplies				
Contracts and Consultants				
Training – Staff				
Training – Member				
Evaluation				
Other				
Subtotal Section I				
Section II:		Budgeted Amount	Match Amount	Budget Narrative
Member	Support		(Not reimbursable)	
Living Allowance				
State Unemployment				
FICA				
Worker's Compensation				
Health Care				
Subtotal Section II				
Section III:		Budgeted Amount	Match Amount	Budget Narrative
Admin/Indirect Costs			(Not reimbursable)	
Administrative Costs				
Indirect Costs				

Subtotal Section III			
Total Budget Costs			

APPENDIX D
CONFLICT OF INTEREST AFFIDAVIT

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 _____, 2018.

NOTARY PUBLIC

My Commission Expires:

APPENDIX E
NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

1. For all contracts solicited and awarded on or after January 1, 2008: If the Applicant 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, Applicant 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. Applicant 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. Applicant 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://insurenwemexico.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 Applicant reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

Signature of Applicant: _____

Date_____

APPENDIX F
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 application 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 Formula sealed application or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed Formula application .

"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 applications and ending with the award of the contract or the cancellation of the request for applications.

"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 Formula sealed application process set forth in the Procurement Code or is not required to submit a Formula sealed application 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)

—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 G

IN-KIND CONTRIBUTION AND DONATION FORM

The purpose of this form is to provide the opportunity to document support in the form of actual and projected in-kind contributions and donations. These include, but are not limited to goods and services, such as rent, equipment, supplies and volunteer time.

**Note-if funds are from other Federal sources please provide statement that the donor has legally authorized the use of funds as match.*

CONTRIBUTION: (Describe)

ESTIMATED VALUE:

Signature

Title

Date

APPENDIX H

SAMPLE LOGIC MODEL WORKSHEET

Instructions: A logic model is a well-specified conceptual framework that identifies the key components of the proposed process, product, strategy, or practice (i.e. the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationship among the key components and outcomes, theoretically and operationally.

LOGIC MODEL

Project Resources	Core Project Components	Evidence of Project Implementation and Participation	Evidence of Change		
			(Outcomes)		
Inputs	Activities	Outputs	Short-Term	Medium-Term	Long-Term
What we Invest (# and type of AmeriCorps members)	What We Do	Direct Products from Program Activities	Changes in knowledge, skills, attitudes, opinions	Changes in behavior or action that result from participants' new knowledge	Meaningful changes, often in their condition or status in life

APPENDIX I
LETTER OF TRANSMITTAL FORM

APPLICATION #: 18-631-7004-00028

Applicant Name: _____

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

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 _____

Email Address _____

Telephone Number _____

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

Name _____

Title _____

Email Address _____

Telephone Number _____

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

Name _____

Title _____

Email Address _____

Telephone Number _____

5. Use of Sub-Contractors (Select one)

No sub-contractors maybe used in the performance of any resultant contract OR

The following sub-contractors maybe 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 application constitutes acceptance of the Evaluation Factors contained in Section V of this APPLICATION .

I acknowledge receipt of any and all amendments to this application .

_____, 2018 Authorized Signature and
Date (Must be signed by the person identified in item #2, above.)

APPENDIX J

RESOURCE LIBRARY

Applicants are encouraged to review the material contained in the Resource Library below:

2018 Notice of Funding Opportunity (NOFO):

<https://www.nationalservice.gov/documents/2017/2018-amerikorps-state-and-national-grants-notice-funding-opportunity>

2018 Mandatory Supplemental Guidance:

<https://www.nationalservice.gov/documents/2017/2018-amerikorps-state-national-mandatory-supplemental-guidance>

2018 Application Instructions:

<https://www.nationalservice.gov/documents/2017/2018-amerikorps-application-instructions>

2018 Performance Measure Instructions:

<https://www.nationalservice.gov/documents/2017/2018-amerikorps-state-and-national-performance-measures-instructions>

Technical Assistance Information:

<https://www.nationalservice.gov/build-your-capacity/grants/funding-opportunities/2018/amerikorps-state-and-national-grants-fy-2018>

Procurement Regulations:

<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

U.S. Department of Health and Human Services link to Health Insurance Portability and Accountability Act of 1996: <http://www.hhs.gov/ocr/privacy/hipaa/administrative/statute/hipaastatute.pdf>

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>