

**APPENDIX A**  
**ACKNOWLEDGEMENT OF RECEIPT FORM – INTENT TO APPLY**  
**2018-2019 New Mexico State**  
**AmeriCorps Request for Proposals (Competitive Pool)**  
**RFP # 18-631-7004-00028**

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

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than 4:00 p.m. on December 4, 2017. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will be eligible for this procurement and receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

**FIRM:** \_\_\_\_\_

**REPRESENTED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

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

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

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

Raul Quintanilla, Procurement Manager  
AmeriCorps 2018-2019 / RFP# 18-631-7004-00028  
New Mexico Department of Workforce Solutions  
401 Broadway NE  
Albuquerque, New Mexico 87102  
Fax: (505) 841-8468  
Email: Raul.Quintanilla@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 Raul.Quintanilla@state.nm.us no later than December 4, 2017.**

#### ***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 will be awarded points for providing evidence that their proposed intervention will lead to the outcomes identified in the theory of change (logic model). Applicants shall provide evidence that the proposed intervention is effective for the proposed population and community challenge.

In the FY2018 AmeriCorps competition, CNCS 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**. CNCS will 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.
- **Evidence Based Intervention 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 will 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 December 4, 2017, to [Raul.Quintanilla@state.nm.us](mailto:Raul.Quintanilla@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.