



Susana Martinez  
Governor

**STATE OF NEW MEXICO  
INDIAN AFFAIRS DEPARTMENT**

Wendell Chino Building, 2<sup>nd</sup> Floor  
1220 S. St. Francis Dr.  
Santa Fe, NM 87505  
Phone (505) 476-1600  
Fax (505) 476-1601  
[www.iad.state.nm.us](http://www.iad.state.nm.us)



Arthur P. Allison  
Cabinet Secretary

Duane T. Duffy  
Deputy Secretary

May 22, 2013

To Whom It May Concern:

RE: Fiscal Year 2014 Special Project Funds Available through Indian Affairs Department

The State of New Mexico Indian Affairs Department (“Department”) has an estimated \$611,000 available to support Special Projects in New Mexico Native American communities. As a federally recognized tribe or Native-serving organization, you may submit a proposal for Special Project funding.

Please note that Special Project monies need to ensure a return on investment to the State of New Mexico and the tribal communities and services these funds are being provided for. Special Project funding is not intended to be a permanent funding source for entities but rather a short-term subsidy. Projects are encouraged to show progress towards self-sustainability. Please note that special project funds are meant for direct services to our Native American citizens such that indirect and administrative costs should be kept to a minimum.

Should your tribe, nation, pueblo or Native-serving organization wish to be considered for one of these grants, the Department invites you to send a proposal including proposed budget per the instructions enclosed in the Notice of Funding Availability. Proposals must be received in our office no later than 5:00 p.m. on June 10, 2013.

Please submit your questions in writing to Ben Fletcher, Program Officer at [ben.fletcher@state.nm.us](mailto:ben.fletcher@state.nm.us) or Duane Duffy, Deputy Cabinet Secretary at [duane.duffy@state.nm.us](mailto:duane.duffy@state.nm.us). We look forward to reviewing your proposal.

Sincerely,

Arthur Allison  
Cabinet Secretary



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**NOTICE OF FUNDING AVAILABILITY  
New Mexico Indian Affairs Department – Special Project Funding  
Budget Fiscal Year 2014**

**DEADLINE: JUNE 10, 2013**

**Funding Agency:** New Mexico Indian Affairs Department  
**Opportunity Title:** Special Project Funding  
**Total Funding Available:** \$611,000  
**Proposal Open Date:** May 22, 2013  
**Proposal Close Date:** **June 10, 2013, at 5:00 p.m.**  
**Period of Performance:** Date of fully executed contract to June 30, 2014  
**Contact Person:** Questions regarding specific program requirements on this notice should be directed to Mr. Ben Fletcher AND Mr. Duane Duffy in writing at [ben.fletcher@state.nm.us](mailto:ben.fletcher@state.nm.us)  
And [duane.duffy@state.nm.us](mailto:duane.duffy@state.nm.us)

**A. BACKGROUND**

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Through the New Mexico legislative process, the Indian Affairs Department annually receives appropriated funds in the Grants and Services line item to support special projects that benefit tribal communities. Special projects will be evaluated to determine their efficiency and effectiveness in accomplishing stated performance measures. Funding and grant awards for Budget Fiscal Year 2014 will be at the discretion of the Cabinet Secretary and contingent upon availability of funds.

**B. BUDGET FISCAL YEAR 2014 APPROPRIATION INFORMATION**

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The Department will utilize a competitive grant process to allocate up to \$611,000 for special projects in Fiscal Year 2014 (July 1, 2013 to June 30, 2014). The Department will award grants to qualified projects submitted by a tribal-serving organization, a federally recognized Indian nation, tribe, or pueblo located wholly

or partially in New Mexico or any of its governmental subdivisions. **Each applying entity is limited to applying for one special project.**

**While the Department anticipates making multiple awards, this is a competitive grant process, such that not all respondents will receive a funding award.**

### **RFP Schedule**

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

<b>Action</b>	<b>Date</b>
Issue Notice of Funding Availability	May 22, 2013
Deadline for receipt of questions	10:00 a.m. June 03, 2013
NM IAD response to questions	Within 48 hours of question submission
<b>Deadline for proposal submissions</b>	5:00 p.m. on June 10, 2013
Proposal review	June 10 – June 13, 2013
NM IAD may contact proposers for clarification of response	June 10 – June 13, 2013
Notice of Award	June 14, 2013
Contract Execution	July 1, 2013

### **C. PROPOSAL INSTRUCTIONS**

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**The deadline for project proposals is June 10, 2013, at 5:00 p.m.** The proposal can be hand-delivered to the Indian Affairs Department office or received through mail, email or fax, no later than the stated deadline. **You may send your proposal to the attention of Angela Crespin - email: [Angela.Crespin@state.nm.us](mailto:Angela.Crespin@state.nm.us); fax: 505-476-1601; mail: New Mexico Indian Affairs Department, 1220 S. St. Francis Drive, 2nd Floor, Santa Fe, New Mexico 87505.**

Tribal entities seeking to obtain consideration for special project funding are required to develop and submit a proposal using the following format:

- I. **Name of Tribal Entity and Contact Information** (including project manager's name, title, phone number and email address)
- II. **Project Title**
- III. **Scope of Work**
  - a. **Narrative** – Provide a description of the work plan.
  - b. **Project Background** – Provide background information including number of years your special project has been in existence and how the project has grown and improved over the years,

including whether the project has received State funding. Indicate if/how the goals and objectives were met in prior years.

- c. **Budget Detail** – Provide an itemized budget of project costs, including a budget narrative justifying the requested line items.
  - d. **Performance Measures** – Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and/or the number of activities accomplished.
  - e. **Expected Outcome** – What will be the final outcome produced by the project? Explain how the funded project will benefit or affect the population to be served.
  - f. **Timeline/Milestones** – Provide a timeline indicating when the proposed activities for the project will be completed.
- IV. **Efforts to Secure Funding From Other Sources** – Provide information regarding efforts to secure funding from other sources. Provide a plan for sustainability that details how the proposed project approach creates a project that is self-sufficient.
- V. **Other Information** -Use this space to provide any additional comments or information to the Indian Affairs Department. A response in this section is not required, but may be utilized if proposer wishes to include additional information.