

NOTICE OF FUNDING AVAILABILITY
New Mexico Indian Affairs Department – Special Project Funding
Budget Fiscal Year 2015

DEADLINE: JUNE 11, 2014

Funding Agency:	New Mexico Indian Affairs Department
Opportunity Title:	Special Project Funding
Total Funding Available:	\$615,000
Proposal Open Date:	May 16, 2014
Proposal Close Date:	June 11, 2014, at 5:00 p.m.
Period of Performance:	Date of fully executed contract to June 30, 2015
Contact Person:	Questions regarding specific program requirements on this notice should be directed to Mr. Duane Duffy AND Ms. Michelle Redmond in writing at duane.duffy@state.nm.us And michelle.redmond@state.nm.us

A. BACKGROUND

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 2015 will be at the discretion of the Cabinet Secretary and contingent upon availability of funds.

B. BUDGET FISCAL YEAR 2015 APPROPRIATION INFORMATION

The Department will utilize a competitive grant process to allocate up to \$615,000 for special projects in Fiscal Year 2015 (July 1, 2014 to June 30, 2015). 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:

Action	Date
Issue Notice of Funding Availability	May 16, 2014
Deadline for receipt of questions	10:00 a.m. June 02, 2014
NM IAD response to questions	Within 48 hours of question submission
Deadline for proposal submissions	5:00 p.m. on June 11, 2014
Proposal review	June 12 – June 18, 2014
NM IAD may contact proposers for clarification of response	June 16 – June 18, 2014
Notice of Award	June 20, 2014
Contract Execution	July 1, 2014

C. PROPOSAL INSTRUCTIONS

The deadline for project proposals is June 11, 2014, 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 Michelle Redmond - email: michelle.redmond@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.