**Attachment 1**

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| **Ciudad Soil & Water Conservation District**  **Middle Rio Grande Valley Urban Waters Small Grant Application** | |
| **Applicant Information** | |
| Applicant Name |  |
| Organization Type (e.g., 501(c)(3), city, etc.) |  |
| Contact Person |  |
| Address |  |
| City/State/Zip Code |  |
| Telephone (Work/Cell) |  |
| E-mail |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Summary (Check all that apply and answer related questions)** | | | |
| Project Name | |  | |
| City/Counties | |  | |
| Urban Waters Program Project type (check all that apply) | | | |
|  | Invests in Healthy Watersheds | | ☐ |
| Education and Outreach | | ☐ |
| Facilitates Economic Revitalization and Prosperity | | ☐ |
| Fosters Active Collaboration and True Partnership | | ☐ |

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| **Context, Goals, and Objectives (2,000 characters including spaces) - 15 Points** |
| Describe the Middle Rio Grande Valley community forestry issue, urban waters, or needs you are addressing. Clearly state the goals and objectives for the project, and how they support the Middle Rio Grande Urban Waters Partnership. |
|  |
| **Proposed Activities (3,000 characters including spaces) – 30 Points** |
| Describe the activities to be accomplished and deliverables produced. How will the project invest in healthy watersheds, engage in education and outreach, facilitate economic revitalization and prosperity, and foster active collaboration and true partnership? |
|  |
| **Project Timeline (1,000 characters including spaces) – 15 Points** |
| Provide a timeline for the project. (Remember projects must be completed by December 15th, 2024). |
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| --- | --- | --- | --- |
| **Project Budget** | | | |
| Include items to be purchased with funding from this application. If applicable, factor in Gross Receipts Tax or Governmental Gross Receipts Tax. Maximum project funding is $20,000. | | | |
| Item (describe briefly) | | $ Amount Requested | Total |
|  | |  |  |
|  | | $ | $ |
|  | | $ | $ |
|  | | $ | $ |
|  | | $ | $ |
|  | | $ | $ |
|  | | $ | $ |
|  | | $ | $ |
| Total | | $ | $ |
| **Budget Narrative (1,000 characters including spaces) – 15 points** | | | |
| Provide a detailed narrative of your project budget. Explain specific costs listed in the budget categories in the Total Project Budget Section above. | | | |
|  | | | |
| **Coordination, Collaboration, and Sustainability (2,000 characters including spaces) – 25 Points** | | | |
| Identify how this project will help support efforts of the Middle Rio Grande Urban Waters Federal Partnership, especially in improving coordination among agencies and/or collaborating with community-led revitalization efforts. Address the long-term sustainability of your project, including project elements extending beyond the life of the project, and how the goals and objectives of the project will be met. | | | |
|  | | | |
| **Supplemental Information** | | | |
| Applicants may attach supplemental information helpful to application review (maps, management plans, ordinances, references, letters of support, etc.). | | | |
| **Application Checklist** | | | |
| The application package must include the documents listed below. If all the required information is not provided, Ciudad SWCD will deem the application as non-responsive. | | | |
| ☐ | Application – One original Application, electronically completed and signed, including applicable attachments. | | |
| ☐ | Completed, signed Campaign Contribution Form | | |
| ☐ | Signed Statement of Assurances Form | | |

By signing this Application, the Applicant explicitly indicates acceptance of the terms and conditions of this RFA, including the terms and conditions of the attached draft Governmental Services Agreement (Attachment 5) or draft Services Agreement (Attachment 6), and the RFA evaluation factors. The Applicant further certifies that all entities responsible for authorizing the activities of the Applicant have agreed that this application should be submitted as written.

**Submitted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Representative Signature** **Date**

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**Printed Name and Title**

**Attachment 2**

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, Sections 13-1-28, *et seq*., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars ($250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

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

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to 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 of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement proces**s” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business 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.

Note: A prospective contractor shall make **separate** disclosures of all campaign contributions given by (1) the prospective contractor, or (2) a family member or (3) representative of the prospective contractor, or shall complete the non-disclosure statement, as applicable.

**DISCLOSURE OF CONTRIBUTIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contribution Made By:** | | |  | |
| **Relation to Prospective Contractor:** | | |  | |
| **Name of Applicable Public Official:** | | | Governor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Contribution(s)**  **Date(s)** | **Contribution Amount(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: 

**Attachment 3**

**STATEMENT OF ASSURANCES FORM**

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| Each Applicant MUST complete this form and return it with Applicant’s proposal or Ciudad SWCD will deem the proposal as non-responsive. By signing this form below, Applicant acknowledges and agrees to the following: |
| This RFP does not commit the Ciudad SWCD to pay any costs incurred in the preparation or submission of this proposal. Any cost incurred by the Applicant in developing a proposal response shall be borne solely by the Applicant. Applicant understands that that Applicant’s proposal shall become part of the official file on this matter without obligation to the State. Issuance of this RFA does not constitute an award commitment on the part of the State. |
| Applicant shall examine all contract documents, noting particularly all stipulations that in any way affect contract work. Failure of an Applicant to acquaint itself fully with the amount and nature of the work required to fulfill all terms of the contract documents shall not be considered a basis for extra compensation after a contract has been awarded. |
| Applicant represents and warrants to the Ciudad SWCD that Applicant has the staff, facilities, and competence to furnish the required services. The State may investigate Applicant’s adequacy of the staff, facilities, and competence. For this purpose, representatives of the Ciudad SWCD may make an inspection of Applicant’s facilities, equipment, etc., and interview staff. |
| In order to receive consideration, Applicant’s proposal must be signed by an officer having the authority to bind Applicant. |
| Applicant agrees to comply with all relevant federal and state laws and regulations or rules. |
| Application of New Mexico Preference Laws:  This procurement is excluded from state preference laws because it is funded with federal dollars. |
| Applicant Signature Date: |
| Applicant’s Printed Name and Title: |