

City of Albuquerque
Department of Health, Housing and Homelessness
Division of Behavioral Health and Wellness
Request for Proposals from Non-Profit or Governmental Agencies for Fiscal Year 2027
Behavioral Health and Substance Use Services for Gateway West Shelter Residents

RFP Number: RFP-2027-799--RM

REQUEST FOR PROPOSALS

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1.0 Background

The City of Albuquerque has established priorities for funding and they include the following goals:

Goal 1: Human and Family Development: People of all ages have the opportunity to participate in the community and economy and are well sheltered, safe, healthy, and educated.

Goal 2: Public Safety: The public is safe and secure, and shares responsibility for maintaining a safe environment.

The Department of Health, Housing and Homelessness mission is to improve the quality of life for everyone in Albuquerque by supporting behavioral health, public health initiatives, affordable housing, and homeless services.

In addition, the Department of Health, Housing and Homelessness has established a priority to fund projects that address the Social Determinants of Health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social Determinants of Health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services¹.

¹ U.S. Department of Health and Human Services. Healthy People 2020 “Social Determinants of Health.” 2015

The City of Albuquerque Department of Health, Housing and Homelessness adopted a process to solicit and review project proposals through the promulgated rule update November 24, 2021, as specified in the [*City of Albuquerque Social Services Contracts Procurement Rules*](#) available on the Department's website at

<https://www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements>

Funds for projects in this RFP are contingent upon receipt of Substance Abuse and Mental Health Services Administration (SAMHSA) funding and final approval of the City Council.

1.1 City Acknowledgement of Federal Funding

A contract awarded pursuant to this RFP will include federal funds as follows: (1) 100% (\$**\$1,070,103**) of the total program or project costs financed with federal funds, and (2) 0% (\$0) of the total costs financed by non-governmental sources. If the percentage of federal funds that makes up the total program or project costs is greater than 0%, please prepare and attach APPENDIX #13.

By submitting a proposal to this solicitation, the respondent represents that it has, or during the course of fulfilling the requirements of this solicitation will have, an understanding of and intent to comply with the following federal regulations:

- Funding Limitations – Costs allocated to the award must be reasonable and allowable in accordance with the Notice of Funding Opportunity and all applicable policies and regulations. The cost principles that delineate the allowable and unallowable expenditures for the federal Department of Health and Human Service recipients are described in the applicable sections of the Code of Federal Regulations (CFR). Funding limitations and restrictions are listed in the Notice of Funding Opportunity and in the SAMHSA grantee guidelines on Financial Management Requirements. Respondents must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds, according to the “factors affecting allowability of costs” outlined in 2 CFR §200.403 and the “reasonable costs” considerations outlined in 2 CFR §200.404. A contract awarded pursuant to this RFP is subject to the requirements of the Notice of Award (when received), Notice of Funding Opportunity, and Standard Terms and Conditions of this award, as applicable (see Attachment 1).
- A contract awarded pursuant to this RFP is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and as codified by DHHS at 45 CFR Part 75, as applicable.
- A contract awarded pursuant to this RFP will include the provisions of 2 CFR Part 200, Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (see Attachment 2).

2.0 Purpose, Deadline and Submission Method

The purpose of this Request for Proposals (RFP) is to solicit effective proposals from qualified non-profit organizations or Governmental Agencies interested in providing **Comprehensive Behavioral Health and Substance Use Services for Gateway West Shelter Residents.**

Proposals will be accepted until **4:00 p.m. MST, on Wednesday, September 23, 2026.** and must be submitted online through the City’s EUNA (formally Bonfire) portal at:

<https://cabq.bonfirehub.com/portal/?tab=openOpportunities>

In order to submit, responders must be registered in the EUNA system. Registration takes some time to complete. It is recommended responders register in advance of the deadline as late proposals will not be accepted. For information on how to access and interact with Bonfire, please visit <https://procurement-help.eunasolutions.com/hc/en-us> or contact support.procurement@eunasolutions.com <https://procurement-help.eunasolutions.com/hc/en-us> www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements .

Certain priority areas detailed below may also be required to comply with applicable sections of the most recent version of the [*Albuquerque Minimum Standards for Substance Abuse Treatment and Prevention Services*](#) (hereinafter referred to as the “*Minimum Standards*”), depending on the proposal. Contractors are expected to understand and comply with all applicable rules contained within the publication. The *Minimum Standards* are available on the Department’s website at www.cabq.gov/health-housing-homelessness/partner-resources

4.0 Outcome Measures and Scope of Services

4.1 Outcome Measures and Social Drivers of Health

The City of Albuquerque is focused on improving the well-being of all people and has identified racial equity as a priority goal to address longstanding, racially disparate economic and social outcomes. In addition, the Department prioritizes investment in services that can demonstrate improved outcomes related to the customer’s needs.

The City of Albuquerque is committed to providing cost effective services that will improve the well-being of participants and Albuquerque as a whole. Respondents will be required to participate in evaluation activities that will be designed to protect individual privacy and aligned with the service delivery.

The Department has established a priority to fund projects that lead to improved outcomes to 1) Increase Behavioral Health Stability, 2) Increase Housing Stability, 3) Increase Public Safety, 4) Increase Individual and Family Resilience, and 5) Seniors are Able to Age with Dignity. This involves a focus on addressing the Social Determinants/Drivers of Health to achieve greater well-being and equity for all. Substantial evidence confirms the link between social, economic and physical conditions and health outcome disparities. Social Determinants of Health include access to healthcare services, availability of services to support housing and behavioral health stability, lifelong education options, public safety and social services². Entities contracting with the Department may be expected to collect Social Determinants of Health data in a uniform manner to inform the City and public on unmet needs that need attention and aggregate progress of city-funded services.

Explanation of Outcomes

² U.S. Department of Health and Human Services. Healthy People 2020 “Social Determinants of Health.” 2015

Offeror should select at least one primary indicator of progress that will be reported by race/ethnicity or other relevant demographics.

1) Increased Behavioral Health Stability: People who have otherwise experienced substance use and/or mental health disorders are actively engaged in services that address their identified needs and have reduced or eliminated the utilization of crisis services, are able to maintain employment and have increased daily functioning in the community and at home.

Indicators of progress during the service period may include:

- Progress on individual treatment plans
- Progress and completion of education and/or training
- Increase of stable employment and income
- Obtainment of supportive housing with case management
- Reduction of crisis events and utilization of crisis services (metrics include 911 calls, emergency and inpatient hospital use, detox services, or interactions with the criminal justice system).

2) Increased Housing Stability: People who have otherwise been precariously housed or experienced homelessness maintain residence in a safe and affordable dwelling.

Indicators of progress during the service period may include:

- Successful placement in housing
- Retention of housing for 6, 12 and 18 months after placement
- Retention in a housing program and/or exit to permanent housing
- Obtainment of affordable housing (e.g., 30% or less of total household income)
- Reduction of homeless events as measured by data collection systems and use of emergency shelters.

3) Increased Public Safety: Through engaging in prevention and intervention programs, participants gain skills, knowledge and support in order to reduce the incidence of violence and adult and/or juvenile criminal justice system involvement.

Indicators of progress during the service period may include:

- Reduced involvement with the criminal justice system for participants otherwise arrested, incarcerated or court involved
- Increase in compliance with adult probation and/or parole
- Reduced perpetration of violence
- Increase in skills for constructive conflict resolution practices in lieu of violence
- Increase skills and knowledge around gun safety
- Increase in employment and educational attainment

4) Increasing Individual and Family Resilience: Individuals and families are actively engaged in activities and services that enhance their health, education and skills; and when necessary, to gain strength and resourcefulness to better withstand and rebound from disruptive life challenges.

Indicators of progress during the service period may include:

- Increase in family employment and income

- Increase in food security
- Increase in pay equity
- Reduction of domestic/family violence or maltreatment
- Increase of community services such as out-of-school-time enrichment activities
- Young parents engage with programs that increase parenting skills
- Continued or increased enrollment in health insurance including Medicaid
- Increased linkages to and engagement with health services
- Individuals gain employment and training experience
- Individuals complete high school or equivalence
- Families and individuals increase engagement with out-of-school-time enrichment activities and other community services
- Adult's skills and knowledge around gun safety

5) Seniors are Able to Age with Dignity: Vulnerable seniors access and utilize the appropriate care and support resources of their choice so they are able to age in place and maintain health, safety, independence and dignity. Seniors maintain connection to their community and access services that support their health and well-being.

Indicators of progress during the service period may include:

- Increase/maintain access to home-based services and supports to age in place
- Reduce/maintain nutritional risk score
- Engage with community services, social events and educational opportunities

Community Building

In addition to the above outcomes, the City is dedicated to helping all our residents and neighborhoods to be their best selves. Contractors are expected to engage with the community and build productive relationships with their neighbors as they provide services to improve outcomes for all of Albuquerque. Examples include, but are not limited to, joining the local Neighborhood Association, updating neighbors on services and progress, maintaining their surroundings as clean and litter free, reminding participants to maintain respect of the neighborhood and promptly responding to any 311 inquiries.

Social Service Navigation and Closing the Referral Loop

The City is committed to enhancing social service navigation, coordinated care, and access to services throughout the Albuquerque community. Effective screening and information sharing, with appropriate participant consent, can reduce the need for individuals and families to repeat assessments and support more trauma-informed and coordinated service delivery.

Contractors are expected, as applicable and in coordination with the City, to participate in the implementation and use of a City-approved closed-loop social services referral platform, currently Unite Us. Participation may include establishing an in-network provider profile, completing required training, responding to referrals, and maintaining information necessary to support appropriate referrals and service coordination. Contractors shall, as applicable, administer a City-approved Social Determinants of Health Screening Tool and participate in data sharing, with appropriate consent and in accordance with applicable requirements, to support service coordination, identify community needs and gaps, and inform the City's understanding of services provided.

4.2 Scopes of Services

This request for proposals is focused on filling service gaps for Gateway West Shelter Residents who are experiencing behavioral health issues and social service needs in order to effectively address these service needs. Offerors must demonstrate a connection between the proposed activities and outputs to the identified outcomes, and define metrics and measurement tools to reliably assess progress toward achieving the identified outcomes.

Gateway West Shelter is a large, low-barrier emergency shelter serving up to approximately 600 individuals per day. The facility operates 24 hours a day and includes 11 residential dormitories, shared restroom and shower facilities, a recreation room, dining and common areas, and space for on-site services. The shelter serves adults with a wide range of needs, including individuals experiencing substance use disorders, behavioral health conditions, medical needs, and long-term homelessness. Services provided under this RFP will operate within this active, high-volume shelter environment and should be designed to effectively engage individuals using a low-barrier, harm-reduction approach.

The proposed project may be required to work collaboratively with other entities as identified and requested by the City.

4.2.1 Comprehensive Behavioral Health and Substance Use Services for Gateway West Shelter Residents

Gateway West Shelter serves adults experiencing homelessness, many of whom have co-occurring mental health and substance use disorders and limited access to behavioral health care. During the one-year project period, the program is expected to serve approximately **500 unduplicated individuals** with comprehensive behavioral health, psychiatric, and substance use services to address each participant's individual needs.

The target population includes adults ages 18 and older, including approximately 15% ages 18–24, 75% ages 25–64, and 10% ages 65 and older. Participants are expected to include individuals with substance use disorders (SUD), opioid use disorder (OUD), alcohol use disorder, stimulant use disorder, co-occurring mental health and substance use disorders, trauma-related disorders, and other behavioral health conditions requiring coordinated treatment.

Services must include but are not limited to

- Comprehensive behavioral health, substance use, and biopsychosocial assessments
- Medication-assisted treatment (MAT) for opioid and alcohol use disorders, which may be provided through a combination of prescribing, medication management, and/or coordination with qualified providers and pharmacies, based on the provider's service model and scope of practice.
- Individual, group, and family counseling, as appropriate to participants needs, which may include onsite and/or telehealth services.

- trauma-informed evidence-based treatment
- peer recovery support
- relapse prevention
- intensive case management/care coordination
- transportation assistance to support access to treatment and recovery services
- recovery support services that promote ongoing engagement in treatment and community-based care.
- overdose prevention education and naloxone access/coordination

Medication-Assisted Treatment (MAT) Service Delivery

Respondent shall describe their proposed approach to providing Medication-Assisted Treatment (MAT) for opioid and alcohol use disorders, including how services will be accessed and coordinated based on participant needs and the Contractor's service delivery model.

The proposal shall identify whether MAT will be:

- Initiated onsite;
- Provided through telehealth and/or mobile services;
- Accessed through a rapid referral to an appropriate MAT provider; or
- Provided through a combination of these approaches.

Respondents shall also describe how they will:

- Facilitate timely access to MAT when clinically appropriate;
- Coordinate with other providers involved in the participant's care; and
- Maintain medication continuity, including coordination of ongoing prescriptions, follow-up care, and transitions between providers or service settings.

Respondents are **strongly encouraged, but not required**, to include psychiatric and mental health assessment and related services for individuals experiencing mental illness, including individuals with Severe Mental Illness (SMI). Such services may be provided directly by the selected contractor or through collaboration with an external partner.

When psychiatric services are provided through an external partner, respondents are encouraged to demonstrate a formal collaborative relationship, such as through a Memorandum of Understanding (MOU), partnership agreement, or other written agreement that describes the roles and responsibilities of each organization.

Services may include, but are not limited to:

- Psychiatric diagnostic evaluations and ongoing psychiatric assessment;
- Medication prescribing and management, including psychotropic medications;
- Medication administration, as appropriate;
- Coordination of psychiatric services, including telehealth psychiatric evaluation and prescribing
- Other services and service linkage to support necessary to assess and address participants mental health needs.

The proposals **must include** how the Contractor will leverage Medicaid reimbursement to support eligible services, when allowable. Proposals must describe how Medicaid reimbursement will be utilized and how the City funds are used to supplement and expand services for Medicaid-eligible individuals and to support services or expenses not eligible for Medicaid reimbursement.

If the Contractor is not currently an enrolled New Mexico Medicaid provider, the proposal must describe the Contractor's reasonable efforts to become an enrolled Medicaid provider, including the submission of a Medicaid provider enrollment application, within six (6) months of the Contract start date.

Funds are not limited to Medicaid eligible clients. However, it is preferred that Medicaid reimbursement is used to leverage funds when allowable based on the services provided.

The proposal should demonstrate the evidence and/or logic of how proposed activities will lead to improved outcomes and describe the use of best practices that might include trauma informed care, a person-centered approach, and community collaborations. Proposals should include a description of how services impact **at least two of the five outcomes described in 4.1**, and suggest at least one measurable progress indicator per outcome (such as a decrease in stress symptoms, improved psychological functioning, and/or improvement of the Social Drivers of Health for the clients served).

Successful proposals that include the provision of Behavioral Health Services must adhere to the Department's *Minimum Standards*.

Goals and Objectives

The following goals and objectives shall be achieved during the project period, ending September 29, 2027, unless otherwise specified

Goal	Objectives
1. Increase Access to Integrated Behavioral Health and Substance Use Disorder Services for Individuals Experiencing Homelessness	1.1: Provide integrated behavioral health and substance use disorder services to at least 500 unduplicated individuals residing at Gateway West Shelter during the project year. 1.2: Complete behavioral health screenings for at least 500 shelter residents and comprehensive behavioral health assessments for at least 75% of participants identified as needing behavioral health services. 1.3: Develop individualized treatment plans for at least up to 250 participants with a demonstrated need for behavioral health or substance use disorder services who have agreed to participate in services. 1.4: Engage at least 50% of participants in ongoing behavioral health or substance use disorder treatment within 30 days of enrollment.

2. Improve Behavioral Health, Substance Use, and Recovery Outcomes	2.1: Provide ongoing behavioral health and recovery services, including clinical treatment, case management, telehealth, and supportive services for up to 150 participants. 2.2: Facilitate access to Medication-Assisted Treatment (MAT) or other evidence-based substance use disorder treatment for up to 150 participants, as clinically appropriate. 2.3: Provide peer recovery support services to at least 100 participants and offer at least 24 recovery groups or relapse prevention programming opportunities per month throughout the project year. 2.4: Demonstrate improvements in participant recovery, functioning, and quality of life through the use of standardized behavioral health outcome measures, as appropriate to the services provided. 2.5: Monitor behavioral health crises and emergency department utilization among participants and implement strategies to reduce avoidable utilization. 2.6: If applicable to the proposed services model, provide or facilitate access to psychiatric services for participants experiencing mental illness, including individuals with Severe Mental Illness (SMI). Which may include psychiatric diagnostic evaluations, ongoing psychiatric assessment, medication prescribing and management, medication administration, and telehealth psychiatric services.
3. Strengthen Continuity of Care, Housing Stability, and Community Connections	3.1: Provide case management and housing stabilization services to at least 100 participants. 3.2: Connect up to 150 participants to ongoing community-based behavioral health, substance use disorder, or other supportive services to promote continuity of care. 3.3: Support successful transitions to permanent or supportive housing for up to 50 participants receiving intensive services. 3.4: Coordinate clinical, recovery, housing, and supportive services to promote continuity of care and reduce gaps in services following discharge from the program or expiration of grant funding
4. Strengthen Coordination and Quality of Behavioral	4.1: In coordination with the Gateway West Shelter operator, integrate behavioral health screening into the shelter's intake

Health Services at Gateway West Shelter	process and establish a warm handoff process to ensure a behavioral health screening is offered to every client at intake. 4.2: Coordinate services among behavioral health providers, peer specialists, shelter staff, and community partners to facilitate timely access to integrated behavioral health and substance use disorder services. 4.3: Implement routine quality improvement and outcome monitoring activities, including monthly reporting of service utilization, participant outcomes, and other performance measures identified by the City.
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Staffing and Hours of Coverage

The proposal should include an onsite staffing schedule that identifies the **days and hours of onsite service coverage**, including the anticipated staffing levels and roles available during each period of coverage. The proposed schedule should demonstrate how the Contractor will ensure adequate and consistent access to services based on the needs of the population served.

Respondent shall describe:

- Proposed days and hours of regular onsite coverage;
- Staffing levels and roles during onsite service hours;
- How staffing levels may be adjusted to respond to fluctuations in service demand or participant needs; and
- The Contractor's approach to responding to urgent or emergent participant needs outside of traditional business hours, as applicable;

Project Timeline

The proposal should include a chart or other visual timeline depicting a realistic schedule from the date of award throughout the service period. The timeline should identify key activities, anticipated completion dates or timeframes, and the staff responsible for each activity. The timeline must include anticipated hiring or assignment of project staff, which should occur within 90 days of award.

Suggested Budget and Staff Consideration

The following budget categories and staffing considerations are provided as guidance to assist proposers in developing their proposed budgets. **Applicants** should develop a budget that is reasonable and sufficient to support the proposed service model and achieve the goals and objectives of the project.

Suggested staffing and budget considerations may include:

- Clinical Behavioral Health Staff: Qualified therapists, counselors, clinical supervisors, and other behavioral health professionals necessary to provide behavioral health assessments, treatment planning, individual and group services, and ongoing clinical support. Proposers should consider

the clinical staffing necessary to support integrated behavioral health and substance use disorder services.

- **Peer Support Specialists:** Peer support or peer recovery specialists to promote participant engagement, recovery, self-advocacy, and connection to community resources.
- **Case Management and Housing Stabilization Services:** Qualified case managers and housing stabilization staff to coordinate services, assist in service/benefit navigation, facilitate referrals, and assist participants with transitions to stabilized housing.
- **Psychiatric Services, When Applicable:** Qualified psychiatric providers or formal partnerships with external psychiatric providers to support psychiatric diagnostic assessments, ongoing psychiatric care, medication prescribing and management, and related services, as appropriate to the proposed service model. Proposers utilizing an external provider are encouraged to describe the formalized collaborative arrangement.
- **Transportation** Proposers should also consider transportation resources or arrangements to assist participants in accessing off-site appointments, services, and other necessary resources.

4.3 Service Period

Services funded by this RFP shall commence upon execution of this agreement and shall continue through September 30, 2027.

5.0 Eligible Responders

5.1 General Eligibility

An agency which is a unit of state or local government and/or an agency currently incorporated as a nonprofit corporation, duly registered and in good standing with the State of New Mexico Secretary of State, which has not-for-profit status under 501(c)(3) of the U.S. Internal Revenue Service Code and which has demonstrated capability in providing the services for which it is applying is an eligible responder for award of a contract pursuant to this RFP. Basic eligibility requirements are identified in the [*Administrative Requirements for Social Service Contracts Awarded Under the City of Albuquerque*](#) (*Administrative Requirements*), § 10 (A)(1).

Ineligible entities as defined in Section 7 (C) of the [*Social Services Contracts Procurement Rules*](#) of the Department are restricted from submitting a proposal.

Entities that have had an Agreement terminated by the City for cause for a period of two (2) years beyond the date of Agreement termination, are not eligible to submit a proposal, unless such entities request and receive written authorization of eligibility from the Director of the Department, based upon adequate, written justification for allowing an exception. Such written justification will include an explanation of how the previous cause for termination will not impact the project for which funding is being requested due to specific remedial actions taken by the entity. The written request and Director determination shall be maintained on file with the relevant RFPs, RFQs and/or contracts within the two-year timeline. Ineligible entities as defined in Section 7 (C) of the [*Social Services Contracts Procurement Rules*](#) of the Department are restricted from submitting a proposal.

The *Administrative Requirements* and *Social Services Contracts Procurement Rules* are available on the Department's website at www.cabq.gov/health-housing-homelessness/partner-resources

5.2 Limitations on Assistance to Primarily Religious Organizations

Contractors are required to assure that no funds awarded through the program will be used for sectarian religious purposes. Independent, not-for-profit entities established by primarily religious organizations, however, may be assisted as long as: a) there is no religious test for admission for services; b) there is no requirement for attendance at religious services; c) there is no inquiry as to a client's religious preference or affiliation; d) there is no proselytizing; and e) services provided are secular and non-sectarian. See *Administrative Requirements*, § 10 (C) (4) (c). This provision does not prohibit a primarily religious organization from carrying out the eligible activities as long as such activities are carried out in a manner free from religious influences pursuant to conditions prescribed in the Representations and Certifications form (Appendix #8) attached to this RFP and required as an attachment to the responder's proposal.

5.3 Minority and Women's Business Enterprises § 5-6-1 *et seq.* ROA 1994

It is the policy of the City to take affirmative action to assure that a fair share of City purchases of goods and services is made from enterprises owned and controlled by minorities and women.

As part of this policy, the City undertakes to assure there are no undue or unnecessary requirements imposed by the City that inhibit or prevent purchases of goods and services from businesses that are otherwise qualified to provide such goods and services. It is further City policy to impose similar affirmative action upon prime contractors providing goods and services to the City with regard to subcontractors involved in such work to assure a fair share of business for minority and women's business enterprises.

As part of the above-described policy, the City shall directly solicit bids and offers of goods and services from minority and women's business enterprises to the extent necessary to ensure that they are aware of the opportunities in this RFP. § 5-6-6 ROA 1994. The City uses the following website to identify minority and women's business enterprises, and solicits bids from the enterprises identified:

https://web.sba.gov/pro-net/search/dsp_dsbs.cfm.

In addition to the requirements of § 5-6-1 *et seq.* ROA 1994, the City will implement and fulfill any Federal requirements applicable to the City with regard to minority and women's business enterprises. § 5-6-10 ROA 1994.

5.4 Pay Equity Documentation: All Proposals shall include a Pay Equity Reporting Form or a valid Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative>. Offerors who believe they are exempt from Pay Equity Reporting of Certificate because they are an out-of-state contractor that has no facilities and no employees working in New Mexico and are not required to report data must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. **Any Proposal that does not include a Pay Equity Reporting Form or Certificate shall be deemed nonresponsive**, as stated in the Public Purchases Ordinance, 5-5-31 (A). The gender pay equity task force will automatically issue pay equity certificates to qualifying vendors within two (2) business days of submitting the pay equity reporting form. To ensure you have your form or certificate before the deadline for solicitation close, please access the link at least three (3) business days prior to the solicitation deadline. Please visit the website or contact the gender pay equity task force with questions: OEI@CABQ.GOV

5.5 ADA Compliance

Contractors must agree to meet all the requirements of the Americans with Disabilities Act of 1990 (ADA), and all applicable rules and regulations which are imposed directly on the Contractor or which would be imposed on the City as a public entity. The Contractor must agree to be responsible for knowing all applicable requirements of the ADA.

5.6 Additional Requirements

a. Personnel Policies:

Organizations applying for a contract under this solicitation must have a written set of personnel policies and procedures that have been formally adopted by its governing board. This document must specify policies governing terms and conditions for employment; compensation and fringe benefits; holidays, vacation and sick leave; conflict of interest; travel reimbursement; and employee grievance procedures.

b. Conflict of Interest Policies:

Organizations submitting proposals under this solicitation must have in force a written conflict of interest policy that at a minimum:

- i. Applies to the procurement and disposition of all real property, equipment, supplies, and services by the agency and to the agency's provision of assistance to individuals, businesses, and other private entities.
- ii. Provides that no employee, board member, or other person who exercises any decision-making function with respect to agency activities may obtain a personal or financial benefit from such activities for themselves or those with whom they have family or business ties during their tenure with the agency or for one year thereafter.

c. Accounting Policies:

Responder organizations must have in place a set of financial, accounting, and procurement policies and procedures that meet the standards established by the City in the *Administrative Requirements*, §13, Accounting for Social Services Contract Funds.

d. Active Board:

Nonprofit responders must be able to document that its governing board is constituted in compliance with approved bylaws and that it actively fulfills its responsibilities for policy direction, including regularly scheduled meetings for which minutes are kept. The organization must verify board compliance with the City Open Meeting ordinance ROA, 1994, §2-5-1, et. seq.

e. Nepotism:

The organization shall not employ “immediate family” or any “close relative” of any board member, officer or managing employee and shall not employ any two people who are immediate family or close relatives of each other. See definitions contained in the *Administrative Requirements*, § 10 (A)(3)(c).

f. Background Checks:

If the Social Services provided require the contractor selected through this RFP to work with or be in proximity to children, or other vulnerable populations, the contractor will not employ any person or volunteer who is registered as a sex offender in any United States jurisdiction, or who has a criminal background unacceptable to the City. The contractor shall ensure that all its employees, interns and volunteers directly involved in performing services have been screened for a criminal background and reference checks, finger-printing, and interviews. See *Administrative Requirements*, § 10 (A)(2)(a).

g. Reporting Requirements

The final contract between the successful responder(s) and the City will contain specific reporting requirements that include, but may not be limited to, quarterly program data and data regarding outcomes for program participants. A critical component of initiatives funded through the City of Albuquerque will be a rigorous evaluation to determine program success and cost-effectiveness. Selected Offerors must comply with participant data reporting requirements conducted by the City or evaluation and research partners as part of ongoing evaluation activities.

6.0 Eligible Beneficiaries

Programs supported, in whole or in part, with funding awarded as a result of this RFP must be targeted to residents of Albuquerque.

a. Income:

Programs should target those whose annual family incomes are at or below 80% of the median family income for the Albuquerque Metropolitan Statistical Area (MSA) as established by the U.S. Department of Housing and Urban Development, unless otherwise specified.

b. Programs Serving Lower Income Populations:

Support may be made to available programs, services, and activities that do not require all participants to meet an income test, if it can be demonstrated that support of such activities offers the most efficient and expeditious means of serving the eligible population, and if at least 70% of those served meet the income test.

c. Critical Emergency Needs:

Services designed to meet critical emergency needs such as rape crisis assistance, assistance to victims of domestic violence, assistance to abused and neglected children, the homeless, and the like, need not meet an income test.

d. Other Characteristics:

Specific characteristics, such as persons with disabilities, senior citizens or other individual requirements applicable to specific funding sources.

e. Community Development Strategy Areas:

Certain public facilities improvement activities which contribute to the development of local communities must be targeted primarily to benefit designated Community Development Strategy Areas.

7.0 Technical Assistance

It is the responsibility of the Offeror to stay up to date with any clarifications to this RFP that will be issued through the EUNA portal.

Technical assistance will be provided at the written request of responder agencies by the City of Albuquerque Department of Health, Housing, and Homelessness, Division of Behavioral Health Division Manager. Requests for technical assistance must be submitted through the EUNA portal up until seven calendar days prior to submission deadline. Responses to questions in writing will be posted on the EUNA Portal.

An optional virtual pre-proposal meeting is scheduled for:
Wednesday, September 2, 2026 from 1 p.m. to 2 p.m. (MST);

Which can be accessed via zoom at:

<https://cabq.zoom.us/j/89770288309>

Meeting ID: 897 7028 8309 ; or

One tap mobile: +17193594580,89770288309# US

8.0 Instructions for Completing Proposal

8.1 Proposal Format

Proposals must address all required areas listed in this section, in the order requested. See Section 12 for further clarification. Appendices or non-required attachments including letters of endorsement, agency brochures, or news clips may be included if uploaded. Please paginate.

8.2 Cover Sheet

Responders must use the attached **APPENDIX #1** Proposal Summary and Certification Form () as a cover sheet for their proposals. An authorized official of the governmental agency or of the policy board of a non-profit agency to whom agency staff are responsible must sign the form. In the event that the Authorized Official is not a member of an organization's Governing Board, **APPENDIX #1a** Authorized Official Designation must be completed.

8.3 Project Narrative

The project narrative, not including attachments, shall not exceed 13 typed, double-spaced, 8 1/2" x 11" pages, with 12-point font. Neither the section 8.3.c.vi résumés and job descriptions, Proposed Project Timeline, 8.5 APPENDIX #7 Applicant Work Plan Summary, nor 8.6 Proposed Project Timeline will be counted in the 13-page limit. Project Narrative must be organized according to sections numbered as indicated in this section (e.g., 8.3.a Comprehensive Explanation of Project Purpose, Target Population(s), Service Delivery, and Outcomes, 8.3.b. Measuring Progress, etc.).

a. Comprehensive Explanation of Project Purpose, Target Population(s), Service Delivery, and Outcomes:

Provide a comprehensive explanation of the project design. Describe how proposed service delivery model will effectively reach, engage, and provide services to the intended population, including strategies to engage individuals who maybe resistant to service engagement, and/or locate. Describe

how service delivery strategies may be adapted in response to social or environmental factors, public health or emergency orders, policy changes, or other significant changes that may affect the population's ability or willingness to access services.

- i. Describes proposed services/activities that would be provided to each target population, including:
 - A. Rationale (evidence/logic basis) for the effectiveness of the proposed service model and practices to facilitate meaningful impacts and lead to improved outcomes for the specific target population(s);
 - B. Proposed best practice and evidence-based practices (EBPs) (for instance, trauma-informed care, a person-centered approach, community collaboration, etc.), a clear rationale for their use with the Gateway West Shelter population, and demonstrates how practices support participant outcomes;
 - C. How proposed services address unmet needs/service and potential disparities/inequities/gaps in the community, justified with local/applicable data, including addressing current demographic disparities (e.g., race/ethnicity, age, disability, sexual/gender orientation, socioeconomic, etc.) and how proposed services can be adapted in response to social or environmental factors that may affect the population's ability or willingness to access services.
 - D. Methods to conduct client outreach that extends into the Gateway West Shelter community to recruit and retain populations that have been historically underserved and deprived of access to services populations to increase equity and access to opportunity.
 - E. Describe how the population of focus will be identified, recruited, engaged, and retained in the proposed program. Describe the applicant's understanding of the population's language, beliefs, cultural norms, values, and socioeconomic factors, and explain how the proposed approach will address these considerations throughout outreach, engagement, and service delivery. Include strategies for building trust and reducing barriers to participation, as well as any planned collaboration with community partners, trusted community organizations, or other community networks to effectively reach and engage the population of focus.
- ii. Provide a comprehensive explanation of how project services will reach output and outcome goals, including, as applicable:
 - A. Identify at least **two of the outcomes described in Section 4.1** that the Offer will impact with proposed services/activities, and describe how they will meet the needs of the community;
 - B. Illustrate the services that will be provided as a result of the proposed City funding by describing the activities, timeframe, number of participants/units of service (outputs), linkage to improved outcomes, and indicators that verify progress toward outcomes, and the measurement tool to track progress to outcomes that has been proven effective with the target population(s);
 - C. Describe at least one primary indicator of progress that will be reported by race/ethnicity or other relevant demographics;
 - D. If applicable – Recommended frequency and duration of client engagement to support client progress/achievement of outcomes;
 - E. If applicable - Typical tiers of service (e.g., intensity and duration that may vary during contract year for case management).

b. Measuring Progress:

- i. Describe the process to accurately collect, analyze and report the data of activities, outputs, indicators of progress and outcomes as outlined in the APPENDIX #7 Work Plan and Narrative.
- ii. Describe the process and schedule for monitoring the quality of project activities, methods and how continuous quality improvement will be incorporated.
- iii. Describe process to identify primary indicators by race/ethnicity in aggregate form, as applicable.

c. Organizational Capacity: Service Delivery Capabilities

Describe the agency's resources, not limited to dollars requested in this proposal, dedicated to the project to ensure successful implementation of proposed project, and reach output and outcome goals including alignment with current program operation and proposed budget. Description of agency resources must also indicate appropriate level of financial capacity to meet the Department's *Administrative Requirements* and reporting requirements.

- i. Describe the agency's capacity to administer programs that must comply with applicable regulations.
- ii. Describe agency's flexibility in modifying services to reach the intended population as public health orders continue to require modified service delivery tactics.
- iii. Identify specific source, type and amount of leveraged funding for the project, and if those funds are committed or anticipated, pending approval.
- iv. Describe collaborative partnerships and/or strategies for collective impact to support participant success, and provide associated MOUs, and/or CWAs.
- v. Identify the job title and role of agency staff/contractors that will conduct key activities, including key fiscal staff.
- vi. Attach job descriptions, and provide résumés for staff/contractors identified in **8.3.c.v.** (Will not be counted in the Project Narrative page limit.
- vii. As applicable, describe how the program will engage clients in major systems such as Medicaid, Coordinated Entry System (CES), Social Service Navigation and Closing the Referral Loop systems, etc.

d. Organizational Capacity: Past Performance

- i. If the agency has had a contract with the City providing similar services in the past three years, describe how the agency met output and outcomes goals, and how agency performed during annual monitoring.
- ii. If the agency did not have a contract with the City providing similar services in the past three years, describe how the agency delivered services and activities similar to those contained the Offer.

8.4 Project Budget Forms

The responder must submit a complete budget APPENDIX #2-APPENDIX #6 using the forms provided in *Excel versions available through the EUNA platform or through the City website at www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements*.

8.5 Proposed Work Plan

Responders must use the attached Applicant Work Plan Summary (APPENDIX #7) to provide a succinct Work Plan that details the narrative described in Section 8.3.a. APPENDIX #7 will not be counted in the Project Narrative page limit.

8.6 Proposed Project Timeline

Responders should include a chart or other visual timeline depicting a realistic schedule from the date of award throughout the service period. The timeline should identify key activities, anticipated completion dates or timeframes, and the staff responsible for each activity. The timeline must include anticipated hiring or assignment of project staff, which should occur within 90 days of award.

8.7 Insurance Requirements

All contractors selected pursuant to this RFP will be required to procure and maintain, through the life of each of their contracts, a commercial general liability and an automobile liability insurance policy with limits detailed below. If any part of the contract is sublet, the contractor must include the subcontractor in its coverage or require the subcontractor to obtain all necessary coverage. Policies must be written by companies authorized to write such insurance in the State of New Mexico.

A. Commercial General Liability Insurance (“CGL”): A CGL insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$	2,000,000	Per Occurrence (or \$1,000,000 CGL plus \$1,000,000 Umbrella coverage)
\$	2,000,000	Policy Aggregate
\$	1,000,000	Products Liability/Completed Operations
\$	1,000,000	Personal and Advertising Injury
\$	5,000	Medical Payments

The CGL insurance policy must include coverage for all operations performed for the City by the Contractor, and the contractual liability coverage shall specifically insure the hold harmless provisions of the City’s contract with the Contractor. The City shall also be listed as an “additional insured” by endorsement onto the CGL policy. Proof of this additional insured relationship shall be evidenced on the Certificate of Insurance (COI) and on the insurance endorsement.

B. Commercial Automobile Liability Insurance (“CAL”): A CAL policy with not less than a \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. The CAL policy must include coverage for the use of all owned, non-owned, and hired automobiles, vehicles and other equipment both on and off work. This CAL policy cannot be a personal automobile liability insurance policy as most personal automobile liability policies exclude coverage for work related losses.

C. Workers' Compensation Insurance: Workers' Compensation Insurance for the Contractor’s employees when required by, and in accordance with, the provisions of the Workers' Compensation Act of the State of New Mexico (“Act”). The Contractor must have three (3) or more employees to trigger

the Act's workers' compensation insurance requirement. Per the Act, this number includes the owner of the business.

ADDITIONAL INSURANCE COVERAGES

The following coverages should be considered based on the course and scope of the individual contract:

D. Professional Liability (Errors and Omissions) Insurance: Professional liability (errors and omissions) insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with a general aggregate of \$1,000,000. Professional liability insurance cannot be waived for medical directors, psychologists, psychiatrists, mental health counselors, laboratories.

E. Sexual Abuse Molestation Coverage: Sexual abuse molestation insurance in an amount not less than \$1,000,000 combined single limit of liability per occurrence with a general aggregate of \$1,000,000. This coverage should be required, unless specific circumstances that eliminate potential risks indicate otherwise, if the vendor/contractor will be working with, or in physical or virtual contact with, children under the age of 18 or a compromised client base (deaf and hard of hearing, blind, senior and older adults, persons with mental disabilities, intellectual disabilities and/or have a developmental disability).

F. Cyber Liability Coverage: Cyber liability insurance in an amount not less than \$2,000,000 combined single limit of liability per occurrence with a general aggregate of \$2,000,000. This coverage should be required, unless specific circumstances that eliminate potential risks indicate otherwise, if the vendor/contractor may have cybernetic access to the City's confidential information, taxpayer data, information technology, personnel, healthcare, accounting, or finance systems.

Policies must include coverage for all operations performed for the City by the contractor, coverage for the use of all owned and all non-owned hired automobiles, vehicles, and other equipment both on and off work, and contractual liability coverage shall specifically insure the hold harmless provision of the contract. Before commencing the Services, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the city showing that it has complied with this Section, **and lists the City as the Certificate Holder**. All certificates of insurance shall provide that thirty (30) days written notice be given to Director, Risk Management Department, City of Albuquerque, PO Box 1293, Albuquerque, New Mexico 87103, before a policy is canceled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. **The City shall be named as an additional insured under the Commercial General Liability (CGL) policy.**

The contractor shall ensure that all staff for whom professional liability is required by their licensing agent, including but not limited to, professionals providing health and behavioral health services, maintain professional liability insurance, errors and omissions coverage, or other additional coverages the city deems necessary, in amounts not less than required by the New Mexico Tort Claims Act as it is amended from time to time, for single limit of liability per occurrence and for the general aggregate.

The contractor must also comply with the provisions of the Worker's Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law.

During construction, if any, a contractor must maintain Builders Risk Insurance in an amount equal to the full construction cost to cover the construction work for fire, theft, extended coverage, vandalism and malicious mischief.

If, during the life of the contract, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (Section 41-4-1 through 41-4-27 NMSA 1978), the City may require the contractor to increase the maximum limits of any insurance required.

Proof of insurance is not a requirement for submission of a proposal, but responders should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the City. Before submitting a proposal, the agency should contact its insurance agent to determine if it can obtain the required coverage.

8.8 Other Assurances

a. Compliance with Civil Rights Laws and Executive Orders

Contractors are required to comply and act in accordance with all federal laws and Executive Orders related to the enforcement of civil rights. In addition, recipients will be required to comply with all New Mexico State Statutes and City of Albuquerque Ordinances regarding enforcement of civil rights (APPENDIX #8).

b. Assurance of Drug Free Workplace

Applicants for funding must submit an assurance that they will administer a policy designed to ensure that the assisted program is free from the illegal use, possession or distribution of drugs or alcohol by its staff and beneficiaries (APPENDIX #10).

c. Certification of Receipt of Administrative Requirements

Applicants for funding must submit a certification signed by an authorized board official and the organization director of receipt and adherence to the [Department Administrative Requirement for Social Services Contracts](#) (APPENDIX #12).

d. Audit Requirements

Contractors who expend \$1,000,000 or more of federal funds during the year must have an audit conducted in accordance with the Federal Government's 2 CFR Part 200 subpart F. The audit shall be made by an independent auditor in accordance with generally accepted government auditing standards. Contractors who receive \$25,000 or more in funding from the City, and who do not fall under A-133, must have a financial statement audit conducted by an independent auditor in accordance with generally accepted auditing standards. If the contractor is not subject to this requirement because it has not previously had a contract with the City, the Contractor must provide Form 990. Additional audit requirements are set out in the *Administrative Requirements*.

e. Goods Produced Under Decent Working Conditions

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City owned enterprises that were produced under sweatshop conditions. The responder certifies, by submittal of its proposal in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines "under decent working conditions" as production in a factory in which child labor and forced labor are not employed; in which adequate wages and

benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees can speak freely about working conditions and can participate in and form unions.

- f. **Pay Equity Documentation.** All bids and proposals shall include a Pay Equity Reporting Form which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative> . Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. Any Proposal that does not include a Pay Equity Reporting Form shall be deemed nonresponsive, as stated in the Public Purchases Ordinance, 5-5-31 (A). A Pay Equity Reporting Form will be automatically issued within two (2) business days of completing your information at the link above. To ensure you have your form before the deadline for solicitation close, please access the link at least three (3) business days prior to the solicitation deadline. Please submit any questions regarding the Pay Equity Reporting Form through the EUNA portal for this solicitation.

8.9 Required Attachments

The Offeror, including all parties to a joint venture or consortium, an individual or a non-profit agency, as applicable, must attach to its Offer, the items listed as Mandatory in Section 12.0. Offerors are encouraged to attach the Requested Upon Recommendation for Award and Subsequent Contracting items listed in Section 12.0.

9.0 Compliance with Social Services Contracts Procurement Rules and Regulations

Applicants must comply with all applicable procurement rules and regulations, including, but not limited to, the City of Albuquerque Procurement Rules and Regulations for the Departments, found at: <https://www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements>

Applicants should also be guided by the Albuquerque Code of Ordinances, Article 5, which may be found at: <https://codelibrary.amlegal.com/codes/albuquerque/latest/overview>

10.0 Review Criteria and Scoring Process

Proposals will be reviewed and scored based on the criteria in Section 10.1.

10.1 Scoring

- a. **Comprehensive Explanation of Project Purpose, Target Population(s) Service Delivery, and Outcomes: 25 pts.**

Provided a clear and measurable project design and addresses every section detailed in section 8.3.a, including outputs and associated outcomes. Project described is reasonable and attainable with the resources described.

- b. **Measuring Progress: 10 pts.**

Describes the process used by the agency to analyze and report on data collected, provide quality improvement as detailed in each item listed in section 8.3.b.

c. Organizational Capacity: Service Delivery Capabilities: 20 pts.

Response to each item in 8.3.c clearly describes how the agency/organization has the capacity to provide the services described contained within their proposal.

d. Organizational Capacity: Past Performance: 10 pts.

- i. If the agency has had a contract with the City providing similar services in the past three years, performance will be scored based on program delivery meeting output and outcome goals; and the presence/absence of monitoring findings/critical concerns over the previous three years. If the Offeror has had a contract with the City in the past three years, the past fiscal performance has met City requirements.
- ii. If the agency did not have a contract with the City providing similar services in the past three years, prospective ability to deliver on the proposed services will be justified by demonstration of agency and staff operation/delivery of services and activities similar to those contained the Offer.

e. Demonstrates ability to expend City funds in a fiscally responsible manner: 15 pts.

- i. Budget forms (APPENDICES 2-6) are complete and provide adequate detail to convey the planned expenditure of City funds to support proposed services.
- ii. Clearly represents the complementary/leveraged funds that may provide services to a larger population beyond the number that can be served with the requested City funds.
- iii. Requested City funds are aligned with the work plan.
- iv. Proposed budget allocations for services and staff are reasonable.
- v. Proposed budget for administrative/overhead costs is reasonable and proportional to all funding sources contributing to the project or agency as applicable.
- vi. Overall cost per output(s) is reasonable.
- vii. Demonstrates appropriate level of financial capacity to meet the Department's *Administrative Requirements* and reporting requirements.
- viii. Audit results/financial documentation provide evidence of financial responsibility.
- ix. Current with audit requirements if applicable

f. Proposed Applicant Work Plan Summary (APPENDIX #7) and Project Timeline: 20 pts

- i. **Work Plan Summary:** scores will be based on the clarity, effectiveness, viability and alignment with all narrative sections and budget. Work plans will be evaluated and scored based on the following:
 - a. Work Plan directly informs the potential scopes of services if Offer is selected
 - b. Work Plan chart explain major project services to be performed using the requested City budget
 - c. Activities/sub-activities/units of services to be provided
 - d. Time frame to offer each activity/service
 - e. Specific number of participants (outputs) for each major activity/service - aligned with requested City funds
 - f. Connection of activities/services to improved outcomes (e.g., client impacts)
 - g. Outcome progress indicator (selected from list or other suggested indicator)
 - h. Measurement tool(s)
 - i. Work Plan is clearly connected with proposed budget

- j. Evidence that City funds will be invested in personnel and activities that can demonstrate produce stated outcomes
- k. The cost per service unit is a cost-effective investment of City funds
- ii. **Proposed Project Timeline:** scores will be based on the following:
 - a. Realistic and Feasible Timeline – Timeline presents a realistic sequence of activities and milestones from award through project implementation, with reasonable timeframes for completion.
 - b. Key Activities and Milestones – Timeline identifies the major activities, milestones, and anticipated completion dates necessary to successfully implement the project.
 - c. Staffing and Responsibilities – Timeline identifies responsible staff and demonstrates a plan for hiring and/or assigning project staff within 90 days of award.

10.2 Review Process/Deadlines

a. Preliminary Staff Review

Proposals will be initially reviewed by Department staff to determine if the proposal is complete and conforms to this RFP. Completeness means that all required forms and attachments are included and comply with the *Procurement Rule* and *Administrative Requirements*. Conformity means that the proposal has been prepared according to guidelines regarding length, organization, and format as specified in section 8.0 above. Incomplete (as defined in 11.0), nonconforming or late proposals may be deemed unresponsive.

b. Review Panel

The Department Director will, in writing, approve the composition of an ad hoc committee (minimum of 3 persons) from the Department and may include a representative(s) from affected neighborhoods, constituents, service users and/or citizens that will review all proposals. The proposals will be rated according to the review criteria specified in section 10.1 above. Based on these ratings, the committee will recommend contract awards and amounts to the Director of the Department. A recommendation for award does not constitute an award of contract. The award occurs after a contract is negotiated and contingent upon receipt of SAMHSA funding and final approval of the City Council.

If, during the review process, additional information is needed regarding a proposal, the Department staff will request such information from the responder. In addition, responders may be interviewed directly as part of the review process. Agencies will be advised of the time and date of such interviews.

During evaluation, proposals submitted shall be kept confidential. The Department will use its best efforts to restrict distribution to those individuals involved in the review and analysis of the proposals, but in any event, the City shall not be liable for disclosure of any information contained in the proposals during the review process. The proposals shall be open to public inspection after award of contract.

10.3 Competitive Considerations

Proposals will be rated according to the review criteria in section 10.1 above. The Department may require responders being considered for an award to participate in interviews or other discussions to explain or verify any aspect of the proposal submitted. The Department reserves the right to reject any or all proposals. The Department may negotiate the terms of any proposal after making a recommendation

of award, in order to development a contract in the best interest of the City or the target population. The Department may award more than one contract per Priority Activity.

10.4 RFP Appeals Process

Responders whose proposals are not selected may submit a written appeal. Letters of Appeal must be submitted and arrive in the office of the Department Director not later than ten (10) working days after receipt of the notice of non-selection. Letters must be specific as to the matter being appealed. Appeals not submitted in writing, not specific in nature, or which arrive late may not be considered. The Department Director's decision concerning the Appeal is final and will be provided within 30 days of receipt of the Appeal letter. Letters must be addressed as follows:

Director
Department of Health, Housing and Homelessness
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

The envelope must clearly indicate:

APPEAL, DHHH – Social Services – RFP-2027-799--RM

All Appeals will be responded to by the Department Director in writing.

11.0 Submission Process

11.1 Submission Requirements

Submit your complete proposal including all sections listed in Section 8 using the eProcurement System at <https://cabq.bonfirehub.com/portal/?tab=openOpportunities>. Please allow a minimum of 24 hours to submit your proposal. If you do not have a username and password, please register as this is the only method to submit electronically on the EUNA portal. Please note the City has a new eProcurement System as of September 16, 2019; please make sure to register on the new system in order to receive notices and submit a response to a bid or proposal. For assistance, please contact <https://procurement-help.eunasolutions.com/hc/en-us>.

RFP Advisory to Offerors:

Proposals must be received prior until **4:00 p.m. MST, on Wednesday, September 23, 2026** via the City's eProcurement system, EUNA. Proposals will not be accepted by the eProcurement system later than **4:00 p.m. MST, on Wednesday, September 23, 2026** will not be considered for award.

Entities that have had an Agreement terminated by the City for cause for a period of two (2) years beyond the date of Agreement termination, are not eligible to submit a proposal, unless such entities request and receive written authorization of eligibility from the Director of the Department, based upon adequate, written justification for allowing an exception. Such written justification will include an explanation of how the previous cause for termination will not impact the project for which funding is being requested due to specific remedial actions taken by the entity. The written request and Director determination shall be maintained on file with the relevant RFPs, RFQs and/or contracts within the two-year timeline.

11.2 Clarification

Any explanation desired by a responder regarding the meaning or interpretation of this RFP must be requested in writing not less than five (5) working days prior to the hour and date specified for the receipt of proposals to allow sufficient time for a reply to each responder before the submission of their proposals. All inquiries must be directed to Reina Martinez, Behavioral Health and Wellness Division Manager, through the EUNA portal. Oral explanations or instructions given before the deadline for receipt of proposals will not be binding. Any information given in writing concerning this RFP will be furnished through the EUNA portal if such information is necessary to responders in submitting proposals on this RFP or if the lack of such information would be prejudicial to uninformed responders.

11.3 Acknowledgment of Amendments to the Request for Proposal

Receipt of an amendment to the RFP by a responder must be acknowledged (a) by signing and returning the amendment or (b) by letter. Such acknowledgment must be received prior to the hour and date specified for receipt of proposals and can be submitted as attachment to the Offer.

It is the responsibility of the Offeror to stay up to date with any clarifications or amendments to this RFP that may be posted on the EUNA portal including addenda and information materials.

11.4 Modification

Proposals may be modified or withdrawn through the EUNA portal provided such notice is received prior to the hour and date specified for receipt of proposals.

11.5 Budget Forms

Budget forms must be submitted in *Excel* format. The Excel forms are available for download from the EUNA platform or through the City website at www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements. In “Financial Forms” section, click on “Fiscal Forms – Excel version” to download.

12.0 PROPOSAL CHECKLIST

Proposals must address all required areas listed in Section 8. Prior to submitting the proposal, Offerors are recommended to use the following checklist to ensure that the proposal contains all elements required for a complete submittal. Appendix numbers refer to the Department of Health, Housing and Homelessness Services forms included as attachments to this RFP.

Items in this checklist are part of the technical review of the Application, and failure to submit mandatory items may result in the Offer being deemed as non-responsive.

Additional items will be requested should your agency be recommended for award. Those items are detailed under the heading “**Requested Upon Recommendation for Award and Subsequent Contracting.**”

Mandatory

- ❑ **Acknowledgment of Amendments to the RFP, if applicable.**
- ❑ **8.2 APPENDIX #1: Proposal Summary and Certification Form completed and signed by an authorized official.**
 - ❑ APPENDIX #1a: Authorized Official Designation (if applicable)
- ❑ **8.3 Project Narrative**
 - ❑ 8.3.a Comprehensive Explanation of Project Purpose, Target Population(s), Service Delivery, and Outcomes
 - ❑ 8.3.b Measuring Progress
 - ❑ 8.3.c Organizational Capacity: Service Delivery Capabilities
 - ❑ 8.3.d Organizational Capacity: Past Performance
- ❑ **8.3.c.vi Résumés and job descriptions of key personnel for filled and unfilled positions applicable to the proposed project**
- ❑ **8.4 Project Budget Forms** – Budget forms must be submitted in *Excel* format.
Excel versions of Budget Forms (Appendices 2-6) are available at:
The Excel forms are available for download from the EUNA platform or through the City website at www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements - “Financial Forms” section, click on “Fiscal Forms 2-6– Excel version” to download.
 - ❑ **APPENDIX #2:** Expense Summary Form
 - ❑ **APPENDIX #3:** Revenue Summary Form
 - ❑ **APPENDIX #4:** Project Budget Detail Form - Personnel
 - ❑ **APPENDIX #5:** Project Budget Detail Form - Operating Costs
 - ❑ **APPENDIX #6:** Budget Detail Form: Projected Drawdown Schedule
 - ❑ As applicable, attach cost allocation plan or an approved cost rate letter from cognizant Federal agency
- ❑ **8.5 APPENDIX #7: Applicant Work Program Summary**

- ❑ **8.6 Proposed Project Timeline**
- ❑ **8.7 Insurance Requirements**
 - Current Certificate of Insurance
 - Insurance Waiver Request (If Applicable)
- ❑ **8.8 Other Assurance**
 - ❑ **8.8.a APPENDIX #8:** Representations and Certifications
 - ❑ **8.8.b APPENDIX #10:** Drug Free Work Place Requirement Certification Form
 - ❑ **8.8.c APPENDIX #12:** Certification of Receipt of *Administrative Requirements*
 - ❑ **8.8.d** Copy of the organization's most recent audit or applicable financial statement
- ❑ **APPENDIX #9: Attachments on File for previously funded agencies;**
- ❑ **APPENDIX #11: Unique Entity Identification/SAM Registration Acknowledgement and Debarment, Suspension, Ineligibility and Exclusion Certification**
- ❑ **APPENDIX #13: Certification of Compliance with Federal Funding Requirements, Refer to Section 1.1 for further information**
- ❑ **IRS Certificate of Non-Profit Incorporation**
- ❑ **Offeror's Articles of Incorporation filed with the State of New Mexico or completed Appendix #9 if applicable**
- ❑ **Copy of current By-Laws or completed Appendix #9 if applicable**
- ❑ **Copy of the organization's written accounting policies and procedures, which include procurement procedures or completed Appendix #9 if applicable**
- ❑ **Copy of the organization's personnel policies and procedure or completed Appendix #9 if applicable**
- ❑ **Copy of the organization's conflict of interest policy or completed Appendix #9 if applicable**
- ❑ **APPENDIX #14: City of Albuquerque Forms**
 - ❑ City of Albuquerque Substitute W-9
 - ❑ Disclosure of Lobbying Activities
 - ❑ Pay Equity Reporting Form:
All bids and proposals shall include a Pay Equity Reporting Form or Certificate which can be accessed at <https://www.cabq.gov/gender-pay-equity-initiative>. Offerors who believe they are exempt because they are an out-of-state contractor that has no facilities and no employees working in New Mexico are not required to report data, but must still submit a Pay Equity Reporting Form with the box verifying their exempt status checked. Any Proposal that does not include a Pay Equity Reporting Form shall be deemed nonresponsive, as stated in the

Public Purchases Ordinance, 5-5-31 (A). A Pay Equity Reporting Form will be automatically issued within two (2) business days of completing your information at the link above. To ensure you have your form before the deadline for solicitation close, please access the link at least three (3) business days prior to the solicitation deadline. Please submit any questions regarding the Pay Equity Reporting Form through the bonfire portal for this solicitation.

- ❑ **APPENDIX #15: Medicaid Provider Status**
- ❑ **Written Authorization of Eligibility from the Director of the Department for entities that have had an Agreement terminated by the City for cause within last two (2) years, *if applicable*.**

Requested Upon Recommendation for Award and Subsequent Contracting

While not required, should you choose to upload these documents, please submit these documents under the heading “Requested Upon Recommendation for Award and Subsequent Contracting” in the Bonfire portal.

- ❑ **Relevant licenses to operate as a business and conduct proposed activities.**
- ❑ **Listing of current board members.**
- ❑ **Current organizational chart.**
- ❑ **Copy of the organization’s travel reimbursement policies if travel funds are requested.**
- ❑ **Certificate of Current Good Standing issued by the State of New Mexico.**

INSTRUCTIONS – APPENDIX #1: Proposal Summary and Certification Form

- Section 1. Enter the name of the organization submitting the Application.
- Section 2. Enter the mailing address of the organization.
- Section 3. Enter the name and telephone number of a contact person from whom information about the proposal can be obtained.
- Section 4. Enter the number assigned to the RFP from the Request for Proposals.
- Section 5. Enter the Scope of Service from Section 4.2 of the Request for Proposals assigned to the area in which the Applicant is seeking funds.
- Section 6. Enter the date the proposal is due to be received by the City of Albuquerque from the Request for Proposals.
- Section 7. Enter the title of the project for which the Applicant is seeking funds and a brief narrative description of that project. The length of the narrative must be limited to the space available.
- Section 8. Enter the total amount of City funding requested in the proposal.
- Section 9. Enter the amount of matching funds to be provided by the Applicant, if matching funds are requested in the Request for Proposal.
- Section 10. Enter the Date Submitted
- Section 11. Review Certification Language.

Signature of Authorized Official/ Date Signed.

NOTE: Certification must be signed by Authorized Board Official.

City of Albuquerque
Department of Health, Housing, and Homelessness

APPENDIX #1: Proposal Summary and Certification Form

Note: Include this form as the first page to this Application with all appropriate signatures. Applications without this form will not be accepted.

1. Organization Name:		
2. Mailing Address (Include City, State, & Zip Code) Click or tap here to enter text.	3. Organization Contact & Telephone Number Click or tap here to enter text.	
4. RFP Number: RFP-2027-799--RM	Scope of Service: Comprehensive Behavioral Health and Substance Use Services for Gateway West Shelter Residents	5. Due Date: Wednesday, September 23, 2026
6. Title of Applicant's Program/Project and Brief Description:		
7. Amount of City Funding requested:	8. Matching Funds Amount (if requested):	9. Date Submitted:
10. Certification: It is understood and agreed by the undersigned that: 1) Any funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all Applicable Federal, state, and city regulations and restrictions; and 2) the undersigned hereby gives assurances that this proposal has been prepared according to the policies and procedures of the above named organization, obtained all necessary Approvals by its governing body prior to submission, the material presented is factual and accurate to the best of her/his knowledge, and that she/he has been duly authorized by action of the governing body to bind the Corporation.		
Typed Name of Authorized Board Official	Title	Telephone number/email
Signature of Authorized Official of the Organization*:		a. Date Signed:

***In the event that the Authorized Official is not a member of an organization's Governing Board, Appendix #1a must be completed.**

INSTRUCTIONS - APPENDIX #1a: Authorized Official Designation (if applicable)

This must be completed in the event that the Organization's Governing Board has designated an Authorized Official who is not a member of the Governing Board who has been authorized by action of that board to bind the organization.

- Section 1. Enter the name of the organization submitting the Application.
- Section 2. Enter the Title of Applicant's Project.
- Section 3. Complete the Official Designee Authorized to include the name, title, and email of the designee in the section in which the Designee is authorized to take action on behalf of the Organization's Governing Board.
- Section 4. Submitting organization must obtain the Signature of Authorized Board Official.

PLEASE NOTE: Board Minutes reflecting Board approval of the designation will be required in the event of Recommendation for Award and Subsequent Contracting.

APPENDIX #1a: Authorized Official Designation (if applicable)

This form must be completed in the event that the Organization's Governing Board has designated an Authorized Official who is not a member of the Governing Board who has been authorized by action of that board to bind the organization.

PLEASE NOTE: Board Minutes documenting Board approval of the designation will be required in the event of Recommendation for Award and Subsequent Contracting.

1. Name of Applicant Organization:

2. Title of Applicant's Project:

3. Authorized Official Designee(s)

Approval of Contract

Social Services Contracts shall be signed by an Authorized Official. If the Authorized Official is not a member of the Board of Directors, documentation reflecting the authority of the Authorized Official approved by the Board of Directors, and reflected in Board minutes shall be provided. Regardless of signer, City contracts must be reviewed and approved by the Board. Copies of the minutes of the board meeting at which the contract was reviewed and approved by the Board shall be maintained on file at the organization.

Typed Name of Designee

Title

Email

Approval of Project Progress Reports

Submitted Project Progress Reports shall be reviewed and approved by the organization Board of Directors and signed by an Authorized Official. If the Board of Directors has authorized a Director-level employee to sign on their behalf, documentation reflecting the authority of the signer approved by the Board of Directors, and reflected in Board minutes shall be provided.

Typed Name of Designee

Title

Email

Fiscal Reports and Monitoring Requirements

Following the conclusion of a monitoring visit, a written report of Findings and recommendations for corrective actions, if any, will be provided by the Department to the Organization Director and Governing Board of the organization. A nonprofit organization's written response, when required, to a Department monitoring report shall be signed by an Authorized Official and approved by the Governing Board of the organization. If the Authorized Official is not a member of the Board of Directors, documentation reflecting the authority of the Authorized Official approved by the Board of Directors, and reflected in Board minutes shall be provided. Copies of the minutes of the board meeting at which the Report was reviewed and approved by the Board shall be maintained on file at the organization.

Typed Name of Designee

Title

Email

4. Signature of Authorized Board Official

Date Signed

APPENDICES #2-6: in Excel

BUDGET INSTRUCTIONS

APPENDICES 2-6 are required as part of the FY2027 Application for Contract Renewal. Applicant are able to access APPENDICES 2-6 instructions and documents as part of the Euna Application.

Applicants are required to upload as a single Excel file with all worksheet tabs, containing APPENDICES 2-6, completed and must not convert to a PDF folder prior to uploading onto Euna. Additionally, Applicant should not upload the associated instructions.

Applicants can also access APPENDICES 2-6 at:

- EUNA platform; or
- City website at www.cabq.gov/health-housing-homelessness/partner-resources/administrative-requirements.

INSTRUCTIONS - APPENDIX #7: Applicant Work Plan Summary

The Work Plan requires activities to be aligned with outcomes and outputs must be specific and related to achieving the outcomes.

Section 1. Enter the name of the agency.

Section 2. Enter the project title, from the Proposal Summary and Certification form.

Section 3. If the work summary is submitted as part of an initial Application (e.g., Offer), check the box marked “new”; if it is submitted as a contract renewal application, check the box “renewal”; if it is submitted as part of a request for work program revision, check the box marked “revision.”

Section 4. Project Description: Please enter a brief description of the proposed services

Section 5. Measurable Results:

- A. Under the column headed “Major Project Services/Activities”: enter the major activities/sub-activities to be undertaken through the project.
- B. Under “Timeframe”: enter the quarters in the fiscal year that these activities will be performed / services will be provided
- C. Under column headed “Outputs from Requested City Funds”: For each listed activity, enter the measurable outputs, such as the number of people served/service units, that match the requested City funding level and proposed budget allocation in Appendix #5. The expectation is that funding of service outputs are directly associated with the budget allocation and must not reflect funding from multiple sources per output. Please separate different outputs associated with an activity in different rows.
- D. Under “Measurable Outcomes”: insert the applicable measurable outcomes from Section 4.0. An outcome is the specific benefit to well-being for the participant that results from the activity or services provided by your organization. Multiple outcomes associated with an activity may be listed in one row.
- E. Under “Outcome Progress Indicator”: insert a measurable indicator from Section 4.0 or other applicable, measurable indicators of progress to achieve outcomes. An indicator is a measurable marker of progress that represents improvement as a result of the activity or services provided by your organization (for instance, % of customers who obtain and maintain permanent housing upon completion of the program as a measurable indicator of Increased Housing Stability).
- F. Under “Measurement Tool”, enter the method /name of measurement tool you will use to collect data to report on outputs and progress to outcomes.

Applicants should not try to include every project activity, but should restrict entries to major activities for which measurable outputs and outcomes can be provided and for which they will be accountable if a contract is awarded.

Multiple outcomes associated with an activity may be listed in one row.

Applications that do not align activities and outputs and outcomes will be returned to applicants for re-submittal thereby increasing the risk that contracts will not be executed by the start of the fiscal year.

Applicants may add additional pages as needed.

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #7: Applicant Work Program Summary

1. Agency Name:

2. Project Title	3. Applicant Type ☐ New ☐ Renewal ☐ Revised
------------------	---

4. Project Description:					
5. Measurable Results: List the major project tasks/activities, the outputs for each that will be associated with City funds only, outcomes, outcome indicators of progress and measurement tools					
Major Project Services/ Activities	Timeframe	Outputs from Requested City Funds	Outcomes	Outcome Indicator of Progress	Measurement Tool(s)

Format in landscape and add rows and pages as necessary

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #8: Representations and Certifications

As specified in the *Administrative Requirements for Social Services Contracts Awarded Under the City of Albuquerque*, §10(C)(4) the undersigned HEREBY GIVES ASSURANCE THAT:

- a) The Applicant Organization named below will comply and act in accordance with all federal laws and Executive Orders relating to the enforcement of civil rights, including but not limited to, Federal Code, Title 5, USCA 7142, Sub-Chapter 11, Anti-discrimination in Employment, and Executive Order number 11246, Equal Opportunity in Employment; and
- b) That the Applicant Organization named below will comply with all New Mexico State Statutes and City Ordinances regarding enforcement of civil rights; and
- c) The Applicant Organization named below will comply and act in accordance all the requirements of the Americans with Disabilities Act of 1990 (ADA), and all applicable rules and regulations which are imposed directly on the Organization or which would be imposed on the City as a public entity; and
- d) That no funds awarded as a result of this request will be used for sectarian religious purposes, as specified in the *Administrative Requirements for Social Services Contracts Awarded Under the City of Albuquerque*, §10(C)(4), that: Contractors are required to assure that no funds awarded through the program will be used for sectarian religious purposes, specifically that: a) there will be no religious test for admission for services; b) there will be no requirement for attendance at religious services; c) there will be no inquiry as to a client's religious preference or affiliation; d) there will be no proselytizing; and e) services provided will be secular and non-sectarian. However, eligible activities, as determined by the fund source, and inherently religious activities may occur in the same structure so long as the religious activity is voluntarily and separated in time and/or location.

Organization Name _____

Typed Name of Authorized Board Official: _____

Title: _____

Signature: _____ Date: _____

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #9: Attachments on File

Instructions: If the applicant has received a social services contract from the Department of Health, Housing and Homelessness within the past 12 months and submitted the required attachments, it is not necessary to resubmit the attachments if there has been no change in the information requested.

If the documents currently on file with the City remain current, check the box marked current. If there has been any change in status of documents currently on file (e.g., changes in board members, organizational structure, etc.) check the box marked “Revised Attached” and **submit the revised document with the program/project proposal.**

Organization Name: _____

Document	Current		Revised Attached
Certificate of Non-Profit Incorporation	☐		☐
Articles of Incorporation	☐		☐
Current By-Laws	☐		☐
Applicable Licenses	☐		☐
Listing of Current Board Members	☐		☐
Current Organization Chart	☐		☐
Travel Reimbursement Policies (if Applicable)	☐		☐
Accounting Policies and Procedures	☐		☐
Personnel Policies and Procedures	☐		☐
Conflict of Interest Statement	☐		☐
New Mexico Certificate of Good Standing	☐		☐
Job Descriptions / Résumés of Key Personnel	☐		☐
Agency’s Most Recent Audit	☐		☐

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #10: Drug Free Workplace Requirement Certification Form

The Organization certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Organization's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees of:
 - a. The dangers of drug use in the workplace;
 - b. The Organization's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of an agreement with the City be given a copy of the Organization's drug-free workplace statement.
4. Notifying each employer that as a condition of employment under the City's agreement, that employee will:
 - a. Abide by the terms of the Organization's drug-free workplace statement, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
5. Notifying the City of Albuquerque, Department of Health, Housing and Homelessness within ten (10) days after receiving an employee notice or otherwise receiving actual notice of an employee drug statute conviction for a violation occurring in the workplace.
6. Taking one of the following actions within thirty (30) days of receiving notice of an employee's drug statute conviction for a violation occurring in the workplace:
 - a. Taking appropriate personnel action against such an employee, up to and including termination;
 - b. or requiring such employee to participate satisfactorily at a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate Organization; and
7. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of the above requirements.
8. The Organization also certifies that the Organization's drug-free workplace requirements will apply to all locations where services are offered under the agreement with the City of Albuquerque.

Organization Name_____

Typed Name of Authorized Board Official:_____

Title:_____

Signature:_____Date:_____

City of Albuquerque
Department of Health, Housing, and Homelessness

**APPENDIX #11: Unique Entity Identification/SAM Registration Acknowledgement and
Debarment, Suspension, Ineligibility and Exclusion Certification**

I, _____, as representative of _____, hereby acknowledge that I have obtained the above Unique Entity Identification (UEI) Number in association with the below-indicated organization, and registered that UEI Number with the System for Award Management (SAM).

I certify that the Organization has not been debarred, suspended or otherwise found ineligible to receive funds by any Organization of the executive branch of the federal government.

I further certify that should any notice of debarment, suspension, ineligibility or exclusion be received by the Organization, the City of Albuquerque, Department of Health, Housing and Homelessness will be notified immediately.

Organization Name:_____

Organization Unique Entity ID (UEI):_____

Typed Name of Authorized Board Official:_____

Signature:_____Date:_____

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #12: Certification of Receipt of Administrative Requirements

The undersigned HEREBY CERTIFY THAT:

1. The agency/organization has received and reviewed a copy of the *Administrative Requirements for Social Service Contracts Awarded Under the City of Albuquerque, as revised and effective July 1, 2023*; and
2. The agency/organization named below will adhere to these *Administrative Requirements* in its operation of City-funded programs; and
3. The *Administrative Requirements* are shared and accessible to all relevant staff.

Agency/Organization Name: _____

Typed Name of Authorized Board Official

Typed Name of Executive Director

Signature

Signature

Date: _____

Date: _____

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #13: Certification of Compliance with Federal Funding Requirements

The undersigned HEREBY GIVE ASSURANCE THAT:

If the percentage of federal funds that makes up the total program or project costs is greater than 0%, the Applicant agency named below will specifically comply and act in accordance with all applicable federal law governing programs receiving federal funds, including but not necessarily limited to:

1. Age Discrimination Act of 1975, prohibiting discrimination on the basis of age. 45 CFR Part 91.
2. Civil Rights Act of 1964 (Title VI), providing that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. 45 CFR Part 80.
3. Education Amendments of 1972 (Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, 1682, 1683, 1685, and 1686), providing that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. 45 CFR Part 86.
4. Rehabilitation Act of 1973 (Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended, providing that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.
5. USA Patriot Act (amending 18 U.S.C. 175-175c), prescribing criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.
6. Public Health Security and Bioterrorism Preparedness and Response Act, provides protection against misuse of select agents and toxins, whether inadvertent or the result of terrorist acts against the US homeland, or other criminal act. 42 U.S.C. 262a; 42 CFR Part 73.
7. Controlled Substances Act provides that grantees are prohibited from knowingly using appropriated funds to support activities that promote the legalization of any drug or other substance included in Schedule I of the schedule of controlled substances established by Section 202 of the Controlled Substances Act, 21 U.S.C. 812. This limitation does not apply if the recipient notifies the GMO that there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.
8. Limited English Proficiency. Recipients of federal financial assistance must take reasonable steps to ensure that people with limited English proficiency have meaningful access to health and social services and that there is effective communication between the service provider and individuals with limited English proficiency. Title VI of the Civil Rights Act of 1964.
9. Construction-Related Requirements
 - a. Architectural Barriers Act of 1968 (as amended 42 U.S.C. 4151 et seq.) sets forth requirements to make facilities accessible to, and usable by, the physically handicapped

and include minimum design standards. All new facilities designed or constructed with HHS grant support must comply with these requirements. 41 CFR 102-76; 36 CFR 1191.

- b. Clean Air and Clean Water Act provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters. 42 U.S.C. 7606 and EO 11738.
- c. Safe Drinking Water Act provides for the protection of underground sources of drinking water that have an aquifer, which is the sole source of drinking water. No grant may be entered into for any project that the EPA Administrator determines may contaminate such aquifer.

10. Health, Safety, and Related Requirements

- a. HHS funds may not be spent for an abortion.
- b. Funds appropriated for HHS may not be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
- c. Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule) implements the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 42 U.S.C. 1320d et seq., which governs the protection of individually identifiable health information. The Privacy Rule is administered and enforced by HHS's OCR and is codified at 45 CFR Parts 160 and 164. The Privacy Rule applies only to covered entities.
- d. Confidentiality of Patient/Client Records. Section 543 of the PHS Act, 42 U.S.C. 290dd-2, requires that records of substance abuse patients be kept confidential except under specified circumstances and purposes. The covered records are those that include the identity, diagnosis, prognosis, or treatment of any patient maintained in connection with any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research that is conducted, regulated or directly or indirectly assisted by any department or agency of the United States. 42 CFR Part 2.
- e. Drug Free Workplace Act of 1988, requires that all organizations receiving grants from any federal agency agree to maintain a drug free workplace. The recipient must notify the awarding office if any employee of the recipient is convicted of violating a criminal drug statute. 42 U.S.C. 701 et seq.; 45 CFR Part 82.
- f. Pro-Children Act imposes restrictions on smoking in facilities where federally funded children's services are provided. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development. 20 U.S.C. 7183.

Organization Name_____

Typed Name of Authorized Board Official:_____

Title:_____

Signature:_____Date:_____

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #14: City of Albuquerque Forms

Please utilize the links below to access and complete the below indicated required City of Albuquerque Forms. (Agencies can copy and paste the links into a browser to access the forms)

1. City of Albuquerque Substitute W-9

City of Albuquerque Substitute W-9 and instructions are online at:

<https://www.cabq.gov/dfa/online services/modified-w9-supplier-form>

Please be sure to include an email address to receive invoicing communications such as purchase orders.

2. Disclosure of Lobbying Activities

Disclosure of Lobbying Activities form and instructions are online at:

Instructions:

https://apply07.grants.gov/apply/forms/instructions/SFLLL_1_2-V1.2-Instructions.pdf

Form:

https://apply07.grants.gov/apply/forms/sample/SFLLL_1_2_P-V1.2.pdf

3. Albuquerque Pay Equity Initiative Form

All businesses submitting bids or proposals (to the City, County, or Water Authority) must include a valid Pay Equity Reporting Form with their bid or proposal. The required form and additional details about the initiative can be found at:

<https://www.cabq.gov/gender-pay-equity-initiative>

City of Albuquerque
Department of Health, Housing, and Homelessness
APPENDIX #15: Medicaid Provider Status

**Fill in the name of the Organization and the Authorized Official filling out this form.
Check the appropriate box regarding Medicaid Provider Status of the Organization as it
relates to the proposed program/project.**

Organization: _____

Typed/Printed Name of Authorized Official of the Organization: _____

Title of Program/Project: _____

☐ The Organization is currently an approved New Mexico Medicaid provider and will submit claims for reimbursement for covered services to eligible recipients of this program. Reimbursement of services will be reported as Program Income and accounted for in accordance with 13.B. of the *Administrative Requirements for Contracts Awarded Under the City of Albuquerque, as may be revised from time to time.*

☐ The Organization/organization is currently an approved New Mexico Medicaid provider. However, the participants in the program and/or the program services are not eligible for Medicaid reimbursement.

☐ The Organization/organization is NOT currently an approved New Mexico Medicaid provider, but is in the process of applying for approval and expects to be approved by _____ (date).

☐ The Organization/organization is NOT currently an approved New Mexico Medicaid provider and does not plan to apply for approval due to the following:

Signature: _____ Date: _____

Follow the six steps
in the application process:

1. Review the Opportunity
2. Get Ready to Apply
3. Prepare Your Application
4. Learn About Review and Award
5. Submit Your Application
6. Learn About What Happens After Award

Substance Abuse and Mental Health Services Administration (SAMHSA)

**NOFO Name: FY 2026 Congressionally
Directed Spending Projects**

Short Title: CDS Projects

NOFO Number: FG-26-099

Step 1: Review the Opportunity

Basic Information

Key Facts

Opportunity Name: FY 2026 Congressionally Directed Spending Projects

Opportunity Number: FG-26-099

Announcement Version: Original

Federal Assistance Listing: 93.493

Eligible Applicants: Eligible entities are those organizations that received a Congressionally Directed Spending Project funding amount for specific projects in the joint explanatory statement accompanying the Consolidated Appropriations Act, 2026. See [Eligibility](#) for complete eligibility information.

Key Dates

Application deadline: July 13, 2026

Expected Award Date: 09/01/2026

Expected Start Date: 09/30/2026

Response to Executive Order 12372: See [Intergovernmental Review](#) and [Section J](#) in the *Application Guide*.

Important Resources

Applicants are expected to follow guidance provided in the **FY 2026 NOFO [Application Guide](#)** (the *Application Guide*). This document provides information about the application process, including registration, required attachments, budget, and federal policies and regulations. In addition, see the [SAMHSA Grants Glossary](#) for definitions of terms used in this NOFO.

Authorizing Statute

FY 2026 Congressionally Directed Spending Projects are authorized under the Consolidated Appropriations Act, 2026.

Agency Contacts

Program Questions

Substance Use Treatment related questions:

Center for Substance Abuse Treatment

Michael Amoh

240-276-2908

michael.amoh@samhsa.hhs.gov

Substance Use Prevention related questions:

Center for Substance Abuse Prevention

Jerry Campbell

240-276-0117

jerry.campbell@samhsa.hhs.gov

Mental Health related questions:

Center for Mental Health Services

Bill Baerentzen

240-276-1037

cmhs_cds@samhsa.hhs.gov

Financial and Budget Questions

Office of Financial Resources

Division of Grants Management

Mental Health Related Questions: 240-276-1940

NOFOBudget.CMHS@samhsa.hhs.gov

Substance Use Treatment Related Questions: 240-276-1400

NOFOBudget.CSAT@samhsa.hhs.gov

Substance Use Prevention Related Questions: 240-276-1400

NOFOBudget.CSAP@samhsa.hhs.gov

Application Submission Questions

Division of Grant Review

Michelle Armstrong

240-276-1084

Michelle.armstrong@samhsa.hhs.gov

Summary

The purpose of this funding opportunity is to provide general information to organizations identified as Congressionally Directed Spending (CDS) Projects in the Consolidated Appropriations Act, 2026. The CDS projects align with SAMHSA's mission to lead public health and service delivery efforts that treat mental illness, especially serious mental illness, prevent substance abuse and addiction, and provide treatments and supports to foster recovery while ensuring access and better outcomes for all.

With this program, SAMHSA aims to award resources enacted in the Consolidated Appropriations Act, 2026. **These projects should advance [SAMHSA Strategic Priorities](#) and the [Make America Healthy Again agenda](#).**

Funding Details

Funding Type: Grant

Award Amount: Award amounts for the CDS Projects are included in [Appendix A](#). The amount includes both direct and indirect costs. All costs incurred prior to the award issue date and costs not consistent with the funding opportunity, [2 CFR Part 200](#), and the HHS [Grants Policy Statement](#), are not allowable under this award.

Length of Project Period: 1 Year (9/30/2026 – 9/29/2027)

Program Description

Purpose

SAMHSA is accepting non-competitive applications based on the Fiscal Year 2026 Appropriation, which included CDS Projects to be awarded by SAMHSA. The Appropriation included the organizations and purpose of the CDS funding, which is also included in [Appendix A](#). If your organization has been awarded funding for more than one project, you must submit an application for each project.

The CDS projects align with [SAMHSA Strategic Priorities](#) to advance:

- Preventing substance misuse, abuse, and addiction
- Addressing serious mental illness
- Expanding crisis intervention care and services
- Improving access to evidence-based treatment for mental illness, substance use, and co-occurring disorders
- Helping individuals achieve long-term recovery and sobriety
- Identifying and addressing emerging behavioral health threats

This notice of funding opportunity provides general information, including funding amounts, limitations, requirements, and application instructions.

As referenced in the [SAMHSA's Dear Colleague Letter](#) on Medication-Assisted Treatment (MAT), if your proposed project funds MAT and/or medications for opioid use disorder (MOUD), this funding should be used to provide comprehensive treatment and recovery support services rather than medication-only models for opioid use disorder. Services should include medications, where clinically indicated, in conjunction with psychosocial and other treatment and recovery support services. Funding can also be used to support individualized tapering and discontinuation of medications when clinically indicated.

Upon achieving stability in treatment and building sufficient recovery support, *and at least annually*, clinicians should engage in a discussion with patients to assess treatment and recovery goals and the continued use of medications. Continuation should be evaluated on an individual basis, taking into consideration progress toward treatment goals, stability in treatment, recovery capital, and patient preference.

When a shared decision to discontinue medication is made, discontinuation should be a gradual process with intensified support and monitoring to guard against resumption of drug use and done in the context of ongoing comprehensive care.

If your proposed project funds Training and Technical Assistance (TA) related to MAT/MOUD, this funding should be used to provide training to clinicians and other behavioral health providers on the clinically appropriate use of medications in the treatment of substance use disorders, including options for safe tapering and discontinuation when clinically indicated, and regular, at least annual, reviews for continuing treatment. This training should include strategies to support shared decision-making by ensuring patients are fully informed of the risks and benefits of medication treatment initiation, continuation, and discontinuation. Training must ensure providers educate patients about and facilitate access to comprehensive substance use treatment and recovery support services.

Training should include tools to support the development of individualized comprehensive treatment plans with patients that include consideration of medication treatment duration, and tapering and discontinuation, as clinically indicated based on the patient's individual circumstances, recovery, and preferences.

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate; racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does

not align, the application will not receive funding to the extent permitted by law and applicable court orders.

In addition, applications must also align with [SAMHSA Strategic Priorities](#) and the application and budget narrative must not support harm reduction as outlined in [SAMHSA's Dear Colleague Letter](#) on harm reduction.

As of October 1, 2025, HHS has adopted [2 CFR Part 200](#), with some modifications included in 2 CFR Part 300. These regulations replace those in 45 CFR Part 75.

Key Personnel

A point of contact must be identified to serve as the Project Director (PD). This individual will have daily oversight of approved project activities for the award. This individual may receive a salary or compensation from the project or be an in-kind contribution.

NOTE: The PD will be listed on the [SF-424](#); their name and contact information will be captured in Section 8f and their eRA Commons ID should be reflected in Line 4.

Below are the expectations, requirements, and compliance obligations for Key Personnel under this NOFO:

- Key Personnel are expected to participate regularly in program monitoring and maintain consistent communication with SAMHSA staff.
- Key Personnel selected/hired for this grant must be based only on merit and qualifications. Executive Orders strictly prohibit using demographics (like race or sex) to give preference in hiring.
- Applicants are responsible for ensuring Key Personnel have the skills, time, and commitment to meet the expectations of the grant.
- Approved Key Personnel will be identified on the Notice of Award.
- Changes to Key Personnel require written prior approval from SAMHSA. This includes:
 - Replacing or removing Key Personnel, or
 - Reducing any Key Personnel's level of effort by 25% or more

Eligibility

Eligible Applicants

Eligible entities are the organizations identified in the [Joint Explanatory Statement](#) accompanying the FY 2026 Consolidated Appropriations Act [Public Law No: 119-75] as SAMHSA funded Congressionally Directed Spending Projects. This announcement is not open to the public.

Cost Sharing

Cost sharing/match is not required for this program.

Funding Restrictions and Limitations

The following are funding restrictions for this project:

- Food is an allowable expense¹ in conjunction with mental and/or substance use disorder treatment services. The amount cannot be more than \$10.00 per client per day.
- Recipients must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 3729(b)(4).
- Discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate:
 - racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation;
 - denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic;
 - illegal immigration; or
 - any other initiatives that compromise public safety.
- Discretionary awards must not support harm reduction as outlined in [SAMHSA's Dear Colleague Letter](#) on harm reduction.
- Discretionary awards must not support "housing first" policies that fail to ensure accountability and fail to promote treatment, recovery, and self-sufficiency.

You must also comply with SAMHSA's Standards for Financial Management, Standard Funding Restrictions and Principles in [Section G](#) in the *Application Guide*.

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Applications must also align with [SAMHSA's Strategic Priorities](#). If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

¹ Appropriated funds can be used for an expenditure that bears a logical relationship to the specific program, makes a direct contribution, and be reasonably necessary to accomplish specific program outcomes established in the grant award or cooperative agreement. The expenditure cannot be justified merely because of some social purpose and must be more than merely desirable or even important. The expenditure must neither be prohibited by law nor provided for through other appropriated funding.

Step 2: Get Ready to Apply

Get Registered

SAM.gov

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions in the Grants.gov [Quick Start Guide for Applicants](#).

eRA Commons

You must register in [eRA Commons](#). Register at least six weeks before the application deadline.

See guidance at [eRA Help and Tutorials](#) and in [Section A](#) of the *Application Guide*.

Find the Application Package

The application package has all the forms you need to apply. You can find it online. Go to [Search Grants at Grants.gov](#) or [eRA ASSIST](#) and search for opportunity number: **FG-26-099**.

If you can't use Grants.gov to download application materials, you may request them from dgr.applications@samhsa.hhs.gov.

Step 3: Build Your Application

Application checklist

Make sure that you have everything you need to apply:

Narratives

Component	Form to use	Page limit
☐ Project abstract	Project Abstract Summary Form.	1 page
☐ Project narrative	Project Narrative Attachment form	5 pages
☐ Budget narrative	Budget Narrative Attachment form	None

Attachments

Insert each in the Other Attachments form (Grants.gov) or Other Narratives Attachment form (eRA ASSIST) in this order.

Component	Page limit
☐ 1. Letters of commitment, if applicable	None
☐ 2. Data collection instruments and interview protocols	None
☐ 3. Sample consent forms	None
☐ 4. Project timeline	2 pages
☐ 5. Biographical sketches and position descriptions	None
☐ 6. Confidentiality and SAMHSA Participant Protection	None
☐ 7. Letter to the State Point of Contact	None
☐ 8. Charitable Choice Form (Required only for programs providing substance use prevention and/or substance use treatment services.)	None

Other required forms

Use each required form in Grants.gov or eRA.

Component	Page limit
☐ Application for Federal Assistance (SF-424)	None
☐ Budget Information for Non-Construction Programs (SF-424A)	None
☐ Assurances for Non-Construction Programs (SF-424B)	None
☐ Project/Performance Site Location(s)	None

Application Contents and Format

This section includes guidance on each item found in the application checklist.

The following links contain information on:

- [Formatting instructions and information on system validation requirements](#)
- **Completing forms and required components** ([Section A](#) in the *Application Guide*)

Project Abstract

Page limit: 1 page

Your project abstract should include:

- The project name,
- The geographic area served,
- The population size in the service area and number of people to be served/trained annually and throughout the lifetime of the project,
- The age range and distribution of the population planned to be served/trained,
- The clinical characteristics (diagnoses, service needs, etc.) of the population planned to be served/trained,
- Strategies and interventions that will be implemented through the grant,
- Project goals, and
- Measurable objectives.

In the first five or fewer lines of your abstract, write a summary of your project that can be used in publications, reports to Congress, and press releases, if you are funded.

Project Narrative

Page limit: 5 pages

Filename: Project narrative

In developing your Project Narrative:

- Provide a detailed response to the [merit review criteria](#).
- Follow the [required formatting instructions](#).
- You may place citations in an attachment, which does not count in the 5-page limit.

Budget Narrative

Page limit: none

Filename: BNF

The budget narrative supports the information you provide in Standard Form 424-A. See [Other Required Forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding limitations](#).

To create your budget narrative, see detailed instructions and a template in [Section F](#) in the *Application Guide*.

Attachments

You will upload attachments in Grants.gov using the **Other Attachments form** or in eRA ASSIST using the **Other Narratives Attachment form**.

Use only the following attachments listed. If your application includes any attachments not required in this document, they will be disregarded.

Do not use attachments to extend or replace any of the sections of the Project Narrative. Reviewers will not consider them if you do.

Name the attachments: Attachment 1, Attachment 2, and so on.

Attachment 1: Letter(s) of Commitment (LOC) and/or Memoranda of Understanding (MOU), if applicable

Provide any letters of commitment or MOU(s) from organizations that will be partnering in the project.

Attachment 2: Data Collection Instruments and/or Interview Protocols

If you are using standardized data collection instruments or interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument or protocol.

If the data collection instrument or interview protocol is not standardized, include a copy in Attachment 2.

Attachment 3: Sample Consent Forms, if applicable

As appropriate, submit sample consent forms that provide for:

- Informed consent for participation in service intervention

- Informed consent for participation in the data collection component of the project
- Informed consent for the exchange (release or request) of confidential information

Attachment 4: Project Timeline

Page limit: 2 pages

Provide a chart or graph depicting a realistic timeline for the one-year project period. Show dates, key activities, and responsible staff.

Attachment 5: Biographical Sketches and Position Descriptions

See [biographical sketches and position descriptions](#) for more information. Position descriptions should be no longer than one page each and biographical sketches should be no more than two pages.

Attachment 6: Confidentiality and SAMHSA Participant Protection and Human Subjects

See [Section C](#) in the *Application Guide* for full information about how to complete this required attachment.

Attachment 7: Letter to the State Point of Contact

Review information on [Intergovernmental Review](#) and in [Section J](#) in the *Application Guide* for detailed information on E.O. 12372 requirements to determine if this applies.

Attachment 8: Form SMA 170 – Assurance of Compliance with SAMHSA Charitable Choice Statutes and Regulations.

You must complete Form [SMA 170](#) if your project is providing **substance use prevention** or **substance use treatment** services.

Other Required Forms

You will need to complete some standard forms. Upload the following standard forms as listed on Grants.gov. You can find them in the NOFO [Application Package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Assurances for Non-Construction Programs (SF-424B)	With application

Project/Performance Site Location(s) Form	With application
Grants.gov Lobbying Form	With application

- **SF-424** – Fill out all sections of the SF-424.
 - In **Line 4** (Applicant Identifier), enter the eRA Commons Username of the Project Director (PD)/Principal Investigator (PI).
 - In **Line 8b** (Employer/Taxpayer Identification Number (EIN/TIN)), enter the recipient organization's **12-character EIN and suffix** as registered with the Payment Management System (PMS), if applicable. If not registered in PMS, enter the recipient organization's EIN.
 - In **Line 8f**, enter the name and contact information of the PD identified in the budget and in Line 4 (eRA Commons Username).
 - In **Line 17** (Proposed Project Date), enter: a. Start Date: 09/30/2026; b. End Date: 09/29/2027.
 - In **Line 18** (Estimated Funding), enter the amount requested or to be contributed for the first budget/funding period only by each contributor.
 - **Line 21** is the Authorized Representative and should not be the same individual as the PD in Line 8f.

It is recommended you review the sample of a [completed SF-424](#).

- **SF-424A BUDGET INFORMATION FORM** – Fill out all sections of the SF-424A using the instructions below. **The totals in Sections A, B, and D must match.**
 - Section A – Budget Summary:**
 - As cost sharing/match is **not required**, use the first row only (Line 1) to report the total federal funds (e) requested for the one-year project.
 - Section B – Budget Categories:**
 - As cost sharing/match is **not required**, use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the one-year project.
 - Section C – Non-Federal Resources:**
 - As cost sharing/match is **not required**, leave this section blank.
 - Section D – Forecasted Cash Needs:**
 - Enter the total funds requested, broken down by quarter, only for **Year 1** of the project period.
 - Use the first row for federal funds.
 - Section E – Budget Estimates of Federal Funds Needed for the Balance of the Project:**
 - Use Line 16, enter 0 (zero) in column (b).

See [Formatting Requirements](#) to review common errors in completing the SF-424 and the SF-424A. These errors will prevent your application from being successfully submitted.

It is highly recommended you use the [Budget Template](#) on the SAMHSA website. See the [Budget Template Users Guide](#) and the sample completed SF-424A forms at: [Sample SF-424A \(Match Not Required\)](#). For additional information, see [Section F](#) in the *Application Guide* and Budget Related [FAQs](#).

Step 4: Learn About Review and Award

Application Review

Merit Review

Project Narrative: Your Project Narrative describes the proposed project and includes the criteria in Sections A-C below. In these sections, clearly describe how the grant funds will be used. The application will be reviewed for consistency with Joint Explanatory Statement language and must align with the proposal that was submitted by the organization and approved by Congress.

Please do not submit the proposal submitted to the Congressional member(s). The application must respond to the evaluation criteria below, Sections A-C.

Incomplete or unclear information in your application may delay the grant award or require special terms and conditions to be placed on your award. The application is reviewed based on your responses to the evaluation criteria in Sections A-C below.

The following instructions should be considered as you develop the Project Narrative:

- The Project Narrative cannot be longer than 5 pages.
- There are three sections (Sections A–C) and you must use the section numbers and headings listed below (e.g., A.1, B.2) **before the response to each criterion**.
- Do not combine two or more criteria or refer to another section of the Project Narrative in your response.
- Reviewers will only consider information included in the appropriate numbered criterion.

A: Description of Project, Population of Focus, and Statement of Need

1. Provide a detailed description of the project that will be implemented at the start of the project period. If applicable, describe your population(s) of focus and the geographic catchment area where the project will be implemented. Specify whether **mental**

health, substance use disorder, and/or substance use prevention services or training will be delivered.

2. Describe why there is a need for this project, such as service gaps and differences in access to or provision of services. Current prevalence rates or incidence data for the population(s) of focus and other relevant information may be used to document the need.
3. Describe the population you will serve in terms of age, sex (male/female), socioeconomic status, clinical characteristics, veteran status, and system involvement (e.g., criminal justice, social services, child welfare). Note: racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation are prohibited.

B: Goals and Objectives/Numbers to Be Served/Timeline

1. Describe the goals and measurable objectives of your project. See [Developing Goals and Measurable Objectives](#).
2. If you are providing direct services or trainings, provide the unduplicated number of persons to be served or trained with project funds. If not applicable, state this in your response.
3. In [Attachment 4](#), provide no more than a two-page chart or graph depicting a realistic timeline for the entire one-year project. Include dates, key activities, and responsible staff. Indicate when service delivery will begin, which should be as soon as possible or no more than 90 days after the start date.

C: Staff and organizational experience

1. Describe your organization's experience with similar projects and/or providing services/trainings to the population(s) of focus.
2. Identify any organization(s) you will partner with. For each, include a description of their experience providing services to the individuals you plan to serve and/or train and their specific roles and responsibilities for this project. If applicable, provide Letters of Commitment and/or MOU from each partnering organization in **Attachment 1**.
3. Provide a complete list of staff positions for the project, including the Project Director and other significant personnel. For each staff member, describe their:
 - Role;
 - Level of effort (LOE), stated as a percentage of employment (e.g., 1.0 FTE = full-time)
 - Qualifications, including their experience providing services/trainings to the individuals to be served.

Risk Review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you have handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov [Responsibility/Qualification](#) to check this history for all awards likely to be over \$250,000.

You can comment on your organization's information in SAM.gov. We will consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [2 CFR Part 200](#).

Award Notices

You will receive an email from eRA Commons that describes how you can access the application review results. A [Notice of Award \(NoA\)](#) will be emailed to: (1) the Signing Official identified on page 3 of the SF-424 (Authorized Representative section); and (2) the Project Director identified on page 1 of the SF-424 (8f).

The NoA is the only document that authorizes recipients to receive federal funding for a project.

Step 5: Submit Your Application

Submission Requirements and Deadlines

Go to [Find the Application Package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [Get Registered](#).

You must maintain your registration throughout the life of any award.

Deadlines

Application

Due on July 13, 2026.

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See exemptions for paper applications (3.2) in [Section A](#) in the *Application Guide*.

- When your application is submitted, it must pass validation checks for both Grants.gov and eRA. You will receive emails from both systems to either confirm the application successfully passed validation checks, or to notify you that there were errors that must be fixed before the application can be considered successfully submitted.
- If using the Grants.gov Workspace tool, use the Preview Grantor Validation feature in Grants.gov before submitting your application. Doing so will allow you to validate your application and review/fix all errors and warnings before submitting.
- It is strongly advised that organizations log into their eRA Commons account post submission to confirm submission status, as emails from each system could be placed in a recipient's junk mail folder and go unread.

Intergovernmental Review

You will need to submit application information for intergovernmental review under [Executive Order 12372](#). Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. For more information, see [Section J](#) in the *Application Guide*.

This requirement does not apply to states or American Indian and Alaska Native tribes or tribal organizations.

Step 6: Learn What Happens After Award

Post-award Requirements and Administration

Administrative and National Policy Requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the NoA. We incorporate this NOFO by reference. You can see SAMHSA's [standard terms and conditions](#) on our website.
- The regulations at [2 CFR Part 200](#) — Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, modifications at 2 CFR 300, and any superseding regulations.
- The HHS [Grants Policy Statement](#) (GPS). Your NoA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NoA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#). See [Section H](#) in the *Application Guide*.
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, you certify compliance with all federal antidiscrimination laws and these requirements. Complying with those laws is a material condition of receiving federal funding streams. You are responsible for ensuring subrecipients, contractors, and partners also comply.
- SAMHSA grants must align with SAMHSA and presidential priorities and policies.
- SAMHSA may terminate an award in accordance with any of the conditions set forth in 2 CFR 200.340(a)(1)–(4), including when an award no longer effectuates program goals or agency priorities as provided in [2 CFR 200.340\(a\)\(4\)](#).

Reporting Requirements

You will be required to submit a Final Progress Report (FPR) within 120 days after the end of the project period. The FPR must address all activities that were implemented. The report must discuss:

- Progress achieved in the project, barriers encountered, including barriers serving sub-populations; and efforts to overcome these barriers.
- If applicable, the number of clients/individuals served.
- If applicable, the number of trainings provided and number of individuals trained.

In addition, you must submit a final Federal Financial Report (FFR) and Tangible Personal Property Report (TPPR) within 120 days after the end of the project period.

Appendix A: Community Projects and Funding Amounts

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
4th Dimension Sobriety	for behavioral health services including peer support services training	\$400,000	Baldwin	WI	Bill Baerentzen
AAPI Montclair Inc.	for mental health services	\$250,000	Booker, Kim	NJ	Bill Baerentzen
Alaska Eating Disorders Alliance	for behavioral health services to address eating disorders	\$250,000	Murkowski	AK	Bill Baerentzen
Albuquerque	for mental health and substance use disorder services	\$1,135,000	Heinrich, Luja'n	NM	Michael Amoh
Amos House	for mental and behavioral health services	\$540,000	Reed, Whitehouse	RI	Bill Baerentzen
Ann & Robert H. Lurie Children's Hospital of Chicago	for mental health and trauma services for pediatric patients	\$1,000,000	Durbin	IL	Bill Baerentzen
Arizona Governor's Office of Youth, Faith and Family	for a suicide prevention program for veterans	\$575,000	Gallego, Kelly	AZ	Bill Baerentzen
Asian American Institute for Research and Engagement	for mental health services	\$150,000	Schumer	NY	Bill Baerentzen
Barstow Community College District	for a rural mental health program	\$750,000	Padilla, Schiff	CA	Bill Baerentzen
Beautiful Gate Outreach Center	for mental health services for those living with chronic conditions	\$250,000	Blunt Rochester	DE	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
Big Brothers Big Sisters of Coastal & Northern New Jersey Inc,	to promote mental health through a mentorship program	\$250,000	Kim	NJ	Bill Baerentzen
Boys & Girls Club Fox Valley, Inc.	for mental health programming for children and youth	\$1,000,000	Baldwin	WI	Bill Baerentzen
Bradley Free Clinic	for mental and behavioral health services	\$167,000	Kaine, Warner	VA	Bill Baerentzen
Brandywine Counseling & Community Services, Inc.	for mobile behavioral and mental health services	\$895,000	Blunt Rochester, Coons	DE	Bill Baerentzen
Calhoun County Community Mental Health Authority	for community-based mental health services through crisis centers	\$750,000	Peters, Slotkin	MI	Bill Baerentzen
Carson City School District	for mental health services	\$301,000	Cortez Masto, Rosen	NV	Bill Baerentzen
Catholic Social Services	to establish a substance use treatment program for individuals experiencing homelessness	\$1,000,000	Murkowski	AK	Michael Amoh
Child Health and Development Institute of Connecticut, Inc.	for a substance use prevention and education program	\$371,000	Blumenthal, Murphy	CT	Jerry Campbell
Children's Friend and Service	for mental health services	\$430,000	Whitehouse	RI	Bill Baerentzen
City of Long Beach	for a community crisis response program	\$1,490,000	Padilla	CA	Bill Baerentzen
City of Lynn	for a crisis response team	\$500,000	Markey, Warren	MA	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
City of Portland	for a mobile medication program to prevent drug overdoses	\$1,500,000	Merkley, Wyden	OR	Jerry Campbell
Colorado Meth Project Inc.	for substance use prevention programming for youth	\$518,000	Bennet, Hickenlooper	CO	Jerry Campbell
Community Health Partnership	to strengthen capacity and improve mental health and substance use care, including technology	\$750,000	Bennet, Hickenlooper	CO	Michael Amoh
Copiah-Lincoln Community College	for mental and behavioral health services delivered via telehealth	\$305,000	Hyde-Smith	MS	Bill Baerentzen
Cornell Scott-Hill Health Corporation	for substance use disorder treatment	\$822,000	Blumenthal, Murphy	CT	Michael Amoh
Covenant House International	for behavioral health services for youth	\$500,000	Schumer	NY	Bill Baerentzen
Department of New Jersey Veterans of Foreign Wars, Inc.	for mental health services	\$280,000	Booker	NJ	Bill Baerentzen
Eluna	for a grief support and counseling program	\$119,000	Markey, Warren	MA	Bill Baerentzen
Essex County Family Justice Center	for mental health services for survivors	\$330,000	Kim	NJ	Bill Baerentzen
Finishing Trades Institute of the Upper Midwest	for mental health and supportive services	\$1,298,000	Klobuchar, Smith	MN	Bill Baerentzen
For All Ages, Inc.	to support the mental health and wellness of college students	\$222,000	Blumenthal, Murphy	CT	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
Friends of Firefighters, Inc.	for mental health services	\$632,000	Gillibrand	NY	Bill Baerentzen
Friends of Recovery, New Hampshire dba Hope for NH Recovery	for mental health and substance use disorder services	\$487,000	Shaheen	NH	Michael Amoh
Georgia Council for Recovery, Inc.	for an opioid overdose prevention program, including supplies	\$357,000	Ossoff	GA	Jerry Campbell
Global Partnership to End Human Trafficking Corporation	for behavioral health services for survivors	\$105,000	Blumenthal, Murphy	CT	Bill Baerentzen
Hope Coalition	to centralize and enhance youth diversion programs	\$1,014,000	Tillis	NC	Jerry Campbell
International Association of Firefighters (IAFF) Local 244/New Mexico Professional Firefighters Association (NMPFFA)	for behavioral health care and substance use disorder treatment	\$500,000	Luján	NM	Michael Amoh
Johnson Health Center	for substance use disorder treatment	\$2,385,000	Sanders	VT	Michael Amoh
Joliet Fire Department	for a community mental health program expansion	\$1,000,000	Durbin	IL	Bill Baerentzen
Legacy Behavioral Health	for behavioral health services, including supplies	\$348,000	Ossoff	GA	Bill Baerentzen
Lifeline Horse Rescue and Rehabilitation	for behavioral health and suicide prevention programming for veterans	\$95,000	Alsobrooks	MD	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
Lily's Place, Inc.	for mental health services for first responders	\$684,000	Capito	WV	Bill Baerentzen
Lines for Life	for youth mental health support through a peer-to-peer crisis line	\$1,611,000	Merkley, Wyden	OR	Bill Baerentzen
Mercy House Teen Challenge	for facilities and equipment for acquisition and installation of telehealth equipment	\$765,000	Hyde-Smith, Wicker	MS	Bill Baerentzen
NAMI New Hampshire	for an overdose prevention program, including training	\$444,000	Shaheen	NH	Jerry Campbell
National Alliance Mental Illness Albuquerque	for mental health and substance use treatment services, including equipment	\$300,000	Heinrich	NM	Michael Amoh
Nevada Department of Education	for mental health programming for youth	\$567,000	Cortez Masto, Rosen	NV	Bill Baerentzen
New York Law Enforcement Assistance Program (NYLEAP), Inc.	for mental health services for law enforcement officers	\$500,000	Gillibrand	NY	Bill Baerentzen
Once Upon A Premie, Inc.	for mental health education programming for providers to support families of premature infants	\$275,000	Fetterman	PA	Bill Baerentzen
Rady Children's Hospital San Diego	for pediatric mental health services	\$2,000,000	Padilla, Schiff	CA	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
ReadyKids, Inc.	for mental health and counseling services for youth	\$200,000	Kaine, Warner	VA	Bill Baerentzen
Resilience Resource Center	for mental health services	\$250,000	Fetterman	PA	Bill Baerentzen
Rhode Island Disaster Medical Assistance Team, Inc./Rhode Island Behavioral Health Medical Reserve Corps	for mental health and peer support programming for law enforcement	\$360,000	Whitehouse	RI	Bill Baerentzen
Rosecrance, Inc.	for behavioral health care services for veterans	\$1,038,000	Duckworth	IL	Bill Baerentzen
San Juan County Partnership	for a substance use prevention program	\$307,000	Luján	NM	Jerry Campbell
Ser Familia, Inc.	for mental health services	\$500,000	Ossoff	GA	Bill Baerentzen
Sinai Health System	for a trauma recovery program	\$1,500,000	Durbin	IL	Bill Baerentzen
Southwest Washington Accountable Community of Health	for a mobile substance use disorder medical clinic, including a vehicle and equipment	\$750,000	Murray	WA	Michael Amoh
Spectrum Youth & Family Services	for school-based mental health services	\$250,000	Welch	VT	Bill Baerentzen
STRYV365	for mental health programming for youth, including professional development for youth-serving organizations	\$100,000	Baldwin	WI	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
Tacoma-Pierce County Health Department	for a mobile substance use disorder program, including supplies and equipment	\$2,600,000	Murray	WA	Michael Amoh
Taos Pueblo Health and Community Services	for peer-led recovery programming	\$331,000	Heinrich	NM	Bill Baerentzen
The Carnegie Hall Corporation	for a program to promote mental wellbeing for children and families	\$1,000,000	Gillibrand, Schumer	NY	Bill Baerentzen
The Healing Station Counseling Center	for mental health services	\$245,000	Kaine, Warner	VA	Bill Baerentzen
The Pennsylvania State University	for establishing the Pennsylvania Addiction Action Network, including a statewide system of substance use interventions and data coordination	\$750,000	Fetterman, McCormick	PA	Michael Amoh
The Sojourners Place	for substance use disorder recovery programming	\$416,000	Coons	DE	Michael Amoh
Tides Family Services	for mental health and mentoring programs for at-risk youth	\$500,000	Whitehouse	RI	Bill Baerentzen
Turning Point Recovery Center of Springfield	for a community-based program to reduce substance use and address mental health needs	\$373,000	Welch	VT	Michael Amoh
University of Oregon	to support pediatric mental and behavioral health care, including equipment	\$2,980,000	Merkley, Wyden	OR	Bill Baerentzen

Applicant Organization	Project Description	Amount	Requestor(s)	State	SAMHSA Point of Contact
University of Rhode Island (URI)	for mental health programming for youth, including trainings	\$1,500,000	Reed, Whitehouse	RI	Bill Baerentzen
Vinfen, Inc.	for a mental health crisis and substance use disorder treatment program	\$750,000	Markey, Warren	MA	Michael Amoh
Virginia Telemental Health Initiative	for mental health counseling through telemedicine	\$372,000	Kaine, Warner	VA	Bill Baerentzen
Voices of Community Activists & Leaders (VOCAL–NY), Inc.	for mental health services for at-risk individuals	\$500,000	Schumer	NY	Bill Baerentzen
Voices of September 11, Inc. DBA Voices Center for Resilience	for resources and information for individuals impacted by tragedy	\$661,000	Blumenthal, Murphy	CT	Bill Baerentzen
Washington Recovery Alliance	to support statewide networks for substance use disorder recovery	\$1,500,000	Murray	WA	Michael Amoh
West Care Wisconsin	for a mobile mental health clinic	\$600,000	Baldwin	WI	Bill Baerentzen
Windham Region Chamber of Commerce Foundation,	for mental health and supportive services for veterans	\$380,000	Blumenthal, Murphy	CT	Bill Baerentzen
YouthLine	for youth crisis programming	\$431,000	Schatz	HI	Bill Baerentzen

Attachment 2

Exhibit D

2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

2 CFR Part 200, Appendix II, Contract Requirements	Applicable to:
Equal Employment Opportunity During the performance of this contract, the Sub-recipient agrees as follows: (1) The Sub-recipient will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Sub-recipient will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Sub-recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. (2) The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Sub-recipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (3) The Sub-recipient will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Sub-recipient's legal duty to furnish information. (4) The Sub-recipient will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Sub-recipient's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.	Applicable to: All contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3

Exhibit D

2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

(5) The Sub-recipient will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Sub-recipient will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Sub-recipient's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Sub-recipient may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The Sub-recipient will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Sub-recipient will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Sub-recipient becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Sub-recipient may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules,

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2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

regulations, and relevant orders of the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.	
Davis Bacon Act The Sub-recipient agrees to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or sub-contract must be conditioned upon the acceptance of the wage determination. The Sub-recipient must report all suspected or reported violations to the City, who will report the same to the federal awarding agency. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 CFR Part 5, as applicable. Sub-recipient is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in wage determination made by the Secretary of Labor. Additionally, Sub-recipient is required to pay wages not less than once a week.	All prime construction contracts in excess of \$2,000 awarded by non-Federal entities
Copeland Anti-Kickback Act Sub-recipient shall comply with 18 U.S.C. §874, 40 U.S.C. §3145, and the requirements of 29 CFR Part 3 as may be applicable, which are incorporated by reference into this contract. The Sub-recipient or subcontractor shall insert in any subcontracts the clause above and such other clauses as Treasury or other applicable federal agency may by appropriate instructions require, and also a clause requiring the	Applicable for construction work over \$2,000

Exhibit D
2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor with all of these contract clauses. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor or subcontractor as provided in 29 CFR §5.12.	
Contract Work Hours and Safety Standards Act Overtime requirements: No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek. Violation; liability for unpaid wages; liquidated damages: In the event of any violation of the clause set forth in paragraph (b)(1) of this section, the Sub-recipient or any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States, for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section. Withholding for unpaid wages and liquidated damages: The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Sub-recipient or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section. Subcontracts: The Sub-recipient or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of 29 CFR §5.5, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of 29 CFR §5.5.	Applicable for contracts over \$100,000 that involve mechanics or laborers
Rights to Inventions Made under a Contract or Agreement	Applicable to funding agreements un 37 CFR 401.2(a)

Exhibit D
2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

If the award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the City wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the City must comply with the requirements of 37 CFR Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by Treasury or other applicable federal agency.	
Clean Air Act and Federal Water Pollution Control Act The Sub-recipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §7401 <i>et seq.</i> The Sub-recipient agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to Treasury or other applicable federal agency, and the appropriate Environmental Protection Agency Regional Office. The Sub-recipient agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by Treasury or other applicable federal agency.	Applicable to contracts over \$150,000
Debarment and Suspension This Agreement is a covered transaction for purposes of 2 CFR Part 180 and 2 CFR Part 3000. As such, the Sub-recipient is required to verify that none of the Sub-recipient’s principals (defined at 2 CFR §180.995) or its affiliates (defined at 2 CFR §180.905 are excluded (defined at 2 CFR §180.940) or disqualified (defined at 2 CFR §180.935). Sub-recipient must comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by the City. If it is later determined that the Sub-recipient did not comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, in addition to remedies available to the City, the federal government may pursue available remedies, including but not limited to, suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, while this offer is valid and throughout the period of any contract that may arise from this offer. This bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.	Applicable to all contracts: 1) over \$25,000, 2) requiring federal agency approval, 3) for federally required audit services, or 4) a subcontract meeting requirement 1 or 2]

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2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

Byrd Anti-Lobbying Amendment Sub-recipients who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. §1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certifications to the awarding agency. If the Agreement exceeds \$100,000, the Sub-recipient must certify compliance with the Byrd Anti-Lobbying Amendment.	Applicable to all contracts; contracts over \$100,000 must certify compliance (see attachment)
Procurement of Recovered Materials In the performance of this Agreement, the Sub-recipient shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired: 1. Competitively within a time frame providing for compliance with the Agreement performance schedule; 2. Meeting Agreement performance requirements; or 3. At a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program. The Sub-recipient also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.	Applicable to state or political subdivision of the state, if the purchase price of an item exceeds \$10,000 (including value of item acquired over the year)
Prohibition on Telecommunications/Surveillance § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment. (a) Recipients and sub recipients are prohibited from obligating or expending loan or grant funds to: (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-	Applicable to all contracts

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2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See Public Law 115-232, section 889 for additional information. (d) See also § 200.471.	
Preference for Domestic Procurements § 200.322 Domestic preferences for procurements. (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. (b) For purposes of this section:	Applicable to all contracts

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2 CFR PART 200, APPENDIX II, CONTRACT REQUIREMENTS

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.