



BERNALILLO COUNTY YOUTH QUALIFICATION OVERVIEW

2014 NM Clean and Beautiful Clean up Grant in Bernalillo County

Scope of Work

Bernalillo County Parks and Recreation is proud to solicit youth group's applications for the New Mexico Clean & Beautiful Grant Program. Applications will be evaluated based on the criteria listed below. Nine (9) selected applicants will be awarded \$500 dollars to organize their own clean ups for the month of March.

APPLICANTS WILL HAVE FROM FEBRUARY 1ST, 2014 TO FEBRUARY 14TH, 2014 TO COMPLETE THE APPLICATION.

**ALL APPLICATIONS MUST BE DELIVERED NO LATER THAN
February 14th, 2014 AT 4:00PM
TO 111 UNION SQUARE
2ND FLOOR
ALBUQUERQUE, NM 87102**

Applications must be date stamped by Bernalillo County Parks and Recreation by 4:00pm on February 14th, 2014. Late applications will not be considered. Selected applicants will be notified by February 24th, 2014 of the award.



Program Objectives

- To educate the community about the benefits of litter reduction and beautification in their neighborhoods and around the entire County.
- To eliminate litter from popular illegal dumping sites.
- Bring awareness to the importance of keeping our community safe, clean and beautiful by protecting our environment; to include our natural surroundings and structures.

Eligible Applicants

- All non-profit youth organizations that are sanctioned within Bernalillo County

Ineligible Applicants

- For profit organizations or groups over the age of 18.

Program Requirements:

- Selected applicant will participate in one Clean and Beautiful Event and or Clean Up which may include litter eradication and/or a beautification project in Bernalillo County.
- Selected applicant will agree to bring at a minimum of 10 participants.
- Selected applicants will be asked to sign a Waiver of Liability.
- Selected applicants will write a 500 word summary about their experience about the cleanup.
- Selected applicant will complete a excel spreadsheet that will be sent from grant administrator after completion of cleanup.
- Selected applicants will provide before, during and after photos of their beautification project or litter eradication.

Monetary Application Requirements

- Applications are scored by the criteria specified in the application.
- Grants are awarded \$500 per applicant; only 9 applicants will be selected.

Non- Allowable Expenses

- Gas, food, food utensils, cups, water containers, bandstands, buildings, park benches, picnic tables and playground equipment, maintenance on equipment.
- Purchase of statewide mass media time and space (i.e., TV, radio, newspaper, billboards, or other mass media time and space).
- Salaries.



APPLICATION FORM INSTRUCTIONS

1. **Exhibit A:** Complete questions in entirety in Exhibit A. An alternate page may be submitted must be typed.
 2. **Exhibit B:** Complete and fill out W-9.
 3. **Exhibit C:** Complete and fill out Vendor Master Data Form.
 4. **Exhibit D:** Campaign Disclosure Form
- **An Incomplete Application Will Be Immediately Removed From The Selection Process.**

**2014 Bernalillo County
 NM Clean and Beautiful Grant
 Youth Application**

1. APPLICANT INFORMATION

Youth Group Name:		Type of Organization:
Size of Group:		County:
Mailing Address:		
Phone#:	Fax#	E-mail Address :
Is this a joint Application?	If yes, please specify the other Organization below:	

2. STAFF CONTACT INFORMATION

Name/Title:		
Organization:		
Address:		
Phone #:	Fax #	E-mail Address:

 SIGNATURE OF ELECTED OFFICIAL

 PRINTED NAME

EXHIBIT A

All questions must be answered in Q & A format in the order listed. All answers must be in complete sentences. Do not omit any questions.

1. What is the mission and goal of your organization? *(10pts)*

2. What is the age group of the organization? *(5 pts)*

3. Has your organization ever participated in a community clean up or beautification project before? If so, explain when and how much you were funded. *(5pts)*

4. How many participants will be in attendance at your clean up? *(20pts)*

5. Where will you complete your clean up? (general address description, i.e. cross streets) *?(5pts)*

6. If awarded a grant, who would you like your check made out to? (This should be the same information that is on the W-9 form)

7. What date will you complete your clean up? (Must be complete by March 30th, 2014 and cannot be before March 1st, 2014) *(5pts)*

What will you use the monies towards? *(30pts)*

Items	Amount	Quantity	Total
<i>Example: Uniforms</i>	<i>\$10.00</i>	<i>20</i>	<i>\$200</i>

8. Describe in detail, why your organization should be selected for this project? (in 500 words or less; clean-up should be separate from ongoing initiatives) *(20pts)*

Exhibit B: W-9 Form

Go to: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>, print and complete



**Bernalillo County- Exhibit C
Vendor Master Request Form – VMRF**

**Please submit by FAX: (505) 468-7201 or EMAIL: accountspayable@bernco.gov
Questions on the form? Call (505) 468-7020**

Vendor Details & Contact Information:

(IRS Form W9 is required and attached).

Vendor Name: _____
(As shown on your income tax return)

Doing Business As: _____

****The TIN must match the vendor name on file with the IRS to avoid backup withholding.
For individuals this may be your social security number. ****

Federal Tax ID Number _____

Social Security Number _____

Are you a government entity? _____ Yes _____ No

Address _____

City _____ **State** _____ **Zip** _____

Phone #: (____) _____ **Ext:** _____ **Fax #:** (____) _____

E-mail address: _____ **Website homepage:** _____

Remit Address (if different than above): _____

City: _____ **State:** _____ **Zip:** _____

Remit Phone # (____) _____ **Ext:** _____ **Fax #:** (____) _____

Remit E-mail address: _____

Ordering Address (if different than above) _____

City: _____ **State:** _____ **Zip:** _____

Ordering Phone # (____) _____ **Ext:** _____ **Fax #:** (____) _____

Ordering E-mail address: _____

<p>Please Specify how you would like to receive Purchase Orders from Bernalillo County: (Check one of the below)</p>		
<p>Email _____</p>	<p>Fax _____</p>	<p>US Postal Mailing Services _____</p>

Accounts Payable Representative

Date

Exhibit D: Campaign Disclosure Form

Name of company:	Contributions Made:
Relation to Prospective Contractor:	Name of Applicable Public Official
Date Contribution(s) Made	Date Contribution(s) Made
Nature of Contribution(s)	Purpose of Contribution(s)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Name of Company:

Signature

Date

Title:

Exhibit D

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

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

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

The following definitions apply: not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any:

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any:

Bernalillo County Board of County Commissioners:

Maggie Hart Stebbins, Chair

Debbie O'Malley, Vice Chair

Art De La Cruz, Member

Lonnie C. Talbert, Member

Wayne A. Johnson, Member

Elected Public Officials:

Tanya R. Giddings, Assessor

Maggie Toulouse Oliver, County Clerk

Willow Misty Parks, Probate Judge

Dan M. Houston, Sheriff

Manny Ortiz, Treasurer