



## YCC Proposal Response 2026

Some sections of this Proposal Response requires a signature. Below is a slide explaining what is an acceptable signature.

### ACCEPTABLE SIGNATURES

**Digital signature**

**Scanned copy or image of actual signature**

**Signed by drawing signature in Adobe**

**DocuSign signature**

### Unacceptable Signatures

**Do not use the type function in Adobe Signature.**

**Do not use the edit tool to add a text box to type your name or initials.**



## YCC Proposal Response 2026

### a. Letter of Transmittal Form - ALL APPLICANTS MUST FILL OUT

#### 1. Identify the following information for the submitting organization:

<b>Applicant Name</b>	
<b>Mailing Address (City, State, ZIP)</b>	
<b>Telephone</b>	
<b>FED ID#</b>	
<b>NM CRS#</b>	

#### 2. Identify the individual(s) authorized by the organization to (A) contractually obligate, (B) negotiate, and/or (C) clarify/respond to queries on behalf of this Applicant:

	<b>A Contractually Obligate</b>	<b>B Negotiate*</b>	<b>C Clarify/Respond to Queries*</b>
<b>Name</b>			
<b>Title</b>			
<b>E-mail</b>			
<b>Telephone</b>			

\* If the individual identified in Column A also performs the functions identified in Columns B & C, then no response is required for those Columns. If separate individuals perform the functions in Columns B and/or C, they must be identified.

#### 3. Use of subcontractors (Select one):

- ☐ No subcontractors will be used in the performance of any resultant contract, OR
- ☐ The following subcontractors will be used in the performance of any resultant contract:

\_\_\_\_\_  
(Attach extra sheets, as needed)

**By signing the form below, the Authorized Signatory attests to the accuracy and veracity of the information provided on this form, and explicitly acknowledges the following:**

- On behalf of the submitting-organization identified in item #1, above, I accept the Terms and Conditions of this RFP;
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP; and
- I acknowledge receipt of any and all amendments to this RFP, if any.

\_\_\_\_\_, 2025

Authorized Signature and Date (Must be signed by the individual identified in item #2.A, above):



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**b. Non-profits - please provide the following if your organization is a non-profit. Charter schools are exempt from these requirements.**

- i. 501(c) IRS determination letter
- ii. a copy of your NM Charitable Organization Registration Statement from the NewMexico Attorney General's Office charitable organizations registry (<https://secure.nmag.gov/coros/>).

OR

A letter or email from the NM Department of Justice Charity Registrar that confirms an exempt status.

- iv. Campaign Contribution Disclosure form (see below)
- v. Statement of Assurances form (see below)

Failure to complete or include these documents will result in the proposal being disqualified, and no further evaluation will take place.



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### b.iii. CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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

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

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

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

The following definitions apply:

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

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement 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



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### b.iii. CAMPAIGN CONTRIBUTION DISCLOSURE FORM, cont.

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

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

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

### DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By:  
Relation to Prospective  
Contractor:

Name of Applicable Public Official:

Contribution(s) Date(s):	Contribution Amount(s):	Nature of Contribution(s)	Purpose of Contribution(s)
	\$		
	\$		
	\$		
	\$		
	\$		

(Attach extra pages if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

--OR--

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_



## YCC Proposal Response 2026

### b.iv. STATEMENT OF ASSURANCES FORM

Each Applicant MUST complete this form and return it with Applicant's proposal or EMNRD will deem the proposal as non-responsive. By signing this form below, Applicant acknowledges and agrees to the following:

This RFP does not commit the State of New Mexico (State) to pay any costs incurred in the preparation or submission of this proposal. Any cost incurred by the Applicant in developing a proposal response shall be borne solely by the Applicant. Applicant understands that that Applicant's proposal shall become part of the official file on this matter without obligation to the State. Issuance of this RFP does not constitute an award commitment on the part of the State.

Applicant shall examine all contract documents, noting particularly all stipulations that in any way affect contract work. Failure of an Applicant to acquaint itself fully with the amount and nature of the work required to fulfill all terms of the contract documents shall not be considered a basis for extra compensation after a contract has been awarded.

Applicant represents and warrants to the State that Applicant has the staff, facilities, and competence to furnish the required services. The State may investigate Applicant's adequacy of the staff, facilities, and competence. For this purpose, representatives of the State may make an inspection of Applicant's facilities, equipment, etc., and interview staff.

To be considered, Applicant's proposal must be signed by an officer having the authority to bind Applicant.

Applicant agrees to comply with all relevant federal and state laws and regulations or rules.

New Mexico Employees Health Coverage:

If Applicant has, or grows to, six or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six-month period during the term of any Agreement which may result from this RFP, Applicant agrees, by submitting a proposal, to have in place, and agrees to maintain for the Agreement's term, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Applicant and the state exceed \$250,000.

Applicant agrees to maintain a record of the number of employees who have:

- 1) accepted health insurance;
- 2) declined health insurance due to other health insurance coverage already in place; or
- 3) declined health insurance for other reasons.

These records are subject to review and audit by a representative of the State.

Applicant agrees to advise all employees of the availability of state publicly-financed health care coverage programs.

Application of Veterans Preference or New Mexico Business Preference:

Applicant acknowledges Applicant must provide a copy of either the Resident Preference or Veterans Preference Certificate to be eligible for preference points.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date:

Applicant's Printed Name and Title: \_\_\_\_\_



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### c. Negotiated Contract Terms

(Section XII, Contract Terms and Conditions) Review the sample contract in Appendix A of the RFP. If any terms or conditions are not satisfactory, propose alternative language in the space below and provide a brief discussion of the purpose and impact of each proposed change. Attach extra sheets as necessary.



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**d. Organizational Experience: Description**

Describe the extent of experience, expertise and knowledge as a youth employer and trainer; and explain how your proposed work will align with child labor laws (Appendix B). Provide descriptions for both Applicant and any subcontractors that will be used to complete the project.





## YCC Proposal Response 2026

### e. List of Key Personnel and Resumés

List all key personnel or positions the Applicant and any subcontractor will use in performance of the project, and insert their resumés or bios into the application after this page.

- Who is in charge (directors, managers etc)
- Who will supervise the crew
- Who will provide or coordinate training
- Who will track the budget and prepare the reimbursements

If a person or position will fill more than one role, please make that clear.



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### f. Project Overview

Project name: \_\_\_\_\_

Estimated start date (the date the first corps member is hired): \_\_\_\_\_

Project length (may be no longer than 26 weeks): \_\_\_\_\_

Number of Corps Members (youth between 14 - 25) to be hired; must be at least 5: \_\_\_\_\_

Age range of youth to be hired (some projects may not be suitable for all ages): \_\_\_\_\_

Primary population served (select a maximum of two):

☐ **Native American / tribal**      ☐ **Rural**      ☐ **Urban**

☐ **Other, please describe:** \_\_\_\_\_

**Project location(s)** Please list where the projects will take place.

Counties: \_\_\_\_\_

Website (if you have one): \_\_\_\_\_



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### g. Recruitment and hiring

Describe the procedure for recruiting and hiring corps members. Include descriptions of:

- how youth are recruited;
- the application process;
- selection criteria; and
- how the process is inclusive for youth who may lack resources such as internet connections or transportation.



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### **h. Project summary description.** Please describe

- how the project contributes to youth career development;
- community or environmental benefits of the project;
- who are the project partners and community supporters and what are they contributing;
- how the methods used will result in long-lasting value.



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### **i. Safety Protocol**

Please describe the safety program you have planned for the YCC project. Good safety programs should include daily briefings, staff and corps member training and other established or proposed protocol.



## YCC Proposal Response 2026

j. **Work Plan 1 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done.

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



## YCC Proposal Response 2026

j. **Work Plan 2 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



## YCC Proposal Response 2026

j. **Work Plan 3 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.





## YCC Proposal Response 2026

j. **Work Plan 4 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address OR UTM's OR Township, Range, Section AND any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



## YCC Proposal Response 2026

j. **Work Plan 5 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



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j. **Work Plan 6 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



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j. **Work Plan 7 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



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j. **Work Plan 8 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



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j. **Work Plan 9 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address OR UTM's OR Township, Range, Section AND any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



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j. **Work Plan 10 Title:** \_\_\_\_\_

Work plan description: include major tasks or benchmarks, and enough descriptive details that someone not familiar with the project can understand how the work will be done:

Project Location: (street address **OR** UTM's **OR** Township, Range, Section **AND** any necessary description):

Property ownership: Who owns the property where the work plan will take place?

### PROVIDE THE FOLLOWING ATTACHMENTS:

- i. **Project area map:** Roads, trails, streams, boundaries, and significant natural and developed features in the project area should be clear.
- ii. **Site plan:** A map or diagram with details such as treatments and installation locations.
- iii. **Property owner certification(s) & permits:** If the property owner is not the Applicant, attach a signed, dated letter on letterhead from the property owner or manager certifying the Applicant has permission to do the project on the property.
- iv. **Private property locations:** Additional documentation as described in Section V.C.2. of the RFP
- v. **All environmental and cultural evaluations and permits** necessary to do the work.



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### k. Alternative Plans

- i. **For substantial unforeseen circumstances** (e.g. inability to access property; partnership contribution falls through; natural disasters or pandemics). Applicant shall be prepared to obtain landowner and partner permissions and notify YCC before implementing alternative work plans.

- ii. **Activities for days of inclement weather or other short-term situations:**

- iii. **Emergency response (OPTIONAL):** Please state whether the YCC crew will respond to local emergencies, such as floods, fires, food bank help, or other assistance during an emergency, and a brief description of the functions the crew may perform safely.





# YCC Proposal Response 2026

## I. Training and Education Program

The YCC requires that 10% of the project time be allocated to training and education for CorpsMembers, and that at least two types of training be offered. The types of training are described below.

**Job skills.** Skills and competencies directly related to the YCC Project.

Examples: Project and job orientations; first aid/CPR; defensive driving; tool safety and handling; and on-the-job training.

**Career skills.** Trainings that help prepare Corps Members for employment after the YCC.

Examples: Preparing a resumé; interview skills; how to conduct a job search; public speaking; how to identify and report sexual harassment; fire-fighting certification; other certifications; leadership; team building; and career presentations by professionals.

**Life skills.** Trainings that help Corps Members navigate life challenges.

Examples: Mental health first aid/awareness; conflict resolution; financial literacy; substance abuse topics; decision making; and reproductive health.

**Agriculture/gardening.** Trainings that focus on agricultural and gardening techniques and processes.

Examples: Regenerative agriculture; livestock breeding and care; irrigation; water harvesting; composting; beekeeping; pollinator habitat; food handling certification; and crop harvesting and handling.

**Conservation.** Trainings that focus on natural resource processes and issues.

Examples: Focused educational field trips to parks, forests and nature centers; restoration training; Leave No Trace ethics; flora and fauna seminars or workshops; conservation biology; wildlife management; forestry practices; climate dynamics; and ecology.

**Cultural knowledge.** Trainings that focus on community heritage, cultural traditions and knowledge.

Examples: Traditional ways workshops; presentations by elders or conservation and preservation techniques; educational field trips to local cultural sites; oral history; visits to historical museums; adobe making; and site stewardship.

**Public Art:** Trainings that focus on conceptualizing, designing, fabricating, and installing public art.

Examples: Firing ceramics; welding; carpentry; ceramic tiling; field trips to public art installations; drafting; drawing; painting; and consensus building.

**Outdoor Literacy.** Trainings that familiarize youth with outdoor environments and recreation in New Mexico.

Examples: Docent or interpretive training; and recreational outings that combine an activity with skills training, such as hiking/orienteering/outdoors preparation; camping/how to camp; bicycling/bike repair; boating or rafting/boating safety/how to rig a raft or boat/how to read a river; and how to fish/fish anatomy and identification.

**Further education.** Training sessions that integrate the State of New Mexico, Public Education Department content standards for Corps Members, or result in high-school or college credits, or a General Equivalency Diploma (GED).





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### I. Training & Education program, continued.

Descriptive Name of Training	Presenter / Provider	Training Type (see list above)	# of hours per person	Certification or License Earned?	# Credits Earned
<b>Total hours (ensure it is 10% of the project time):</b>					
<b>Example:</b> A 13-week project with each corps member working 40 hours / week. (13 weeks x 40 hours) x 0.10 = 52 hours of training per corps member to meet the required 10%.					