

Early Childhood Education Care Department (ECECD) New Mexico PreK Grant Application FY23



Early Care, Education, and Nutrition Division
NEW MEXICO PREK

INTRODUCTION NM PREK GRANT AWARDS

THE PREKINDERGARTEN GRANT WILL BE MULTI-YEAR GRANT AWARDS FOR FISCAL YEAR 2023, 2024, 2025 AND 2026. THE NEW MEXICO PREK GRANT APPLICATION WILL BE SCORED BASED ON THE ELIGIBLE APPLICANT RESPONSE AND PROVISION OF REQUIRED ATTACHMENTS.

ECECD WILL MAKE EVERY EFFORT TO ADHERE TO THE FOLLOWING SCHEDULE. THESE DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF ECECD. DATES MAY BE EXTENDED BUT NO TIMELINES WILL BE SHORTENED.

ACTION	RESPONSIBLE PARTY	DUE DATE
Grant Application Period Opens	ECECD	Monday, March 7, 2022
Pre-application Orientation via Zoom (Optional)	ECECD	Tuesday, March 8, 2022, noon – 1:00 pm
Deadline to Submit Written Questions Not Addressed in Orientation Session	Eligible Applicant	Monday, March 22, 2022
Response to Written Questions	ECECD	Monday, March 28, 2022
Deadline to Submit Grant Application	Eligible Applicant	Monday, April 11, 2022, no later than 3 p.m.
Grant Award Letter Issued	ECECD	Monday, May 16, 2022

Pre-application Orientation Information Session (Optional)

Power Point and Additional Information document will be provided online for applicants to access.

Eligible applicants may attend the optional pre-application orientation session via Zoom.

Tuesday, March 8, 2022 – 12:00 to 1 p.m.

Community Based Orientation

ZOOM Link

<https://nmececdorg.zoom.us/j/87085969787?pwd=c2tsSG5CMG4rczRKsJArWWI4SFpWQT09>

Meeting ID: 870 8596 9787

Passcode: 184199

Written Questions

All questions must be submitted via email to ECECD-PreKGrant@state.nm.us. Written responses to the questions submitted will be posted on ECECD's website, www.nmececd.org and the PED Early Childhood Bureau website, <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/> for the benefit of all eligible applicants.

Application Submission and Due Date.

Completed and signed applications must be emailed with required attachments to ECECD-PreKGrant@state.nm.us no later than **3 p.m. MDST/MST Monday, April 11, 2022**. The emails will have the date and time of receipt. **Please put in the subject line of the email: "Organization Name" PreK Grant Application 2022.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, REVIEWED OR CONSIDERED FOR FUNDING.

SECTION I ELIGIBILITY

Eligible applicants must be seeking funding either to open a new program or to expand the number of children served in an existing program. All applicants must be in good standing with their regulatory authority.

Eligible applicants include the following:

- Local Education Agencies (LEAs) and state charter schools. LEAs and state charter schools that participate in FOCUS.
- ECECD-licensed early childhood education programs.
- Tribal early childhood education programs,
- Head Start programs (Tribal and Non-Tribal).
- Bureau of Indian Education (BIE) schools.

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SECTION II FUNDING

FUNDING IS SUBJECT TO CURRENT AND FUTURE APPROPRIATIONS FROM THE NEW MEXICO LEGISLATURE AND OTHER FUNDING SOURCES FOR THE PERIOD OF THE GRANT AWARD - FISCAL YEARS 2023-2026. NO GUARANTEE IS MADE OR IMPLIED BY THE STATE OF NEW MEXICO OR ECECD AS TO THE AMOUNT ALLOCATED TO THIS GRANT OF AWARD WILL RESULT IN MULTIPLE AWARDS EQUAL TO THAT AMOUNT. THE FUNDING AVAILABLE THROUGH THE GRANT OF AWARD IS FOR STATE-FUNDED DIRECT PREK SERVICES.

Direct Services will be reimbursed in accordance with the per-child reimbursement rate. The per-child reimbursement rate is a fixed rate per service delivery and eligible applicant type, and rates are non-negotiable. Total compensation awarded will be calculated by the number of children served per eligible applicant type multiplied by the appropriate rate.

Depending upon available funding, the per child rate may be adjusted in future years; such changes will be implemented through an award letter amendment as needed.

If funds are available, a limited amount of funding will be set aside and made available for:

- **Transportation** – when there is no other way for children to access PreK programs.
- **Start-Up and Safety** – when a program is unable to equip a new PreK, Mixed or Early PreK classroom.

New Mexico PreK Extended (Full Day) 4-year-olds Community-Based private PreK and School-Based PreK

- Services shall be provided Monday through Friday. Request for exceptions must be clearly explained in the application.
- Children must turn 4 years old before **September 1, 2022**, and not be age-eligible for kindergarten.
- Provide 900 Instructional hours **and** 90 hours of family engagement – 990 total hours
- Group size: 20 children maximum
- 1:10 adult to child ratio.
- **\$7,000 Per-Student Reimbursement Rate**

New Mexico PreK Early Extended (Full Day) 3-year-olds Community-Based Settings

- Services shall be provided Monday through Friday. Request for exceptions must be clearly explained in the application.
- Children must turn 3 years old before **September 1, 2022**.
- Provide 900 Instructional hours **and** 90 hours of family engagement – 990 total hours
- Group size: 16 children maximum
- 1:8 adult to child ratio
- **\$8,750 Per-Student Reimbursement Rate**

New Mexico PreK Mixed Extended (Full Day) 3 and 4-year-olds Community-Based Settings

- Services shall be provided Monday through Friday. Request for exceptions must be clearly explained in the application.
- Children must be 3 years old before **September 1, 2022**, **or** be 4 years old before **September 1, 2022**, and not be age-eligible for kindergarten.
- Provide 900 Instructional hours **and** 90 hours of family engagement and family education – 990 hours total
- Group Size: 16 children maximum
- 1:8 adult to child ratio.
- **\$8,750 Per-Student Reimbursement Rate**

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SECTION III ORGANIZATION INFORMATION		
Legal Name of Eligible Organization/Applicant		County
School District Code		
<input type="checkbox"/> Community-Based Eligible applicant	<input type="checkbox"/> School-Based Eligible applicant	<input type="checkbox"/> Tribal Eligible applicant
Federal DUNS Number/SAMS/Unique Entity ID		
AUTHORIZED REPRESENTATIVE – Owner/Superintendent/Charter Director/Program Director – this person must sign application SECTION V		
Authorized Representative Name		Title
Physical Address		Mailing Address if Different than Physical Address
City	State NM	Zip
Email Address		Cell Phone/Main Contact Phone Number
Alternate Phone		
NM PREK PROGRAM COORDINATOR/ADMINISTRATOR		
Contact Name		Title
Physical Address		Mailing Address if Different than Physical Address
City	State NM	Zip
Email Address		Cell Phone/Main Contact Phone Number
Alternate Phone		

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SECTION IV ELIGIBLE APPLICANT SITE INFORMATION (USE THIS TEMPLATE FOR MULTIPLE SITES) USE AS ATTACHMENT

ECECD LICENSED FACILITIES: You must disclose if your program has been subject to conditions of operation and/or monetary sanctions under child care licensing regulations or deemed non-compliant within the past two years. Failure to do so will automatically disqualify your application. Depending on the Conditions of Operations and/or severity of the sanction, you may still be disqualified.

Site Name		Name Of Contact Person	
Street Address		City	
Telephone Number		Email Address	
Are You a Licensed Eligible applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child Care License Number	License Expiration Date
Is your program currently or has it been subject to conditions of operation and/or monetary sanctions under child care licensing regulations within the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Tiered Quality Rating & Improvement System Focus and/or Accredited Star Level (<i>indicate your current Star Level</i>) <input type="checkbox"/> 2 + STAR <input type="checkbox"/> 3 STAR <input type="checkbox"/> 4 STAR <input type="checkbox"/> 5 STAR			
If Accredited, Name of Accrediting Body:		Accreditation Expiration Date:	
Is your program currently participating in CACFP? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your School-Based program have a 5 Star FOCUS rating: <input type="checkbox"/> Yes <input type="checkbox"/> No			

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SECTION V CURRENT AND/OR PROPOSED FUNDED SLOTS

Complete the below based on these definitions:

New applicant: An eligible applicant that has never received NM PreK funding.

Existing applicant: An eligible applicant that currently has a NM PreK grant/agreement with ECECD.

Renewal Request: An eligible applicant that has a contract for NM PreK services that expires June 30, 2022. An eligible applicant is considered a new applicant and must complete an entirely new application.

Expansion Request: A request by a currently NM PreK funded provider to expand and/or add additional slots, classrooms, sites, and or eligible applicant types.

Change of Program Option Request: An eligible applicant's request by a current Community-Based NM PreK funded program to change existing slots from one program option to another. Ex: Extended/Early Extended to Mixed Extended. Existing PreK Providers are considered a new eligible applicant and must complete an entirely new application.

Basic (Half-Day) to Extended (Full-Day) Conversion Request: An eligible applicant's request by a current Community-Based and School-Based NM PreK funded program, to change existing slots from Basic/Early Basic program type to Extended/Early Extended program type. ****FOR CONVERSIONS FROM BASIC (Half-Day) TO EXTENDED (Full-Day) CURRENT PREK PROVIDERS WILL COMPLETE A SHORTENED APPLICATION. Please see specific instructions below.**

Basic (Half-Day) to Extended (Full-Day) Conversion Request Instructions:

****SPECIFIC INSTRUCTIONS FOR CURRENT PROGRAMS THAT ARE REQUESTING CONVERSIONS FROM BASIC TO EXTENDED ONLY:**

1 - Contingent upon good standing with all regulatory authorities.

2 - Complete Sections III, IV and V

3 - Sign Section X

5 - Complete Section XII – A – Eligible applicant Response: Define the Need for High Quality NM PreK Services **ONLY**.

Proposed PreK First Day of School (MM/DD/YYYY)	Proposed PreK Last Day of School (MM/DD/YYYY)
Proposed PreK Session Start Time (AM/PM)	Proposed PreK Session End Time (AM/PM)
Proposed PreK Days of Operation	<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY
Proposed Number of PreK Classrooms (include new, renewal, expansion, change of program option request and conversion)	

SELECT TYPE OF REQUEST PER DESCRIPTIONS ABOVE:

- ☐ New Program
 ☐ Renewal Request
 ☐ Expansion Request
 ☐ Change of Program Option
☐ Conversion Request of program Type (Basic/Early Basic program type to Extended/Early Extended program type ONLY)

Site Name (If more room is needed, add more lines as an attachment)	TOTAL NUMBER OF PREK FUNDED SLOTS Include Renewal, Expansion, Change of Program Options AND/OR Conversion Requests. List specific funded program type slots. Ex. 40 Basic, 20 Ext, 16 Early Ext, 16 Mixed Ext.					
	EARLY PREKINDERGARTEN 3 YEAR OLDS		MIXED PREKINDERGARTEN 3 & 4 YEAR OLDS		PREKINDERGARTEN 4 YEAR OLDS	
	Current Funded Slots	Proposed Funded Slots	Current Funded Slots	Proposed Funded Slots	Current Funded Slots	Proposed Funded Slots
Example:					40 Basic	20 Ext

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SECTION VI ELIGIBLE APPLICANT USE OF GRANT FUNDS AND PROPOSED BUDGET INFORMATION - 10 Points

School-Based eligible applicants will have the Public Education Department retain fiscal agent status. As such, for the fiscal year 2022-2023 all disbursements, operating budget approval, and requests for reimbursements will continue to be submitted to the Public Education Department (PED). For the purposes of this application, maintained and overseen by ECECD, school-based eligible applicants are to submit the budget to the PED Operating Budget Management System (OBMS). Anticipated award amounts will be given to our PED partners to help assist with the operating budget review.

Community-Based Eligible applicants will provide a proposed budget of how you will use the PreK Grant funding. This budget is for application purposes only. If awarded, eligible applicant will work with PreK Specialists to develop a working budget based on actual funded amount.

INSTRUCTIONS

1. All numbers **must** be rounded to the nearest dollar. *(Make certain all figures and calculations are correct.)*
2. Only fill out one budget form per eligible applicant.
3. Budget justifications must be filled out for every line item.
4. Cost allocation is for eligible applicants that have one or more non-PreK funded classrooms and are sharing costs such as rent, utilities etc. A percentage of the total cost will be allocated to PreK, and the rest paid out of the eligible applicant's non-PreK Budget. *(Please add the cost allocations to the budget justifications as needed.)*
5. Field Trips would be allocated under miscellaneous costs line item. *(Field Trips are not allowed under transportation funding.)*
6. Funds may not be used for any religious, sectarian, or denominational purposes, instruction, or materials.

Examples of Unallowable Costs: Purchase or lease of land, purchase of buildings and structures, major remodeling of building and structures (\$5,000 or more per item).

ADDITIONAL FUNDING REQUESTS – Transportation and Start Up and Safety

All applicants are eligible to apply for the additional funding requests based on the criteria below.

Transportation and Start Up & Safety Funding Criteria

Transportation funds and Start Up and Safety funds will only be awarded to applicants who are chosen to provide primary services and will be awarded based on the number of children served.

Start Up & Safety Funding is a onetime award for applicants who have never received NM PreK funding. Existing eligible applicants that are requesting expansion for a new site or new classroom are eligible for Start Up & Safety Funding.

If you are requesting transportation funding and/or start-up and safety funds, please complete the response sections below for each section for which you are requesting funds. Include types of costs, purchases, and number of children. All costs must be cost allocated and relate to the program option (Extended, Early Extended, or Mixed Extended) for which you are applying. Transportation shall correlate with the number of children you are proposing to serve. Start Up & Safety shall correlate to the number of classrooms and children you are proposing for services.

Examples of Allowable Transportation Costs: Fuel & oil, parts and maintenance of transportation vehicle, vehicle insurance

Examples of Allowable Start Up and Safety Costs: Furniture & fixtures, information technology equipment

Examples of Unallowable Start Up and Safety Costs: Acquisition, construction, or renovation costs, capital outlay items (\$5,000 or more per item), organized fund raising, out of state travel, purchase and/or lease of transportation vehicle, field trips.

Transportation Funding Additional Information

Number of locations for transportation	Number of Children Proposed for Transportation Services		
	EARLY EXTENDED 3 YEAR OLDS	MIXED EXTENDED 3- & 4-YEAR OLDS	EXTENDED 4 YEAR OLDS

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COMMUNITY-BASED NM PREK PROPOSED BUDGET		
PERSONNEL SERVICES AND EMPLOYEE BENEFITS		
Line-Item Name	Budget Amount	Budget Justification
Permanent Position Full/Part-Time Annual Salaries	\$	
Temporary Position Full/Part-Time Annual Salaries	\$	
Employee Benefits <i>(include type of benefits offered in justification)</i>	\$	
TOTAL	\$	
IN-STATE EMPLOYEE TRAVEL		
Line-Item Name	Budget Amount	Budget Justification
Employee In-State Mileage and Fares	\$	
Employee In-State Meals and Lodging	\$	
TOTAL	\$	
MAINTENANCE		
Line-Item Name	Budget Amount	Budget Justification
Maintenance-Furniture & Equipment	\$	
Maintenance- Building & Structures	\$	
Maintenance- Property Insurance	\$	
Reportable Other Maintenance	\$	
TOTAL	\$	
SUPPLIES		
Line-Item Name	Budget Amount	Budget Justification
Supplies-Office Supplies	\$	
Supplies- Educational Supplies (Min. Of \$100 Per Child)	\$	
Supplies- Inventory Exempt	\$	
TOTAL	\$	
OTHER OPERATING COSTS		
Line-Item Name	Budget Amount	Budget Justification
Printing & Photographic	\$	
Postage & Mail	\$	
Utilities	\$	
Rent Of Land & Building	\$	
Rent Of Equipment	\$	
Telecommunications	\$	
Subscriptions & Dues	\$	
Employee Training	\$	
Advertising	\$	
Furniture & Fixtures	\$	
TOTAL	\$	

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OTHER COSTS		
Line-Item Name	Budget Amount	Budget Justification
Admin. Overhead (7% Of Eligible applicant Services)	\$	
Miscellaneous Other Expenses	\$	
TOTAL	\$	
TRANSPORTATION FOR CHILDREN (IF APPLICABLE – if not requesting, indicate \$0) (for transportation to and from school of NM PreK children only)		
Line-Item Name	Budget Amount	Budget Justification
Transportation-Fuel & Oil	\$	
Transportation-Parts & Maintenance	\$	
Transportation-Insurance	\$	
Transportation-Driver salaries and benefits, if applicable (cost allocated if non-PreK children are transported)	\$	
Transportation-Other: car seats, health, and safety, etc.	\$	
TOTAL	\$	
START UP AND SAFETY (IF APPLICABLE- if not requesting, indicate \$0) (for applicants who have never received NM PreK funding or expanding new classrooms)		
Line-Item Name	Budget Amount	Budget Justification
Furniture or Fixtures	\$	
Information Technology	\$	
Other	\$	
TOTAL	\$	
GRAND TOTAL	\$	

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SECTION VII ELIGIBLE APPLICANT RESPONSE POINT VALUES

ELIGIBLE APPLICANT USE OF GRANT FUNDS AND PROPOSED BUDGET INFORMATION – 10 POINTS

1. Are all costs reasonable and correspond with the total number of children the eligible applicant is requesting?
2. Is the transportation amount requested reasonable and supports the number of children the eligible applicant is requesting?

A. DEFINE THE NEED FOR HIGH QUALITY NM PREK SERVICES – 20 Points

NM Prek services increase access to voluntary high quality early care and education services within your community.

1. Describe the unmet need for PreK services in your community or geographic region. Including:
 - (a) how you determined that unmet need,
 - (b) how your proposal will meet that unmet need including the number and age(s) of the children you propose to serve.
2. Please identify existing PreK services in your community or geographic region?
 - (a) NM PreK Community-Based programs,
 - (b) NM PreK School-Based programs,
 - (c) Early Head Start programs,
 - (d) Head Start programs,
 - (e) licensed early childhood centers,
 - (f) accredited early childhood centers
 - (g) NM FIT-IDEA Part C,
 - (h) Home Visiting programs,
 - (i) IDEA Part B programs, and
 - (j) any other early childhood programs.

B. COLLABORATIVE EFFORTS TO ENSURE THE FULL PARTICIPATION OF EACH CHILD – 25 Points

PreK Eligible applicants must collaborate to support the establishment of a seamless continuum of quality early care, and education programs in their respective communities.

1. Please state your plan to collaborate with the programs identified in Section A.2, above, including:
 - (a) how you plan to measure, track, or demonstrate that collaboration and
 - (b) how that collaboration will:
 - (i) strengthen early childhood partnerships,
 - (ii) to ensure families have access to needed resources, and
 - (iii) ensure that all eligible children have equitable access to PreK programs that best meet their needs.

C. IMPLEMENTING CONTINUOUS QUALITY IMPROVEMENT PLAN – 20 Points

PreK Eligible applicants create specific goals and objectives to ensure continuous quality improvement.

1. Facilities. Please describe your facility(ies), including:
 - (a) location,
 - (b) layout of existing and proposed PreK classroom(s), including:
 - i. bathroom/toileting facilities (number of toilets, changing tables and sinks),
 - ii. playground, and
 - iii. other such facilities
 - (c) attach a diagram or sketch of existing and proposed PreK classroom(s), including everything identified in (a) and (b), above.
2. Please describe your plan to implement continuous quality improvement including:
 - (a) ongoing professional development that includes accountability and tracking of required education and training,
 - (b) goals for family engagement and family education
 - (c) family satisfaction survey(s),
 - (d) policy or procedure that demonstrates a reflective and responsive approach to the family satisfaction survey,
 - (e) FOCUS Criteria and/or Accreditation Criteria,
 - (f) Environmental Assessment used to plan for optimal learning opportunities,
 - (g) Observational Assessment Process and Documentation using NM Early Learning Guidelines including ongoing support, accountability and a quality assurance review of this process and documentation, and
 - (h) Participation in Practice-Based Coaching and/or consultation, including required release time for teachers to meet with Practice-Based Coach and/or consultant.

D. ELIGIBLE APPLICANT ADMINISTRATION – 25 Points

The eligible applicant ensures compliance with the administrative tasks in the implementation of the NM PreK Program Standards

1. **Regulatory Compliance:** Please describe your plan to ensure compliance with NM PreK program regulatory standards, including compliance with:
 - (a) data entry requirements and expectations

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- (b) budget and finance responsibilities, include additional sources of funding (ex. Head Start funding, foundation funding, grants, etc.)
- (c) health and safety guidelines
- (d) social- emotional and developmentally appropriate best practices
- (e) requirements for developmental and health screenings
- (f) requirements to provide a fully inclusive environment (including procedures and practices), and
- (g) requirements to provide a culturally and linguistically responsive curriculum.

2. Full Funded Enrollment:

- (a) Describe how the eligible applicant will meet and maintain full funded enrollment, including
 - i. recruitment plan, and
 - ii. enrollment plan.
- (b) Please state how (including strategies and action plans) your program prioritizes enrollments of:
 - i. children experiencing homelessness,
 - ii. children in foster care, and
 - iii. children who live in Title 1 school boundaries.

3. PreK Compliance:

- (a) For currently funded Community-Based PreK eligible applicants: Describe if you have current programmatic findings of non-compliance and program deficiencies on current contracts/agreements/grants (including serious audit exceptions relating to fiscal procedures). Indicate if your program is on a current PreK corrective action plan.
- (b) For currently funded School-Based PreK eligible applicants: Describe any area of non-compliance, including completion of required training by administrators and teaching staff. If administrators have not completed all training, provide a schedule for completion prior to August 2022. Please explain the number of coaching cycles completed by each classroom if less than 7 cycles year-to-date (August 2021-February 2022).

REQUIRED LIST OF ATTACHMENTS – failure to attach required items will disqualify application

1. Attach a diagram or sketch of the proposed classroom that shows the location of the various learning centers for each program option for which you are applying.
2. Attach resumes for Center Directors, PreK Coordinators/Administrators and Lead Teachers relating to early childhood education and care experience.
3. If required per federal and State of New Mexico law per Terms in Section IX, attach most current annual audit.
4. School-Based PreK Eligible applicants: attach a copy of your E-Occupancy certificate for your proposed PreK program facility. If your PreK program facility does not have E-Occupancy, please attach your proposed facility layout and how you plan to meet E-Occupancy.

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SECTION VIII ELIGIBLE APPLICANT RESPONSE (ALL RESPONSES MUST BE CONTAINED IN THIS SPACE AND NUMBERED)

A. DEFINE THE NEED FOR HIGH QUALITY NM PREK SERVICES – 20 Points

NM Prek services increase access to voluntary high quality early care and education services within your community.

1. Describe the unmet need for PreK services in your community or geographic region. Including:
 - (a) how you determined that unmet need,
 - (b) how your proposal will meet that unmet need including the number and age(s) of the children you propose to serve.
2. Please identify existing PreK services in your community or geographic region?
 - (a) NM PreK Community-Based programs,
 - (b) NM PreK School-Based programs
 - (c) Early Head Start programs,
 - (d) Head Start programs,
 - (e) licensed early childhood centers,
 - (f) accredited early childhood centers
 - (g) NM FIT-IDEA Part C,
 - (h) Home Visiting programs,
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SECTION VIII ELIGIBLE APPLICANT RESPONSE CONTINUED

(ALL RESPONSES MUST BE CONTAINED IN THIS SPACE AND NUMBERED)

B. COLLABORATIVE EFFORTS TO ENSURE THE FULL PARTICIPATION OF EACH CHILD – 25 Points

PreK Eligible applicants must collaborate to support the establishment of a seamless continuum of quality early care, and education programs in their respective communities.

1. Please state your plan to collaborate with the programs identified in Section A.2, above, including:
 - (a) how you plan to measure, track, or demonstrate that collaboration and
 - (b) how that collaboration will:
 - (i) strengthen early childhood partnerships,
 - (ii) to ensure families have access to needed resources, and
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(ALL RESPONSES MUST BE CONTAINED IN THIS SPACE AND NUMBERED)

C. IMPLEMENTING CONTINUOUS QUALITY IMPROVEMENT PLAN – 20 Points

PreK Eligible applicants create specific goals and objectives to ensure continuous quality improvement.

1. Facilities. Please describe your facility(ies), including:
 - (a) location,
 - (b) layout of existing and proposed PreK classroom(s), including:
 - (i) bathroom/toileting facilities (number of toilets, changing tables and sinks),
 - (ii) playground, and
 - (iii) other such facilities
 - (c) attach a diagram or sketch of existing and proposed PreK classroom(s), including everything identified in (a) and (b), above.
2. Please describe your plan to implement continuous quality improvement including:
 - (a) ongoing professional development that includes accountability and tracking of required education and training,
 - (b) goals for family engagement and family education
 - (c) family satisfaction survey(s),
 - (d) policy or procedure that demonstrates a reflective and responsive approach to the family satisfaction survey,
 - (e) FOCUS Criteria and/or Accreditation Criteria,
 - (f) Environmental Assessment used to plan for optimal learning opportunities,
 - (g) Observational Assessment Process and Documentation using NM Early Learning Guidelines including ongoing support, accountability and a quality assurance review of this process and documentation, and
 - (h) Participation in Practice-Based Coaching and/or consultation, including required release time for teachers to meet with Practice-Based Coach and/or consultant.

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SECTION VIII ELIGIBLE APPLICANT RESPONSE CONTINUED
(ALL RESPONSES MUST BE CONTAINED IN THIS SPACE AND NUMBERED)

D. ELIGIBLE APPLICANT ADMINISTRATION – 25 Points

The eligible applicant ensures compliance with the administrative tasks in the implementation of the NM PreK Program Standards

1. Regulatory Compliance: Please describe your plan to ensure compliance with NM PreK program regulatory standards, including compliance with:

- (a) data entry requirements and expectations
- (b) budget and finance responsibilities, include additional sources of funding (ex. Head Start funding, foundation funding, grants, etc.)
- (c) health and safety guidelines
- (d) social-emotional and developmentally appropriate best practices
- (e) requirements for developmental and health screenings
- (f) requirements to provide a fully inclusive environment (including procedures and practices), and
- (g) requirements to provide a culturally and linguistically responsive curriculum.

2. Full Funded Enrollment:

- (a) Describe how the eligible applicant will meet and maintain full funded enrollment, including:
 - (i) recruitment plan, and
 - (ii) enrollment plan
- (b) Please state how (including strategies and action plans) your program prioritizes enrollments of:
 - (i) children experiencing homelessness,
 - (ii) children in foster care, and
 - (iii) children who live in Title 1 school boundaries.

3. PreK Compliance:

- (c) For currently funded Community-Based PreK eligible applicants: Describe if you have current programmatic findings of non-compliance and program deficiencies on current contracts/agreements/grants (including serious audit exceptions relating to fiscal procedures). Indicate if your program is on a current PreK corrective action plan.
- (d) For currently funded School-Based PreK Eligible applicants: Describe any area of non-compliance, including completion of required training by administrators and teaching staff. If administrators have not completed all training, provide a schedule for completion prior to August 2022. Please explain the number of coaching cycles completed by each classroom if less than 7 cycles year-to-date (August 2021-February 2022).

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Early Childhood Education Care Department (ECECD)
New Mexico PreK Grant Application FY23



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SECTION IX TERMS

ALL APPLICANTS THAT RECEIVE A GRANT MUST AGREE TO THE FOLLOWING TERMS:

Termination

A. Grounds. ECECD may terminate this Grant of Award for convenience or cause. The Awardee may only terminate this Grant of Award based upon the ECECD's uncured, material breach of this Agreement.

B. Notice. ECECD Opportunity to Cure.

1. ECECD shall give Awardee written notice of termination at least thirty (30) days prior to the intended date of termination.

2. The Awardee shall give ECECD written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Department's material breaches of this Grant of Award upon which the termination is based and (ii) state what ECECD must do to cure such material breaches. Awardee's notice of termination shall only be effective (i) if ECECD does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, ECECD does not, within the thirty (30) day notice period, notify the Awardee of its intent to cure and begin with due diligence to cure the material breach.

3. The Grant of Award may be terminated immediately upon written notice to the Awardee (i) if the Awardee becomes unable to perform the services contracted for, as determined by the ECECD; (ii) if, during the term of this Grant of Award, the Awardee is suspended or debarred by the State Purchasing Agent; or (iii) the Grant of Award is terminated pursuant to, "Appropriations", of this Section VI-TERMS.

C. Liability. Except as otherwise expressly allowed or provided under this Grant of Award, ECECD's sole liability upon termination shall be to pay for acceptable work performed prior to the Awardee's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Grant of Award. The Awardee shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE ECECD'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE AWARDEE'S DEFAULT/BREACH OF THIS GRANT OF AWARD.

D. Termination Management. Immediately upon receipt by either ECECD or the Awardee of notice of termination of this Grant of Award, the Awardee shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Grant of Award without the written approval of ECECD; 2) comply with all directives issued by ECECD in the notice of termination as to the performance of work under this Grant of Award; and 3) take such action as ECECD shall direct for the protection, preservation, retention or transfer of all property titled to the Department and records generated under this Grant of Award. Any non-expendable personal property or equipment provided to or purchased by the Awardee with contract funds shall become the property of ECECD upon termination and shall be submitted to the Department as soon as practicable.

Fund Accountability-

The parties shall provide strict accountability of all monies made subject to the grant of award. The awardee shall maintain fiscal records, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred to the awardee pursuant to this grant of award. The awardee will include all monies made subject to this grant of award in an annual audit if required by federal or state of New Mexico law, to be completed by an outside auditing agency. The awardee will provide ECECD with a copy of the annual audit.

Maintenance of Records

The awardee shall maintain detailed time and expenditure records that indicate the date; time, nature, and cost of services rendered during the grant of award's term and effect and retain them for a period of three (3) years from the date of final payment under this grant of award. The records shall be subject to inspection by ECECD, the general services department/state purchasing division and the state auditor. ECECD shall have the right to audit billings both before and after payment. Payment under this grant of award shall not foreclose the right of ECECD to recover excessive or illegal payments.

Confidentiality

Any confidential information provided to or developed by the awardee in the performance of this grant of award shall be kept confidential and shall not be made available to any individual or organization by the awardee without the prior written approval of ECECD.

Amendment

A. This grant of award shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

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B. If ECECD proposes an amendment to the Grant of Award to unilaterally reduce funding due to budget or other considerations, the Awardee shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Grant of Award, pursuant to the termination provisions as set forth in "Termination", of this Section VI-TERMS, or to agree to the reduced funding.

Assignment

The Awardee shall not assign or transfer any interest in this Grant of Award or assign any claims for money due or to become due under this Grant of Award without the prior written approval of the ECECD.

Applicable Law

The laws of the State of New Mexico shall govern this Grant of Award, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Grant of Award, Awardee acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Grant of Award.

Liability

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation of requirements applicable to the performance of the Grant of Award. Each party shall be liable for its actions according to this Grant of Award subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, § 41-4-1, et. seq., as amended.

Execution of Documents

ECECD and the Awardee agree to execute any document(s) necessary to implement the terms of this Grant of Award.

Equal Opportunity Compliance

The Awardee agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Awardee assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any eligible applicant or activity performed under this Grant of Award. If Awardee is found not to be in compliance with these requirements during the life of this Grant of Award, Awardee agrees to take appropriate steps to correct these deficiencies.

Workers Compensation.

The Awardee agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Awardee fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Grant of Award may be terminated by ECECD.

New Mexico Employees Health Coverage (Governmental entities are excluded from this provision)

A. If Awardee has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the Grant of Award, Awardee certifies, by signing this award, to have in place, and agrees to maintain for the term of the Grant of Award, health insurance for those employees if the expected annual value in the aggregate of any and all Grant of Awards between Awardee and the State exceed \$250,000 dollars.

B. Awardee agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the State of New Mexico.

C. Awardee agrees to advise all employees of the availability of State publicly financed health care coverage.

Background Checks

Community-Based Programs: Awardees that have or could have primary custody of children for at least twenty hours per week are required under NMSA 1978, § 32A-15-1, et seq.; NMSA 1978 § 9- 29-8 (H); NMAC 8.8.3, et. seq. and other applicable regulations to have background checks completed on all operators, employees, staff member, volunteers, or student interns. All Information Technology (IT) Awardees are also required to undergo a background check. The Awardee must comply with the fingerprint based criminal background investigation process, as per current ECECD policy. The applicant for the background check is required to pay all related fees. Nationwide as well as state abuse and neglect background

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checks on required individuals will be conducted in accordance with NMAC 8.8.3 and all other applicable state and federal regulations and standards. An eligibility letter must be in the IT Awardee, Awardee operator, employee, staff member, volunteer or student intern's personnel file prior to that individual having access to data or having any direct contact with children participating in eligible applicants delivered by ECECD or any Awardee providing services for the Department.

School-Based Programs: 22-10A-5 governs background checks for all licensed school employees, including contracted employees (i.e., instructional support programs). [Licensure Background Information – New Mexico Public Education Department \(state.nm.us\)](https://www.nm.gov/education/early-childhood-education-care-department/state-nm-us).

Tribal Programs: Awardees shall follow the local tribal regulatory authority procedures to receive a federal background check.

Health Insurance Portability and Accountability Act of 1996

The Awardee agrees to comply with the Health Insurance Portability and Accountability Act of 1996.

Appropriations

The terms of this Grant of Award are contingent upon sufficient appropriations and authorization by the Legislature of New Mexico for the performance of this Grant of Award. If sufficient appropriations and authorization are not made by the Legislature, this Grant of Award shall terminate immediately upon written notice being given by ECECD to the Awardee. ECECD's decision as to whether sufficient appropriations are available shall be accepted by the Awardee and shall be final.

Federal Award Identification

Federal award information shall be provided to Awardee based on Uniform Grant Guidance requirements, Title 2 Subtitle A Chapter 2 Part 200 Subpart D Section 200.331. This information relates to sub-recipients of Federal award at the time of award.

Sub-Contracts

The awardee shall not subcontract any portion of the services to be performed under this Grant of Award without the prior written approval by the Procuring Agency Secretary or Designee. No such subcontract shall relieve the primary awardee from any obligations and liabilities under this Grant of Award, nor shall subcontract obligate direct payment from the Procuring Agency. Grant Awardee must notify subcontractors that they are subject to Article VIII - Maintenance of Records of this agreement.

Performance Measures

1. PreK programs must achieve and maintain 100% of funded enrollment within the first 30 days.
2. PreK programs must provide a minimum of 90 hours of family engagement and education activities annually.
3. PreK programs will demonstrate support of families to ensure their child attends regularly (at least 85% of time).
4. PreK programs must ensure each PreK participant has current health and developmental screenings completed within 90 days from the date of enrollment.
5. PreK personnel must complete observations of each child's progress in all developmental areas and in multiple settings, using the PreK Observational Assessment to evaluate the effect of the eligible applicant on the child's development and learning. Children will be assessed a minimum of three times during the eligible applicant year.

SECTION X ATTESTATION

- ELIGIBLE APPLICANT, THROUGH ITS AUTHORIZED REPRESENTATIVE, HEREBY ATTESTS THAT, IF AWARDED THE SUBJECT GRANT, APPLICANT WILL PROVIDE THE SERVICES SET FORTH IN THIS GRANT APPLICATION.

- ELIGIBLE APPLICANT, THROUGH ITS AUTHORIZED REPRESENTATIVE, HEREBY ATTESTS THAT ALL INFORMATION PROVIDED IN THIS APPLICATION IS, TO THE BEST OF YOUR KNOWLEDGE, COMPLETE AND ACCURATE.

Signature (Authorized Representative)

Print Name

Title