

# Welcome to FY23 New Mexico PreK Grant Application Orientation



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

Wednesday, March 9, 2022

# New and Expanding Programs

## Purpose of NM PreK

- Increase statewide access to voluntary high-quality preschool education programs
- Provide developmentally appropriate early learning activities for New Mexico preschoolers that focus on school readiness
- Expand early childhood community capacity



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Who Is Eligible?

- School districts, local education agencies, LEA's and state charter schools
- Early childhood education programs licensed by ECECD and in good standing
- Tribal early childhood education programs
- Head Start programs (Tribal and Non-Tribal)
- Bureau of Indian Education (BIE) schools

**\*must be in good standing with regulatory authorities\***



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Program Options

## **New Mexico PreK Services:**

A voluntary, state-funded early childhood education program for **children who turn 4 years of age before September 1** and are not age-eligible for Kindergarten

## **New Mexico PreK Mixed Age (community-based only):**

A voluntary, state-funded early childhood education program for **children who turn 3 or 4 years of age before September 1** and are not age-eligible for Kindergarten

## **New Mexico Early PreK (community-based only):**

A voluntary, state-funded early childhood education program for **children who turn 3 years of age before September 1** and are not age-eligible for Kindergarten



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Expansion Vs. Conversion

- Expansion
  - ♦ A Request by a currently NM PreK funded program to Expand additional slots, classrooms, sites, and/or program types
- Change of Program Operation Request
  - ♦ Program already has an existing PreK Contract/Agreement and would like to change the type to another type
    - Convert Early PreK to a Mixed Age
    - Convert Mixed Age to a PreK Extended
- Conversion Request
  - ♦ An eligible applicant's request by a current NM PreK funded program to change existing slots from Basic/Early Basic program type to Extended/Early Extended Program type
    - Convert Basic PreK to Extended PreK



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, delivering today

# Conversion Request Instructions

## SPECIFIC INSTRUCTIONS FOR CURRENT EXISTING PROGRAMS THAT ARE REQUESTING CONVERSION FROM BASIC PREK TO EXTENDED PREK ONLY

- ◆ Contingent upon good standing with all regulatory authorities
- ◆ Complete Section III
- ◆ Complete Section IV
- ◆ Complete Section VIII – A – Programs Response: Define For Need for High-Quality NM PreK Services
- ◆ Required List of Attachments
- ◆ Sign Section X



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Grant Application Break Down

- Section I – Eligibility
- Section II – Funding
- Section III – Organization Information
- Section IV – Eligible Program Site Information
- Section V – Current and/or Proposed Funded Slots
- Section VI – Eligible Applicant use of Grant Funds and Proposed Budget Information
- Section VII– Eligible Applicant Response Point Values
- Section VIII – Eligible Applicant Program Response
  - A. Define The Need For High-Quality NM PreK Services
  - B. Collaborative Efforts To Ensure Full Participation Of Each Child
  - C. Implementing Continuous Quality Improvement Plan
  - D. Program Administration
- Section IX – Terms
- Section X - Attestation



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**





# Program Response Point Values

- Section VI - Eligible Applicant Response Point Values
  - ◆ 10 Points
- Section VIII
  - A. Define The Need For High-Quality NM PreK Services
    - 20 Points
  - B. Collaborative Efforts To Ensure Full Participation Of Each Child
    - 25 Points
  - C. Implementing Continuous Quality Improvement Plan
    - 20 Points
  - D. Program Administration
    - 25 Points



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, delivering today



# Break Down Continued

- Section VIII – Program Response
  - A. Define The Need For High-Quality NM PreK Services
    - Describe the Unmet Need in your Community and Geographic Area
    - Identify existing PreK services in your community or geographic region
  - ◆ Collaboration Efforts Implementing
    - State your plan to Collaborate with the programs identified in your community



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Break Down Continued

- Section VIII– Program Response
  - ◆ Implementing Continuous Quality Improvement Plan
    - Describe your facility location and layout
    - Describe your plan to implement continuous quality improvement
  - ◆ Eligible Applicant Administration
    - Regulatory Compliance
    - Full Funded Enrollment
    - PreK Compliance



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Required Attachments for Application

- 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
- Attach resume for Center Directors, PreK Coordinators/Administrators, and Lead teachers relating to early childhood education and care experience
- If required per federal and State of New Mexico law per Terms in Section IX, attach most current annual audit
- School-Based PreK Programs – 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



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Community-Based Proposed Budget Guidelines: Allowable Expenses

- Instate Travel
  - ◆ Home visits, training, meal costs, etc.
- Maintenance
  - ◆ Repair or replacement of worn or broken furniture and equipment
  - ◆ Property Insurance
  - ◆ Replacing sand, woodchips etc.
- Office Supplies
  - ◆ Copy paper, toner, folders, binders, etc.
- Education Supplies
  - ◆ Consumable materials: paper, crayons, paints, art supplies, etc.
  - ◆ Classroom materials: blocks, dramatic play, science, manipulative, water table, sand table, books, outside materials, etc.



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, delivering today

# Community-Based Proposed Budget Guidelines:

- Operating Costs
  - ◆ Utilities, Rent, Telecommunications, Bond Premiums, Postage and Mail, Printing, Photographic, Subscriptions, Advertising, Employee Trainings, etc.
    - Cost allocation
- Other Costs
  - ◆ Administration Overhead – Capped at 7%
  - ◆ Food Cost Over CACFP Reimbursement
  - ◆ Teacher Support - I-Pads, Tablets, Laptops, etc.
  - ◆ Field Trips, Support Family Engagement
  - ◆ Shade Structures, Playground Equipment, Cement Bike Paths, Bikes, etc.
  - ◆ Gross Receipt Tax



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Community-Based Proposed Budget Guidelines:

- Transportation
  - ◆ Gas, Oil Changes, Parts for maintenance, New Wipers, Tire Rotation
  - ◆ Salaries for Bus Drivers
  - ◆ Insurance and Registration
- Start-Up and Safety
  - Repairs, Sunshades, New Slides, Playground Equipment



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# Community-Based Proposed Budget Guidelines: Unallowable Expenses

- Acquisition
- Construction
- 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



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**



# School-Based Proposed Budget Guidelines:

## Operation Budget Management System – Requests for Reimbursement

- Submit RfRs at least monthly
- Justification must be included with RfRs
  - Purchase orders, invoices, receipts
- Lesson Plans to support
  - Must include pre, during, and post-field trip activities  
(Field trips are charged to student travel, object 55817.)

Cooking activities: must include a chemical change



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, delivering today

# School-Based Proposed Budget Guidelines:

- Pre-approval is required for all items or systems with a cost of \$5,000 or more
- Pre-approval is required for any curriculum purchase
- Salaries for staff who serve multiple programs must be cost allocated proportionately between the programs
- Please keep MOE in mind when cost allocating
- These funds are available for one fiscal year only; there is no “carry-over”. All items purchased must be received and installed by June 30 of the current fiscal year



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# School-Based Proposed Budget Guidelines: Allowable Expenses

- PreK staff salaries and benefits, including stipends for bilingual or TESOL endorsements as per the district collective bargaining agreement
- Classroom materials and supplies
- Classroom equipment, including computers, laptops, printers, iPads, tablets, cameras.  
(no more than 4 computers, iPads, or laptops per classroom for student use)
- Playground equipment
- Classroom furniture
- Field trips with an academic purpose (Must include lesson plans: pre-during-post trip with RfR)
- Cooking activity expenditures accompanied by lesson plans linked to the ELG
- In-state travel for early childhood meetings, training, or conferences
- Up to one percent of the program services award for administrative costs



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**

# School-Based Proposed Budget Guidelines: Unallowable Expenses

- Out-of-state travel costs
- In-state travel other than approved early childhood conferences and training. (PLEASE ASK FIRST)
- Bus assistants/attendants funded through the transportation award
- Assistants/attendants who accompany children on the bus in accordance with the child's IEP. (must be charged to special education)



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**



# Compensation

NM PreK Day Rate:	NM Community-based Early PreK Day Rate:	NM Community-based Mixed Age PreK Day Rate:
\$7,000-Per-Student Reimbursement Rate for a NM PreK Extended-Day Student	\$8,750-Per-Student Reimbursement Rate for a NM Early PreK Extended-Day Student	\$8,750-Per-Student Reimbursement Rate for a NM Mixed Age PreK Extended-Day Student
Maximum Class Size – 20 Educator: Child Ratio – 1:10	Maximum Class Size – 16 Educator: Child Ratio – 1:8	Maximum Class Size – 16 Educator: Child Ratio – 1:8
900 Classroom Hours and 90 Family Engagement Hours– 990 Hours Total	900 Classroom Hours and 90 Family Engagement Hours– 990 Hours Total	900 Classroom Hours and 90 Family Engagement Hours – 990 Hours Total



# Other Funding Options

## Transportation

- Funding is available for LEA's, including charter schools and to community-based programs to transport New Mexico PreK children to and from school



## Start-Up and Safety

Start-Up & Safety Funding is a one-time award for new classrooms that have never received NM PreK funding



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, delivering today



# Subrecipient Monitoring

- Grant Awardees will comply with all Federal Subrecipient Monitoring requirements
  - ◆ Annual Audit
    - Per Federal and State of New Mexico law per Terms in Section IX, attach most current annual audit
  - ◆ Federal DUNS/SAMS/Unique ID Number
    - [www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html](http://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html)
  - ◆ Follow Uniform Grant Guidance
    - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**



# PreK Application Format

## PreK Grant Application

- New Mexico PreK – Invest A Little Get A Lot
  - [www.newmexicoPreK.org](http://www.newmexicoPreK.org)
- Early Childhood Education & Care Department | Working to ensure that all New Mexican families and young children have equitable access to high-quality early childhood opportunities (nmececd.org)
  - [www.nmececd.org](http://www.nmececd.org)
- [webnew.ped.state.nm.us/bureaus/early-childhood-bureau](http://webnew.ped.state.nm.us/bureaus/early-childhood-bureau)
  - [www.webnew.ped.state.nm.us/bureaus/early-childhood-bureau](http://www.webnew.ped.state.nm.us/bureaus/early-childhood-bureau)
- ECECD PreK Grant Application | Early Childhood Education & Care Department (nmececd.org)
  - <https://www.nmececd.org/ececd-prek-grant-application/>



# Application Submission

- Completed and signed applications are due:

**\*No later than 3 p.m. MDST/MST on Monday, April 11, 2022\***

**Email all applications to: [ECECD-PreKGrant@state.nm.us](mailto:ECECD-PreKGrant@state.nm.us)**

- In the subject line include your program or school district name
- No late or incomplete applications will be accepted



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**



# Schedule of Events

ACTION	RESPONSIBLE PARTY	DUE DATE
Grant Application Period Opens	ECECD	Monday, March 7, 2022
Pre-application Orientation Session	ECECD	Tuesday, March 8, 2022 1 p.m.to 3 p.m.
Submit Written Questions	Applicant	March 7 - 22, 2022
Response to Written Questions	ECECD	Monday, March 28, 2022
<b>Submission of Grant Application</b>	<b>Applicant</b>	<b>Monday, April 11, 2022, no later than 3 p.m.</b>
Grant Award Letter Issued	ECECD	Monday, May 16, 2022

# THANK YOU

New Mexico PreK

Early Childhood Education and Care Department (ECECD)

- Additional Information Document will be posted with the Application

Submit all written questions to:

[ECECD-PreKGrant@state.nm.us](mailto:ECECD-PreKGrant@state.nm.us)

By Friday, March 22, 2022



NEW MEXICO

**Early Childhood**

Education & Care Department

Investing for tomorrow, **delivering today**