



Early Childhood Education and Care Department (ECECD) Prekindergarten Grant Application

INSTRUCTIONS

DUE NO LATER THAN 1 P.M. ON MARCH 31, 2021. Email completed form to ececd.rfa@state.nm.us

QUESTIONS: Contact Monica Archuleta at Monica.Archuleta@state.nm.us and Brenda Kofahl at Brenda.Kofahl@state.nm.us, or call 1-800-832-1321 to leave a message for Ms. Archuleta or Ms. Kofahl.

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. Eligible applicants include the following:

- Local Education Agencies (LEAs) or public charter schools. LEAs and public charter schools must fully participate in PED FOCUS, including their special education preschool programs.
- Early childhood education programs licensed by ECECD and in good standing. ECECD-licensed providers must have applied to participate in FOCUS (New Mexico Tiered Quality Rating and Improvement System) at the time of application to be eligible, as stated in the New Mexico PreK Standards.
- Tribal early childhood education programs (e.g. licensed and non-licensed child care).
- Head Start programs must be in good standing with regulatory entity.
- Bureau of Indian Education (BIE) schools and BIE contract (and grant) schools with early childhood education programs.

SECTION II ORGANIZATION INFORMATION

Legal Name of Eligible Applicant		COUNTY/DISTRICT CODE	
AUTHORIZED REPRESENTATIVE			
AUTHORIZED REPRESENTATIVE NAME		TITLE	
PHYSICAL ADDRESS		MAILING ADDRESS (IF DIFFERENT THAN PHYSICAL ADDRESS)	
CITY	STATE NM	ZIP	TELEPHONE NUMBER
EMAIL ADDRESS		CELL PHONE NUMBER	

INDIVIDUAL RESPONSIBLE FOR COORDINATING THE PREK PROGRAM

CONTACT NAME		TITLE	
PHYSICAL ADDRESS		MAILING ADDRESS (IF DIFFERENT THAN PHYSICAL ADDRESS)	
CITY	STATE NM	ZIP	TELEPHONE NUMBER
EMAIL ADDRESS		CELL PHONE NUMBER	

SECTION III 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 YEAR 2022-2025. NO GUARANTEE IS MADE OR IMPLIED BY THE STATE OF NEW MEXICO OR ECECD 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 program type, and rates are non-negotiable. Total compensation awarded will be calculated by the number of children served per program type multiplied by the appropriate rate.

The current per-child rates are posted on the ECECD website, www.nmcecd.org and the PED Early Childhood Bureau website, <https://webnew.ped.state.nm.us/bureaus/early-childhood-bureau/>. Depending on available funding, this rate may be adjusted in future years; such changes will be implemented through an award letter amendment as needed. Conditions may apply to the implementation of per-child rate increases.

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

- Transportation – where there is no other way for children to access PreK programs and
- Start-Up and Safety – when a program is unable to equip a new PreK, Mixed or Early PreK classroom.
- Public Schools and Community Based Private PreK – New Mexico PreK Extended (Full-Day) Services: Services shall be provided Monday through Friday. Any exceptions must be clearly explained in the application. Programs must provide 900 instructional hours and 90 hours of family engagement activities per program per year for children who turn four (4) years of age before September 1 and are not age-eligible for Kindergarten. Group size: 20 children with a 1:10 adult to child ratio.
- Community-Based Private PreK Programs Only - New Mexico PreK Mixed Age Extended (Full-Day) Services: Services shall be provided Monday through Friday. Any exceptions must be clearly explained in the application. Programs must provide 900 instructional hours and 90 hours of family engagement activities per program per year for children who turn three (3) or four (4) years of age before September 1 and are not age-eligible for Kindergarten. Group size: 16 children with a 1:8 Adult to child ratio.
- Community-Based Private PreK Programs Only - New Mexico Early PreK Extended (Full-Day) Services: Services shall be provided Monday through Friday. Any exceptions must be clearly explained in the application. Programs must provide 900 instructional hours and 90 hours of family engagement activities per program per year for children who turn three (3) years of age before September 1 and are not age-eligible for Kindergarten. Group size: 16 children with a 1:8 adult to child ratio.

SECTION IV CRITERIA

ALL APPLICANTS THAT RECEIVE A GRANT WILL BECOME AN AWARDEE AND MUST MEET THE FOLLOWING CRITERIA:

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 IV-CRITERIA.
- 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 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 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 the annual audit and 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.
- 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 IV-CRITERIA, 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.

Acquisition of Property.

The parties agree that neither party shall acquire any property as the result of this Grant of Award, unless approved by ECECD or defined in the scope of work.

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 program 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.

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 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 programs delivered by ECECD or any Awardee providing services for the Department.

Health Insurance Portability and Accountability Act of 1996.

The Contractor 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 being made 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.

Performance Measures:

Measure and document individual growth using the criterion-based documentation and assessment tools.

Goal 1: To increase positive child outcomes.

Objective I: PreK programs must measure and document individual growth using the criterion-based documentation and assessment tool to include completion of three (3) NM PreKindergarten (PreK) Portfolio Collection Forms for each child in the fall, winter, and spring of each contract year.

Objective II: PreK programs must fully implement the New Mexico PreK Program Standards.

Objective III: All curriculum and daily learning activities in PreK programs must align with the New Mexico Early Learning Guidelines.

Goal 2: To ensure that the PreK program supports accessibility to voluntary, quality early childhood programs.

Objective I: PreK programs must meet, at least every four months, with community early care and education providers, including Head Start programs, to coordinate services for children while honoring parental choice to ensure that children have equal access to a high quality PreK program.

Objective II: Connect parents whose children are on the program's waiting list with other early childhood providers offering Preschool, PreK, or Head Start.

Goal 3: To increase quality through highly qualified and well-trained staff while fully implementing FOCUS criteria and PreK Programs Standards.

Objective I: Program staff must complete required college credit hours.

Objective II: Program staff must complete professional development training requirements.

Objective III: Staff will access available early childhood scholarship opportunities.

Objective IV: Programs will document efforts to achieve a FOCUS 5 Star rating.

SECTION V STATEMENT OF ASSURANCES

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

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

SIGNATURE (AUTHORIZED REPRESENTATIVE)	PRINT NAME	TITLE
SIGNATURE (COMMUNITY PARTNER – IF APPLICABLE)	PRINT NAME	TITLE

SECTION VI BUDGET INFORMATION**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. INFORMATION MUST BE IN ALIGNMENT WITH SECTION III - FUNDING OF THIS GRANT APPLICATION.

PREKINDERGARTEN BUDGET (NON-LEA AND CHARTER SCHOOL APPLICANTS)**PERSONAL SERVICES AND EMPLOYEE BENEFITS:**

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
PERMANENT POSITION-FULL/PART TIME ANNUAL		
TEMPORARY POSITION-FULL/PART TIME ANNUAL		
EMPLOYEE BENEFITS		
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		
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		

OTHER COSTS CATEGORY:

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
ADMIN. OVERHEAD (7% OF PROGRAM SERVICES)		
MISCELLANEOUS OTHER EXPENSES		
TOTAL		

TRANSPORTATION FOR CHILDREN (IF APPLICABLE):

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
TRANSPORTATION COST FOR CHILDREN		
TOTAL		

START UP AND SAFETY (IF APPLICABLE):

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
START UP AND SAFETY		
TOTAL		

GRAND TOTAL

LEA AND CHARTER SCHOOL - PREKINDERGARTEN BUDGET

CHART 1: PLEASE PROVIDE ADDITIONAL LINES, IF NEEDED, AS AN ATTACHMENT. IT IS NOT NECESSARY TO SEPARATE BENEFITS INTO CATEGORIES AT THIS TIME; YOU WILL DO THAT WHEN YOU ENTER THE APPROVED BUDGET IN OBMS. ALL TO-AND-FROM TRANSPORTATION MUST BE BUDGETED IN FUNCTION 2700.

PROPOSED BUDGET: FUND 27149: NEW MEXICO PREK

FUNCTION	OBJECT	JOB CLASS	DESCRIPTION	FTE	AMOUNT
1000	51100	1414	Preschool Teachers, non-special education		
1000	51100	1714	Instructional assistants, non-special		
1000	5100	1610	Substitutes		
1000			Total benefits for teaching staff		
1000	56118		General Supplies		
1000	57331		Fixed Assets (over \$5,000)		
1000	57332		Supply Assets (\$5,000 or less)		
1000	55817		Student Travel (Field Trips)		
1000	53713		Indirect Costs (limited to 1% of the Program)		
1000			Start-up and Safety		
1000			Transportation (to-and-from school)		
TOTALS					

CHART 2: PROPOSED TRANSPORTATION BUDGET

FUNCTION	OBJECT	JOB CLASS	LINE ITEM	FTE	TOTAL	JUSTIFICATION
2700	55112		Contract Services			
2700	56212		Fuel Costs			
2700	51100	1662	Salaries/Benefits			
2700			Other (please indicate)			
2700			Other (please indicate)			
2700			Other (please indicate)			
2700			Other (please indicate)			
			Total Proposed Transportation Budget (must equal the amount in Chart 1)			

ECECD COMMENTS (FOR ECECD USE ONLY)

SIGNATURE OF AUTHORIZED ECECD OFFICIAL

FUNDS AWARDED

DATE APPROVED

SECTION VII CURRENT AND PROJECTED ENROLLMENT INFORMATION

	EARLY PREKINDERGARTEN- 3 YEAR OLDS		MIXED PREKINDERGARTEN- 3 & 4 YEAR OLDS		PREKINDERGARTEN - 4 YEAR OLDS	
	CURRENT	PROJECTED	CURRENT	PROJECTED	CURRENT	PROJECTED
TOTAL NUMBER OF CHILDREN BEING SERVED						
NUMBER OF CHILDREN WHO RECEIVE CHILD CARE SUBSIDY						
NUMBER OF CHILDREN WHO QUALIFY FOR FREE OR REDUCED PRICED MEALS						
NUMBER OF CHILDREN WHO HAVE SPECIAL NEEDS						
NUMBER OF CHILDREN WHO ARE ENGLISH LEARNERS						
NUMBER OF CHILDREN WHO ARE HOMELESS						

SECTION VIII PROGRAM USE OF GRANT FUNDS**CHECK ALL THAT APPLY:**

- ☐ ENHANCE THE QUALITY OF EARLY CHILDHOOD SERVICES
- ☐ ASSIST IN MEETING FACILITY LICENSING REQUIREMENTS
- ☐ ASSIST IN MEETING EARLY CHILDHOOD ACCREDITATION OR FIVE STAR FOCUS
- ☐ SALARY AND BENEFITS
- ☐ PURCHASE OF EQUIPMENT
- ☐ PROGRAM MATERIALS AND SUPPLIES
- ☐ CURRICULUM IMPLEMENTATION
- ☐ FAMILY ENGAGEMENT
- ☐ CULTURALLY AND LINGUISTICALLY RESPONSIVE INSTRUCTION
- ☐ PROFESSIONAL DEVELOPMENT FOR EARLY CHILDHOOD STAFF
- ☐ ACTIVITIES OR PURCHASES WHICH WILL INCREASE THE QUALITY OF EARLY CHILDHOOD SERVICES (SPECIFY):

☐ OTHER (SPECIFY):

SECTION IX PROGRAM INFORMATION

SITE NAME (Use Program Information Template for Multiple Sites)

NAME OF CONTACT PERSON		TITLE	
STREET ADDRESS		CITY	STATE NM
TELEPHONE NUMBER		EMAIL ADDRESS	

PREK OPERATION HOURS/DAYS:

PROGRAM WILL BE OFFERED (CHECK ALL THAT APPLY)

☐ REGULAR SCHOOL SESSION ☐ YEAR ROUND ☐ SCHOOL BREAKS/HOLIDAYS ☐ SUMMER (NON-SCHOOL DAYS)

ARE YOU A LICENSED CHILD CARE PROVIDER YES ☐ NO ☐

CHILD CARE LICENSE NUMBER: _____ LICENSE EXPIRATION DATE: _____ CAPACITY UNDER 2: _____ CAPACITY OVER 2: _____

TIERED QUALITY RATING & IMPROVEMENT SYSTEM (TQRIS) FOCUS STAR LEVEL
SELECT

NUMBER OF PREK SLOTS AT THIS SITE	EARLY PREKINDERGARTEN- 3 YEAR OLDS	MIXED PREKINDERGARTEN- 3 & 4 YEAR OLDS	PREKINDERGARTEN - 4 YEAR OLDS

ACCREDITING STATUS (Does not apply to LEAs and public charter schools)

SELECT

DATE ACCREDITED THROUGH: _____

NOTE: IF AN ELIGIBLE APPLICANT RECEIVES A GRANT OF AWARD AND IT IS NOT NATIONALLY ACCREDITED, THE GRANT AWARDEE MUST PARTICIPATE IN ECECD'S TIERED QUALITY RATING AND IMPROVEMENT SYSTEM (TQRIS) FOCUS AND WORK TOWARDS A 5 STAR RATING.

SECTION X PROGRAM NARRATIVE

A. DEFINE THE NEED

PROVIDE A NARRATIVE DESCRIPTION OF HOW THE PREKINDERGARTEN GRANT WILL CONTINUE TO ENHANCE THE EARLY CHILDHOOD PROGRAM. NOTE THAT FOR ALL QUESTIONS, **COMMUNITY-BASED PRIVATE PROGRAMS APPLYING FOR PREKINDERGARTEN, MIXED AGE OR EARLY PREKINDERGARTEN MUST INCLUDE INFORMATION ABOUT BOTH 3- AND 4- YEAR-OLDS.** (ALL INFORMATION MUST BE CONTAINED WITHIN THIS SPACE.)

1. Describe the unmet need for quality early care and education services in the community.
2. Estimate how many four-year-olds live in the targeted community. Note: the number of children enrolled in Kindergarten will give you a good estimate. If you use other sources of information, please specify.
3. Please list any 5 STAR early childhood programs in the community you serve. If these programs exist, how many four-year-old do they serve? Do these programs operate NM PreK, Mixed or Early PreK programs? Do they accept childcare subsidy payments? Are you planning to collaborate with these programs for before/aftercare? Will your program provide before/aftercare?
4. Based on the above information, how many four-year-old children are currently unserved, and how many do you propose to serve?

(ADDITIONAL SPACE PROVIDED ON NEXT PAGE IF NEEDED FOR NARRATIVE CONTINUATION)

SECTION X PROGRAM NARRATIVE (CONTINUED)

B. COLLABORATIVE EFFORTS

LIST ALL COLLABORATIVE EFFORTS USED IN PLANNING AND IMPLEMENTING THIS PROGRAM. FULLY EXPLAIN HOW COLLABORATIVE EFFORTS WILL ENHANCE THE QUALITY OF THE PROGRAM. (ALL INFORMATION MUST BE CONTAINED WITHIN THIS SPACE.)

1. Is there a 5 STAR childcare or Head Start program in the community? For community-based private programs applying for PreK, Mixed Age or Early PreK, include information and collaboration with DOH NM FIT-IDEA, Part C, Home Visiting, Early Head Start, and Preschool Special Education IDEA Part B programs. Please describe how you plan to coordinate with these program to ensure coordination, collaboration, and transition services.
2. How do you plan to collaborate with other programs and services within your community to ensure families have access to needed resources?
3. Describe how your program or school district will collaborate with other local funded NM PreK programs to ensure that all eligible children have equal access to NM PreK services to eliminate children on a wait list.
4. Describe collaboration efforts with other local providers – including Head Start, public schools, PreK and special education preschools, and other community-based NM PreK programs – to avoid duplicating services.

(ADDITIONAL SPACE PROVIDED ON NEXT PAGE IF NEEDED FOR NARRATIVE CONTINUATION)

SECTION X PROGRAM NARRATIVE (CONTINUED)

C. IMPLEMENTING THE PLAN

PROVIDE A NARRATIVE DESCRIPTION TO THE FOLLOWING QUESTIONS. (ALL INFORMATION MUST BE CONTAINED WITHIN THIS SPACE.)

Describe your plan to implement the PreK, Mixed-age or Early PreK program. This description must, at a minimum, include the following:

1. Describe your current participation in the FOCUS Tiered Quality Rating and Improvement System.
2. For community-based programs not currently participating in FOCUS please describe your plan to apply and participate.
3. Provide the program calendar indicating when PreK services will be provided during the school year. School districts and charter schools may provide a draft calendar pending board approval.
4. Describe how you will ensure implementation of the required child observational assessment and documentation process as described in the PreK Program Standards.
5. Describe your facilities, the location and layout of the proposed PreK classroom(s) within the school building, bathroom facilities (number of toilets and sinks), playground, and other such facilities.
6. **Include as attachments:** a sample daily schedule, a sample weekly lesson plan and a sketch or diagram of each classroom that shows the location of the various learning centers for each program option for which you are applying. (Eligible applicants, LEAs and charter schools must use the lesson form available in Module 1a. at <https://wnmu.instructure.com/courses/1138273>)

(ADDITIONAL SPACE PROVIDED ON NEXT PAGE IF NEEDED FOR NARRATIVE CONTINUATION)

SECTION X PROGRAM NARRATIVE (CONTINUED)**D. ORGANIZATIONAL CAPACITY**

DESCRIBE IN DETAIL THE EXISTING ORGANIZATIONAL CAPACITY. (ALL INFORMATION MUST BE CONTAINED WITHIN THIS SPACE).

1. Describe your organization's commitment and ability to provide a quality PreK, Mixed or Early PreK program, manage the program's finances, and submit the required data reports. This includes your program/agency/district/charter's commitment to implement FOCUS across all your classrooms and preschool programs (including special education preschool for public school programs).
2. How will the PreK, Mixed or Early PreK program relate to the vision and mission of the organization?
3. Describe your plan for the administration and implementation of the PreK, Mixed or Early PreK program by providing a detailed description of the following items (and identify who is responsible for each):
 - Overall administration of the grant;
 - Completion of administrative requirements such as reports to the state;
 - Keeping the child and staff information current in your program's database;
 - Financial management;
 - Management of the program's day-to-day operations; and
 - Ensuring compliance with requirements for the program option(s) you seek to offer.
4. ECECD-licensed programs only: You must disclose if your program has been subject to conditions of operation and/or monetary sanctions under childcare licensing regulations 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.
5. For currently-funded PreK, Mixed or Early programs: Describe if you have current programmatic findings of non-compliance and program deficiencies on current contracts/agreements (including serious audit exceptions relating to fiscal procedures). Indicate if your program is on a current PreK corrective action plan.
6. For currently-funded public school PreK programs: Describe any area of non-compliance, including completion of required trainings by administrators and teaching staff. If administrators have not completed all trainings, provide a schedule for completion prior to August 2021. Please explain the number of coaching cycles completed by each classroom if less than 10 cycles year-to-date (August 2020-February 2021).
7. **Include as attachment:** resume for Program Administrator/Director relating to early childhood education and care experience.

(ADDITIONAL SPACE PROVIDED ON NEXT PAGE IF NEEDED FOR NARRATIVE CONTINUATION)

SECTION XI GRANT AWARDS

THE PREKINDERGARTEN GRANT WILL BE MULTI-YEAR GRANT AWARDS FOR FISCAL YEAR 2022, 2023, 2024 AND 2025. THE PREKINDERGARTEN GRANT APPLICATIONS WILL BE SCORED BASED ON THE NARRATIVE AND BUDGET. PREKINDERGARTEN GRANT AWARD LETTERS WILL BE ISSUED MAY 25, 2021.

ECECD WILL MAKE EVERY EFFORT TO ADHERE TO THE FOLLOWING SCHEDULE. THESE DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF ECECD.

ACTION	RESPONSIBLE PARTY	DUE DATE
Grant Application Period Opens	ECECD	Wednesday, February 10, 2021
Optional Pre-application Orientation Information Session Via Zoom	ECECD	Tuesday, February 23, 2021
Deadline to Submit Written Questions Not Addressed in Orientation Session	Applicant	Friday, February 26, 2021
Response to Written Questions	ECECD	Friday, March 5, 2021
Submission of Grant Application	Applicant	Wednesday, March 31, 2021
Grant Award Letter Issued	ECECD	Tuesday, May 25, 2021

Pre-application Orientation Information Session.

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

English - 1 p.m. to 2:30 p.m.

Join Zoom Meeting

<https://zoom.us/j/93058857694?pwd=Z3NXNDRCN2JMSnpUZIIRRWxBY0xtQT09>

Spanish - 3 p.m. to 4:30 p.m.

Join Zoom Meeting

<https://zoom.us/j/93740367343?pwd=Q0liK0M5RjJ0MW9ySnRsWmNjOWVtZz09>

The session is to ensure understanding of the grant application process and requirements for the Grant of Award.

Written Questions.

All questions must be submitted via email to Monica Archuleta at Monica.Archuleta@state.nm.us or Brenda Kofahl at Brenda.Kofahl@state.nm.us. Written responses to the written questions will be posted on ECECD's website, www.nmeccd.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 [eecd.rfa@state.nm.us](mailto:eccd.rfa@state.nm.us) by no later than 1 p.m. MDST/MST on Wednesday, March 31, 2021. The emails will have the date and time of receipt. Please put in the subject line of the email: "Program Name" - PreK Grant Application 2021. Late and incomplete submissions will not be accepted.