

Fiscal Year (FY) 2022 New Mexico PreK Grant Application
Questions and Answers

QUESTION CATEGORY: TO SUBMIT OR NOT TO SUBMIT AN APPLICATION

We received many questions asking whether and under what circumstances a program should submit a NM PreK grant application, including:

1. **Our school currently has existing programs at two sites for a total of 80 spots. We want to retain those programs and apply for programs at additional sites. Am I correct that if there is no change requested in the existing programs, they will continue to be funded and are not included in the application?**

Answer: Existing programs with a contract expiring June 30, 2022 or beyond, do not need to submit a grant application this year, unless the existing program plans to expand or change programming. An existing program that plans to expand programming must submit a grant application, but only for the expansion sites and/or slots.

2. **Our school would like to continue serving PreK in the same capacity for which we have been previously approved (10 students to one teacher). Do I need to complete a grant application to maintain our program at the current capacity?**

Answer: Existing programs that do not intend to expand or change programming, with contracts that do not expire on June 30, 2021, do not need to submit a grant application.

3. **We currently have a NM PreK classroom with 10 children. We would like to move the classroom to a bigger classroom to provide teaching and care for 20 children and only apply for an additional of 10 children. Is it possible to combine the two different grants (10 and 10) to create a classroom for 20 children?**

Answer: An existing program that plans to expand programming must submit a grant application, but only for the expansion sites and/or slots. Programs submitting a grant application to expand programming should carefully review SECTION 1 (Eligibility Requirements) of the grant application to ensure the proposed expansion meets all eligibility requirements and should clearly specify in their applications how the proposed expansion meets those eligibility requirements.

4. **My current NM PreK contracts expire in 2022 and 2023. I want to confirm that I do not need to reapply this year to maintain my current programs.**

Answer: Existing programs with a contract expiring June 30, 2022 or beyond, do not need to submit a grant application this year, unless the existing program plans to expand or change programming.

5. **Our current contract to provide PreK programming terminates June 30, 2023. Is an application through this 2021 RFA necessary to continue the contract past the 6/30/23 expiration?**

Answer: No. Existing programs with a contract expiring June 30, 2022 or beyond, do not need to submit a grant application this year, unless the existing program plans to expand or change programming.

6. **If we are not expanding our program, we are keeping the same number of slots we are serving this year we do not need to submit the application?**

Answer: Yes, that is correct. Existing programs with a contract expiring June 30, 2022 or beyond do not need to submit a grant application, unless the existing program plans to expand or change programming.

7. **We currently receive NM Pre-K funding. We would like to expand the number of children on the award agreement. Do we have to re-apply for funding or can the number of children be changed on our current awarded agreement?**

Answer: An existing program that plans to expand programming must submit a grant application, but only for the expansion sites and/or slots.

8. **I just learned that an Early Education and Child Care Department RFP has been released for submission for PreK program funding. We currently hold CYFD contracts for both Early PreK and PreK Extended Day programming that run through Fiscal Year 2023. Do we need to submit a grant application?**

Answer: Existing programs with a contract expiring June 30, 2022 or beyond, do not need to submit a grant application this, unless the existing program plans to expand or change programming.

9. **If our contract ends on June 30, 2021, do we need to submit a grant application even if we are not seeking to expand or change our program?**

Answer: Yes, if your contract ends on June 30, 2021, you must submit a grant application, to maintain, change or expand your current program.

10. **I have a contract with CYFD¹ that is good until 2023. Will I have to reapply to keep my PreK program?**

Answer: No, programs with CYFD contracts that do not expire on June 30, 2021 do not need to reapply.

11. **We really need to know the status of existing NMPREK programs. Are they on the application or is the application just for new programs or new seats?**

¹ The Early Childhood Education and Care Department's enabling statute clearly states that all contractual obligations of CYFD's early childhood services division are automatically binding on ECECD beginning on July 1, 2020. (Annotations to NMSA 1978, § 9-29-3, Sections A and C (2019)).

Answer: Existing programs with a contract expiring June 30, 2022 or beyond, do not need to submit a grant application this year, unless the existing program plans to expand or change programming.

Do we include our existing funded NMPREK programs in the application?

Answer: Existing programs with a contract expiring June 30, 2022 or beyond, do not need to submit a grant application this year, unless the existing program plans to expand or change programming.

QUESTION CATEGORY: ENROLLMENT NUMBERS

12. Does an applicant early childhood center have to have a certain number of children in attendance?

Answer: No, the grant application does not include an attendance requirement, however, once awarded the PreK program must maintain at least an 85% enrollment rate.

13. This is my first time applying for this grant. I have a question about Section VII (Projected Enrollment Information). Does a grant applicant's PreK program have to enroll a specific number of children with special needs or children experiencing homelessness?

Answer: No. The grant application contains no specific enrollment requirements. Applicants that serve specific populations of children may note that information in their application narrative.

14. To apply for the NM PreK, can we apply for only 10 children or do we need to apply for 20 children?

Answer: There are no enrollment number requirements.

15. The application says that the classroom size for NM PreK is 20. Can we have a classroom of 10 children?

Answer: There are no enrollment number requirements.

QUESTION CATEGORY: COLLABORATION

16. For collaboration section: should we state how we have collaborated or how we will collaborate? Does collaboration have to be specific to making sure that all children are being served or can it be collaboration in any capacity?

Answer: 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, and to ensure that all eligible children have equal access to NM PreK services to eliminate children on a wait list.

17. **When I read Section X, is it correct to say we do not want any students on a waiting list, and that we want all children served so collaboration is key within the community.**

Answer: Yes, we want all eligible children to have access to high-quality PreK services.

18. **Goal 2, Objective I: “Objective I: PreK programs must meet, at least every four months, with the 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.” Could you give us an example on how we can meet this Objective?**

Answer: The Department is interested in learning directly from our communities on how they plan to work with their local partners to coordinate services for families and children.

19. **How will the collaboration be verified?**

Answer: If funded, PreK State Specialists will review compliance with PreK Standards, including collaboration, as part of the ongoing monitoring process, this includes but it is not limited to: A) review of documents – meeting minutes, collaboration letters, etc. B) Interviews with identified community partners, staff, etc. C) Observations of collaboration activities (Child Find, Coordinating meetings, etc.)

20. **There's always a lot of talk about collaboration, but we always have problems with PED collaborating with us. Are they going to be required to do that like we are?**

Answer: All programs participating in NM PreK, including those in public schools, are required to collaborate with other early childhood programs to ensure all children receive equitable access to PreK.

QUESTION CATEGORY: ENROLLMENT BASED ON COMMUNITY NEEDS ASSESSMENT

21. **Is there a minimum/maximum that may be requested, or a maximum amount available during this application cycle?**

Answer: A program may apply for the number of sites and/or slots that support their community's needs. The Department's grant application review process will include an assessment of community needs including a review of the current level of PreK saturation in the community, the amount of funding available is subject to appropriations.

22. **In the narrative and numbers serving 3 or 4-year-old in our community, we do not count children receiving child care or child care assistance services. We count only children receiving NM Early PreK or NM PreK services, right?**

Answer: In order to determine the need in your community, you will need to determine the total number of 3 and 4 year-old children in your community.

23. If we have 3 available rooms, each with a maximum capacity of 17 children, can we apply for all three rooms?

Answer: A program may apply for the number of sites and/or slots that will support their community's needs... Programs submitting a grant application to expand programming should carefully review SECTION 1 (Eligibility Requirements) of the grant application to ensure the proposed expansion meets all eligibility requirements and should clearly specify in their applications how the proposed expansion meets those eligibility requirements.

24. There was a question made about calculating the need, Section X Program narrative, A. Define the need. In past grants, we calculated the number of kindergarteners and also the number of 4 or 3 year olds attending 5 Star and NM PreK programs in our community. We subtract Kindergarteners minus 3 or 4 year olds (depending on the grant we are applying) and then the results equals to the need in our community. However, there was one question that the confused me saying that we should only count children enrolled in NM PreK programs and not in star 5 programs. Maybe I understood wrong. Could you clarify, please?

Answer: As noted in Section X, A. 3. Applicants are asked to provide the following: "please list any 5 STAR early childhood programs in the community you serve. If these programs exist, how many four-year-olds 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?"

25. What recommendations do you have for small programs that have to compete with PED PreK programs? The last two years, we struggled to fill our PreK slots.

Answer: The Department encourages all eligible applicants to coordinate with other early childhood programs to ensure all young children have access to high-quality PreK services.

26. Where is the best place for looking for the population in my area, 87123?

Answer: Census reports are by zip code, you can find the information in this link, enter your zip code: <https://data.census.gov/cedsci/?q=87123> . You can also call the city or county administration offices.

27. Is there a particular mile radius for information on providers in our community?

Answer: There is not a specific mile radius, however applicants must describe the service area in the narrative.

QUESTION CATEGORY: PARENT CHOICE

28. Will parents be allowed to choose which four-year-old program they desire for their child, even if they qualify for Head Start?

Answer: Yes, we always want to honor parent choice. Children and families cannot be assigned a specific program according to their income. ECECD is committed to supporting equity for all children across the state.

29. Can you talk about parent choice in any community? When do parents not get to choose?

Answer: Families should always have a choice in determining the best available program or program to enroll their children. Children and families cannot be assigned a specific program according to their income. ECECD is committed to supporting equity for all children across the state.

QUESTIONS CATEGORY: COVID RELATED

30. Will currently funded programs be penalized for having lower enrollment due to the pandemic?

Answer: No. Programs that have experienced lower enrollment due to COVID-related issues are being held harmless.

31. If there are still problems with enrollment like this year, will it count against us?

Answer: The Department will address this question prior to awards being issued.

QUESTION CATEGORY: AUDIT and BUDGETS and FUNDING ALLOCATION

32. How do I calculate and what should I state as the budget amount?

Answer: Programs must calculate a budget that reflects the program's grant application and actual program needs. To calculate the overall budget, the following rates must be used:

- For PreK, the per child rate is \$7,000.00
- For Early PreK, the per child rate is \$8,750.00
- For Mixed-Age PreK, the per child rate is \$8,750.00
- **To calculate the annual budget amount:** multiply the number of children applied for by the program rate. For example, for a PreK grant application for 20 children, at a rate of \$7,000/child = \$140,000 per year.

33. Will there still be separate funding for PreK, Early PreK, and Mixed Age?

Answer: Yes, there are different rates for each program type and applicants will receive separate grant awards for each program type.

34. Is \$7000/PreK child for the whole year?

Answer: Yes, the \$7,000 cost per child for PreK classrooms for 900 instructional hours plus 90 parent engagement hour per year.

35. Under justification for budget, would you list what your spending the amount on?

Answer: Yes, please indicate by line item how the funds will be spent.

36. Who will conduct the audit?

Answer: Programs must hire an independent auditor. Awardees 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.

37. Could you give more information about the Audit segments and requirements, for example contractors receiving under \$250,000; contractors receiving \$250,000 to \$500,000; contractors receiving greater than \$500,000; contractors receiving greater than \$750,000. Once the yearly audit is done, we still send the documentation to Children Youth and Families Department – Contract Audit Unit? A general explanation will be appreciated.

Answer: Under the PreK Grant Application, Awardees will now be required to comply with the Funding Accountability and Maintenance of Records (Section IV of the application). Awardees 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.

38. Do licensed child care centers need to complete the “LEA AND CHARTER SCHOOL - PREKINDERGARTEN BUDGET” form?

Answer: No. This form is completed by LEAs and Charter Schools.

39. The Non-LEA and Charter School Applicants budget on Page 4 of the application says to "see employee budget tab" under the Budget Justification. What employee budget tab is that referencing? Do we need to include a separate attachment breaking down each position by salary and amount of time dedicated to the project?

Answer: Yes, please disregard this language. You are not required to respond to this.

40. Where do we find the employee budget tab?

Answer: Please disregard, this language should not have been included in the budget form.

41. The NM PreK grant (4-year old) needed/required to split the funding 50% 50% according to past legislature. But now, it seems that ECECD licensed centers will have to "compete" against PED for the funding. Am I right? Or you will make sure you will allocate the NM PreK funding 50% 50% between licensed centers and PED?

Answer: The legislature provides a specific appropriation for public schools, and a separate appropriation for community-based programs.

42. Is the per child reimbursement split into a monthly payment?

Answer: Yes, grantees will invoice and be paid according to monthly expenditures.

43. Do you get paid for actual enrolled or slots available?

Answer: Grantees will invoice and be paid based on the number of children actually served during a month.

44. Is the PreK grant award given at once or spread out each month?

Answer: Grantees will invoice monthly according to your expenditures for the month.

45. If for some reason we are not able to fill out the slots that we applied for, what happens to the funding? Do we have to give it back to the state?

Answer: This will be discussed with each program according to the circumstance, community need and compliance history.

QUESTION CATEGORY: EMPLOYEE BUDGET SALARIES & BENEFITS & STARTUP COSTS

46. With respect to offering Health Insurance, we offer health insurance, employer pays 50% premium and employee pays the other 50%. However, most of our employees do not take it. Are we in compliance with the NM PreK Health Insurance requirement?

Answer: All school districts offer insurance. It is up to the employee to accept the insurance. All school districts are in compliance with this requirement. For Community-based programs, as long as Health Insurance is offered to employees, this requirement is met.

47. Do I have to offer benefits?

Answer: All school districts offer insurance. It is up to the employee to accept the insurance. All school districts are in compliance with this requirement. For Community-based programs, as long as Health Insurance is offered to employees, this requirement is met.

48. Is there a set amount I have to pay my teachers that will be in the NM PreK?

Answer: The grant application does not state a required salary or wage. Grantees are expected to pay teachers a competitive/professional wage. Grantees will work with a program specialist on a final budget, including salaries. Public school PreK staff are paid as per the district salary scale.

49. Regarding budget for teachers is there a required salary we must pay?

Answer: The grant application does not state a required salary or wage. Grantees are expected to pay teachers a competitive/professional wage. Grantees will work with a program specialist on a final budget, including salaries. Public school PreK staff are paid as per the district salary scale.

50. Is there a narrative required for startup and/or transportation funding?

Answer: A narrative for startup and transportation costs is not required, but applicants are expected to provide as much detail as necessary to justify their response on the budget form.

51. May I use two vans to transport children for the Pre-K program?

Answer: Yes. However, if an applicant's program requires multiple vans to transport children, the application should include a statement describing that need.

52. Where do we indicate our interest in applying for transportation or startup/safety funds? Just in the budget?

Answer: Yes, this is indicated on the budget form.

53. If we were with NM PreK in prior years do, we qualify for a new start up fund?

Answer: Applicants previously funded for PreK may request start-up funding for new classrooms.

QUESTION CATEGORY: MID YEAR EXPANSION

54. If my program gets funded with the NM PREK can I asked for expansion in the middle of the program year or I must wait until a new year?

Answer: This always depends on available funds, but typically funds will not be distributed until the next application cycle.

55. If my program gets funded with the NM PREK, can I asked for expansion in the middle of the program year or I must wait until a new year?

56. Answer: This always depends on available funds, but typically funds will not be distributed until the next application cycle.

QUESTION CATEGORY: FOCUS, ACCREDITATION, LICENSURE

57. If we are Tribal Early childhood program, are we required to be licensed? The slide in the presentation seems to require this and the communication that was sent with the application says that they do not.

Answer: Tribal programs are not required to be licensed by ECECD, but are required to be in compliance with Tribal health and safety requirements as established by your Governance Structure.

58. Can a 5-star facility that was previously FOCUS accredited, but is now accredited through a different qualifying agency submit a NM PreK grant application?

Answer: Yes. A program accredited through an ECECD approved National Accrediting agency may submit a NM PreK grant application and should indicate in the grant application the name of that approved accrediting agency. ECECED's list of approved accrediting agencies can be found at: NMAC 8.16.2.7 N (1)(a) (i)-(vii) <http://164.64.110.134/parts/title08/08.016.0002.pdf>.

59. Can a program keep one portfolio to meet FOCUS and PreK criteria?

Answer: Programs may maintain one portfolio per child to meet both FOCUS and PreK criteria.

60. What do you put for accreditation when your focus five star accredited that's not listed?

Answer: Applicants with 5 STAR FOCUS accreditation should indicate that in the application. A program accredited through an ECECD approved National Accrediting agency may submit a NM PreK grant application, and should indicate in the grant application the name of that approved accrediting agency. See answer to question #57, above

61. We currently operate under a 3 month temporary license. Should we enter the expiration date of the temporary license? Do we need to explain the reason for the temporary license?

Answer: Yes. Programs under temporary licensure must include in the application the license expiration date, and an explanation for the temporary license.

62. If we are NAEYC accredited, do we need to also participate in FOCUS?

Answer: Applicants that are NAEYC accredited are not required to participate in FOCUS, but are required to participate in the PreK consultation process.

63. As an accredited center, would we be assigned an educational coach after the application is turned in or prior to?

Answer: Programs that receive award will then be assigned an educational coach or consultant.

64. We are currently in the process of building a new classroom addition in one of our license centers. We expect the classroom to be ready this summer 2021. Because it is not yet ready, the classroom is not yet licensed. Can we apply for the funding if the classroom is not ready and licensed by the time of submitting the application?

Answer: All space included in a program's NM PreK grant application must be licensed at the time the application is submitted.

65. If we have two locations with different licenses, do we submit separate applications?

Answer: Applicants with multiple sites should list the first in Section IX of the application, and the remaining sites on the "Program Information Template" form.

66. Will there be one application per site or one for all sites? There are two forms – one for the Program Information template, do we need to write information for each site or just one for the District?

Answer: Applicants with multiple sites should list the first in Section IX of the application, and the remaining sites on the "Program Information Template" form.

67. When submitting the application for multiple sites, should we insert the site information in the "Program Information Template" just next to page 6 or do you want us to put the additional information site in the attachment section?

Answer: Your first site will be placed on the application itself, Section IX. The “Program Information Template” form describing each specific site must be attached as well.

68. I have a five star FOCUS accreditation program that is not listed in the drop down box? Where should I include that information?

Answer: A program accredited through an ECECD approved National Accrediting agency may submit a NM PreK grant application, and should indicate in the grant application the name of that approved accrediting agency. ECECED’s list of approved accrediting agencies can be found at: NMAC 8.16.2.7 N (1)(a) (i)-(vii)
<http://164.64.110.134/parts/title08/08.016.0002.pdf>

69. What is the goal of enrollment in high quality programs within a community (school district)? Is it 80% of services for all 4-year-old including NM PreK ECECD, NM PreK PED and 5 STAR or Accredited facilities? Which STAR levels are considered high quality for the number of 4-year-old being served in that community?

Answer: The goal is to serve 85 percent of the children in publicly funded preschool programs. This includes State-funded NM PreK and Head Start.

70. What do we select on accrediting status and what date do we put?

Answer: Accredited programs should select your accrediting body from the dropdown box and indicate the date that accreditation expires.

71. A new classroom needs to be licensed by ECECD, right?

Answer: Yes, all spaces included in the application must be licensed by ECECD at the time of application.

72. May I submit a NM PreK grant application even if I don't have any PreK kids enrolled at this time?

Answer: If an applicant’s license capacity allows for preschool age children, the applicant may apply to enroll those children, and, if awarded, recruit to fill those slots.

73. Is the legal name of eligible applicant the name of our center?

Answer: The legal name is the name that is listed on the child care license.

74. If I have a center and still do not implement focus, can I apply?

Answer: Yes. Please contact Casey Lafferty @ casey.lafferty@state.nm.us to begin the FOCUS application process.

75. For new pre-k sites, can you provide resources on how and where to find licensing requirements?

Answer: The New Mexico child care licensing regulations can be found
<http://www.newmexicokids.org/caregivers-and-educators/nm-state-child-care-regulations/>

QUESTION CATEGORY: MIXED AGE

- 76. If we have an early Prek program currently, would we be able to apply for a mixed age classroom to convert our early to a mixed or would we have to have a separate class for a mixed program? If we have been currently funded for two early PreK classes can we apply to convert our slots from an early PreK to a mixed age classroom instead?**

Answer: Applicants should apply for the program type that best meets the needs of their families and community. If an applicant intends to convert slots, the applicant should state how that conversion better meets those needs.

- 77. We are also interested in either applying for additional 3-year-old slots or (hopefully) converting our existing slots for 4-year old into mixed age slots.**

Answer: Applicants should apply for the program type that best meets the needs of that families and community. If an applicant intends to convert slots, the applicant should state how that conversion better meets those needs.

- 78. If we have already completed all of this information and are in the middle of a 4 year agreement and simply want to move from PreK to a Mixed Age contract for a class for the rest of our agreement period do we need to complete the whole application again?**

Answer: Applicants should apply for the program type that best meets the needs of families and the community. If an applicant intends to convert slots, the applicant should state how that conversion better meets those needs.

- 79. Are there a max number of seats allowed to apply per age or mix group if we have the space, or does it depend upon the need of our community and other programs around us?**

Answer: It depends on license capacity, as well as maintaining the max group size per desired program type. PreK max group size is 20 children. Early PreK and Mixed-Age PreK max group size is 16 children. Family and community needs are also a determining factor in granting PreK funds.

- 80. For the mixed age PreK, does it have to be eight children per age group? (8 3 yrs. old, and 8, 4 yrs. old?)**

Answer: There does not need to have an even number of 3 year-olds and 4 year-olds.

- 81. If applying for a mixed group of 3 and 4-year old, is there a set number of each age or can you have majority of 4's or 3's just depending on the demand?**

Answer: Mixed age classrooms can enroll both 3 and 4 year old students. There is not a set number for each age group.

- 82. For the Mixed Age Classrooms is there a requirement for so many 4-years old and so many 3-year-olds per classroom.**

Answer: No, there is not.

83. So, we can't have more than 16 children for mixed PreK, correct?

Answer: That is correct. The maximum capacity for a mixed age classroom is 16 children.

84. I can have more than one classroom with Mixed PreK?

Answer: Yes, programs can apply for the program option that best meets the needs of families.

85. In Section X Program Narrative. If we are only applying for NM PreK 4-year-olds, according to instructions: "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.) Why do we need to include information about 3 year olds? The statistics/numbers will be confusing.

Answer: When applying for Early PreK and/or Mixed-Age PreK, you will need to know the need for 3 year-old services in your community.

86. Can we apply for both NM PreK and Early PreK or just one?

Answer: Community-based programs may apply for both program types (according to the needs of the community.

87. Can we apply for both early and mixed Pre-K?

Answer: Community-based programs may apply for both program types (according to the needs of the community.

88. Does the Mixed PreK group include children who are 3 or 4 years old before September 1, 2021?

Answer: Yes.

89. If I want to apply for mixed PreK and for early PreK at the same center, do I submit two applications or just one?

Answer: Applicants with multiple types of NM PreK programs at one center only need to submit one application, which describes each type of program.

90. I currently have a licensed, home-based daycare with the capacity to care for 3 children in the morning and 3 in the afternoon. Can I apply for the Early Pre-K or Mixed-Age Pre-K program?

Answer: Yes, you are eligible to apply. Please keep in mind that you must provide a minimum of 5 hours of classroom hours each day.

QUESTIONS CATEGORY: EXTENDED HOURS & SCHEDULE

91. Could you explain, Section IX field:

PROGRAM WILL BE OFFERED (CHECK ALL THAT APPLY) "REGULAR SCHOOL SESSION YEAR ROUND" "SCHOOL BREAKS/HOLIDAYS" "SUMMER (NON-SCHOOL DAYS)

Answer: Section IX asks programs to identify the days of operation when the program will offer PreK services.

92. If I do an 8 a.m. - 3 p.m. school day and parents need time before and or time after I'm I able to charge them for that time?

Answer: Yes, either families will be self-pay or you can support them to identify if they qualify for child care assistance to pay for those hours.

93. Are these classes all day or an AM/PM schedule? These grants will be for extended day programs only.

Answer: Applicants may determine their program schedule. However, that schedule must be a minimum of 5 hours per day and at least 900 total classroom hours.

94. Is it 900 hours in total or 900 hours+90?

Answer: Yes, 990 hours. You will be required to offer 900 classroom hours and 90 hours of family engagement.

95. I did not notice an option for 450 hours or "basic" services. Will all applicants now be applying for extended PreK?

Answer: Yes, the grant application is for extended day - 900 classroom hours, plus 90 additional hours for family engagement.

QUESTION CATEGORY: GENERAL QUESTIONS & QUESTIONS ABOUT APPLICATION PROCESS

96. Will the slides be shared with us?

Answer: Yes, PreK Orientation Session, including the presentation slides, can be found at: [ECECD PreK Grant Application | Early Childhood Education & Care Department \(nmececd.org\)](http://ECECD PreK Grant Application | Early Childhood Education & Care Department (nmececd.org)).

97. Is there a Spanish application?

Answer: The application is only available in English. Applicants may submit their narrative information in Spanish.

98. What would be the [PED] district code?

Answer: For PED district codes, grant applicants should contact their STARS Coordinator or Business Manager.

99. **What does FTE mean?**
Answer: Full-time Employee.
100. **In the past we submitted a letter of interest for the program we were applying for are we still required to do so? Also who do we submit it letter of interest to.**
Answer: Letters of interest are not required for this grant application.
101. **Do you need current collaboration letters or can we use last year's?**
Answer: The grant application does not require collaboration letters.
102. **The attachments required on number 6 do not need to go inside the document? They can be sent as attachments on the email along with the PreK Grant Applications as PDF files correct? Just wanted to make sure.**
Answer: Yes, these can be attachments.
103. **Who is the representative?**
Answer: For public schools, the representative is the superintendent or charter school director. For community-based programs, the representative is the owner, Executive Director or authorized representative.
104. **Who must sign the statement of assurance? Can the authorized representative be the same person as the person responsible for coordinating the PreK program?**
Answer: For school districts, the statement of assurance should be signed by the superintendent or charter director. For community-based programs, it should be signed by the person designated to oversee the grant.
105. **Do we have to have a separate director for the PreK program or is it the same director for the whole site Pre-K or no PreK (????)**
Answer: Applicants do not need to have a separate director or coordinator for the PreK program.
106. **Can the grant coordinator can be the same teacher of the program?**
Answer: This is a program decision, but in making that decision it is crucial to understand the responsibilities of both roles, which together can overwhelm.
107. **What do we send for the program administration/director relating to early childhood education and experience?**
Answer: Applicants will submit a copy of the resume. Please see the bottom of Section X, D.7.
108. **For the resume.... we have a director at each site and we also have a grant coordinator that oversees all the programs, whose resume do we submit?**

Answer: Applicants may submit one resume for the individual that oversees the funded program(s).

109. **So, the only attachment will be the resume? We used to attach the calendar, classroom layout, schedule, and lesson plan. Now all the above needs to fit in the space of the application.**

Answer: Please see Section X, C.6 where it requests specific attachments.

110. **What are the narrative limits for each section, and will it stop us from typing when we reach the limit?**

Answer: There is no limit in the narrative sections, however the reviewers will only be able to review the information in the designated page.

111. **Is there a limit on pages combined with the attachments?**

Answer: There is no page limit.

112. **For classroom descriptions, may we submit classroom photos as attachments?**

Answer: Yes. Applicants may include in their classroom descriptions photo of their classroom(s), and should also provide a brief narrative statement describing the classroom.

113. **Do we have to describe our facilities—layout of classroom, playground?**

Answer: Yes, applicants will provide this information in Section X, C.5

114. **Can we attach photos to these documents?**

Answer: Please only attach what is requested.

115. **Should the narrative be double spaced or single spaced?**

Answer: The application does not specify. The applicant can use double or single space.

116. **Adding the template will move the page numbers, it does not matter?**

Answer: We recognize that the page numbers will move. Please use as many pages as you need to complete the program narrative.

117. **If I apply for all the programs and one of the programs is denied do, I still get the grant for the programs that I did get qualified for?**

Answer: Grantees will receive funding for the grant option(s) that are approved and awarded.

118. **If multiple programs are all trying to submit before the deadline, is there a chance that some people can get bumped because there are too many trying to access the site and there isn't capacity to have a number of people trying to submit at the same time?**

Answer: Applicants can download the application so that it is more easily accessible and available. Applications must be submitted via email by no later than 1 p.m., March 31, 2021. Please allow for time to submit well ahead of this time. You may also submit ahead of this deadline.

119. **If I understand clearly, in Section VII, we add the current plus the projected?**

Answer: Yes, that is correct. Applicants must include the current enrollment, plus the projected slots the program is applying for.

120. **In section IX is the program information for the site that we are applying, correct?**

Answer: Yes, that is correct.

121. **Does Section VII apply only for LEAs or for community programs as well?**

Answer: Section VII applies to all applicants.

122. **If we just requesting to shift seats, we just indicate it in the narrative?**

Answer: Yes, applicants should apply for the program type that best meets the needs of families in their community. If an applicant intends to covert slots, the applicant should state how that conversion better meets those needs.

123. **On section IX I know that we fill out the program template for multiple programs, but what should we put here in that case?**

Answer: Your first site will be placed on the application itself, Section IX. The "Program Information Template" form describing each specific site must be attached as well

124. **In Section IX, it is asking for the number of slots, is it asking for the number of current slots or the number of slots we are planning on asking for?**

Answer: Section IX is asking for the additional slots the program is applying for.

125. **When filling out the program information, it asks about number of PreK slots at this site. Is this the number of slots we have if this is already a site that has NM PreK, is this the number of slots we are applying for, or is this the number of regular PreK slots the school currently has?**

Answer: This is the number of additional slots for which funding is requested.

126. **Hearsay is that the Pre-k programs are focusing mainly on centers and home daycare programs are going to be faded out. Can you please tell me how much of this "hearsay" is true?**

Answer: All ECECD licensed child care centers as well as homes are eligible and welcome to apply for NM PreK funding. ECECD continues the commitment to support a mixed delivery system.

127. **There has previously been a maximum amount that can be applied for Start Up and Safety, is there a maximum this year as well?**
Answer: There is not a maximum amount identified however, all start-up & safety awards will be granted according to available funding.
128. **We currently moved some of our slots to another location temporarily due to COVID, but our plan next year it to return those slots to the original school and apply for slots at the temporary schools. Can we apply for Start Up and Safety for that schools since it is not a school that we normally have the PreK at and therefor can be considered new?**
Answer: Yes, all new classrooms are eligible for start-up & safety funding.
129. **For community-based programs do we sign the end of the PED section as well even though we don't fill it at all?**
Answer: Community based applicants do not sign under the LEA section.
130. **Are we allowed to contact our Monitor for questions about the application?**
Answer: All questions regarding this NM PreK grant had to have been emailed before February 26, 2021 to Monica Archuleta @ monica.archuleta@state.nm.us, all answers will be posted on March 5, 2021.
131. **Does Head Start still have an income requirement? How will programs know who qualifies for Head Start or could be in PreK? Is there a parent questionnaire?**
Answer: There is no income requirement for NM PreK. The Head Start requirements including income, can be found at: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>.
132. **Is there an income requirement for Head Start anymore?**
Answer: The Head Start requirements including income, can be found at: <https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>.
133. **If we fill out the application a little different than how you are describing it, is it okay or will we have to do another application again?**
Answer: Please complete the application as described.
134. **Can I sign the application electronically, or does it have to be handwritten?**
Answer: Electronic signatures will be accepted.
135. **Do I have to prepare and submit five hard copy folders the same as last year?**
Answer: No, applicants only need to submit one electronic copy before 1:00 p.m. on March 31, 2021. You must send the completed form to ececd.rfa@state.nm.us

QUESTIONS SPECIFIC TO PUBLIC SCHOOL SITES

136. **Are the LEAs going to be able to apply for Early Prek?**

Answer: LEAS and public charter schools are only eligible to apply for 4-year-old full-day funding.

137. **IF we would like to keep the same number of seats but shift some of the sits to a different site, do we still have to submit an application?**

Answer: Any changes to your program requires an application.

138. **Does a district need to complete the entire application if they are only asking for transportation funding?**

Answer: No, transportation requests should be submitted to Brenda Kofahl Director, Early Childhood Bureau, New Mexico Public Education Department at Brenda.Kofahl@state.nm.us.

139. **Do existing PreK PED programs automatically renew that will not have any changes? Clarify that school districts do not need apply unless they are asking for changes.**

Answer: Existing PED public school PreK programs do not need to submit a grant application this year, unless the LEA or public charter school plans to expand or change programming.

140. **If a PED NM PreK district has existing programs and is looking to expand, do they include the existing programs in the application or only the expansion sites?**

Answer: Please reference the existing sites in the narrative (especially in Organizational Capacity, Section X and Section 7, Current and Projected Enrollment Information, Section VII), but do not include them on the application.

141. **Do districts need to apply that want to keep the same number of children but want to convert from half-day to full day?**

Answer: Yes, a full application must be completed to move from half-day to full-day.

142. **If we are a continuing PED program and not completing the Grant application for expansion, do we still need to submit the signatures of assurances?**

Answer: No, we will send out the assurances with the award letter.

143. **I know we do not need to submit an application if we are not changing anything about our existing pre-K program, but is there something we need to sign that indicates that we are going to continue with the program we have (as opposed to a school that may close or discontinue a program?)**

Answer: The superintendent/charter director will sign an assurance document when you receive your continuation award letter.

144. **Is there a separate application if the schools wish to switch from half day to full day? Or do they complete the full application?**

Answer: Yes, a full application must be completed to move from half-day to full-day.

145. **If we have no changes throughout our group (everyone remains 100% what they were in SY21), the schools just complete a budget to submit to us and we enter it in our budget correct? Is there a deadline date for this?**

Answer: If there are no changes, the district does not need to submit an application. After award letters for continuing programs (for those with changes and those with no changes) are issued, the district will follow the normal budgeting process.

146. **Is there information readily available as to which programs are funded with contracts expiring?**

Answer: Public school programs did not/do not have contracts. No programs are “expiring”. All programs that do not request changes through the application will receive a continuing award letter.

147. **Do districts that want to move slots that are already funded to a different site within the district need to apply?**

Answer: Yes, any changes in PreK programming require an application.

148. **Can you speak to 5 Star PED Pre-k programs, 619, and Title I are still required to participate in FOCUS Criteria, participate in the requirements, and practice-based coaching.**

Answer: The letter from Secretary Stewart (<https://webnew.ped.state.nm.us/wp-content/uploads/2020/06/FOCUS-June-2020-Criteria.pdf>) contained in the FOCUS document requires all public school preschool programs to participate in FOCUS, regardless of funding source. This is a condition of receiving PreK funding.

149. **What is the reason for principals to send in their resume?**

Answer: The person responsible for implementation of the PreK program (PreK Coordinator) must include a resume, not each principal, unless the principal is the PreK Coordinator. This is to determine the person’s experience in early childhood.

150. **Is there a separate application if the schools wish to switch from half day to full day? Or do they complete the full application?**

Answer: Yes, a full application must be completed to move from half-day to full-day.

151. **If one of our schools chooses to go from half day to full day, where is the form/application for it? Am I missing it? Also, if nobody chooses to change anything about their program (do exactly what they had for 20-21SY), they would just submit a budget to us so that**

we can enter it into OBMS, is there a deadline date for this or just when our budget is due to the state?

Answer: Any changes to programming requires a full application. Those who are not changing their programming will not submit anything at this time. School district and REC budgets will be entered into OBMS in the usual manner following posting of the awards.

QUESTIONS IN RECEIVED SPANISH

**152. Una misma persona dueña de dos guardería puede aplicar por separado en el programa.
Can the same owner of two programs apply separately?**

Answer: An applicant can submit one application for multiple sites. Please use the "Program Information Template" to describe each specific site.

Respuesta: Debe enviar una solicitud y el formulario "Plantilla de información del programa" que describe cada sitio específico.

**153. Hola en la Carta Narrativa que debe de contener.
What is supposed to be included in the Narrative Letter?**

Answer: In Section X you must include the following:

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?

Respuesta: En la Sección X debe incluir lo siguiente:

A. DEFINIR LA NECESIDAD

PROPORCIONAR UNA DESCRIPCIÓN NARRATIVA DE CÓMO LA BECA PREKINDERGARTEN CONTINUARÁ MEJORANDO EL PROGRAMA DE LA PRIMERA INFANCIA.

TENGA EN CUENTA QUE PARA TODAS LAS PREGUNTAS, **LOS PROGRAMAS PRIVADOS BASADOS EN LA COMUNIDAD QUE SOLICITAN PREKINDERGARTEN, PREKINDERGARTEN DEBE INCLUIR INFORMACIÓN SOBRE LOS DE 3 Y 4 AÑOS.** (TODA LA INFORMACIÓN DEBE ESTAR CONTENIDA EN ESTE ESPACIO.)

1. Describir la necesidad insatisfecha de servicios de atención temprana y educación de calidad en la comunidad.
2. Estimar cuántos niño de cuatro años viven en la comunidad objetivo. Nota: el número de niños inscritos en kindergarten le dará una buena estimación. Si utiliza otras fuentes de información, por favor especifique.
3. Por favor enumere cualquier programa de la primera infancia de 5 ESTRELLAS en la comunidad a la que sirve. Si estos programas existen, ¿cuántos niños de cuatro años sirven? ¿Qué programas operan programas NM PreK, Mixto o Early PreK programas? ¿Aceptan pagos de subsidios de cuidado infantil? ¿Está planeando colaborar con estos programas para antes/después de la atención? ¿Su programa proporcionará antes/después de la atención?
4. Sobre la base de la información anterior, ¿cuántos niños de cuatro años no son atendidos actualmente y cuántos propone servir?

154. **Si tenemos 3 salones disponibles y cada uno es de 17 niños como máximo si podemos aplicar para los tres salones.**

If we have three classrooms, and each one has capacity of 17, can we apply for all three?

Answer: A program may apply for the number of sites and/or slots that will support their community's needs. Programs submitting a grant application to expand programming should carefully review SECTION 1 (Eligibility Requirements) of the grant application to ensure the proposed expansion meets all eligibility requirements and should clearly specify in their applications how the proposed expansion meets those eligibility requirements.

Respuesta: Un programa puede solicitar el número de sitios y/o inscripciones que apoyarán las necesidades de su comunidad. Los programas que presenten una solicitud de subvención para ampliar la programación deben revisar cuidadosamente la SECCIÓN 1 (Requisitos de Elegibilidad) de la solicitud de subvención para asegurar que la expansión propuesta cumpla con todos los requisitos de elegibilidad y deben especificar claramente en sus solicitudes cómo la expansión propuesta cumple con esos requisitos de elegibilidad.

155. **Se puede usar dos Van para transportar a los niños para el programa de Pre- k. Can we use two vans for transportation?**

Answer: Programs are allowed to use vans to transport children.

Respuesta: Los programas pueden usar dos vans para transportar niños

156. **si tengo un centro y aún no implemento focus puedo aplicar? If I am not in FOCUS yet, can I apply?**

Answer: Yes, please contact Casey Lafferty @ casey.lafferty@state.nm.us to begin the FOCUS application process.

Respuesta: Si. Póngase en contacto con Casey Lafferty @ casey.lafferty@state.nm.us para comenzar el proceso de solicitud FOCUS.

157. **la firma puede ser electrónica o tiene que ser manuscrita?**
Can the signature be electronic or does it have to be handwritten?

Answer: The signature can be an electronic signature.

Respuesta: La firma puede ser electrónica

158. **¿En el grupo de PreK Mixto También tienen que cumplir los 3 o 4 años antes del 1 de septiembre?**

In the Mixed PreK group, do they also have to be 3 or 4 years old before September 1?

Answer: Yes, this is correct.

Respuesta: Sí, esto es correcto.

159. **Si llenamos la aplicación poco diferente a como la está describiendo, ¿está bien o tendremos que hacer otra aplicación otra vez?**
If we fill out the application a little different than how you are describing it, is it okay or will we have to do another application again?

Answer: Please complete the application as described.

Respuesta: Complete la solicitud como se describe por favor.

160. **Maria, ¿cómo puedo contactarla para poder implementar focus?**
How can I apply for FOCUS?

Answer: Please contact Casey Lafferty @ casey.lafferty@state.nm.us to begin the FOCUS application process.

Respuesta: Puede contactar a Casey Lafferty @ casey.lafferty@state.nm.us para comenzar el proceso de solicitud FOCUS.

161. **Disculpe, ¿se tiene que completar las cinco carpetas igual que el año pasado?**
Do you have to complete the five folders the same as last year?

Answer: No, applicants only need to submit one electronic copy before 1:00 p.m. on March 31, 2021. You must send the completed form to eccd.rfa@state.nm.us

Respuesta: No, los solicitantes sólo deben presentar una copia electrónica antes de la 1:00 p.m. el 31 de marzo de 2021. Debe enviar el formulario completado a ececd.rfa@state.nm.us.

162. Entonces este año nomas se llena una aplicación aunque aplique uno para diferentes programas de 3 y de 4.

So we only submit one application even if we are applying for PreK and Early PreK?

Answer: Yes, programs should only submit one application. In your application, you can request funding for 3 and 4 year old children.

Respuesta: Sí, los programas sólo deben enviar una solicitud. En su solicitud, puede solicitar financiación para niños de 3 y 4 años.

163. ¿se tiene que llenar esa forma aunque sea centro y casa o se tendría que llenar diferente aplicación para cada uno - si quiero aplicar para PreK mixto y para PreK temprano en un mismo centro son dos aplicaciones o solo una?

This form has to be filled out, even if it is a school and home or a different application would have to be filled out for each one - if I want to apply for mixed Prek and for early Prek in the same center, there are two applications or just one

Answer: Please submit one application indicating the program option(s) for which you are applying.

Respuesta: En la solicitud indique claramente las opciones del programa para las que está solicitando.

164. ¿puede meter solicitud aunque no tenga niños de PreK en este momento?

I can apply even if I don't have Prek kids at the moment.

Answer: If your license include preschool age children then yes, your program can apply..

Respuesta: Si su capacidad de licencia permite niños en edad preescolar, entonces sí, puede solicitarlo.

165. ¿cuando van a poner la grabación de esta junta?

When are you posting the recording for this meeting?

Answer: The recording for the PreK Orientation Session in Spanish can be found @ [ECECD PreK Grant Application | Departamento de Educación y Cuidado de la Primera Infancia \(nmeccd.org\)](https://www.nmcecd.org)

Respuesta: La grabación de la sesión de orientación de PreK en español se puede encontrar @ [ECECD PreK Grant Application | Departamento de Educación y Cuidado de la Primera Infancia \(nmeccd.org\)](#)

166. no tengo cupo hasta dentro de 1 año - de capacidad ¿puedo aplicar?

I do not have capacity until next year, can I apply now?

Answer: No, applicants will be required to serve students beginning in the fall 2021.

Respuesta: No, los solicitantes deberán servir a los estudiantes a partir del otoño de 2021.

167. Quiero estar clara con esto. ¿Entonces si el propietario es Carla y el que va a coordinar es Estela, quien va a firmar la aplicación?

I want to be clear about this. So if the owner is Carla and the one coordinating is Estela, who needs to sign the application?

Answer: The authorized representative for the organization is the person required to sign the application.

Respuesta: El representante autorizado para la organización es la persona requerida para firmar la solicitud