



New Mexico Early Childhood Education and Care Department Application for Local Early Childhood Systems Building Grant

Fiscal Years 2022-2023

INSTRUCTIONS

This application is due no later than 3 p.m. on Nov.15, 2021. Applicants must email the completed form and all attachments to: ececd.grants@state.nm.us. Incomplete or late applications will not be accepted.

Questions regarding this application may be directed to: ececd.grants@state.nm.us

PURPOSE

The New Mexico Early Childhood Education and Care Department (ECECD) is releasing a competitive Local Early Childhood Systems Building Grant to strengthen our state's approach to engaging local communities in bottom-up problem solving and decision making. The purpose of the Local Early Childhood Systems Building Grant is to strengthen the infrastructure within local communities to achieve necessary systems change by building local capacity for work on the actions and measures outlined in the goals and objectives of the [New Mexico Strategic Plan 2021-2024](#) pertaining to Families, Governance, Workforce, Funding, Data and Sovereign Nations. A second purpose of this grant opportunity is to develop stronger partnerships between local communities and the state, including mutually agreed upon two-way communications and shared actions to improve New Mexico's systems for early childhood.

- **Goal 1. Families** - Recognize all families in New Mexico as key decision makers and ensure they have access to the resources they need to thrive.
- **Goal 2. Governance** - Create a cohesive governance system that supports an aligned, efficient, and responsive system of high-quality early childhood programs and services.
- **Goal 3. Workforce** - Ensure that New Mexico's early childhood workforce is supported to meet the needs of all families and young children through an aligned professional development system and through compensation that reflects the level of experience and training.
- **Goal 4. Funding** - Provide sustainable and secure funding to support New Mexico's youngest children and their families.
- **Goal 5. Data** - Develop a statewide, integrated data system to better inform planning and decision-making for all stakeholders.
- **Goal 6. Sovereign Nations** - Strengthen ongoing government to government relationships with tribal communities to foster mutual trust and understanding, and partnerships that respect tribal sovereignty.

This grant opportunity is particularly aimed at achieving objectives in Families, Governance, and Funding. Successful applicants will demonstrate how they will work in their communities, leveraging community capacity, to meet the following objectives:

- **Objective 1c** - Increase parent and caregiver awareness of early childhood services;
- **Objective 2c** - Strengthen partnerships at the state and local levels to effectively use all available resources across the mixed-delivery system; and
- **Objective 4a** - Maximize and leverage all possible funding.

Through the Local Early Childhood Systems Building Grant, ECECD aims to create more cohesive, equitable, and effective early childhood systems in New Mexico, which will require coordinating a continuum of family driven, community based high quality prenatal to five programs and services that are available and accessible to all families in every corner of the state.

The following Guiding Principles shape the implementation of the New Mexico Early Childhood Strategic Plan and provide a framework for building efficient and effective early childhood systems at the state and local level.

Equitable Access:

- Ensure respect for and celebration of New Mexico's multicultural and multilingual diversity.
- Seek to heal trauma, including historical and generational trauma, and deconstruct systemic racism, sexism, and other entrenched and unfair biases.
- Prioritize resources and opportunities for those with greater needs.
- Increase family engagement through a multi-generational, and cross-sector approach that supports all family structures and addresses the integrated factors that affect family stability and well-being.
- Move towards universal availability and accessibility for all families to early childhood programs and support structures.

Coordination and Collaboration:

- Foster consistent transparency and clear communication to build trust in all areas and relationships with early childhood programs and tribal partners.
- Build on and magnify local assets and abilities to solve local problems. This includes using social capital, networks, and relationships, as well as physical infrastructure, and linguistic and cultural assets.

Quality:

- Embrace continuous improvement where data and feedback are used, to ensure transparency and progress towards clear goals.
- Use developmentally appropriate approaches and inclusive practices for working with all children and families.
- Support early childhood educators and cultural knowledge systems, especially in rural, and tribal and pueblo communities.
- Ensure best practices and healthy environments and interactions throughout the early childhood systems that supports the early childhood workforce, provides strong customer service for families, and promotes a culture of well-being.

While there are approximately 18 established Coalitions (also known as collaboratives, networks, or planning teams) represented across the state and tribal entities (see Appendix A – Current List of Coalitions), this grant is also intended to fund new or emerging Coalitions. ECECD is committed to ensuring a fair and simple distribution process for this grant opportunity. The UNM Family Development Program will be available to assist Coalitions in preparing their applications and to support the growing of established and new Coalitions over the next two years. ECECD also encourages the establishment of mentor-protégé relationships between experienced Coalitions and those just starting out. Funding for both established and new Coalitions will support the following:

Required Grantee Activities

1. Establish a coordinator position (minimum .75 FTE) focused on a) outreach, communication, coordination, and collaboration at the local level, including facilitation of monthly meetings with cross sector Coalition members and other interested partners and b) connecting to state level work, including participation in bi-annual statewide meetings and related activities.
2. Use system building strategies to develop leadership, priorities, and actions to realize the New Mexico Statewide Strategic Plan Goals. Engage in education and outreach efforts, provide skill-building training opportunities for individuals, teams, and communities to improve collaboration across programs and systems. Please click on the link for more information on system building. [Early Childhood Systems Building Resource Guide \(hhs.gov\)](https://www.hhs.gov/earlychildhood/system-building)
3. Through root-cause analysis, Coalitions will uncover the underlying issues that impede parents' and caregivers' awareness of early childhood services; that strengthen partnerships at the state and local levels to effectively use all available resources across the mixed-delivery system (e.g. public schools, private early care and education agencies, and Tribal and non-Tribal Head Start grantees), and that maximize and leverage all possible funding and share its analysis and recommendations with ECECD.
4. Develop culturally inclusive family and Coalition leadership in conjunction with the UNM Family Development Program and encourage parent and family engagement and leadership in Coalition initiatives to ensure that strategies and actions are family driven and focused on increasing understanding of the importance of early childhood education.
5. Advance local planning efforts and shared decision-making to support the development of the local early childhood system.

SUMMARY

The State of New Mexico possesses rich diversity. There are eight Level III ecoregions in New Mexico, from alpine vistas to ecologically rich desert biomes. Yet human diversity in New Mexico rivals the ecological diversity. New Mexico is a majority minority state as data from the CDC's National Center for Health Statistics (2016) indicates that 55.5% of New Mexico's annual newborn children (22,966 in 2019, NM_IBIS) are Hispanic, 28.2% are white, 11.6% are American Indian, 1.8% are black, and 1.8% are Asian/Pacific Islander. However, those groups can be further disaggregated to portray the diverse peoples of our state more accurately. New Mexico has 23 Tribes, Pueblos and Nations: 19 Pueblos, three Apache tribes, and a large portion of the Navajo Nation. Hispanos include both Spanish speakers who can trace their lineage in New Mexico back several centuries, and more recent immigrants from Mexico and further south. White (non-Hispanic) is also far from a homogenous group, with significantly different beliefs generally held in different regions and cities.

Mostly, diversity correlates strongly with health. Biological diversity is an indicator of a healthy ecosystem. Unfortunately, the ethnic diversity in New Mexico appears to show a correlation between health and inequality, including in the welfare of children and families in our state. The Annie E. Casey Foundation's 2021 Kids Count Data Book ranks the state 49th in the nation for overall child well-being. ECECD and other state agencies in New Mexico utilize the Social Vulnerability Index (SVI) to help local officials identify

communities that may need support before, during, or after disasters. The SVI correlates highly with the percent of the non-White population within the census tract. Native American children represent the highest percentage of children in poverty, in a state where the overall child poverty statistics are high. Data shows that 40 percent of Native American children from birth to age 5, 37 percent of African American children, and 31 percent of Hispanic children, live at or below the Federal Poverty Level (FPL) and 33 percent of all families live at or below 200 percent of the FPL. In order to improve the well-being of children and families in the state of New Mexico, we must include all the state's diverse peoples in the decision-making process. A top-down approach is rarely effective in delivering services, and it is even less so when decision-makers are unfamiliar with the lives of the impacted families. It is to this end that ECECD is offering competitive grants to applicants to promote and engage in local early childhood system building. These local early childhood systems will collaborate with state agencies, which also will include people who represent impacted populations.

Local early childhood community Coalitions are vital in helping the state to make high quality family services available and accessible across New Mexico. ECECD is committed to supporting the growth of local early childhood systems rooted in communities, including tribal entities and remote towns and villages.

As part of the state's Preschool Development Grant Birth to Five (PDG B-5), 43 representatives from 11 early childhood Coalitions came together in the fall of 2020 at a statewide summit to share knowledge, best practices, and plans. Their final recommendations were to fund: (1) a part-time coordinator for each Coalition to support communication and coordination at the local and state level; and (2) transportation and stipends to support family leadership and engagement. ECECD will partner with local Coalitions to develop a strong local-to-state structure to build local and equitable early childhood systems that focus on helping the most vulnerable.

Successful applicants must attend four two-day statewide meetings (spring 2022, fall 2022, spring 2023 and fall 2023). Grantees may allocate funds for travel (health measures allowing), as well as for personnel, data collection, strategic planning, community/family engagement, marketing/communications, and other activities necessary to carry out the work.

The funding for this grant is provided by the federal Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA), Public Law 116-260.

Grant award: Up to \$150,000 per fiscal year.

Number of Awards: Up to 20 awards, depending upon funding availability.

SECTION I – ELIGIBILITY

Eligible Applicants: Coalitions need to have a fiscal agent that meets one of the following criteria for recipients of state contracts.

- Federal tax-exempt non-profit organizations under section 501(c)(3) of Title 26 of the United States Code
- Indigenous Tribes, Pueblos, and Nations
- Governmental entities
- Institutions of Higher Education

Within the first year of the grant, successful applicants will need to show evidence of early childhood cross sector and family engagement. Applicants will need to document and/or develop broad representation from the following entities in their Coalition: local municipalities (e.g., city, town, or county), tribal partner(s) (if applicable), Early Head Start/Head Start grantees, local health councils, home visiting programs, child care providers, early intervention providers, local education agencies (e.g., school district and/or charter schools), and community PreK programs. Applicants also need to develop approaches for engaging other community leaders, including libraries, businesses, public safety agencies, child welfare agencies, public health/medical services, behavioral health providers and other interested civic services.

ECECD and the UNM Family Development Program will provide technical assistance in achieving strong cross sector representation and engagement.

Please reference Appendices B, and C for a current list of New Mexico Early Head Start/Head Start Grantees and Health Councils.

SECTION II – FUNDING

FUNDING IS SUBJECT TO THE AVAILABILITY OF CURRENT AND FUTURE FUNDING SOURCES FOR THE PERIOD OF THE GRANT (FY22 and FY23). NO GUARANTEE IS MADE OR IMPLIED BY THE STATE OF NEW MEXICO OR ECECD AS TO THE AMOUNT ALLOCATED TO ANY AWARD. THE FUNDING AVAILABLE THROUGH THIS GRANT IS SOLELY FOR EARLY CHILDHOOD EDUCATION SYSTEMS BUILDING IN UNDERSERVED AREAS WITHIN THE STATE OF NEW MEXICO. UPON ACCEPTANCE OF ANY AWARD GRANTED, ECECD WILL ISSUE A PURCHASE ORDER FOR THE CORRESPONDING FISCAL YEAR FOR PAYMENT OF SERVICES.

SECTION III – DELIVERABLES

The Grantee must comply with all ECECD reporting requirements in a format and schedule to be determined by ECECD:

1. In partnership with ECECD, develop and submit a community assessment (CA), incorporating data from other local CAs (e.g., Head Start, Maternal Child Health, etc.) that will inform the strategic plan no later than, June 30, 2022. The CA must include a geographic map showing the zone represented by your Coalition, including census and enrollment data for children under the age of 6, the availability and quality of existing prenatal to five programs (e.g., home visiting, child care, FIT, and PreK) within your Coalition's region and a gap analysis identifying greatest needs and gaps in services.
2. Submit a copy of the Coalition strategic plan no later than, December 31, 2022, that includes but is not limited to:
 - a. Mission and Vision statements.
 - b. Equity Goals
 - c. Coalition structure, governance, and decision-making process
 - d. Goals and objectives that include, but are not limited to, how the Coalition will a) increase parent and caregiver awareness of early childhood services; b) Strengthen partnerships at the state and local levels to effectively use all available resources across the mixed-delivery system (e.g., public schools, private early care and education agencies, and Tribal and non-Tribal Head Start grantees); and c) Maximize and leverage all possible funding.
3. Submit an evaluation plan no later than December 31, 2022, that describes how the applicant will track and measure progress towards meeting the goals of the Coalition strategic plan, including a self-assessment of the efforts to build Coalition capacity.
4. Submit an annual report in a format and schedule to be determined by ECECD that includes progress made on the Coalition's strategic plan. The report should also include feedback gathered from local Coalition participants to inform Coalition policies and practices, and recommendations for state system building alignment of services that include enhanced coordination and collaboration between public schools, private early care and education agencies, and Tribal and non-Tribal Head Start grantees.

SECTION IV – PERFORMANCE MEASURES

Each Grantee will establish targets based on the results of its community assessment, root-cause analysis and subsequent systems change work, and provide biannual progress reports to ECECD on the following five performance measures:

1. Number, type, and language of communications to families to increase awareness of early childhood programs and services
2. Amount of local funding, direct and in-kind, leveraged by the Coalition to support the early childhood systems
3. Number of education and outreach efforts, including skill-building training opportunities for individuals, teams, and communities to improve collaboration across programs and systems, specifically public schools, private early care and education agencies, and Tribal and non-Tribal Head Start grantees
4. Degree to which membership reflects local demographics (e.g., racial, socioeconomic, culture, ability)
5. Strength of the Coalition regarding shared decision-making and member engagement

ECECD and UNM Family Development Program will provide technical assistance, tools, and assessments to local Coalitions in setting targets and measuring progress.

SECTION V – APPLICANT/ORGANIZATION INFORMATION

LEGAL NAME OF ELIGIBLE APPLICANT			EIN#	
FISCAL AGENT				
FISCAL AGENT NAME (SEE SECTION XII)			TITLE	
PHYSICAL ADDRESS			MAILING ADDRESS (IF DIFFERENT THAN PHYSICAL ADDRESS)	
CITY	COUNTY	STATE	ZIP	TELEPHONE NUMBER
		NM		
EMAIL ADDRESS			MOBILE NUMBER	

INDIVIDUAL RESPONSIBLE FOR COORDINATING COALITION SYSTEMS BUILDING ACTIVITIES					
CONTACT NAME				TITLE	
PHYSICAL ADDRESS				MAILING ADDRESS (IF DIFFERENT THAN PHYSICAL ADDRESS)	
CITY		STATE		ZIP	TELEPHONE NUMBER
		NM			
EMAIL ADDRESS				MOBILE NUMBER	
SECTION Va					
PLEASE CHECK THE BOX THAT DESCRIBES YOUR COALITIONS' LEVEL OF DEVELOPMENT.					
<input type="checkbox"/> NEW AND/OR EMERGING: A group of early childhood stakeholders from different sectors who have made a commitment to form a Coalition. They have started to identify other early childhood services in the community to invite leaders to come together for initial organizational meetings. They are in the early stages of setting up a regular time to meet to establish collaborative practices. They recognize that recruitment and organizing takes time.					
<input type="checkbox"/> DEVELOPING: A volunteer group of early childhood stakeholders from different sectors who meet regularly to support their Coalition. They have had some technical assistance and support to become effective as a Coalition. Their shared leadership is discovering how to spread responsibilities and leadership more effectively. Their goal is to better engage families and their community.					
<input type="checkbox"/> ESTABLISHED: A group of early childhood stakeholders who have established a mission, a vision, and a planning process that guides all levels of their work, including subgroups and committees. They have successfully secured funding and have established relationships with diverse community members who help support their efforts. They are trying to strategically build community systems across organizations that require sustained investment, coordination, and leadership.					
SECTION VI – APPLICANT NARRATIVE (RESPONSES TO THIS SECTION SHOULD NOT EXCEED 6 SINGLE SPACED PAGES)					
1. Please describe in detail the geographic area the local early childhood Coalition covers. Please include the names and a brief description of all counties, towns, municipalities, school districts, charter schools, Early Head Start/Head Start grantees and sovereign nations in your Coalition's geographic boundary.					
2. What is the story of your local early childhood Coalition? What is the current makeup of your Coalition, and how often do you meet? What are your Coalition's core goals and activities? What is one of your greatest successes? If you are just forming, tell us what inspires your decision to develop a community Coalition.					
3. How will you leverage cross system partners and families to achieve equity in the early childhood programs in your geographic region? In addition to the partners included as recommended in Section I, what other groups will be critical to success in your community?					
4. How might your Coalition partner with the state to ensure good communication and identify issues of mutual challenge?					
5. Please describe the Coalition's initial thinking on how it will approach a) increasing parent and caregiver awareness of early childhood services; b) strengthening partnerships at the state and local levels to effectively use all available resources across the mixed-delivery system; and c) maximizing and leveraging all possible funding.					
6. What will be your process and timeline for hiring the .75 coordinator? What do you see as the key job responsibilities?					
SECTION VII – ATTACHMENTS					
SUBMIT THE FOLLOWING MATERIALS AS ATTACHMENTS TO THE APPLICATION:					
a) A letter of support or a memorandum of agreement (MOAs or MOUs) signed by current Coalition members who have made a commitment to work together through local collaboration. b) The job description for the coordinator position. c) A list of the entities and the names of the individuals your Coalition will engage as partners, please review the recommended partners listed in Section I. d) Two letters of support from community and/or civic leaders who know about your Coalition's work on behalf of young children and their families, and who recognize the value of the Coalition's collaborative efforts in your community.					

SECTION VIII – PROGRAM USE OF GRANT FUNDS

CHECK ALL PROPOSED SERVICES THAT YOU ARE APPLYING FOR:

- ☐ COALITION DEVELOPMENT
☐ FAMILY LEADERSHIP AND ENGAGEMENT, INCLUDING STIPENDS FOR ENGAGEMENT
☐ PURCHASE OF EQUIPMENT, MATERIALS, AND SUPPLIES TO IMPROVE SYSTEMS BUILDING
☐ TRAINING AND MARKETING MATERIALS
☐ DATA COLLECTION AND REPORTING TO ECECD
☐ OTHER ACTIVITIES OR PURCHASES WHICH WILL INCREASE OR ENHANCE EARLY CHILDHOOD SYSTEMS BUILDING (Applicant may add additional related activities):

SECTION IX – BUDGET INFORMATION

INSTRUCTIONS:

1. ALL AMOUNTS MUST BE ROUNDED TO THE NEAREST DOLLAR. ALL FIGURES AND CALCULATIONS MUST BE 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 – AND SECTION IV – GENERAL REQUIREMENTS.
4. THE APPLICANT MAY REQUEST START-UP FUNDS FOR THE PURPOSE OF ENGAGING IN SYSTEMS BUILDING. START-UP FUNDS ARE LIMITED TO NO MORE THAN \$15,000 FOR THE FIRST YEAR OF THE GRANT PERIOD. THE START-UP ALLOWANCE IS SEPARATE FROM ADMINISTRATIVE COSTS.

PERSONAL SERVICES AND EMPLOYEE BENEFITS:

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
MINIMUM .75 FTE COORDINATOR POSITION (NOT TO EXCEED 70% OF TOTAL AMOUNT REQUESTED)	\$	
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	\$	

SUPPLIES:

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
SUPPLIES-OFFICE SUPPLIES	\$	
SUPPLIES-EDUCATIONAL AND TRAINING SUPPLIES	\$	
SUPPLIES-INVENTORY EXEMPT	\$	
TOTAL	\$	

OTHER OPERATING COSTS:

LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
PRINTING OF MARKETING MATERIALS	\$	
POSTAGE & MAIL	\$	

INTERNET AND PHONE COSTS	\$	
TOTAL	\$	
OTHER COSTS CATEGORY:		
LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
ADMIN. OVERHEAD (CANNOT EXCEED 5%)	\$	
EDUCATION AND OUTREACH		
PARTICIPANT STIPENDS		
MISCELLANEOUS AND OTHER EXPENSES (e.g., DATA MANAGEMENT/REPORTING COSTS)	\$	
TOTAL	\$	
START UP COSTS (NOT TO EXCEED 15 PERCENT OF THE GRANT AMOUNT):		
LINE ITEM NAME	BUDGET AMOUNT	BUDGET JUSTIFICATION
EQUIPMENT (e.g., IT)	\$	
RENT & UTILITIES	\$	
TOTAL	\$	
GRAND TOTAL	\$	
SECTION X - GENERAL REQUIREMENTS		
ALL APPLICANTS THAT RECEIVE A GRANT (A GRANTEE) MUST MEET THE FOLLOWING CRITERIA:		
<u>ECECD Participation</u> The Grantee must participate in ECECD's System Building and Technical Assistance activities in conjunction with UNM's Family Development Program.		
<u>Fund Accountability</u> The Grantee shall provide a strict accounting of all monies issued. The Grantee shall maintain fiscal records, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred to the Grantee pursuant to this Grant. The Grantee will include an account of all monies made subject to this Grant in an annual audit and will provide ECECD with a copy of the annual audit. The Grantee shall be in good standing with all of ECECD's licensing, contractual, fiscal, and reporting requirements to be eligible for all fiscal years covered under this award, if applicable.		
<u>Maintenance of Records</u> The Grantee shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Grant's term and effect and retain those records for a period of three (3) years from the date of final payment under this Grant. The records shall be subject to inspection by ECECD, the New Mexico 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 shall not foreclose the right of ECECD to recover excessive or illegal payments.		
<u>Confidentiality</u> Any and all confidential information provided to or developed by the Grantee in the performance of this Grant shall be kept confidential and shall not be made available to any individual or organization by the Grantee without the prior written approval of ECECD.		
<u>Amendment</u> A. This Grant 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 to unilaterally reduce funding due to budget or other considerations, the Grantee shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Grant, pursuant to the termination provisions as set forth in "Termination below, or to agree to the reduced funding.		
<u>Assignment</u> The Grantee shall not assign or transfer any interest in this Grant or assign any claims for money due or to become due under this Grant without the prior written approval of ECECD.		

Applicable Law

The laws of the State of New Mexico shall govern this Grant. 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, Grantee 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.

Acquisition of Property

The parties agree that neither party shall acquire any property as the result of this Grant, 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. Each party shall be liable for its actions according to this Grant 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 Grantee agree to execute any document(s) necessary to implement the terms of this Grant.

Equal Opportunity Compliance

The Grantee 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 Grantee 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. If Grantee is found not to be in compliance with these requirements during the life of this Grant, Grantee agrees to take appropriate steps to correct these deficiencies.

Workers Compensation

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

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

- A. If Grantee 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, Grantee certifies, by signing this award, to have in place, and agrees to maintain for the term of the Grant, health insurance for those employees if the expected annual value in the aggregate of any and all Grant between Grantee and the State exceed \$250,000 dollars.
- B. Grantee 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. Grantee agrees to advise all employees of the availability of State publicly financed health care coverage.

Background Checks

Grantees 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) Grantees are also required to undergo a background check. The Grantee 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 Grantee, Grantee 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 Grantee providing services for the ECECD.

Health Insurance Portability and Accountability Act of 1996

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

Federal Award Identification

Federal award information shall be provided to Grantee 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.

Termination

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

B. Notice and Opportunity to Cure.

1. ECECD shall give Grantee written notice of termination at least thirty (30) days prior to the intended date of termination.
2. The Grantee 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 upon which the termination is based; and (ii) state what ECECD must do to cure such material breaches. Grantee's notice of termination shall only be effective: (a) 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 Grantee of its intent to cure and begin with due diligence to cure the material breach.
3. The Grant may be terminated immediately upon written notice to the Grantee: (a) if the Grantee becomes unable to perform the services contracted for, as determined by the ECECD; (ii) if, during the term of this Grant, the Grantee is suspended or debarred by the State Purchasing Agent; or (iii) the Grant is terminated pursuant to, "FUNDING", of Section III.

C. Liability. Except as otherwise expressly allowed or provided under this Grant, ECECD's sole liability upon termination shall be to pay for acceptable work performed prior to the Grantee'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. The Grantee 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 GRANTEE'S DEFAULT/BREACH OF THIS GRANT OF AWARD.

D. Termination Management. Immediately upon receipt by either ECECD or the Grantee of notice of termination of this Grant, the Grantee shall: (1) not incur any further obligations for salaries, services or any other expenditure of funds under this Grant 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; 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. Any non-expendable personal property or equipment provided to or purchased by the Grantee with contract funds shall become property of ECECD upon termination and shall be submitted to the ECECD as soon as practicable.

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

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

SIGNATURE (AUTHORIZED REPRESENTATIVE) AND DATE DIGITAL SIGNATURE PERMITTED	PRINT NAME	TITLE
SIGNATURE AND DATE (COMMUNITY PARTNER) IF APPLICABLE DIGITAL SIGNATURE PERMITTED	PRINT NAME	TITLE

SECTION XI – AWARD

THE EARLY CHILDHOOD SYSTEMS BUILDING GRANT WILL BE AWARDED FOR STATE FISCAL YEAR(s) FY22 and FY23. APPLICATIONS WILL BE SCORED BASED ON NARRATIVE RESPONSES AND THE COMPLETENESS OF SUBMITTED MATERIALS. ECECD WILL MAKE EVERY EFFORT TO ADHERE TO THE FOLLOWING SCHEDULE. DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF ECECD.

ACTION	RESPONSIBLE PARTY	DUE DATE
Grant Opportunity Posting	ECECD	September 30, 2021
Orientation Presentation	ECECD	October 6, 2021
Deadline to Submit Written Questions	Applicant	October 15, 2021
Responses to Written Questions	ECECD	October 22, 2021
Submission of Grant Application	Applicant	November 15, 2021
Evaluation and Award Determination	ECECD	November 16-26, 2021
Issuance of Grant Award Letters	ECECD	November 30, 2021

Orientation Information Session

Eligible applicants may attend the orientation session via Zoom.
English/Spanish simultaneous translation - 2 p.m. to 3:00 p.m.

Join Zoom Meeting

<https://nmececdorg.zoom.us/j/89555739003?pwd=ZUg3NEtwOTZHQzZOcVY2NmJWQWx0Zz09>

Meeting ID: 895 5573 9003

Passcode: 528798

One tap mobile

+12532158782,,89555739003#,,,,*528798# US (Tacoma)

+13462487799,,89555739003#,,,,*528798# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 895 5573 9003

Passcode: 528798

Find your local number: <https://nmececdorg.zoom.us/j/89555739003?pwd=ZUg3NEtwOTZHQzZOcVY2NmJWQWx0Zz09>

Written Questions

All questions must be submitted to Robert Jessen via email to Robert.Jessen@state.nm.us. Written responses to questions will be posted on ECECD's website, www.nmececd.org for the benefit of all eligible applicants.

Electronic Submission and Due Date

Completed and signed applications must be emailed with required attachments to ececd.grants@state.nm.us no later than 3 p.m. MDST/MST on Nov.15, 2021. The email will confirm the date and time of receipt. The subject line of the email must state: "Local Early Childhood Systems Building Grant Application FY22-FY23".

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SECTION XII – APPLICANT FISCAL AGENT OR AUTHORIZED REPRESENTATIVE CERTIFICATION

I, _____, certify under penalty of perjury that I have read the full contents of this Application and that, to the best of my knowledge, information, and belief, the information contained in this Application and any attachments hereto are true and correct.

I further certify that if selected for funding, I will fulfill all agreements, requirements, and conditions described in this Application and abide by all applicable state and federal regulations.

I further declare the following:

- I have supervisory authority over the named organization/I am applicant have actual and personal knowledge of the information provided in this Application and certify that it is true and correct in all material respects.
- I am familiar with and agree that I will comply with all applicable program regulations, including prohibitions on conflicts of interest, cost reimbursement requirements, including reimbursable and non-reimbursable expenses, documentation requirements, and provisions for determining reimbursable amounts.

If awarded a grant, I understand I am required to complete and submit an IRS Form W-9 (Request for Taxpayer Number and Certification).

Printed Name of Applicant's Fiscal Agent or Applicant's Authorized Representative	
Title of Fiscal Agent's Authorized Representative	
Telephone Number	

Email Address	
Signature of Applicant or Applicant's Authorized Representative (Digital Signature permitted)	
Date Application Completed	