

## Written Responses to FY23 Pre-Kindergarten (PreK) Grant Application Questions

<p>1. What procedures would a school district follow to move NM PreK classrooms to another school site within the school district?</p>	<p>The Early Childhood Education and Care Department (ECECD) is developing written policy and procedure for School based and for Community based programs to transfer currently funded PreK slots from one site to another.</p> <p><b>This formal request process, however, does not require the submittal of a new PreK application,</b> but will require a justification for the request as well as verification that the relocation of PreK slots will not create over saturation of existing PreK services in the area identified as the transfer site.</p>
<p>2. If we are currently funded for 155 slots and we have 19 slots that are not filled, may we create an additional classroom without having to re-apply as an expansion request as we are still within our grant allocation and we are not requesting funding for additional slots?</p>	<p>ECECD is developing written policy and procedure for School based and Community based programs to transfer currently funded PreK slots from one site to another.</p> <p><b>This formal request process, however, does not require the submittal of a new PreK application,</b> but will require a justification for the request as well as verification that the relocation of PreK slots will not create over saturation of existing PreK services in the area identified as the new classroom.</p>
<p>3. Our district currently has a mixed PreK. We need to add a second program. Is this included in the grant?</p>	<p>Existing NM PreK programs must apply if they want to expand services. School based programs are eligible to apply for 4-year-old PreK in the FY23 funding.</p>
<p>4. Are we now required to offer students a 5-day week or can we continue to offer 4 days?</p>	<p>NM PreK programs must ensure 900 hours of instruction for extended day programs and 450 hours of instruction for Basic (part-day) programming. ECECD is not requiring NM PreK programs to change operating models at this time.</p>
<p>5. If we are moving from 450 hours to 900 hours, do we fill out the conversion application?</p>	<p>Yes, if an eligible applicant wants to convert from Basic to Extended, they will complete the shortened conversion application.</p>
<p>6. What is the definition of a Basic (half day) slot? Must all "basic PreK" programs convert to extended?</p>	<p>A Basic (half day) slot is funded for 450 hours of instruction annually and is generally offered as a shorter school day, up to three hours a day. Basic PreK programs are not required to convert to Extended day.</p>

7. If I have an existing awarded grant and do not plan on expanding, do I need to apply?	No.
8. I want to know if the PreK Grant is through the same department as in the past.	Effective July 1, 2020, ECECD became the lead agency for NM PreK. All contracts and grant awards are administered through ECECD.
9. When do we need to get our letter of intent to submit?	The PreK Grant Application process does not require the submission of a letter of intent.
10. Where do we find the expiration of our grant?	Please reach out to your assigned PreK Specialist for assistance in obtaining this information.
11. In section VII, do we answer the first two questions or are these questions for CYFD educators?	Section VII identifies the point values for all the questions asked. Please answer all questions on the application, including all questions asked in Section VIII(A), unless the question indicates that it is only Community or School based applicants.
12. How can we find out about our current contract?	Superintendents received an official PreK grant agreement and award letter from ECECD in May 2021.
13. Do School based programs renew contracts?	ECECD issued four-year grant agreements with school districts in FY22.
14. Will currently funded ½ day (Basic) programs be required to convert to Extended day at the end of their contracts?	No
15. If we have multiple locations, do we have to submit a separate plan for both locations? We are as school district.	School districts only submit one application. However, a school district that is requesting PreK funding for multiple sites will need to complete Part IV of the application for each of the sites and submit the required attachments for each of the proposed locations.
16. For Head Start programs- will NM PreK be in addition to their already federally funded hours? As a “wrap around” option?	No, NM PreK is for additional slots outside of the program’s Head Start funded enrollment.
17. For expansion do we have to redo the entire application?	Yes.
18. Where do we find the E-occupancy information? I have never had to attach this before.	School districts must attach a certificate of E-occupancy, which is an electronically verifiable certificate of occupancy usually issued by your local county or municipality. The certificate of E-occupancy is required to prove that the space where PreK services will be provided meets all

	<p>health and safety requirements and is an adequate learning environment for PreK students. Please contact your district or school's facility manager to get a certificate of E-Occupancy. If you cannot obtain a certificate of E-occupancy, please submit a proposed facility layout and other related documents to prove health and safety standards.</p>
<p>19. Can NM PreK Programs in public schools now get reimbursed for food and snacks?</p>	<p>NM PreK Programs in public schools can get reimbursed for a fixed rate per meal, per child. NM PreK programs in public schools may not be able to seek reimbursement for snacks through PED, but they may be able to seek reimbursements for snacks through ECECD's Food and Nutrition Program. ECECD is committed to helping all families receive adequate nutrition. Please contact your superintendent, principal, or PreK specialist for more information about how public schools may possibly be able to seek reimbursements or other supports with nutritional needs.</p> <p>For more guidance, please see the following:  <a href="https://webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/">https://webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/</a> and  <a href="https://webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/provision-ii/">https://webnew.ped.state.nm.us/bureaus/student-success-wellness/nutrition/provision-ii/</a></p>
<p>20. Do we still use OMBS for our budgeting and reimbursement?</p>	<p>Yes, for School based providers.</p>
<p>21. There have been classroom kits available in the past for new or expanding programs. Will that still be the case?</p>	<p>All new classrooms may apply for \$15,000 in one-time start-up funding to equip the classroom with materials and supplies.</p> <p>School based applicants will need to complete the Startup and Safety budget portion of the application, in addition to submitting their proposed budgets through OBMS.</p> <p>ECECD can provide a suggested list of materials for programs to purchase.</p>
<p>22. This is our first year applying, and we'll apply as a new program. What is the process to follow to also apply for a start up and safety grant?</p>	<p>School based applicants will need to complete the Startup and Safety budget portion of the application, in addition to submitting their proposed budgets through OBMS. Community based applicants will complete the entire budget on the application, including the Startup and Safety budget. Please refer to the FY23 PreK Orientation PowerPoint as well as the FY23 Additional Information Document for information on a Startup and Safety grant. These documents have been posted on the ECECD website to provide applicants additional information and guidance on how to complete the FY23 Grant Application.  <a href="https://www.nmeccd.org/2022/03/07/fy23-new-mexico-prek-grant/">https://www.nmeccd.org/2022/03/07/fy23-new-mexico-prek-grant/</a></p>
<p>23. My funding is currently part of the four-year grant through 2024-2025 SY. The wording in the original application stated required hours for the programs, not</p>	<p>Yes, you may continue serving families four days per week.</p>

specific days. This year's application states that the program must be Monday through Friday. Are my awarded grant specifics good through the end of the grant and I can serve my families four days until the end of the grant?	
24. If we have an existing contract with CYFD that expires at the end of FY23, do we need to apply for this ECECD proposal for FY23? And if we are considering expansion or such, would we ONLY be able to do this if our contract is currently under ECECD?	All NM PreK contracts are between ECECD (not CYFD) and school districts or Community based providers. If a current PreK contract is expiring at the end of the FY22 school year, the PreK program will need to apply for the FY23 Grant Application. If a contract is funded through FY23, the PreK program only needs to apply if they want to expand services to more children.
25. Do you apply for all three options on application and only 1 budget form?	Yes, each eligible applicant only needs to submit one application and one budget form regardless of how many program options the applicant is applying for.
26. If we want to convert an existing contract, do we have to submit a new full application?	Yes, unless you are only requesting to convert Basic slots to Extended slots. This is considered a conversion application. There is also an option in the Grant Application under "Change of Program Option Request" to change the program type from early extended (or extended) to mixed or any of those options. This will require a complete application.
27. I hopped on later than the initial start time but what is extended?	Extended PreK services mandate that programs provide 900 service hours during the funded school year.
28. Is this a 4-year application or yearly?	Successful applicants will receive a four-year grant agreement (FY23-FY26).
29. Can you convert an extended PreK to mixed age?	Yes, eligible applicants can apply through the <b>Change of Program Type</b> option on the application.
30. If you convert, will the contract expire when your original expires, or will this be for 4 years?	If a PreK program applies for, and is awarded the conversion, this will terminate the existing contract and the program will receive a new award letter that begins a four-year funding cycle starting in FY23.
31. Where do we find the expiration date of our grant?	The expiration dates of your PreK grant is included in your contract or grant agreement. Please contact your Prek Specialist for assistance in determining the expiration date of your contract or grant.

<p>32. If we are a full day 4Y program and want to change to a mixed full day program, do we apply through the expansion or conversion process?</p>	<p>If you are a full-day four-year program and want to change to a mixed age program, you will apply through <b>the Change of Program type</b> option on the application.</p>
<p>33. One of my NM Early PreK is expiring this school year. I understand that we need to reapply, are we allowed to apply for the \$15,000 Startup and Safety on the application?</p>	<p>No. Startup and Safety funds are only for new classrooms.</p>
<p>34. For first time applicants, when will the audit be required?</p>	<p>For first time applicants or programs who do not meet the federal funding threshold to conduct or submit an audit, please refer to the FY23 NM PreK Grant Additional Information Document posted on the ECECD website for more information.  <a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F</a> and  <a href="https://nmonesource.com/nmos/nmsa/en/item/4423/index.do#!b/57-22-6">https://nmonesource.com/nmos/nmsa/en/item/4423/index.do#!b/57-22-6</a></p>
<p>35. Is there a suggested amount we should consider for travel and start-up budget for a new applicant?</p>	<p>The suggested amount for transportation to and from school is \$545.00 per child per academic year. The suggested amount for employee travel will depend on each program’s specific needs and proposed budget. Startup and Safety awards are only for new applicants/classrooms at the rate of \$15,000 per classroom.</p>
<p>36. Where can I find a listing of child care programs that includes the name of program and number of stars?</p>	<p>This information can be found on the <a href="https://search.newmexicokids.org/">NewMexicoKids Search website</a>.  <a href="https://search.newmexicokids.org/">https://search.newmexicokids.org/</a></p>
<p>37. Can you explain a little more the NM law per terms, in section IX, and the audit attachment?</p>	<p>Please refer to the FY23 Grant Additional Information document found here for additional information:  <a href="https://nmonesource.com/nmos/nmsa/en/item/4423/index.do#!b/57-22-6">https://nmonesource.com/nmos/nmsa/en/item/4423/index.do#!b/57-22-6</a></p>
<p>38. For expansion, will we have to redo the entire application?</p>	<p>Yes.</p>
<p>39. If we have the same budget as the year before, can we use the same budget?</p>	<p>Yes. The budget for the Grant Application is a “proposed budget.” ECECD will review the budget to determine the applicant’s understanding of how to design a budget as well as being able to use the per child funding amounts to create a budget that is reasonable.</p>
<p>40. Can programs who are expanding by adding a PreK classroom be awarded startup costs for that classroom?</p>	<p>Yes. ECECD will consider awarding Startup and Safety funds if it is a new classroom that has never received Startup and Safety funds before.</p>

<p>41. Is my current license number the state ID number that is being asked for?</p>	<p>No. The Grant Application requires a Federal DUNS Number/Unique Entity ID. Registration for a Federal DUNS Number is free at <a href="https://sam.gov/content/home">https://sam.gov/content/home</a></p>
<p>42. Should the budget proposal reflect all of the classrooms for which I am applying?</p>	<p>Yes.</p>
<p>43. Define the need for high quality NM PreK Services</p> <p>Define the unmet need for PreK services in your community or geographic area</p> <p>(A) How you determine the unmet need</p> <p>(B) How your proposal will meet the unmet need including the number and age(s) of the children you propose to serve.</p> <p>Does this question mean like why we are applying for the application?</p> <p>Do you mean how do we meet the need for it?</p> <p>We don't quite understand the question. Can you please explain?</p>	<p>Each PreK applicant must include a narrative that describes how they identified the unmet PreK needs in the specific geographic area the eligible applicant intends to serve and a justification as to how the applicant's program will meet these unmet needs, including the number and age of children served.</p>
<p>44. Our organization's PreK contract expires 6/30/23. Can you advise as to whether we should reapply now, or wait until next year?</p>	<p>PreK programs not requesting to make changes to their current contract/agreement do not need to apply until the end of FY23, unless their contract expires sooner.</p>
<p>45. Our center had the NM PreK program in the past. We have not had the NM PreK program for a number of years. We are wanting to submit an application for the 2022-2023 RFP. Would our center be eligible? If so, which program option would we apply under?</p>	<p>Please review the Grant Application to determine if your program is eligible to apply. ECECD PreK is funded through a Grant Application process, not an RFP. Program options are determined by the applicant.</p> <p><a href="https://www.nmeccd.org/2022/03/07/fy23-new-mexico-prek-grant/">https://www.nmeccd.org/2022/03/07/fy23-new-mexico-prek-grant/</a></p>
<p>46. I had questions about the application where it says</p>	<p>The application refers to the location or locations a PreK program will provide transportation from. The specific question referenced is for</p>

number locations of transportation. Does that mean basically everywhere I transport them to, or I have to take them?	programs that have multiple sites that need to transport children for PreK services.
47. May we move the carryover amount left on our current award (as of June 30, 2022) to the new award which would start on July 1, 2022?	No. If a PreK program applies and is funded for a new grant award, it will immediately terminate the current existing contract/agreement.
48. In previous awards, ECECD has awarded a specific amount per child served by this grant. For example, in 2019 ECECD awarded \$8,000 per child served (we are a community-based provider). Will ECECD do the same this year? What is the \$ amount per child served that will be awarded this year?	The per child rates can be found on pages 2-3 of the PreK Grant Application and also in the Additional Grant Information document on ECECD's website.  <a href="https://www.nmececd.org/2022/03/07/fy23-new-mexico-prek-grant/">https://www.nmececd.org/2022/03/07/fy23-new-mexico-prek-grant/</a>
49. Where would we find our DUNS/SAMS/Unique Entity ID number? Or is this a newly required item and we have to apply for one?	Please refer to slide 23 in the FY23 PreK Grant Orientation PowerPoint. <a href="http://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html">www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html</a>
50. Per the Annual Audit requirement, can we get more clarification as to what is required and what we need to send?	Please refer to the FY 23 PreK Grant Orientation PowerPoint or the FY23 PreK Grant Additional Information Sheet. Both documents are available on the ECECD website and provide information regarding the audit as well as links on where to obtain additional information. <a href="https://www.nmececd.org/2022/03/07/fy23-new-mexico-prek-grant/">https://www.nmececd.org/2022/03/07/fy23-new-mexico-prek-grant/</a> <a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F</a> and <a href="https://nmonesource.com/nmos/nmsa/en/item/4423/index.do#!b/57-22-6">https://nmonesource.com/nmos/nmsa/en/item/4423/index.do#!b/57-22-6</a>
51. What are the requirements for early Prek? Where can we get the application for early PreK? To whom do we send back the application?	The PreK Grant Application, Orientation PowerPoint and Additional Information sheet are posted on the ECECD website. All information is provided in these documents. <a href="https://www.nmececd.org/2022/03/07/fy23-new-mexico-prek-grant/">https://www.nmececd.org/2022/03/07/fy23-new-mexico-prek-grant/</a>
52. School districts use a different budgeting process than ECECD, please clarify will we continue to use the same budgeting process as we have with PED?	Yes. School based PreK programs will continue to use their same budgeting process through the Public Education Department.

