



**New Mexico Early Childhood Education and Care Department  
Application for Early Childhood Educator Student Success Grant**

**State Fiscal Year 2023**

**INSTRUCTIONS**

This application is due no later than 3 p.m. on June 17, 2022. Applicants must email the completed form and narrative to: [ECECD.FederalProgram@state.nm.us](mailto:ECECD.FederalProgram@state.nm.us). Incomplete or late applications will not be accepted.

**PURPOSE**

The Early Childhood Educator Student Success Grant is a non-competitive grant offered by the Early Childhood Education and Care Department (ECECD) that will provide flexible financial support to meet the unique needs of students enrolled in early childhood education programs of study at New Mexico Higher Education Institutions (HEIs). Students enrolled in an accredited college or university seeking to obtain an associates or bachelor's degree in early childhood and attending at least six credit hours is eligible for a stipend each semester/trimester. Stipends will be determined by the number of credit hours each student is taking per semester/trimester. The HEIs will administer and distribute the stipend program.

As part of the application process, HEI applicants must determine how many students will be awarded stipends. In addition, HEIs can request up to 10 percent of the total amount to support administrative costs. Students can utilize this funding for any expenses outside of the scope of tuition and fees. For example, students can spend the stipend on gas, child care costs, rent, supplies, internet costs, food, or any other expenses that support the student's attendance.

ECECD is offering this grant to support the advancement of a diverse, well-compensated and credentialed workforce through supported pathways for early childhood professionals to obtain an associates or bachelor's degree. This grant application supports Goal 3 in the [New Mexico Early Childhood Strategic Plan 2021-2024](#):

*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.*

**Objective A:** *Support and adequately compensate the workforce to ensure their physical and social well-being.*

**Objective B:** *Increase, by 10% annually, the number of degreed and credentialed professionals within the early childhood workforce.*

**Objective C:** *Align professional development training and technical assistance.*

**SUMMARY**

Early childhood educators play a critical role in the development and well-being of New Mexico's children. Nationally, there has been a dramatic decline and shortage of early childhood workers, with some states experiencing shortages as high as 90 percent. Through the Early Childhood Educator Student Success Grant, ECECD is developing innovative paths to support the early childhood workforce through Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) federal relief funding.

**Required Grantee Activities:**

Grantee-HEIs must use their award to create an early childhood stipend program that financially supports students working towards a degree in early childhood education during the 2022-23 academic year. Students enrolled full-time (taking 10 or more credit hours each semester/trimester) are eligible to receive \$2,000 and part-time students (taking 9 or less credit hours each semester/trimester) will be eligible to receive \$1,500 in the Fall of 2022 and again in the Spring of 2023. The stipend will be disbursed by the HEI in Fall 2022 and Spring 2023. Payments must be distributed based on each student's proof of enrollment and good standing

HEIs must:

1. Identify all eligible students for disbursement each semester
2. Determine the status of each student, i.e., full-time or part-time
3. Return any unspent or surplus funds to ECECD after the Spring 2023 semester/trimester

**SECTION I ELIGIBILITY**

The following New Mexico HEIs have early childhood programs and are eligible to apply:

- Ashiwi College, Zuni
- Central New Mexico Community College, Albuquerque
- Cooperative Educational Services, Albuquerque
- Diné College, Crownpoint, Shiprock, Window Rock
- Doña Ana Community College, Las Cruces
- Eastern New Mexico University, Portales
- Luna Community College, Las Vegas
- Navajo Technical University, Crownpoint
- New Mexico Junior College, Hobbs
- New Mexico Highlands University, Las Vegas and Rio Rancho
- New Mexico Institute of Mining and Technology, Socorro
- New Mexico State University, Las Cruces
- Northern New Mexico College, Española
- San Juan College, Farmington

- Santa Fe Community College, Santa Fe
- Southwestern Indian Polytechnic Institute, Albuquerque
- University of New Mexico, Albuquerque
- UNM Taos
- University of the Southwest, Hobbs
- Western New Mexico University, Silver City

**Eligible Students,** A student must be enrolled in an associates or bachelor's degree program in early childhood and meet the specific criteria below:

- Be enrolled in at least 6 credits per semester/trimester of early childhood courses and/or other early childhood degree program (e.g., prerequisite courses) in the Fall 2022 or Spring 2023 semesters/trimesters.
- Student must remain in good academic standing with a 2.5 GPA or higher.
- Eligible degree programs include:
  - **Associates:**
    - Early Childhood Education *Birth to Age 3*
    - Early Childhood Education *Age 3 to Grade 3*
    - Program Administration
    - Infant Family Studies
  - **Bachelors:**
    - Early Childhood Education *Birth to Age 3*
    - Early Childhood Education *Age 3 to Grade 3*
    - Early Childhood Education Program Administration Concentration
    - Early Childhood Education Infant Family Studies Concentration
    - Alternative Licensure with Early Childhood Education concentration (must complete within 2 years)
    - Pre K-12 Special Education Licensure with Early Childhood Education concentration

**SECTION II – FUNDING**

FUNDING IS SUBJECT TO THE AVAILABILITY OF CURRENT AND FUTURE FUNDING SOURCES FOR THE PERIOD OF THE GRANT (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 THE EARLY CHILDHOOD EDUCATOR STUDENT SUCCESS GRANT PROGRAM 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's reporting requirements and complete the following reports in a format and schedule determined by ECECD:

1. Submit a report due in January 2023 and June 2023 to include:
  - a. The name of each student.
  - b. Degree program the student is enrolled in; and
  - c. Completion date of degree program
2. Submit a financial report due in January 2023 and June 2023 to include:
  - a. The total number of stipends awarded to students
  - b. The total amount of stipends in dollars dispersed to students

**SECTION IV - PERFORMANCE MEASURES**

The Grantee must comply with all ECECD's reporting requirements and provide progress reports to ECECD on the performance measures listed below.

1. Number and percentage of students who graduated each semester broken down by the degree programs listed
2. Number and percentage of students who were retained each semester

**SECTION V - APPLICANT NARRATIVE (RESPONSES TO THIS SECTION SHOULD NOT EXCEED THREE PAGES SINGLE SPACED)**

Please provide a brief summary of your HEI and the early childhood degree programs offered to include the geographic location(s).

**SECTION VI – ENROLLMENT**

CURRENT AND PROJECTED ENROLLMENT FOR FALL 2022-SPRING 2023

	EARLY CHILDHOOD EDUCATION DEGREE PROGRAM		EARLY CHILDHOOD EDUCATION CERTIFICATE	
	FALL 2022	SPRING 2023	FALL 2022	SPRING 2023
TOTAL NUMBER OF STUDENTS ENROLLED				

**SECTION VII - BUDGET INFORMATION**

INSTRUCTIONS:

1. EACH APPLICANT MUST COMPLETE ONE (AND ONLY ONE) BUDGET FORM.
2. ALL AMOUNTS MUST BE ROUNDED TO THE NEAREST DOLLAR.
3. ALL FIGURES AND CALCULATIONS MUST BE CORRECT.
4. INFORMATION MUST BE IN ALIGNMENT WITH SECTION II ("FUNDING") AND SECTION X ("GENERAL REQUIREMENTS").

Students enrolled in 10 or more credits each semester/trimester will each receive a \$2,000 stipend and students enrolled between 6-9 credit hours each semester/trimester will receive a \$1,500 stipend in the Fall of 2022 and again in the Spring of 2023.

HEIs are allowed to allocate an 10% of the total awards for students toward administrative costs.

Budget Information	Number of students enrolled 6-9 credits	Amount (number of students from column B x \$1,500)	Number of students enrolled 10 or more credits	Number of students from column D x \$2,000)	Admin Costs 10%	Total
Fall 2022						
Spring 2023						

**SECTION VIII – APPLICANT NAME: HIGHER EDUCATION INSTITUTION INFORMATION**

INSTITUTION NAME \_\_\_\_\_

STREET ADDRESS _____	CITY _____	STATE <b>NM</b>	ZIP _____
TELEPHONE NUMBER _____	EMAIL ADDRESS _____		

**SECTION IX - GENERAL REQUIRMENTS**

ALL GRANTEES MUST AGREE TO THE FOLLOWING:

**Fund Accountability**

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 contractual, fiscal, and reporting requirements to be eligible for all fiscal years covered under this award, if applicable.

**Maintenance of Records**

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.

**Confidentiality**

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.

**Amendment**

- 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.

**Assignment**

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.

**Subcontractors**

The Grantee shall not subcontract any portion of the services to be performed under this Award without the prior written approval by the Agency Secretary or Designee. No such subcontract shall relieve the primary Grantee from any obligations and liabilities under this Award, nor shall subcontract obligate direct payment from ECECD. The Grantee must notify subcontractors that they are subject Maintenance of Records of this Grant.

**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 Uniform Grant Guidance**

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.
  - a. ECECD shall give Grantee written notice of termination at least thirty (30) days prior to the intended date of termination.
  - b. 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.
  - c. 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.

**SECTION X – AWARD**

THE EARLY CHILDHOOD EDUCATOR GRANT WILL BE AWARDED FOR STATE FISCAL YEAR(s) 2022 and 2023 CONTINGENT UPON FUNDING AVAILABILITY. APPLICATIONS WILL BE SCORED BASED ON THE AMOUNT REQUESTED. ECECD WILL MAKE EVERY EFFORT TO ADHERE TO THE FOLLOWING SCHEDULE. DATES ARE SUBJECT TO CHANGE AT THE DISCRETION OF ECECD.

<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>	<b>DUE DATE</b>
Grant Opportunity Posting	ECECD	May 5, 2022
Office Hours (3 sessions)	ECECD	May 10, 2022, at 10:00 a.m. May 18, 2022, at 6:00 p.m. June 3, 2022, at 12:00 p.m.
Submission of Grant Application	Applicant	June 17, 2022, no later than 3 p.m.
Evaluation and Award Determination	ECECD	June 20, 2022 – July 8, 2022
Issuance of Grant Award Letters	ECECD	July 15, 2022

Electronic Submission and Due Date

Completed and signed applications must be emailed with required narrative to [ECECD.FederalProgram@state.nm.us](mailto:ECECD.FederalProgram@state.nm.us) no later than 3 p.m. MDST/MST on June 17, 2022. The email, upon receipt by ECECD, will confirm the date and time of receipt. The subject line of the email must state: "Early Childhood Educator Student Success Grant FY23".

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**SECTION XII – APPLICANT 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 is true and correct.

I further certify that I am an authorized representative of the applicant HEI, and that if awarded, the HEI for which I am the authorized representative will fulfill all agreements, requirements, and conditions described in this Application and abide by all applicable state and federal regulations.

I further certify:

- I 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 if awarded, the HEI for which I am an authorized representative will comply with all applicable regulations, including prohibitions on conflicts of interest, cost reimbursement requirements, including reimbursable and non-reimbursable expenses, documentation requirements, and provisions for determining reimbursable amounts.
- I certify that if awarded, the HEI for which I am an authorized representative will provide the services set forth in this application and agree to comply with all grant requirements.
- I certify that if awarded, the HEI for which I am an authorized representative shall seek recoupment of and return to ECECD any grant funds dispersed to a student that is not enrolled in an early childhood education.

Printed Name of Applicant's Authorized Representative	
Title of Applicant's Authorized Representative	
Address	
Telephone Number	
Email Address	
Federal DUNS Number	
Signature of Applicant's Authorized Representative <b>(Digital Signature permitted)</b>	
Date Application Completed	