



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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KARA BOBROFF  
INTERIM SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

August 2, 2019

Mr. Travis Dempsey, Superintendent  
Gadsden Independent Schools  
P.O. Drawer 70  
Anthony, NM 88021

Dear Superintendent Dempsey:

State appropriated funding for mental health training for staff was allocated through the 2019 legislative session (Laws of 2019, Chapter 279, Section 25A {HB548}) to Gadsden Independent Schools in the amount of \$30,000.00. This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in the supplement and documentation supporting expenditures is required.

Please note the following New Mexico State Legislation appropriation information specific to this award:

Award Name: Mental Health Training for Gadsden Independent School District Staff  
Funding Agency: NM Public Education Department, Special Appropriation Fund  
Compliance Requirements: NM Procurement Code (1.4.1 NMAC), Procurement Code (13-1-28 through 13-1-99 NMSA 1978  
NM Department of Finance Administration Rules and Regulations  
<http://nmdfa.state.nm.us/Forums.aspx>

The table below indicates Gadsden Independent School's state appropriation for the allocation. Please submit a Budget Adjustment Request (BAR) for this amount using **fund code 27131** and **revenue object code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website. **Please submit a BAR by August 30, 2019 as follows:**

Mental Health Training for Gadsden Independent School District Staff BAR	\$30,000.00
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In OBMS, attach a copy of this award letter and a district/charter generated worksheet reflecting how funds will be utilized. The supporting documentation must be sufficient to ensure allowable uses of the funds under the funded program; failure to submit sufficient descriptions will delay approval of the BAR.

This award is effective through June 30, 2020 and the award amount must be fully expended by June 30, 2020. The last day to submit requests for reimbursement for FY20 will be **July 7, 2020**.

If you have fiscal questions, please contact your designated fiscal analyst within the Fiscal Grants Management Bureau, who will refer your question to the appropriate level. If you have programmatic questions, please contact Dean Hopper, Safe and Healthy Schools Bureau Chief, at [dean.hopper@state.nm.us](mailto:dean.hopper@state.nm.us).

Respectfully,



Adán Delgado  
Deputy Secretary, Finance and Operations

AD/KS/dh/mr/sgl

Enc: (1) Supplement Page

cc: Ms. Katarina Sandoval, Deputy Secretary, Academic Engagement  
Mr. Dean Hopper, Bureau Chief, Safe and Healthy Schools Bureau

**NM Public Education Department's Safe and Healthy Schools Bureau (SHSB) Mental Health Programs**

**SUPPLEMENT**

This award is for the purpose of supporting Rio Rancho Public School's Student Service's Department's Mental Health Navigator Program and for supporting a separate mental health program within the district.

**FUNDING**

Funds may only be used as follows:

- **District-wide or staff-specific professional development training(s) as determined by the district and associated costs specific to training(s)**

Fiscal documentation in the form of a detailed expenditure report, as required by the PED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original, adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage. Submissions should also include (as appropriate):

1. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
2. Supporting documentation: Receipts, packing slips, invoices.

Items purchased or expenditures for deliverables must be traceable to line items included in the original, PED-approved budget.

Appropriated funds must be used to supplement, and not supplant, other federal, state, and local public funds, expended to provide programs and activities authorized under the Elementary and Secondary Education Act (<http://www.ed.gov/esea>) and other similar programs

- **NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:**

1. Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
2. School districts shall submit budget adjustment requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
3. School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end

**Mental Health Training Awards**

**August 2, 2019**

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of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99; 6.20.2.24 NMAC - Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]