



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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KURT STEINHAUS, Ed.D.
SECRETARY DESIGNATE OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

December 10, 2021

MEMORANDUM

DS
G.P.W.

TO: Superintendents, Charter School Leaders and Business Managers
FROM: Gwen Perea Warniment, Deputy Secretary, Teaching Learning & Assessment
RE: New Mexico State Appropriation-Elementary School Support (27539)

During the 2021 legislative session, the state appropriated funding for after-school science programming in the Gadsden Independent Schools district through NM Legislative Laws of 2021, Chapter 140, Section 8, Item 11 {SB377}. The New Mexico Public Education Department (PED) has determined its final FY 21-22 award in the amount of \$50,000. This funding is to be used specifically for supporting after-school science programs at Desert Trail, Sunrise and Yucca Heights elementary schools, as identified beginning in the Supplement section on page three of this award letter. 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 and compliance requirements specific to this award:

Award Name: Elementary School Support

Funding Agency: NM Public Education Department, Special Appropriation Fund; NM Laws of 2021, Chapter 140, Section 8, Item (11)

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
<https://www.nmdfa.state.nm.us/financial-control/resource-information>

Please submit a Budget Adjustment Request (BAR) for the award amount using **Fund Code 27539** and **Revenue Code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website. Please attach a copy of this award memo including the Supplement to the BAR.

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This award is effective for the fiscal year period July 1, 2021 through June 30, 2022 upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2022. The last day to submit requests for reimbursement for FY22 will be **July 7, 2022**.

If you have fiscal questions, please contact Susan Lucero, Fiscal Grants Management Bureau at Susan.Lucero@state.nm.us, (505) 827-3848. If you have programmatic questions, please contact Yanira Vazquez, Math and Science Bureau Director, at (505) 469–3717 or Yanira.vazquez@state.nm.us.

GW/yv/sc

Enc. (1): Supplement

NM Public Education Department's Math and Science Bureau (MSB) Elementary School Support

SUPPLEMENT

PURPOSE OF FUNDING

This award is for the purpose of supporting after-school science programs at Desert Trail, Sunrise and Yucca Heights elementary schools in the Gadsden Independent School District. As districts implement the NM STEM Ready! Science Standards, after-school science programs in elementary schools have potential to include community, families, and students in the learning. STEM programs can implement locally relevant phenomena, identifying authentic design problems, place-based learning to encourage exploration and wonderment of diverse communities and families alongside students.

DEFINITIONS

STEM program

For the purpose of this award, STEM program mean science, technology, engineering, and mathematics activities aligned to state standards and use best instructional practices.

Place Based Learning

For the purpose of this award, place based learning includes engaging communities and families to identify local phenomenon or problems and utilize those to engage communities, families, and students in sensemaking.

ALLOWABLE USES OF FUNDING

Funds may only be used as follows:

- Stipends for teachers and/or coaches/mentors
 - To attend or provide professional learning to support STEM programs
- STEM kits
- Science laboratory equipment
 - Standard equipment (i.e. beakers, meter sticks, Newton scales, pulleys, ramps, carts)
 - Specialized equipment (i.e. sensor, probes, microscope)

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AWARD DESIGNATIONS

This award is designated to fund the following school(s) at the respective funding level as identified. *Financial reporting of expenditures at the cost center level per school is required.*

| School | Subaward Amount |
|---------------------------------|--------------------|
| Desert Trail Elementary School | \$14,530.00 |
| Sunrise Elementary School | \$13,170.00 |
| Yucca Heights Elementary School | \$22,300.00 |
| TOTAL | \$50,000.00 |

Indirect Cost Rate

Indirect costs are NOT ALLOWED

Non-Eligible Costs

The following are not allowable uses of these funds:

Support for existing athletic programs (while a physical activity component can be part of the after school program, use of these funds to support existing athletic programs are prohibited).

Purchase of food for snacks or meals (the district is encouraged to apply for separate after school snack or afterschool meal funding available through the PED Student Success and Wellness Bureau's After-School Snack Program or Children Youth and Families Department). Purchase of food during field trips may be allowable with prior PED approval.

FISCAL REQUIREMENTS**Reporting Requirements**

Please review Exhibit A, and submit a BAR through OBMS for the appropriate amount using fund code **27539** and revenue object code 43202. Please adhere to the following timelines and cited statutory regulations, required for budgeting, obligation, and RfR submission:

- Submit your BAR, and a copy of this letter, including the Supplement through OBMS by **January 20, 2022**.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts.
- 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 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]

- **REQUESTS FOR REIMBURSEMENT:**

1. 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):

2. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
3. Supporting documentation for the following expenditure categories:
 - a. In-Person Professional Development
 - i. Agenda
 - ii. Itemized Travel Expenditure Summary
 - iii. Receipts if Traveling Based on Actuals
 - iv. Attendance Sign-In Roster (if applicable)
 - b. Virtual Professional Development
 - i. Agenda – Identifies course, providing description, dates and time of course
 - ii. Certificate of Completion from provider containing
 1. Company logo or letterhead authenticating service provider
 2. Identifies professional development course, dates and time
 3. Prints full name of attendee
 - iii. If Certificate of Completion not available
 1. Electronic Sign In Roster: Each attendee by full name, date and time of log in and log out, course time duration
 - c. Supplies
 - i. Invoices, packing slips (upon request)
 - d. Equipment \geq \$5,000
 - i. Signed PED Equipment \geq \$5,000 Preapproval to Purchase Form
<https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/>
 - ii. Invoice

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

Closeout Procedures

The final day to submit RFRs in OBMS for FY21-22 is **July 7, 2022**.