



RE: New Mexico Schools COVID-19 Testing Direct Funding

Dear Ms. Creegan,

This letter is to inform you that Gadsden Independent Schools (“School District/School”) has been allocated up to \$475,000 in federal funding, distributed by the New Mexico Department of Health (NMDOH), to support the prevention, mitigation, and response of COVID-19 through screening and testing of students and staff. A signature by an authorized representative on page four is required to activate the award.

The overarching goal of this federally funded program is to help New Mexico schools maximize in-person learning days effectively and safely during the pandemic. This award helps New Mexico schools build the school health services infrastructure to support student and staff health through the pandemic and beyond.

The NMDOH has partnered with the New Mexico Public Education Department (NMPED) in providing support and assistance for COVID-19 testing since the beginning of the pandemic and is proud to continue with that effort with this program.

Allowable Expenses

- 1. COVID-19 prevention, mitigation, and response practices as found in [guidance by the CDC](#), with a focus on COVID-19 screening and testing. Funds may be used for:**
 - a. School health service staff (New Mexico Public Education Department (NM PED) licensed school nurses, NM PED licensed health assistants, school mental health counselors, school social workers) and allied support staff for the COVID-19 testing and screening program. Funds may be used to add staff or extend the hours of existing staff.
 - b. Community outreach and communication to students, staff, and parents, including information about COVID-19 results reporting, school and public health practices, and isolation and quarantine protocols.
 - c. Required equipment, waste management services, and licensing fees for CLIA Certificate of Waivers.

- 2. COVID-19 planning and coordination, with a focus on COVID-19 screening and testing. Funds may be used for personnel time or supplies to:**
 - a. Plan and/or coordinate the school or school district COVID-19 testing and screening program.
 - b. Document and store all COVID-19 school or school district testing and screening program data. Health Informatician Technology (HIT) is excluded and will be covered under another grant management plan.

The federal grant that enables the NMDOH to provide this level of support is the 2019 Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Disease (ELC) of the U.S. Department of Health and Human Services (HHS). The ELC grant - Reopening of Schools (NU50CK000548-02-06) is part of a financial assistance award totaling \$63 million dollars for New Mexico schools and federal funds made available from the American Rescue Plan Act of 2021, P.L. 117- 2 The NM DOH is distributing over eighty five percent of this award to support school access to COVID-19 testing providers and services, in addition to the direct funding outlined in this letter.

Funding Conditions

To receive funding, School District/School must agree to the following:

1. School District/School will document and maintain accurate records of COVID-19 testing and screening program expenditures.
2. School District/School will expend all of the funding received through this program on allowable expenses as defined in Appendix A by June 30, 2022.
3. School District/School will submit reports using the reporting forms and instructions provided, including copy of receipts or invoices for expenditures. The targeted reporting dates are as follows:
 - a. December 15, 2021
 - b. February 28, 2022
 - c. May 30, 2022
 - d. June 25, 2022
4. School District/School will notify the New Mexico Department of Health via info@nmschoolscovidtesting.com should they no longer wish to continue accepting award funding or are unable to spend the funds that have been disbursed to them.

The New Mexico Department of Health reserves the right to withhold funding if the provided guidelines are not met or requests for more information are not responded to by the requested deadline date.

Payment Information

Due to the emergency nature of this funding, you may be provided with an advance payment of up to 30% of the total award to support the quick implementation of your COVID-19 testing and screening program. You will be required to include expenses made through this funding in your reports.

Your advance payment will be issued within fifteen (15) business days of the return of this signed award letter, subject to fund availability.

Additional payments will be issued as reimbursements within fifteen (15) business days of the below reporting dates, providing all reporting guidelines are followed and reporting conditions are met. All expenses, including those made using the advance payment, must be reported by June 25, 2022.

- a. December 15, 2021
- b. February 28, 2022
- c. May 30, 2022
- d. June 25, 2022

Upon award acceptance, School District/School is not obligated to spend the total amount of funds *allocated* to them, but it is obligated to spend the total amount *distributed* to them.

The NMDOH has contracted with Kesselman-Jones, Inc. to process funds and review fiscal reporting. They are authorized to communicate with you on behalf of NMDOH.

Award Acceptance

I am authorized to sign this letter on behalf of School District/School

Initial **one** option below:

Yes, I agree to the conditions above and I would like to accept the award allocation of \$475,000

Payments will be sent to the following address. If incorrect, please notify info@nmschoolscovidtesting.com.

Gadsden Independent Schools
6308 Highway 28
Anthony, NM 88021

No, I do not want the award.

Only complete if “Yes” above:

Initial **one** option below:

I would like to receive an advance payment of
\$ (not to exceed \$142,500 , or 30% of the total award).

I understand that I must report on funds expended from this initial payment and that subsequent payments will be issued on a reimbursement basis.

I would not like an advance payment and understand that this grant will operate on a reimbursement basis.

Authorized Signer Name (Print):

Authorized Signer Signature:

Authorized Signer Title:

Date:

Appendix A: Direct Funding Reporting Guidance

To assist you in preparing and making decisions regarding the New Mexico Schools COVID-19 Testing funding opportunity, we have provided a table of allowable expenses and accepted documentation formats. Your report will be reviewed after submission to ensure all expenses are documented. We encourage you to share this documentation with your accounting personnel so they may appropriately track expenses.

We have not yet determined the platform upon which reports will be submitted. Awardees will be notified via email when the reporting platform is available at least two weeks before the first reporting deadline.

Allowable Expenses – COVID-19 Prevention, Mitigation, and Response

Expense Category	Requested Details	Accepted Documentation
School Health Service Staff – New Hires	Position Title, Monthly Salary (including Benefits), Supervisor Contact Information	Affidavit, pay stub
School Health Service Staff – Extended Hours	Position Title, Number of Additional Hours, Average Monthly Cost of Additional Hours, Supervisor Contact Information	Affidavit, pay stub
Community Outreach and Communication	Item(s) purchased, vendor(s), purpose of item(s), total amount	Receipt, affidavit only if no receipt available
Equipment, Waste Management Services, Licensing Fee	Item(s) purchased, vendor(s), purpose of item(s), total amount	Receipt, affidavit only if no receipt available
Other expenses related to COVID-19 prevention, mitigation, and response	Item(s) purchased, vendor(s) purpose of item(s), total amount	Receipt, affidavit only if no receipt available

Allowable Expenses – COVID-19 Planning and Coordination

Expense Category	Requested Details	Accepted Documentation
Staff time – planning and coordinating	Number of hours, date of activities, description of activities, total amount charged to grant	Affidavit, email correspondence
Supplies – planning and coordinating	Item(s) purchased, vendor(s) purpose of item(s), total amount	Receipt, affidavit if no receipt available
Staff time – COVID-19 related data	Number of hours, date of activities, description of activities, total amount charged to grant	Affidavit, email correspondence

documentation and storage		
Supplies – COVID-19 related data documentation and storage	Item(s) purchased, vendor(s) purpose of item(s), total amount	Receipt, affidavit only if no receipt available
Other expenses related to COVID-19 planning and coordination	Item(s) purchased, vendor(s) purpose of item(s), total amount	Receipt, affidavit only if no receipt available