



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

KURT A. STEINHAUS
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

August 19, 2022

MEMORANDUM

TO: Superintendents, Charter School Leaders and Business Managers
FROM: Vickie Bannerman, Deputy Secretary, Identity, Equity and Transformation
RE: New Mexico State Appropriation-Family Income Index (27407)

ds
VB

During the 2021 legislative session, the state appropriated funding for Family Income Index (FII). The New Mexico Public Education Department (PED) has determined its final FY 22-23 award for the Family Income Index which is illustrated on Exhibit B. This funding is to be used for specific school sites of public school districts and state charter schools, to leverage federal programming and improve educational outcomes for students living in low-income households, as identified in Exhibit B and 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:** Family Income Index
- Funding Agency:** NM Public Education Department, Special Appropriation Fund; Family Income Index, NM Laws of 2022, Sec V, Item (107)
- 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 indicated on Exhibit B using **Fund Code 27407** 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 and Exhibit B to the Bar.

FY22-23 Family Income Index

August 19, 2022

Page 2 of 2

This award is effective for the fiscal year period July 1, 2022 through June 30, 2023 upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2023. The last day to submit requests for reimbursement for FY23 will be **July 7, 2023**.

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 Simone Vann; Identity, Equity and Transformation Director at Simone.Vann@state.nm.us, (505) 470-5285.

VB/sv/cn

Enc. (2): Supplement
Exhibit B

NM Public Education Department's Family Income Index (FII)

SUPPLEMENT

PURPOSE OF FUNDING

Governor Michelle Lujan Grisham signed Senate Bill 17 from the 2021 regular legislative session of 2021. This bill created a new distribution mechanism for schools serving the highest percentage of students living in low-income households. The legislature appropriated \$30 million for use over two years for this distribution. This funding will be awarded to LEAs but is intended for exclusive use at the designated school sites for which the funds are allocated.

ALLOWABLE USES OF FUNDING

The guidance for Family Income Index is below.

From SB17:

Section 5: USES OF FAMILY INCOME INDEX ALLOCATIONS

A. Except as provided in Subsection B of this section, a public school shall use its family income index allocation as follows:

- (1) at least one-third for evidence-based, structured literacy interventions that have been shown to improve reading and writing achievement of students;
- (2) at least one-third for evidence-based mathematics instruction and interventions, including educational programming intended to improve career and college readiness of at-risk students, dual or concurrent enrollment, and career and technical education; and
- (3) no more than one-third on the following interventions:
 - (a) case management, tutoring and after-school and summer enrichment programs that are delivered by social workers, counselors, teachers or other professional staff;
 - (b) culturally relevant professional and curriculum development, including those necessary to support language acquisition and bilingual and multicultural education;
 - (c) whole school interventions, including social and emotional learning programs, multi-layered systems of support, student nutrition programs, school-based health centers and community schools;
 - (d) instructional resources and materials;
 - (e) services to engage and support parents and families in the education of students; and
 - (f) services to engage and support tribal communities in the education of Native American students.

B. A public school that receives an allocation that is less than forty thousand dollars (\$40,000) may use any portion of that allocation on any of the uses specified in Subsection A of this section.

Family Income Index (FII)

August 19, 2022

Page 2 of 3

C. A school district shall use distributions received for allowable uses specified in Subsection A of this section to expand or improve services provided as part of a public school's existing academic program, but not to replace existing services."

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 27407 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 Exhibit B, through OBMS by September 30, 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.

Family Income Index (FII)

August 19, 2022

Page 3 of 3

[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
 2. Lists 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 \$5K
 - 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 FY22-23 is **July 7, 2023**.



NEW MEXICO

Public Education Department

State of New Mexico Special Appropriation_Family Income Index/(27407) FINAL AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/Local/State Charter Total Allocation (Revenue Code 43202)	FY22-23 APPROVED BUDGET	TOTAL AMOUNT TO BAR
46	Alamogordo Public Schools	North Elementary	\$ 122,966	\$ 122,966	\$ -	\$ 122,966
1	Albuquerque Public Schools	Lowell Elementary	\$ 161,097	\$ 3,666,197	\$ 3,666,197	\$ -
		La Mesa Elementary	\$ 288,837		\$ -	\$ -
		Wherry Elementary	\$ 220,201		\$ -	\$ -
		Emerson Elementary	\$ 267,865		\$ -	\$ -
		Whittier Elementary	\$ 170,630		\$ -	\$ -
		Hayes Middle	\$ 244,986		\$ -	\$ -
		Armijo Elementary	\$ 143,938		\$ -	\$ -
		Van Buren Middle	\$ 344,127		\$ -	\$ -
		Laland Elementary	\$ 259,285		\$ -	\$ -
		Tomasita Elementary	\$ 161,097		\$ -	\$ -
		Alamosa Elementary	\$ 227,827		\$ -	\$ -
		Reginald Chavez Elementary	\$ 127,733		\$ -	\$ -
		Atrisco Elementary	\$ 122,966		\$ -	\$ -
		Hodgin Elementary	\$ 225,921		\$ -	\$ -
		Harrison Middle	\$ 255,472		\$ -	\$ -
		Wilson Middle	\$ 253,566		\$ -	\$ -
		Hawthorne Elementary	\$ 190,649		\$ -	\$ -
30	Animas Public Schools	Animas Middle	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
22	Artesia Public Schools	Penasco Elementary	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
87	Belen Consolidated Schools	La Promesa Elementary	\$ 95,321	\$ 95,321	\$ -	\$ 95,321
61	Bernalillo Public Schools	Algodones Elementary	\$ 76,255	\$ 76,255	\$ -	\$ 76,255
66	Bloomfield Schools	Naaba Ani Elementary	\$ 202,088	\$ 202,088	\$ 202,088	\$ -
20	Carlsbad Municipal Schools	Carlsbad Enrichment Center	\$ 81,975	\$ 81,975	\$ -	\$ 81,975
37	Carrizozo Municipal Schools	Carrizozo Elementary	\$ 23,825	\$ 23,825	\$ -	\$ 23,825
67	Central Consolidated Schools	Nizhoni Elementary	\$ 210,668	\$ 210,668	\$ -	\$ 210,668

EXHIBIT B (27407 - FINAL FY22-23)



State of New Mexico Special Appropriation Family Income Index/(27407) FINAL AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/Local/State Charter Total Allocation (Revenue Code 43202)	FY22-23 APPROVED BUDGET	TOTAL AMOUNT TO BAR
559-001	Dream Diné Charter School	Dream Dine	\$ 20,012	\$ 20,012	\$ -	\$ 20,012
53	Chama Valley Independent Schools	Chama Middle	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
84	Clayton Municipal Schools	Clayton Junior High	\$ 35,264	\$ 35,264	\$ -	\$ 35,264
48	Cloudcroft Municipal Schools	CLOUDCROFT ELEMENTARY	\$ 61,956	\$ 61,956	\$ 21,870	\$ 40,086
12	Clovis Municipal Schools	ARTS ACADEMY AT BELLA	\$ 230,687			\$ -
		JAMES BICKLEY ELEMENTARY	\$ 196,369	\$ 427,056	\$ 427,056	\$ -
24	Cobre Consolidated Schools	BAYARD ELEMENTARY	\$ 66,723	\$ 66,723	\$ -	\$ 66,723
62	Cuba Independent Schools	CUBA ELEMENTARY	\$ 155,378	\$ 155,378	\$ -	\$ 155,378
42	Deming Public Schools	RUBEN S. TORRES ELEMENTARY	\$ 220,201	\$ 220,201	\$ -	\$ 220,201
54	Dulce Independent Schools	DULCE MIDDLE	\$ 86,742	\$ 86,742	\$ -	\$ 86,742
55	Española Public Schools	TONY QUINTANA ELEMENTARY	\$ 103,901	\$ 103,901	\$ 103,901	\$ -
80	Estancia Municipal Schools	ESTANCIA MIDDLE	\$ 34,311	\$ 34,311	\$ 34,311	\$ -
65	Farmington Municipal Schools	MCCORMICK ELEMENTARY	\$ 246,893			
		ANIMAS ELEMENTARY	\$ 203,042	\$ 449,935	\$ 449,935	\$ -
59	Floyd Municipal Schools	FLOYD ELEMENTARY	\$ 49,564	\$ 49,564	\$ 49,564	\$ -
16	Fort Sumner Municipal Schools	FORT SUMNER ELEMENTARY	\$ 66,723	\$ 66,723	\$ -	\$ 66,723
19	Gadsden Independent Schools	DESERT VIEW ELEMENTARY	\$ 313,622	\$ 313,622	\$ -	\$ 313,622
		SUNRISE ELEMENTARY	\$ 294,557	\$ 294,557	\$ -	\$ 294,557
43	Gallup-McKinley County Schools	NAVAJO ELEMENTARY	\$ 206,855			
		NAVAJO MIDDLE SCHOOL	\$ 103,901			
		THOREAU ELEMENTARY	\$ 220,201	\$ 530,957	\$ 530,957	\$ -
88	Grants/Cibola County Schools	LAGUNA-ACOMA MIDDLE	\$ 34,311	\$ 34,311	\$ 34,311	\$ -
18	Hatch Valley Public Schools	RIO GRANDE ELEMENTARY	\$ 132,499	\$ 132,499	\$ 132,499	\$ -
33	Hobbs Municipal Schools	MURRAY ELEMENTARY	\$ 260,239			
		EDISON ELEMENTARY	\$ 125,826	\$ 386,065	\$ -	\$ 386,065
39	Hondo Valley Public Schools	HONDO ELEMENTARY	\$ 32,405	\$ 32,405	\$ 32,405	\$ -

EXHIBIT B (27407 - FINAL FY22-23)



NEW MEXICO

Public Education Department

State of New Mexico Special Appropriation Family Income Index/(27407) FINAL AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/Local/State Charter Total Allocation (Revenue Code 43202)	FY22-23 APPROVED BUDGET	TOTAL AMOUNT TO BAR
56	Jemez Mountain Public Schools	LYBROOK ELEMENTARY	\$ 53,377	\$ 53,377	\$ -	\$ 53,377
63	Jemez Valley Public Schools	SAN DIEGO RIVERSIDE	\$ 43,844	\$ 43,844	\$ -	\$ 43,844
17	Las Cruces Public Schools	VALLEY VIEW ELEMENTARY	\$ 244,033		\$ -	
		CONLEE ELEMENTARY	\$ 256,425		\$ -	
		LOMA HEIGHTS ELEMENTARY	\$ 292,650		\$ -	
		LYNN MIDDLE	\$ 397,511	\$ 1,190,619	\$ -	\$ 1,190,619
69	Las Vegas City Public Schools	LVCS EARLY CHILDHOOD	\$ 49,564	\$ 49,564	\$ -	\$ 49,564
51	Logan Municipal Schools	UTE LAKE ONLINE LEARNING	\$ 37,171	\$ 37,171	\$ -	\$ 37,171
29	Lordsburg Municipal Schools	LORDSBURG HIGH	\$ 56,237	\$ 56,237	\$ 56,237	\$ -
86	Los Lunas Public Schools	ANN PARISH ELEMENTARY	\$ 242,126		\$ -	
		DESERT VIEW ELEMENTARY	\$ 206,855	\$ 448,981	\$ -	\$ 448,981
75	Magdalena Municipal Schools	MAGDALENA MIDDLE	\$ 30,498	\$ 30,498	\$ -	\$ 30,498
11	Maxwell Municipal Schools	MAXWELL MIDDLE	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
78	Mesa Vista Consolidated Schools	OJO CALIENTE ELEMENTARY	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
44	Mora Independent Schools	MORA ELEMENTARY	\$ 64,816	\$ 64,816	\$ -	\$ 64,816
81	Moriarty-Edgewood School District	MORIARTY ELEMENTARY	\$ 164,911	\$ 164,911	\$ 164,911	\$ -
28	Mosquero Municipal Schools	MOSQUERO ELEMENTARY	\$ 25,732	\$ 25,732	\$ -	\$ 25,732
82	Mountainair Public Schools	MOUNTAINAIR JR HIGH	\$ 27,638	\$ 27,638	\$ -	\$ 27,638
70	Pecos Independent School District	PECOS ELEMENTARY	\$ 81,022	\$ 81,022	\$ -	\$ 81,022
77	Peñasco Independent Schools	PENASCO MIDDLE	\$ 28,591	\$ 28,591	\$ -	\$ 28,591
57	Portales Municipal Schools	VALENCIA ELEMENTARY	\$ 156,331	\$ 156,331	\$ 156,331	\$ -
3	Quemado Independent Schools	QUEMADO HIGH	\$ 38,124	\$ 38,124	\$ -	\$ 38,124
79	Questa Independent Schools	ALTA VISTA ELEMENTARY	\$ 46,704	\$ 46,704	\$ 46,704	\$ -
9	Raton Public Schools	RATON INTERMEDIATE	\$ 122,013	\$ 122,013	\$ 122,013	\$ -
2	Reserve Independent Schools	RESERVE ELEMENTARY	\$ 26,685	\$ 26,685	\$ -	\$ 26,685
4	Roswell Independent Schools	SUNSET ELEMENTARY	\$ 165,864			

EXHIBIT B (27407 - FINAL FY22-23)



State of New Mexico Special Appropriation Family Income Index/(27407) FINAL AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/Local/State Charter Total Allocation (Revenue Code 43202)	FY22-23 APPROVED BUDGET	TOTAL AMOUNT TO BAR
		MISSOURI AVE ELEMENTARY	\$ 186,836	\$ 352,700	\$ -	\$ 352,700
27	Roy Municipal Schools	ROY ELEMENTARY	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
36	Ruidoso Municipal Schools	SIERRA VISTA PRIMARY	\$ 215,434	\$ 215,434	\$ -	\$ 215,434
52	San Jon Municipal Schools	SAN JON ELEMENTARY	\$ 28,591	\$ 28,591	\$ 28,591	\$ -
71	Santa Fe Public Schools	SALAZAR ELEMENTARY	\$ 127,733			
		EL CAMINO REAL ACADEMY	\$ 402,277			
		EDWARD ORTIZ MIDDLE	\$ 285,977	\$ 815,987	\$ 815,987	\$ -
25	Santa Rosa Consolidated Schools	ANTON CHICO MIDDLE	\$ 22,872	\$ 22,872	\$ 22,872	\$ -
23	Silver Consolidated School District	HARRISON SCHMITT ELEMENTARY	\$ 183,976	\$ 183,976	\$ -	\$ 183,976
74	Socorro Consolidated Schools	PARKVIEW ELEMENTARY	\$ 228,780	\$ 228,780	\$ 228,780	\$ -
10	Springer Municipal Schools	FORRESTER ELEMENTARY	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
76	Taos Municipal Schools	CHRYSALIS ALTERNATIVE	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
73	Truth or Consequences Municipal Schools	T OR C ELEMENTARY	\$ 187,789	\$ 187,789	\$ 187,789	\$ -
49	Tucumcari Public Schools	TUCUMCARI ELEMENTARY	\$ 247,846	\$ 247,846	\$ 247,846	\$ -
47	Tularosa Municipal Schools	TULAROSA ELEMENTARY	\$ 91,508	\$ 91,508	\$ 91,508	\$ -
26	Vaughn Municipal Schools	VAUGHN ELEMENTARY	\$ 25,732	\$ 25,732	\$ 21,918	\$ 3,814
45	Wagon Mound Public Schools	WAGON MOUND ELEMENTARY	\$ 21,918	\$ 21,918	\$ -	\$ 21,918
68	West Las Vegas Public Schools	RIO GALLINAS SCHOOL	\$ 40,984	\$ 40,984	\$ -	\$ 40,984
89	Zuni Public School District	TWIN BUTTES CYBER ACADEMY	\$ 47,657	\$ 47,657	\$ -	\$ 47,657
STATE CHARTERS						
528-001	Albuquerque Bilingual Academy		\$ 199,229	\$ 199,229		\$ 199,229
512-001	Cesar Chavez Community School		\$ 115,340	\$ 115,340	\$ 115,340	\$ -
562-001	Dzit Dit Lool School of Empowerment, Action and Perseverance		\$ 33,358	\$ 33,358	\$ 20,000	\$ 13,358
560-001	La Academia Dolores Huerta		\$ 42,891	\$ 42,891	\$ 42,891	\$ -
567-001	Las Montañas Charter School		\$ 87,695	\$ 87,695	\$ -	\$ 87,695
542-001	Mission Achievement and Success Charter School		\$ 755,937	\$ 755,937	\$ 755,937	\$ -

EXHIBIT B (27407 - FINAL FY22-23)



State of New Mexico Special Appropriation Family Income Index/(27407) FINAL AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/Local/State Charter Total Allocation (Revenue Code 43202)	FY22-23 APPROVED BUDGET	TOTAL AMOUNT TO BAR
549-001	New America School of Las Cruces		\$ 108,667	\$ 108,667	\$ 108,667	\$ -
577-001	Raices del Saber Xinachtli Community School		\$ 33,358	\$ 33,358	\$ -	\$ 33,358
539-001	Red River Valley Charter School		\$ 42,891	\$ 42,891	\$ -	\$ 42,891
570-001	Roots and Wings Community School		\$ 20,965	\$ 20,965	\$ 20,965	\$ -
568-001	Six Directions Indigenous Charter School		\$ 40,031	\$ 40,031	\$ 40,031	\$ -
515-001	South Valley Preparatory School		\$ 69,582	\$ 69,582	\$ -	\$ 69,582
555-001	Taos International Charter School		\$ 103,901	\$ 103,901	\$ -	\$ 103,901
	GRAND TOTAL		\$ 14,999,954	\$ 14,999,954	\$ 9,040,412	\$ 5,959,542