



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](http://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-At-Risk Intervention Response (AIR)  
(27412)

ds  
VB

During the 2022 legislative session, the state appropriated funding for At-Risk Intervention Response (AIR). The New Mexico Public Education Department (PED) has determined its final FY 22-23 award for the At-Risk Intervention Response grant which is illustrated on Exhibit A. This funding is to be used for specific school sites of public school districts and state charter schools to leverage federal programming and improve academic and behavioral interventions to students who fall within at-risk student groups, 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: At-Risk Intervention Response (AIR)

Funding Agency: NM Public Education Department, Special Appropriation Fund; At-Risk Intervention Response, NM Laws of 2022, Sec IV, Item (j)

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 A using **Fund Code 27412** 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 A to the BAR.

FY22-23 At-Risk Intervention Response Fund (AIR)

August 19, 2022

Page 2 of 2

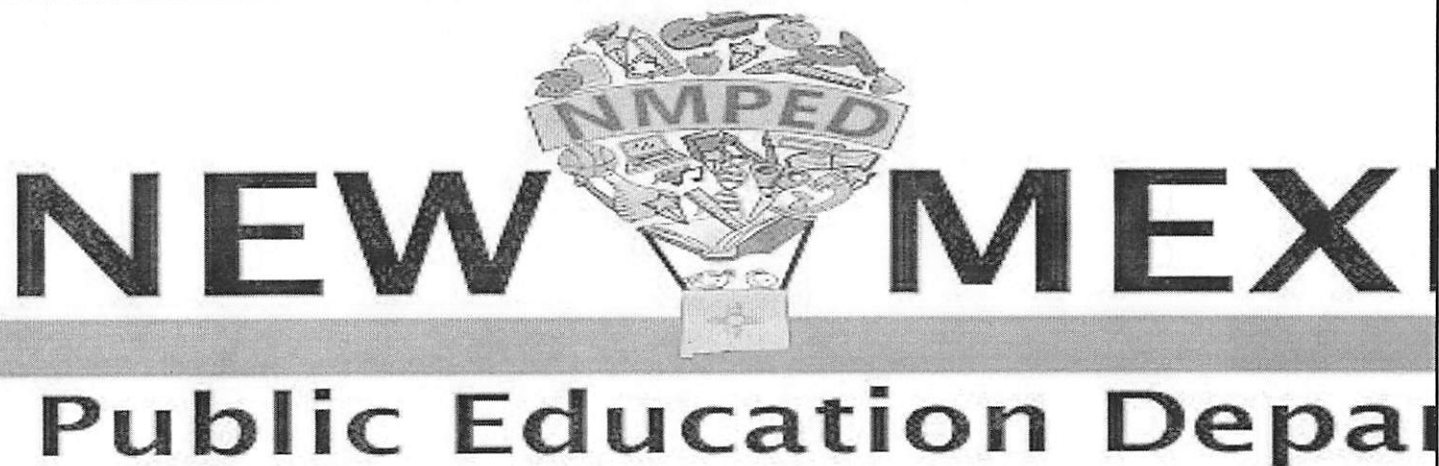
This award is effective for the fiscal year period July 1, 2022 through June 30, 2023 upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2023. The last day to submit requests for reimbursement for FY23 will be **July 7, 2023**.

If you have fiscal questions, please contact Susan Lucero, Fiscal Grants Management Bureau at [Susan.Lucero@state.nm.us](mailto: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](mailto:Simone.Vann@state.nm.us), (505)470-5285.

VB/sv/cn

Enc. (2): Supplement  
Exhibit A

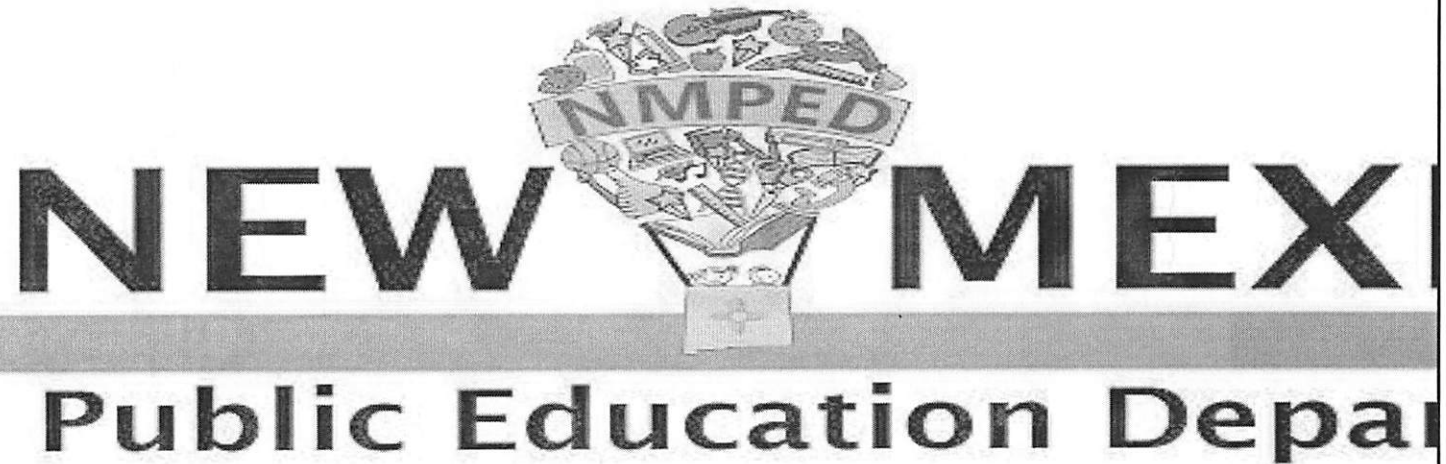
## EXHIBIT A (27412 - FINAL FY22-23)



## State of New Mexico Special Appropriation \_At-Risk Intervention Response/(27412) FINA

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/State Charter Allocation
		PARKVIEW ELEMENTARY	\$ 173,732	
62	Cuba Independent Schools	CUBA MIDDLE	\$ 54,484	\$ 54,484
42	Deming Public Schools	BELL ELEMENTARY	\$ 100,486	\$ 190,249
		DEMING CESAR CHAVEZ	\$ 58,950	
		MIMBRES VALLEY HIGH SCHOOL	\$ 30,813	
54	Dulce Independent Schools	DULCE ELEMENTARY	\$ 130,856	\$ 214,817
		DULCE HIGH	\$ 83,961	
59	Floyd Municipal Schools	FLOYD MIDDLE	\$ 25,453	\$ 25,453
19	Gadsden Independent Schools	ANTHONY ELEMENTARY	\$ 161,673	\$ 3,918,157
		BERINO ELEMENTARY	\$ 167,033	
		CHAPARRAL ELEMENTARY	\$ 198,296	
		CHAPARRAL HIGH	\$ 498,872	
		CHAPARRAL MIDDLE	\$ 267,969	
		DESERT TRAIL ELEMENTARY	\$ 204,549	
		GADSDEN ELEMENTARY	\$ 194,276	
		GADSDEN HIGH	\$ 637,772	

## EXHIBIT A (27412 - FINAL FY22-23)



## State of New Mexico Special Appropriation \_At-Risk Intervention Response/(27412) FINA

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/State Charter Allocation
		LOMA LINDA ELEMENTARY	\$ 143,362	
		RIVERSIDE ELEMENTARY	\$ 233,579	
		SANTA TERESA HIGH	\$ 571,672	
		SANTA TERESA MIDDLE	\$ 282,261	
		SUNLAND PARK ELEMENTARY	\$ 101,826	
		YUCCA HEIGHTS ELEMENTARY	\$ 255,017	
43	Gallup-McKinley County Schools	CATHERINE A. MILLER ELEMEN	\$ 133,536	\$ 2,002,587
		CHEE DODGE ELEMENTARY	\$ 105,399	
		CHIEF MANUELITO MIDDLE	\$ 245,638	
		CROWNPOINT ELEMENTARY	\$ 150,508	
		CROWNPOINT HIGH	\$ 135,322	
		CROWNPOINT MIDDLE	\$ 79,941	
		DAVID SKEET ELEMENTARY	\$ 90,214	
		DEL NORTE ELEMENTARY	\$ 207,228	
		NAVAJO PINE HIGH	\$ 62,076	
		RAMAH ELEMENTARY	\$ 79,048	

## **NM Public Education Department's At-Risk Intervention Response Fund (AIR)**

### **SUPPLEMENT**

#### **PURPOSE OF FUNDING**

This award is for the purpose of meeting the needs of students who fall within at-risk student groups by providing research based academic and behavioral interventions. There are three suggested methods to follow to meet the requirements of this funding stream:

1. Serve students whose families fall within the lower socioeconomic tiers based on Family Income Index.
2. Research data to make sure classes with students who will benefit the most from at-risk interventions are receiving funding.
3. Use this additional funding stream for services not covered by other funding streams.

#### **ALLOWABLE USES OF FUNDING**

Funds may be used for at-risk academic and behavioral interventions. Suggested allowable uses are listed below but uses are not limited to this list.

- Create class wallet options for teachers to provide needed supplies for students who fall within at-risk student groups.
- Provide transportation for culturally appropriate field trips.
- Partner with after-school care providers to provide extra-curricular activities.
- Provide translation services and support for Social and Emotional Learning (SEL).
- Host classes that provide skills to increase career readiness including resume building and interviewing practice.
- Host mortgage education classes for families.

#### **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 27412 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 A, 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.

[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 ->

At-Risk Response Fund (AIR)

August 2, 2022

Page 3 of 3

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**.