



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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KURT A. STEINHAUS
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

November 18, 2022

MEMORANDUM

TO: Superintendents, Charter School Leaders, and Business Managers

FROM: Jacqueline Costales^{PS} Interim Deputy Secretary, Teaching Learning & Assessment 

RE: New Mexico State Appropriation- Early literacy and Reading Support (27114)

During the 2022 legislative session, the state appropriated funding for Early Literacy and Reading Support. The New Mexico Public Education Department (PED) has determined its final FY 22-23 award for the Structured Literacy Model Schools and Structured Literacy Support Schools which is illustrated on Exhibit A. This funding is to be used specifically for public elementary schools, to leverage federal programming and improve literacy rates, 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: Early Literacy and Reading Support

Funding Agency: NM Public Education Department, Special Appropriation Fund; Literacy and Humanities Bureau, NM Laws of 2022, Chapter 54, HB-2, Section 4, Item I

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 27114** 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.

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 Valerie Padilla, Fiscal Grants Management Bureau at Valerie.padilla@ped.nm.gov, (505) 827-7353. If you have programmatic questions, please contact Christine Quesada, Literacy and Humanities Bureau Assistant Director, at Christine.Quesada@ped.nm.gov, (505) 412-7304.

JC/sm/cq

Enc. (2): Supplement
Exhibit A

NM Public Education Department's Literacy and Humanities Bureau (L&HB) Early Literacy and Reading Support

SUPPLEMENT

PURPOSE OF FUNDING

This award is for the purpose of supporting instructional implementation of Structured Literacy based practices through instructional coaching, professional learning opportunities and high-quality literacy instructional materials in public elementary schools. With the support of a school-based Literacy Coach, teachers will implement the fundamentals of reading instruction that they have learned in Language Essentials for Teachers of Reading and Spelling (LETRS) to provide data-guided instruction and evidence-based practices that will improve student reading outcomes. Literacy Coaches will provide professional learning opportunities and observation feedback coaching cycles to support teachers in providing evidence-based interventions for all students, most notably those at risk of reading failure.

Qualifying school districts or charter schools designated to receive funds were based on the district/state charter school application submission to the New Mexico Public Education Department. This funding is to be used specifically for public elementary schools, to leverage state appropriation of funds to improve literacy rates. This award is based upon reimbursable expenditures. Participating teachers and principals will be provided a stipend for commitments outside of contracted hours.

DEFINITIONS

Structured Literacy

For the purpose of this award, Structured Literacy means the diagnostic, explicit, systematic, sequential and cumulative foundational reading instruction based in the Science of Reading.

Literacy Coach

For the purpose of this award, the Literacy Coach will support school sites in the implementation of Structured Literacy in schools awarded the Early Literacy and Reading Support Award.

Language Essentials for Teachers of Reading and Spelling (LETRS)

For the purpose of this award, LETRS is a research-based professional development course of study for instructors of reading, spelling and language skills. The course guides elementary teachers through word recognition and language comprehension instructional pacing and assessment to meet all student needs.

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ALLOWABLE USES OF FUNDING

Funds may be used as follows: [Structured Literacy Purchase Resource Menu](#)

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 27114 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 December 9, 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
 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**.

EXHIBIT A (27114 - FINAL FY22-23)



NEW MEXICO

Public Education Department

Early Literacy and Reading Support Award (27114) AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/State Charter Total Allocation (Revenue Code 43202)
1	Albuquerque Public Schools	Hodgin Elementary	\$ 37,000	\$ 70,500
		Whittier Elementary	\$ 33,500	
508-001	International School at Mesa del Sol	International School at Mesa del Sol	\$ 32,500	\$ 32,500
01015098	Mountain Mahogany Community School	Mountain Mahogany Community School	\$ 62,500	\$ 62,500
545-001	William W. Josephine Dorn Charter	William W. Josephine Dorn Charter	\$ 31,000	\$ 31,000
64	Aztec School District	McCoy Elementary	\$ 41,000	\$ 41,000
87	Belen Consolidated Schools	Gil Sanchez Elementary	\$ 35,500	\$ 35,500
12	Clovis Municipal Schools	Arts Academy at Bella Vista	\$ 71,500	\$ 71,500
42	Deming Public Schools	Bell Elementary	\$ 68,500	\$ 68,500
55	Espanola Public Schools	Abiquiu Elementary	\$ 31,000	\$ 288,500
		Alcalde Elementary	\$ 32,500	
		Chimayo Elementary	\$ 33,500	
		Dixon Elementary	\$ 30,500	
		Eutimio T. Salazar Elementary	\$ 34,000	
		Hernandez Elementary	\$ 30,000	
		James H. Rodriguez Elementary	\$ 31,500	
		Tony E. Quintana/Sombrillo Elementary	\$ 34,500	
		Velarde Elementary	\$ 31,000	
19	Gadsden Independent Schools	Vado Elementary	\$ 79,500	\$ 114,500
		Loma Linda Elementary	\$ 35,000	
5	Hagerman Schools	Hagerman Elementary	\$ 33,500	\$ 33,500
17	Las Cruces Public Schools	Columbia Elementary	\$ 35,000	\$ 35,000
69	Las Vegas City Schools	Los Ninos Elementary	\$ 33,500	\$ 33,500
81	Moriarty-Edgewood School District	Moriarty Elementary	\$ 33,500	\$ 107,500
		Route 66 Elementary	\$ 37,000	
		South Mountain Elementary	\$ 37,000	
4	Roswell Independent Schools	Nancy Lopez Elementary	\$ 32,000	\$ 32,000
52	San Jon Municipal Schools	San Jon Elementary	\$ 31,000	\$ 31,000
25	Santa Rosa Consolidated Schools	Santa Rosa Elementary	\$ 33,500	\$ 33,500
74	Socorro Consolidated Schools	Midway Elementary	\$ 33,000	\$ 101,500
		Parkview Elementary	\$ 36,500	

EXHIBIT A (27114 - FINAL FY22-23)



Early Literacy and Reading Support Award (27114) AWARD FY22-23

OBMS ENTITY CODE	LOCAL EDUCATION AGENCY	School Site	School Site Allocation	District/State Charter Total Allocation (Revenue Code 43202)
		San Antonio Elementary	\$ 32,000	
10	Springer Municipal Schools	Springer Elementary	\$ 32,000	\$ 32,000
521	Taos Integrated School of the Art	Taos Integrated School of the Arts	\$ 32,500	\$ 32,500
73	Truth or Consequences Municipal Schools	T or C Elementary	\$ 30,500	\$ 30,500
68475004	Rio Gallinas Charter School	Rio Gallinas Charter School	\$ 32,000	\$ 32,000
	GRAND TOTAL		\$ 1,350,500	\$ 1,350,500

