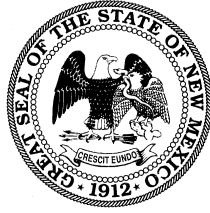


STATE OF NEW MEXICO  
CHILDREN, YOUTH AND FAMILIES DEPARTMENT



**AMENDMENT #1 (One)**

**RFA No. 2019-16000**

**New Mexico PreK Programs  
Basic PreK Services  
Extended PreK Services**



Request for Application (RFA) No. 2019-16000 is being amended as described herein:

- **CHANGE ON PAGE 3**

**ARTICLE IV – APPLICATION SEQUENCE OF EVENT:**

**Courtesy Application Review = The RFA Administrator will be conducting a Courtesy RFA Application Submission Checklist Review for Applicants who are planning to submit an Application in response to this RFA.**

**When: March 18, 2019 and March 19, 2019 from 9am to 3pm**

**Where: State of New Mexico Old PERA Building**

**1120 Paseo De Peralta, Apodaca Hall**

**Santa Fe, New Mexico 87501**

**What to Bring: Response to Application RFA 2019-16000 = Original and 3-copies (only the Original will be reviewed).**

**Rules:**

1. RFA Administrator will only conduct a COURTESY RFA Checklist Review on only the original. Note: this is not a requirement or mandatory requirement of the RFA. This is only a courtesy if the Applicant chooses to participate.
2. RFA Administrator will not provide guidance or suggestions or will not respond to any questions during this review. There will be a checklist of items that will be marked indicating the deficiencies in your application.
3. Once the review is conducted, the checklist and the Application will be returned to the Applicant so the Applicant can revise and/or correct their Application prior to the RFA Submission due date.
4. If your RFA Application is complete, you may submit your Application to the RFA Administrator and obtain a receipt of submission.

**Questions:**

1. What if I already submitted by Application, what are my options? Answer:  
You may withdrawal your submitted Application, have your Application reviewed through the Courtesy RFA Checklist Review and resubmit your Application prior to the RFA Deadline Date.

- ADD PAGE 20

**APPENDIX E – RFA COURTESY REVIEW CHECKLIST:**

- A. Coversheet **signed and completed**, Coversheet A and B
- B. Response to **PreK Basic Services** (if applicable)
- C. Response to **Extended Day PreK Services** (if applicable)
- D. Transportation Funding
  1. One-page Narrative
  2. Cost Response with justification, Appendix D
- E. Start-Up and Safety Funding
  1. One-page Narrative
  2. Cost Response with justification, Appendix D
- F. Other Supporting Documentation
  1. Copy of current license(s) per site: \_\_\_\_\_
  2. Copies of your most recent Annual Licensing Survey **and** all follow-up reports per site: \_\_\_\_\_
  3. Organizational Chart
  4. Sample of daily schedule
  5. Yearly Calendar
  6. Sample of weekly lesson plan per site: \_\_\_\_\_
  7. Diagram of each proposed classroom(s), including various centers, location of bathrooms, etc., per site: \_\_\_\_\_

8. Letters of Collaboration
9. Campaign Contribution Form, Appendix C, completed and signed.
10. Copy of your tax Registration Certificate issued by the New Mexico Taxation and Revenue Department (CRS Certificate).

ALL OTHER PROVISIONS OF THIS RFA SHALL REMAIN THE SAME