

**Early Childhood Education and Care Department  
Joint Application with  
Children, Youth and Families Department  
Public Education Department**

**New and Expanding Pre-Kindergarten Programs**

**Questions and Responses to RFA No. 2020-20837**

Being a home-based childcare which program should I choose I don't understand what the differences are? What does community based mean?	As a licensed home provider, you are considered a community-based program. You can apply for the type of program that will best meet the needs of your community.
Will an RFP for PreK be issued for this forthcoming year? Can you tell me where the RFA is on the website?	The RFA 2020-20837 is currently open and can be found on the CYFD website at <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a>
Do you have anyone who helps new providers apply or write the grant?	We do not have anyone to assist with writing the grant. CYFD Monitors and Consultants can't be involved in the process
Under Family Engagement: Is one home visit mandatory at beginning of year and is it our staff or CYFD Home Visiting Staff who participates?	Yes, PreK home visits are required, these should be conducted within two weeks of the child starting the program. It is typically the child's PreK team that conducts the home visits.
Document notebook to include activities and agenda-what if there are no families who participated even though documentation validates invitation.	Documenting your efforts is good.
NM Preschool Database-I have never used this so will we get guidance on how to use it?	Yes, if awarded, you will work with a program monitor that will guide you through using the database.
PreK Mixed age funding: Is there more reimbursement for star levels?	No. The reimbursement is \$8.750.00 per child regardless of star level.
The grant requesting unmet needs documentation. There are several COA, Head Start, Early Head Start programs around our center, how do we document that there are still several families with 3 and 4 year olds who are not attending, we have never applied for NM PreK but have had several families call wanting the Free PreK.	Document the reports from families and the reasons for contacting your program. You can access the New Mexico Comprehensive Needs Assessment for guidance: <a href="https://www.earlylearningnm.org/media/NM%20PDG%20B-5%20NEEDS%20ASSESSMENT%20-%20APPROVED%20FEB%202020.pdf">https://www.earlylearningnm.org/media/NM%20PDG%20B-5%20NEEDS%20ASSESSMENT%20-%20APPROVED%20FEB%202020.pdf</a> . In addition, your collaborative efforts with other programs within your community, will support your documented response for the unmet need to this criteria.
At this time with no one at public schools and private ECE centers closed, we really can't call anyone to see if they have openings/slots. I did go to the website where I could see which centers do have NM PreK. Should I focus on the number of kindergartners we are sending to school and reach out to the schools that are open in our area?	Even though public school facilities are currently not in session, staff are still working and accepting emails and telephone calls; therefore, you should continue to reach out to these schools. You can also obtain the number of kindergartners in public schools through the Title I School listing located at the following link: <a href="https://webnew.ped.state.nm.us/information/rfps-rfis-rfas/">https://webnew.ped.state.nm.us/information/rfps-rfis-rfas/</a>

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<p>The grant format: I see one original but how many copies? I may have missed it.</p>	<p>Since you are submitting your application electronically, you will only submit one copy.</p>
<p>How do I receive the questions and answers as I do not do facebook so have never see the chat room, etc.</p>	<p>All written responses will be posted on the following website as specified in the RFA: <a href="https://cyfd.org/providers/rfp">https://cyfd.org/providers/rfp</a></p>
<p>My PreK program is funded for (4) years and will end after FY22. We are now entering our 3rd year of funding for the 2020-21 school year. Is the RFA for my program to be filled out this year or until next year? This application is for new programs and not for existing program Is this right? I will fill out a new application if needed but only if it is needed.</p>	<p>If your current contract is valid and not expected to expire, then you do not need to apply to the RFA as long as you are not interested in increasing your enrollment.</p> <p>The RFA is specifically for new and expanding programs, so if you are not interested in either one of these then you will not need to apply.</p>
<p>I heard that all RFA awarded grants prior to this current grant which is open now are null and void. Which would mean that everyone must reapply in order to offer communities with Pre-K services this fall. Is this accurate?</p>	<p>No. Current programs are not expected to apply to this RFA unless programs are seeking new and expanding services.</p>
<p>Can urban centers apply for mixed aged?</p>	<p>Any community based provider in an urban or rural community who meets the eligibility requirements and is seeking new and expanding services may apply to this RFA.</p>
<p>Can a facility apply for the Mixed Pre-K if they already have 3-year-old and 4-year - old classes?</p>	<p>Yes, if you are seeking new and expanding services and the proposed space is licensed prior to submission of application.</p>
<p><u>Application Submission:</u> a. What format do you need? Word, PDF, etc? Will the application be sent in PDF format? b. Pages must be single-sided, double-spaced, and numbered. I don't think specifying "Single-sided" is necessary.</p>	<p>a. Recommended format would be PDF to include all signatory documents. b. Yes, that is correct. All pages should be single-sided.</p>
<p><u>Application Response Format:</u> a. Does the 10-page narrative cover from "1. Priority Communities to 4. Organizational Capacity and plan of Operation"? b. Is this section, part of the narrative? Start-Up and Safety Funding (optional; community-based private programs only), One-Page Narrative</p>	<p>a. Yes, the 10-page limitation is specific to this criteria. b. Your response for Start-Up and Safety is separate from the 10-page limitation. If you are applying for Start-Up and Safety, you will need to provide a separate 1-page narrative to support your request.</p>

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<p>Other supporting documentation: Head Start, some private providers, the public schools are closed and FIT programs offices are closed, can we use the collaboration letters from last year?</p>	<p>You should be obtaining current collaboration letters demonstrating your current efforts. Even though public school facilities are currently not in session, public employees and FIT providers are still working and accepting emails and telephone calls. Therefore, you should continue to reach out to these entities as they should be checking emails and taking phone calls.</p>
<p>For the section e. under Organizational Capacity, does the “Notice of Recoupment” when the department asks to repay overpayments (because of mistakes from the provider or CYFD side) counts as monetary sanctions?</p>	<p>No, it is not the same. A Monetary Sanction may be issued by CYFD Child Care Licensing when a program is found in violation of some regulations, depending of the severity of the violation.</p>
<p>Plan of Operation states “<u>Describe your plan to implement the PreK, Mixed or Early PreK program. This description must, at a minimum, include the following your plan to participate in the FOCUS Tiered Quality Rating and Improvement System</u>”. Do we need to participate in the FOCUS even if we are nationally accredited?</p>	<p>If your program is accredited by an approved National Accrediting entity, the programs does not need to participate in FOCUS.</p>
<p>For the Supporting Documentation, which section do we add our documentation? In the Response under Plan of Operation, bullet e, or in Section G under “Other Supporting Documentation”.</p>	<p>The Support Documents must be included as outlined in Section IX. Application Format and Response, items G 1-8. Failure to provide supporting documentation could result in your application being rejected. All community-based providers must include supporting documents items G.1-8, and public schools must include supporting documents items G.1-6.</p>
<p>Need for Services: Noting the circumstances because of the pandemic, we are operating at ¼ of our capacity. Are we allowed to write “Need for Services” bullet “5” “how many four-year-olds” as their current capacity not current attendance?</p>	<p>Yes, you should document in your response how many 4 year olds are currently enrolled identified as being “served” and not how many are currently attending due to the pandemic</p>
<p>Before COVID-19, on the newmexicokids.org page there was a search tool, I believe it was called “Mario’s search” where we can search for providers near an address or intersection, but the page was updated due to COVID-19 and the search tool for providers was replaced by another tool to look for providers that are open</p>	<p>That information can be found using this link. <a href="https://www.newmexicokids.org/parents-and-families-3/registered-providers-search/">https://www.newmexicokids.org/parents-and-families-3/registered-providers-search/</a></p>

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<p>during this state of emergency. Are you planning to return the original “search for providers”? This tool is very useful when contacting other providers.</p>	
<p>Would you be accepting proposals this year for the program?</p>	<p>RFA 2020-20837 is currently open and can be found on the CYFD website at <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a> for PreK Extended, Mixed Extended and Early PreK Extended programs seeking new and expanding services.</p>
<p>If I have a home Licensing program am I able to apply? I am registered with the FOCUS program. I am working to get my 3 STAR.</p>	<p>Yes, you are eligible to apply.</p>
<p><u>For PED Programs:</u> a. Can you confirm that we can still maintain a 4 day week for FY20-21? b. The way we're reading the information, it looks like we only have to submit a letter of interest, not an actual application, if we're not changing numbers or sites. Is this correct? c. Our DD program, while not part of the 4y grant, it is a FOCUS program and has a 60-40 ratio where regular developing peers are mentors. Can the grant help fund a new classroom?</p>	<p>a. You must provide a compelling justification, including any applicable collective bargaining unit requirements, to operate any program model other than a five-day week. b. If you are not expanding your current program, you do not need to either submit a letter of interest or an application. c. The grant can help to fund an additional four-year-old PreK classroom that includes children with delays and disabilities. At the start of the year, districts should strive for a 75%-25% ratio of children without IEPs to those with IEPs, understanding that as the year progresses, ratios may increase to 60%-40% as more children are identified with delays and disabilities.</p>
<p>If we are getting extended can we still apply for the early PreK program?</p>	<p>Yes, you may apply for Early PreK as long as you have the capacity, the space must be licensed, and the need in your community.</p>
<p>Since we are applying for Early PreK &amp; PreK do we only submit 1 portfolio or it is one per RFA?</p>	<p>You will submit one complete application and response to the program option you are applying for as outlined in the RFA, page 9.</p>
<p>Can you tell me, please, whether we are required to make application if we are already holding contracts for CYFD Early PreK Extended Day FY20 - FY23 and CYFD PreK Extended Day FY20 - FY23? Perhaps only if we wish to expand numbers being served? And/or if we were to change programming from extended day to full day?</p>	<p>If your current contract is valid and not expected to expire, then you do not need to apply to the RFA as long as you are not interested in increasing your enrollment.</p> <p>The RFA is specifically for new and expanding programs, so if you are interested in either one of these then you will have to decide if you want to apply.</p> <p>Full day services are the same as extended services.</p>

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<p>I'd like to know if I am able to change my program to a mix group?</p>	<p>If you are interested in changing your program composition from one program option to another, you are required to apply and respond to this RFA.</p>
<p>Since the RFA will be submitted electronically, do you want everything in one scanned document or do you want things separate (ie. Application as one pdf, supporting documents as individual pdf's (organization chart, daily schedule, calendar, lesson plan, diagram, collaboration letters, campaign letter, tax registration). The supporting documents could be combined into one pdf as well or kept separate.</p>	<p>Each applicant shall only submit one (1) application, and it should be in PDF format as one document attached to your email submission.</p>
<p>Can we submit our Application as soon as we are ready, or to you prefer us to wait until closer to the due date? I should be ready by the end of the week to submit.</p>	<p>You are welcome to submit your application when it is complete prior to the deadline date as set forth in the RFA. We recommend you wait until the questions and answers are officially posted to ensure you have everything included.</p>
<p>With the new RFP are we able to apply to change our current classroom to say a 4 year old or a mixed age or is this just for additional or new programs? At this time, we do not have the space to add another classroom however if we are able to change the ages we service that would be great. Thank you for your time.</p>	<p>This RFA is for new and expanding programs, so if you don't have the space to expand but are interested in changing your program composition from one program option to another, you are required to apply and respond to this RFA.</p>
<p>We are a PreK and an Early PreK program. We have had trouble being at full capacity because the new public school 4 year old programs have taken up some of the 4 year old population. We do believe that if we had a mixed age group, that we could easily fill up. We have many inquiries for children who are older three's who miss the cutoff for the four year old program. What is the procedure for applying for this change? I certainly do not want to put our current contracts in jeopardy, but we would want to serve at capacity.</p>	<p>If you can demonstrate that your community needs have changed, you can apply in order to change to a program option that best fits the needs of your community</p>

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<p>What format do you want us to email you the complete document: Word, PDF, etc? If we use DocuSign to sign electronically, can we send the document directly from Docusign to you?</p>	<p>It is preferred that all completed Applications be submitted in one (1) PDF attachment as one single document attached to your email submission. We are not set up as Docusign users therefore we do not recommend this method.</p>
<p>For “optional funding” – do we need to provide a page narrative per each service we are applying. For example, NM PreK and NM Early PreK? And is this part of the 10-page narrative.</p>	<p>Yes, you should apply for the optional funding per program option Since you are required to identify the needs and the number of children this service would benefit per age group that you intend to serve.</p>
<p>In THE APPLICATION RESPONSE FORMAT, “Transportation Funding” is numeral E, but in the APPLICATION RESPONSE AND EVALUATION FACTORS, it is listed as numeral F. Which numeral do we need to follow?</p>	<p>You should follow both formats as each format is not intended to align with the other because of the program options identified on page 9.</p>
<p>I have a question, I am a home child care provider and have a PreK Basic group and I would like to change to a Mixed Age Basic PreK. This change is to fulfill the needs of my community, could I submit an application?</p>	<p>This RFA does not allow applicants to apply for Basic Services. You would need to apply for Extended day Mixed-Age PreK.</p>
<p>I recently opened a new center. Both of my centers have different EIN numbers. For the federal food program we were listed under our current contract as an unaffiliated facility so I wanted to get some clarification on how we should apply for PreK. Do I need to do separate applications for both centers or do I list my new center as an additional site?</p>	<p>If your two centers have different Federal EIN numbers and two different CRS numbers for gross receipt taxes they are operating as two separate entities. In that case, you would apply for each center separately.</p>
<p>For the past RFAs, we were asked to include a copy of the licenses for the centers as well as the licensing surveys for the last two years. I do see that under Organizational Capacity, we are asked to disclose if your program has been subject to conditions of operation and/or monetary sanctions under child care licensing regulations within the past two years. This is the same as has been on the past RFAs. Do we need to</p>	<p>Providing a copy of your license and licensing surveys is not a requirement of this RFA. However, programs are still required to disclose if they have been subject to Conditions of Operation and/or Monetary Sanctions within the past two years. Failure to disclose will automatically disqualify your application. Depending on the Conditions of Operations and/or severity of the sanction, you may still be disqualified.</p>

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include, in this RFA 2020-20937, copies of the licenses and the state surveys for the last two years?	
Could you please send me a copy of your PowerPoint used in the RFA presentation?	The Power Point has been posted on the CYFD website: <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a>
In the RFA it states “Services shall be provided Monday through Friday.” Does this mean that students must be in class Monday through Friday? Or will we be able to continue the current schedule of students Monday through Thursday and utilize the Friday for teacher prep-time. We are not adding slots. What documentation should be submitted if any?	If the Applicant has an exception to providing services Monday – Friday, they must clearly explain this in their application response.
I already have NM Extended PreK. I am going to apply for mixed age as a new classroom for 2020-2021. I had a question though. If I want to change my NM PreK that is currently contracted for 20 children to mixed aged also to serve a total of 35 mixed aged children (20 currently on contract applying for additional 15 for 2020-2021) or would I have to cancel my NM PreK I currently have and apply for mixed age for that classroom and the additional classroom?	If you are interested in changing your program composition you can apply and respond to this RFA. You have to clearly state the plan for current slots and the current program composition, the additional slots applying for and where each group will be served, including licensed space for each composition, both current and proposed.
When we are writing the 10-page narrative for NM PreK we only concentrate in four-year-olds and when writing the 10-page narrative for NM Early PreK we only concentrate in information for three-year-olds. Is our assumption correct? Or do we need to include information for 4 and 3 year olds in both NM PreK and NM Early PreK narrative?	Yes, your assumption is correct. If you are interested in applying for 4 yr old funding then complete a 10 page narrative. If you are applying for 3 yr old funding then complete an additional 10 page narrative.
Is the non-binding letter of intent a requirement to apply?	No. This is not a prerequisite and you are still eligible to apply for the RFA.
For required signatures, will an e-signature or digital signature be acceptable?	Yes, an electronic (digital) signature will be acceptable. Most Acrobat programs allow the user to sign their documents electronically.

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<p>I would like to clarify...we have to have two narratives one for early PreK and one for PreK. I got a bit confused as I was working on the narrative for 4 year olds but I saw this note. Did you mean to include information for 3-year olds only in the narrative for Early PreK Funds? Pretty much all of section D. Need for Services has this note about including 3-year olds. If we include both 3 and 4 year old information on both narratives then they will be exactly the same, correct?</p>	<p>Pursuant to the RFA page 9, Application Format, each program option you apply to is limited to a 10-page narrative.</p> <p>Depending on the program option you are applying for, your responses should correlate to the age group you are targeting.</p>
<p>Good afternoon! We currently have an Early PreK Extended program, with COVID-19 we were granted one year extension. My question is, can I still apply? I would not be applying for a new classroom, but for my existing program. I am thinking that if we apply and the funds are granted the extension would be canceled. Is this correct? My other question is, if we are going to apply for two different programs, I know we have to do a narrative for each program, but do we have to duplicate everything or just the narrative and start up and safety?</p>	<p>Programs that have a current contract, included those with an extension do not need to apply to this RFA as long as you are not interested in increasing your enrollment.</p> <p>On your second question: if you are applying for two program options, you must submit one application with a narrative with a 10 page limit for each program option only (Page 9 Sections B, C or D), and one narrative for Start Up and Safety and for Transportation if applicable</p>
<p>Is the current RFA only for extended programs?</p>	<p>Yes this RFA is specific to extended day programs.</p>
<p>It is my understanding that if we have PreK, we can only use that classroom for a PreK, is that true? The question is because at home, there is only one classroom and it can be used for other children. But in a day care, the classroom would only be used for PreK, it cannot be used for after school or during break time, can the classroom be used?</p>	<p>During funded PreK hours, the classroom must be used for Prek children. Once Prek hours are completed for the day, you may utilize this space for before and after care or it can be used in the afternoon for school-aged children.</p>
<p>Will this PowerPoint be available?</p>	<p>The Power Point has been posted on the CYFD website: <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a></p>
<p>Will this presentation be available on the cyfd.org/rfa web page?</p>	<p>Only the Power Point presentation is available on the CYFD website at <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a></p>

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When they ask about the classroom diagram, does it mean we need to draw the classroom and the areas? Can you explain more about it?	Yes, please provide a diagram that shows the different learning areas within the classroom you are proposing to use for NM PreK.
If the program is a full day, what would be the Schedule? There would be no sleeping time, right?	You can choose the hours that meet the needs of your families. Typically, programs operate 8:00 am to 2:00 pm, Monday thru Friday. In your daily schedule you must include a rest time. You should refer to the Child Care regulations for nap-time requirements.
The recommendation letters from the schools in our area. How can we request them?	Letters of Recommendation are not acceptable, you must provide Letters of Collaboration between your entity and other programs in your community.  You can reach out to these programs telephonically or by email.
If I have a program with capacity of 6 children, can I apply?	You can apply if you meet the RFA eligibility criteria and you cannot exceed your licensed capacity.
What is the nap time required for more than 5 hours? Do we have to include it in the Schedule?	In your daily schedule you must include a rest time. You should refer to the Child Care regulations for nap-time requirements. <a href="https://www.newmexicokids.org/wp-content/uploads/2015/04/8.16.2-NMAC.pdf">https://www.newmexicokids.org/wp-content/uploads/2015/04/8.16.2-NMAC.pdf</a>
I wish to apply for Pre-K for my two programs. I am licensed at home and at a center, is the application the same for both?	If your two locations have different Federal EIN numbers and two different CRS numbers for gross receipt taxes they are operating as two separate entities. In that case, you would apply for each center separately.
I am working with the FOCUS program for my 3 STARS. Do I need to have them at the time of application?	No you do not need to have your three-star when you apply as long as you are participating in FOCUS.
In the RFA we are supposed to put two narratives (one each for 3 year olds and 4year olds). Some of the information will be redundant or duplicate because it is the same. Is that okay?	Yes, it is understandable that some information will be redundant however, depending on the program option you are applying for, your responses should correlate to the age group you are targeting.
What is your email? RFP	Complete and signed applications must be submitted and emailed or uploaded to the following email address:  Michelle Montoya, RFA Administrator <a href="mailto:eccd.rfa@state.nm.us">eccd.rfa@state.nm.us</a> RFA Name: New Mexico PreK Program RFA Number: RFA 2020-20837

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<p>If we are getting the extension, are we still eligible to apply?</p>	<p>Programs that have a current contract, included those with an extension do not need to apply to this RFA as long as you are not interested in increasing your enrollment.</p>
<p>Does this mean we can now start a 3year old classroom?</p>	<p>If you are seeking funding for a new or expanding program and you meet the RFA eligibility requirements, you may apply.</p>
<p>Do you have any type of template for the letters that we are to collect from other entities serving 3 and 4-year olds in our community, to ensure we include all the information that you are looking for?</p>	<p>There is no template available. It is acceptable to use what best fits your program, school or agency.</p>
<p>Does that include the 3Y in public schools?</p>	<p>Currently, there is no Early PreK funding available for Public Schools, therefore Public Schools are not eligible to request funding for this age group.</p>
<p>Does the 900 hours instructional hours, include the 3 Y Program?</p>	<p>Yes, all program options require 900 instructional hours plus 90 hours of family engagement activities per program per year.</p> <p>PED special education 3Y programming is governed by special education and service hours identified in a child’s IEP. Children served in a DD preschool do not have to adhere to the 900 hours. A DD preschool can continue to serve children based on the child’s IEP service hours identified.</p>
<p>For the supporting documentation: In which section should we add the documentation? 1. In the narrative: Response -&gt; 2. Plan of Operation bullet “e” “Include as attachments a sample daily schedule, a sample weekly lesson plan and a sketch or diagram of each classroom that shows the location of the various learning centers for each program option for which you are applying.” 2. Or in: “APPLICATION RESPONSE FORMAT G. Other Supporting Documentation</p>	<p>All attachments in bullet e should be inserted in “Other Supporting Documents as they are not part of the 10-page narrative. Refer to page 9 of the RFA Application Response Format for the listing of all mandatory Supporting Documentation.</p>
<p>Are there any exceptions or advice for public Montessori charters? Primary (early childhood) begins at 3 years old in this curriculum (Montessori uses 3 year cycles-mixed age groups).</p>	<p>All Montessori schools are eligible to apply as long as you meet the Eligibility Requirements on page 4.</p> <p>The legislature did not provide funding for mixed-age or three-year-olds in public school programs. Only four-year-</p>

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	old classrooms can be funded through the PED for the 2020-21 school year.
I'm having trouble contacting therapists we have collaborated with for letter of colab, will documentation evidencing collaboration suffice or what do you recommend? Also, meeting minutes are non-existent, does email correspondence suffice for this as well?	You should provide all supporting documents that demonstrate your evidence of collaborating efforts as requested in the RFA response.
In lieu of a letter of support from each entity in our community, can we supply meeting minutes from a convening of providers who are in partnership?	You should provide all supporting documents that demonstrate your evidence of collaborating efforts as requested in the RFA response.
Will NAEYC accreditation suffice in place of FOCUS?	Yes, if you are currently accredited through NAEYC and in good standing, then you do not need to participate in FOCUS.
Regarding the supporting documents and Cover Sheet A and B included in the 10 page narrative or separate? Does the narrative include the Cover Sheets A & B?	Coversheet A and B are a separate form required for your application and is not part of your 10-page narrative.
In the section Need for Services, question 1 and 6 seem very similar. Can you please clarify the difference? Both ask to describe the unmet need.	Question 1 is asking that you describe the unmet need for quality services in your community as a whole. Question 2 is asking for very specific information on the age of children you are applying to serve within your community.
IF we received Startup for our NM PREK, are we eligible for Start up for a new and never had before NM Early Prek program?	Yes, if you are applying for a new Early PreK classroom you may request Start-up and Safety funds for new age appropriate equipment.
For the 4 year old classroom it says 20 children. Does it have to be one classroom of 20 or can it be 2 classrooms of 10 each? Same with early preK what is the smallest class size can we have?	You may serve 10 children in one room and 10 in another and maintain the teacher/child ratios and the group size pursuant to the NM PreK Standards and your license.
We have a special education 3Y program and were instructed to open it to peer mentor three year old's. Is that what should be happening?	Due to limitations on the use of funding as set by the legislature, this application is for NM PreK services in public schools for four-year-old children only. Please reach out to Catherine Quick, the Preschool Special Education Coordinator (IDEA, Part B, Section 619) at <a href="mailto:catherine.quick@state.nm.us">catherine.quick@state.nm.us</a> for assistance with your 3Y special education classroom and meeting the ratios as required by FOCUS.

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<p>On the application, it reads \$7,100. not \$7,000. for NM PreK</p>	<p>The table identified in the RFA on page 2 is not the reimbursement rate schedule. The information on this table is the funding allocations through the New Mexico Legislation. The Per Child Rate can be found at: <a href="https://www.newmexicoprek.org/wp-content/uploads/2020/04/PreK-Program-Rate-Schedule.REVISED.4.2020.pdf">https://www.newmexicoprek.org/wp-content/uploads/2020/04/PreK-Program-Rate-Schedule.REVISED.4.2020.pdf</a></p>
<p>We may have to send multiple emails due to file size. How you would you like us to address the email?</p>	<p>When submitting your Application via email, if the file size is too large, you may submit your complete application in two separate emails indicating on the subject line of the email 1 of 2, 3, etc.</p>
<p>I have a new center that I am applying for this year. We had not quite yet established collaboration with our surrounding schools for PreK purposes. With them not in session how do you advice we meet this requirement?</p>	<p>The RFA requires you to demonstrate your collaborative efforts. Think about other ways you have collaborative with other agencies within your community. Do not include promissory statements as we want to see your demonstrated efforts.</p>
<p>Public schools are required to describe current evidence-based curriculum. Our District is aware that the curriculum currently used is not in the PED approved list. Therefore, we need to purchase a new curriculum. However, due to the closures will NM PreK provide an extended list of curriculum until fall? How do you recommend we address this question for our application? How would this affect our request for funding?</p>	<p>While PED plans to publish a list of approved curricula, it is the district's responsibility to provide the independent evidence of improved child outcomes for the curriculum they propose to adopt. Due to COVID 19, you may outline your clear and complete plan to research and choose an evidence-based curriculum in fall, 2020.</p>
<p>Am I correct in thinking that only new programs need to apply for the grant?</p>	<p>Yes. This RFA is specifically for eligible organizations seeking funding either to open a new program or to expand the number of children served in an existing program.</p>
<p>What is the location again of title one information and participants?</p>	<p><a href="http://www.newmexicoprek.org">www.newmexicoprek.org</a> or <a href="https://webnew.ped.state.nm.us/information/rfps-rfis-rfas/">https://webnew.ped.state.nm.us/information/rfps-rfis-rfas/</a></p>
<p>If we are applying for 2 programs I understand each will have its own 10 page narrative, but do we submit priority communities, targeted communities, etc. for each one or will one be sufficient for both responses?</p>	<p>If you wish to apply for two different program options then yes, you will need to provide a separate 10-page narrative for each program option. Each separate narrative should include your responses to Priority Communities, Targeted Communities, etc. as defined in the Application Format on page 9 of the RFA.</p>

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<p>So I had asked earlier if we are getting the extension is we can apply, but I am still a bit confused. I currently have the early PreK program, but if we apply is that a new class or will it be for our current program, not sure is this makes sense.</p>	<p>If you are getting an extension, you are guaranteed to maintain the current number of slots and funding allocation without having to apply.</p> <p>You should only apply if you are seeking additional slots for additional classrooms as this RFA is for new and expanding programs.</p>
<p>If we are applying for just full-day preK then we do NOT worry about C &amp; D correct?</p>	<p>If you are a licensed community-based provider then Yes, you need to sign and provide Appendix C, this is a mandatory requirement.</p> <p>If you do not wish to apply for additional funding such as Transportation and Start-Up &amp; Safety then you do not need to complete Appendix D.</p>
<p>Our school district is applying to expand our PED PreK services to other elementary schools that are Title 1. Is the narrative of 10-pages for all the different elementary schools or 10-pages for each elementary school?</p>	<p>The narrative is 10 pages for the district in total. However, please be sure to indicate where there are differences in the needs/demographics of the communities.</p>
<p>If we already are a NM Pre-k program, do we need to apply again to stay on the program?</p>	<p>No, your multi-year contract will remain in effect and you do not need to apply to maintain your current services under your contract.</p>
<p>I do not see the Power Point on the CYFD website. I may not be looking in the correct place.</p>	<p>The Power Point has been posted on the CYFD website: <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a></p>
<p>If we are already under contract for a half day NM PreK and we want to expand to full day, can we apply?</p>	<p>The expansion of services as related to this RFA, refers to additional slots or the start of a new program in the community.</p> <p>If you are interested in converting your program from Basic to Extended to meet the needs of your community, you must submit a letter of interest in your Letter Head, signed by the authorizing entity and clearly describe your intent, the justification for the request and how this will benefit your community.</p>
<p>Where is the list of the kindergarten numbers?</p>	<p>Title I School listing is located at the following link: <a href="https://webnew.ped.state.nm.us/information/rfps-rfis-rfas/">https://webnew.ped.state.nm.us/information/rfps-rfis-rfas/</a></p>
<p>Repeat that contact please. Can Brenda Kofahl repeat her special education contact again please, she only said it once.</p>	<p>Special Education contact is Catherine Quick <a href="mailto:Catherine.Quick@state.nm.us">Catherine.Quick@state.nm.us</a></p>
<p>I am sorry this may have been answered. Is it required for us to have students Monday-</p>	<p>If the Applicant has an exception to providing services Monday – Friday, they must clearly explain this in their application response.</p>

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Friday or can we continue to utilize the four day week?	
What about rural areas with collaboration?	Yes, this can be a challenge. Think about resources families need access to even when it is outside of your local community. Consider how you can collaborate with others in your surrounding community to better serve families traveling for resources.
We are a big agency with different departments. Would you want the organizational chart for the entire agency or just what pertains to childcare? In the Yearly Calendar, do you want us to add the closure dates? Would we be limited to closure dates or is that still up to each individual agency?	You should provide the organizational chart as it pertains to the business structure of your PreK program. Yearly calendar should include operational and closure dates and should meet the 900-instructional hours Monday – Friday.
How many prekindergarten children will be served in 2020-21?	This will be determined once evaluations have been completed and funding allocations have been assessed.
Do we scan and send in papers like sign in sheets for therapists for collaboration?	You should provide all collaborative documents that support your efforts of collaboration as described in the RFA. We will not accept promissory statements.
The outline instructions to follow for the narrative does not match the response format outline. Which should we follow? Do you have a preference on which one you'd like to see?	You should follow both formats as each format is not intended to align with the other because of the program options identified on page 9.
On page 13, 2a it states a plan to participate in the FOCUS Tiered Quality Rating and Improvement System. I noticed it does not state that National Accreditation. Is a National approved accreditation organization still acceptable for this area?	If you are nationally accredited by an approved entity, per NM Childcare Licensing, then you do not need to participate in FOCUS.
Will you be posting the PreK application webinar on the PED or another website? We were originally informed of its start time at 12:30, so were unable to watch it throughout its entirety. We would appreciate it if you would post it.	The webinar is not available, but the Power Point is available at the following link: <a href="https://cyfd.org/for-providers/rfp">https://cyfd.org/for-providers/rfp</a>
Do we need to send a copy of our License and surveys?	Pursuant to this RFA, you are not required to provide a copy of your license and licensing survey.

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In section IX-Application Format and Response it mentions the original copy-is this one in the same as (1) electronic application?	Yes, your original copy will be the electronic application you send.
Can a center that already has Early Pre-K and Pre-K apply for the Mixed Age?	Yes, the expansion of services as related to this RFA, refers to additional slots or the start of a new program in the community, including new classrooms.
What do mean by indexed? Does each page need to have the sequence indicated on it?	The application must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence shown in the Application Response Format on page 9 of the RFA.
Can the sample lesson plan be a previous lesson plan used by the 3 and 4 year old classroom?	You should submit your current lesson plan that is being used for each appropriate age group.
Is the Organizational chart the one we post at our center identifying who is in charge?	Yes. You should include the Organizational Chart that is posted in your center.
Should there be an intro page addressed to you or the board before we discuss priority communities?	No. To ensure your Application is complete, it must conform to the RFA Application Response Format and all responses should align with the RFA Response and Evaluation Factor criteria. You should not include additional information that we did not request as it will not be reviewed or evaluated.
Does the 10-page limit narrative NEED to be 10 pages?	Your narrative should be no more than 10-pages; if it is less than 10-pages, you need to ensure you have responded to the RFA criteria.
Are we able to make changes to the yearly calendar and daily schedule after we submit it to you in the grant?	No, during the evaluation process, you cannot change the yearly calendar and daily schedule that was submitted as part of your Application Response. However, if awarded, you may discuss changes as needed with your designated PreK Monitor.
On the PreK application form I am a bit confused on the Appendix C- Campaign contribution disclosure form. And also do I have to fill out Appendix D.	For all Community Based programs, Appendix C is a mandatory requirement and disclosure must be made.  Appendix D is only needed if you are requesting Transportation and/or Start-up and Safety funds.
For the startup and safety: If we are applying for a new Early PreK program and a new PreK program at the same school, can we apply for startup for both programs separately? Therefore, apply for \$15,000 for PreK and \$15,000 for Early PreK at the same school?	As long as your request is specific to new classrooms, then yes you could apply for both program options. You will need to provide two separate narratives in your Application response since you are targeting two separate age groups.
In the Other Supporting Documentation section of the RFA - Regarding the letter from each	The RFA requires you to demonstrate your collaborative efforts. Do not include promissory

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<p>entity stating collaboration, can we submit either, or both, of the following:</p> <ol style="list-style-type: none"> <li>1. MOU describing collaborative partnership, signed by each partner</li> <li>2. Minutes, actions plans, and/or notes from committee and collaborative working group meetings</li> </ol>	<p>statements as we want to see your demonstrated efforts.</p> <p>The items are acceptable.</p>
<p>I'm a licensed HOME childcare provider enrolled in the FOCUS program with a 2+ Star, is my home daycare eligible to apply?</p>	<p>Yes, you are eligible to apply.</p>
<p>In order to qualify for the program do I have to have a separate room, special for PreK program or is it optional?</p>	<p>For Community-based PreK programs, the proposed PreK (Early PreK or Mixed) classroom must be licensed for the age group to be served. This is not optional. During funded PreK time, the approved classroom can only be used for PreK services. The classroom can be used for before and after care or for summer schooling outside of the PreK funded schedule.</p>
<p>I'm kind of confused on section #2 and targeted communities? Aside from the number of children, what exactly is the difference between them? Should there be redundancies in the two sections? I feel like the information would be nearly the same. Can you please help me out in this area please?</p>	<p>Yes, it is understandable that some information will be redundant however, depending on the program option you are applying for, your responses should correlate to the age group you are targeting.</p>
<p>Is letter of collaboration mandatory? I noticed that "if there are no other early childhood programs in your community, provide a statement to that effect", based on this statement can we conclude that we should just provide a statement mentioning there are no other participating childhood program in our community?</p>	<p>Letters of Collaboration are mandatory. If there are no other early childhood programs in your community, you should include other community providers in your area that serve children and families.</p>
<p>I am interested in PreK. My question is the PreK schedule is only for full time or can I do it for two shifts. For example 8:00 to 11:30 and the other 11:30 to 3:15. I'm a little confused</p>	<p>This would not be allowable because this RFA only allows for Extended Day Services and not for half-day options.</p>
<p><u>PUBLIC SCHOOL:</u>          We are not requesting transportation to and from school. However, we would like to request funding for transportation for field trips. In which section do we submit this request?</p>	<p>Transportation costs for field trips must be covered with the program allocation of \$7,000 per child. Extra funding for transportation is only for to-and-from travel when there are no other funding sources.</p>

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<p><b>PUBLIC SCHOOL:</b>          For budget purposes, we need clarification if the PreK Internal Coach salary will be a separate allocation (from the 7,000 per child), as it has been in previous years.</p>	<p>The Internal PreK Coach salary is a separate allocation from the \$7,000 per child. The PED will contact the affected districts directly when awards are made.</p>
<p>Will applying for start-up and safety and transportation affect our application in any way?</p>	<p>No it will not.</p>
<p>How do we the application, in which format, through PDF, Word Document, compressed folders, etc. because there are a lot of documents and some are in Word and some are PDF scans, so the question is what is best way since maybe the files might get to big to send in one bid PDF file.</p>	<p>Recommended format would be PDF. If the file size is too large, you may submit your complete application in two separate emails indicating on the subject line of the email 1 of 2, 3, etc.</p>
<ol style="list-style-type: none"> <li>1. Is there a required <b>teacher wage</b>? I.e. must we match our teacher salaries to the public school system wages or other parameters?</li> <li>2. Are there <b>teacher credentialing</b> requirements?</li> <li>3. Are the Pre-K reimbursement rates for the different age-ranges <b>in addition to Subsidy</b> or <b>instead of Subsidy</b> payments (if the child is eligible for subsidized tuition)?</li> <li>4. Is there a <b>maximum potential grant award</b> per site? I.e. "Pre-K reimbursement rate times enrollment, up to \$_____?"</li> <li>5. Are there specific, <b>required expenses</b> that Pre-K program grant dollars <i>must</i> be used for? Or is it up to our discretion, minus the specifically prohibited expenses (such as capital projects, vehicles, etc.)?</li> <li>6. When the RFP states "Programs must provide 90 hours of <b>family engagement</b> activities per year" what kind of activities are being referred to?</li> </ol>	<ol style="list-style-type: none"> <li>1. At this point there is not a required teacher wage specified in the PreK Standards from Community-based programs. However during FY20 a differential of \$750 per child was included in the per-child rate to be used specifically for education staff wages. This requirement still continues and programs must specify in their application budget how the rate will be directed to providers.</li> <li>2. Please refer to the NM PreK Standards for teacher credentialing requirements.  <a href="https://www.newmexicoprek.org/">https://www.newmexicoprek.org/</a></li> <li>3. During the funded PreK hours the per-child reimbursement rate would apply in lieu of subsidy payments.</li> <li>4. Total compensation awarded will be calculated by the number of awarded children served per program type multiplied by the appropriate rate. If you are awarded more than one site, this formula would apply for each site.</li> <li>5. Compensation is for Direct-Services, salaries, benefits, educational supplies. Upon award, all funded providers, you will be required to submit an annual budget for approval and for contractual monitoring purposes to their designated ECECD Program Monitor.</li> <li>6. Examples would be: opportunities for families to come together for literacy activities, science</li> </ol>

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	activities, family teacher conferences and home visits.
My center is currently on a provisional license. My licenser said due to the current health emergency, it will be awhile until we receive our permanent license. Does this affect our chance to apply for the RFA?	Community-based programs with provisional child care licenses are eligible to apply while awaiting for their final child care license. Programs should indicate in their application the status of their license.
Are we required to submit a financial statement or just the CRS Certificate?	Pursuant to the RFA criteria you are not required to submit financial statements. You are required to submit your CRS certificate issued by the New Mexico Taxation and Revenue Department for the purpose of gross receipt taxes.
We are finishing up our last year of our current contract for the Extended Early PreK class we have at our center. We wanted to reapply to continue providing Early PreK or transition to a Mixed Age PreK class. Under eligibility it states that eligible organizations must be seeking funding either to open a new program or to expand the number of children served in an existing program. We currently service the max group size of 16 so we aren't able to expand the number of children we service and we are not a new program. Are we still eligible to apply for funding? Would applying for funding for a Mixed Age PreK class be considered a new program since we have Early PreK currently?	Current programs are not expected to apply to this RFA unless programs are seeking new and expanding services. If you are interested in changing your program composition from one program option to another, you are required to apply and respond to this RFA.
If we currently have the early PreK program, and got an extension can we still apply? Or do we have to wait until next year? I am assuming we can, and the grant would cancel out the extension, right?	Current programs are not expected to apply to this RFA unless programs are seeking new and expanding services.
Can we use our school age room and apply for a program for that classroom, since it is not used until school age arrives at 2:00?	Yes, as long as there is ample time for the transition process to occur and the classroom is licensed to serve the age group you are applying for as long as the classroom has the licensed capacity to meet the PreK requirement for Max Group Size. Please refer to the New Mexico Preschool Program Standards.
If we are applying for 2 programs, I know we must submit a 10-page narrative for both, but do we submit 2 portfolios or everything in 1?	Applicants shall submit only one (1) electronic application. Within their application you would write

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	two separate narratives for the age group you are targeting.
Can start up and safety funds be used to build or add on to existing class?	Funding should be used to ensure the safety of the classroom and playground, equip the classroom and/or playground, and purchase other educational material. <b>Examples of unallowable costs include:</b> <ul style="list-style-type: none"> <li>• acquisition, construction, or renovation costs</li> <li>• capital outlay items (\$5,000 or more per item)</li> </ul>
Can transportation funds be used to pay the driver?	Yes, justification for this cost can to be explained as “other” in Appendix D.
We have a daycare about 2 blocks from us will that affect our eligibility?	No, it will not affect your eligibility. However, collaboration with that child care program will be expected and noted in the application.
If for some reason our fax machine broke down could we mail the RFA paperwork?	No. You should not fax or mail your Application. There is only one method to submit your electronic Application and that is through email: <a href="mailto:ececd.rfa@state.nm.us">ececd.rfa@state.nm.us</a>
If we apply for a mixed age group and have more of one age is that allowed or is it half 3-year old’s and half 4-year old’s?	Yes this is allowed. You are not limited to half 3 year olds and half 4 year olds.
Will we receive confirmation stating you received RFA? How will we know?	Yes, you will receive an electronic response with a confirmation of receipt.
Can you please clarify the priority communities? How do we determine that "at least sixty-six percent of the children served reside within the attendance zone of a Title 1 elementary school"?	Identify targeted communities. Using the link provided to determine which schools within your community are Title I. Your recruitment efforts would be within those Title I boundaries. <a href="https://www.newmexicoprek.org/wp-content/uploads/2020/04/FY20-Title-1-School-Listing.pdf">https://www.newmexicoprek.org/wp-content/uploads/2020/04/FY20-Title-1-School-Listing.pdf</a>
I am checking to see if you have any feedback on my application. I have emailed my coach and was told I needed to get feedback from you. Please let me know if you have any suggestions. Both emails are on the RFA---this one and the ece email. I am just asking for help. This is not the final draft of my application.	The only feedback available is the responses to questions. CYFD/PED Staff, Monitors, Coaches and Consultants can’t be involved in the process and are prohibited from providing guidance.  Applicants are only allowed to submit only one (1) electronic application though <a href="mailto:ececd.rfa@state.nm.us">ececd.rfa@state.nm.us</a> , we will not accept incomplete applications.
Trying to get signed letters of support from some of our collaborators, especially health care clinics, has been a challenge with the COVID-19	You should provide all supporting documents that demonstrate your evidence of collaborating efforts as requested in the RFA response.

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<p>Pandemic. If we receive an approval via-mail from our collaborators, will that be approved? And what do you suggest we do with collaborators we can't contact?</p> <p>I wanted to get more clarification on this statement for RFA application.</p>	<p>We will not accept promissory statements.</p> <p>The supporting documents shall meet the RFA Application Response criteria as stated on page 9-10, item G.6, of the RFA format.</p>
<p>Can we get a waiver for providing meals? If so what is the process for getting a waiver as we do not qualify for the CACFP program.</p>	<p>Community- based programs must indicate in their applications their efforts to comply with CACFP requirements. If programs do not qualify for CACFP, they must indicate this in their application and must include an attachment and request to waive this requirement as follows: Indicate the PreK Standard that you want to waive, include the reasons for the request, what efforts have been made to comply, indicate alternative plan and assurance that the goal of the standard will be met</p>
<p>Can we confirm that there are no salary requirements for staff? Is there a breakdown of the budget requirements?</p>	<p><i>At this point there is not a required teacher wage specified in the PreK Standards from Community-based programs. However during FY20 a differential of \$750 per child for Mixed-Age and Early PreK was included in the per-child rate to be used specifically for education staff wages. Also, a differential rate for of \$587.60 was included in the per child rate for 4 year old PreK. This requirement still continues and programs must specify in their application budget how the rate will be directed to providers.</i></p>
<p>Are there percentages or amounts we can spend on Supplies, salaries, unrestricted, overhead, rent, utilities or is this left up to individual programs?</p>	<p>It would vary among programs. However every funded provider will be required to submit an annual budget for approval and for contractual monitoring purposes to their designated ECECD Program Monitor.</p>
<p>What is the reimbursement timeline? How long after services are rendered are we reimbursed?</p>	<p>Contracted programs must submit a monthly invoice and expenditure report for services rendered to their designated PreK program monitor for certification and approval no later than the 15<sup>th</sup> of each month in order to ensure timely processing of reimbursement requests.</p>
<p>How long does it take for the startup and safety piece to be funded, is that a reimbursement or upfront money?</p>	<p>If awarded Start-up and Safety funds, funds MUST be expended and invoiced within four (4) months of the program beginning. Items and materials purchased must reflect your original proposed plan as well as the</p>

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	<p>results of your PreK program’s Continuous Quality Improvement Plan.</p> <p>Awarded funds will be allocated in your contract, but reimbursement is based on expenses paid by the contractor.</p>
<p>How does being in a title 1 school district effect application? If you are not in a title 1 school district will you not be funded?</p>	<p>Funding priority will be given to programs in communities where at least sixty-six percent of the children served reside within the attendance zone of a Title 1 elementary school; however all programs are encouraged to apply.</p>
<p>Will start up and Safety grants be available to all programs with a license or only one per business license. We have 3 separate sites that have never had Pre-K and we would like to apply for all 3 sites to be pre-K.</p>	<p>If you are a new program and request Start-up funding, you may request funding for more than one classroom or site. Your request and response must be clear, thorough and concise so the evaluator understand your intent.</p>
<p>Do I need to provide the transportation and start up and safety funding narrative to be able to get the funds, or is this something separate? Like another fund.</p>	<p>Remember, this funding request is <u>optional</u> and not a requirement if not needed.</p> <p>If you are interested in applying for Transportation and/or Start-up and Safety, you must complete the RFA criteria in section APPLICATION RESPONSE AND EVALUATION FACTORS, items F.1 for Transportation and F.2 for Start-Up. Your request must correlate to the number of children you are requesting in your application for direct PreK services.</p>
<p>To be an administrator to the Pre-K program do they have to have completed a bachelor’s degree in ECE? Or will a CDC and an associate’s degree is ECE suffice? On the standards it’s says they must have obtained a NM CDC and/or meet the requirements for a teaching license. I read that to mean the administrator must have a CDC or A bachelor’s degree and not both if they only have one. So, if they just have a CDC, does that meet the requirements to be an administrator for the Pre-K program?</p>	<p>If the program administrator currently does not meet the education requirements in accordance to the NM PreK Standards, a professional development plan will be created to meet the criteria in Standard 6-A of the New Mexico PreK Program Standards by requiring staff to obtain six (6) hours of college credit annually toward the staff qualification standards. Each staff member will have a current professional development plan in place by October 1, of the current year including, if appropriate, the six (6) college credit hours required.</p>
<p>If I apply for a capacity of 35 mixed aged and I do not get it, will I lose my current state contract for my PreK? I do have capacity.</p>	<p>No, you will not lose your currently funded program if you apply for the additional slots if not awarded.</p> <p>Your current active contract will stay as is per the terms of your contract.</p>

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