



**Request for Application (RFA)  
Recruiting and Retaining High Quality  
Teachers and Administrators for Native  
American Communities  
RFA # 22-92400-00008**

**RFA Issue Date: *April 11, 2022***

**Final Date to Submit RFA: May 9, 2022, by 4:00 p.m.**

***RFAs received after final date will not be considered for  
funding.***

**Contact Information:**

Rebecca Reyes  
Deputy Director  
Indian Education Division  
[Indian.Education@state.nm.us](mailto:Indian.Education@state.nm.us)

## **PURPOSE OF THIS REQUEST FOR APPLICATION**

This is a Request for Applications (RFA) and does not constitute an award. This RFA is issued for the purpose of increasing the number of tribal teachers, administrators, and principals as per the Indian Education Act, Section 22-23A-5 NMSA 1978.

Competitive grants will be made available to New Mexico-approved alternative, or traditional preparation programs (not private) administered by public entities to facilitate, develop, or expand teacher/administrative preparation programs across the state of New Mexico to recruit and retain high quality Indigenous teachers and or administrators. This \$1 million initiative aims to increase access to the teaching profession by providing a variety of incentives to encourage prospective teachers and administrators to teach in a Native American-serving school district or charter school whose enrollment of Native American students is 50% or more. This RFA promotes partnerships between public educator preparation programs (EPPs) and local educational agencies (LEAs).

The New Mexico Public Education Department (PED) believes that in order to recruit and retain Native American staff, some critical access needs to be provided by high-quality Grow Your Own Teacher Programs.

## **PED's GOALS FOR THIS RFA**

- Provide tutoring/academic counseling for candidates
- Help candidates pass state assessments for licensure
- Tuition and book reimbursement for students
- Pay the cost of licensure fees
- Professional development seminars
- Pay the cost for National Board for Professional Teaching Standards Certificate
- Mentorship or coaching for administrative internships
- Recruitment and Retention stipends, etc.

## **NEW MEXICO PUBLIC EDUCATION DEPARTMENT MISSION & VISION**

### **Equity, Excellence, and Relevance**

The New Mexico Public Education Department (PED) partners with educators, communities, and families to ensure that ALL students are healthy, secure in their identity, and holistically prepared for college, career, and life.

### **Rooted in Strengths**

Students in New Mexico are engaged in a culturally and linguistically responsive educational system that meets the social, emotional, and academic needs of ALL students.

## **FUNDING**

For Fiscal Year 2023, the PED intends to award three or four competitive grants ranging from \$100,000-\$250,000 to recruit, retain, and provide professional development for Native American teachers or administrators.

Current and continued funding for this project is dependent upon annual legislative appropriations and program performance as determined by the PED.

Funds made available under this grant shall be used to supplement, and not supplant, any other federal, state, or local education funds.

The payment structure is through a reimbursable grant. As funding is expended on the program, the entity may draw down that amount.

## **LENGTH OF FUNDING**

The allocation of funding shall begin upon the execution of an award between PED and successful applicants and is intended to continue through the proposed project period, but not longer than June 30, 2023. PED reserves the right to terminate any award whose recipient does not meet requirements as defined by the guidelines governing the program or as otherwise provided in an executed award. Annual funding is dependent upon annual legislative appropriations.

## **ELIGIBLE ENTITIES**

Applicants shall be approved Educator Preparation Programs with experience working with Native American communities in New Mexico(Please see, [NM Approved Educator Preparation Programs](#))

## **PROGRAM OUTCOMES, GOALS, AND MEASUREMENT PLAN**

It is important that responses to RFAs be written clearly and include two to four goals, supporting objectives, and desired outcomes that are attainable, WHILE challenging the grantee to improve the quality of education and increase educational success for Native American students. In order to develop outcomes, what interventions or services shall be implemented with the funding?

*Goals are observable and measurable end results having one or more objectives to be achieved. Goals are typically broad in scope (the WHAT).*

**EXAMPLE:** A goal might be for a grantee to “increase Native American student achievement in math”.

*Objectives are a specific result you’re trying to achieve within a time frame. They’re considered specific and easier to measure (document) than a goal. Think of them as the steps you will take to achieve the goal (the HOW).*

**EXAMPLE:** Using the goal above, a grantee’s objective might be to “Provide 8 hours of professional development for all or 100% math teachers focused on culturally and linguistically responsive instruction.” including a suggested timeline, such as "at least once a year”, “each semester”, or annually.".....

*Outcomes are the measurement and evaluation of an activity’s results against their intended or projected results. Outcomes are what you hope to achieve when you accomplish the goal (WAS THE GOAL ACHIEVED?) and should be things that the applicant wants to either maximize, such as “evidence of increased learning by workshop participants” or minimize, such as “the number of student infractions will decrease by 10%”. The outcomes are the changes or results that the grantee expects to be achieved after the successful completion of the award. The outcomes could be qualitative, quantitative or both.*

**EXAMPLES:** “Increase Native American student achievement in math by 8% percent over last school year” or “decrease the number of student discipline infractions by 10%.”

In terms of the performance measurements, the measurements chosen must determine the overall program or project management and effectiveness. They should define what successful performance is, and they should more easily measure and demonstrate results. The outcomes **MUST** align to the narrative and activities of the program.

## **PROGRAM OVERSIGHT AND MANAGEMENT**

PED will manage the progress of the projects or programs; the program contact is listed below:

Rebecca Reyes, Deputy Director Indian Education Division [Rebecca.Reyes2@state.nm.us](mailto:Rebecca.Reyes2@state.nm.us).

For questions related to this RFA, contact Rebecca Reyes [Rebecca.Reyes2@state.nm.us](mailto:Rebecca.Reyes2@state.nm.us) prior to the deadline to submit questions April 25, 2022.

## **SCORING GUIDELINES**

Each application will be scored across five (5) sections:

- I. **Program Narrative:** The narrative is developed by the applicant. The narrative should include how the program plans to increase teacher or administrator diversity and educator quality for Native American educators; how your program prepares teachers to be culturally and linguistically responsive; how your program includes equity into its coursework; and, an outline and description of activities required to reach the goals, along with a schedule of the activities.

**Program Narrative Components include:**

- Scope of work
- Community needs for the program and supporting data
- Planned activities and timeline
- Collaborative elements and essential partners
- Recruitment incentive program
- Number of teacher and or administrators served

- II. **Program Measurement Plan:** Performance measurement improves the overall program management and effectiveness. By focusing on project outcomes, it can define success, and more easily measure progress and demonstrate results. Focus on using qualitative and/or quantitative data to measure success of your proposed program.

Provide the intended short-term and long-term outcomes of the program, measurable objectives, numbers of students served under the proposed program, and a plan to measure the success of the program.

- III. **Program Outcomes:** The outcomes are the ultimate changes or results to be achieved after the successful completion of the program. Outcomes are specific, measurable, and meaningful. Outcomes are not activity-based, such as “conduct five training workshops” or “develop a new testing protocol”; these are outputs and do not reflect results achieved. Outcomes may be short- or long-term, or both.

Applications should have at least two to four outcomes.

Outcomes/data that can be collected from the NMPED	Outcomes/Data that can be collected from applicant
<ol style="list-style-type: none"> <li>1. Increase the number of newly licensed native American teachers who enter the profession</li> <li>2. Increase the number of newly licensed native American administrators who enter the profession</li> <li>3. Increase the teacher retention rate for Native American teachers</li> <li>4. Increase the administrative retention rate Native American Administrators</li> </ol>	<ol style="list-style-type: none"> <li>1. Increase professional development and training in culturally and linguistically responsive pedagogy, teacher development and retention, systems leadership, and the teacher evaluation system</li> <li>2. Increase professional development opportunities and support structures for school and district leaders</li> <li>3. Focused on culturally and linguistically responsive pedagogy, teacher development and retention, and systems leadership.</li> </ol>

IV. **Project Budget:** Provide a budget that is aligned with the narrative, outcomes, and measurements of the program. Use the online form included in the IED grants management system.

V. **Assurance Document:** Provide a signed agreement with the assurances included

Applications are limited to 5 pages for items I through III above.

## TIMELINE

PED will make every effort to adhere to the following schedule:

ACTION	RESPONSIBLE PARTY	DUE DATE
Issue RFA	PED	April 11, 2022
Deadline to submit written questions	Potential applicants	April 25, 2022
Response to questions	PED	May 2, 2022
Submission of applications	Potential applicants	May 9, 2022
Evaluation of applications	Review panel	May 16, 2022-May 20, 2022
Selection of grantees	Review panel	May 27, 2022
Finalize contractual arrangements	PED and grantees	June 1, 2022-June 30, 2022
Contract awards	PED and grantees	July 1, 2022

## EXPLANATION OF EVENTS

1. Issuance of RFA: This RFA is being issued on behalf of the PED on the date specified in the above timeline.
2. Deadline to Submit Questions: Potential grantees may submit questions to Rebecca Reyes at [Rebecca.Reyes2@state.nm.us](mailto:Rebecca.Reyes2@state.nm.us) regarding the intent or clarity of the RFA until 4:00pm MST on April 25, 2022 as indicated in the timeline above. Questions shall be clearly labeled and shall cite the relevant sections of the RFA or any other attending document.
3. Response to Questions: Responses to questions will be distributed as indicated in the timeline above and according to order in which the questions were received.
4. Submission of Application: All applications must be received for review and evaluation by 4:00pm MST on May 9, 2022, Applications received after this time will not be accepted. The date and time of receipt of application will be time-stamped by the online system.

5. Evaluation of Applications: The Evaluation Committee will perform the evaluation of applications. The process will take place as indicated in the timeline above depending on the number of applications received. During this time, NMPED may initiate discussions with applicants who submit applications requiring clarification. Discussions may not be initiated by applicants.
6. Selection of Grantees: The Evaluation Committee will notify all applicants of the decision on their application by May 27, 2022 or earlier. Feedback and final application score will be distributed to applicants not selected for funding if requested. Each application will be scored by the panelists individually and then discussed at a meeting of the entire panel to arrive at final scores for each component. For more detail on the scoring guidelines, see “Scoring Guidelines” section above.
7. Finalize Contractual Agreements: During the window of time stipulated in the timeline above, PED will work directly with successful grantees to establish contract terms leading to execution of an Intergovernmental Agreement (IGA) or award letter.
8. Contract Awards: After review of the Evaluation Committee Report and the signed contractual agreement, the Agency Procurement Office will make awards per the schedule in the timeline above. This date is subject to change at the discretion of the State Purchasing Division or relevant Agency Procurement Office. The contract(s) shall be awarded to the applicants whose proposals are most advantageous to the State of New Mexico and the Public Education Department, taking into consideration the evaluation factors set forth in this RFA. The award is subject to appropriate Department and State approval, and both entities reserve the right to not fund any of the applications if none are judged to be advantageous and/or do not score sufficiently.

## REPORTING

Successful grantees will work together with PED to establish a reporting schedule focused on progress toward outcomes and project budgeting aligned to milestones. Awardees will need to present their project at the annual Government-to-Government meetings to share their learning and outcomes from their project. *A historically defined Indian-impacted school district or an Indian nation, tribe, or pueblo may request amendments to the systemic framework or accountability tool – required by Sections 22-23A-10 and 22-23A-9 NMSA 1978, respectively – as the result of the annual review on the evaluation of progress (see pages 8 and 9 of the Technical Assistance Guide).* Grantees shall provide mid-year and annual review on the progress of outcomes.

- Mid-year report, due February 15, 2023
- End-of-year report, due July 14, 2023

## EVALUATION COMMITTEE COMPOSITION

The committee tasked with the evaluation of applications will have a broad level of experience with Native American education, charter schools, school leadership, and teaching experience representing a variety of perspectives and seniority in the field. Members shall be highly familiar with New Mexico’s educational system, the tribal and charter landscape, and cultural and linguistic relevance within education.

## CHECKLIST FOR SUBMISSION

- Cover Page
- Project Narrative
- Measurable Program Goals and Objectives
- Project Budget
- Assurance Form

Combine all documents into a single file and submit via email to: [Indian.Education@state.nm.us](mailto:Indian.Education@state.nm.us).

## COVER PAGE

### Lead Organization Contact Information

<b>Name</b>			
<b>Phone</b>		<b>e-mail</b>	
<b>Mailing Address</b>			

### Partner School #1 Contact Information (if needed)

<b>Name</b>			
<b>Phone</b>		<b>e-mail</b>	
<b>Mailing Address</b>			

### Partner School #2 Contact Information (if needed)

<b>Name</b>			
<b>Phone</b>		<b>e-mail</b>	
<b>Mailing Address</b>			

### Partner School #3 Contact Information (if needed)

<b>Name</b>			
<b>Phone</b>		<b>e-mail</b>	
<b>Mailing Address</b>			

<b>Name of Project Lead and Organization</b>		
<b>Electronic application received by 4:00 p.m. on May 2, 2022</b>	Yes No	
<b>Cover page</b>	Yes No	
<b>Narrative showing the proposed program meets each of the eligibility requirements described in this RFA</b>	Yes No	
<b><u><i>If the above items are not complete the application will not be accepted.</i></u></b>		



New Mexico Indigenous Teacher or Administrative Preparation Program  
Assurances Form

*An Authorized Representative must sign below to indicate their approval of the contents of the application, and the receipt of program funds.*

On \_\_\_\_\_, 2022, \_\_\_\_\_ hereby applies for and, if awarded, accepts the state funds requested in this application. In consideration of the receipt of these grant funds, the entity agrees that the General Assurances form for all state funds and the terms therein are specifically incorporated by reference in this application. The entity also certifies that all program and pertinent administrative requirements will be met. In addition, grantees agree to the following assurances:

1. The grantee will provide the New Mexico Public Education Department (PED) a Midyear and End-of-Year Program Report.
2. The grantee will work with and provide requested data to the PED for the Grant Program within the timeframes specified.
3. The entities will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funded projects will maintain appropriate fiscal and program records, and fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
5. All records of the program will be retained for five years and access to those records will be available for the purposes of review and audit.
6. If any misuse of these funds is discovered, project funds shall be returned to the PED.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
8. Period of agreement shall begin July 1, 2022 and shall terminate on June 30, 2023.

\_\_\_\_\_  
Name of *Authorized Representative*

\_\_\_\_\_  
Signature of *Authorized Representative* (date)

\_\_\_\_\_  
Name of Program Contact

\_\_\_\_\_  
Signature of Program Contact (date)

**Note:** If grant is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

Complete and attach after Cover Page. If needed, additional copies of this page should be attached in order to include each participating school.