



**Request for Application (RFA)**  
**Recruit and Retain Native American Teachers,  
Administrators, Social Workers and School  
Counselors**  
**RFA # 23-92400-00009**

RFA Issue Date: *May 8, 2023*

Final Date to Submit RFA: **June 5, 2023, by 4:00 p.m.**

*RFAs received after 4pm on June 5, 2023, will not be considered for funding.*

**Contact Information:**

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

## **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 Native American teachers, administrators, social workers, and school counselors 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 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 Native American teachers and or administrators, Native American social workers or school counselors.

This \$2,500,000 initiative aims to increase access to the profession by providing a variety of incentives to encourage prospective teachers, administrators, social workers, and school counselors to work 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 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 the National Board for Professional Teaching Standards Certificate.
- Mentorship or coaching for administrative internships.
- Recruitment and Retention stipends, etc.
- Cost of tuition.

## **FUNDING**

For Fiscal Year 2024, the PED intends to award four to eight competitive grants ranging from \$250,000 - \$500,000 to recruit, retain, and provide professional development for Native American professionals.

Applicants may propose a timeline for up to three years to include budget expenditures in fiscal year 2024 and fiscal year 2025.

Current and continued funding is dependent upon annual legislative appropriations and program performance.

Funds may be utilized for costs related to personnel, professional development, student support services, curriculum and resource materials and development, Native American language support, community and parent engagement, transportation, lodging, stipends, and other program-related costs. All equipment requests over \$500 must receive prior approval from PED staff and be

included in the proposed budget.

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

## **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, 2024.

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.

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

## **ELIGIBLE ENTITIES**

Applicants shall be a New Mexico-approved Educator Preparation Program with experience working with Native American communities in New Mexico (Please see, [NM Approved Educator Preparation Programs](#)) along with Appendix A.

## **PROGRAM OUTCOMES AND MEASUREMENT PLAN**

Include at least two focused outcomes and at least one self-determined outcome, which are attainable WHILE challenging the grantee to improve the quality of education and increase educational success for Native American students.

***Outcomes: are the measurement and evaluation of actual student performance compared to the intended expectations.***

Outcomes should be the (things) specific items that the applicant wants to either maximize or minimize. The outcomes are the desired 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 5% percent over last school year,” or “decrease the number of student infractions by 5%.”

Outcomes MUST align to the narrative and activities of the program.

**OUTCOME TO CHOOSE FROM** (select at least two)- Please select at least two outcomes based focused areas that you wish to focus on and at least one self-determined outcome.

- ☐ Increase the number of new licensed Native American teachers who enter the profession by \_\_\_\_%
- ☐ Increase the number of newly licensed Native American administrators who enter the profession by \_\_\_\_%
- ☐ Increase the number of newly licensed Native American Social Workers who enter the profession by \_\_\_\_%
- ☐ Increase the number of newly licensed Native American School Counselors who enter the

profession by \_\_\_\_%

☐ Increase the teacher retention rate for Native American teachers by \_\_\_\_%

☐ Increase the administrative retention rate Native American Administrators by \_\_\_\_%

**Grantees Self-Determined Outcomes (at least one)**

☐☐

**Possible suggestions for self-determined outcomes**

☐ Increase professional development and training in culturally and linguistically responsive pedagogy, teacher development and retention, systems leadership, and the teacher evaluation system

☐ Increase professional development opportunities and support structures for school and district leaders

☐ Increase knowledge on culturally and linguistically responsive pedagogy, teacher development and retention, and systems leadership.

**OUTCOME MEASUREMENT PLAN**

Outcome Measurement is the process for assessing, on a regular basis, the **results** of a grantee's programs for its participants.

In terms of the performance measurements, the measurements chosen must determine the overall program or project management and effectiveness. Grantees should define what successful performance is, and they should more easily measure and demonstrate results.

**REPORTING**

Grantees shall submit quarterly reports no later than October 31, January 31, April 31, and a final report no later than July 15 of each year which describes, in detail, progress on activities funded through the Indian Education Act, focused on progress towards outcomes and project budget aligned to milestones. The end-of-year report shall describe, in detail, activities supported and outcome of efforts (success in meeting/achieving desired outcomes).

Grantees shall submit reimbursement requests at least monthly, including appropriate expenditure documentation. Applicants shall provide monthly budget amount total, budget amount spent, budget amount remaining, budget amount allocated for upcoming expenditure(s).

**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, teaching experience representing a variety of perspectives and seniority in the field. Members will be familiar with New Mexico's educational system, tribal landscape, and cultural and linguistic relevance within education.

## TIMELINE

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

ACTION	RESPONSIBLE PARTY	DUE DATE
Issue RFA	PED	May 8, 2023
Deadline to submit written questions	Potential applicants	May 22, 2023
Response to questions	PED	May 30, 2023
Submission of applications	Potential applicants	June 5, 2023
Evaluation of applications	Review panel	June 6, 2023-June 9, 2023
Selection of grantees	Review panel	June 12, 2023
Finalize contractual arrangements	PED and grantees	June 13, 2023-June 30, 2023
Contract awards	PED and grantees	July 3, 2023

## 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/administrator diversity and educator quality, or Social Work/School Counseling diversity for Native American professionals; how your program prepares these professionals 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 FY24, FY25, and FY26.
- ✓ Description of the implementation plan, including the actions to be taken to reach the program goals and the expected outcomes, including a timeline of activities.
- ✓ Collaborative elements and essential partners.
- ✓ Recruitment incentive program.
- ✓ Number of teacher and or administrators served.
- ✓ Number of Social Workers or School Counselors 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.
- IV. **Program Budget:** The program budget that is aligned with the narrative, outcomes, and measurements of the program. Applicants need to include the following:
  - **Narrative Description of Program Budget for FY24-** Proposed Budgets for Quarter 1, 2, 3, 4-final
  - **Final Narrative Description of Program Budget for FY24 due no later than:**
    - ✓ Quarter 1- October 31
    - ✓ Quarter 2-January 31
    - ✓ Quarter 3- April 31
    - ✓ Final Report- July 15
  - **Narrative Description of Program Budget for FY25**
    - ✓ By July 15- if there are expenditures left for FY24 will need to provide how the remaining funding will be spent by Quarter 1 (October 31) to spend down those remaining funds.
- V. **Assurance Document:** Provide signed assurance.

Funding under this award must be used as specified by legislation; and the Indian Education Act activities must be implemented, as described, within the Request for Application (RFA). Please refer to the following link [Grant Management System](#) to submit your application to include the following items:

- ✓ Program Narrative
- ✓ Program Measurement Plan
- ✓ Program Outcomes
- ✓ Program Budget
- ✓ Signed Assurance Document(s)

**APPENDIX A:**  
**Recruit and Retain Native American**  
**Teachers and Administrators**  
**(Fund Code 27908)**

Entity Name	Grant Allocation
UNM/IAIE	\$250,000-\$500,000
CES/LEAP	\$250,000-\$500,000
UNM/LEAP	\$250,000-\$500,000
New Grantees (1-2)	\$250,000-\$500,000

## 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>			



Name of Project Lead and Organization		
Electronic application received by 4:00 p.m. on May 8, 2023	Yes    No	
Cover page	Yes    No	
Narrative showing the proposed program meets each of the eligibility requirements described in this RFA	Yes    No	
<b><u>If the above items are not complete the application will not be accepted.</u></b>		

**New Mexico Native American Recruit and Retain Preparation Program-Assurance Form**  
*An Authorized Representative must sign below to indicate their approval of the contents of the application, and the receipt of program funds.*

On \_\_\_\_\_, 2023, \_\_\_\_\_ 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. We, the undersigned, assure that the information included in the enclosed application is true and accurate.
2. Funding received as a result of this application will be utilized for implementation of the activities of this application.
3. 75% of funding will be spent by end of grant.
4. We will provide the New Mexico Public Education Department (PED) quarterly reports no later than October 31, January 31, April 31, and a final report no later than July 15 of each year which describes, in detail, progress on activities funded through the Indian Education Act focused on progress towards outcomes and project budget aligned to milestones.
5. Grantees shall submit reimbursement requests at least monthly, including appropriate expenditure documentation. Applicants shall provide monthly budget amount total, budget amount spent, budget amount remaining, budget amount allocated for upcoming expenditure(s).
6. We will ensure compliance with the Indian Education Act 22-23A-1 through 22-23A-11 for all staff working with Native American Students.
7. The grantee will work with and provide requested data to the PED for the activities within the timeframes specified.
8. 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.
9. All records of the activities will be retained for five years and access to those records will be available for the purposes of review and audit.
10. If any findings of misuse of these funds are discovered, project funds will be returned to the PED.
11. The period of the agreement shall begin July 1, 2023, and shall terminate on June 30, 2024.

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

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

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

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

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