



Request for Application (RFA)

Recruit & Retain Native American Teachers, Administrators, Social Workers, and School Counselors Grant (27908)

RFA#24-92400-00004

RFA Issue Date: April 22, 2024

Final Date to Submit Application and Supporting Documents: May 6, 2024 (5PM)

To receive an application as a Word Document, contact the Indian Education Division (IED) at any of the following contacts:

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PURPOSE OF THIS REQUEST FOR APPLICATION

This Request for Application (RFA) is issued for the purpose of increasing the number of Native American teachers, administrators, social workers, and school counselors in alignment with the requirements of the Indian Education Act, Sections 22-23A-1 through 22-23A-11 NMSA 1978.

Competitive grants were made available to New Mexico-approved alternative, or traditional programs (not private) administered by public entities. Public entities must be entities that facilitate, develop, or expand teacher/administrative preparation programs across New Mexico.

Only those entities listed in Appendix A are eligible to apply for this grant. Per the Indian Education Act (IEA), 6.35.2.14 Awards,

C. At least annually, the department will establish and disseminate procedures for submission of requests for information and applications for grants from the fund, including the requirements that:

- (1) requests for information and applications identify the program and goal to be achieved relevant to the act;
- (2) requests for information and applications describe how the program will be sustained beyond the fiscal years being funded; and
- (3) requests for information and applications describe how the effectiveness of the programs supported by the grant will be measured and reported to the department.

All grantees listed in Appendix A must submit a required application for each year of eligibility.

OBJECTIVES OF THIS GRANT

This 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). Applicants can choose to partner with LEAs for activities/programs for FY25.

Other Objectives include:

- 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 (INCLUDING LENGTH OF FUNDING)

The funding period for this grant will be July 1, 2024-June 30, 2025. Applicants can apply for the identified eligible amount or may choose to apply for an amount less than the identified eligible amount. Awardees will be awarded based on need and expenditures/drawdowns at the end of each fiscal year. All applicants for this grant must submit applications by May 6, 2024.

Most awards redistributed at the beginning of FY24 may not be redistributed or extended for FY25. New funding awarded for FY24 will be redistributed based on need and expenditures/drawdowns at the end of FY24. Current grantees can expect a face-to-face discussion with the Assistant Secretary of Indian Education to re-evaluate funding that was not spent at the end of each fiscal year; this discussion will support consideration of redistribution of unspent funding from the previous fiscal year.

Funds can be used for costs related to personnel, professional development, student support services, curriculum, 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 the New Mexico Public Education Department (PED)/Indian Education Division (IED).

Continued funding of this grant and/or extensions are dependent upon annual legislative appropriations and grantee performance (i.e. outcomes/impacts met at the end of the fiscal year and expenditures/drawdowns at the end of each fiscal year). Funding from this grant must be used to supplement federal, state, or location funding to each entity. Funds are held to the administrative requirements, cost principles, and audit requirements for federal and state awards.

PED reserves the right to terminate any award that does not meet the requirements defined by the guidelines governing the program or otherwise provided in an executed award. This is a **reimbursement-based grant** – as funds are spent by the entity, the entity will draw down the amount, and complete required documents that must be submitted to IED at the end of each month.

REQUIREMENTS FOR APPLYING

All applications must be submitted on the aligned application, per grant, offered by IED. Applicants interested in applying for this grant will use the document titled, APPLICATION_FY25_Recruit&Retain. All applications must be emailed to monty.begaye@ped.nm.gov and cc'd to katieann.juanico@ped.nm.gov.

All applicants must understand the requirements of this grant. Requirements include timely reporting as well as a commitment to spend the funds AND submit required documents to reflect spending. Before applying for this grant, applicants must first acknowledge whether the requirements identified below can be met:

- **REQUIREMENTS OF THE APPLICATION** – Applications must be written in language that is understandable to the reviewer. Most importantly, all the contents of the application must align with the Indian Education Act (IEA) and objectives for this grant. Please read the directions on the application thoroughly and ask questions to check for understanding. The application is purposely designed to align with the Act.

- **APPLICANT INFORMATION PAGE**

Applicants must complete each required cell. In the cells titled, *Name and Title of Individual(s) Submitting the Application*, list all those individuals that the division can contact about the application/grant.

In the cell titled, *Entity's Information*, tell the reviewer about your entity. Describe your entity's current overall objectives and/or mission. Where are you located? How many students do you serve? Who's eligible for your services? What other sources of funding support your institution or organization?

- **COMPONENT OF APPLICATION: PARTNER SCHOOL CONTACT INFORMATION**

This grant promotes partnerships between public educator preparation programs (EPPs) and local educational agencies (LEAs). If applicants will partner with LEAs, identify which LEA the applicant will partner with for FY25.

- **COMPONENT OF APPLICATION: STATEMENT OF WORK**

Describe the general purpose of the intended project, activities, and programs to be completed in FY25. What data do you have to show that this work is needed in your community and for the students you serve?

- **COMPONENT OF APPLICATION: SCOPE OF WORK**

Describe the tasks and deliverables currently anticipated by the applicant in the subcomponents below.

- **GOALS**

This section of the application must clearly identify the goals directly aligned to the activity/program that will be continued or created using these funds. The reviewer needs enough information to understand HOW students and community members will benefit from the

activities/programs aligned to the Act. Remember to keep your goals broad.

- **ACTIVITIES/PROGRAMS FOR FY25**

This section of the application must be written using clear and specific language to help the reviewer understand WHAT the intended activity/program is and HOW the funds will be spent aligned to the activity/program. The reviewer needs enough details to clearly understand the activity/program. If the activity/program is one that is a continuation from previous fiscal years, identify this as well. There is not a requirement to create new activities/programs each fiscal year.

- **METRICS/MEASUREMENTS**

This section of the application must clearly identify what metrics grantees will use to measure the outcomes/impacts of each goal. The reviewer needs enough information to identify metrics that will produce qualitative and quantitative data.

- **INTENDED OUTCOMES/IMPACTS**

This section of the application must clearly identify the intended outcomes/impacts you hope to achieve throughout and at the end of the fiscal year. These outcomes and impact must align to the goals and activities/programs.

- **PROJECT SCHEDULE**

This section of the application must clearly identify when the intended outcomes/impacts will be achieved throughout the fiscal year. These dates will help the division monitor progress.

- **OTHER PERTINENT INFORMATION**

- **PROJECTED BUDGET**

- **ASSURANCE FORM (See page 8)**

Each applicant must submit the page titled, *Assurance Form*. This page documents the applicant's understanding of the requirements for the grant if awarded. Applications will not be reviewed without the Assurance Form.

Please see page 6 to cross-verify whether you have submitted all required documents and have completed the application meeting the identified criteria. Please combine all required documents into a single file.

- **REQUIREMENTS ONCE YOU ARE SELECTED AS AN AWARDEE**

- **REPORTING**

Each grantee is required to submit a mid-year report and an end-of-year (final) report. Mid-year reports are due January 31, 2025. Final reports are due July 15, 2025. IED will send the template to approved grantees.

In addition, all grantees are required to attend four (4) quarterly face-to-face check-ins with the IED team. These quarterly face-to-face check-ins will support grantees and the IED team to meet goals identified within the application as well as identify areas of support with spending down the grant. Data will be gathered from the quarterly face-to-face check-ins and used to drive decisions. General reports using the data from grantees can be shared with the Office of the Governor and members of the legislature. Quarterly face-to-face check-ins with grantees are scheduled for October (Quarter 1), January (Quarter 2), April (Quarter 3), and June (Quarter 4).

PROCEDURE FOR IED'S APPLICATION REVIEW AND EVALUATION

- Upon receipt of an application, the application will be assigned to a designated IED team member for review. The designated IED team member will be the team member responsible for ongoing communication as well as technical assistance throughout the entire fiscal year (FY25). All applicants will receive an email from the Deputy Director stating the application was received. The next email applicants will receive is an email from the applicant's designated IED team member.
- All applications for this grant are scheduled to be reviewed from May 7th – May 24th, 2024. If applicants submit applications before the deadline, the IED team will immediately begin the review. After you submit the application, please check your email daily for any communication from the IED team member assigned to your application. IED team members will also call as needed.
- All applications will be reviewed and approved based on the criteria set forth on the application.
- IED intends to notify all applicants about their approval by May 27-May 31, 2024.
- The last step will include the release of an award letter. Please refer to the timeline below.

TIMELINE FOR APPLICATION PROCESS

ACTION	RESPONSIBLE PARTY	DUE DATE
Release RFA and Application	Indian Education Division	Monday, April 22, 2024
Submit Application	Eligible Applicant	May 6, 2024 <ul style="list-style-type: none"> All applicants are encouraged to submit before the established deadline.
Review Applications	Indian Education Division	May 7-24, 2024
Notify Selected Grantees	Indian Education Division	May 27-31, 2024
Release Award Letters	Indian Education Division	June and by July 1, 2024

- When applicants submit documents late and/or request extensions, the grantee risks receiving the Award Letter or IGA after July 1, 2024.*

CHECKLIST FOR APPLICANTS

All applications must be submitted as a complete packet before the review process by IED team is initiated. Use the checklist below to ensure you submit all required documents.

	Required Documents
	Applicant Information Page – All required fields/cells must be complete.
	Application - All requirements complete, and all contents followed the guidance within the RFA. Requirements include all necessary columns and boxes PLUS projected budget information.
	Assurance Form – Reviewed and Signed by the proper designee. See page 8 of this RFA.

**APPENDIX A: Recruit & Retain Native American Teachers, Administrators,
Social Workers, and School Counselors Grant**

Current FY24 grantees were to be New Mexico-approved Educator Preparation Program with experience working with Native American communities in New Mexico, see [FY20 Approved NMEducator Preparation Programs-2.pdf \(state.nm.us\)](#) and/or those identified in Appendix A.

Grant	Eligible Applicants	Eligible Amounts	Funding Period
Recruit and Retain Native American Teachers, Administrators, Social Workers, and School Counselors (27908) <i>*Requires an updated/new application from each grantee</i>	1. Cooperative Education Service (CES) 2. UNM – Institute for American Indian Education (IAIE) 3. UNM- POLLEN	\$250,000.00- \$500,000.00	July 1, 2024 – June 30, 2025 Final year of eligibility and funding for all three (3) grantees.
	4. San Juan College 5. Dine College (at this time, only eligible for FY25) 6. New Mexico State University (NMSU)	\$250,000.00- \$500,000.00	July 1, 2024 – June 30, 2025 If funding is available, these grantees will be eligible for one more year of funding.

Recruit & Retain Native American Teachers, Administrators, Social Workers, and School Counselors Grant

ASSURANCE FORM for ELIGIBLE GRANTEES (See Appendix A)

An authorized representative from the organization must sign below to indicate their approval of the application.

On _____, 2024, _____ hereby applies for state funds requested in this application. If awarded, the entity agrees that the 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.

Grantees agree to the following assurances:

1. We, the undersigned, assure the New Mexico Public Education Department (PED)/Indian Education Division (IED) that the information included in the enclosed application is true and accurate.
2. Funding received because of this application will be used for implementation of the activities of this application.
3. 75%-100% of the funding will be expended by the end of the funding period.
4. We will meet with PED for face-to-face quarterly check-ins no later than October 31, January 31, April 30, and June 30 of each fiscal year.
5. We will provide a mid-year report no later than January 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.
6. Reimbursement requests will be submitted monthly with appropriate supporting documentation.
7. We will ensure compliance with the Indian Education Act, Sections 22-23A-1 through 22-23A-11 NMSA 1978 for all staff working with Native American Students.
8. Funded projects will maintain appropriate fiscal and program records.
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 shall be returned to PED/IED.

Name of Authorized Individual: _____

Signature of Authorized Individual: _____ Date: _____

Name of Individual Submitting Application: _____

Signature of Individual Submitting Application: _____ Date: _____