

**NM Public Education Department's State Appropriation
College and Career Readiness Bureau (Near Peer Tutoring Program)**

SUPPLEMENT

PURPOSE OF FUNDING

During the 2023 legislative session, the state appropriated funding for the Near Peer Tutoring Program Initiative (SY2023-24). The appropriation was provided to continue the program after having exhausted the original federal funding source; ARP-ESSER III. The funding has been allocated to award Local Education Agencies (LEA) and their schools in their efforts to offer high school students interested in careers in the field of Education hands-on opportunities. Funding for this initiative is from 2023 House Bill 2, line item, "CTE Programs and Equipment."

PED published a Request for Application (RFA) in May 2023 and has awarded Near Peer Tutoring Program funding to new and previously funded LEAs. LEAs are awarded funding to support launching or continuing site-based tutoring of elementary and middle school students by their secondary school peers. Secondary school tutors obtain experience in the education field in their local communities. Elementary and middle school tutees obtain 1:1 tutoring and instructional support to enhance their performance and achievement in reading language arts and mathematics.

This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in this supplement and documentation supporting expenditures is required.

ALLOWABLE USES OF FUNDING

The Near Peer Tutoring Program allocation may be used to support program expenditures on tutor and teacher coordinator wages or stipends, excluding transportation costs.

Additionally, funds may be used to:

- Provide tutor training with a teacher coordinator on basic pedagogy and best practices.
- Purchase necessary educational supplies and materials, excluding food or snack items.
- Purchase education curriculum, e.g., Educators Rising; tools and resources as needed for students in elementary, middle and high school.
- Provide math integration curriculum and materials to improve math achievement for elementary and middle school students.
- Provide reading and structured literacy curriculum and materials to improve reading language arts achievement for elementary and middle school students.

FISCAL REQUIREMENTS

Reporting Requirements

Please review Exhibit C and submit a BAR through OBMS for the appropriate amount using fund code **24333** and revenue object code 44500. Please adhere to the following timelines and cited statutory regulations, required for budgeting, obligation, and RfR submission:

- Submit your BAR, and a copy of this letter, including Exhibit C, through OBMS by **January 31st, 2024**.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts.

December 19, 2023

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- NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:
 1. Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
 2. School districts shall submit budget adjustment requests for the operating budget to the department for budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.

REQUESTS FOR REIMBURSEMENT

1. Fiscal documentation in the form of a detailed expenditure report, as required by the PED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original, adjustments, and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage.
Submissions should also include (as appropriate):
2. Supporting documentation for the following expenditure categories:
 - a. In-Person Professional Development
 - i. Agenda
 - ii. Attendance Sign-In Roster
 - b. Supplies
 - i. Invoices, packing slips (upon request)
 - ii. Signed PED Equipment \geq \$5,000 Preapproval to Purchase Form
<https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/>

Items purchased or expenditures for deliverables must be traceable to line items included in the original, PED-approved budget.

Closeout Procedures

The final day to submit RFRs in OBMS for FY24 is **July 7, 2024**.