

Overview

IN THIS MEETING, LEAs WILL

- Review the requirements of Title IV-A funding related to Well-Rounded Education, Safe and Healthy Schools, and Effective Use of Technology.
- Clarify the timeline for communicating consortium participation for Title III grant allocations.
- Review the proportionate share process for IDEA.
- Review next steps for accessing and completing the UA.

AGENDA

- I. Updates
- II. Title IV-A Requirements
- III. Title III Consortium Implications in the Unified Application
- IV. IDEA Proportionate Share
- V. Next Steps
- VI. Moving Forward

Key Updates



Key Milestones for the UA

The Unified Application will launch in three stages: the Pre-Application module, ESEA, and IDEA. The Unified Application is due April 16th.

Date	UA Milestone
February 17th	Pre-Application <i>and</i> Priorities Modules open.
March 3rd	Unified Application opens – all modules (except IDEA submodules) available.
March 17th	IDEA submodules released.
April 16th	UA due.

Adding Grants Editors to OBMS

Planning Leads may choose to add additional editors to the Unified Application to support completion. See the [Unified Application Support Page](#) for more details on adding editors.



Assigning OBMS Access for the New Mexico Unified Application

Planning Lead

As the UA Planning Lead, you have been given access to the UA in OBMS. Here are a few important points to remember about your role:

1. The Planning Lead is the only individual who can submit the Unified Application on behalf of their LEA.
2. The Planning Lead will grant UA access to the appropriate LEA personnel involved in completing the UA. These personnel will have a Grant Editors role in OBMS.
 - a. The Planning Lead will have discretion to assign personnel as Grant Editors in the UA in OBMS.
 - b. The Planning Lead and the Grant Editors will work together to develop, revise, and update the application so that the Planning Lead can eventually submit it. Grant Editors can edit the modules/sections of the application, but cannot submit the application.

NEW MEXICO UNIFIED APPLICATION
Access Instructions

Key notes regarding access:

- One Grant Manager (the LEA Planning Lead) will have both “editing” privileges and “submission” privileges to the Unified Application and can assign additional “LEA Grant Editors.”
- LEA Grant Editors will have edit access to all parts of the Unified Application but cannot submit.
- LEA Grant Managers should consider establishing internal LEA protocols to ensure version control.

Unified Application Access

Planning Leads have access to the Unified Application in OBMS as a “Grant Manager.” Planning Leads can provide additional staff “Grant Editor” access (instructions are available on the UA [Support Page](#)).

Steps to access the Unified Application in OBMS:

1. Log-in to [OBMS](#). If a user is new to OBMS, they will be sent a username and temporary password, which must be reset.
2. Navigate to the Unified Application by clicking **Budget**→**Budget Source**→**Grants**→**Grants Application** to start an Application for the 2025-2026 School Year.
3. Once the user reaches the application, the sidebar on the left can be used to navigate the components of the application. The modules available for the LEA to complete are **bolded**.

Note: some users may experience a “cached” (or old) version of OBMS which may not display the latest updates. To resolve this, refresh the Unified Application page.

If you have any questions, please reach out to Unified.App@nmped.gov.

Planning Priorities in the Unified Application

LEAs can access the Priorities module in the Unified Application once the assurances in the Pre-Application module are complete.

All LEAs must complete the Priorities module to identify the actions planned for the upcoming school year. To create this plan, UA Planning Teams should schedule a meeting to collaboratively identify the priorities that the LEAs will focus on (e.g., HQIM and HQPL).

For more information on the Priorities module, LEAs can refer to the [training materials](#) from the January 28th call and reference the [Priorities module guidance document](#) on the [UA Support Page](#).

Title IV, Part A



Title IV-A Overview

LEAs will fill out the plans for the Title IV-A grant in the Unified Application.

Title IV-A Purpose

Title IV-A funds increase the capacity of LEAs and schools to provide all students with access to a well-rounded education, improve safety and health for student learning, and improve the use of technology to improve academic achievement and digital literacy.

Title IV-A In the UA

Title IV-A is a submodule within the ESEA Compliance module. In the Title IV-A submodule, LEAs will decide how to distribute funds across program objectives and will answer questions about the program objectives the LEA is funding.

Part 1: Title IV-A Funding Snapshot

For Part 1 of the Title IV Part A Compliance submodule, LEAs will review a snapshot of the current year funds to inform the LEA's allocation decisions.

Part 1

Complete compliance decisions for current year funds

Snapshot of Current Year Funds

Current Year Funds

Total Current Year Funds	\$666,158.00
Current Year Direct Administrative Costs	\$10,000.00
Current Year Indirect Costs	\$34,369.31
Current Year Equitable Share for Private Schools	\$37,642.55
Total Current Year Available for Distribution Across Program Objectives in Step 1	\$621,788.69

Snapshot of Funds:

1. Total Current Year Funds reflect transfer decisions made in Transferability (*More details will be provided during the March 4th training call*).
2. For LEAs that provide equitable services, direct administrative costs and indirect costs are reservations made in the ESEA Equitable Share submodule.
3. LEAs that do not provide equitable services should plan to reserve any direct or indirect admin from the Current Year Available for Distribution amount.

Part 1: Distributing Current Year Funds

LEAs will distribute current year funds across the Title IV-A program objectives. LEAs with allocations \geq \$30,000 must fund all three objectives. LEAs that receive $<$ \$30,000 only have to fund one objective.

Split Current Year Funds Across Program Objectives
 You have \$30,000.00 or more (total current year funds minus AFUA). In this step, you will split your current year funds across three program objectives according to the rules below.

Objective 1: Well-Rounded Education (WRE)	
Distribution	\$310,900.00
The minimum is 20%. Your actual percentage is:	50%
Objective 2: Safe and Healthy Students (SHS)	
Distribution	\$210,888.69
The minimum is 20%. Your actual percentage is:	34%
Objective 3: Effective Use of Technology (EUT)	
Distribution	\$100,000.00
This must be greater than 0%. Your actual percentage is:	16%
Objective 3a: Technology Infrastructure (TIN)	
Distribution	\$15,000.00
This must be 15% or less of your EUT distribution. Your actual percentage is:	15%
Objective 3b: Technology Education (TED)	
Distribution	\$85,000.00
Total Funds Distributed	\$621,788.69

Distribution of Funds

The submodule will adjust requirements according to whether an LEA is above or below the \$30,000 threshold.

LEAs with allocations of more than \$30,000 must spend at least 20% on safe and healthy schools, 20% on well-rounded education, and some portion on effective use of technology.

LEAs with allocations less than \$30,000 must fund at least one program objective.

If an LEA anticipates that the final allocation will meet the \$30,000 threshold (even if the planning award does not), the LEA should meet the requirements of the anticipated final award amount.

Split Current Year Funds Across Program Objectives

You have \$30,000.00 or more (total current year funds minus AFUA). In this step, you will split your current year funds across three program objectives according to the rules below.

Objective 1: Well-Rounded Education (WRE)

Distribution

The minimum is 20%. Your actual percentage is: 50%

Objective 2: Safe and Healthy Students (SHS)

Distribution

The minimum is 20%. Your actual percentage is: 34%

Objective 3: Effective Use of Technology (EUT)

Distribution

This must be greater than 0%. Your actual percentage is: 16%

Objective 3a: Technology Infrastructure (TIN)

Distribution

This must be 15% or less of your EUT distribution.
Your actual percentage is: 15%

Objective 3b: Technology Education (TED)

Distribution \$85,000.00

Total Funds Distributed \$621,788.69

Split Current Year Funds Across Program Objectives

You have less than \$30,000.00 (total current year funds minus AFUA). In this step, you will split these funds to one, two, or all three of the objectives below. If you assign any funds to Objective 3, you must further assign funds to the sub-objectives 3a and 3b according to the rules below.

Objective 1: Well-Rounded Education (WRE)

Distribution

Your actual percentage is: 90%

Objective 2: Safe and Healthy Students (SHS)

Distribution

Your actual percentage is: 0%

Objective 3: Effective Use of Technology (EUT)

Distribution

Your actual percentage is: 0%

Objective 3a: Technology Infrastructure (TIN)

Distribution

This must be 15% or less of your EUT distribution.
Your actual percentage is: 0%

Objective 3b: Technology Education (TED)

Distribution

Total Funds Distributed

Part 2: Title IV-A Questions in the UA

After distributing funds, LEAs will answer questions about each funded program objective.

Section	Questions	Response Guidance
For each program objective that has a distribution, LEAs will answer the following questions.	How would you describe this program objective?	LEAs should describe the goals for the distribution. LEAs will describe the specific activities funded to achieve these goals in the Expenditure Detail module.
	What are the intended outcomes?	LEAs should describe the anticipated outcomes for schools and/or students that the LEA expects to achieve through this objective.
	How will you measure the intended outcomes?	LEAs should detail how the intended outcomes from expenditures will be measured (e.g. percent of low-income students taking AP exams).

Title IV-A Program Expenditure Requirements

In the Expenditure Detail module, LEAs will use grants management codes to align planned expenditures with Title IV-A program objectives (more details to come during the Expenditure Detail training).

Split Current Year Funds Across Program Objectives

You have less than \$30,000.00 (total current year funds minus AFUA). In this step, you will split these funds to one, two, or all three of the objectives below. If you assign any funds to Objective 3, you must further assign funds to the sub-objectives 3a and 3b according to the rules below.

Objective 1: Well-Rounded Education (WRE)

Distribution
 Your actual percentage is: 90%

Objective 2: Safe and Healthy Students (SHS)

Distribution
 Your actual percentage is: 0%

Objective 3: Effective Use of Technology (EUT)

Distribution
 Your actual percentage is: 0%

Objective 3a: Technology Infrastructure (TIN)

Distribution
 This must be 15% or less of your EUT distribution.
 Your actual percentage is: 0%

Objective 3b: Technology Education (TED)

Distribution

Total Funds Distributed

Title IV-A Expenditure Planning

Planned expenditures for each Title IV-A objective will be tagged in the Expenditure Detail module with grants management codes.

Reservation		GM Codes
4107	Well-rounded Education	WRE
4108	Safe and Healthy Students	SHS
4109	Effective Use of Technology	
	Technology Infrastructure	TIN
	Technology in Education	TED

Title III



Intent to Apply

Title III Intent to Apply Form

The Title III Intent to Apply form was due on February 17, 2025. The form is for districts and state authorized charter schools who are not current Title III subgrant recipients and who wish to apply for school year 25-26. The Title III Intent to Apply form can be accessed using [this link](#).

Consortia for Title III

For the Title III funding in the UA, LEAs with an allocation less than \$10,000 must form a consortium with a single fiscal agent to manage funds across LEAs before the application is approved and finalized.

Consortium Formation Process

- All LEAs will receive Title III-A planning awards when the UA opens on March 3rd. LEAs that receive an award less than \$10,000 must join a consortium in order to have their application approved.
 - **Note:** to adjust consortium participation: notify NMPED (language.culture@ped.nm.gov) of the decision to join a consortium **by April 16, 2025.**
- Each LEAs participating in a consortium should conduct equitable services and complete the expenditure detail for Title III for their allocation (or their share of the consortium total).
- LEAs receiving under \$10,000 that are not participating in a consortium should notify NMPED in writing (language.culture@ped.nm.gov) by April 1, 2025 to ensure the planning award is zeroed out by **April 16, 2025.**

IDEA Proportionate Share

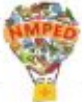


Private School Consultation Requirement

- LEAs must consult with private schools on the design and development of special education and related services for students with IEPs, with regard to the five items below, specifically described at 20 U.S.C. 1412(a)(10)(A)(iii) [34 CFR § 300.134]:
 - (a) Child find;
 - (b) Proportionate share of funds;
 - (c) Consultation Process;
 - (d) Provision of special education and related services; and
 - (e) Explanation by LEA regarding services (should be provided to the private school in written form)

Private School Consultation Form and Upload

- Private school consultation with each private school in an LEAs' jurisdiction must occur.
 - LEAs must provide evidence the consultation occurred by having private schools complete the Private School Consultation form.

IDEA B Application					
Private School Consultation Form					
		School Year: <input type="text"/>			
<i>Instructions: Print this page, obtain required information then upload the page to SharePoint.</i>					
We, the undersigned representatives of private schools, affirm that we consulted with: Enter LEA <input type="text"/>					
During the design and development of special education and related services for students with IEPs, with regard to the five items below, specifically described at 20 U.S.C. 1412(a)(10)(A)(iii) [34 CFR § 300.134]: (a) Child find; (b) Proportionate share of funds; (c) Consultation Process; (d) Provision of special education and related services; and (e) Written explanation by LEA regarding services.					
<i>Please note: This private school consultation documentation must be submitted with the original signatures.</i>					
LEA PRIVATE SCHOOL CONSULTATION DOCUMENTATION					
	Name of Private School	Number of students with disabilities enrolled	Name of Representative (Print)	Signature of Representative	Consultation Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Private School Consultation Form and Upload

- Private school consultation forms can be found here:
 - [2025-2026 IDEA B Application Signature Pages.xlsx - Google Sheets](#)
- Completed Private School consultation forms must be uploaded to IDEA B Application site:
 - <https://webed.ped.state.nm.us/sites/IDEAB/Sitepages/home.aspx>
- For assistance contact:

OSE Finance Team

Sushmita Ghosh:

sushmita.ghosh@ped.nm.gov

Randall Rapanut:

randall.rapanut@ped.nm.gov

Charlene Marcotte:

charlene.marcotte@ped.nm.gov

Next Steps



Next Steps

Next steps:

- Log in to the Unified Application and reach out to Unified.App@ped.nm.gov if the LEA does not have “Grant Manager” access.

Moving Forward



Weekly Federal Programs Team Calls Schedule (1/2)

Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend relevant sessions; not all sessions will be applicable to all LEAs.

Date	Phase	Audience *denotes mandatory	Description Tentative & Subject to Change
January 7	Pre-Application	Federal Programs Directors* All LEA Roles	Overview of Unified Application Structure (including budget) and pre-application modules (consolidated assurances, district contacts, etc.)
January 14	Pre-Application	Federal Programs Directors* All LEA Roles	Overview of Pre-Application Activities (Assurances, , NOVA data validation, LEA Access, etc.).
January 21	Pre-Application	Federal Programs Directors* All LEA Roles	Comprehensive Needs Assessments, Tribal Consultation, Homeless Needs Assessment
January 28	Pre-Application	Chief Academic Officers* All LEA Roles	Priorities module overview: Academics for All, Priority Student Groups, Educator Workforce
February 4	Pre-Application	Private School Equitable Services Captains (Geographical LEAs only)* All LEA Roles	ESSA Equitable Services
February 11	Pre-Application	Geographical LEA Title I Directors* All LEA Roles	Title I A: Reservations and Rank & Serve
February 17th	Pre-Application Module Opens		
February 18	Pre-Application	Federal Programs Directors* All LEA Roles	Title IV & Title III
February 25	Pre-Application	Federal Programs Directors* All LEA Roles	Expenditure Detail Module & Guidance
March 3	UA Opens (ESEA)		

Planned Topics for Weekly Federal Programs Team Calls (2/2)

Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend relevant sessions; not all sessions will be applicable to all LEAs.

Date	Phase	Audience *denotes mandatory	Description Tentative & Subject to Change
March 4	Application Completion	Federal Programs Directors* All LEA Roles	Launching and Transferability/AFUA
March 11	Application Completion	Federal Programs Directors* All LEA Roles	IDEA Compliance & Proportionate Share
March 17th	UA Opens (IDEA)		
March 18	Application Completion	All LEA Roles	Submitting the Application & Overview of approval process
March 25	Application Completion	Federal Programs Directors* All LEA Roles	Overview of finance processes that will stay the same and any differences
April 1	Application Completion	Chief Financial Officers/Business Managers* All LEA Roles	Outstanding Questions
April 8	Application Completion	All LEA Roles	Outstanding Questions
April 15	Application Completion	Federal Programs Directors* All LEA Roles	Outstanding Questions
April 16	UA Submissions Due		

Exit Survey: Questions & Feedback

Link to exit survey

<https://tinyurl.com/NMUAFeb18>

Please send any questions regarding the Unified Application to:

Unified.App@ped.nm.gov