

**NM Public Education Department's State Appropriation-
Career Technical Education (Innovation Zone)**

SUPPLEMENT

PURPOSE OF FUNDING

During the 2022 legislative session, the state appropriated funding for the Innovation Zone Initiative (SY2022-23). Funding is awarded to support schools in their efforts to transform and align education throughout the high school. Funding for this initiative is from 2022 House Bill 2 and is titled "CTE Initiatives and Equipment." PED has identified 10 sites as high school transformation Innovation Zones. Each Innovation Zone will receive funding to support launching or continuing site-based transformation that aligns educational experiences with the community's expectations. 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

Innovation Zone allocation may be used to support any uses as specified by Perkins guidance. Additionally, funds may be used to:

- Provide professional development, supplies, materials, equipment and purchased services for programs that were not identified as priority sectors on the CLNA.
- Guide career exploration via curriculum, tools and resources as needed for students in middle and high school.
- Provide soft skills training by a Career Technical Student Organization (CTSO), or via an online training platform.
- Provide math integration curriculum and materials to improve math achievement in secondary schools.
- Provide resources to teachers who want to pursue credentials to teach Dual Credit courses in CTE concentrations.

FISCAL REQUIREMENTS

Reporting Requirements

Please review Exhibit A and submit a BAR through OBMS for the appropriate amount using fund code **27552** and revenue object code 43202. 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 A, through OBMS by **December 30, 2022**.
- 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.
- 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.
3. School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99; 6.20.2.24 NMAC - Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]

- 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. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
3. Supporting documentation for the following expenditure categories:
 - a. In-Person Professional Development
 - i. Agenda
 - ii. Itemized Travel Expenditure Summary
 - iii. Receipts if Traveling Based on Actuals
 - iv. Attendance Sign-In Roster (if applicable)
 - b. Virtual Professional Development
 - i. Agenda – Identifies course, providing description, dates, and time of course
 - ii. Certificate of Completion from provider containing
 1. company logo or letterhead authenticating service provider
 2. Identifies professional development course, dates, and time
 3. Prints full name of attendee
 - iii. **If** Certificate of Completion not available ->
 1. Electronic Sign In Roster
 2. Lists each attendee by full name, date, and time of log in and log out, course time duration
 - c. Supplies
 - i. Invoices, packing slips (upon request)
 - d. Equipment \geq \$5000

- i. Signed PED Equipment \geq \$5,000 Preapproval to Purchase Form
<https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/>

- ii. Invoice

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 FY23 is **July 7, 2023**.