



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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MARIANA D. PADILLA  
SECRETARY DESIGNATE OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

March 3, 2025

**MEMORANDUM**

**TO:** Superintendents, Charter School Leaders and Business Managers  
**FROM:** Amanda DeBell, Deputy Secretary of Teaching, Learning and Innovation  
**RE:** New Mexico State Appropriation - NextGen CTE Funding (27502) FY24-25  
Final Award

DocuSigned by:  
*Amanda DeBell*  
88199725368D409...

During the 2024 legislative session, the state appropriated funding for NextGen CTE Funding. The New Mexico Public Education Department (PED) has determined its final FY 24-25 award for the NextGen CTE Funding which is illustrated on Exhibit C. This funding is to be used specifically for NextGen CTE Funding, as identified in the attached supplement. This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in the supplement and documentation supporting expenditures is required.

Please note the following New Mexico State Legislation appropriation information and compliance requirements specific to this award:

Award Name: NextGen CTE Funding

Funding Agency: NM Public Education Department, Special Appropriation Fund; NextGen CTE Funding, NM Laws of 2024, Section V, Item (104)

Compliance Requirements: NM Procurement Code (1.4.1 NMAC),  
Procurement Code (13-1-28 through 13-1-99) NMSA 1978

NM Department of Finance Administration Rules and Regulations

<https://www.nmdfa.state.nm.us/financial-control/resource-information>

Please submit a Budget Adjustment Request (BAR) for the award amount indicated on Exhibit C using **Fund Code 27502** and **Revenue Code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website. Please attach a copy of this award memo including the Supplement and Exhibit C to the BAR.

FY24-25-27502 Next Gen CTE Final Award

March 3, 2025

Page 2 of 2

This award is effective for the fiscal year period from July 1, 2024, through June 30, 2025, upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2025. The last day to submit requests for reimbursement for FY 24-25 will be **July 7, 2025**.

If you have fiscal questions, please contact Valerie Padilla, Fiscal Grants Management Bureau at [valerie.padilla@ped.nm.gov](mailto:valerie.padilla@ped.nm.gov), (505) 538-0215. If you have programmatic questions, please contact Breezy Gutierrez, at (505) 231-5425 / [ped.ccrb@ped.nm.gov](mailto:ped.ccrb@ped.nm.gov) or Contact your Education Administrator with the CCRB bureau.

Enc. (2):

Award Table-Exhibit C; Supplement



**EXHIBIT C (27502 - Final Award - FY24-25)**

**Award Name:** CTE Program (Pilot)

**Laws:** 2024

**HB/SB:** HB0002

**Section:** 179

**Paragraph:** Page 211 Line 4

**Program Contact Name:** Breezy Gutierrez

**Purpose of Award:** For CTE pilot programs to establish career technical education programs at participating LEA, state charter, and BIE/Tribally Controlled schools and locations.

**State of New Mexico Special Appropriation- State Grant (27502) FINAL AWARD FY24-25**

| OBMS ENTITY CODE | LOCAL EDUCATION AGENCY                     | District/State Charter/Local Charter Planning Allocation<br>(Revenue Code 43202) | District/State Charter/Local Charter Final Allocation<br>(Revenue Code 43202) | FY24-25 Approved Budget | Total Amount To BAR |
|------------------|--|--|---|-------------------------|---------------------|
| 46               | Alamogordo Public Schools                  | \$ 152,004   | \$ 174,897.00   | \$ 152,004.00           | \$ 22,893           |
| 1                | Albuquerque Public Schools                 | \$ 757,020   | \$ 1,077,476.00   | \$ 757,020.00           | \$ 320,456          |
| 749-001          | ACE Leadership High School                 | \$ 7,468   | \$ 7,468.00   | \$ 7,468.00             | \$ -                |
| 090-001          | ABQ Charter Academy                        | \$ 11,943  | \$ 11,943.00  | \$ 11,943.00            | \$ -                |
| 01015016         | ABQ Talent Development Academy             | \$ 4,569   | \$ -  | \$ 4,569.00             | \$ (4,569)          |
| 01015028         | Corrales International School              | \$ 3,781   | \$ 3,781.00   | \$ 3,781.00             | \$ -                |
| 01015063         | Digital Arts and Technology Academy        | \$ 8,855   | \$ 8,855.00   | \$ 8,855.00             | \$ -                |
| 526-001          | East Mountain High School                  | \$ 11,723  | \$ 11,723.00  | \$ -                    | \$ 11,723           |
| 01015069         | El Camino Real Academy                     | \$ 6,271   | \$ 6,271.00   | \$ 6,271.00             | \$ -                |
| 514-001          | Gilbert L. Sena Charter High School        | \$ 4,443   | \$ 4,443.00   | \$ 4,443.00             | \$ -                |
| 01015030         | Gordon Bernell Charter School              | \$ 5,010   | \$ 5,010.00   | \$ 5,010.00             | \$ -                |
| 553-001          | Health Leadership High School              | \$ 6,649   | \$ 6,649.00   | \$ 6,649.00             | \$ -                |
| 508-001          | International School at Mesa del Sol (The) | \$ 3,844   | \$ 3,844.00   | \$ 3,844.00             | \$ -                |
| 01015061         | La Academia de Esperanza Charter School    | \$ 7,847   | \$ -  | \$ 7,847.00             | \$ (7,847)          |
| 01015017         | Los Puentes Charter School                 | \$ 3,655   | \$ 3,655.00   | \$ 3,655.00             | \$ -                |
| 01015006         | Native American Community Academy          | \$ 10,210  | \$ 10,210.00  | \$ 10,210.00            | \$ -                |
| 506-001          | New America School                         | \$ 6,555   | \$ -  | \$ 6,555.00             | \$ (6,555)          |
| 01015039         | Mark Armijo Academy                        | \$ 6,302   | \$ 6,302.00   | \$ 6,302.00             | \$ -                |
| 01015047         | Public Academy for Performing Arts         | \$ 13,613  | \$ -  | \$ 13,613.00            | \$ (13,613)         |
| 01015051         | Robert F. Kennedy Charter School           | \$ 11,817  | \$ 11,817.00  | \$ 11,817.00            | \$ -                |
| 750-001          | Siembra Leadership High School             | \$ 8,949   | \$ 8,949.00   | \$ 8,949.00             | \$ -                |
| 01015025         | South Valley Academy                       | \$ 18,970  | \$ 18,970.00  | \$ 18,970.00            | \$ -                |
| 561-001          | Technology Leadership High School          | \$ 9,832   | \$ 9,832.00   | \$ 9,832.00             | \$ -                |
| 30               | Animas Public Schools                      | \$ 79,960  | \$ 80,690.00  | \$ 79,960.00            | \$ 730              |
| 22               | Artesia Public Schools                     | \$ 113,333   | \$ 124,332.00   | \$ 113,333.00           | \$ 10,999           |
| 64               | Aztec Municipal Schools                    | \$ 116,098   | \$ 127,946.00   | \$ 116,098.00           | \$ 11,848           |
| 87               | Belen Consolidated Schools                 | \$ 149,688   | \$ 171,870.00   | \$ 149,688.00           | \$ 22,182           |
| 61               | Bernalillo Public Schools                  | \$ 119,469   | \$ 132,355.00   | \$ 119,469.00           | \$ 12,886           |
| 66               | Bloomfield Schools                         | \$ 126,422   | \$ 141,447.00   | \$ 126,422.00           | \$ 15,025           |
| 40               | Capitan Municipal Schools                  | \$ 84,106  | \$ 86,112.00  | \$ 84,106.00            | \$ 2,006            |
| 20               | Carlsbad Municipal Schools                 | \$ 147,286   | \$ 168,731.00   | \$ 147,286.00           | \$ 21,445           |
| 37               | Carrizozo Municipal Schools                | \$ 80,255  | \$ 81,076.00  | \$ 80,255.00            | \$ 821              |
| 67               | Central Consolidated Schools               | \$ 167,523   | \$ 195,192.00   | \$ 167,523.00           | \$ 27,669           |
| 8                | Cimarron Municipal Schools                 | \$ 80,111  | \$ 83,148.00  | \$ 80,111.00            | \$ 3,037            |
| 08075003         | Moreno Valley High School                  | \$ 1,728   | \$ -  | \$ -                    | \$ -                |
| 84               | Clayton Municipal Schools                  | \$ 84,410  | \$ 86,510.00  | \$ 84,410.00            | \$ 2,100            |
| 48               | Cloudcroft Municipal Schools               | \$ 83,685  | \$ 85,561.00  | \$ 83,685.00            | \$ 1,876            |
| 12               | Clovis Municipal Schools                   | \$ 173,287   | \$ 202,731.00   | \$ 173,287.00           | \$ 29,444           |
| 24               | Cobre Consolidated Schools                 | \$ 92,968  | \$ 97,700.00  | \$ 92,968.00            | \$ 4,732            |

|          |   |            |               |               |             |
|----------|---|------------|---------------|---------------|-------------|
| 62       | Cuba Independent Schools                | \$ 90,509  | \$ 94,485.00  | \$ 90,509.00  | \$ 3,976    |
| 42       | Deming Public Schools                   | \$ 148,965 | \$ 173,131.00 | \$ 148,965.00 | \$ 24,166   |
| 42295006 | Deming Cesar Chavez Charter High School | \$ 7,171   | \$ 7,171.00   | \$ 7,171.00   | \$ -        |
| 85       | Des Moines Municipal Schools            | \$ 78,688  | \$ 79,027.00  | \$ 78,688.00  | \$ 339      |
| 6        | Dexter Consolidated Schools             | \$ 84,875  | \$ 87,118.00  | \$ 84,875.00  | \$ 2,243    |
| 58       | Elida Municipal Schools                 | \$ 78,332  | \$ 78,562.00  | \$ 78,332.00  | \$ 230      |
| 55       | Española Public Schools                 | \$ 121,617 | \$ 142,538.00 | \$ 121,617.00 | \$ 20,921   |
| 32       | Eunice Public Schools                   | \$ 87,934  | \$ 91,118.00  | \$ 87,934.00  | \$ 3,184    |
| 65       | Farmington Municipal Schools            | \$ 218,985 | \$ 262,488.00 | \$ 218,985.00 | \$ 43,503   |
| 59       | Floyd Municipal Schools                 | \$ 78,513  | \$ 78,798.00  | \$ 78,513.00  | \$ 285      |
| 16       | Fort Sumner Municipal Schools           | \$ 81,736  | \$ 83,013.00  | \$ 81,736.00  | \$ 1,277    |
| 19       | Gadsden Independent Schools             | \$ 339,407 | \$ 419,955.00 | \$ 339,407.00 | \$ 80,548   |
| 43       | Gallup-McKinley County Schools          | \$ 307,273 | \$ 382,531.00 | \$ 307,273.00 | \$ 75,258   |
| 15       | Grady Municipal Schools                 | \$ 78,105  | \$ 78,265.00  | \$ 78,105.00  | \$ 160      |
| 88       | Grants/Cibola County Schools            | \$ 153,356 | \$ 176,667.00 | \$ 153,356.00 | \$ 23,311   |
| 5        | Hagerman Municipal Schools              | \$ 82,362  | \$ 83,831.00  | \$ 82,362.00  | \$ 1,469    |
| 18       | Hatch Valley Public Schools             | \$ 99,079  | \$ 105,691.00 | \$ 99,079.00  | \$ 6,612    |
| 33       | Hobbs Municipal Schools                 | \$ 199,529 | \$ 237,047.00 | \$ 199,529.00 | \$ 37,518   |
| 39       | Hondo Valley Public Schools             | \$ 79,157  | \$ 79,640.00  | \$ 79,157.00  | \$ 483      |
| 50       | House Municipal Schools                 | \$ 77,964  | \$ 78,080.00  | \$ 77,964.00  | \$ 116      |
| 63       | Jemez Valley Public Schools             | \$ 83,669  | \$ 86,247.00  | \$ 83,669.00  | \$ 2,578    |
| 7        | Lake Arthur Municipal Schools           | \$ 78,772  | \$ 79,137.00  | \$ 78,772.00  | \$ 365      |
| 17       | Las Cruces Public Schools               | \$ 392,791 | \$ 499,691.00 | \$ 392,791.00 | \$ 106,900  |
| 69       | Las Vegas City Public Schools           | \$ 98,050  | \$ 104,346.00 | \$ 98,050.00  | \$ 6,296    |
| 51       | Logan Municipal Schools                 | \$ 79,576  | \$ 80,188.00  | \$ 79,576.00  | \$ 612      |
| 29       | Lordsburg Municipal Schools             | \$ 86,551  | \$ 89,309.00  | \$ 86,551.00  | \$ 2,758    |
| 41       | Los Alamos Public Schools               | \$ 91,365  | \$ 95,605.00  | \$ 91,365.00  | \$ 4,240    |
| 86       | Los Lunas Public Schools                | \$ 164,014 | \$ 194,054.00 | \$ 164,014.00 | \$ 30,040   |
| 21       | Loving Municipal Schools                | \$ 83,055  | \$ 84,738.00  | \$ 83,055.00  | \$ 1,683    |
| 31       | Lovington Municipal Schools             | \$ 117,281 | \$ 129,494.00 | \$ 117,281.00 | \$ 12,213   |
| 75       | Magdalena Municipal Schools             | \$ 87,619  | \$ 90,706.00  | \$ 87,619.00  | \$ 3,087    |
| 11       | Maxwell Municipal Schools               | \$ 78,434  | \$ 78,695.00  | \$ 78,434.00  | \$ 261      |
| 14       | Melrose Municipal Schools               | \$ 79,859  | \$ 80,558.00  | \$ 79,859.00  | \$ 699      |
| 78       | Mesa Vista Consolidated Schools         | \$ 82,765  | \$ -          | \$ -          | \$ -        |
| 44       | Mora Independent Schools                | \$ 83,659  | \$ 85,527.00  | \$ 83,659.00  | \$ 1,868    |
| 28       | Mosquero Municipal Schools              | \$ 77,825  | \$ 77,898.00  | \$ 77,825.00  | \$ 73       |
| 82       | Mountainair Public Schools              | \$ 81,079  | \$ 82,154.00  | \$ 81,079.00  | \$ 1,075    |
| 70       | Pecos Independent School District       | \$ 84,872  | \$ 87,113.00  | \$ 84,872.00  | \$ 2,241    |
| 57       | Portales Municipal Schools              | \$ 113,365 | \$ 124,373.00 | \$ 113,365.00 | \$ 11,008   |
| 3        | Quemado Independent Schools             | \$ 80,729  | \$ 81,696.00  | \$ 80,729.00  | \$ 967      |
| 9        | Raton Public Schools                    | \$ 89,500  | \$ 93,165.00  | \$ 89,500.00  | \$ 3,665    |
| 2        | Reserve Independent Schools             | \$ 80,408  | \$ 81,276.00  | \$ 80,408.00  | \$ 868      |
| 83       | Rio Rancho Public Schools               | \$ 199,613 | \$ 241,806.00 | \$ 199,613.00 | \$ 42,193   |
| 4        | Roswell Independent Schools             | \$ 206,531 | \$ 246,203.00 | \$ 206,531.00 | \$ 39,672   |
| 27       | Roy Municipal Schools                   | \$ 78,321  | \$ 78,547.00  | \$ 78,321.00  | \$ 226      |
| 52       | San Jon Municipal Schools               | \$ 78,397  | \$ 78,647.00  | \$ 78,397.00  | \$ 250      |
| 71       | Santa Fe Public Schools                 | \$ 160,142 | \$ 203,631.00 | \$ 160,142.00 | \$ 43,489   |
| 71495024 | Academy for Technology and the Classics | \$ 13,467  | \$ 13,467.00  | \$ 26,934.00  | \$ (13,467) |
| 25       | Santa Rosa Consolidated Schools         | \$ 86,079  | \$ 88,692.00  | \$ 86,079.00  | \$ 2,613    |
| 23       | Silver Consolidated School District     | \$ 103,970 | \$ 114,649.00 | \$ 103,970.00 | \$ 10,679   |
| 74       | Socorro Consolidated Schools            | \$ 100,202 | \$ 107,160.00 | \$ 100,202.00 | \$ 6,958    |
| 10       | Springer Municipal Schools              | \$ 79,753  | \$ 80,420.00  | \$ 79,753.00  | \$ 667      |
| 76       | Taos Municipal Schools                  | \$ 101,488 | \$ 114,278.00 | \$ 101,488.00 | \$ 12,790   |
| 73       | Truth or Consequences Municipal Schools | \$ 97,814  | \$ 104,037.00 | \$ 97,814.00  | \$ 6,223    |
| 49       | Tucumcari Public Schools                | \$ 93,068  | \$ 97,831.00  | \$ 93,068.00  | \$ 4,763    |

|                                     |  |                      |                      |                      |                     |
|-------------------------------------|--|----------------------|----------------------|----------------------|---------------------|
| 47                                  | Tularosa Municipal Schools                                   | \$ 106,453           | \$ 115,334.00        | \$ 106,453.00        | \$ 8,881            |
| 26                                  | Vaughn Municipal Schools                                     | \$ 78,880            | \$ 79,278.00         | \$ 78,880.00         | \$ 398              |
| 45                                  | Wagon Mound Public Schools                                   | \$ 78,579            | \$ -                 | \$ -                 | \$ -                |
| 68                                  | West Las Vegas Public Schools                                | \$ 95,513            | \$ 101,028.00        | \$ 95,513.00         | \$ 5,515            |
| 89                                  | Zuni Public School District                                  | \$ 104,348           | \$ 112,581.00        | \$ 104,348.00        | \$ 8,233            |
| <b>STATE CHARTERS</b>               |  |                      |                      |                      |                     |
| 580-001                             | 21st Century Public Academy                                  | \$ 85,779            | \$ -                 | \$ -                 | \$ -                |
| 579-001                             | ACES Technical Charter School                                | \$ 78,374            | \$ 78,374.00         | \$ 78,374.00         | \$ -                |
| 516-001                             | Albuquerque School of Excellence                             | \$ 86,788            | \$ -                 | \$ -                 | \$ -                |
| 517-001                             | Albuquerque Sign Language Academy (The)                      | \$ 78,153            | \$ 78,153.00         | \$ 78,153.00         | \$ -                |
| 532-001                             | Aldo Leopold High School                                     | \$ 85,911            | \$ 85,911.00         | \$ 85,911.00         | \$ -                |
| 511-001                             | Alma d'Arte Charter High School                              | \$ 83,468            | \$ 83,468.00         | \$ -                 | \$ 83,468           |
| 525-001                             | Amy Biehl Charter High School                                | \$ 84,424            | \$ 84,424.00         | \$ 84,424.00         | \$ -                |
| 520-001                             | ASK Academy (The)  | \$ 92,682            | \$ 92,682.00         | \$ 92,682.00         | \$ -                |
| 512-001                             | Cesar Chavez Community School                                | \$ 82,691            | \$ 82,691.00         | \$ 82,691.00         | \$ -                |
| 502-001                             | Cottonwood Classical Preparatory School                      | \$ 89,088            | \$ 89,088.00         | \$ 89,088.00         | \$ -                |
| 562-001                             | Dzit Dit Lool School of Empowerment, Action and Perseverance | \$ 80,307            | \$ 80,307.00         | \$ 80,307.00         | \$ -                |
| 550-001                             | Estancia Valley Classical Academy                            | \$ 77,586            | \$ -                 | \$ -                 | \$ -                |
| 557-001                             | Explore Academy  | \$ 102,386           | \$ 102,386.00        | \$ 102,386.00        | \$ -                |
| 581-001                             | Explore Academy - Las Cruces                                 | \$ 86,036            | \$ 86,036.00         | \$ 86,036.00         | \$ -                |
| 535-001                             | J. Paul Taylor Academy                                       | \$ 80,760            | \$ -                 | \$ -                 | \$ -                |
| 567-001                             | Las Montañas Charter School                                  | \$ 85,475            | \$ 85,475.00         | \$ 85,475.00         | \$ -                |
| 519-001                             | MASTERS Program (The)  | \$ 85,852            | \$ 85,852.00         | \$ 85,852.00         | \$ -                |
| 547-001                             | McCurdy Charter School                                       | \$ 101,553           | \$ 101,553.00        | \$ 101,553.00        | \$ -                |
| 578-001                             | Middle College High School                                   | \$ 85,692            | \$ -                 | \$ -                 | \$ -                |
| 542-001                             | Mission Achievement and Success Charter School               | \$ 95,642            | \$ -                 | \$ -                 | \$ -                |
| 564-001                             | Monte del Sol Charter School                                 | \$ 90,226            | \$ 90,226.00         | \$ 90,226.00         | \$ -                |
| 549-001                             | New America School of Las Cruces                             | \$ 84,448            | \$ 84,448.00         | \$ 84,448.00         | \$ -                |
| 554-001                             | New Mexico Connections Academy                               | \$ 81,030            | \$ -                 | \$ -                 | \$ -                |
| 509-001                             | New Mexico School for the Arts                               | \$ 88,779            | \$ 88,779.00         | \$ 88,779.00         | \$ -                |
| 005-020                             | Pecos Cyber Academy  | \$ 104,655           | \$ 104,655.00        | \$ 104,655.00        | \$ -                |
| 505-001                             | School of Dreams Academy                                     | \$ 88,796            | \$ 88,796.00         | \$ 88,796.00         | \$ -                |
| 568-001                             | Six Directions Indigenous Charter School                     | \$ 81,697            | \$ -                 | \$ -                 | \$ -                |
| 544-001                             | Albuquerque Aviation Academy                                 | \$ 83,006            | \$ -                 | \$ -                 | \$ -                |
| 531-001                             | Southwest Secondary Learning Center                          | \$ 82,218            | \$ 82,218.00         | \$ 82,218.00         | \$ -                |
| 510-001                             | Taos Academy   | \$ 91,390            | \$ 91,390.00         | \$ 91,390.00         | \$ -                |
| 536-001                             | GREAT Academy (The)  | \$ 81,525            | \$ -                 | \$ -                 | \$ -                |
| 518-001                             | Tierra Adentro   | \$ 85,180            | \$ 85,180.00         | \$ 85,180.00         | \$ -                |
| 565-001                             | Tierra Encantada Charter School                              | \$ 87,367            | \$ -                 | \$ -                 | \$ -                |
| 76555012                            | Vista Grande High School                                     | \$ 81,453            | \$ 81,453.00         | \$ 81,453.00         | \$ -                |
| 552-001                             | Walatowa High Charter School                                 | \$ 79,882            | \$ -                 | \$ -                 | \$ -                |
| <b>RURAL EDUCATION COOPERATIVES</b> |  |                      |                      |                      |                     |
| 990-000                             | REC 2  |                      | \$ 526,237.00        | \$ 511,951.00        | \$ 14,286.00        |
| <b>GRAND TOTAL</b>                  |  | <b>\$ 12,287,710</b> | <b>\$ 12,999,993</b> | <b>\$ 11,713,772</b> | <b>\$ 1,286,221</b> |

Compliance Requirements: NM Procurement Code (1.4.1 NMAC), Procurement Code (13-1-28 through 13-1-99) NMSA 1978  
 NM Department of Finance Administration Rules and Regulations: <https://www.nmdfa.state.nm.us/financial-control/resource-information>

**NM Public Education Department's State Appropriation-  
Career Technical Education (Next Gen CTE)**

**SUPPLEMENT**

**PURPOSE OF FUNDING**

This award is available through a seven-year pilot CTE (Career Technical Education) program, commencing in 2019-20. Funds are available for public secondary school districts and state charter schools, to leverage federal programming and to improve CTE support programs such as math integration, career exploration, employability skill development or other CTE programs that may not qualify for federal funding.

State funds must be aligned to NMSA 22.1.12, NextGen requirements. NextGen funds are awarded to support CTE programs of study that align to the priority sectors identified in the regional Comprehensive Local Needs Assessment (CLNA).

NextGen funds, not to exceed 50 percent, may be used to support any approved program of study. These funds can be used to strengthen programs of study that do not align to the priority sectors identified in the regional CLNA. Related CTE supports, in alignment with the requirements of NMSA 22.1.12, may be funded with Next Gen funds, with or without a fully developed program of study.

**ALLOWABLE USES OF FUNDING**

NextGen 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 C and submit a BAR through OBMS for the appropriate amount using fund code **27502** 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 C, through OBMS by **April 4, 2025**.
- 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 **FY25** is **July 7, 2025**.