

New Mexico PreK Proposal (2007-2008)
Frequently Asked Questions and Answers

- 1. *Is the Priority Table (Appendix C) used as a “cut off” to determine who is eligible to apply?***
No
- 2. *Can a cluster of public schools within a community apply?***
The school district makes an application for the cluster of priority schools making up a targeted community within the school district boundaries.
- 3. *What if we are in an area where there are 2 school districts—is this a community?***
Refer in the RFP, Section B. Eligibility and Special Conditions; the “community” is defined by public school district boundaries and/or tribal community boundaries (also see question #60).
- 4. *Do we have to apply for the PreK program before applying for the start-up and safety funds?***
The RFP allows applicants the opportunity to apply for program and start-up and safety at the same time. However, a program must be funded for the PreK program before receiving the start-up and safety funds.
- 5. *How does the state PreK office know what equipment was purchased?***
PED and CYFD have access to reviewing invoices at the program site during the monitoring visit. PreK programs must label large equipment and keep an inventory list of all equipment.
- 6. *If a program received start-up and safety funds the first year of NM PreK, can they apply for it again?***
Yes, however the program must provide information on the need for start-up and safety funds.
- 7. *Can a PreK program use part of their funds to install carpeting?***
Yes, with prior approval by CYFD or PED PreK program managers.
- 8. *Does a charter school apply for PreK funds separate from the school district that they work with?***
No, the school district makes the application and includes the charter school. The school district must submit the application indicating the charter school as the specific site/location for the delivery of PreK services.
- 9. *Can we include those children who turn five years old after September 1 or those whose parents don’t want to send them to kindergarten?***
No, PreK is a four-year-old program.

10. Can a program have a mixed class of Head Start and PreK children or a mixed class of three- and four-year-olds?

No, there cannot be a mixed class of Head Start and PreK or a mixed class of three- and four-year-olds.

11. If a PreK child requires the services of a therapist, should these services be provided outside the PreK school time?

If possible yes, however if the child's IEP requires the services of a therapist the services may be provided during PreK school time.

12. If there is a need in a target area, can we run two half-day programs?

Yes

13. If an area doesn't have too many children who have not received prior PreK services, can they still apply?

Yes

14. If PreK professional development training includes parents, can this be counted as part of the 90 hours of parent engagement?

The 90 hours must be time spent with parent with activities specific to the NM PreK Program Standards and/or NM PreK Early Learning Outcomes.

15. Can PreK funds be used to extend the Head Start day?

No

16. Is the professional development plan specific to teacher education for the teacher and assistant?

Each PreK teacher and assistant must have listed in their professional development plans some goals specific to attaining an AA or BA degree in early childhood education if they do not have one yet. If already licensed as a teacher the professional development plan must have a goal(s) specific to their work in the NM PreK program.

17. Where do we get information on the current number of three-year-old children and where they are being served?

This information will have to be collected by making your best effort to contact all early care and education programs in the community. A listing of licensed CYFD providers is available by county at: www.newmexicokids.org

18. What type of teaching credential should a teaching assistant possess?

An AA degree in early childhood education within 5 years (refer to *NM PreK Program Standards*, Essential Element II: Professionalism II-a.). In the PreK programs funded by PED, an educational assistant must be licensed by the PED.

19. If a teacher has elementary education licensure, should he/she be working on a dossier?

Information regarding teacher licensure can be found at the PED website:
www.ped.state.nm.us

- 20. On Form E-3, do we list where each child to be served will attend kindergarten?**
Yes, the name of the elementary school.
- 21. Will the state PreK ID numbers eventually be part of the STARS system?**
Yes
- 22. Where are the PreK ID numbers generated?**
The PreK ID numbers are generated at the NM PED.
- 23. Should we have 2 half-day sessions to pay for a teacher?**
The decision on the length and/or number of sessions for PreK should be determined by the documented unmet needs in the targeted community.
- 24. Do we submit one proposal if we have multiple sites?**
Yes
- 25. Can the PreK proposal be single spaced? Charts and graphs?**
No, however charts and graphs may be single spaced but must conform to the 12 point font minimum required.
- 26. Who signs in the Director's Signature space?**
The board president and/or director of the organization or the school district superintendent or designee (this applies to charter schools too).
- 27. If we are funded already but we want to add another site or move to another site, do we apply separately?**
Previously funded PreK programs must reapply and submit one application indicating the sites/locations for the delivery of services.
- 28. If an early childhood program is licensed by CYFD, does this mean that all classrooms are licensed?**
CYFD licenses by facility, each part of the facility must meet licensing requirements.
- 29. Is it one contract or separate contracts for program and start-up and safety funds?**
It is one contract.
- 30. What kind of accreditation can a public school preschool have?**
Refer to New Mexico Child Care Facility Regulations.
- 31. On Form E-3, do we list the % of the district or school not meeting proficiency requirement?**

List the percentage of the school district as indicated in Appendix C (as amended).

32. On Form E-3, if the three-year-old children are receiving services at home, can we indicate this here?

Yes, the home is one of the locations that can be listed on Form E3.

33. Where do we look for a list of providers who are currently licensed by CYFD?

Check for this information at this website: www.newmexicokids.org

34. Can amounts for audits and bonding be included in the line item budget?

Yes, these are allowable costs.

35. Is it allowable to subcontract for PreK professional services?

The applicant must identify the subcontractor in the submitted proposal. Prior written approval by PED or CYFD must be received for any subcontract over \$1,000.00.

36. Should Form I be filled by only charter schools?

No, school districts and other applicants must fill out the form. School districts list members of their school board, community based organizations list their board of directors, etc.

37. Can the 7% for administrative costs be used for administrative overhead?

Yes, these are allowable costs.

38. If a program is currently receiving funding through a voucher program and they want to switch to PreK funds, how do they do this?

NM PreK funds and CYFD child care subsidy funds cannot be used for the same time period.

39. Is it necessary to change the program's current curriculum if we get funded for PreK?

The *NM PreK Early Learning Outcomes* are the expected outcomes of the NM PreK program. The *NM PreK Program Standards* identify three possible curricula that may be considered. Other sources of curricular activities and strategies may be used if the program clearly identifies how they contribute to achievement of the early learning outcomes.

40. Can children identified as developmentally delayed (DD) be included in a PreK classroom?

Yes, the NM PreK program is designed to be inclusive of all children.

41. If a child is identified as DD but is not being served until next year, can they stay in the PreK program?

If a child is identified as DD, an IEP must be developed immediately, an IEP meeting with the parents must take place and services should be provided as soon

as possible. Determination for a DD child to stay or not stay in a PreK program depends on their IEP and the type of services the child needs.

- 42. *On Form C, Assurances for Community Programs, page 32 in the CYFD RFP where it indicates no allowances for insurances, does this mean insurance for children or transportation vehicles?***

This refers to transportation vehicles.

- 43. *I am thinking of applying to put the PreK students in my previous center location. The fire marshal has informed me that I need to upgrade the fire system. Can I put this down as an expenditure under the Start-Up and Safety funds category?***

Yes

- 44. *During the NM PreK Bidder's Conference, it was stated that if a child with disabilities was receiving related services from the public schools that a child could not be counted as one of our PreK enrolled children; but would have to be disenrolled from the PreK program but could still retained in the class (non-public provider).***

Does this still apply where the school has no DD program but children are enrolled in a Head Start program with ancillary services provided by the school? If we serve 20 children in one classroom and a child with disability has to be dis-enrolled (because receiving public school services) but still retained in class, we would not be able to replace that slot if our classroom is licensed for only 20 children. Also, that child would in all probability have placement in the PreK program included in their IEP. This could create problems—what is your advice?

It's important to differentiate between what could be called "basic services" and "related services." Children with special needs could be placed in an early childhood classroom and the teacher(s) are paid for with either special education or NM PreK funds. If the classroom teacher(s) are paid for with PreK funds it is still possible for the child to receive "related services" with special education funds. Related services are those services provided under an IFSP or IEP such as occupational, physical, speech/language etc. therapy.

- 45. *Is it possible to write the grant such that the morning programs draws from one targeted community and the afternoon program would draw from a different target community?***

Yes

- 46. *Is a program that is currently licensed through CYFD eligible to apply for the RFP given that the classroom that will serve the children is not currently licensed or will require reevaluation in light of structural modifications; but will be licensed prior to initiating services to the eligible children. We want to take a classroom that is currently listed on our license and make modifications, expanding the classroom so that it will accommodate more children.***

Yes, you are eligible to apply if you are a currently licensed provider and the space is part of your current facility (building). The RFP requires that you be currently licensed on Page 12. The fact that you may need to renovate a space and thus be required to have a re-inspection does not preclude your response to this RFP.

47. *Should the Title I school be where the child lives or where the child will go to school?*

In most cases we assume that the child/family live and will likely go to school (kindergarten) in the targeted community. If it is known that a child intends to enroll in a kindergarten program that does not meet the priorities identified in the RFP they should not be part of the funded NM PreK population.

48. *If a program is not yet completely licensed yet, can they still apply?*

No, the RFP states that only licensed providers may apply.

49. *The response to an NM PreK RFP would represent a part-time program for which we would be reimbursed the specific funds per identified participant. Are we able to recover tuition costs for the families for the remainder of the time that the child is enrolled in our program directly from the families or from child care subsidies when families qualify? 540 hours is 22% of our year-round, full-time program.*

This is correct.

50. *The contract period is scheduled to start July 1, 2007, or as soon as possible thereafter. If school begins in late August, in keeping with the local public schools, will this be an acceptable start date for students. Will expenditures necessary for the program be available as of July 1 with an August school start date?*

If a fully executed contract is in place with a retroactive provision to July 1, expenditures in July may be billed. It is acceptable to have a start date in conjunction with the local public schools.

51. *Is Board of Directors required for a privately owned entity for the purpose of this grant?*

No

52. *Can polices and procedures for establishing IEPs be provided by an outside existing contractor?*

Yes, this can be done in partnership.

53. *Can you provide an estimate of necessary time allotment for data entry and other data collection and reporting required by this funding (a weekly number of hours would be helpful)?*

Approximately 2 to 4 hours per week depending upon the funded enrollment.

54. Will CYFD be the fiscal agent for funds transfer? Please explain about the process for funding.

If you are a licensed child care provider you will be reimbursed by CYFD for expenditures in alignment with your approved budget. You will submit invoices/expenditures monthly. These are cost reimbursement contracts.

55. Should data on registered (but unlicensed) home-based child care providers be included in the numbers provided on Form E1?

No

56. Will there be student assessments specific to the NM PreK program that needs to be administered at the site and what are these?

Yes, please refer to the Procurement Library referenced in the RFP on page 10. See the policy brief on assessment, the program standards, the early learning outcomes documents (5 documents). The documents in the Procurement Library can be found at www.newmexicoprek.org

57. Is installing a bathroom stall at the site an allowable expenditure under the Start-up guidelines?

Please refer to the answer for Question #8.

58. Will funds from the NM PreK program be available to contribute to the 10% required for tuition and books under the TEACH program?

Yes

59. Will programs who maximize school capacity for students be given preference for funding over those who do not? (where there is a demonstrated need for maximized capacity)

Yes, but this priority is not the only source of points for the proposal.

60. For programs whose mission is to serve a population that expands beyond a single district, is it permissible to create a community boundary that includes schools from multiple main districts?

Yes (also see question #3).

61. Is the per child rate of \$2,624.95 the funding that we will receive, or are we able to charge our tuition rate in addition to this supplement?

The funding is for the NM PreK time only. You cannot charge any tuition for this time period.

62. If we don't apply this year will this decrease our chances next year?

Not applying this year will not have any effect on your ability to apply in future years if additional funding is provided by the legislature.

63. Can we enroll new students into this program, or must they all be new students, or are we only working with the children currently enrolled?

If you apply, you must pick a target community that meets the specifications of the RFP and then have enrollment policies that can admit any children from that community. If you are currently serving three-year-olds from that community, they can be included but if more apply than you have spaces you must create a system that gives all children an opportunity to be served.

64. *If we are on the cusp of the 66% what happens if a child moves or parents decide to send the child to a school that is not classified as Title I?*

If you have 66% meeting the requirements at the beginning of the program and the family moves, you would attempt to enroll another child that comes from the targeted community. Presumably they would be on your waiting list from your recruitment efforts. You would not be negatively impacted by the change of just one or two students as long as you made good faith efforts to replace them with priority children.

65. *How many hours per day and days per week must a funded child attend? Is the reimbursement amount only covering 11.25 hours per week per child?*

The NM PreK Program requires a minimum of 450 direct service hours per child. Typically, programs provide 2.5 to 3.5 hours per day for five days a week. We are encouraging high quality programs (Head Start, Star Level 4 and 5, etc.) to serve as many unserved children as possible. It is possible to have eligible families apply for child care subsidy or use private pay for the rest of the day.

66. *Form C. Assurance for Community Programs—As Children’s World Development Center is a for profit agency, many of the requested documents are not available to submit as they do not apply to our center. These documents include: Articles of Incorporation approved by the NM Corporation Commission, By-Laws, Non-Profit Corporate Report, and audit.*

Form I. Board of Directors Roster for Community Partners--Members of the corporation can be provided in lieu of Form I. For the other forms, write a one-page statement indicating why these forms are not applicable and place statement in place of the required form.

67. *Teacher Qualifications—The person we have selected to become our PreK teacher has a Bachelor in Psychology and her 45-hour-entry level certificate. Will this be sufficient to meet the requirements?*

No, a five year plan is required to meet the specified licensure requirement if she is to be the lead teacher.