

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 509-000-1819-0001-IB
Fund Type: Flowthrough
Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

Entity Name: New Mexico School for the Arts

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Liza Romero, Business Manager

Total Approved Budget (Flowthrough):

Phone: 575-770-0797

Email: eromero@nmschoolforthearts.org

FLOWTHROUGH ONLY	Budget Period: 07/01/2018	To: 06/30/2019
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 27103.0000.43202 \$1,224

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2009 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$1,224	\$1,224	
Sub Total						\$1,224		
Indirect Cost								
DOC. TOTAL						\$1,224		

Justification:

FY19 Award - GC Meeting 9/12/18

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



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PUBLIC EDUCATION DEPARTMENT
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CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

August 15, 2018

Mr. Eric Crites
Head of School
New Mexico School for the Arts
275 E. Alameda St.
Santa Fe, NM 87501

Dear Head of School Crites:

New Mexico School for the Arts (LEA) is eligible to receive reimbursement for approved Dual Credit Instructional Materials (DCIM). The DCIM allocation for the 2018-2019 school year is **\$1,224.00** which is 85% of the eligible allocation. New Mexico School for the Arts may qualify to receive an allocation adjustment, pending program compliance (see attached DCIM FY 2019 Allocation Guidelines).

In a case of non-compliance, the state reserves the right to rescind the LEA's initial allocation amount and redistribute the initial allocation of funds to LEAs that are determined to be in compliance. To maintain compliance and eligibility for receiving DCIM funding, please abide by the set schedule and ensure you have submitted your Student Teacher Accountability Reporting System (STARS) enrollment data. If these requirements are not met, the Public Education Department (PED) reserves the right to rescind your award amount in its entirety.

As noted in 6.30.7.8 of the New Mexico Administrative Code, the LEAs must pay the cost of the required textbooks for dual credit students. New Mexico School for the Arts may immediately begin to establish budget authority by submitting a Budget Adjustment Request (BAR) upon receipt of this letter. Please adhere to the following schedule for accessing DCIM reimbursement funds for initial allocation:

- No-later than November 16, 2018 - Submit BAR to establish budget authority; using **fund code 27103 and revenue code 43202**.
- No-later than March 8, 2019 - Submit Request for Reimbursement (RfR) to avoid forfeiture of initial allocation.

The funding for this state appropriation expires June 30, 2019. The deadline for final request for reimbursement submission is July 8, 2019. No extensions are permitted. When requesting reimbursement, please use fund code 27103 and include the following as supporting documentation:

- System-generated detailed general ledger expenditure report
- Receipts for total cost
- Name of textbook(s) and/or material(s)
- Name of postsecondary institution and course
- STARS course code and STARS course title

If you have any questions regarding DCIM, please contact the College and Career Readiness Bureau by calling or emailing Marc Duske, Dual Credit Administrator at (505) 827-6729 or marc.duske@state.nm.us. If you have questions regarding your reimbursement, please contact Susan Lucero, Bureau Chief, Fiscal Grants Management at (505) 827-3848.

Regards,



Marian K. Rael
Acting Deputy Secretary, Finance and Operations

MR/EP/mbd/sgl

Enc.: DCIMFY2019 Allocation Guidelines

cc: Elizabeth Romero, Business Manager, New Mexico School for the Arts



Dual Credit Instructional Materials (DCIM) FY 2018-2019 Allocation Guidelines

Dual Credit Instructional Materials (DCIM) allocations are available twice during the school year with a possibility of additional funds, pending a program compliance determination. The state will monitor for compliance to program requirements to determine Local Education Agencies (LEAs) eligibility to receive a second allocation.

LEAs are strongly encouraged to participate in New Mexico's Dual Credit (DC) program, as it provides support to students in meeting graduation requirements as stated in statute at 22-13-1.1 NMSA 1978.

Initial Allocation — Fall

To qualify for the initial allocation (85 percent of total award), the LEA must provide:

1. Completed DCIM Request for Information (RfI)
2. Updated Master Agreement Appendix of Approved Dual Credit Courses.

Additional Allocation — Spring

To qualify for the remaining allocation (15 percent of total award) the LEA must submit claims for more than 90% of the awarded funds in the initial allocation. In addition, the LEA must meet the compliance requirements listed under the Initial Allocation section (see above) and provide STARS student enrollment data for the 40th, 80th, and 120th-day reporting periods.

Possible Reasons for Rescinding Allocation

1. Failure to submit a BAR for the initial allocation by November 16, 2018.
2. Failure to submit RfR claims for all initial award funds by March 8, 2019.
3. Incomplete or missing student enrollment data at the 40th, 80th, and 120th-day reporting periods.

Any funds rescinded from recipients will be redistributed to compliant LEAs requesting additional funds (see below).

Additional Funds (Redistribution) Award

Additional funds awards are dependent upon availability of additional funds and are not guaranteed. To qualify for additional funds, an LEA must meet the compliance requirements listed above and provide:

1. STARS student enrollment data (40th, 80th, and 120th-day)
2. Submit RfRs for more than 90% of initial allocation funds on or prior to deadline
3. Provide an electronic or written request stating a need for additional funds and include documentation supporting the request, e.g. encumbered expenditure list, unpaid invoice, purchase order, (Due March 8, 2019).

It is the LEA's responsibility to manage BAR and RfR administration for the initial and subsequent allocations to meet the requirements of Subsection H (15) of 6.30.7.8 NMAC over the fall, spring, and summer semesters of the fiscal year 2018-2019.