NEW MEXICO
Public Education Department

Guidelines for Request for Application (RFA) on the New Mexico Math/Science HQIM Implementation Grants

I. PURPOSE OF THIS REQUEST FOR APPLICATION (RFA)

The purpose of this Request for Application (RFA) is to build the capacity of local educational agencies (LEAs) and Regional Education Cooperatives (RECs) or Professional Learning (PL) Providers/Organizations with the knowledge and skills required to support strong math and/or science high-quality instructional materials (HQIM) implementation.

The PED's goal for this investment is to strengthen math and science instruction across New Mexico in LEAs to:

- inform and strengthen the math and/or science high-quality instructional materials (HQIM) adoption processes for future selection; or
- strengthen the implementation of math or science HQIM.

Applicants may apply for a grant in math or science to receive up to one hundred fifty thousand dollars ($150,000.00).

II. BACKGROUND

Research shows that access to HQIM is vital for improving teaching and learning. However, simply adopting HQIM is unlikely to yield substantial improvements**. Successfully implementing HQIM often requires a pronounced shift in approach and sustained effort from educators at all system levels.** And to advance student mathematics and science achievement, all educators and school staff have a role to play and actions to take.

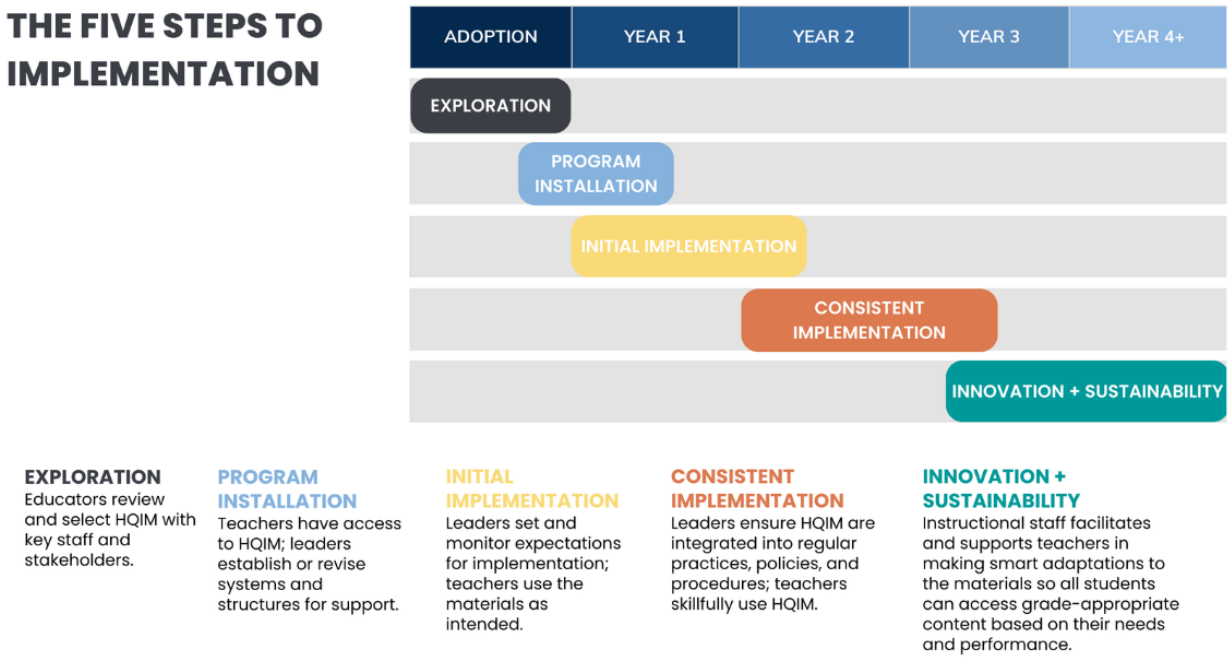
New Mexico Math Instructional Materials Implementation Tool and New Mexico Science Instructional Materials Implementation Tool depict a clear and concise five-phase roadmap for successfully implementing HQIM (see Figure 1):

- Exploration
- Program Installation
- Initial Implementation
- Consistent Implementation
- Innovation and Sustainability

The tools outline key actions and success criteria for each phase. With checklist-style guidance, the user

can quickly identify role-specific actions at the district, school, and teacher levels in each phase.

Figure 1: The Five Steps to Implementation.



Source: HQIM Implementation Tool created by RIVET Education

To apply for this grant, LEAs will use New Mexico's Math Instructional Materials Implementation Tool or New Mexico's Science Instructional Materials Implementation Tool for both the initial application and ongoing implementation measurement and monitoring. These tools are a roadmap for each phase of HQIM implementation and will help LEAs determine what key actions they have taken and have not taken throughout the math or science HQIM implementation journey. The tool will also highlight criteria for success to inform LEAs' strategic prioritization, planning, and spending decisions.

1. Preview and understand the entire instructional materials selection and implementation journey.
2. Identify which implementation phase you are in using the quick checklist at the beginning of each phase.
3. Determine the strength of your implementation and readiness for the next phase.
4. Analyze data and use the tool to determine which next steps are the most impactful to strengthen your adoption/implementation path.
5. Write and submit your application based on that analysis.

We suggest taking the short Canvas course Navigating the Implementation Journey of High-Quality Instructional Materials to gain initial understanding of the New Mexico Math Instructional Materials Implementation Tool and the New Mexico Science Instructional Materials Implementation Tool.

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III. NEW MEXICO PUBLIC EDUCATION DEPARTMENT (PED) VISION

Provide a culturally, linguistically responsive education to ALL students in New Mexico to preparethem socially, emotionally, and academically for success in college, career, and life.

IV. LEVEL OF FUNDING

One-year, one-time planning grants of up to one hundred fifty thousand ($150,000.00) are available through an application process, where total funding shall not exceed one million two hundred thousand ($1,200,000) for fiscal year 2026. Grant amounts will be determined by each entity's grant application. The full amount may be awarded to multiple applicants or a combination of applicants submitting a single application. Any funds not expended by June 30, 2026, shall be reverted to the PED and shall not be permitted to carry over to subsequent years. Current and continued funding for this project is dependent upon annual legislative appropriations.

V. ALLOWABLE USE OF FUNDS

All budgetary decisions should be directly correlated to implementation data. Allowable expenses include:

- Securing curriculum-based professional learning with a vendor approved in New Mexico's HQPL Marketplace List or RIVET's PLPG Marketplace List;
- Securing an implementation specialist who will support the LEA in the continuous cycle of measuring implementation impact, monitoring growth, and providing explicit feedback to teachers and leaders;
- For RECs/PL Organizations Only – costs toward pursuing and becoming a certified PL provider of an HQIM (including registration fees, transportation costs);
- Provide teachers with stipends to attend professional learning beyond the contract time or substitute costs when teachers participate in professional learning during their contract time/school day;
- Provide teachers with stipends or substitute costs to serve on the implementation team;
- Allocate substitute funding to release teachers to participate in school-level or LEA-level collaboration during the school day; and
- Materials for curriculum-based professional learning.

VI. UNALLOWABLE USE OF FUNDS

Indirect costs are not allowable. The fiscal agent shall bear any indirect costs. Unallowable funds include:

- Purchasing high quality instructional materials (core);
- Purchasing intervention programs;

- Infrastructure development;
- Student transportation;
- Materials-only projects (i.e., applications with no programming element); and
- Compensation-only project (i.e. applications with no programming element).

VII. LENGTH OF FUNDING

The resulting contract shall begin upon the awarding/execution of an award memo to winning applicants and continue through June 30, 2026. The PED reserves the right to terminate any award that does not meet the requirements as defined by the guidelines governing the program or does not demonstrate substantial progress toward meeting the objectives outlined in its approved application or does not demonstrate substantial progress towards meeting performance/outcome-based metrics deadlines.

Applications that demonstrate substantial progress towards meeting the objectives outlined in the approved application and that meet the performance/outcomes-based metrics may qualify for a Year Two implementation grant. More information on this will be available in Spring 2026.

VIII. ELIGIBLE ENTITIES

Eligible entities are New Mexico PreK–12 public school districts or state-chartered charter schools (LEAs), RECs, or PL providers/organizations in collaboration with LEAs to build capacity.

LEAs that wish to apply do not have to include all schools within the district in its application to be eligible for funding. Similarly, not all schools included in LEAs' application may be funded.

All eligible entities awarded grant funding must sign and adhere to all assurances outlined in the Assurances form.

IX. REQUIREMENTS

The PED requires that:

- LEAs must adopt and implement a science or math HQIM as identified as core instructional material (CIM) on the PED adopted multiple list.
- *RECs/PL providers/organizations only*—be certified for an HQIM approved model.
- Awarded entities would utilize a PED-approved curriculum implementation change monitoring and measurement tool (Samples of potential curriculum implementation monitoring and measurement tools are available to view.).

- Attend the Instructional Materials Regional Conference. (Dates/times, locations are TBD) — costs do not need to be accounted for from awarded funding.
- Work with PED staff to conduct site visit(s) as needed, and at least once per performance period.
- Participate in a minimum of seven of eight monthly online community of practice with PED staff.
- Selected awardees must submit to the PED their detailed HQIM implementation plan based on the identified phase of implementation and input from the implementation team, teachers and stakeholders by December 15, 2025.
- Selected awardees must submit to PED their completed Instructional Material Implementation Tool indicating which phase they are at initially as well as an updated Tool by June 30, 2026 demonstrating how they have advanced their implementation, and;
- Submit monthly progress reports towards achievement as measured by the following performance/outcomes-based measures with the monthly requests for reimbursement. Failure to meet any of the measures below may result in funds being returned to the PED:

LEAs Awarded Entities Performance/Outcome Based Metrics

Deliverable Name	Due Date	Performance Metrics
Adoption and Implementation of a MATH or SCIENCE HQIM.	By September 30, 2025	• Documentation confirming purchase and adoption of MATH or SCIENCE HQIM (CIM), as determined by the PED Adopted Multiple List or HQIM Reviews website. This is measured by submission of invoices/contracts which show purchase from the authorized vendor. • If this grant will support you in the exploration phase, please submit a finalized budget showing a line item for purchase of the approved MATH or SCIENCE HQIM and an official letter from the district/charter school leader indicating it will be purchase. Then, submit invoices/contracts which show purchase from the authorized vendor by June 30, 2026.
Utilization of Instructional Material Implementation Tool (Math or Science).	By December 15, 2025	• Your implementation team will have completed a revised Instructional Material Implementation Tool (Math or Science), with a plan for high-quality professional learning based on your identified implementation phase. Revised Implementation Tool includes input from implementation team, teachers and leaders. Submit a copy to PED.

Utilization of PED approve monitoring and measurement tool.	By December 30, 2025	• Submission of initial data from the PED approval curriculum implementation change monitoring and measurements tool with analysis of next steps planned, as measured by data uploaded into the Curriculum Implementation Change Framework Data Dashboard, PLC agendas/minutes, artifacts from PLCs, communications with external stakeholders.
Implementation team attendance at one of the in-person regional convenings.	By December 30, 2025	• Submission of attendance verification at the Instructional Materials Regional Conference, as measured by sign-in sheets, pre-post-surveys.
Participate in a minimum of seven of eight monthly community of practice with PED staff.	By December 30, 2025	• At least the LEA implementation team and program manager have engaged in half of the required CoP sessions, as measured by sign-in sheets, artifacts submitted during sessions.
Participate in a minimum of seven of eight monthly community of practice with PED staff.	By June 13, 2026	• At least the LEA implementation team and program manager have engaged in the required seven out of eight CoP sessions, as measured by sign-in sheets, artifacts submitted during sessions.
Utilization of PED approved monitoring and measurement tool and Instructional Materials Implementation Tool.	By June 13, 2026	• Submission of data from the PED approval curriculum implementation change monitoring and measurements tool with analysis of next steps planned, as measured by data uploaded into the Curriculum Implementation Change Framework Data Dashboard. • Submission of updated Instructional Materials Implementation Tool that shows progress in moving substantially through a phase (i.e.

		from “Program Installation” to “Initial Implementation”) as evidenced by data uploaded to the Curriculum Implementation Change Framework Data Dashboard, PLC agendas/minutes, artifacts from PLCs, communications with external stakeholders. • Submission of revised HQIM Implementation Plan demonstrating capacity to sustain your plan.

REC/PL Provider Awarded Entities Performance/Outcome Based Metrics

Deliverable Name	Due Date	Performance Metrics
Adoption and Implementation of a MATH or SCIENCE HQIM.	By September 30, 2025	• Documentation confirming the LEAs you are supporting with implementation have purchased and adopted MATH or SCIENCE HQIM (CIM), as determined by the PED Adopted Multiple List or HQIM Reviews website. This is measured by invoices/contracts which show purchase from the authorized vendor. • If this grant will support partner LEA(s) in the exploration phase, please submit a finalized budget showing a line item for purchase of the approved MATH or SCIENCE HQIM and an official letter from the district/charter school leader indicating it will be purchase. Then, submit invoices/contracts which show purchase from the authorized vendor by June 30, 2026.
Utilization of Instructional Material Implementation Tool (Math or Science).	By December 15, 2025	• Partner LEAs implementation team will have completed a revised Instructional Material Implementation Tool (Math or Science), with a plan for high-quality professional learning based on your identified implementation phase. Revised Implementation Tool includes input from implementation team, teachers and leaders. Submit a copy to PED.

Implementation team attendance at one of the in-person regional convenings.	By December 30, 2025	• Submission of attendance verification at the Instructional Materials Regional Conference, as measured by sign-in sheets, pre-post-surveys.
Participate in a minimum of seven of eight monthly community of practice with PED staff.	By December 30, 2025	• At least the REC implementation team OR PL team and program manager have engaged in half of the required CoP sessions, as measured by sign-in sheets, artifacts submitted during sessions.
Utilization of PED approve monitoring and measurement tool.	By March 30, 2026	• Partner LEAs submission of initial data from the PED approved curriculum implementation change monitoring and measurements tool with analysis of next steps planned, as measured by data uploaded into the Curriculum Implementation Change Framework Data Dashboard.
Participate in a minimum of seven of eight monthly community of practice with PED staff.	By June 13, 2026	• At least the REC implementation team OR PL team and program manager have engaged in the required seven out of eight CoP sessions, as measured by sign-in sheets, artifacts submitted during sessions.
Utilization of PED approve monitoring and measurement tool.	By June 13, 2026	• LEA(s) you are supporting submit data from the PED approved curriculum implementation change monitoring and measurements tool with analysis of next steps planned, as measured by data uploaded into the Curriculum Implementation Change Framework Data Dashboard. • LEA(s) you are supporting Submit updated Instructional Materials Implementation Tool that shows progress in moving substantially through a phase (i.e. from “Program Installation” to “Initial Implementation”) as

		measured by data uploaded to the Curriculum Implementation Data Dashboard, PLC agendas/minutes, artifacts from PLCs, communications with external stakeholders. • LEA(s) you are supporting submit a revised HQIM Implementation Plan demonstrating capacity to sustain their plan.
Certification as certified PL vendor.	By June 13, 2026	• Submit certification from publisher of math or science HQIM listed on the adopted multiple list as a certified professional learning provider.

X. COMPETITIVE PRIORITIES

The PED will prioritize the distribution of available grant funding based on:

- Proposals progress within and between phases outlined in the HQIM Implementation Tool (MATH or SCIENCE);
- Proposals that demonstrate capacity to sustain their implementation plans;
- proposals from **rural** entities that serve a student body in which at least 40 percent of students are eligible for free or reduced-price lunch, pursuant to the Richard B. Russell National School Lunch Act;
- proposals from **rural** entities that serve a student body in which at least 50 percent of students are "at-risk", pursuant to the PED Strategic Plan for Success;
- impact in terms of the number of students or potential students it will directly impact; and
- impact in terms of the number of teachers or potential teachers it will directly impact.

XI. ADDITIONAL SELECTION FACTORS

To ensure a diverse cohort of funded projects, PED, in collaboration with the review committee, may select a proposal out of review rank order if justified based upon the following factors:

A. Balance/distribution of funds:
   i. By geography;
   ii. By type of institutions;
   iii. By type of partners;
   iv. By project types; or
   v. By audience types;

B. Duplication of other projects funded or considered for funding by other state agencies;

C. Applicant's prior award performance (if applicable); and

D. Partnerships with/participation of targeted groups.

XII. DEFINITIONS

Term	Definition
At-Risk Students	As defined by the Martinez and Yazzie consolidated lawsuit, a student who: • is designated an English language learner; • is economically disadvantaged; • is Native American; • has a disability; or • is highly mobile, as shown by a failure to remain in school for an entire year or consecutive years.
Culturally and linguistically relevant and responsive	Validating and affirming an individual's home culture and language to create connections with other cultures and languages in various social contexts.
High-Quality Instructional Materials	High-Quality Instructional Materials: 1. Are content-rich, fully accessible, culturally and linguistically relevant, free from bias, research-based, aligned to New Mexico content standards, and a comprehensive full course of study. 2. Are written with a clear purpose, effective lesson structure, and pacing to provide flexibility for teachers to best support learning for all students, encouraging inquiry, complex problem solving, and curiosity. 3. Provide a variety of aligned assessments to equip teachers with professional tools to evaluate student comprehension of the content and provide a deeper understanding of the standards. 4. Represent a variety of cultural and linguistic perspectives and highlight diversity in culture and language through multiple perspectives to support students in making meaning of each content area.
Professional Learning	Activities that are an integral part of school and local educational agency (LEA) strategies for providing educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the NM Adopted Content Standards. Professional learning: (1) focuses on content and pedagogical approach (2) incorporates active learning utilizing adult learning theory (3) supports collaboration, typically in job-embedded contexts (4) uses models and modeling of effective practice (5) provides coaching and expert support (6) offers opportunities for feedback and reflection (7) is of sustained duration (8) is aligned to one of the three tiers of evidence [ESSA]

Rural	Any part of the state other than Los Alamos County, Albuquerque, Rio Rancho, Farmington, Las Cruces, Roswell, Santa Fe, and within a 10-mile radius around those cities.

XIII. PROGRAM OVERSIGHT AND MANAGEMENT

The PED has assigned the following individuals to oversee and manage the progress of theprojects/programs, listed below:

Jacqueline Costales, Ed.D., Division Director, Curriculum and Instruction Division
jacqueline.costales@ped.nm.gov

Anthony Burns, Director, Instructional Materials Bureau
anthony.burns@ped.nm.gov

Shafiq Chaudhary, Director, Math and Science Bureau
stem.learning@ped.nm.gov

XIV. SCORING GUIDELINES

Each application will be scored across five (5) application sections. A total of 50 points are possible:

I. Summary: (15 points)
II. Justification: (15 points)
III. Budget Overview: (7 points)
IV. Program Timeline: (7 points)
V. Sustainability: (6 points)

Either a score of '0' or 'no submission' of any of the components of the application will resultin a disqualification of the application.

REVIEW CRITERIA

Proposed projects will be reviewed and scored based on the criteria below:

Summary

- Do the proposed activities, expected outputs, and outcomes support the goal of this RFA?
- Do the proposed activities identify innovative ways to engage implementation of adopted HQIM as outlined in the HQIM Implementation Tool (MATH or SCIECNE)?
- Does the applicant address priorities and cite objectives?
- Does the proposed project include all project partners in the design and development of

programming/planning?

- Does the applicant explain the need for implementing the program within the identified target audience?
- Does the proposed project include using NM assets to achieve project goals?
- Does the proposed project include using standard-aligned resources to achieve project goals?
- Does the proposed project include opportunities for participants to interact with PED, industry, or other subject matter experts?
- Are the project activities likely to create lasting collaborations between partners?

Justification

- Do the proposed activities engage a target audience with meaningful opportunities to understand and implement their adopted HQIM?
- Will the proposed project build capacity for participating teachers and administrators?
- Does the proposed project include best practices outlined with *The Elements: Transforming Teaching through Curriculum-Based Professional Learning* and the NM Math Framework (if applicable)?
- Does the proposal clearly describe how the project will be executed logistically and include details sufficient to determine that it can reasonably be completed in the proposed time frame?

Budget Overview

- Is the proposed budget request reasonable and justified?
- Is the proposed budget request aligned to the allowable use of funds?
- If the proposed project is part of a joint project request, does it represent two complementary but distinctly different proposals?

Sustainability

- Does the applicant justify the scale of program implementation in their proposals?
- Does the applicant commit to collaborating with PED to produce content posted on PED communication platforms?
- Does the applicant demonstrate a plan for best practices learned throughout the project with their stakeholders (i.e. community members)?
- Does the applicant demonstrate how partnerships might continue past the project end date?

XV. COMMUNITIES OF PRACTICE

All eligible entities awarded grant funding must participate in a monthly scheduled online Community of Practice (CoP) through the PED during the SY2025–26 in order to receive grant funds. Failure to actively participate will constitute in awarded funds returned to the PED. All eligible entities must enroll in the CoP, share best practices, and problems of practices to support collegial learning among one another. All applicants must enroll in and complete any required online Canvas course modules during the 2025–2026 school year. At a minimum, participants should include the district implementation team and identified program manager.

Awarded entities will be surveyed to determine the best dates/times to host the CoP.

XVI. CANVAS

Grant applications must be submitted to Canvas, Module 2 [Application Packet Submission] by **4:00 pm MST on July 18, 2025.**

Please ensure the program grant manager has a Canvas account. You may request a Canvas account by putting in a help desk ticket.

You may access the Canvas course here to review and upload the application packet.

XVII. TIMELINE

Program managers will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
Discuss RFA with interested stakeholders	PED	May 29, 2025
Issue RFA	PED	June 4, 2025
Deadline to submit Intent to Apply (optional)	Potential applicants	June 18, 2025
Deadline to submit questions	Potential applicants	July 1, 2025
Response to questions	PED	July 7, 2025
Submission of applications	***Potential applicants***	***July 18, 2025***
Evaluation of applications	Review Panel	July 21 – 25, 2025
Selection of grantees	Review Panel	July 26 – 27, 2025
Finalize award memos	PED/Grantee(s)	July 28 – August 1, 2025
Award Memo(s) Transmission	PED/Grantee(s)	August 22, 2025
Community of Practice #1	PED/Grantee(s)	October 2025

XVIII. EXPLANATION OF EVENTS

Issuance of RFA

This RFA is being issued on behalf of the New Mexico Public Education Department on the date specified in the above timeline.

Deadline to Submit Intent to Apply

Potential applicants must submit the Intent to Apply via SurveyMonkey at https://www.surveymonkey.com/r/HCR9WYF by **11:59 pm MST June 18, 2025**. Completing the Intent to Apply Form does not oblige the eligible entities in any way but will provide useful information to the PED in preparing for the grant review process. Entities may continue to apply even if they miss the deadline to submit the Intent to Apply.

Deadline to Submit Questions

Potential applicants may submit questions to the *NM HQIM Math/Science Implementation Grant Q&A* Discussion Post in Module 1: Grant Guidelines in Canvas related to the intent or clarity of the RFA until **4:00 pm MST on July 1, 2025**, as indicated in the timeline above.

Program Managers should have a Canvas Account. Questions shall be clearly labeled and shall cite the relevant sections of the RFA or any other attending documents.

Response to Questions

Responses to questions will be distributed as indicated in the timeline above and according to the order in which the questions were received.

Submission of Application

All applications must be received for review and evaluation through the New Mexico HQIM Math/Science Implementation Grant Canvas Portal no later than **4:00 pm MST on July 18, 2025.** The date and time of receipt of the application will be noted on the application itself. Applications received after this time will not be accepted. Requests for an extension of this date will not be granted. The PED reserves the right to deny an application if they do not meet the application requirements for cause.

Evaluation of Applications

The Evaluation Committee will evaluate applications based on the priorities outlined. The process will take place as indicated in the timeline above depending on the number of applications received. During this time, may initiate discussions with Applicants to clarify aspects of theproposals. However, proposals may be accepted and evaluated without such discussion. Applicants may not initiate discussions.

Selection of Grantees

The Evaluation Committee will notify all Applicants of the decision on their application by the date outlined above or earlier. Feedback and final application score will be distributed to Applicants not selected for funding. Each application will be scored by the panelists individually and then discussed at a meeting of the entire panel to arrive at final scores and committee feedback for each component.

For more details on the scoring guidelines, see the “Scoring Guidelines” section above.

Finalize Awards

During the window of time stipulated above, the PED will work directly with successfulgrantees to establish assurance terms leading to the awarding/execution of award letters.

Contract Awards

After reviewing the Evaluation Committee Report and the signed contractual agreement, the Agency Procurement Office will award as per the schedule in the timeline above. This date is subject to change at the discretion of the State Purchasing Division or relevant Agency Procurement Office. The award letter(s) shall be awarded to the Applicants whose proposals are most advantageous to the State of New Mexico and the PED, taking into consideration the evaluation factors outlined in this RFA. The

award is subject to appropriate Department and State approval, and both entities reserve the right to not fund any of the applications, if none are judged to be advantageous or do not score sufficiently.

XIX. EVALUATION COMMITTEE

The committee tasked with the evaluation of applications has a broad level of experience with professional learning programs and content experts collectively, representing a variety of perspectives and experience in the field. Members are highly familiar with professional learning and HQIM implementation.

XX. REPORTING

Each successful grantee awarded funding through this grant is required to report, at a minimum, the following information to the New Mexico Public Education Department on or before July 6, 2026. See the application for reporting requirements.