NEW MEXICO
Public Education Department

Unified Application Pre-Application

Elizabeth Hughart, Federal Program Monitor Specialist

David Vincent, Federal Program Monitor Specialist

Presentation for LEAs

January 13, 2026

Overview

IN THIS MEETING, LEAs WILL

- Learn the process and next steps to gain access to the UA.
- Discuss the UA Pre-Application Module, including key information for completing assurances and the General Education Provisions Act (GEPA) statement.

AGENDA

I. Background & Context

II. LEA Access to the UA

III. Pre-Application Module: Assurances and GEPA Statement

IV. 40-Day Data Reminder

V. Next Steps

VI. Moving Forward

Background & Context

Today's UA training call will focus on the initial actions that Local Education Agencies (LEAs) will take to prepare for the UA launch on March 3rd.

There are key activities LEAs need to complete prior to accessing the Unified Application on March 3rd. Completing these activities will ensure LEAs:

1. Have the right permissions to access the UA;
2. Have agreed to all necessary grant assurances;
3. Have uploaded a GEPA Statement; and
4. Have accurate data uploaded to their UA.

LEA Access to the UA

Process for LEA Access to the UA

LEAs will access the UA through the OBMS system. One designated LEA individual will have administrative access with the ability to grant editing access to other LEA personnel.

- The planning lead or LEA Grant Manager will be given access to the OBMS system. The LEA Grant Manager is the only individual who can submit the Unified Application on behalf of their LEA.
- The LEA Grant Manager can give UA access to the appropriate LEA personnel involved in completing the UA. Other personnel will have editing access but cannot submit. Three is role is called LEA Grant Editor.

.

UA Pre-Application Module Overview

Assurances & GEPA: What They Are

Prior to accessing the UA, LEAs must provide federally required assurances in the Pre-Application module. Additionally, the Pre-Application module requires an upload of the LEA's General Education Provisions Act (GEPA) statement.

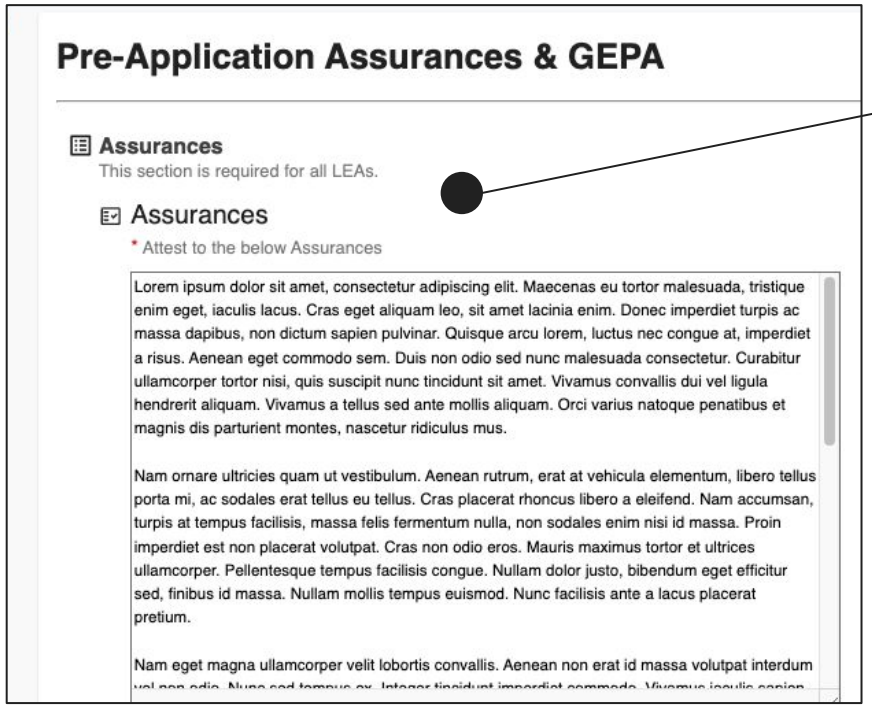
Overview of Assurances and GEPA Statement:

- **Assurances** — The Every Student Succeeds Act (ESEA) and Individuals with Disabilities Education Act (IDEA) require LEAs to confirm adherence to all applicable regulations for administering funds and implementing programs.
- **GEPA Statement** — Section 427 of the General Education Provisions Act requires all applicants for funds to provide a statement that describes the steps the applicant will take to ensure equitable access to, and participation in, federally-assisted programs.

Each LEA must agree to the assurances and provide a GEPA statement to submit their application.

Consolidated Assurances

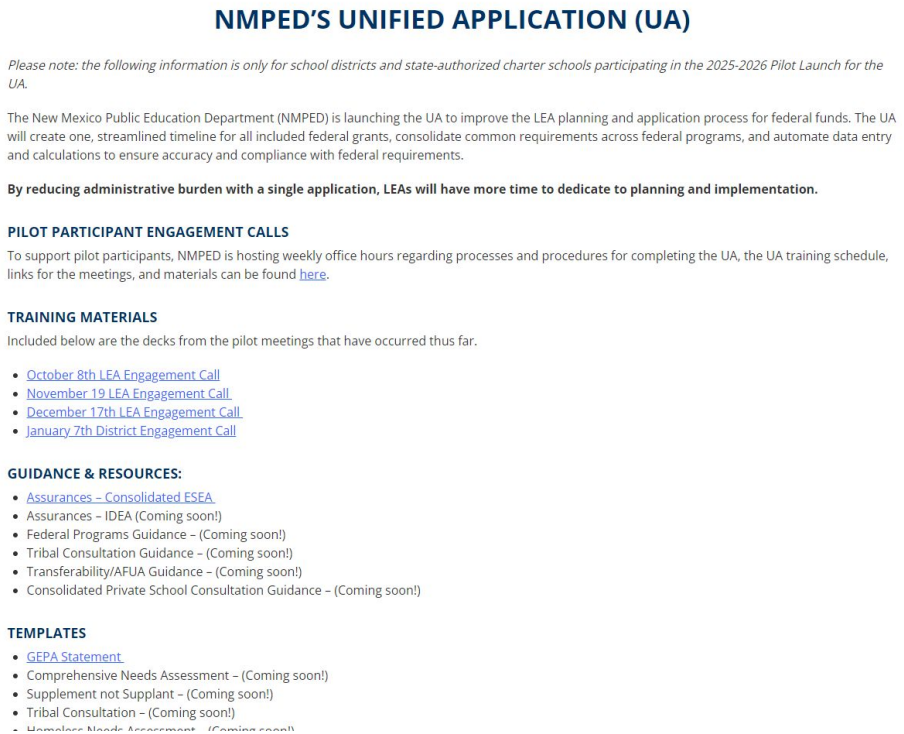
LEAs will complete assurances for ESEA and IDEA separately. LEAs can download the assurances prior to launch from the Unified Application Support Page.



Assurances will be uploaded on the UA Support page this week and Key Consolidated Assurances include:

- Stakeholder engagement administration and compliance
- Fiscal management
- Reporting and documentation
- Personnel requirements
- Special populations services
- Parent and family engagement
- Private school services
- Assessment and evaluation
- Justice system-involved youth

Unified Application Website



NMPED'S UNIFIED APPLICATION (UA)

Please note: the following information is only for school districts and state-authorized charter schools participating in the 2025-2026 Pilot Launch for the UA.

The New Mexico Public Education Department (NMPED) is launching the UA to improve the LEA planning and application process for federal funds. The UA will create one, streamlined timeline for all included federal grants, consolidate common requirements across federal programs, and automate data entry and calculations to ensure accuracy and compliance with federal requirements.

By reducing administrative burden with a single application, LEAs will have more time to dedicate to planning and implementation.

PILOT PARTICIPANT ENGAGEMENT CALLS

To support pilot participants, NMPED is hosting weekly office hours regarding processes and procedures for completing the UA, the UA training schedule, links for the meetings, and materials can be found here.

TRAINING MATERIALS

Included below are the decks from the pilot meetings that have occurred thus far.

- October 8th LEA Engagement Call
- November 19 LEA Engagement Call
- December 17th LEA Engagement Call
- January 7th District Engagement Call

GUIDANCE & RESOURCES:

- Assurances – Consolidated ESEA
- Assurances – IDEA (Coming soon!)
- Federal Programs Guidance – (Coming soon!)
- Tribal Consultation Guidance – (Coming soon!)
- Transferability/AFUA Guidance – (Coming soon!)
- Consolidated Private School Consultation Guidance – (Coming soon!)

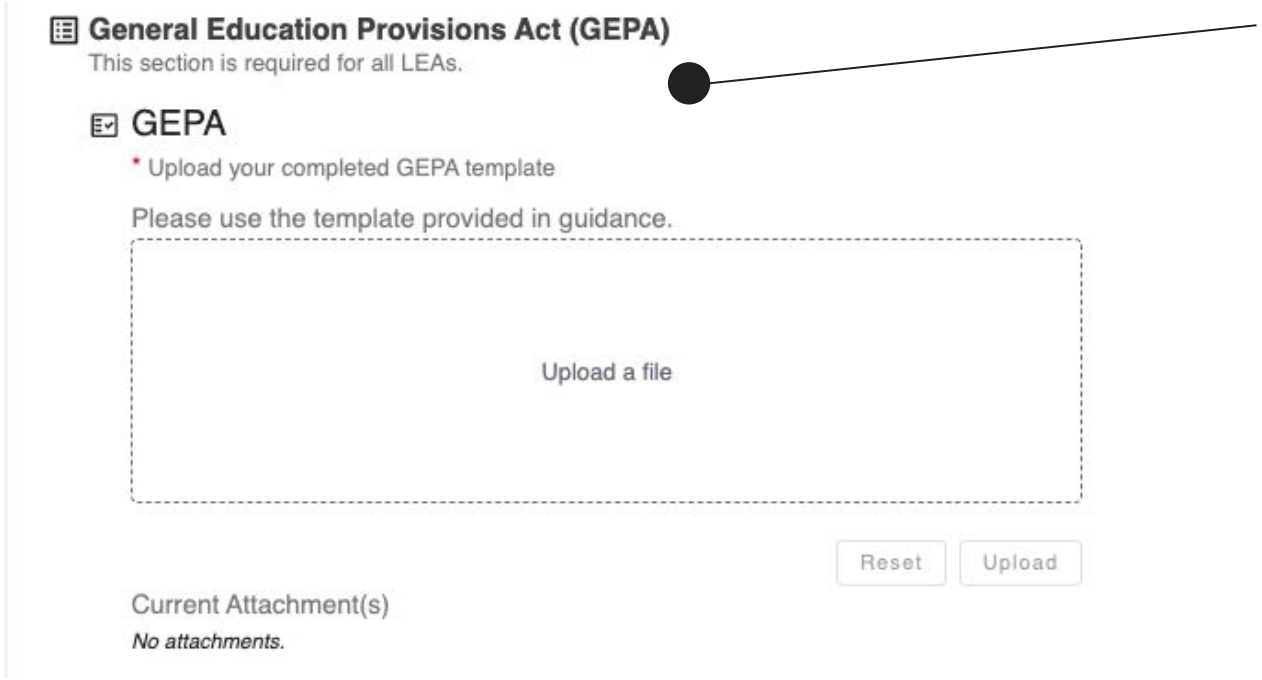
TEMPLATES

- GEPA Statement
- Comprehensive Needs Assessment – (Coming soon!)
- Supplement not Supplant – (Coming soon!)
- Tribal Consultation – (Coming soon!)
- Homeless Needs Assessment – (Coming soon!)

Bookmark this address:
https://web.ped.nm.gov/bureaus/unified-application/

GEPA Statement

LEAs must upload a GEPA statement to access the Unified Application. A template for the GEPA statement is available on the Unified Application Support Page that districts can download, complete, and upload.



GEPA Statement

Grant applicants for federally-assisted education awards must provide a statement that:

- Describes how the LEA will ensure equitable access to, and equitable participation in, grant-funded projects and activities;
- Identifies potential barriers to equitable access and participation;
- Identifies steps the LEA will take to address barriers to equitable access and participation; and
- Provides a timeline and targeted milestones for addressing identified barriers.

Planning for the Pre-Application Module

Application Completion Step: LEA's complete the GEPA Statement

Pre-Application Completion	Description
When	• LEAs can access the assurances and GEPA statement from the UA support page. • Starting February 17th, LEA Grant Managers will access the Pre-Application Module to complete assurances and upload the GEPA statement on behalf of the LEA.
Who	• All LEAs will be required to include a GEPA Statement and complete assurances for the UA.
Additional Details	• These Pre-Application tasks must be complete in order to access the UA when it launches. • LEA Planning Leads can access the GEPA statement template on the Unified Application Support Page.

NOVA Data

NOVA Data

Five data descriptors are used in various configurations for several purposes (e.g., Title I rank and serve and final allocations). LEAs should ensure all data is accurate and complete.

Key NOVA Data*

1 = SNAP Direct Cert Eligibility, as identified in the Direct Certification report.

2 = Other Direct Cert Eligibility, Homeless, Food Distribution Program on Indian Reservations (FDPIR), Foster, Migrant, and Head Start.

3 = Extended Direct Cert Eligibility, a student who is part of the same household as a student directly matched for Human Services Department (HSD) benefits, but is not themselves matched for those benefits. A list of these students must be manually sent to the Student Success and Wellness Bureau to be updated and verified.

4 = Medicaid - REDUCED Direct Cert Eligibility

5 = Medicaid - FREE Direct Cert Eligibility

**Title I rank and serve will use 40-day counts from SY 2025--2026.*

Moving Forward

Key Milestones for the UA

The Unified Application will launch in three stages: the Pre-Application Module, ESEA, and IDEA. Unified Application submissions will be due April 16.

Date	UA Milestone
February 17th	Pre-Application Module opens.
March 3rd	Unified Application opens
April 15th	UA submissions due.

Weekly Federal Programs Team Calls Schedule

Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend sessions relevant to their LEAs; not all sessions will be applicable to all LEAs.

Date	Phase	Audience *denotes mandatory	Description
~~January 6~~	~~Pre-Application~~	~~Federal Programs Directors*~~ ~~All LEA Roles~~	~~Overview of Unified Application Structure (including budget) and pre-application modules (consolidated assurances, district contacts, etc.)~~
~~January 13~~	~~Pre-Application~~	~~Federal Programs Directors*~~ ~~All LEA Roles~~	~~Overview of Pre-Application Activities (Assurances, , NOVA data validation, LEA Access, etc.).~~
January 20	Pre-Application	Federal Programs Directors* All LEA Roles	Comprehensive Needs Assessments, Tribal Consultation, Homeless Needs Assessment
January 27	Pre-Application	Chief Academic Officers* All LEA Roles	Priorities module overview: Academics for All, Priority Student Groups, Educator Workforce
February 3	Pre-Application	Private School Equitable Services Captains (Geographical LEAs only)* All LEA Roles	ESSA Equitable Services
February 10	Pre-Application	Geographical LEA Title I Directors* All LEA Roles	Title I-A: Reservations and Rank & Serve
February 17th	Pre-Application Module Opens		
February 17	Pre-Application	Federal Programs Directors* All LEA Roles	TItle IV & Title III
February 24	Pre-Application	Federal Programs Directors* All LEA Roles	Expenditure Detail Module & Guidance
March 3	UA Opens (ESEA)		

Planned Topics for Weekly Federal Programs

Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend sessions relevant to their LEAs; not all sessions will be applicable to all LEAs.

Date	Phase	Audience *denotes mandatory	Description Tentative & Subject to Change
March 3	Application Completion	Federal Programs Directors* All LEA Roles	Launching and Transferability/AFUA
March 10	Application Completion	Federal Programs Directors* All LEA Roles	IDEA Compliance & Proportionate Share
March 17	Application Completion	All LEA Roles	Submitting the Application & Overview of approval process
March 24	Application Completion	Federal Programs Directors* All LEA Roles	Overview of finance processes that will stay the same and any differences
March 31	Application Completion	Chief Financial Officers/Business Managers* All LEA Roles	Outstanding Questions
April 7	Application Completion	All LEA Roles	Outstanding Questions
April 14	Application Completion	Federal Programs Directors* All LEA Roles	Outstanding Questions
April 15	UA Submissions Due		

Next Steps

1. Create user roles in OBMS. We will let you know when this is ready.
2. LEAs complete the assurances and upload the GEPA statement in this module by ***March 3rd.***

Link to exit survey

Also available at:

https://forms.gle/oN96ArKv8YMFqZAy7

Please send any questions regarding the Unified Application to:

Unified.App@ped.nm.gov