Scope of Work

State-Funded Out-of-School Time (HB2 OST)

Introduction and Project Overview

The New Mexico Public Education Department (PED), through the Community Schools and Extended Learning (CSEL) Bureau and in partnership with Cooperative Educational Services (CES), administers the **State-Funded Out-of-School Time (HB2 OST) program** pursuant to the New Mexico General Appropriations Act (House Bill 2) and the PED authority under the Public School Code (NMSA 1978 §22-2-1).

The HB2 OST program operates on a three-year grant cycle, renewed annually, contingent upon satisfactory performance and continued legislative appropriation.

The program is designed to expand access to high-quality learning opportunities outside the regular instructional day that support student engagement, enrichment, and well-being.

Purpose and Program Intent

The purpose of HB2 Out-of-School Time programming is to provide learning opportunities outside the regular instructional day that reinforce and complement the academic program while supporting student engagement, attendance, and well-being.

Programs funded under this Scope of Work must supplement, not replace, the regular instructional day and should reflect the needs, strengths, and cultures of local communities.

Program Requirements and Design

Programs funded under this Scope of Work must provide out-of-school time programming that occurs outside the regular instructional day.

Programming may occur during:

- before-school hours;
- after-school hours;
- summer programming; or
- school intersessions

Program activities must provide engaging learning opportunities for students. Activities must supplement, not replace, services provided during the regular instructional day.

Programs must provide a consistent schedule of structured activities designed to encourage sustained student participation and meaningful learning experiences.

Program activities may include, but are not limited to:

- academic enrichment and homework support;
- STEM programming;
- arts and cultural learning opportunities;
- mentoring and leadership development;
- career exploration and workforce readiness;
- outdoor or experiential learning;
- health, wellness, and physical activity; and

Programs should reflect local community strengths, cultural knowledge, and student interests.

Programs must also incorporate strategies that support family engagement and equitable access to programming. Family engagement strategies may include family learning events, student showcases, cultural celebrations, parent workshops, or other opportunities that encourage families to participate in student learning and program activities.

Programs must describe strategies to reduce barriers to participation and expand access to programming. These strategies may include:

- transportation solutions;
- access to meals or snacks;
- language access;
- disability accommodations; and
- partnerships with community organizations.

The PED strongly encourages programs that expand access for students in rural, Tribal, and geographically underserved communities.

Programs are required to describe a transportation plan when needed to support safe and reliable access to programming, which may include coordination with school districts, contracted transportation providers, or partnerships with community organizations.

Programs should integrate academic enrichment, youth development, family engagement, and community partnerships to provide well-rounded learning opportunities for participating students.

Data Collection, Evaluation, and Continuous Quality Improvement

Grantees must collect and maintain program data to support evaluation and continuous improvement. At minimum, grantees must maintain records related to:

- student enrollment and demographic information;
- daily attendance and participation;
- program activities and participation hours;
- annual student and family surveys that indicate student engagement;
- family participation in program activities; and
- staff training and program implementation.

All records must be accurate, timely, and supported by documentation sufficient to withstand monitoring or audit review. Programs must implement Continuous Quality Improvement (CQI) processes and participate in PED monitoring and evaluation activities. The purpose of this evaluation is to understand whether and how the funded program contributes to improved student and school outcomes. The evaluation focuses on the implementation and impact of the program itself, rather than evaluating or rating individual schools. Data collection may include existing administrative data and other information related to program participation and outcomes.

Community Schools and Out-of-School Time Coordinator

HB2 OST funds may be used as an allowable expense to support up to 0.5 Full-Time Equivalent (FTE) of a Community Schools and Out-of-School Time Coordinator, provided the position directly supports the coordination and implementation of OST programming funded through this award.

Allowable responsibilities may include coordinating OST program operations, facilitating partnerships with community organizations, supporting student recruitment and engagement, assisting with family engagement activities, and supporting program monitoring, data collection, and reporting requirements.

Funding for this position must be directly connected to OST program implementation and services provided outside the regular instructional day, and subgrantees must maintain appropriate documentation demonstrating OST-related duties and time and effort reporting. Grantees are encouraged to provide braided funding for a full 1.0 FTE for this position.

Fiscal Procedures

Budgets must be submitted annually and must be allocable and allowable, cost-effective, and clearly aligned with approved program activities. All expenditures must be:

- allowable;
- allocable;
- reasonable; and
- necessary for program implementation.

Grantees must maintain accurate financial records and documentation for all expenditures and must comply with applicable state fiscal requirements and PED guidance.

Spenddown Planning: Grantees shall develop and maintain a written Spenddown Plan demonstrating projected monthly expenditures aligned with the approved budget and grant period. The Spenddown Plan must:

- reflect reasonable and timely obligation of funds;
- identify projected encumbrances;
- demonstrate alignment with program implementation timelines; and
- be updated as necessary upon request by PED.

Grantees should review and update their Spenddown Plan quarterly to ensure expenditures remain aligned with program implementation and the approved budget. Failure to demonstrate adequate progress toward timely expenditure may result in corrective action, payment hold, or reallocation of funds.

Requests for Reimbursement (RFRs): All payments are made on a reimbursement basis Grantees must submit timely and accurate RFRs supported by sufficient fiscal documentation.

RFR submissions should reflect the approved Spenddown Plan and demonstrate that expenditures are occurring at a reasonable and consistent rate throughout the grant period. The PED may review RFR submissions in conjunction with Spenddown Plans to monitor fiscal progress and ensure funds are obligated and expended within the applicable grant period.

Indirect costs may not exceed the organization's approved indirect cost rate. Capital expenditures require prior written approval from the PED.

Annual Project Deliverables

Deliverable	Description	Frequency	Performance Criteria
Staff Training Report	Documentation of staff training activities	Annually	90% of staff trained prior to program launch
Program Profile	Comprehensive overview of the program, including program sites, schedule or calendar, target population, partner roles, planned program activities, and transportation plan if applicable	Within first 30 days	Submitted and approved

Data Reporting	Attendance, participation, and program implementation updates	Quarterly	Submitted on schedule
PED Training and Webinar Participation	Participation by program leadership or designated staff in PED-sponsored webinars, trainings, or technical assistance sessions	Quarterly or as scheduled by PED	Participation documented
Family Engagement Events	Documentation of family engagement activities	Minimum two annually	Participation documented
Surveys	Student, family, staff feedback surveys	Annually	75% submission rate
CQI Action Plan	Data-driven improvement plan based on program data	Within first quarter	Submitted and implemented

Monitoring and Enforcement

Grantees must participate in monitoring activities conducted by the PED. Monitoring activities may include:

- desk reviews;
- fiscal reviews;
- program documentation reviews; and
- site visits.

Grantees must maintain documentation sufficient to demonstrate compliance with program and fiscal requirements. Failure to comply with program, fiscal, or reporting requirements may result in:

- corrective action;
- high-risk designation;
- payment hold;
- reduction or termination of award; and
- reallocation or reversion of funds.

Funds not obligated or expended within the applicable grant period may revert or be reallocated at the discretion of the PED.

Testing and Validation

The review process and approval requirements will be performed by PED. Revisions requested will be performed based on criteria and timeline provided by PED.

Communication Plan

Grantees must maintain regular communication with the PED staff. Communication activities may include:

- periodic check-ins with the PED staff;
- submission of program and fiscal updates through the PED reporting systems; and
- participation in monitoring visits during the grant cycle.

Change Management

Any modification to this Scope of Work must receive prior written approval from the PED. Unauthorized modifications may result in disallowed costs. All changes to the scope of work or deliverables shall be given to the contractor in writing in a timely manner. The PED is authorized to make these changes as needed. Potential risks include timeline delays, non-compliance findings (non-certified), or data inaccuracies. These risks will be mitigated in regular meetings with the PED.