NEW MEXICO
Public Education Department

Unified Application Questions

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Presentation for LEAs

March 17, 2026

Overview

IN THIS MEETING, LEAs WILL

- Preview the Frequently Asked Questions document and review questions around UA completion.

AGENDA

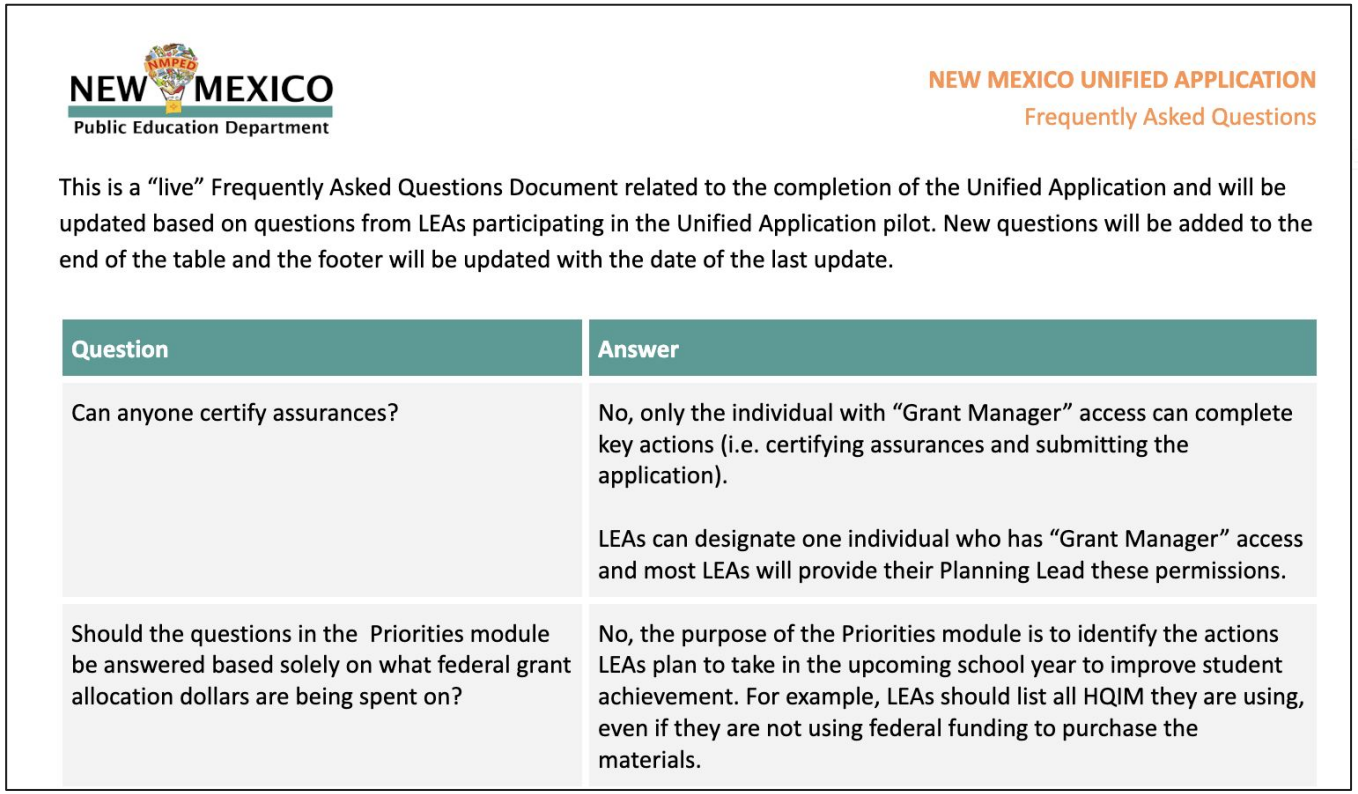
I. Frequently Asked Questions

II. Moving Forward

Frequently Asked Questions

Frequently Asked Questions Document

In order to address questions that arise during the Unified Application pilot, NMPED will provide regular updates to the Frequently Asked Questions.



NEW MEXICO
Public Education Department

NEW MEXICO UNIFIED APPLICATION
Frequently Asked Questions

This is a "live" Frequently Asked Questions Document related to the completion of the Unified Application and will be updated based on questions from LEAs participating in the Unified Application pilot. New questions will be added to the end of the table and the footer will be updated with the date of the last update.

Question	Answer
Can anyone certify assurances?	No, only the individual with "Grant Manager" access can complete key actions (i.e. certifying assurances and submitting the application). LEAs can designate one individual who has "Grant Manager" access and most LEAs will provide their Planning Lead these permissions.
Should the questions in the Priorities module be answered based solely on what federal grant allocation dollars are being spent on?	No, the purpose of the Priorities module is to identify the actions LEAs plan to take in the upcoming school year to improve student achievement. For example, LEAs should list all HQIM they are using, even if they are not using federal funding to purchase the materials.

The Frequently Asked Questions Document:

- Is accessible in the "Support Resources" section of the Unified Application Planning Guide on the Unified Application Support Page.

FAQ (1/2)

Items included in the Frequently Asked Questions include questions raised through the Unified Application Support Desk Email (unified.application@state.nm.us) and the weekly Q&A webinar.

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FAQ (2/2)

Items included in the Frequently Asked Questions include questions raised through the Unified Application Support Desk Email (unified.application@state.nm.us) and the weekly Q&A webinar.

Question	Answer
How should an LEA determine how much money to take in Direct Administrative Costs?	LEAs have discretion to take any amount, up to the maximum allowed, of direct administrative costs. These are costs associated with operating the program – i.e. if they are only incurred by the LEA as a result of administering the program. Planned direct administrative costs expenditures should be detailed in the Expenditure Detail module in the same way as other planned expenditures. Specifically, for Title I-A, the direct administrative cost reservation is an authorized reservation once the required Title I-A reservations have been planned. The amount depends on how much funding the LEA needs to administer the Title I-A program. Please note, the direct administrative costs have to be allocable to the Title I-A program. Here are some questions to consider: - Is the cost of the position necessary and reasonable for the performance of the Federal award (in this case Title I Part A), and allocable thereto, please see 2 CFR 200.403? - Is the activity incurred specifically for the purpose of Title I, Part A? - If the cost benefits more than Title I, Part A, is the cost distributed in proportions that may be approximated using reasonable methods? Direct administrative costs expenditures are detailed in the Expenditure Detail module in the same way as other planned expenditures. For further UA Title I-A guidance, please see here.

Moving Forward

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~~	~~Title IV; IDEA Application; Launching~~
~~March 10~~	~~Application Completion~~	~~Federal Programs Directors*~~ ~~All LEA Roles~~	~~Overview of finance processes that will stay the same and any differences~~
~~March 17~~	~~Application Completion~~	~~All LEA Roles~~	~~Outstanding Questions~~
March 24	Application Completion	Federal Programs Directors* All LEA Roles	Submitting the Application & Overview of approval process
March 31	Application Completion	Chief Financial Officers/Business Managers* All LEA Roles	Application Review & Approval
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		

UA Office Hours

UA Office Hours | Meeting-Join | Microsoft Teams.

Wednesdays, 1-2pm

Link to exit survey

https://forms.gle/7mno9i6528tyCDut7

Please send any questions regarding the Unified Application to:
Unified.App@state.nm.us.