NEW MEXICO
Public Education Department

NMPED Unified Application UA Review & Approval

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Presentation for LEAs

April 7, 2026

Overview

IN THIS MEETING, LEAs WILL

- Understand the UA review and approval process.
- Clarify how LEAs will receive UA feedback to streamline revisions.
- Learn about next steps for review and approval.

AGENDA

I. Review process overview
II. Review in the UA
III. Approval in the UA
IV. Next steps

Review Process Overview

Overview of the UA Review Process

After LEA submission, NMPED federal program teams will conduct reviews to ensure applications meet all federal compliance standards.

UA Review

- Unified Application review will occur in the order that applications are received.
- The NMPED review process ensures that all federal compliance requirements are met and all listed expenditures are allowable.
- NMPED program teams will support LEAs in making necessary revisions for approval.

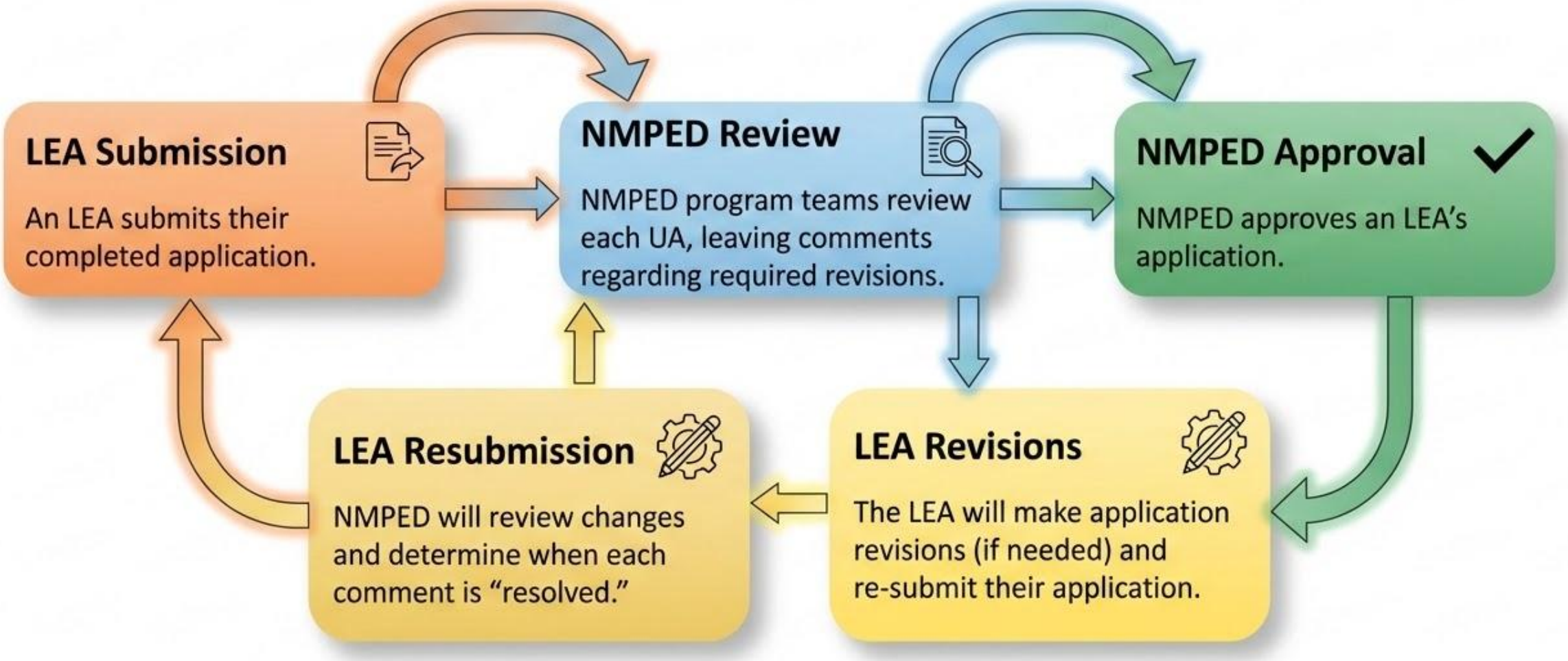
A Unified Review Process

Consistent with the goals of the UA, NMPED has streamlined the review process to reduce administrative burden on LEAs.

A unified review process includes:

Review on a Single Timeline	Feedback in One Place	Feedback Consistency
LEAs will receive feedback regarding any necessary edits to the UA once all NMPED federal program teams have reviewed the application and have provided actionable comments.	LEAs will receive comments that require edits in a table on the Review and Approval page.	NMPED will apply consistent standards across all program feedback to streamline the revision process for LEAs.

UA Review Sequence



Review in the UA

UA Application Status

There are five UA application statuses. LEA and PED access varies by status.

Application Status	Description	LEA Access	NMPED Access
In Progress	The LEA has started the UA.	**Edit application**	**View only**
Submitted	The LEA has submitted the UA and PED conducts their review.	**View only**	**View application** **Add comments**
Returned	PED has returned the UA to the LEA and the LEA makes necessary revisions.	**View comments** **Edit application**	**View only**
Resubmitted	The LEA resubmitted the revised application and PED will review the revisions.	**View only**	**View application** **Add further comments (if necessary)**
Approved	The LEA's UA has received approval from PED.	**View only**	**View only**

UA Revisions

If an LEA's UA has a "Returned to LEA" status, the LEA must make revisions to receive approval. Any LEA Editor can address comments. Only the LEA Grant Manager can resubmit.

Step	Description
1. Review Feedback	Once an application returns to the LEA, they will view a list of comments from NMPED federal program teams in the Review and Approval submodule.
2. Make Revisions	LEAs will make revision(s) to address each comment.
3. Update Feedback Table	For each completed revision, LEAs will check "LEA addressed." If LEAs make any changes *in addition to* those required by NMPED feedback, they must provide a brief summary of those changes in the comment box. Any LEA Editor can make updates to the table.
4. Submit	Once the LEA addresses all comments, the LEA Grant Manager will re-submit the application.

- Pre-Application Requirements
- Plan Priorities
- ESEA Compliance
- IDEA Compliance
  - Allocations Snapshot
  - IDEA Private School Proportionate Share
  - IDEA Local Charter Share
  - IDEA Compliance
  - IDEA Supporting Documentation
  - IDEA Expenditure Details
- Review and Submit
  - ESEA
  - IDEA

ESEA Review & Submission

The table below shows any inconsistency checks that are in the application. You can only submit once you have no open issues. The table below displays an error ID, an error message, and the two values that the check is comparing.

Check ID	Error	Value 1	Value 2

0 issues preventing submission

Review Comments

This is a description of what PED should do with the Review Comments component.

Filter By

Track: Select a track... | Location: Select a page... | Author: Select an author... | Addressed: Select... | Resolved: Select... | Clear Filters

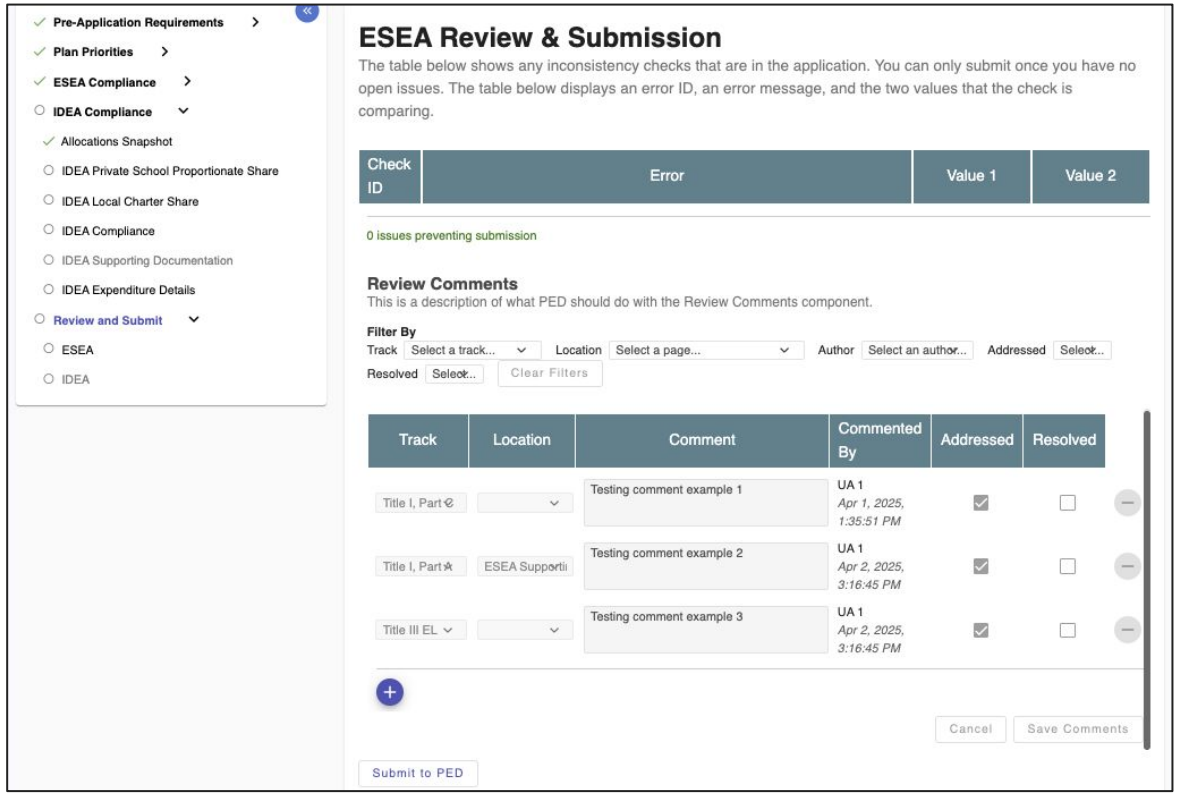
Track	Location	Comment	Commented By	Addressed	Resolved
Title I, Part C		Testing comment example 1	UA 1 *Apr 1, 2025, 1:35:51 PM*	☑	☐
Title I, Part A	ESEA Supporti	Testing comment example 2	UA 1 *Apr 2, 2025, 3:16:45 PM*	☑	☐
Title III EL		Testing comment example 3	UA 1 *Apr 2, 2025, 3:16:45 PM*	☑	☐

Cancel | Save Comments

Submit to PED

Feedback in the UA

LEAs will view NMPED comments for required revisions in the UA OBMS interface.



Element	Description
Track	The applicable grant fund for the comment.
Location	The applicable submodule for the comment.
Commented By	NMPED personnel who wrote the comment.
LEA Addressed Status	LEAs will check this box once they address a comment.
PED Resolved Status	NMPED reviewers will check this box once they confirm that the LEA resolved the issue.

Notes on Revision Process

LEA Planning Leads should ensure the guidelines below are followed when editing applications and/or requesting support.

Revision Process Guidelines

- If an LEA needs support in understanding or addressing a comment from NMPED, they should contact the NMPED personnel who left the comment or the UA Helpdesk (unified.app@state.nm.us).
- LEAs should only revise their UA to address NMPED review comments. If an LEA wants to make additional changes, they must contact the UA helpdesk before making any updates.
    - Note that when the UA re-opens for revisions, the same grant editor and manager permissions will exist for LEA users.
- An LEA and NMPED may go through multiple rounds of review and revision to update an application to align it with federal requirements.

Approval in the UA

Approval in the UA

Once an application receives the "approved" status after submission, the LEA has final approval.

Approval:

- After NMPED approves the UA, LEA users will have view-only access to the application (with the continued ability to export files).

- The amendment process will be the only way to make future changes to the application.

    - *More information on amendments to come. We plan to host two webinars in the early and late summer to discuss this process.*

Moving Forward

Next Steps

Next steps:

- LEAs are expected to finalize and submit their applications by **Wednesday, April 15.**
  - ***In planning for submission, please ensure time is built in to address any potential consistency errors.***
  - ***If an LEA anticipates needing an extension to finalize their application, the Planning Lead should contact the UA Helpdesk Unified.App@state.nm.us.***

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~~	~~All LEA Roles~~	~~Outstanding Questions~~
~~April 7~~	~~Application Completion~~	~~All LEA Roles~~	~~Application Review & Approval~~
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 from 1:00 pm - 2:00 pm

UA Office Hours will be available until May 27th

Exit Survey: Questions & Feedback

Link to exit survey

https://forms.gle/r8j8ZvragTHSZKXA6

Please send any questions regarding the Unified Application to:

Unified.App@state.nm.us.