



NEW MEXICO DEPARTMENT OF PUBLIC SAFETY

2020 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

2020 Subgrantee Application Packet



**Michelle Lujan Grisham, Governor,
State of New Mexico**

**Tim Q. Johnson, Interim Cabinet Secretary,
New Mexico Department of Public Safety**

Application Deadline: **5:00 P.M. on Monday, March 8, 2021**
Submit via email to: DPS.GMS@state.nm.us

And

By Mail: New Mexico Department of Public Safety Grants Management
Bureau
4491 Cerrillos Road
PO Box 1628
Santa Fe, NM 87504-1628

Contact Information: Marie Marsico
Grants Management Bureau
505-629-6581
marie.marsico@state.nm.us

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OVERVIEW

Introduction

The Edward Byrne Memorial Justice Assistance Grant Program (Byrne JAG) is administered by the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA), through the New Mexico Department of Public Safety (NMDPS). The NMDPS is the assigned State Administering Agency (SAA) on behalf of the State of New Mexico for all Byrne JAG funding. As such, the NMDPS is responsible for conducting coordinated and transparent strategic planning, along with the implementation of structural reforms that improve the administration of justice. Strategic planning is utilized to analyze crime trends, evaluate the priorities of all segments of the criminal justice system, set out a plan for reducing crime and victimization, and guide the use of the grant funds. In this role, the NMDPS through the Grants Management Bureau (GMB), provides administrative oversight, monitoring, and programmatic reporting statewide to assure compliance with State and Federal laws and regulations. The NMDPS GMB is responsible for the fiscal management of this award and will provide leadership and technical assistance to all subgrantees in identifying programmatic needs, preparing JAG sub-grant proposals, and administering JAG sub-grant awards.

Byrne JAG is the cornerstone federal crime-fighting program, enabling communities to target resources to their most pressing local needs. The program awards are authorized by the 42 U.S.C. §3751(a). Byrne JAG is the primary provider of federal criminal justice funding to state agencies and local jurisdictions throughout the State of New Mexico. Byrne JAG's hallmark is its flexibility; Byrne JAG funds support all violent crime related facets of the criminal justice system, specifically Multi-Jurisdictional Drug Task Forces (MJDTF), Gang Task Forces (GTF), and other coordinated efforts to reduce violent crime. Most importantly, Byrne JAG funding provides states, localities, and tribal nations the ability to address their most pressing public safety challenges by filling funding gaps, leveraging other resources, and encouraging collaborative work across city, county and state lines. This breadth and flexibility mean states and local communities can use Byrne JAG to balance resources and address problems across the entire criminal justice system.

Purpose

The objective of the New Mexico JAG Program is to provide state agencies and units of local government with the resources necessary to provide, or supplement, personnel costs (including overtime), contractual support, travel and training, technical assistance, and information systems for criminal justice in alignment with the Southwest Region New Mexico High Intensity Drug Trafficking Area's (HIDTA) Threat Assessment and Drug Strategy's approach to combating illicit drugs and violent crime within eligible program purpose areas. For information on how to get a copy of the Southwest Region New Mexico High Intensity Drug Trafficking Area's (HIDTA) Threat Assessment and Drug Strategy documents, contact Sheila McDonald at 505-827-9115 or sheila.mcdonald@state.nm.us

The State of New Mexico, through the Office of the Governor, established the Drug Enforcement Advisory Council (DEAC) as the governing body of Byrne JAG¹ and designated the Cabinet Secretary of the NMDPS as the Chairman of DEAC.² The mission of DEAC is to recommend policy to the Governor and the DEAC Chairperson concerning illegal drug and violent crime issues that significantly impact the quality of life for New Mexicans. DEAC representation is comprised of board members from various state, local, and federal law enforcement and task force entities that are functional throughout the State of New Mexico (Appendix I). Through DEAC, the State of New Mexico adopted the Southwest Border High Intensity Drug Trafficking Area (New Mexico Region) Statewide Threat Assessment and Drug Strategy (HIDTA Strategy). The adoption of the HIDTA Strategy assists the DEAC in coordinating statewide efforts to combat illicit drug issues and violent crime. The analysis provided by these reports also assists the DEAC in strategizing responses to drug and violent crime activities within the state and within the context of regional and national trends.

Deadline

Applications for the 2020 JAG sub-grants are due no later than **5:00 PM on Monday, March 8, 2021**. ***Failure to apply by the deadline will result in the application being denied. A completed electronic copy will suffice to comply with the deadline; a hard copy can arrive later in the mail.***

This solicitation may be cancelled, and all applications may be rejected in whole or in part when it is deemed to be in the best interest of the New Mexico Department of Public Safety (NMDPS). This is a competitive solicitation, and no application is guaranteed funding under this solicitation. If the State of New Mexico does not receive or receives limited 2020 JAG funding, NMDPS has the right to terminate this solicitation in whole or in part.

Statutory Authority

The New Mexico Administrative Code 10.10.3 (NMAC), Application Procedures Governing the Edward Byrne Memorial Justice Assistance Grant Program.

<http://164.64.110.134/nmac/T10C010>

Distribution of Formula Funds

The DPS-GMB shall distribute a minimum of 42.6% of the total grant to local units of government, with the remaining amount available for statewide law enforcement purposes. The minimum amount may be exceeded by providing funds not used at the state level to local units of government.

For 2020, the total amount of variable pass-through funding available to local law enforcement agencies is approximately **\$689,260.00** and the total amount of state funding available to qualified state agencies is approximately **\$724,848.00**.

¹ New Mexico Executive Order 1996-014

² New Mexico Executive Order 2011-013

Program funds are intended to add to, augment, and/or supplement, but not supplant, resources already committed to the drug and violent crime control effort. Although supplanting is prohibited, the leveraging of funding is encouraged.

ELIGIBLE PROGRAM AREAS & FUNDING PRIORITIES

The DEAC set the eligible program purpose area(s) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program to be limited to:

- ❖ Law Enforcement Programs
- ❖ Prevention and Education Programs

In 2019, 17,450 violent crimes occurred in New Mexico at a rate of 832.2 per 100,000 inhabitants, making it the second highest rate in the nation for violent crimes per capita in a state. In the same period, there were 65,269 property crimes, a rate of 3,112.7 per 100,000 inhabitants. From 2018-2019, violent crime decreased by 3 percent and property crime decreased by 9 percent. Although the decrease in violent and property crime is encouraging, the overall per capita numbers are still alarming for a state that is considered rural. The State of New Mexico encompasses 121,697 square miles and is sparsely populated with an estimated population of 2,096,829. The state has only one large metropolitan area, the Albuquerque Metro Area, with a total population of 561,920 and one of the highest rates in the nation for violent crimes per capita, encompassing 55% of all violent crimes (9,580) and 47% of all reported property crimes (30,368) for the state in 2019. During 2019, New Mexico also had 471 deaths caused by firearms, the 29th highest rate of firearms deaths in the United States. This crime data illustrates the growing culture of violence in New Mexico, which in conjunction with the increase in gun violence, coupled with LEA reported increases in drug related offenses, makes public and officer safety a priority for the state.

New Mexico has historically endorsed regionally coordinated law enforcement and prevention and education programs with the Byrne JAG funding. The purpose of this endorsement was to sustain evidence-based, intelligence-driven, multi-jurisdictional, drug trafficking enforcement, highway interdiction, and criminal gang activity suppression. To accomplish these tasks, Byrne JAG funding has been used on purpose areas that include but are not limited to 1) community outreach efforts that inform target communities about gang activity within their communities and discourage youth involvement with gangs; and 2) support for Multi-Jurisdictional Task Forces (MJTFs) who are working to apprehended violent offenders, to stem gun violence, and to dismantle/disrupt drug trafficking organizations.

NMDPS and DEAC will continue to support agencies that demonstrate their ability to implement evidence-based projects and/or programs with the specific goal of reducing violent crime, use the New Mexico HIDTA Threat Assessment and Drug Strategy, and maintain their Uniform Crime Reporting (UCR) requirements. In addition, in the aftermath of numerous public shootings, DEAC encourages the investment of JAG Funds in evidence-based programs designed to reduce gun violence and enforce existing firearms laws.

ELIGIBLE APPLICANTS

For the 2020 funding cycle, eligible Law Enforcement Programs are limited to statewide, regional, or local law enforcement entities that support law enforcement activities in accordance with JAG program guidelines. The applicant sponsoring the program must be a unit of local government, which is a town, township, village, parish, city, county, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; or a federally recognized Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior.

IMPORTANT NOTES:

- *State-level applicants must have budgetary spending authority before submitting their JAG request. Local-level applicants must list their respective city or county unit of government as the “Applicant Agency” on all forms (e.g., City of Clovis, not Region V Drug Task Force). **This agency will serve as the Fiscal Agent/Fiduciary for the program.** Local units of government who are eligible to receive a direct award through the DOJ-BJA may serve as the fiscal agent for a multi-jurisdictional task force.*
- *Prior sub-grant recipients shall be in compliance with the stipulations of all previous awards in order to be eligible for 2020 JAG program funding.*

ELIGIBLE COSTS

Applicants must submit their application based on the true needs of their program and in consideration of all funding sources. 2020 JAG funds available for this year's award have decreased slightly from 2019, however applicants should only request funding that is reasonable based on the goals and objectives of their program. Applicants funded in prior years are not limited by a maximum request ceiling. However, any requests above last year's funding must be supported by a detailed description of the need for a program expansion or new funding gaps that are anticipated as well as specific increased program outcomes/activities that result from the increased funding.

Eligible Activities and Cost Items

- A. Personnel and fringe benefits (cap of \$60,000 for coordinator salary only excluding fringe)
 - 1. Personnel costs, including overtime, will only be paid for the provision of services that are directly in support of the JAG approved program activities and that are for the purpose of directly implementing the program and its approved objectives.
Personnel costs that are for the purpose of administering the grant funds will not be reimbursed. Applicants requesting funds to pay personnel that are not performing field duties (e.g., coordinator, administrative assistant) are required to complete a Job Duties Questionnaire with their application to document the nature of the duties being performed. These individuals will also be required to submit time and effort reports delineating the hours spent working on JAG grant activity.
- B. Contractual costs – Note: non-field personnel paid out of contractual services must also complete a Job Duties Questionnaire to document the nature of the services being provided. These individuals will also be required to submit time and effort reports delineating the hours spent working on JAG grant activity.
- C. Other Costs, including
 - 1. Travel
 - 2. Equipment
 - 3. Supplies
 - 4. Confidential Funds: Expenditures for purchase of services, evidence, and information. Formula grant funds may be used for confidential expenditures used for the purchase of services, physical evidence, or information, including buy money, flash rolls, etc. In accordance with the OJP financial guidelines, confidential funds should only be allocated when 1) the merit of a program or investigation warrants the expenditures of these funds, and 2) you are unable to obtain these funds from other sources. All sub-recipients who are applying for confidential funds must comply with the [OJP Financial Guide](#) policies and procedures regarding the management of Confidential Funds, and will be required to certify that they have read, understood, and agree to abide by all of the conditions for confidential funds as set forth in the effective edition of OJP's Financial Guide. Additionally, agencies that are utilizing confidential funds must have written policies and procedures for the management of such funds.

5. Other Costs such as telecommunication, equipment maintenance, fuel, and vehicle maintenance, janitorial or security services, and registration fees.

Ineligible Activities and Cost Items

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- Subgrantees may not pay overtime solely because they are using federal funds. The employing agency must allow for the payment of overtime out of non-federal funds as a matter of policy. Overtime policies shall be approved in advance by DPS-GMB.
- Expenses for non-JAG activities (e.g., JAG cannot fund a coordinator to perform HIDTA activities).
- Expenses related to administering the grant funds (e.g., ADMIN Fees).
- Land Acquisition
- Infrastructure
- Compensation of Federal Employees
- Travel of Federal Employees
- Clothing/Uniform Stipends
- Bonuses or Commissions
- Military-Type Equipment
- Lobbying or Fundraising
- First Class Travel
- Luxury Items
- Purchase of Canines (expenses for maintenance of canines are allowable)
- Conference food and beverage
- Entertainment Expenses
- Tips/gratuities
- Bar Charges/Alcoholic Beverages
- Purchase of vehicles, vessels, or aircraft (except for police units)
- Administrative Costs
- Indirect costs – all costs associated with funding requests shall be clearly identified.
- Unmanned Aerial Vehicles (UAVs)
- Body-worn cameras (BWCs) are allowed; however, they require further certification and approval directly from OJP before any purchases can be approved. If you are considering requesting funding for BWCs please reach out to DPS-GMB for further guidance.

Supplanting

Federal funds shall be used to **supplement existing funds** for program activities and **cannot replace or supplant** those funds that have been appropriated for the same purpose. JAG funds shall be used to fund new programs or expand/enhance existing programs. A sub-grantee **shall not use federal grant funds to pay for programs or expenses that the recipient already is obligated to pay or has funded in previous years.** Supplanting will be reviewed during the application process as well as during post-award monitoring.

Financial Requirements

Subgrantees shall comply with the financial and administrative requirements set forth in the current edition of the [DOJ Grants Financial Guide](#), and all applicable Uniform Guidance, which may be amended from time to time. Subgrantees are required to have access to all current financial guides in their respective locations.

- Fiduciary/Fiscal Agent shall agree to the terms included within the Fiscal Agent Certifications. The fiduciary/fiscal signing agent is defined as the sponsoring agency for the program.
- Fiduciary/Fiscal Agency Authorized Official assumes all financial liability for the program expenditures associated with the potential award of funds prior to being reimbursed by the Department of Public Safety.

IMPORTANT NOTES:

The Department of Public Safety – Grants Management Bureau shall not reimburse the fiduciary/fiscal agent until proof of payment for goods/services has been provided. Item(s) or services purchased must be allowable under the grant and follow all applicable procurement policies and procedures. Any expenditure incurred for goods and/or services that DPS-GMB determines is not allowable shall not be reimbursed.

Audit Requirements

Subgrantees shall submit their annual audit report in accordance with Part 200 Uniform Requirements or special award conditions.

APPLICATION PROCESS

Applicants for funding under the 2020 JAG Program must complete the application in full, including all required and appropriate signatures. Electronic and hard copy applications shall be received by the Grants Management Bureau no later than 5:00 p.m. (MDT) on Monday, March 8, 2021. The hard copy can be submitted via mail after the deadline if a corresponding electronic copy was submitted **before** the deadline. It is the responsibility of the applicant to ensure that the completed application is received by the Department of Public Safety – Grants Management Bureau by the deadline; any application received after this deadline will not be considered.

Each applicant shall submit one (1) application to the Department of Public Safety, Grants Management Bureau in two formats:

- electronically to DPS.GMS@state.nm.us, AND
- by mail to Grants Management Bureau, Attn: Marie Marsico, 4491 Cerrillos Road, P.O. Box 1628, Santa Fe, New Mexico 87504-1628.

If you have any questions, you may contact Marie Marsico at (505)629-6581 or marie.marsico@state.nm.us.

Timeline

February 8, 2021	Release of 2020 Sub-Grantee Application Packet and Notice of Funding Availability
March 8, 2021 @ 5:00 PM	Sub-Grant Applications Due
March 9-April 3, 2021	DPS-GMB Review of Applications
April 9, 2021 (tentative)	DEAC Budget and Funding Sub-Committee Review
April 16, 2021 (tentative)	DEAC Board Meeting/Funding recommendations made/Ratification of recommendations
July 1, 2021 (tentative)	Award letters & Sub-Grant Agreements released. Sub-Grant Award Cycle Begins

IMPORTANT NOTES:

- *Any funds not expended during the grant award period of performance shall be reverted.*
- *Per [NMAC 10.10.3.19 \(A\)](#), subgrantees shall have at least 35% of their grant funds expended by the end of the 2nd Quarter and 70% of their grant funds expended by the end of the 3^d Quarter. Subgrantees that do not meet this requirement may have their program funds reduced and reverted to DPS.*

2020 JAG APPLICATION INSTRUCTIONS

On forms prescribed by DPS-GMB, applicants shall submit their 2020 JAG Program Application. Each application shall be reviewed for completeness and responsiveness to the requirements set forth herein. Any application that does not meet these requirements shall be deemed non-responsive and not reviewed further.

FORMAT

1. Coversheet

- **Applicant Agency:** Enter the official name, physical and mailing address of the agency or institution applying for funds.
- **Applicant Agency Contact:** Enter the name, title, telephone number, and email address of the individual who oversees the agency in which the applicant program is located.
- **Program Director:** Enter name, title, telephone number and email address of the individual who will be in direct charge of the program. He or she should combine substantial knowledge and experience in the program area with a proven ability in

administration and supervision of personnel; and will be expected to devote a major portion of his or her time to the project.

- **Applicant's Fiscal Agency:** Enter the official name, physical and mailing address of the agency or institution who will be responsible for fiscal matters relating to the program and agency accounting, verification of expenditures, request for reimbursements and subgrant financial reports.
- **Fiscal Agency Contact:** Enter the name, title, telephone number, and email address of the individual who will be responsible for the fiscal matters relating to the program and in ultimate charge of the agency accounting, verification of expenditures, request for reimbursements and subgrant financial reports.
- **Fiscal Agency Authorized Official:** Enter the name, title, telephone number, and email address of the individual who has the signing authority to enter a binding contract on behalf of the fiscal agency.
- **Fiscal Agency DUNS:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. Obtaining a DUNS number is a free, simple, one-time process. Call 1-866-705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>
- **Project Title:** Enter the title or name of the project no longer than forty-five (45) characters.
- **NM County(ies) Served:** Enter the names of all counties that will be served by the successful implementation of this project.
- **Congressional District:** Select which congressional district(s) will be represented in this project. To find the Federal Congressional District, visit <https://www.house.gov/>.
- **BJA Program Area:** Select which program area your project is most related to.
- **JAG Funding Request:** Enter the total amount of JAG funding requested for ALL projects and activities in this application.

2. General Program Overview – "Rated Criteria"

- **Applicant Agency Overview**
 - Enter the type of agency (task force or police department)
 - Year established, or duration of time agency has been in existence
 - Geographical jurisdiction including population and square mileage of operational area
 - Overall intended purpose of the agency or mission statement
- **Problem Statement**
 - Identify the existing need and problem
 - Explain the risk factors contributing to the identified problem
 - Describe the target population and associated risk factors
 - Include relevant data such as jurisdiction arrest, crime rates, and statistics
- **Program Description**
 - Describe how the JAG funds will be utilized for this project
 - Explain how the program will address the problem described above

- Describe the overall goal of this program
- **Ranking Funding Priorities**
 - Rank the most essential funding line items or cost categories that will ensure your program's success.
- **Program Reporting & Evaluation**
 - Indicate who will be involved with collecting, reviewing, and submitting performance measurement data
 - Indicate who will be responsible for submitting Quarterly Progress Reports and Performance Measurement Tool Reports
 - Explain how data is collected and routed from the field to the central office
- **Alternative Plans (if not funded):**
 - Describe the plan for your program's sustainability should you not receive JAG funding
 - Describe other potential funding sources available for this project
- **Program Participants**
 - List all program participants, indicate if JAG funds their positions, and indicate if the participants work full-time or part-time for the applicant agency.
- **Collaborative Partnerships & Participating Agencies:**
 - List all collaborative partnerships and agencies participating in the program and indicate the type of agreement in place MOU, contract, or letter of agreement. If none, enter "none".
 - Applicant Agency **must** provide a CURRENT/ACTIVE memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by the applicant's fiscal agency
- **Confidential Funds:**
 - Indicate if you are requesting to utilize funding for confidential informant funds.
 - If Yes, provide a justification on what your agency will be utilizing confidential funds for.
 - Indicate why your agency is unable to obtain these funds from other source.

IMPORTANT NOTES:

All Agencies that intend to utilize Confidential Funds will be required sign the **Confidential Funds Certification Form** as well as have written policies and procedures within the agency for the management of these funds. The Certification Form indicates that the Project Director has read, understand, and agrees to abide by the conditions set forth in the DOJ Financial guide.

3. Budget Detail Worksheet and Narrative – "Rated Criteria"

- The Budget is limited to the following categories: Personnel, Fringe Benefits, Contractual Services, Travel, Equipment, Supplies, and Other Costs, and **must include** a detailed justification of how costs were calculated and the need for the costs.

4. Goals and Objectives – "Rated Criteria"

- **Goals:** Explain the goal of the project in a broad statement related to one of the problems identified in the Problem Statement. Each goal should be specific, measurable, achievable, relevant, and time bound (S.M.A.R.T.)
- **Objectives:** Enter a measurable objective that explains something the project will do, utilizing JAG grant funds, by a certain amount and within a certain amount of time. Objectives must be measurable using absolute number, not percentages, and baseline number.
- **Activities:** Identify and describe the activities that will occur to help achieve each of your stated project objectives.

5. Timeline – "Rated Criteria"

- A timeline of program milestones and events, assigning benchmark dates for the duration of the program.
- Multi-jurisdictional task forces **must** provide a CURRENT/ACTIVE memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by all participating agencies.
- If applying for overtime (OT) funding, applicant agencies **must** provide an OT policy and procedure for each agency that will be requesting OT funds.

6. Prior Year's Outcomes (Attributable to JAG Funding Only)

7. Additional Documents

- Review the certifications and additional required documents and ensure that they are included with your application.

Review and Selection

Upon receipt of applications, DPS-GMB, in conjunction with DEAC Budget and Funding Sub-Committee, will decide on the responsiveness and completeness of each application.

Complete applications will be submitted to the Budget and Funding Sub-Committee of DEAC for review and rating with the final recommendations submitted to the DPS Cabinet Secretary and full DEAC Executive Council for review and execution.

DPS-GMB is required to notify all applicants in writing of the outcome of their application no later than thirty (30) days after the application deadline. Unsuccessful applicants are afforded the right to appeal the selection process.

IMPORTANT NOTE: *All JAG-funded programs are expected to demonstrate an emphasis on effective, evidence-based strategies and practices. OJP considers programs and practices to be evidence-based when their effectiveness has been **demonstrated by causal evidence** (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. **Causal evidence depends on the use of scientific methods** to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.*

Rating Criteria

In conjunction with GMB, the DEAC Budget and Funding Sub-Committee will review, rank, and rate each responsive application received by the deadline based on the following criteria:

1. **Problem Statement = 25%**
2. **Project Design and Timeline = 25%**
3. **Goals and Objectives = 10%**
4. **Impact and Outcomes = 10%**
5. **Data Reporting = 10%**
6. **Budget/ Detail Narrative = 20%**

Appeal Process

Funding decisions may be appealed if an applicant believes any federal or state regulation involving selection was violated. Appeals must be submitted to the NM Department of Public Safety's Grants Management Bureau within 15 calendar days of the outcome notification. A three-member appeal panel shall review the request, decide its validity, and make a recommendation to the Cabinet Secretary of the Department of Public Safety.

In the event the Department of Public Safety receives an appeal, all funding decisions will be suspended until the appeal has been reviewed and a final decision made by the Cabinet Secretary. The Cabinet Secretary's decision will be final.

REQUIRED REPORTING/DATA SUBMISSION, AND MONITORING

All subgrantees are required to comply with all programmatic and financial reporting requirements as outlined below.

Financial Reporting / Requests for Reimbursement

Subgrantees are required to submit Request for Reimbursement forms (RFR) no later than the 15th of each month for the prior month. If no funds were expended in the prior month, an RFR is still required. DPS-GMB prefers to receive RFRs and supporting documentation electronically. All reports are required to be accompanied by supporting documents including but not limited to copies of invoices, general ledgers, warrants/checks, overtime and payroll reports, and certifications.

Program Income

All recipients of JAG funds are required to account for program income generated by the activities of this agreement and shall report receipts and expenditures of this income on a Program Income/Federal Forfeiture form as stated within the Certified Assurances. Program income from federal asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity). All program income shall be expended during the life of the grant contract to further program objectives or may be refunded to the Federal government.

Programmatic Reporting

All recipients will be required to submit two (2) separate Progress Reports on the programmatic accomplishments made toward the goals of the sub-grant agreement.

1. **Monthly Progress Reports** will be due no later than the 15th day of the subsequent month. These progress reports will be completed using Excel and must be submitted by email to the Grants Management Bureau.
2. **Federal Quarterly Performance Measurement Reports** will be due no later than the 15th of the month after the quarter end date. Federal quarterly reports are completed in DOJ-BJA's web-based [Performance Measurement Tool \(PMT\)](#).

Subgrantees are required to submit to any additional reporting requirements as required by the DOJ/BJA or DPS-GMB.

IMPORTANT NOTE:

- *DPS shall **withhold reimbursement** of funds if any sub-grantee is delinquent in submitting its required progress reports.*
- *Uniform Crime Reporting (UCR) is required for all subgrantees and associated program agencies to be eligible for award under the 2020 JAG Funding Program.*

Program Monitoring

Each sub-grantee receiving an award for the 2020 JAG Program will be monitored for compliance by DPS-GMB in one or more of the following:

- **Desk Review:** Subgrantee files will be reviewed by GMB on a regular basis to ensure files are complete and up to date. Subgrantees will be notified of any deficiencies in writing, which will provide the opportunity to correct.

- **Site monitoring:** GMB will conduct site monitoring visits to the agency's fiduciary/ program office(s) for each sub-grantee. This review can include, but is not limited to, the following documents:
 - Application, agreement, and certifications
 - Procurement policies and procedures
 - Agency EEOP and Discrimination policies
 - Financial management system
 - Non-expendable property list
 - Goals and objectives
 - Compliance with conditions of award

Certifications

- If a subgrantee is awarded funding under the 2020 JAG Program, they will be required to complete and submit the following certifications along with their Subgrantee Agreement.
 - [Certified Assurances](#)
 - [Privacy Certification](#)
 - [Equal Employment Opportunity \(EEOP\) Plan](#)

OMB CIRCULARS AND OTHER IMPORTANT LINKS

The new guidance, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 C.F.R. Part 200](#)), streamlines the Federal Government's administrative, cost, and audit requirements for federal awards.

It is the responsibility of the recipient agency to comply with the federal guidelines contained in the inform guidance.

Other Links

- [Office of Justice Programs \(OJP\) Financial Guide.](#)
- [DPS-GMB website](#) with application information, forms, DEAC's Strategic Plan, and other information.
- [New Mexico Administrative Code 10.10.3.](#)

2020 JAG GRANT APPLICATION CHECKLIST

Have you included and assembled your application in the following order?

1. Application Forms

- _____ Coversheet
- _____ General Program Overview
- _____ Budget Detail Worksheet and Budget Narrative
- _____ Goals and Objectives
- _____ Timeline
- _____ Prior Years' Outcomes (If applicable)
- _____ Certification

2. Agency/Fiduciary most recent State Audit
3. Applicant Disclosure of High-Risk Status
4. Statement(s) of Coordination (include appropriate JPAs, MOAs, or MOUs) (if applicable)
5. Current Strategic Plan (that covers the period of performance, if applicable)
6. Job Duties Questionnaire for grant funded personnel (if applicable)
7. If applying for Overtime funds, applicant agencies **must** provide the Overtime Certification, OT policy and procedure for each agency that will be requesting OT funds.
8. If applying for Confidential Informant Funds, applicant agencies must provide the Confidential Funds Certification
9. Information Regarding Communication with Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) Questionnaire and copies of any law and/or policy, if applicable, for each agency that will be receiving grant funding.

Have you:

- Completed your entire application using the appropriate forms?
- Double-checked your math?
- Identified the Program Director as the person with direct oversight of the program?
- Identified the Fiscal Agency Contact as the person directly overseeing the financial portion of the award?
- Included a detailed justification for each budget item in the budget detail worksheet?
- Included the Immigration Questionnaire for your application and all your pass thru entities?
- Submitted your original application electronically to DPS.GMS@state.nm.us with scans of official signatures included?
- Sent an original application to NMDPS, Grants Management Bureau, Attn: Marie Marsico, PO Box 1628, 4491 Cerrillos Road, Santa Fe, NM 87504-1628

SUPPLEMENTAL INFORMATION

New Mexico Strategic Planning Process

Due to budget shortfalls across New Mexico's communities, most law enforcement agencies are experiencing severe manpower shortages, thus limiting their ability to adequately provide necessary and meaningful law enforcement activities aimed at reducing drug, violent crime, and gang activities.

To address these shortfalls, DEAC has provided a coordinated focus on illegal drugs, violent crimes, criminal gang activity, and the nexus of crime across all areas, and stresses the coordination of information sharing among law enforcement agencies.

In September of 2012, DEAC established the DEAC Strategic Planning Sub-Committee which, in coordination with DPS-GMB, is charged with developing the State's Annual Strategic Plan. The annual plan is geared at providing a blueprint for activities of DEAC, including the development of goals, strategic action programs, and related timelines.

To ensure a consistent use of a Statewide Drug and Violent Crime Strategy, DEAC, in collaboration with the Southwest Border New Mexico Region HIDTA (SWB HIDTA), has adopted the SWB HIDTA's Annual Threat Assessment and Drug Strategy (call Sheila McDonald at 505-827-9115 for information on how to get a copy) as the baseline for statewide criminal justice priorities, including the use of evidence-based strategies and programs that address drug trafficking and violent crime.

Additional Strategic Planning & Coordination Efforts

The New Mexico Department of Public Safety (DPS) is involved in several planning and coordination initiatives throughout the state. Interim Cabinet Secretary Tim Q. Johnson serves as the Chairman of the Drug Enforcement Advisory Council (DEAC), which supports a regionally coordinated approach to New Mexico's HIDTA Strategy. The DEAC recommends the multi-jurisdictional task force approach, and all regional task forces collaborate with federal, state, and local law enforcement agencies. HIDTA also provides local units of government task forces and the New Mexico State Police with funding intended to disrupt and dismantle drug trafficking organizations. Coordination of intelligence and information exchange among federal, state, and local law enforcement agencies is a crucial element of an effective drug strategy.

DPS continues to prioritize drug demand-reduction efforts in coordination with federal, state, and local law enforcement agencies in New Mexico. Law enforcement will focus resources on communities affected by high crime and substance abuse and collaborate with existing resources to maintain or increase resource capacity and avoid duplication of effort.

APPENDIX I: DEAC MEMBERS

MEMBERSHIP/BYLAWS DISTINCTION Drug Enforcement Advisory Council January 21, 2021

	AT LARGE MEMBERS:	
1	The Cabinet Secretary of the Department of Public Safety, who shall serve as Chairperson	Tim Q. Johnson, Interim Cabinet Secretary, NMDPS
2	Chief of New Mexico State Police	Robert O. Thornton, Interim Chief New Mexico State Police
3	Chief of the Albuquerque Police Department	Harold Medina, Acting Chief, Albuquerque Police Department
4	Bernalillo County District Attorney	Raul Torrez, DA, 2 nd Judicial District, Albuquerque, NM
5	A District Attorney Outside of Bernalillo County	Clint Wellborn, DA, 7 th Judicial District, Socorro, NM
6	A Representative from Municipal Police Department outside City of Albuquerque	Stewart Steele, Police Chief, Rio Rancho Police Department
7	A Representative from Tribal or Pueblo Police Department	Paul Chavez, Acting Public Safety Director, Pueblo of Laguna
8	A Representative from Sheriff's Department	Denise Vigil, Sheriff, Valencia County Sheriff's Office
9	A Representative from New Mexico Department of Corrections	Alisha Tafoya Lucero, Cabinet Secretary
10	A Representative from a Law Enforcement Association or Organization	Matt Fisher, Vice President, Albuquerque Police Officers Association
11	A Representative from the New Mexico National Guard	Tim Romero, LTC, N.M. National Guard
12	A Representative High Intensity Drug Trafficking Area	Will Glaspy, Regional Director
13	A Representative from New Mexico Children Youth and Families Department	Brian Blalock, Cabinet Secretary (Tamera Marcantel, Designated Representative)
14	Public Citizen Representatives Public Citizen Representatives, Vice Chairperson	Bruce Richardson, Chimayo William Jacobs, Las Cruces
15	A Representative from the Region I Multi-jurisdictional Task Force	Ryan Nelson

16	A Representative from the Region II Multi-jurisdictional Task Force	Garrett Morris
17	A Representative from the Region III Multi-jurisdictional Task Force	Scott McFaul
18	A Representative from the Region IV Multi-jurisdictional Task Force	Steve Pacheco
19	A Representative from the Region V Multi-jurisdictional Task Force	Roger Grah
20	A Representative from the Region VI Multi-jurisdictional Task Force	Wm. Robert Sullivan
21	A Representative from the Region VI Multi-jurisdictional Task Force	John Rubio
22	A Representative from the New Mexico Gang Task Force	Manuel Gonzales III
23	A Representative from the U.S. Marshals South West Investigative Fugitive Team	Vincent Gambone
24	A Representative from the New Mexico State Police-Investigations Bureau	Richard Mathews
25	Other members as deemed necessary	
	EX-OFFICIO MEMBERS:	
1	A Representative from the United States Attorney or Designee	Fred Federici, Acting U.S. Attorney (Denise Gutierrez, LE Coordinator, Designated Representative)
2	A Representative from the Drug Enforcement Administration	Scott Garland, ASAC
3	A Representative from the Federal Bureau of Investigation	James C. Langenberg, SAC
4	A Representative from the United States Border Patrol	Vacant
5	A Representative from the Bureau of Indian Affairs	William McClure, SAC
6	A Representative from the U.S. Marshals Service District of New Mexico	Sonya Chavez, U.S. Marshal
7	A Representative from the Immigration and Customs Enforcement/Homeland Security Investigations	Vacant