



# NEW MEXICO DEPARTMENT OF PUBLIC SAFETY

## 2022-2023 STATE CRISIS INTERVENTION PROGRAM (SCIP) GRANT

### 2024 Subgrantee Application Packet



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

**Jason R. Bowie, Cabinet Secretary,  
New Mexico Department of Public Safety**

Application Deadline: **5:00 P.M. on October 11, 2024**

Submit via: CapMax application software.

Contact Information: Maggie Romero  
Grants Management Bureau  
505-548-0920  
[margaret.romero@dps.nm.gov](mailto:margaret.romero@dps.nm.gov)

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## OVERVIEW

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### Introduction

The Byrne State Crisis Intervention Program (Byrne SCIP) 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 SCIP 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 SCIP subgrant proposals, and administering SCIP subgrant awards upon pre-approval by the BJA.

The FY 2022 – 2023 SCIP formula solicitation is to support efforts toward the development and enhancement of Extreme Risk Program Orders (ERPO, aka Red Flag Laws) across the state. The NMDPS will leverage SCIP funding to support efforts for those implanting ERPO training programs and public outreach, also funding law enforcement crisis intervention programs or initiatives.

### Purpose

The primary purpose of SCIP funding is to address gun violence and improve responses to behavioral health crises by supporting the implementation of state crisis intervention court proceedings, ERPO programs, and related gun violence reduction programs/initiatives, as authorized by the Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117- 159, 136 Stat. 1313, 1339); 28 U.S.C. 530C.

This solicitation invites eligible state, local and tribal government units to apply for funding to develop and execute projects and initiatives that align with the priority areas, objectives, and proposed approaches outlined in the NMDPS FY 2022-2023 SCIP Plan. The goal of this funding is to advance effective crisis intervention strategies, enhance coordination among local agencies, and ultimately foster safer communities by tackling the root causes of gun violence and behavioral health issues.

The NMDPS intends to use its existing Drug Enforcement Advisory Council (DEAC), the governing body of Byrne JAG<sup>1</sup>, to meet the requirement for the Crisis Intervention Board of the Byrne SCIP program. The State of New Mexico, through the Office of the Governor, established the Drug Enforcement Advisory Council (DEAC) as the governing body of Byrne JAG<sup>2</sup> and designated the

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<sup>1</sup> New Mexico Executive Order 1996-014

<sup>2</sup> New Mexico Executive Order 1996-014

Cabinet Secretary of the NMDPS as the Chairman of DEAC.<sup>3</sup> 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 2022-2023 SCIP subgrants are due no later than **5:00 PM on Friday, October 11, 2024**. *Failure to apply by the deadline will result in the application being denied.*

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States; its departments, agencies, or entities; its officers, employees, or agents; or any other person.

## **Statutory Authority**

Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C  
[untitled \(congress.gov\)](#)

## **Distribution of Formula Funds**

The Byrne SCIP funding is intended for the creation and/or implementation of extreme risk protection order (ERPO) programs, state crisis intervention court proceedings, and related gun violence reduction programs/initiatives and trainings.

The DPS-GMB shall distribute a minimum of 40% of the total grant to local units of government, a minimum of 10% to “less-than-\$10,000 jurisdictions”, 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 2022-2023 the total amount of variable pass-through funding available to local law enforcement agencies is approximately **\$971,861.00**, less than \$10,000 pass-through jurisdictions agency is approximately **\$169,369.00** and the total amount of state funding available to qualified state agencies is approximately **\$1,426,537.00**.

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<sup>3</sup> New Mexico Executive Order 2011-013

## **ELIGIBLE PROGRAM AREAS & FUNDING PRIORITIES**

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The State Crisis Intervention Advisory (SCIA) board, established by the DEAC pursuant to BJA requirements, is designed to inform and guide Byrne SCIP funding in New Mexico. The board collaborated with the DEAC, engaged with stakeholders, and attended ERPO trainings to assess the state's current needs for Byrne SCIP, supporting strategic planning and determining funding priorities. The board plays a critical role in overseeing and guiding the SCIP, ensuring its success through its involvement in approval processes, decision-making, and program governance.

Per the priorities identified by the SCIA board of the DEAC. The DEAC set the eligible program purpose area(s) for the SCIP Program to be limited to:

1. Training for those implementing ERPO programs and public outreach
  - Training for judiciary and court staff on ERPO proceedings
  - Training for family members on ERPO
  - Training for first responders on ERPO
  - Training for social services providers on ERPO
  - Training for clinicians on ERPO
  - Public awareness campaigns educating the general public on ERPO and its use
2. Funding for Law Enforcement Crisis Intervention Programs or Initiatives
  - Development and or delivery of specialized training, including crisis response and intervention training (CRIT), and overtime for officers to attend such training.
  - Training for school resource officers on identifying youth at risk for firearm violence.

The DEAC, in collaboration with the NMDPS, will continue to support agencies that effectively implement evidence-based projects aimed at reducing violent crime. To qualify for SCIP Funds, these projects must align with the New Mexico HIDTA Threat Assessment and Drug Strategy and meet Uniform Crime Reporting (UCR) requirements. The DEAC strongly encourages the investment of SCIP Funds in initiatives that are consistent with the SCIA board's and DEAC's established funding priorities, particularly those designed to mitigate gun violence and enforce existing firearms laws. This focus ensures that funded programs are not only grounded in proven effectiveness but also strategically address key issues in violent crime and firearms regulation.

## **ELIGIBLE APPLICANTS**

For the 2022-2023 funding cycle, eligible applicants include state, local and tribal government entities. The applicant sponsoring the program must be a unit of state, local or tribal 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 as determined by the Secretary of the Interior.

## IMPORTANT NOTES:

- *State-level applicants must have budgetary spending authority before submitting their SCIP request. Local-level applicants must list their respective city or county unit of government as the “Applicant Agency” on all forms. **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.*
- *Prior subgrant recipients shall be in compliance with the stipulations of all previous awards in order to be eligible for 2022-2023 SCIP program funding.*

## ELIGIBLE COSTS

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Applicants seeking SCIP funding for the 2022-2023 period must ensure that their applications reflect the genuine needs of their programs and take into account all available funding sources. When submitting their proposals, applicants should request only the amount of funding that is reasonable and directly aligned with the goals and objectives of their programs.

The application must include a comprehensive description of the specific needs driving the request for program expansion or addressing new funding gaps. Additionally, applicants must detail the expected outcomes and activities that will be enhanced or introduced as a result of the increased funding. This detailed justification is crucial for demonstrating how the requested funds will effectively contribute to the program’s success and overall impact.

### Eligible Activities and Cost Items

Eligible activities should include those programs and projects which are evidence-based and are consistent with the funding priorities established by SCIA board and the DEAC. The approval process for SCIP grant projects is a comprehensive sequence of steps designed to ensure the effective utilization of funds toward achieving the defined program goals. Eligible cost items may include the following:

- 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 SCIP 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.**
  2. Applicants requesting funds to pay salaries for 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 SCIP grant activity.
- B. Contractual costs
  1. Services either ongoing throughout the grant period, or on a one-time basis

2. Non-field personnel whose salaries are paid out of contractual services must also complete a Job Duties Questionnaire to document the nature of the services being provided if their work will be ongoing throughout the grant period. These individuals will also be required to submit time and effort reports delineating the hours spent working on SCIP grant activity.
- C. Other Costs, including:
1. Travel
  2. Equipment
  3. Supplies
  4. 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 for SCIP funding are specified in the [DOJ Grants Financial Guide](#). Award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage
- Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV

In general, as a matter of federal law, funds may not be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. Recipients and subrecipients must comply with the provisions in 2 C.F.R. § 200.450 (Lobbying) and 18 U.S.C. 1913, as appropriate. Also, see Chapter 2.1 of the DOJ Grants Financial Guide for specifics about restrictions on lobbying. Should any question arise as to whether a particular use of award funds would or might fall within the scope of these prohibitions, the recipient is to contact GMB for guidance, and may not proceed without the express prior written approval from GMB.

## 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. SCIP funds shall be used to fund new programs or expand/enhance existing programs. A subgrantee **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**

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Applicants for funding under the 2022-2023 SCIP Program must complete the application in full, including all required and appropriate signatures. CapMax applications shall be received by the GMB no later than 5:00 p.m. (MDT) on Friday October 11, 2024. It is the responsibility of the applicant to ensure that the completed application is received by the NMDPS GMB via CapMax by the deadline; any application received after this deadline will not be considered.

Each applicant shall submit one (1) application to the NMDPS GMB via the CapMax application software.

If you have any questions, you may contact Maggie Romero at (505) 548-0920 or [margaret.romero@dps.nm.gov](mailto:margaret.romero@dps.nm.gov) .

**Timeline**

September 18, 2024	Release of 2022-2023 Subgrantee Application Packet and Notice of Funding Availability
October 11, 2024 @ 5:00 PM	Subgrant Applications Due
October 16 - 18, 2024	DPS-GMB Review of Applications
November 1 - 15, 2024 (tentative)	DEAC Budget and Funding Sub-Committee Review
November 15, 2024 (tentative)	DEAC Board Meeting/Funding recommendations made/Ratification of recommendations
November 29, 2024 (tentative)	Selected Sub-Recipients sent to DOJ for approval



December 20, 2024	Award Letters and Subgrantee Agreements processed and released to awardees
January 1, 2025	Subgrant 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 2<sup>nd</sup> Quarter and 70% of their grant funds expended by the end of the 3<sup>rd</sup> Quarter. Subgrantees that do not meet this requirement may have their program funds reduced and reverted to DPS.*

**2022-2023 SCIP APPLICATION INSTRUCTIONS**

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On forms prescribed by DPS-GMB, applicants shall submit their 2022-2023 SCIP Program Application within the CapMax application website. 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.

Use the link provided from the NMDPS website to access the CapMax application website. You will need to create your account and be approved by NMDPS-GMB before you can begin your application. Please allow 24 to 48 hours for this approval. You will be notified via email once your login has been approved. Once approved you can begin your application.

Please read through all the instructions within this solicitation and utilize the “Instructions” boxes within CapMax to help you navigate the application. CapMax will save automatically as you progress through the application. You can leave and come back to it at any time.

**DO NOT** hit “Save & Submit” until you are finished and are ready to submit your application.

If you have any problems with the CapMax system, please contact:  
Maggie Romero at (505) 548-0920 or [margaret.romero@dps.nm.gov](mailto:margaret.romero@dps.nm.gov).

It is advised that you start your applications as soon as possible and give yourself plenty of time to complete the application. This will ensure you have ample time to address any system issues before the application deadline.

**FORMAT**

**1. Applicant Agency Information**

- **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 is completing the application.
- **Project Director:** Enter name, title, telephone number and email address of the individual who will be in direct charge of the project. He or she should combine substantial knowledge and experience in the project 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 project 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 project 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 UEI:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Unique Entity ID (UEI) number in their application for a new award or renewal of an award. Applications without a UEI number are incomplete. Obtaining a UEI number is a free, simple, one-time process. Call 1-866-705-5711 or apply online at <http://sam.gov/content/duns-uei>.

## 2. Program Summary – “**Rated Criteria**”

- **Project Title:** Enter the title or name of the project no longer than forty-five (45) characters.
- **Funding Request:** Enter the total amount of funding you are requesting. The note “Funding request does not match the total created budgets” will stay until you enter your budget information. Once your budget information is entered, check back to ensure that it matches here.
- **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/>.
- **Program Purpose Area:** Select which SCIA approved program purpose area your project is most related to.
  - Training for those implementing ERPO programs and public outreach
  - Funding for Law Enforcement Crisis Intervention Programs or Initiatives
- **Applicant Agency Overview**
  - Enter the type of agency (task force, police department, etc.).
  - 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 SCIP funds will be utilized for this project.
  - Explain how the program will address the problem described above.
  - Describe the overall goals of this program.
- **Project 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 SCIP funding.
  - Describe other potential funding sources available for this project.
- **Ranking Funding Priorities**
  - Rank the most essential funding line items or cost categories that will ensure your program's success.
- **Program Participants**
  - List all program participants by position, indicate if SCIP 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, if applicable.
  - If applying for overtime (OT) funding, applicant agencies **must** provide an OT policy and procedure for each agency that will be requesting OT funds.

### 3. Logic Model – “**Rated Criteria**”

- Click the “Instructions” box to see instructions for how to add a goal, objective, and/or activity.
- Identify your Goals and Objectives for the program. These should tie into the challenges, long-term approaches, and service-related needs detailed in the Program Summary.
- Goals, Objectives, and Activities should be completed in the following way:

- **Goals:** Explain the goal of the project in a broad statement relating 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 CESF program funds, to achieve the stated project goal. These should be measurable by a certain amount and within a certain amount of time. Include baseline numbers if you have them.
- **Activities:** Identify and describe the activities that will occur to help achieve each of your stated project objectives.
  - Indicate an outcome or milestone for that activity.
  - Identify who will be responsible for the completion of that activity.
  - Identify a date on which this activity will be completed.
  - If a quantity is applicable, enter that as well.
- An example of a Goal, Objective, and Activity can be found in the “Instructions” box.

#### 4. **Timeline – Informational Tab**

- This is an informational tab that will be generated based on the timeframe information that you completed in the Logic Model.
- Review and ensure that it is realistic for your program.
- Should you be awarded funding, this timeline will be used as part of your performance evaluation so please ensure that it accurately reflects your plan for your program.

#### 5. **Budget– "Rated Criteria"**

- The Budget is limited to the following categories: Salaries and Wages, Employee Benefits, Contractual Services, Travel, Equipment, Supplies, and Other Costs.
- Enter the line items and amounts under each appropriate category that you are requesting funding for.
- These items and amounts should directly relate to the problem statement you entered under the Program Summary and detail the funding needed to complete your Goals and Objectives entered in the Logic Model.
- Click the “Instructions” box to see instructions on how to add/delete a line under each category and some helpful information for how to fill in each section.

#### 6. **Budget Narrative "Rated Criteria"**

- For every line item entered on the previous tab there **must be** a detailed justification of how costs were calculated and the need for the costs.
- In your justifications, be sure to relate how the requested items will address the challenges stated in the Problem Statement.

#### 7. **Budget Summary- Informational Tab**

- This is an informational tab that will be generated based on the information entered on the Budget tab.

- Review and ensure that it is realistic for your program and matches the total funding amount you entered on the Program Summary tab.

## 8. Required Certifications

- **ALL** Applicants will be required to print the below certifications, have them completed, and include them with their application.
  - High Risk Status Disclosure
- Electronic signatures are acceptable if they are electronic versions of the individual’s actual signature.
- Click the “Instructions” box to see how to download and upload the forms.

## 9. Required Documents

- **ALL** Applicants will be required to include the below documents with their application.
  - Most Recent Financial Audit for your Fiduciary Agency
- Click the “Instructions” box to see how to download and upload the forms.

## 10. Other Documents

- The documents in this section are only required if you have requested or noted the below items in your application.
  - For any overtime you will need to complete/provide:
    - The Overtime Certification for each agency that will be receiving funds
    - The Overtime Policy for each agency that will be receiving funds
  - For any salaries you will need to complete/provide:
    - The Job Duties Questionnaire
  - If you have collaborative partnerships or are a multi-jurisdictional task you will need to provide:
    - a CURRENT/ACTIVE memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by all participating agencies.
- Electronic signatures are acceptable if they are electronic versions of the individual’s actual signature.
- If multiple agencies are required to submit documents, they can be uploaded all together as one document.
- Click the “Instructions” box to see how to download and upload the forms.

## 11. Checklist

- Use this checklist to review your application and ensure that all pieces have been completed/uploaded.

## 12. Applicant Signatures

- Download the Application Signatures page and please have it completed/signed by the Applicant Agency Contact, Project Director, and Authorized Official to certify that the information presented in the application is true and correct to the best of their knowledge.
- Once completed please upload the signed copy back into CapMax.

- Electronic signatures are acceptable if they are electronic versions of the individual’s actual signature.
- Click the “Instructions” box to see how to download and upload the form.

### 13. Submission

- Go back to the Applicant Info tab and hit “Save & Submit” when you are ready to submit your application.
- You will receive an email notification stating that your application has been submitted.

### Review and Selection

The SCIP selection process for grant applications to the Department of Public Safety, in collaboration with the Drug Enforcement Advisory Council (DEAC), will adhere to the procedures outlined in NMAC 2013 10.10.3.18 and consists of several stages. Upon receipt, the GMB staff reviews applications for completeness and conducts an internal evaluation and rating. Complete applications are then forwarded to the DEAC budget subcommittee or SCIA board for further review and rating, after which the subcommittee submits its recommendations to DEAC for ratification. Final recommendations are forwarded to the Cabinet Secretary of the Department of Public Safety, who has the ultimate authority to award grants. All applicants are notified in writing of the outcome within 30 days of the application deadline. Unsuccessful applicants may appeal if they believe that any federal or state regulation related to the selection process has been violated. Appeals must be submitted to the New Mexico Department of Public Safety’s Grants Management Bureau within 15 calendar days of receiving the outcome notification. A three-member appeal panel will review the alleged violation, make a recommendation to the Cabinet Secretary, and delay all funding decisions until a final determination is made. The Cabinet Secretary’s decision is final. Additionally, the Department of Public Safety reserves the right to reduce or deny funding requests based on availability and other factors.

**IMPORTANT NOTE:** *All SCIP-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 the GMB, the SCIA Board 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 NMDPS GMB 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 NMDPS.

In the event the NMDPS 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**

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Award recipients typically must submit quarterly financial reports, quarterly performance measurement reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

### **Financial Reporting / Requests for Reimbursement**

Subgrantees are required to submit Request for Reimbursement forms (RFR) no later than the 15<sup>th</sup> of each month for the prior month. If no funds were expended in the prior month, an RFR is still required. The NMDPS 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.

### **Programmatic Reporting**

**All recipients will be required to submit two (2) separate Reports:**

1. **Federal Quarterly Performance Measurement Reports** will be due no later than the 15<sup>th</sup> of the month after the quarter end date. Federal quarterly reports are completed in DOJ-BJA's web-based [Performance Measurement Tool \(PMT\)](#). This will cover the programmatic accomplishment made toward the goals of the subgrant agreement.
2. **Monthly Progress Reports** will be due no later than the 15<sup>th</sup> day of the subsequent month. These progress reports will be completed using Excel and must be submitted by email to the GMB at [DPS-GrantManagement@state.nm.us](mailto:DPS-GrantManagement@state.nm.us)

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

**IMPORTANT NOTE:**

- *DPS shall **withhold reimbursement** of funds if any subgrantee 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 2022-2023 SCIP Funding Program.*

## Program Monitoring

Each subgrantee receiving an award for the 2022-2023 SCIP 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 subgrantee. 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 2022-2023 SCIP 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

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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, and other information



## 2022 - 2023 SCIP GRANT APPLICATION CHECKLIST

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Have you completed your application?

1. Application Tabs

- \_\_\_\_\_ Applicant Info
- \_\_\_\_\_ Program Summary
- \_\_\_\_\_ Logic Model
- \_\_\_\_\_ Timeline
- \_\_\_\_\_ Prior Outcomes
- \_\_\_\_\_ Budget
- \_\_\_\_\_ Budget Narrative
- \_\_\_\_\_ Budget Summary

2. Additional Application Documents

Required Certifications

\_\_\_\_\_ High Risk Disclosure

Required Documents

\_\_\_\_\_ Most recent Financial Audit for your Fiduciary Agency

Other Documents

If applying for Overtime funds,

\_\_\_\_\_ Overtime Certification

\_\_\_\_\_ Your Agency's Overtime Policy

If applying for Personnel Salaries,

\_\_\_\_\_ Job Duties Questionnaire

If you have any collaborative partnerships or are a multi-jurisdictional task force,

\_\_\_\_\_ Current/active memorandum of understanding (MOU), Letter of Agreement (LOA), and/or contracts signed by all participating agencies.

3. Application Signatures \_\_\_\_\_

Have you:

- Completed your entire application using the appropriate forms?
- Double-checked your math?
- Included a detailed justification for each budget item?
- Included the required certifications and documents?
- Submit your application by hitting "Save & Submit" on the Applicant Info tab?
- Received a confirmation email that your application has been submitted?

## APPENDIX I: DEAC MEMBERS

**MEMBERSHIP/BYLAWS DISTINCTION**  
**Drug Enforcement Advisory Council**  
**February 29, 2024**

	<b>AT LARGE MEMBERS:</b>	
1	The Cabinet Secretary of the Department of Public Safety, Chairperson	Jason R. Bowie, Cabinet Secretary, NMDPS
2	Chief of New Mexico State Police	William Weisler, Chief of Police, New Mexico State Police; DC Carolyn Huyhn, Vice Chairperson Proxy
3	Chief of the Albuquerque Police Department	Harold Medina, Chief of Police (Commander Luke Languit, designated representative); Deputy Chief Cecily Barker as proxy; Lt. Ryan Nelson
4	Bernalillo County District Attorney	Sam Bregman, DA, 2 <sup>nd</sup> Judicial District, Albuquerque, NM; Victoria LeBlanc, Deputy DA proxy
5	A District Attorney Outside of Bernalillo County	Clint Wellborn, DA, 7 <sup>th</sup> Judicial District, Socorro, NM
6	A Representative from Municipal Police Department outside City of Albuquerque	Stewart Steele, Chief of Police Rio Rancho
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; Jeff Noah, Undersheriff as proxy; Lt. Joseph Rowland
9	A Representative from New Mexico Department of Corrections	Alisha Tafoya Lucero, Cabinet Secretary; Wes Hatley, Region Manager as proxy
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	Jason Crow, Lt. Col., 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	Teresa Casados, Cabinet Secretary (Tamera Marcantel, Designated Representative)
14	Public Citizen Representatives  Public Citizen Representatives	Bruce Richardson, Chimayo  William Jacobs, Las Cruces
15	A Representative from the Region I Multi-jurisdictional Task Force	Ryan Nelson, APD or GS Jeffrey Armijo (DEA)

16	A Representative from the Region II Multi-jurisdictional Task Force	Sgt. Mitch Goins
17	A Representative from the Region III Multi-jurisdictional Task Force	Captain Scott McFaul
18	A Representative from the Region IV Multi-jurisdictional Task Force	Matias Apodaca
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 VII Multi-jurisdictional Task Force	Gabriel Arenibas
22	A Representative from the New Mexico Gang Task Force	Vacant
23	A Representative from the U.S. Marshals Southwest Investigative Fugitive Team	Vincent Gambone; Russell Lashley as proxy
24	A Representative from the New Mexico State Police-Investigations Bureau	Lt. Noe Alvarado
25	SCIP Courts Representative	Judge Cristina P. Argyres – Village of Los Ranchos
26	SCIP Prosecutor Representative	Prosecutor Mandana Shoushtari – Chief Deputy DA, 11 <sup>th</sup> District Attorney’s Office - Gallup
27	SCIP Behavioral Health Representative	Art Brambila – UNM Department of Psychiatry and Behavioral Sciences
28	SCIP Victims Advocate Representative	Susan Torres
29	SCIP Legal Counsel	Edna Sprague – NM Legal Aid
30	SCIP Law Enforcement Representative	Lt. Janice Madrid – NM State Police
31	SCIP Community Member	John Martinez – President of the Hispanic Cultural Center Foundation

	<b>EX-OFFICIO MEMBERS:</b>	
1	A Representative from the United States Attorney or Designee	Aja Brooks, Executive U.S. Attorney; Alyssa Skrepcinski, LE Coordinator, Designated Representative.
2	A Representative from the Drug Enforcement Administration	Scott Garland, ASAC; Terrance Woodard, Group Supervisor as proxy
3	A Representative from the Federal Bureau of Investigation	Eric Brown, ASAC, Designated Representative and Claudia Arias- Dannie Price as proxy
4	A Representative from the United States Border Patrol	Vacant
5	A Representative from the Bureau of Indian Affairs	Gary Ortega
6	A Representative from the U.S. Marshals Service District of New Mexico	Russell Lashley, US Marshall
7	A Representative from the Immigration and Customs Enforcement/Homeland Security Investigations	Vacant