Fiscal Year 2021
Juvenile Adjudication Fund
Application Instructions

Department of Finance and Administration (DFA)
Local Government Division (LGD)
Bataan Memorial Building, Suite 201
407 Galisteo Street
Santa Fe, New Mexico 87501
Application Overview

This document includes application forms for the fiscal year 2021 (July 1, 2020 – June 30, 2021) Juvenile Adjudication Fund Grant.

Purpose of Juvenile Adjudication Fund Grants:

The New Mexico Legislature established the Juvenile Adjudication Fund (JAF) in 2009 to support an alternative adjudication process for juveniles charged with traffic and other misdemeanor offenses to help alleviate the docket of the juvenile judicial system.

Funding and Administrative State Agency:

The JAF Program is administered by the Department of Finance and Administration (DFA), Local Government Division (LGD).

Eligible Applicants:

The threshold eligibility requirements below must be met for an applicant to be considered for a grant.

1) The head of the local juvenile probation office responsible for the geographic area of the alternative adjudication program in the application must submit a letter indicating the intent of the juvenile probation officers (JPOs) in that office to refer juveniles to the alternative adjudication program during the period covered by the requested grant.

2) The alternative adjudication program covered by the application must have a qualified program coordinator in place responsible for the overall management of the alternative adjudication program. The applicant must identify the coordinator and explain the coordinator’s qualifications in the application.

3) The applicant must have completed all audits required under the Audit Act, have a budget approved by the division pursuant to the Chapter 6, Article 6 NMSA 1978, and be current on all financial reports required to be submitted to the division under the article.

4) A minimum of 10 percent of the proposed operating budget of the alternative adjudication program to be assisted with grant funds must come from sources other than grant funds or other state funds.

5) Only alternative adjudication programs are eligible to be assisted with grant funds.

Counties and municipalities or any combination of two or more counties and incorporated municipalities may apply for grants. The applicant will serve as the fiscal agent for the program. To become eligible for the JAF funds a resolution signed by a county/municipality official must be included with the application. Applications from multiple counties and/or municipalities must identify a lead county or municipality that will serve as the administrative lead and fiscal agent. The identification must be made through joint resolution by the participating counties and/or municipalities.
Applicants whose fiscal agent is on the Office of the State Auditors at Risk List located at (http://www.saonm.org/government_score_card) as of April 3, 2020 will be ineligible for grant funding.

Eligible applicants must request funding for programs that include one or more Alternative Juvenile Adjudication Programs (AJAP) which have been in operation for at least two years. If an applicant wishes to apply for funding for an AJAP that has been in operation for less than two years, the applicant must have a mentorship relationship with another AJAP and must receive a letter of support from that program. Applicants not meeting this requirement may submit a written request for a waiver from these requirements. The request for waiver form (JAF-3) must be included with the application.

Pueblo and tribal governments and non-profit organizations are not eligible to apply directly for grants. These organizations may receive funds from grantees as sub-grantees, in the case of pueblo or tribal governments and non-profit organizations.

Duration of Funding:

This application will fund the program year July 1, 2020 through June 30, 2021. However, only eligible expenses incurred during this period and after the grant funds are formally awarded through a fully executed grant agreement will be reimbursed with grant funds.

How to Apply

Applicants must submit applications in hard copy. Do not staple or spiral bind applications.

All proposals must be assembled in the order outlined in Application Forms and Content

Two (2) copies the application with original signatures must be submitted to:

Julie Krupcale, Bureau Chief
DFA/LGD
Bataan Memorial Building, Suite 201
407 Galisteo Street
Santa Fe, New Mexico 87501

Deadline for Application Submission:

The deadline for applications is **April 3, 2020 at 4:00 p.m.** Applications received after the deadline will not be considered for funding.
**Application Forms and Content**

1. **Application Cover Sheet** – Include the fiscal agent contact person and information. The fiscal agent contact should match the county/city W-9 form that is on file with DFA for payments to be processed.

2. **Resolution** – Must be adopted by county/municipality acting as fiscal agent for the juvenile adjudication program.

3. **Application Questions and Narrative** – Respond directly under each question/statement.

4. **Budget Forms** – Complete the revenue/expenditure summary and Exhibit J. Budgets must reflect reasonable and justified costs appropriate to the proposed activities. Review the JAF Guidelines, (on LGD website) which explain eligible and ineligible expenditures, budget restrictions, and budget category information before preparing the budget form. The in-kind match must be at least ten percent (10%) and no more than 5% of the funds may be budgeted for indirect costs.

5. **Staff Organizational Chart** – Identify all staff members and their roles, including coordinator.

6. **Letter from JPPO** – A letter from the head of the local juvenile probation and parole office indicating their intent to refer juveniles to the alternative adjudication program.

7. **Letters of Support** – Include 3-5 relevant letters of support from local community organizations, Native American communities, schools, etc. to show public participation in the proposed program. Also, a letter of support should be attached from a juvenile who is currently involved in the teen court program.

8. **Letter from AJAP Mentor** – if applicable

9. **Waiver Request Form JAF 3** – if applicable

**Application Review, Rating and Selection**

Evaluators selected by LGD will review, rate, and rank grant applications for completeness, eligibility, and compliance with the regulations. Complete applications that meet all threshold eligibility requirements shall be evaluated and rated based upon the evaluation criteria established in this application. In the event that the application is incomplete or requires modification, the applicant will be promptly notified by the division. The applicant must then immediately submit the information and modification requested. Applicants that do not respond in writing may be disqualified.
The local government division director, will make funding decisions based on staff ratings and recommendations. In addition, funding will be limited to the amount of grant funding available, and may be less than the amount requested in the application.

**Review Criteria** - Maximum rating for an application is 100 Points.

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<tr>
<th>Verified, if applicable</th>
<th>Review Criteria</th>
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<tr>
<td></td>
<td>If the AJAP has been in operation for less than two years, the application describes the mentorship relationship the program has with another AJAP. The application contains a letter from the mentor supporting the application for grant assistance. <strong>OR</strong> A written request for a waiver from these operation experience and mentorship requirements was submitted.</td>
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<tr>
<td>Verified</td>
<td>- The application includes a letter of support from the JPO indicating the intent of the JPOs to refer juveniles to the alternative adjudication program. - The application designates the fiscal agent.</td>
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<td>15</td>
<td>1. A coordinator is identified and their qualifications are explained in the application.</td>
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<td>2. The application describes goals, strategies, and performance measures.</td>
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<td>3. The application describes how the AJAP operates, including the referral and adjudication processes.</td>
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<td>4. The application describes how the AJAP collaborates with the juvenile probation office and officers.</td>
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<td>Verified</td>
<td>5. The application describes community collaboration and partnerships.</td>
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<td>6. The application estimates the number of juveniles to be served in FY21.</td>
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<td>7. The application clearly identifies the services/components to be provided to clients and a brief description of what that service/component entails.</td>
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<td>8. The application describes what participant data are collected and how participants will be tracked to ensure sentencing requirements are completed.</td>
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<td>9. The application describes how the program monitors participant recidivism and how any recidivism is addressed.</td>
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<td>10. The application contains a clear breakdown of proposed costs and expenses.</td>
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<td>11. At least 10% of the total operating budget is in-kind or cash match. The source of matching funds and other supporting resources are clearly identified.</td>
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<td>12. Administrative expenses do not exceed 5% of the total grant funds.</td>
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<td>13. The application justifies the financial need for the JAF grant.</td>
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<td>14. The application identifies all other sources of funding supporting the AJAP and the amount being received.</td>
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<td>15. If LDWI funds are used for the AJAP, the applicant specifies the amount.</td>
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<td>16. The collection and spending of program fees are explained in the application.</td>
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<td>17. If the applicant has previously received a JAF grant, all funds have been spent. If the applicant is currently receiving a JAF grant, any challenges in spending are identified.</td>
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<td>Verified</td>
<td>18. If the AJAP is receiving direct legislative funding, the amount received is indicated in the application.</td>
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