

FY27 LDWI Application Completeness Checklist

Submission: One (1) application emailed to Malia Melhoff at MaliaM.Melhoff@dfa.nm.gov

Application documents submitted in the following order as 1 PDF document:

Application Cover Sheet – with wet, digital, or electronic signatures

Resolution – with wet, digital, or electronic signatures

Statement of Assurances – with wet, digital, or electronic signatures

MOU – with wet, digital, or electronic signatures

Local DWI Program Personnel

County/City Personnel

Local DWI Voting Planning Council Members

Application Narrative

Law Enforcement Funding Request – if applicable

Letters of Support – At least 3

Organizational Chart – Clearly identifies DWI coordinator and staff

Budget Breakdown forms:

Distribution Grant

Roll-Up

Prevention

Law Enforcement

Teen Court

Outpatient Treatment

Jail-based Treatment

Preventative Treatment

Screening

Compliance

Program Administration

Verified before submission:

Distribution amount matches estimate provided by DFA/LGD/LDWI

In-Kind Match from County/Municipality is at least 10% of request:

Distribution Grant

Source(s) of in-kind match is complete

Promotional items are limited to 1% of budget or \$1,000 (if applicable)

Prevention supplies are limited to \$5,000 (if applicable)

Office environment upgrades are limited to \$5,000 (if applicable)

Teen Court funding is limited to \$40,000 (if applicable)

Judiciary costs are limited to 10% (if applicable)