

LEPF CALENDAR

- February E-mail out from Local Government Division (LGD) to all local law enforcement agencies (LEA's) – counties, municipalities, tribal police and university police. Package includes: cover letter from LGD Director, and instructions. Application link is in the instructions sheet and on the BFB website.
- March 31 Deadline for applications to be returned to LGD.**
- March 31 Date of Department of Public Safety (DPS) Registry used for funding purposes. **(NOTE: In order for an officer to be counted for funding, officer must appear on the March 31 DPS Registry)**
- April LGD reconciles officers listed on LEPF applications to officers listed on the Acadis Registry. ***It is the responsibility of the local law enforcement agency to file all required paperwork with DPS on a timely manner in order to keep the Acadis Registry updated.***
- May 1 A letter and distribution spreadsheet with LGD's initial determination is emailed out to applicants. The cover letter includes information on the appeal process.
- May 15 **Deadline for appeals to be postmarked to the Department of Finance and Administration Secretary.**
- May 31 A letter and distribution spreadsheet with LGD's final determination is emailed out to applicants. Final distribution will include the results of appeals and intercepts to the New Mexico Finance Authority, if applicable.
- September LEPF distribution payments are processed.
- July – June (throughout fiscal year for which funding was received)
Notify LGD in writing (letter or e-mail) of any adjustments needed to the budget section of the application. For example, money may need to be moved from “equipment” to “law enforcement training”.
- July 31 Carryover request forms should be included with the final budget submission. Carryover amounts should match the beginning cash balance on the budget document (this is also the June 30th balance) for the entity's LEPF fund. However, if other donations or contributions are included in cash balance, provide LGD with an explanation of the sources that make up the cash balance.
- July 31 Follow-up with tribal, school and university police departments on expenditure report for the distribution year just ended.