

**Fiscal Year 2027
Juvenile Adjudication Fund
Application Instructions**

**Department of Finance and Administration
Local Government Division
Bataan Memorial Building, Suite 201
407 Galisteo Street
Santa Fe, New Mexico 87501**

Application Overview

This document includes application forms for the fiscal year 2027 (July 1, 2026 – June 30, 2027) 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 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, 2026 through June 30, 2027. 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

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

One application, with original signatures (wet or electronic/digital), must be emailed to:

Malia Melhoff, LDWI Bureau Chief
Bataan Memorial Building, Suite 201
407 Galisteo Street
Santa Fe, New Mexico 87501

Deadline for Application Submission:

The deadline for applications is **October 1, 2026 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 in the fillable PDF.
4. Budget Form – Complete the JAF Exhibit J fillable PDF. Budgets must reflect reasonable and justified costs appropriate to the proposed activities. Review the JAF Guidelines, located on LGD website at: <https://www.nmdfa.state.nm.us/local-government/special-programs-bureau/juvenile-adjudication-fund/>, 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 AJAP 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. If 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 within the time limit specified may be disqualified.

The local government division director will make funding decisions based on evaluators 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.

	Review Criteria
Verified, if applicable	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. OR A written request for a waiver from these operation experience and mentorship requirements was submitted.
Verified	- 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.
Verified 10 5 5 5 Verified 10 5 10	1. A coordinator is identified, and their qualifications are explained in the application. 2. The application describes goals, strategies, and performance measures. 3. The application describes how the AJAP collaborates with the juvenile probation office and officers. 4. The application describes community collaboration and partnerships. 5. The application describes how the AJAP historically reduced the burden on the juvenile justice system. 6. The application estimates the number of juveniles to be served in FY27. 7. The application clearly identifies the services/components to be provided to clients and a brief description of what that service/component entails. 8. The application describes what participant data are collected and how participants will be tracked to ensure sentencing requirements are completed. 9. The application describes how the program monitors participant recidivism and how any recidivism is addressed.
10 10 10 10 Verified Verified Verified Verified 10	10. The application describes the financial need of the AJAP including how the funds will improve the program. 11. The application contains a clear breakdown of proposed costs and expenses. 12. The application describes how the AJAP is building a sustainable funding base; and identifies all other funding sources and the amount received by source. 13. If the applicant received a JAF grant in FY26, the application describes any challenges or difficulties in expending the grant funds and describes how these issues will be addressed. 14. If LDWI funds are used, the applicant specifies the amount. 15. 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. 16. Administrative expenses do not exceed 5% of the total grant funds. 17. If the AJAP is receiving direct legislative funding, the amount received is indicated in the application. 18. The application describes how the AJAP is being evaluated.

**FY27 Juvenile Adjudication Funding Application Cover Sheet
Local Government Division - DFA**

Applicant/Grantee: _____

Program Coordinator:

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
E-Mail: _____

Fiscal Agent as listed on current W-9:

Contact Person: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____
E-Mail: _____

Budget

Dollar amount requested: _____
In-Kind Match _____
Total: _____

Authorization

I authorize the applicant to submit this application for funding from the State of New Mexico. To the best of my knowledge, the information presented in the application is true and correct.

County/City Official (Print name and title)

Signature

Date

Program Coordinator (Print name)

Signature

Date

_____ RESOLUTION

Resolution No. _____

**A RESOLUTION AUTHORIZING _____ TO SUBMIT AN APPLICATION TO THE
DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION
TO PARTICIPATE IN THE JUVENILE ADJUDICATION FUND PROGRAM.**

WHEREAS, the Legislature enacted Section 34-16-1 NMSA 1978 establishing a juvenile adjudication fund grant program to fund programs providing alternative procedures of adjudication for juveniles charged with traffic offenses and other misdemeanors.; and

WHEREAS, the Legislature enacted Section 66-8-116.3 NMSA 1978 as amended, creating the juvenile adjudication fund by assessing fees levied and collected; and

WHEREAS, the County or Municipality along with participating agencies is making application to the Department of Finance and Administration, Local Government Division for supplemental program funding.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the governing body of _____, and that the chair, or designee _____ on behalf of the Governing Body and all participating agencies hereby authorizes the submission of the FY26 application for the Juvenile Adjudication Fund under the regulations established by the Local Government Division, 2.110.5 NMAC.

APPROVED AND ADOPTED by the governing body at its meeting of _____ 2026.

County Commission Chair or Mayor

Attest:

County or Municipality Clerk (SEAL)

Application Questions & Narrative

Program Design

1.Explain when the Alternative Juvenile Adjudication Program (AJAP) was established and how the program operates, including the referral and adjudication processes. Identify the coordinator responsible for the overall management of the AJAP and explain the coordinator's qualifications.

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*If the AJAP has been in operation for less than two (2) years, describe the mentorship relationship the program has with another AJAP. Include a letter from the mentor supporting this application for grant assistance.

2. Describe the program's overall goals, strategies, and performance measures.

3. Describe how the AJAP collaborates with the juvenile probation and parole office and officers.

4. Describe how the AJAP collaborates with any other community partners.

5. How has the AJAP historically reduced the burden on the juvenile justice system?

6. Based on data from the last three to five years, what is the anticipated number of juveniles to be served in FY27? (Include all participants served regardless of funding source.)

7. Check all components provided to clients.

- ☐ Substance abuse prevention:
- ☐ Shoplifting:
- ☐ DWI:
- ☐ Truancy:
- ☐ Anger management:
- ☐ Driver's education:
- ☐ Counseling:
- ☐ Team building:
- ☐ Smoking cessation:
- ☐ Tutoring:
- ☐ Peer counseling:
- ☐ Parental involvement:
- ☐ Teen parenting:
- ☐ Restorative Justice:
- ☐ Other: _____

8. Provide a brief description of the activities and services within component(s) selected in question 7.

9. Describe what participant data are collected. Include how participants will be tracked to ensure requirements are completed.

10. Describe how the program monitors participant recidivism and how any recidivism is addressed.

Financial Justification

11. Describe the financial need for the JAF grant. Describe how the requested funds will improve the program, including any specific activities and services as described above.

12. Describe how the AJAP is building a sustainable funding base for program operations using a combination of funding options that are appropriate to local needs, services and resources. Indicate what other sources (including LDWI, direct legislative funds, city/county, fees, etc.) of funding support the AJAP and how much is being received. Describe how those other funding sources support the program.

13. For those applicants who received JAF in the past fiscal year (FY26), if applicable, describe any challenges or difficulties the program has encountered in expending the grant funds. Describe how these issues have been or will be addressed.

Other

14. Describe how the AJAP is being evaluated.

JAF Exhibit J
DFA/ Local Government Division LDWI Program
All spent fees must be reported as in-kind match.

Applicant/Grantee: _____

JAF Grant _____

In-Kind Match: _____

Provide detailed cost explanations/ justifications for the amount requested in each line item.

JAF Grant

Line Item	Amount	Explanation/Justification
<i>ADMINISTRATIVE</i>		
Personnel Salary	_____	_____
Personnel Benefits	_____	_____
Travel	_____	_____
Contractual Services	_____	_____
Operating Costs	_____	_____
<i>PROGRAM</i>		
Personnel Salary	_____	_____
Personnel Benefits	_____	_____
Travel	_____	_____
Supplies	_____	_____
Operating Costs	_____	_____
Contractual Services	_____	_____

Provide detailed cost explanations/ justifications for the amount requested in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification	Source
<i>ADMINISTRATIVE</i>			
Personnel Salary	_____	_____	
Personnel Benefits	_____	_____	
Travel	_____	_____	
Contractual Services	_____	_____	
Operating Costs	_____	_____	
<i>Program</i>			
Personnel Salary	_____	_____	
Personnel Benefits	_____	_____	
Travel	_____	_____	
Supplies	_____	_____	
Operating Costs	_____	_____	
Contractual Services	_____	_____	
Minor Equipment	_____	_____	
Capital Purchases	_____	_____	

Juvenile Adjudication Fund Application (JAF) Checklist

Email 1 completed copy of the application

Application has original signatures

Application Cover Sheet

Resolution from County or Municipality

Application Questions and Narrative

Program Design

Financial Justification

Budget Form – Exhibit J

Staff Organization Chart

Letter from JPPO

Letters of support

Letter from teen participant

Letter from AJAP Mentor (If applicable)

Waiver Request (If applicable) Form JAF-3