

Local Driving While Intoxicated Grant Fund
Fiscal Year 2027

**APPLICATION FOR LDWI DISTRIBUTION AND
GRANT FUNDED SERVICES, ACTIVITIES, AND
PROGRAMS**

*The mission of the Local DWI Grant Program is to reduce the
incidence of DWI, alcoholism, alcohol abuse and alcohol
related domestic violence.*

Local Driving While Intoxicated Bureau (LDWI)
Department of Finance and Administration
Local Government Division
407 Galisteo Street
Bataan Memorial Building
Santa Fe, NM 87501

Local DWI Distribution and Grant Program

Introduction

The Local DWI Grant Fund is established to support programs, services, or activities to prevent or reduce the incidence of DWI, alcoholism, alcohol abuse and alcohol related domestic violence. Two sources of program funding are available: DWI Distribution and DWI Grants. The funding will support new, innovative, or model programs. All FY27 LDWI application forms are located on the Department of Finance and Administration (DFA) website.

Refer to the LDWI Guidelines, located on the DFA website, for more information regarding program administration: <http://www.nmdfa.state.nm.us/dwi-program-information.aspx>

This application will fund the fiscal year July 1, 2026 through June 30, 2027.

Application Procedures, Forms and Content

Electronic submission:

- One (1) complete LDWI application must be submitted electronically (PDF) to:
MaliaM.Melhoff@dfa.nm.gov

All electronic applications must be received at the Local Government Division by 4 p.m. Thursday, February 26, 2026.

The eligible applicant's governing body must authorize the county (or municipality acting as fiscal agent for the county) to submit the application by resolution.

Application Forms and Content

The fiscal year 2027 application includes both distribution and grant funding requests. The application must be organized based on the checklist.

The complete application contains all the items listed below:

Part 1:

- **Resolution** (in PDF) – Must be adopted by the County Commission and the City Council of any Municipality acting as fiscal agent for the County.
- **Statement of Assurances** (in PDF)– Must be signed by the County Commission Chairperson or the Mayor if the municipality is acting as a fiscal agent for the County.
- **Memorandum of Understanding (MOU)** (in PDF) – Must be signed by the County Commission Chairperson or the Mayor if the municipality is acting as a fiscal agent for the County.

- **Personnel Contact Information Forms** (in PDF)- Complete all contact information.
 - Local DWI Program Personnel
 - County/City Personnel
 - Local DWI Voting Planning Council Members
- **Law Enforcement Funding Request** (in PDF) – Complete one form for each participating agency, as applicable.

Part 2:

- **Application Narrative** *This document will be completed in Word then submitted as part of the PDF application.* – Includes proposed county services/activities by providing the information requested.

Part 3:

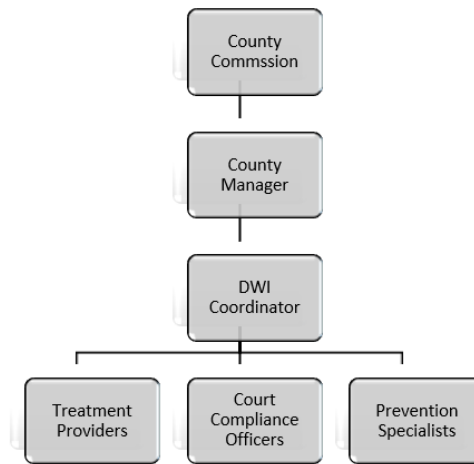
- **Application Cover Sheet** *This document will be completed in Excel then submitted as part of the PDF application.* – Includes contact information for the DWI Coordinator and the location where payment is received within the county/ municipality. Information must match the county/city W-9 form that is on file with DFA for payments to be processed.
- **Budget Breakdown** *This document will be completed in Excel then submitted as part of the PDF application.* – **Distribution and grant budgets completed on each tab for the service area within the components.** Budgets must reflect reasonable and justified costs based on the proposed activities and demonstrate sound and economical use of resources for the fiscal period of the application. Budgets must identify a minimum of 10% local in-kind match, including screening fees collected to be eligible for LDWI Funds.

Other required documents:

- **Letters of Support** –Include a minimum of three (3) and a maximum of five (5) signed letters of support from local county entities, Native American communities, associations, etc., to show public participation in the planned implementation of the program's efforts. Do not include letters from staff or contractors.
- **Organizational Chart** – Identify who the DWI Coordinator reports to and who reports to the DWI Coordinator.

Example:

Neverland County DWI Program



Application Review

The Local Government Division (Division) staff shall review all applications for eligibility, completeness, and compliance. If the application is deficient in any of these areas, the Division will promptly notify the applicant. The applicant must immediately submit the information and modification requested to correct the issue no later than 4:00 pm on March 5, 2026.

Applicants that do not respond by the deadline will be disqualified.

If the applicant is not current with screening and tracking data, financial reports, and all other reports, this will be reflected on the Recommendation Summary Sheet for the DWI Grant Council to review.

Review of Applications

Staff recommendations for approval of distribution and grant funding will be made to the DWI Grant Council. The application must be complete, eligible, in compliance with regulations and score a minimum of 70 points when rated according to the criteria set forth in the regulations.

Review Criteria

Maximum rating for an application is 100 Points. Each area of review is rated at the following value:

| Points | Criteria |
|----------|--|
| Verified | The program has a screening process established. |
| Verified | The program is tracking DWI offenders in the database approved by DFA. |
| Verified | The program has an established Local DWI Planning Council. |
| Verified | The application includes letters of support. |
| Verified | The application contains a program organizational chart. |
| Verified | Capital Purchases and judicial support do not exceed 10%. Teen Court does not exceed \$40,000. Promotional items do not exceed 1% of budget or \$1,000. Prevention supplies and office environment upgrades do not exceed \$5,000. |

| | |
|----------|---|
| 20 | 1. The application tells the story of the county by describing local characteristics, trends, resources, needs, and statistical data to understand the purpose of the DWI program. 2. The application identifies the DWI/alcohol related offender population, demographics, and trends. |
| 36 | 1. The application describes the need to continue, add, adjust, or expand programs and activities within each component. 2. The application details programs, or activities that will be used to address the gaps and needs for each component. 3. The application describes how progress will be measured to know if the strategies applied in each component are effective. |
| 16 | 1. The application details each expenditure with a corresponding explanation in the narrative. 2. The application thoroughly details each expenditure to equal the total amount requested in each component. |
| 12 | 1. Program submits documents and reports timely. 2. Program submits documents and reports correctly. 3. The program coordinator is responsive to the DFA Program manager. |
| 8 | 1. The application describes how feedback was gathered from the community, local planning council, courts, and tribal and pueblo representatives to develop the application. 2. The application identifies collaborative agencies/organizations and describes how they provide resources, services, or expertise to support the planning, implementation, and evaluation of the program's efforts. |
| Verified | 1. The application identifies at least 10% in-kind match and the funding source (county, city, fees) 2. The application explains any screening budget request. (Screening should be self-funded) |
| 8 | 1. The application identifies new, innovative, or model activities for each funded component. |

Selection

The DWI Grant Council will review staff recommendations and will make grant program funding decisions and distribution program approvals in an open public meeting held in accordance with the Open Meeting Act. The Council may adjust the scope and dollar amounts of applications for grant programs. The Council will make its grant program funding and distribution program approval determinations by a majority vote of the council. A representative of the Program/Fiscal Agent which is requesting LDWI funding must attend the Council meeting at which the funding will be considered.

Once approvals are made by the DWI Grant Council, component funding and program activities are subject to final review by the LDWI program staff. Before LDWI will issue grant agreements, each local DWI Program will be required to submit revised budgets and scopes of work to reflect actual programs, activities, and services to be implemented with the approved funding.