

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE and ADMINISTRATION (DFA)  
JOINT POWERS AGREEMENT (JPA) BRIEF

**DFA Office of the Secretary**  
**Bataan Memorial Bldg., Suite 180**  
**Santa Fe, New Mexico 87501**  
**(505) 827-4985**

*Agencies must complete and transmit this form along with all backup documentation to the DFA.*

**PRIMARY PARTY:** \_\_\_\_\_

**SECONDARY PARTY:** \_\_\_\_\_

**OTHER PARTY:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTACT ADDRESS:** \_\_\_\_\_

DOCUMENTS ENCLOSED:	AMOUNT:
JPA	Federal Funds \$ _____
JPA Amendment	General Fund \$ _____
Purchase Document	Other State Funds \$ _____
Written Justification	Local Gov. Funds \$ _____
Other _____	TOTAL \$ _____

Purpose: \_\_\_\_\_

Term: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**FOR AN AMENDMENT, LIST THE ORIGINAL JPA EXPIRATION DATE:**

**Statutory Requirements- Agencies must check each blank CERTIFYING to DFA that the JPA:**

\_\_\_\_\_ jointly exercises a power common to the parties (*Transferring funds from one agency to another does not constitute the joint exercise of power.*);  
 \_\_\_\_\_ clearly specifies its purpose;  
 \_\_\_\_\_ establishes the method by which its purpose will be accomplished;  
 \_\_\_\_\_ establishes the manner in which the joint power will exercised;  
 \_\_\_\_\_ provides for strict accountability of all receipts and disbursement;  
 \_\_\_\_\_ addresses disposition, division, distribution and ownership of any property acquired as the result of the joint exercise of power; and  
 \_\_\_\_\_ specifies that any surplus money shall be returned in proportion to the contributions made.

**Other Requirements – Agencies must enter Y (Yes), N (No), or N/A (Not Applicable) to each of the following:**

\_\_\_\_\_ Is one original and at least two copies of the JPA or amendment attached? (*DFA will forward copies to the contact.*)  
 \_\_\_\_\_ Does the JPA or amendment have original signatures executed by authorized officers, employees or other representatives empowered to bind their respective entities?  
 \_\_\_\_\_ Are all exhibits referred to in the JPA attached?  
 \_\_\_\_\_ Does the JPA provide for the expenditure or transfer of public funds by a state agency? (*All public money must be budgeted.*)  
 \_\_\_\_\_ Does the JPA provide for the transfer of local, state or federal funds to a state agency? If the answer is yes, cite or attach the legislative authority permitting the receiving state agency to increase its budget from such a transfer.  
 \_\_\_\_\_ If the JPA or amendment start date is prior to the date submitted to DFA or, if the original JPA has expired, is a justification letter requesting retroactive approval attached? (*A detailed, letter explaining the circumstances must be signed by the agency head of one of the parties.*)  
 \_\_\_\_\_ Has the JPA or amendment been reviewed by legal counsel? If yes, state Who \_\_\_\_\_

**Agency Head Signature** \_\_\_\_\_ **Title** \_\_\_\_\_