

Special Application for LDWI Funding

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

Introduction

2.110.4.15.C NMAC Special applications – “Should additional funds become or be determined to be available in the fund, the council may call for and act on special applications from eligible applicants. The purpose and rating criteria of the special applications will be outlined in the call for applications.” During the April 18, 2023 DWI Grant Council Meeting, the Council gave approval to allow eligible programs to apply for additional funds in fiscal year 2024.

Once awarded, this funding will be available through June 30, 2024.

Eligibility requirements

The applicant’s governing body must approve the submission of the special application through authorized signature.

Any local DWI program that did not fully expend all fiscal year 2023 Distribution funds must return the unexpended amount to DFA by September 29, 2023. The local DWI program will not be eligible to receive special application funds in fiscal year 2024 if the unexpended funds are not received by the deadline.

Application Procedures

All FY24 LDWI Special Application forms are located on the Department of Finance and Administration (DFA) Local government Division (LGD) Local DWI Bureau (LDWI) website: <https://www.nmdfa.state.nm.us/local-government/special-programs-bureau/>

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

Electronic submission:

- One (1) complete LDWI Special Application must be submitted electronically (PDF) to: Julie.Krupcale@dfa.nm.gov

All Special Applications must be received by the LDWI Bureau Chief no later than 4:00p.m. Thursday, September 7, 2023.

Completing Application:

Every local DWI program applying for additional funding for FY24 must complete one application. Enter information into the blue boxes within the application. All other information (not in blue) will auto-populate.

Each application includes:

Cover sheet: *Electronic, digital, or wet signatures accepted*

Complete county/municipality and coordinator information. Enter current FY24 grant amounts (if applicable) per component. Information for special application request amounts and total amended grant request amounts will auto-populate once Exhibit Js are completed. Obtain county/municipality authorized signature.

Application Questions: *Answer questions thoroughly*

Question 1: Describe the circumstances that led to any Grant funds not being spent. If all Grant funds were expended, skip to question 2.

Question 2: Describe the circumstances that led to any budgeted Distribution funds not being spent. If all budgeted Distribution funds were expended, skip to question 3.

Question 3: Identify the gaps or needs in programs/services you intend to fill with this funding. Detail how these funds will be used to meet the gaps and needs identified. Funding will be prioritized for prevention, treatment, and/or evaluation.

Exhibit J–J7: *Complete Exhibits J-J7 first. Information from Exhibit Js will auto-populate to cover sheet.*

Enter information into the blue boxes. Complete Exhibit J with the source(s) of in-kind match. Complete the corresponding Exhibit J1–J7 for each component that funding is being requested or in-kind match is being provided.

*A minimum of 10% in-kind match must be provided for the **total** grant funding.*

Application Review

The LDWI staff will review all applications for eligibility, completeness, and compliance. If the application is deficient in any of these areas, the Bureau will promptly notify the applicant. The applicant must submit the correction/missing information no later than 4:00pm on September 14, 2023. 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 for the DWI Grant Council to review.

Staff recommendations for approval of additional funding will be made to the DWI Grant Council based on the special application review criteria. All expenditures are subject to final review by the LDWI program staff.

Special Application Review Criteria:

Funding for the FY24 Special Application will be prioritized for Prevention, Treatment and/or Evaluation. Applications will be rated based on the following criteria:

Criteria I	Criteria II	Criteria III	Criteria IV	Criteria V
Extent funding is requested for prevention, treatment, and/or evaluation.	Extent gaps and/or needs are identified.	Extent of justification as to how additional funding would be used to meet gaps and/or needs.	Measures of past performance	Extent of requested expenditures allowable per LDWI Guidelines

Award Process

The DWI Grant Council will award funding in an open public meeting held in accordance with the Open Meetings Act. A representative of the local DWI program must attend the Council meeting at which funding will be considered.

The Council

- will review special applications
- will review LDWI staff recommendations which are based on eligibility and available funding
- may adjust the scope and dollar amounts of any application
- will make its funding determinations by a majority vote

After funding awards are finalized, LDWI program staff will work with DWI Coordinators to confirm all expenditures are allowable, update all budgets, and prepare Grant Agreements or Amendments.