



NEW MEXICO
Sentencing
Commission

Crime Reduction Grantee Orientation FY 2024

Grant Liaisons

- **1st, 4th, 8th Judicial Districts:**
Linda Freeman - lfreema@unm.edu - 505-235-2795
- **3rd, 5th, 6th, 11th, 12th Judicial Districts:**
Nancy Shane - nlshane@unm.edu - 505-934-5774
- **2nd, 9th, 13th Judicial Districts:**
Keri Thiel - kthiel@unm.edu - 505-259-8763

Quarterly Reports and Using Apply

SurveyMonkey Apply

<https://nmssc.smapply.io>

- **Hub for:**
 - **Application(s) & Materials**
 - **Invoices**
 - **Quarterly & Final/Annual Reports**

← Return to admin

You are currently logged in as: Test User 2

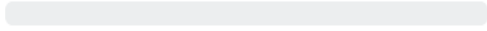
Crime Reduction Grants FY24 Round 2

TEST APPLICATION

2024-0000000001

STATUS: January 2024

0 of 3 required tasks complete



START

Submitted on: Sep 1 2023 09:47 AM (MDT)

This is your grant application/project dashboard. You can navigate back to this page from anywhere in Apply by clicking “My Applications” at the top of the page.

[Return to admin](#)

You are currently logged in as: Test User

0 of 3 required tasks complete

Last edited: Dec 7 2023 12:54 PM (MST)

REVIEW **SUBMIT**

TU Test User 2 (Owner)
krthiel3@gmail.com

Add collaborator

Crime Reduction Grants FY24 Ro... [Preview](#)

TEST APPLICATION

ID: 2024-0000000001 Status: January 2024

APPLICATION ACTIVITY

Your tasks

[Instructions](#)

- Monthly Reimbursement Request
- Cover Letter (optional)
- January 2024 Excel Spreadsheet & Supporting Documentation
- FY24 Grant Spending Plan

Previous tasks

- Program Information
Completed on: Sep 1 2023 09:44 AM (MDT)
- CJCC Information
Completed on: Sep 1 2023 09:44 AM (MDT)
- Outside Assistance
Completed on: Sep 1 2023 09:45 AM (MDT)

This is what you will see when you open your grant – this is where you access your grant materials and tasks.

Do you need to add a collaborator?

n Grants

0 of 3 required tasks complete

Last edited: Dec 7 2023 12:54 PM (MST)

REVIEW SUBMIT

TU Test User 2 (Owner)
krthiel3@gmail.com

Add collaborator

Crime Reduction Grants FY24 Ro... [🔗](#)

TEST APPLICATION

ID: 2024-0000000001 Status: January 2024

APPLICATION ACTIVITY

Your tasks

- Monthly Reimbursement Request
- Cover Letter (optional)
- January 2024 Excel Spreadsheet & Supporting
- FY24 Grant Spending Plan

Previous tasks

- Program Information
Completed on: Sep 1 2023 09:44 AM (MDT)

Collaborators can view, edit, and complete tasks in Apply, but they cannot submit anything.

Please add collaborators so they receive notices.

Collaborators ✕

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Type of access

View & edit View only

Message (optional)

[SEND INVITE](#)



CJCC

Completed on: May 13 2022 02:58 PM (MDT)



- **Collaborators must accept the email invitation to be added to the grant in Apply.**
- **ONLY the owner of a grant in Apply can submit materials, including invoices and reports.**
 - **The “submit” button will always appear grayed out and non-functional for collaborators.**

Who should be the owner of the grant in Apply?

- **Up to you!**
- **But we recommend making your fiscal contact the owner of the grant, since they will be responsible for submitting monthly invoices.**
- **Late submittals = late reimbursement**

Do you need to change the owner of your grant?

The screenshot displays a grant management interface. On the left, a progress bar shows '2 of 3 tasks complete' with a blue bar at approximately 66%. Below the bar, it states 'Last edited: Jul 12 2023 01:32 PM (MDT)'. There are two buttons: 'REVIEW' and 'SUBMIT'. Below these, the owner is listed as 'Test User 2 (Owner)' with email 'krthiel3@gmail.com'. Underneath is a 'Collaborators' section with an 'Add' button. At the bottom, 'Nancy Shane' is listed with email 'nlshane@unm.edu' and a 'View & edit' link. A red circle highlights the 'View & edit' link and a three-dot menu icon to its right. On the right side, the grant title is 'Crime Reduction Grants FY24'. Below it, 'GRANT NUMBER' is shown as 'ID: 2024-0000000002' and 'Status: July 2023'. There are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. Under 'Your tasks', there are three items: 'Monthly Reimbursement Request' (completed Jul 10 2023 03:29 PM), 'Cover Letter' (completed Jul 10 2023 04:00 PM), and 'July 2023 Excel Spreadsheet & Supporting Documentati...' (not completed). Below this is a 'Previous tasks' section.

TU Test User 2 (Owner)
krthiel3@gmail.com

Collaborators Add

NS Nancy Shane
nlshane@unm.edu
[View & edit](#)

- Change access
- Make owner**
- Remove

Your tasks

i Instructions

- ✓ 📄 Monthly Reimbursement Request
Completed on: Jul 10 2023 03:29 PM (MDT) >
- ✓ 📄 Cover Letter
Completed on: Jul 10 2023 04:00 PM (MDT) >
- ⏏ 📄 July 2023 Excel Spreadsheet & Supporting Documentation >

Previous tasks

- ✓ 📄 Program Information
Completed on: Mar 2 2023 10:19 AM (MST) >
- ✓ 📄 CJCC Information
Completed on: Mar 2 2023 10:19 AM (MST) >

That's it!

Monthly Invoices

- **Invoices for each month's expenses are due the 15th of the following month (or the first business day following the 15th).
January expenses: due Feb. 15th.**
- **Don't rely on reminders; add the monthly invoice date to your calendar.**
- **Please submit an invoice even if you had no expenses that month—a \$0 reimbursement request.**

Monthly Invoices

- **Four components:**
 - **Monthly Reimbursement Request form**
 - **Cover Letter (NOT required for \$0 requests)**
 - **Excel Workbook**
 - **Supporting Documentation for expenses**
- **Quarterly reports and updated spending plans: with March, June, September, December invoices**

Monthly Invoice Cycle

You complete a monthly invoice and submit in Apply



Your Grant Liaison reviews the invoice



**Reimbursement request processed AND
Next monthly invoice is available in Apply**

Monthly Invoice Cycle

- Monthly invoice materials are only available one month at a time in Apply.
- This gives us a chance to catch and correct errors in submittals before they are repeated the next month.
- It is important to submit each month's invoice in a timely manner. You cannot submit more than one month at a time.
- Please do not email invoice materials to your grant liaison! Submit materials only in Apply.

Completing your monthly invoice request in Apply

The screenshot displays the 'Apply' system interface for a 'TEST APPLICATION'. The application title is 'TEST APPLICATION' with ID: 2024-0000000001 and Status: January 2024. The interface is divided into several sections:

- Progress:** 0 of 3 required tasks complete. Last edited: Dec 7 2023 12:54 PM (MST). Buttons for REVIEW and SUBMIT are visible.
- User Profile:** Test User 2 (Owner) with email krthiel3@gmail.com. An 'Add collaborator' button is present.
- Navigation:** 'APPLICATION' and 'ACTIVITY' tabs are shown, with 'APPLICATION' selected.
- Your tasks:** A list of four pending tasks, each with a document icon and a right-pointing arrow:
 - Monthly Reimbursement Request
 - Cover Letter (optional)
 - January 2024 Excel Spreadsheet & Supporting Documentation
 - FY24 Grant Spending Plan
- Previous tasks:** A list of three completed tasks, each with a green checkmark, document icon, and right-pointing arrow:
 - Program Information (Completed on: Sep 1 2023 09:44 AM (MDT))
 - CJCC Information (Completed on: Sep 1 2023 09:44 AM (MDT))
 - Outside Assistance (Completed on: Sep 1 2023 09:45 AM (MDT))



A red circle highlights the 'Your tasks' section, indicating the current focus of the user's activity.

[← Back to application](#)



[Crime Reduction Grants FY24 Round 2](#)

TEST APPLICATION

ID: 2024-0000000001 | Status: January 2024

 Monthly Reimbursement Request 

 Cover Letter
(optional)

 January 2024 Excel
 Spreadsheet & Supporting Documentation

  FY24 Grant Spending Plan

0 of 3 required tasks complete

Last edited: Jan 31 2024 11:16 AM (MST)

REVIEW

SUBMIT

 Monthly Reimbursement Request 

Monthly Reimbursement Request

CRGA monthly reimbursement request

Contract/IGA Number

Reimbursement Request Number

Date:

Jan 31 2024

Payment Information (For SHARE USERS)

Accounting String

Payment Information (For NON-SHARE USERS)

Remit Address

[← Back to application](#)


Crime Reduction Grants FY24 Round 2

TEST APPLICATION

ID: 2024-0000000001 | Status: January 2024

 Monthly Reimbursement Request

 Cover Letter (optional) [>](#)

 January 2024 Excel Spreadsheet & Supporting Documentation

 FY24 Grant Spending Plan

0 of 3 required tasks complete

Last edited: Jan 31 2024 11:16 AM (MST)

REVIEW

SUBMIT

 Cover Letter ...

 Task instructions [Hide](#)

Please upload a cover letter for your invoice materials. The cover letter should be on your letterhead and include: date, grant number, reimbursement request number, and payment information. **You do not need to submit a cover letter for \$0 requests.**



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

[← Back to application](#)

Crime Reduction Grants FY24 Round 2
TEST APPLICATION
ID: 2024-0000000001 | Status: January 2024


- Monthly Reimbursement Request
- Cover Letter (optional)
- January 2024 Excel Spreadsheet & Supporting Documentation** >
- FY24 Grant Spending Plan

0 of 3 required tasks complete

Last edited: Jan 31 2024 11:16 AM (MST)

REVIEW **SUBMIT**

January 2024 Excel Spreadsheet & Supporting Documentation



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

\$0 request: attach only your updated Excel Workbook


Non-\$0 request: attach your updated Excel Workbook AND supporting documentation

[← Back to application](#)


Crime Reduction Grants FY24 Round 2

TEST APPLICATION

ID: 2024-0000000001 | Status: January 2024

 Monthly Reimbursement Request

 Cover Letter (optional)

 January 2024 Excel Spreadsheet & Supporting Documentation

 FY24 Grant Spending Plan [➤](#)

0 of 3 required tasks complete

Last edited: Jan 31 2024 11:16 AM (MST)

REVIEW

SUBMIT

 FY24 Grant Spending Plan ⋮

 Task instructions [Hide](#)

Please upload your grant's FY24 spending plan.



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

The Sentencing Commission will provide a spending plan template.

[← Back to application](#)

Crime Reduction Grants FY24 Round 2

TEST APPLICATION

ID: 2024-0000000001 | Status: January 2024

Monthly Reimbursement Request

Cover Letter (optional)

January 2024 Excel Spreadsheet & Supporting Documentation

FY24 Grant Spending Plan >

0 of 3 required tasks complete

Last edited: Jan 31 2024 11:16 AM (MST)

REVIEW

SUBMIT

FY24 Grant Spending Plan

Task instructions [Hide](#)

Please upload your grant's FY24 spending plan.



ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

Marking tasks as complete saves your progress. It does NOT submit them to NMSC.

[← Back to application](#)

Crime Reduction Grants FY24 Round 2
TEST APPLICATION
ID: 2024-0000000001 | Status: January 2024

- Monthly Reimbursement Request
- Cover Letter (optional)
- January 2024 Excel Spreadsheet & Supporting Documentation
- FY24 Grant Spending Plan >

3 of 3 required tasks complete

Last edited: Jan 31 2024 12:23 PM (MST)

[REVIEW](#) [SUBMIT](#)

FY24 Grant Spending Plan
Completed Jan 31 2024 12:23 PM (MST)

Task instructions [Hide](#)

Please upload your grant's FY24 spending plan.

FY24 Grant Awards
Filename: FY24_Grant_Awards.xlsx Added: Jan 31 2024

Green check marks appear next to completed tasks.




When all required tasks are complete, "submit" button will be green for the owner of the grant.

Quarterly and Final/Annual Reporting Requirements

- Required by statute

Section 31-28-4(C) NMSA 1978

C. Crime reduction grants shall be conditioned on the criminal justice coordinating council and the recipient member complying with the following:

- (1) using not more than five percent of a grant for administrative costs of the recipient;
- (2) in consultation with the commission, developing data-sharing agreements and methods of data sharing among criminal justice agencies and with the commission to allow system-wide analysis of criminal justice operations within the judicial district and statewide;
- (3) using or developing evidence-based best practices for any programs operated with crime reduction grants;
- (4) developing performance measures in consultation with the commission relevant to the grantee's application;
- (5) collecting data to evaluate the effectiveness of programs operated with crime reduction grants;
-  (6) evaluating quarterly the process, outputs, outcomes and other performance measures of programs funded with grants for compliance with all provisions of the Crime Reduction Grant Act;
-  (7) providing a quarterly report to the commission for review and comparison with other programs receiving grants for similar purposes; and
-  (8) providing an annual report to the commission by October 1 of each year regarding program outcomes from use of the grant.

Quarterly & Final/Annual Reports

- Form will be in Apply and should be submitted with the monthly invoice.
- Q1 report due October 15
- Q2 report due January 15
- **Q3 report due April 15**
- **Q4 report due July 15**
- **Final/annual report due October 1**

Quarterly Reports will be available in your assigned tasks in Apply.

The screenshot displays the 'TEST APPLICATION' interface. At the top, the title 'TEST APPLICATION' is shown with its ID '2024-0000000001' and status 'March 2024'. Below this, there are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. The main section is titled 'Your tasks' and includes an 'Instructions' link. A list of four tasks is provided, each with a document icon and a right-pointing arrow. The task 'Q3 Report 2024' is highlighted with a red circle. Below the 'Your tasks' section is the 'Previous tasks' section, which lists two completed tasks: 'Program Information' and 'CJCC Information', both completed on Sep 1 2023 at 09:44 AM (MDT).

ed tasks complete

Jan 31 2024 12:05 PM (MST)

W

SUBMIT

Crime Reduction Grants FY24 Ro... [🔗](#) 👁 Preview ⋮

TEST APPLICATION

ID: 2024-0000000001 Status: March 2024

APPLICATION ACTIVITY

Your tasks 📘 Instructions

- 📄 Monthly Reimbursement Request >
- 📄 Cover Letter (optional) >
- 📄 March 2024 Excel Spreadsheet & Supporting Documentation >
- 📄 **Q3 Report 2024** >

Previous tasks

- ✅ 📄 Program Information >
Completed on: Sep 1 2023 09:44 AM (MDT)
- ✅ 📄 CJCC Information >
Completed on: Sep 1 2023 09:44 AM (MDT)

User 2 (Owner)
iel3@gmail.com

laborator

Quarterly Report form

[← Back to application](#)

Crime Reduction Grants FY24 Round 2
TEST APPLICATION
ID: 2024-0000000001 | Status: March 2024

- Monthly Reimbursement Request
- Cover Letter (optional)
- March 2024 Excel Spreadsheet & Supporting Documentation
- Q3 Report 2024** >

0 of 3 required tasks complete

Last edited: Jan 31 2024 12:05 PM (MST)

REVIEW **SUBMIT**

Q3 Report 2024

Q3 Report

Crime Reduction Quarterly Report

This quarterly report is required by statute and will help inform future grants. It is due APRIL 15th.

Date:

Name of person completing this form:

*Please make corrections in text box below if necessary.

Email of person completing this form:

*Please make corrections in text box below if necessary.

Some fields in the Quarterly Reports will auto-fill with info provided in application

Judicial District:

2nd

Agency/Organization:

Test Agency

*Please make corrections in text box below if necessary.

Name of Project:

TEST APPLICATION Test Program

*Please make corrections in text box below if necessary.

How much CRGA grant money has the project spent to date?*

\$

Please provide a summary of the project's current status.*

Please describe any barriers or difficulties your project is experiencing.*

What, if any, assistance do you need from NMSC staff?*

Updated Spending Plan*

Please upload an updated copy of your grant spending plan here.

 Upload a file

File Upload

You may upload any additional supporting documents that you wish to share with this quarterly report.

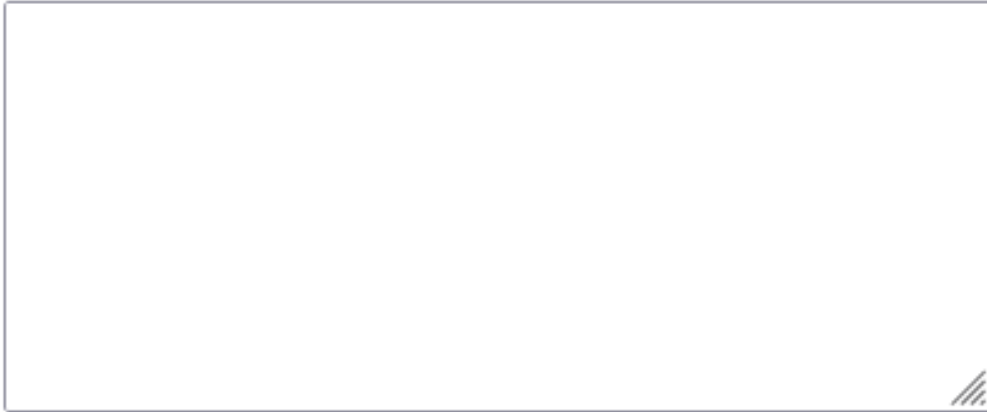
 Upload a file

Final/Annual Reports


- **Final report form will be available in your assigned tasks in Apply.**
- **Due October 1 of each year for the preceding fiscal year.**
 - If you receive grant funds in FY2024 -> Report due Oct 1, 2024
 - If you receive grant funds in FY2025 -> Report due Oct 1, 2025, too
- **Deadline for final/annual reports is set by statute. NMSC cannot change the deadline or grant extensions.**
 - (Section 31-28-4(C)(8) NMSA 1978):

(8) providing an annual report to the commission by October 1 of each year regarding program outcomes from use of the grant.

Q1 Describe the extent to which the project met its intended goals.* (400 word minimum)



Q2 Describe the strengths of the project.*



Q3 Describe any difficulties you encountered.*

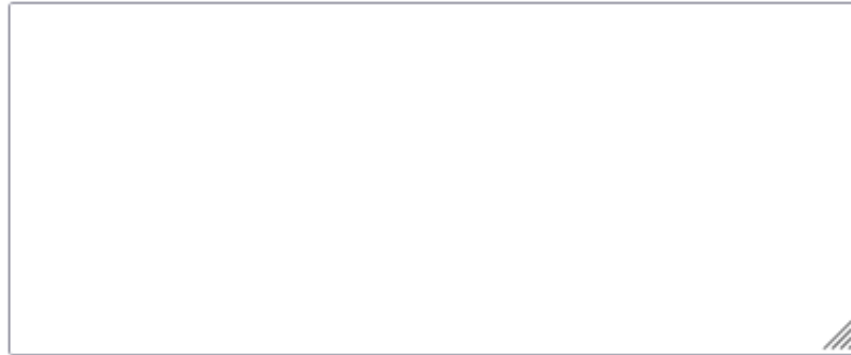
Q4 What have you learned that you will share with your CJCC?*

Q5 Were the Crime Reduction funds sufficient for your project?*

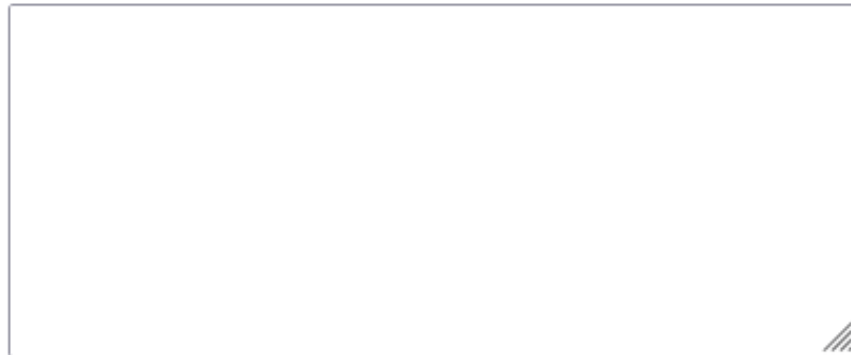
Yes

No

Q5a If the funds were insufficient, please describe the insufficiency and how it impacted your project.

A large, empty rectangular text input box with a thin grey border. In the bottom right corner, there is a small icon consisting of three parallel diagonal lines, indicating a text area.

Q6 Do you have any suggestions for the Crime Reduction Grants process in the future?

A large, empty rectangular text input box with a thin grey border. In the bottom right corner, there is a small icon consisting of three parallel diagonal lines, indicating a text area.

File Upload (optional)

You may upload any other supporting documents you wish to share with this final report.



Need Help?
Contact your grant liaison, or
nmsc@unm.edu, or...

Questions about a program or information on this site?

Contact the site administrator



Need help with using SurveyMonkey Apply?

Check out the FAQ



Having technical issues with this site?

Fill in a support request form



 Preview 

ACTIVITY

DECISION DETAILS

 Instructions

M (MDT)



Now Available: Online Help Library

- Go to <http://nmsc.unm.edu>
- Click “Crime Reduction Grants” at the top
- Scroll down to “Resources for Grantees”
- Quarterly Report and Final Report questions are there in PDF format (for reference only)
- Coming soon: How-To Videos for our most-requested tasks



Questions?



New Mexico Crime Reduction Grants:

Spending Plans, Data Sharing, & Evaluation

Nancy Shane, NMSC

February 2024

Example Detail Page

Judicial District: 7						
CRGA Spending Plan Quarter 3						
IGA #:	24-789		Starting Budget:	\$25,000.00		
Award Period:	1/1/2024 - 1/31/2024		Remaining Budget Amount:	\$19,375.00		
Spend Plan Period:	January - March		Anticipated Expenditure	\$ 5,625.00		
Type of Expenditure (ex. Hiring Bonus, Supplies)	Month	Detailed Description (Ex Name of Bonus Recipient, # and Description of Computer)	Anticipated Dates of Completion	Anticipated Cost	Comments	
Salary	January	Case Manager		\$ 1,400.00		
Supplies		Supplies		\$ 75.00		
Grocery Gift Cards		Incentives		\$ 400.00		
Salary	February	Case Manager		\$ 1,400.00		
Supplies		Supplies		\$ 75.00		
Grocery Gift Cards		Incentives		\$ 400.00		
Salary	March	Case Manager		\$ 1,400.00		
Supplies		Supplies		\$ 75.00		
Grocery Gift Cards		Incentives		\$ 400.00		
Total				\$ 5,625.00		

Example Summary Page

Judicial District: 7			
CRGA SPENDING PLAN SUMMARY			
IGA #:	24-789	STARTING BUDGET:	\$ 25,000.00
AWARD PERIOD:	1/1/2024 - 1/31/2024	ACTUAL AMOUNT EXPENDED	\$ -
SUBMITTED BY:	[Name]	REMAINING BUDGET AMOUNT:	\$ 25,000.00
QUARTER	ANTICIPATED EXPENDITURES	ACTUAL EXPENDITURES	VARIANCES
July -September	\$ -		\$ -
November - December	\$ -		\$ -
January - March	\$ 5,625.00		\$ 5,625.00
April - June	\$ 5,850.00		\$ 5,850.00
July -September	\$ 6,000.00		\$ 6,000.00
November - December	\$ 7,350.00		\$ 7,350.00
January - March	\$ -		\$ -
April - June	\$ -		\$ -
TOTALS	\$ 24,825.00	\$ -	\$ 24,825.00
NMSC COMMENTS:			

Data-Sharing: Justice-involved Beneficiaries

1. First, middle, and last names
2. Date of birth
3. Gender
4. Race and ethnicity
5. Beginning date of service
6. Arrest date
7. Case number
8. Party identification number, if possible



Table 6. Court Compliance for Reference Cases by Target population When a Warrant Was Issued Prior to Start Date

Target population	Year	# grants	<i>n</i> reference case(s) with warrants prior to start date	Average # Warrants Prior to Start Date	Average # Warrants Within One Year of Start Date	t
Pretrial	FY2021	2	164	1.6	0.7	8.1***
Pretrial	FY2022	1	226	1.3	0.6	10.7***
Treatment Court	FY2021	3	42	2.2	0.3	8.1***
Treatment Court	FY2022	2	107	1.8	0.5	9.2***

Example Table in NMSC Report



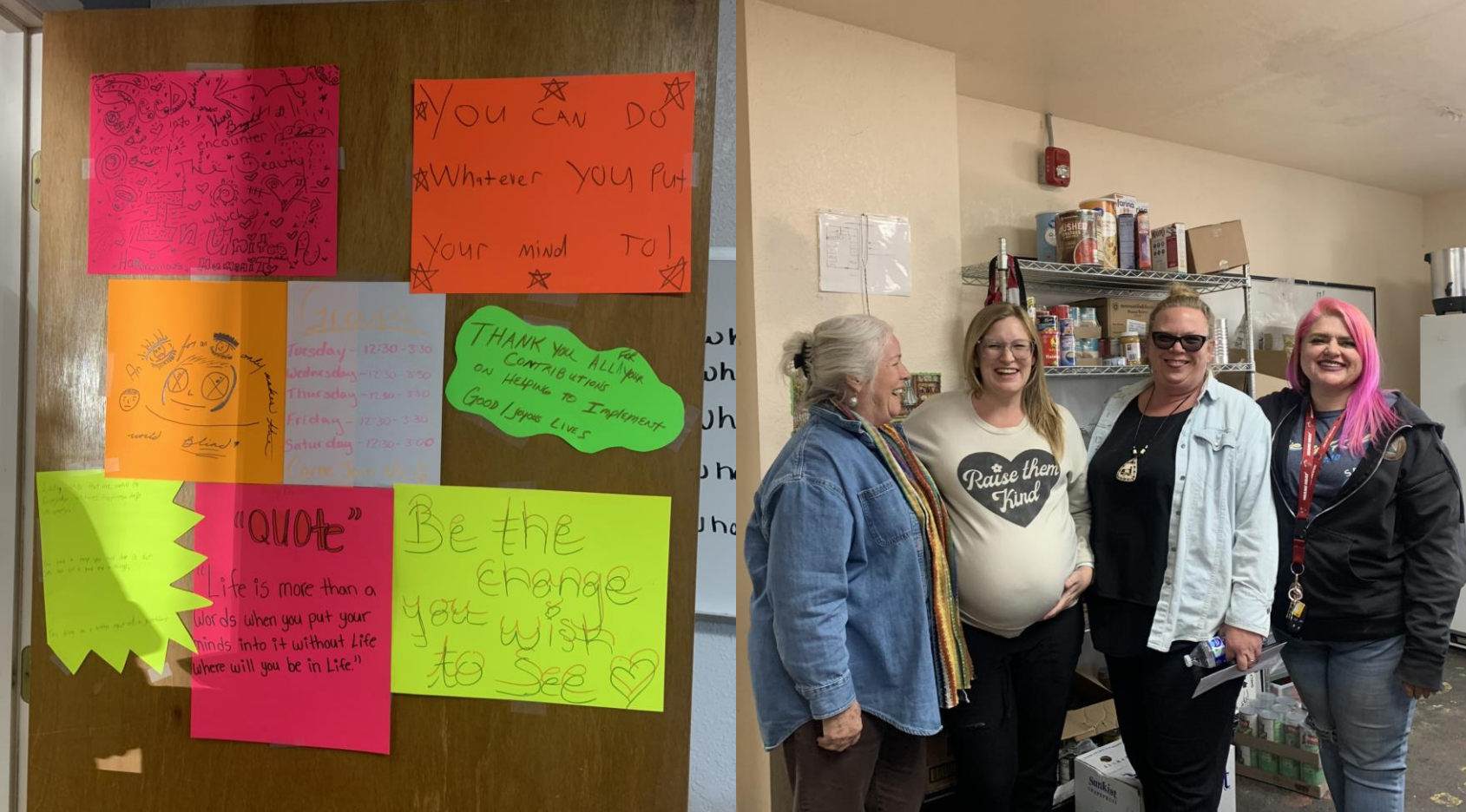
Data-Sharing: Staff Hiring & Retention

- First and last name
- Employee
Identification Number
- Start date/ length of
employment

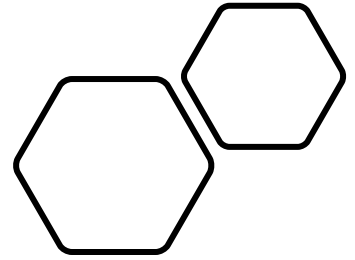


Data-Sharing: Staff Training

- Name and Date(s) of training
- Attendee's First and Last Names
- Agency



Site Visits



Expected Outcomes

Table 4. Expected Outcomes for Crime Reduction Grant-Funded Programs by Target Population

Target population	Improved Court Compliance for Reference Case(s)	Reduced Incarceration for Reference Case(s)	Improved Court Compliance in the Future and for Future Case(s)	Improved Recidivism/ Reduced Future Crime
Public Safety				✓
At-Risk				✓
Pretrial	✓		✓ (short-term)	✓ (short-term)
Pre-Prosecution Diversion	✓	✓	✓	✓
Treatment Court	✓	✓	✓	✓
Competency			✓	✓
Incarcerated			✓	✓
Re-Entry	✓ (probation, parole)	✓ (probation, parole)	✓	✓