



NEW MEXICO  
Sentencing  
Commission

# Crime Reduction Grantee Orientation FY 2025 Round 2

# Grant Liaisons

- **1<sup>st</sup>, 4<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup> Judicial Districts:**

**Jamie Goldberg - [jgoldberg@unm.edu](mailto:jgoldberg@unm.edu) - 505-507-2222**

- **3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> Judicial Districts:**

**Nancy Shane - [nlshane@unm.edu](mailto:nlshane@unm.edu) - 505-934-5774**

- **2<sup>nd</sup>, 9<sup>th</sup>, 13<sup>th</sup> Judicial Districts:**

**Keri Thiel - [kthiel@unm.edu](mailto:kthiel@unm.edu) - 505-259-8763**

# Using Apply

# SurveyMonkey Apply

<https://nmsc.smapply.io>

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

← Return to admin

You are currently logged in as: Test User 2

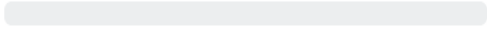
Crime Reduction Grants FY24 Round 2

**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.**



**Click “start” or “continue” to open your grant and see your assigned tasks.**

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 indicates '2 of 3 tasks complete'. Below it, the text 'Last edited: Jul 12 2023 01:32 PM (MDT)' is shown. Two buttons, 'REVIEW' and 'SUBMIT', are visible. A red circle highlights the user information section, which includes the owner 'Test User 2 (Owner)' with email 'krthiel3@gmail.com' and a collaborator 'Nancy Shane' with email 'nlshane@unm.edu'. A red circle also highlights a three-dot menu icon next to Nancy Shane's name. On the right, the grant title 'Crime Reduction Grants FY24' is shown with a link icon. Below it, the 'GRANT NUMBER' section displays 'ID: 2024-0000000002' and 'Status: July 2023'. Two tabs, 'APPLICATION' and 'ACTIVITY', are present, with 'APPLICATION' selected. Under the 'Your tasks' section, three items are listed: '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...' (pending). A 'Previous tasks' section is partially visible at the bottom.

**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

# Monthly Invoices

- **Invoice for each month is due the 15<sup>th</sup> of the following month (or the first business day following the 15<sup>th</sup>).**
  - January invoice: due Monday, Feb. 17<sup>th</sup>
  - February invoice: due Monday, Mar. 17<sup>th</sup>
- **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** (“Optional” = NOT required for \$0 requests)
  - **Excel Workbook** (NMSC will supply template)
  - **Supporting Documentation for expenses**
- **Quarterly reports and updated spending plans: will be assigned as tasks with the monthly invoices in Apply when due**

# 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.

# 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**
- **Final report due by October 1**

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

The screenshot displays the 'Apply' system interface for a 'TEST APPLICATION'. The application title is 'Crime Reduction Grants FY24 Ro...' with a 'Preview' button and a menu icon. The application ID is '2024-0000000001' and the status is 'March 2024'. There are two tabs: 'APPLICATION' (selected) and 'ACTIVITY'. On the left, a sidebar shows 'Completed tasks complete' with a progress bar, a timestamp 'Jan 31 2024 12:05 PM (MST)', and a 'SUBMIT' button. Below this, it identifies the user as 'User 2 (Owner)' with email 'iel3@gmail.com' and a 'Laborator' role. The main content area is titled 'Your tasks' and includes an 'Instructions' link. The task list contains four items: 'Monthly Reimbursement Request', 'Cover Letter (optional)', 'March 2024 Excel Spreadsheet & Supporting Documentation', and 'Q3 Report 2024'. The 'Q3 Report 2024' task is circled in red. Below the task list is a 'Previous tasks' section with two completed items: 'Program Information' and 'CJCC Information', both completed on 'Sep 1 2023 09:44 AM (MDT)'.

Completed 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

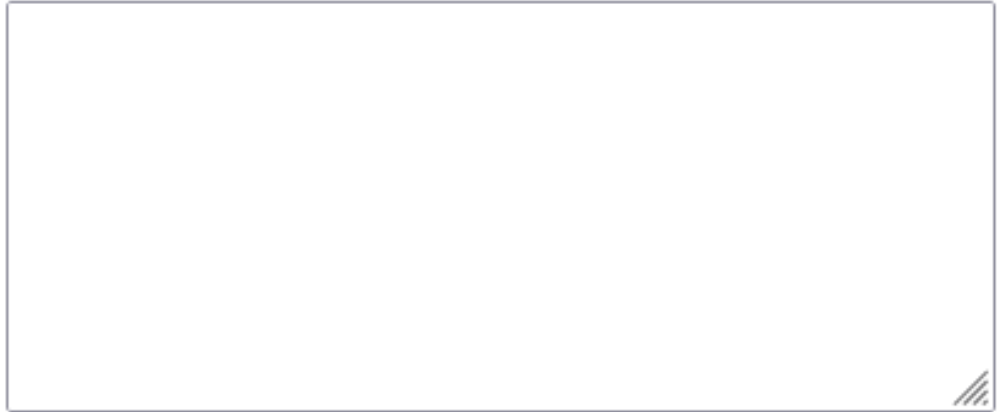


# Final Reports

- **Final report form will be available in your assigned tasks in Apply.**
- **Due by October 1 for the preceding fiscal year.**
- **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.\*

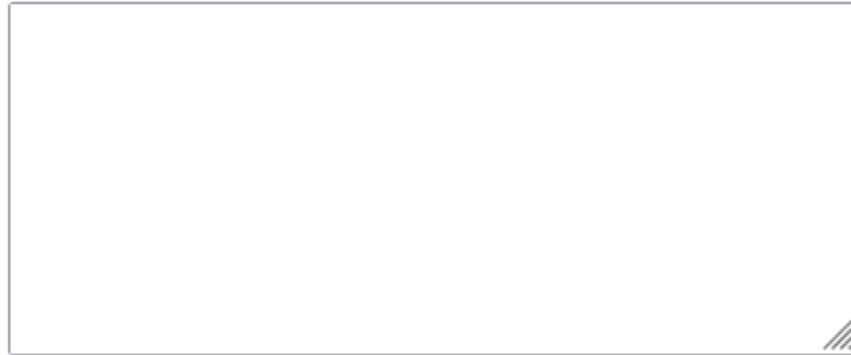
Q4 What have you learned that you will share with your CJCC?\*

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

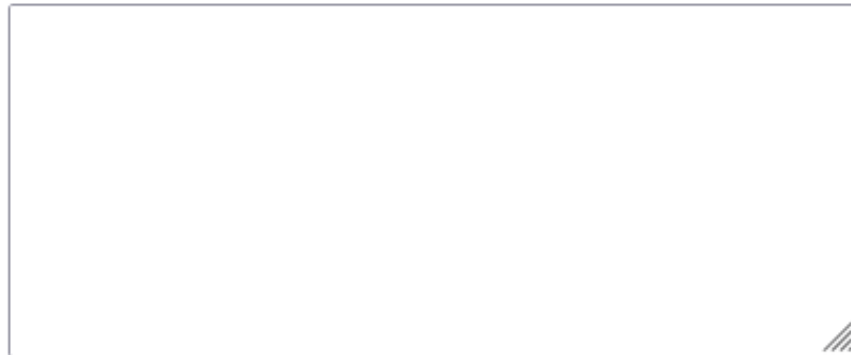
Yes

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?

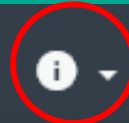
A large, empty rectangular text input box with a thin grey border. In the bottom right corner, there is a small icon consisting of three parallel diagonal lines, indicating a text area.

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](mailto: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)
- How-To Videos for our most-requested tasks



Questions?





NEW MEXICO  
Sentencing  
Commission

# NMSC CRGA FY25 Grants Orientation Finance

Welcome to the FY25 NMSC Grant Orientation

Department Letter Head

Date:

Invoice # 2025-06 – 7.25 ← **Include the assigned grant # from NMSC, not the application # from Apply**

Reimbursement Request # \_ ← **Month of request – e.g. January would be month #7 of FY25**

Amount: \$

Bernalillo County is requesting reimbursement for the previous month's expenses as part of the Crime Reduction Grant agreement.

Please process an operating transfer with the following accounting string or make check payable to: ???.

Business Unit: XXX

Fund: XXX

Department: XXX

Bud Ref: XXX

Class Code: XXX

Revenue Code: 475109

Please contact me if you need any other information.

# NMSC CRGA Reimbursement Request Excel Workbook

## New Mexico Sentencing Commission Crime Reduction Grant Act Reimbursement Request

Grantee Name	<b>Name used in the CRGA IGA</b>
NMSC Award Number	<b>NMSC assigned number, not the application # from Apply</b>
Total Budget	<b>\$ 100,000.00 Amount awarded in IGA. Use amended amount if applicable.</b>
Period of Claim	<b>7/24-6/25</b>

Month	Monthly Total
July-24	0.00
August-24	0.00
September-24	0.00
October-24	0.00
November-24	0.00
December-24	0.00
January-25	0.00
February-25	0.00
March-25	0.00
April-25	0.00
May-25	0.00
June-25	0.00
Total expenditures	0.00
Remaining Budget Balance	100,000.00

# NMSC CRGA Reimbursement Request Excel Workbook

## New Mexico Sentencing Commission Crime Reduction Grant Act Reimbursement Request

Grantee Name Name used in the CRGA IGA  
NMSC Award Number NMSC assigned number, not the application # from Apply  
Reimbursement Request # 1  
Period of Claim 7/1/24-7/31/24

Scope Of Work Reference	Reimbursable Amount	Description of Expense
SOW item #3a	700.00	Purchased gift cards for bus transportation for participants
SOW item #5c	405.00	Paid drug court fees for participants
Monthly Total	1,105.00	

# NMSC CRGA Reimbursement Request Excel Workbook

## New Mexico Sentencing Commission Crime Reduction Grant Act Reimbursement Request

Grantee Name Name used in the CRGA IGA  
 NMSC Award Number NMSC assigned number, not the application # from Apply  
 Total Budget \$ 100,000.00 Amount awarded in IGA. Use amended amount if applicable.  
 Period of Claim 7/24-6/25

Month	Monthly Total
July-24	1,105.00
August-24	0.00
September-24	0.00
October-24	0.00
November-24	0.00
December-24	0.00
January-25	0.00
February-25	0.00
March-25	0.00
April-25	0.00
May-25	0.00
June-25	0.00
Total expenditures	1,105.00
Remaining Budget Balance	98,895.00

## Reimbursement Request - Apply Uploads

- ❖ Cover Letter
- ❖ NMSC CRGA Reimbursement Request Workbook – a must
- ❖ Supporting Documentation for Reimbursement Request
  - ❖ Vendor
    - ❖ Invoice
    - ❖ Purchase orders
    - ❖ Proof of Payment
      - ❖ DFA Warrant
      - ❖ DFA Voucher – must show the payment tab of the voucher entry.
  - ❖ Employee
    - ❖ For Travel
      - ❖ DFA Vouchers – showing payment tab
      - ❖ Receipts
      - ❖ Conference Brochure
      - ❖ Hotel & Airfare (itinerary & receipts)
    - ❖ Wages
      - ❖ Proof of Payment
      - ❖ Payroll register
      - ❖ Cancelled Checks

## Reimbursement Request - Apply Uploads

- ❖ Supporting Documentation for Reimbursement Request
  - ❖ Documentation for Held Events
    - ❖ Event Flyer
    - ❖ Receipts for Purchases
    - ❖ Sign-in Sheets
    - ❖ DFA Vouchers – showing payment tab
  - ❖ Client Services
    - ❖ Sign-in Sheets
    - ❖ Invoices
    - ❖ DFA Vouchers – showing payment tab

# Common Finance Hiccups

## ❖ Improper Documentation

- ❖ Wrong Month's Receipts or Invoices
- ❖ Missing Documentation
- ❖ Duplicates
- ❖ No NMSC CRGA Reimbursement Request Workbook included

## ❖ Documentation Doesn't Balance with Reimbursement Request

- ❖ If amount requested is different, please put in an explanation as to why
  - ❖ Only requesting part of invoice be paid because there is another funding source for payment
- ❖ Transposed Numbers
- ❖ Workbook numbers don't match request

## ❖ Excessive Documentation

- ❖ Be clear and concise – what would you like to receive as documentation



# Apply Entry

0 of 3 tasks complete

Last edited: May 30 2023 02:11 PM (MDT)



REVIEW

SUBMIT

TU Test User 2 (Owner)

Add collaborator

Crime Reduction Grants FY24 

 Preview 


9-0000000002







ID: 2024-0000000002 Status: July 2023

APPLICATION ACTIVITY



















**Click Here**

Your tasks

 Instructions

-  Monthly Reimbursement Request 
-  Cover Letter 
-  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)
-  Outside Assistance   
Completed on: Mar 2 2023 10:19 AM (MST)
-  Program Description   
Completed on: Mar 2 2023 10:20 AM (MST)
-  Finances   
Completed on: Mar 2 2023 10:20 AM (MST)
-  Proof of CJCC Membership or Sponsorship (if not already provided) (optional) 
-  Proof of CJCC Approval of Project (if not already provided) (optional) 
-  Program Information Confirmation 
-  Submit Scope of Work 

# Apply Entry

[← Back to application](#)

Crime Reduction Grants FY24

9-0000000002

ID: 2024-0000000002 | Status: July 2023

Monthly Reimbursement Request

Cover Letter

July 2023 Excel Spreadsheet & Supporting Documentation

0 of 3 tasks complete

Last edited: May 30 2023 02:11 PM (MDT)

REVIEW

SUBMIT

Monthly Reimbursement Request

## Monthly Reimbursement Request

CRGA monthly reimbursement request

Fill in red indicated text boxes.

Contract/IGA Number

2024-01

Reimbursement Request Number

1

Date:

Jul 10 2023

Payment Information (For SHARE USERS)

Accounting String

Business Unit  
Fund #  
Department ID  
Bud Ref  
Class Code  
Account #475109

Payment Information (For NON-SHARE USERS)

Remit Address

Agency Name  
Agency Address

Request Total

	Description	Amount
1	Purchase Bus Passes	\$ 500.00


SAVE & CONTINUE EDITING

MARK AS COMPLETE


# Apply Entry

[← Back to application](#)


[Crime Reduction Grants FY24](#)

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

 Monthly Reimbursement Request [➤](#)

 [↑](#) Cover Letter


 [↑](#) July 2023 Excel Spreadsheet & Supporting Documentation

0 of 3 tasks complete


Last edited: Jul 10 2023 03:25 PM (MDT)

REVIEW

SUBMIT

 Monthly Reimbursement Request ⋮

## Monthly Reimbursement Request

✓ Draft saved 

### CRGA monthly reimbursement request

Contract/IGA Number

Reimbursement Request Number

#### Date:

#### Payment Information (For SHARE USERS)

Accounting String

Business Unit  
Fund #  
Department ID  
Bud Ref  
Class Code  
Account #475109

#### Payment Information (For NON-SHARE USERS)

Remit Address

Agency Name  
Agency Address

### Request Total

	Description	Amount
1	<input type="text" value="Purchase of bus passes"/>	<input type="text" value="\$ 500.00"/>

SAVE & CONTINUE EDITING


MARK AS COMPLETE

← Click Here




# Apply Entry



[← Back to application](#)


Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request 

  Cover Letter **Click Here**

 July 2023 Excel Spreadsheet & Supporting Documentation

1 of 3 tasks complete

Last edited: Jul 10 2023 03:29 PM (MDT)

REVIEW

SUBMIT



Monthly Reimbursement Request

Completed Jul 10 2023 03:29 PM (MDT)



## Monthly Reimbursement Request

CRGA monthly reimbursement request

Contract/IGA Number	2024-01
Reimbursement Request Number	1

Date:

Jul 10 2023

### Payment Information (For SHARE USERS)

Accounting String

Business Unit  
Fund #  
Department ID  
Bud Ref  
Class Code  
Account #475109

### Payment Information (For NON-SHARE USERS)

Remit Address

Agency Name  
Agency Address


### Request Total

	Description	Amount
1	Purchase of bus passes	500.00

# Apply Entry

[← Back to application](#)

Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023



Monthly Reimbursement Request

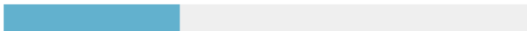


Cover Letter



July 2023 Excel Spreadsheet & Supporting Documentation

1 of 3 tasks complete



Last edited: Jul 10 2023 03:29 PM (MDT)


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.

[Click Here](#)

ATTACH FILE


[Show accepted formats](#)

MARK AS COMPLETE



# Apply Entry




[← Back to application](#)



[Crime Reduction Grants FY24](#)

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter 

  July 2023 Excel Spreadsheet & Supporting Documentation


1 of 3 tasks complete

Last edited: Jul 10 2023 03:29 PM (MDT)

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.



ATTACH FILE

[Show accepted formats](#)



Sample Cover Letter


Filename: Sample\_Cover\_Letter.pdf Added: Jul 10 2023 

MARK AS COMPLETE



# Apply Entry




[← Back to application](#)



[Crime Reduction Grants FY24](#)

**9-0000000002** 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter 




  July 2023 Excel Spreadsheet & Supporting Documentation


1 of 3 tasks complete

Last edited: Jul 10 2023 03:29 PM (MDT)

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.



ATTACH FILE

[Show accepted formats](#)

Click Here



Sample Cover Letter

Filename: Sample\_Cover\_Letter.pdf Added: Jul 10 2023



Edit

Preview


Remove

Download



# Apply Entry


[← Back to application](#)



Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter 


  July 2023 Excel Spreadsheet & Supporting Documentation


1 of 3 tasks complete

Last edited: Jul 10 2023 03:29 PM (MDT)

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.



ATTACH FILE

[Show accepted formats](#)



Sample Cover Letter

Filename: Sample\_Cover\_Letter.pdf Added: Jul 10 2023 

Click Here 


MARK AS COMPLETE





# Apply Entry

[← Back to application](#)



[Crime Reduction Grants FY24](#)

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter 

  July 2023 Excel Spreadsheet & Supporting Documentation

2 of 3 tasks complete



Last edited: Jul 10 2023 02:49 PM (MDT)

REVIEW


SUBMIT



Cover Letter

Completed Jul 10 2023 02:49 PM (MDT)



 Task instructions [Hide](#)

Please upload a cover letter for your invoice materials. The cover letter should include letterhead and include: date, grant number, reimbursement request number and contact information.

Download

Reset

Edit



Sample Cover Letter


Filename: Sample\_Cover\_Letter.pdf Added: Jul 10 2023





# Apply Entry


[← Back to application](#)



[Crime Reduction Grants FY24](#)

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter 

  July 2023 Excel Spreadsheet & Supporting Documentation

[Click Here](#)

2 of 3 tasks complete

Last edited: Jul 10 2023 04:00 PM (MDT)

REVIEW


SUBMIT



Cover Letter

Completed Jul 10 2023 04:00 PM (MDT)



 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.



Sample Cover Letter


Filename: Sample\_Cover\_Letter.pdf Added: Jul 10 2023



# Apply Entry

[← Back to application](#)




Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter

  July 2023 Excel Spreadsheet & Supporting Documentation 

2 of 3 tasks complete



Last edited: Jul 10 2023 02:49 PM (MDT)

REVIEW

SUBMIT



July 2023 Excel Spreadsheet & Supporting Documentation



**Click Here**

ATTACH FILE


[Show accepted formats](#)

MARK AS COMPLETE



# Apply Entry

[← Back to application](#)



Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter

  July 2023 Excel Spreadsheet & Supporting Documentation [>](#)

2 of 3 tasks complete



Last edited: Jul 10 2023 02:49 PM (MDT)

REVIEW

SUBMIT

  July 2023 Excel Spreadsheet & Supporting Documentation ...



ATTACH FILE

[Show accepted formats](#)



**NMSC Crime Reduction Grant Act Reimbursement Workbook** ...


Filename: NMSC\_Crime\_Reduction\_Grant\_Act\_R\_hWJslAp.xlsx Added: Jul 10 2023

MARK AS COMPLETE



# Apply Entry


[← Back to application](#)




Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter

  July 2023 Excel Spreadsheet & Supporting Documentation 

2 of 3 tasks complete



Last edited: Jul 10 2023 02:49 PM (MDT)

REVIEW

SUBMIT



July 2023 Excel Spreadsheet & Supporting Documentation



ATTACH FILE

[Show accepted formats](#)



**NMSC Crime Reduction Grant Act Reimbursement Workbook**

Filename: NMSC\_Crime\_Reduction\_Grant\_Act\_R\_hWJslAp.xlsx Added: Jul 10 2023



Edit

Preview


Remove

Download

# Apply Entry

[← Back to application](#)

Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023



Monthly Reimbursement Request



Cover Letter



July 2023 Excel Spreadsheet & Supporting Documentation [>](#)

2 of 3 tasks complete



Last edited: Jul 10 2023 02:49 PM (MDT)

REVIEW

SUBMIT



July 2023 Excel Spreadsheet & Supporting Documentation [...](#)

**Click Here again to upload supporting documentation**

ATTACH FILE

[Show accepted formats](#)



NMSC Crime Reduction Grant Act Reimbursement Workbook [...](#)

Filename: NMSC\_Crime\_Reduction\_Grant\_Act\_R\_hWJslAp.xlsx Added: Jul 10 2023

MARK AS COMPLETE

# Apply Entry

[← Back to application](#)

Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023



Monthly Reimbursement Request



Cover Letter



July 2023 Excel Spreadsheet & Supporting Documentation [➤](#)

2 of 3 tasks complete



Last edited: Jul 10 2023 02:49 PM (MDT)

REVIEW

SUBMIT



July 2023 Excel Spreadsheet & Supporting Documentation



ATTACH FILE

[Show accepted formats](#)



**NMSC Crime Reduction Grant Act Reimbursement Workbook**

Filename: NMSC\_Crime\_Reduction\_Grant\_Act\_R\_hWJsIAp.xlsx Added: Jul 10 2023



**Supporting Documentation**

Filename: Supporting\_Documentation.pdf Added: Jul 10 2023




Click Here [→](#)

MARK AS COMPLETE



# Apply Entry


[← Back to application](#)




Crime Reduction Grants FY24

9-0000000002 

ID: 2024-0000000002 | Status: July 2023

  Monthly Reimbursement Request

  Cover Letter

  July 2023 Excel Spreadsheet & Supporting Documentation 

3 of 3 tasks complete

Last edited: Jul 10 2023 03:05 PM (MDT)

REVIEW

SUBMIT



July 2023 Excel Spreadsheet & Supporting Documentation

Completed Jul 10 2023 03:05 PM (MDT)



NMSC Crime Reduction Grant Act Reimbursement Workbook

Filename: NMSC\_Crime\_Reduction\_Grant\_Act\_\_R\_hWJsIAp.xlsx Added: Jul 10 2023



Supporting Documentation

Filename: Supporting\_Documentation.pdf Added: Jul 10 2023



When uploads are complete, click here





# New Mexico Crime Reduction Grants:

## Spending Plans, Data Sharing, Evaluation

Nancy Shane, NMSC  
January 2025

# Spending Plans Due Initially & Quarterly

Judicial District: xx			
CRGA SPENDING PLAN SUMMARY			
IGA #:	25-[]	STARTING BUDGET:	
AWARD PERIOD:	7/1/2024 - 6/30/2025	ACTUAL AMOUNT EXPENDED	\$ -
SUBMITTED BY:	[Name]	REMAINING BUDGET AMOUNT:	\$ -
QUARTER	ANTICIPATED EXPENDITURES	ACTUAL EXPENDITURES	VARIANCES
July -September	\$ -	\$ -	\$ -
November - December	\$ -	\$ -	\$ -
January - March	\$ -	\$ -	\$ -
April - June	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -
NMSC COMMENTS:			

Judicial District: xx				
CRGA Spending Plan Quarter 4				
IGA #:	2x-[]	Starting Budget:		
Award Period:	7/1/2024 - 6/30/2025	Remaining Budget Amount:		
Spend Plan Period:	April - June	Anticipated Expenditure		
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
	April			
	May			
	June			
Total				\$ -

# Example Completed Detail Page

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Judicial District: xx</b>										
2	<b>CRGA Spending Plan Quarter 1</b>										
3	<b>IGA #:</b>		25-19					<b>Starting Budget:</b>		\$ 27,000.00	
4	<b>Award Period:</b>		7/1/2024 - 6/30/2025					<b>Remaining Budget Amount:</b>		\$ 20,300.00	
5	<b>Spend Plan Period:</b>		July - September					<b>Anticipated Expenditure</b>		\$ 6,700.00	
6											
7											
8	<b>Type of Expenditure (ex. Hiring Bonus, Supplies)</b>		<b>Month</b>	<b>Detailed Description (Ex Name of Bonus Recipient, # and Description of Computer)</b>				<b>Anticipated Dates of Completion</b>		<b>Anticipated Cost</b>	<b>Comments</b>
9											
10	Salary		July	Case Manager						\$ 500.00	
11	Supplies			Computers						\$ 1,800.00	
12											
16	Salary		August	Case Manager						\$ 2,000.00	
17	Supplies			Supplies						\$ 150.00	
18	Gift Cards			Two winners/ mo.						\$ 50.00	
22	Salary		September	Case Manager						\$ 2,000.00	
23	Supplies			Supplies						\$ 150.00	
24	Gift Cards			Two winners/ mo.						\$ 50.00	
28	Total									\$ 6,700.00	

# Example Completed Summary Page

Judicial District: xx										
CRGA SPENDING PLAN SUMMARY										
IGA #:		25-19		STARTING BUDGET:			\$ 27,000.00			
AWARD PERIOD:		7/1/2024 - 6/30/2025		ACTUAL AMOUNT EXPENDED			\$ -			
SUBMITTED BY:		[Name]		REMAINING BUDGET AMOUNT:			\$ 27,000.00			
QUARTER		ANTICIPATED EXPENDITURES		ACTUAL EXPENDITUES			VARIANCES			
July -September		\$ 6,700.00					\$ 6,700.00			
November - December		\$ 6,800.00					\$ 6,800.00			
January - March		\$ 6,800.00					\$ 6,800.00			
April - June		\$ 6,800.00					\$ 6,800.00			
<b>TOTALS</b>		<b>\$ 27,100.00</b>		<b>\$ -</b>			<b>\$ 27,100.00</b>			
NMSC COMMENTS:										

# *Data-Sharing: Justice-involved Beneficiaries*

1. First 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***

\*\*\* $p < .001$



# *Data-Sharing: Staff Hiring & Retention*

---

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





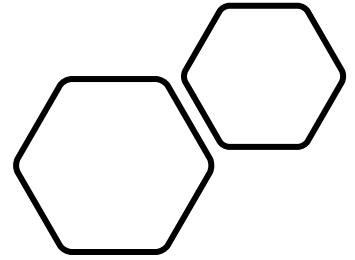
## *Data-Sharing: Staff Training*

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





# Site Visits





[Home](#)

[About](#)

[Reports](#)

[Crime Reduction Grants](#) ▼

[Crime Reduction Grants](#)

[Program Resources](#)

[Calendar](#)

[Commission](#) ►

[Webinars](#)

[Collateral Consequences](#)

[Convenings](#)

## Resources for Grantees

### Report Templates

- [Quarterly Report Template](#)
- [Final Report Template](#)
- [Grantee Spending Plan Template](#)

### CRGA How-to Videos

For full playlist, [click here](#).

#### Individual Videos:

- [How to add a collaborator in Apply](#)
- [How to change an owner in Apply](#)
- [How to edit a task in Apply](#)
- [CRGA Spending Plan](#)
- [CRGA Reimbursement Request Workbook](#)
- [CRGA Monthly Reimbursement Request](#)