



Crime Reduction Grantee Orientation FY 2026

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmssc.unm.edu

1

1



Today's Presentations

1. Using *Apply*; Monthly Invoices; Reporting Requirements

Presented by Keri Thiel – kthiel@unm.edu

2. Finance Overview

Presented by Jamey Cook – jingles@unm.edu

3. Spending Plans; Data Sharing; Evaluation

Presented by Nancy Shane – nlshane@unm.edu

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmssc.unm.edu

2

2



Grant Liaisons

Each grant is assigned a member of the NMSC grants team to serve as its “grant liaison”.

Your grant liaison is your primary point of contact at NMSC and is the person who will know your project best. They will review your monthly invoices and your quarterly reports and serve as a resource for you.

Grant liaisons will reach out to grantees via email soon.

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

3

3

Using *Apply*

Presented by Keri Thiel – kthiel@unm.edu

4

4

SurveyMonkey Apply

<https://nmsc.smapply.io>

- This is our grant management software
- Hub for:
 - Application(s) & Materials
 - Monthly Invoices
 - Quarterly & Final/Annual Reports

5

New Mexico Sentencing Commission

5

Crime Reduction Grants

← Return to admin

You are currently logged in as: Test User 2

Crime Reduction Grants FY26
2026-66 Test
2026-0000000066

STATUS: July 2025

3 of 3 required tasks complete

CONTINUE

Last edited: Jul 22 2025 05:40 PM (MDT)

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

You may see more than one grant/application here. Check the project year, title, and number to confirm which one you’re selecting.

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

6

6

Crime Reduction Grants

Programs My Applications Test Us

Return to admin

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

You are currently logged in as: Test

3 of 3 required tasks complete

Last edited: Jul 22 2025 05:40 PM (MDT)

REVIEW SUBMIT

Crime Reduction Grants FY26

2026-66 Test

ID: 2026-0000000066 Status: July 2025

APPLICATION ACTIVITY

Your tasks Instructions

- ✓ Monthly Reimbursement Request
Completed on: Jul 22 2025 12:54 PM (MDT)
- ✓ Cover Letter (optional)
Completed on: Jul 22 2025 05:14 PM (MDT)
- ✓ July 2025 Excel Workbook
Completed on: Jul 22 2025 01:04 PM (MDT)
- ✓ July 2025 Supporting Documentation (optional)
Completed on: Jul 22 2025 05:30 PM (MDT)

Test User 2 (Owner)

Add collaborator

7

Crime Reduction Grants

Programs My Applications Test Us

Return to admin

Scrolling down:

You are currently logged in as: Test

Add collaborator

This page is where you can access your current tasks and previous tasks, and see/edit a list of your collaborators.

Previous tasks

- ✓ Cover Letter (optional)
Completed on: Jul 22 2025 05:14 PM (MDT)
- ✓ July 2025 Excel Workbook
Completed on: Jul 22 2025 01:04 PM (MDT)
- ✓ July 2025 Supporting Documentation (optional)
Completed on: Jul 22 2025 05:30 PM (MDT)
- ✓ FY26 Grant Spending Plan
Completed on: Jul 22 2025 05:40 PM (MDT)

- ✓ Program Information
Completed on: Jul 22 2025 12:21 PM (MDT)
- ✓ CJCC Information
Completed on: Jul 22 2025 12:21 PM (MDT)
- ✓ Outside Assistance
Completed on: Jul 22 2025 12:21 PM (MDT)

8

Do you need to add a collaborator?

3 of 3 required tasks complete

Last edited: Jul 22 2025 05:40 PM (MDT)

REVIEW **SUBMIT**

2026-66 Test

ID: 2026-0000000066 Status: July 22 2025

Your tasks

- ✓ Monthly Reimbursement Completed on: Jul 22 2025
- ✓ Cover Letter (optional) Completed on: Jul 22 2025
- ✓ July 2025 Excel Workbook Completed on: Jul 22 2025
- ✓ July 2025 Supporting Documents Completed on: Jul 22 2025

Add collaborator

Collaborators can view, edit, and complete tasks in Apply, but they cannot submit anything (only the owner can submit tasks – more on that in a minute!).

Please add collaborators so they receive the notices we send out via Apply.

9

9

New Mexico Sentencing Commission

← Return to admin You are currently logged in

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

Completed on: May 13 2025 02:55 PM (MDT)

10

10



- Collaborators must accept the email invitation to be added to the grant in Apply.
 - If you don't see the invitation, check your spam folder.
- **ONLY** the owner (see next slide) 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.

11

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nm-sc.unm.edu

11



Who is the Owner of Your Grant?

- The 'owner' role defaults to the person who submitted the application but can be easily changed at any time.
- Apply only allows **ONE** person to be the owner, and **ONLY** the owner has the ability to submit materials for reimbursement or review.

12

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nm-sc.unm.edu

12

Who *should* be the owner of your grant in Apply?

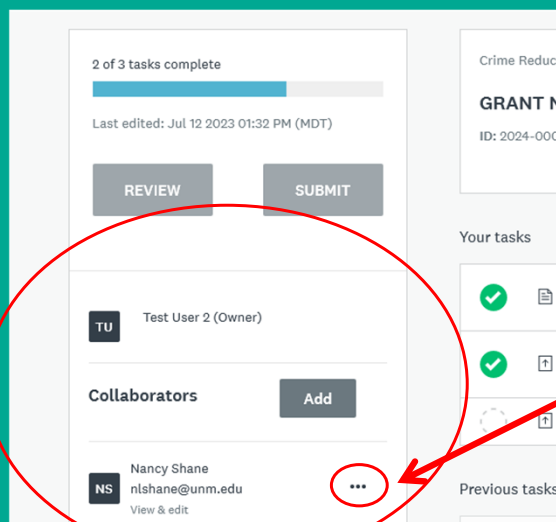
- **Up to you!**
- **But we recommend making your fiscal contact the owner of the grant, since they will be responsible for submitting monthly invoices.**
- **If you have one person filling out the monthly invoice and another person submitting it, that tends to cause delays.**
- **Late submittals = late reimbursement**

13

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmssc.unm.edu

13

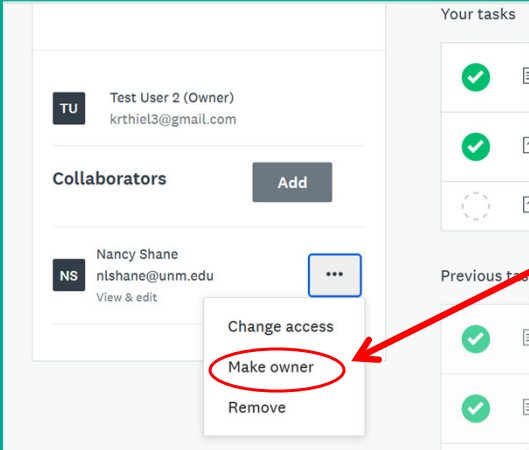
Do you need to change the owner of your grant?



Click on the three dots next to the name of the collaborator you want to make the owner.

14

14



The screenshot shows a user management interface. At the top, there's a section for 'Test User 2 (Owner)' with email 'krthiel3@gmail.com'. Below this is a 'Collaborators' section with an 'Add' button. A collaborator 'Nancy Shane' with email 'nlshane@unm.edu' is listed. A blue box highlights the three-dot menu icon next to her name. A red arrow points from the text 'Then click "Make owner"' to the 'Make owner' option in the dropdown menu that appears. The dropdown menu also includes 'Change access' and 'Remove' options. To the right of the collaborators list, there are sections for 'Your tasks' and 'Previous tasks', each showing a list of tasks with green checkmarks.

Then click "Make owner".

That's it! The change is effective immediately.

15

15

Monthly Invoices

Presented by Keri Thiel – kthiel@unm.edu

16

16

Monthly Invoices

- **Invoice for each month is due the 15th of the following month (or the first business day following the 15th).**
 - July invoice: due Friday, Aug. 15th
 - August invoice: due Monday, Sept. 15th
- **Don't rely on reminders; add the monthly invoice date to your calendar.**
- **You MUST submit an invoice each month even if you had no expenses that month (a \$0 reimbursement request).**

17

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

17

Monthly Invoices

- **Four components:**
 - **Monthly Reimbursement Request form**
 - **Cover Letter** ("Optional" = NOT required for \$0 requests)
 - **Excel Workbook** (NMISC will supply template)
 - **Supporting Documentation for expenses** ("Optional" = NOT required for \$0 requests)
- **Quarterly reports and updated spending plans: will be assigned as tasks with the monthly invoices in Apply when due**

18

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

18

Supporting Documentation

- For payroll expenses: payroll records are sufficient
- **ALL other expenses MUST submit the following for each expense, in this order:**
 - **Invoice**
 - **Purchase Order**
 - **Proof of Payment**
- Finance presentation will go over this in more detail.

19

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

19

Monthly Invoice Cycle

You complete a monthly invoice and submit in Apply



Your Grant Liaison and NMSC's finance team review the invoice



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

20

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

20

Monthly Invoice Cycle

- **Monthly invoice materials are only available one month at a time in Apply. We do not have the ability to open more than one month at a time.**
- This gives us a chance to catch and correct errors in submittals before they are repeated the next month. It also helps us keep records organized and accessible to everyone.

21

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

21

Monthly Invoice Cycle, cont.

- It is important to submit each month's invoice in a timely manner – it takes time to catch up if you get behind.
- Please do not email invoice materials to your grant liaison!
- Submit materials only in Apply.

22

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu

22

Quarterly and Final/Annual Reporting Requirements

Presented by Keri Thiel – kthiel@unm.edu

23

23

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.

24

24

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

25

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmasc.unm.edu

25

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

The screenshot displays the 'TEST APPLICATION' interface. At the top, it shows the application title 'Crime Reduction Grants FY24 Ro...' and a 'Preview' button. Below this, the application ID is '2024-0000000001' and the status is 'March 2024'. The page is divided into two main sections: 'Your tasks' and 'Previous tasks'.

Your tasks:

- Monthly Reimbursement Request
- Cover Letter (optional)
- March 2024 Excel Spreadsheet & Supporting Documentation
- Q3 Report 2024** (highlighted with a red circle)

Previous tasks:

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

On the left side of the screenshot, there is a sidebar with a 'SUBMIT' button and a user profile section for 'User 2 (Owner)' with email 'el3@gmail.com' and a 'Laborator' role.

26

26

Quarterly Report form

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:
Jan 31 2024

Name of person completing this form:
Test Primary Contact Name

*Please make corrections in text box below if necessary.

Email of person completing this form:
Test PC Email

*Please make corrections in text box below if necessary.

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

27

27

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?*

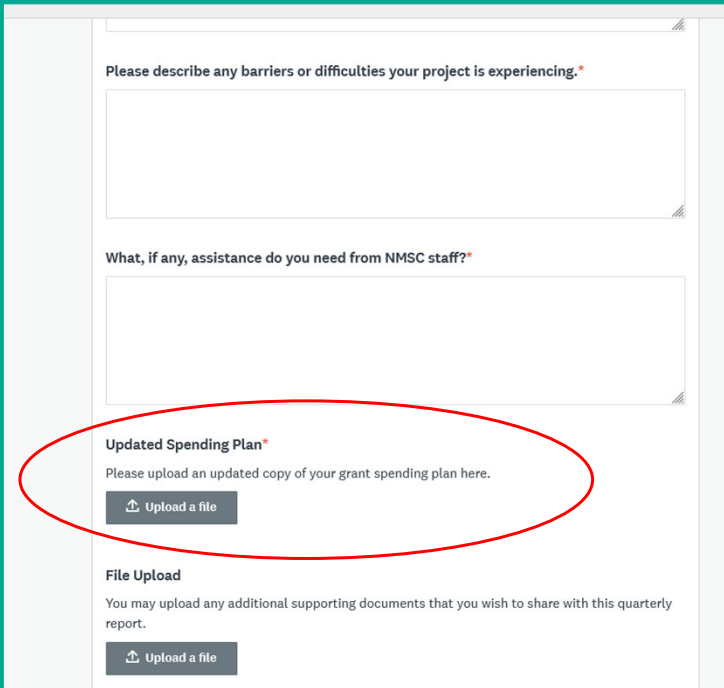
\$

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

If the info from your
application is out of date,
you can fill in the correct
info in the provided text
boxes.

28

28



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

We will go over the spending plan in more detail later.

29

29

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.

30

30

Final Report Template

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

Q2 Describe the strengths of the project.*

31

31

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

32

32

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

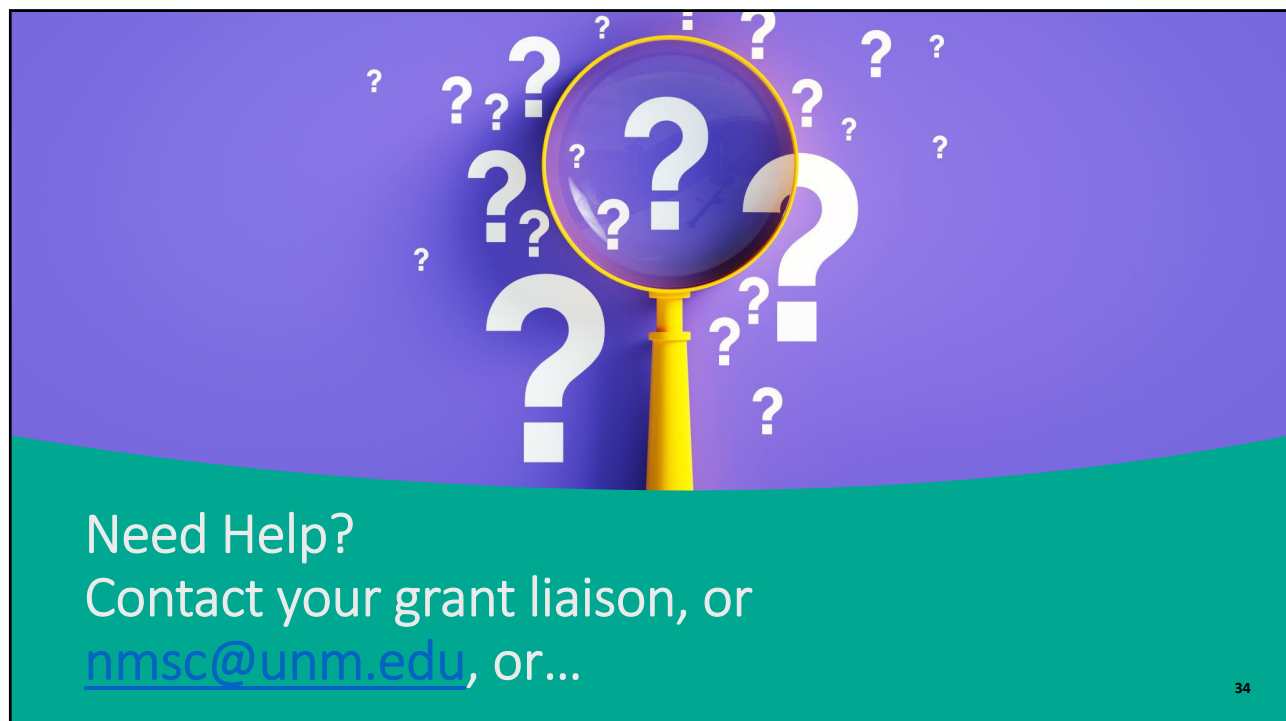
Q6 Do you have any suggestions for the Crime Reduction Grants process in the future?

File Upload (optional)

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

33

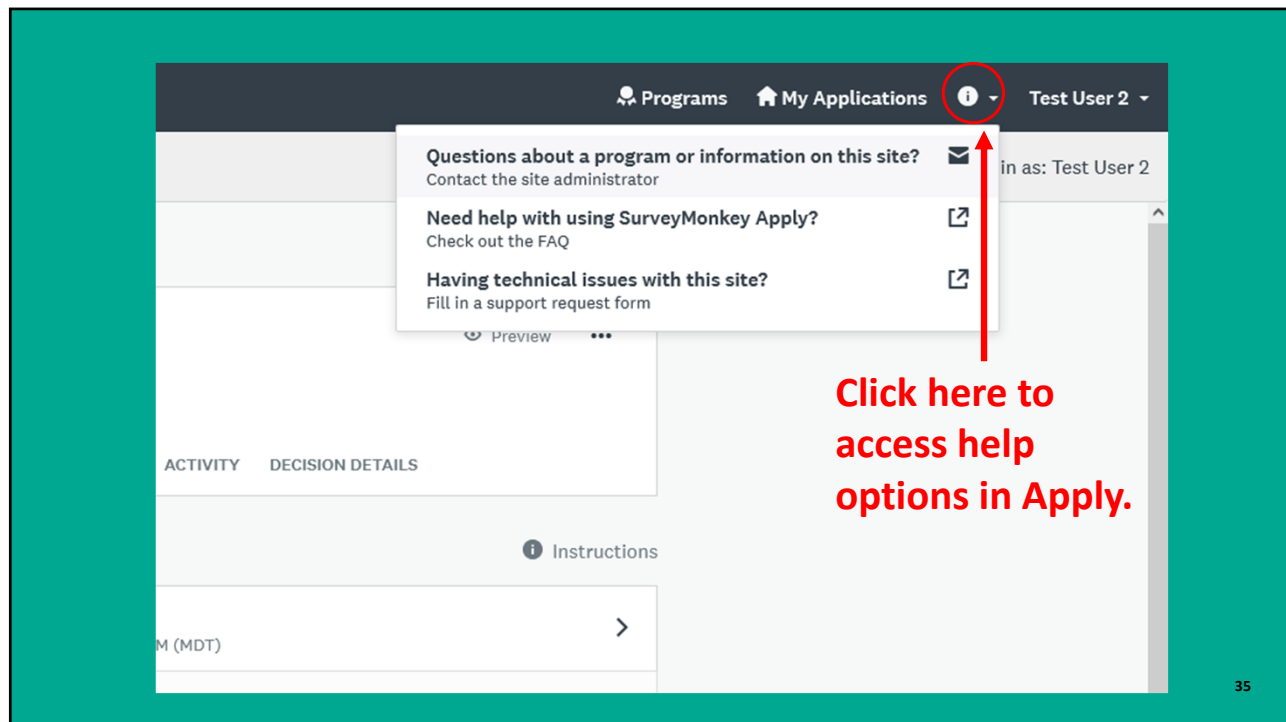
33



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

34

34



35


Now Available: Online Help Library

- Go to <http://nmisc.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

36

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmisc.unm.edu


36



Questions?
Q&A immediately following orientation.

37

37



NMSC CRGA FY26
Grants Orientation
Finance

Presented by Jamey Cook – jingles@unm.edu

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmsc.unm.edu

38

Apply Invoice Submission Components

❖ Four Components

- ❖ Monthly Reimbursement Request Form
- ❖ Cover Letter
 - ❖ “Optional” = NOT required for \$0 requests
- ❖ Updated Excel Workbook – NMSC will supply template
 - ❖ (a “MUST” = even for \$0 requests)
- ❖ Supporting Documentation for Expenses
 - ❖ “Optional” = NOT required for \$0 requests

39



Department Letter Head

Date:

Invoice # 2026-06 – 7.25 ← Include the assigned grant # from NMSC

Reimbursement Request # _ ← Month of request – the number of the month is based on the start of the FY -- e.g. January would be month #7 of FY26

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.

MSC02 1625 | Albuquerque, NM 87131 | (505) 277-3494 | nmssc.unm.edu

40

NMSC CRGA Reimbursement Request Excel Workbook Year to Date Tab		
New Mexico Sentencing Commission Crime Reduction Grant Act Reimbursement Request		
Grantee Name		← Name used in the CRGA IGA
NMSC Award Number		← NMSC assigned number
Total Budget		← Amount awarded in IGA. Use amended amount if applicable.
Period of Claim	7/25-6/26	
Month	Monthly Total	
July-25	0.00	
August-25	0.00	
September-25	0.00	
October-25	0.00	
November-25	0.00	
December-25	0.00	
January-26	0.00	
February-26	0.00	
March-26	0.00	
April-26	0.00	
May-26	0.00	
June-26	0.00	
Total expenditures	0.00	
Remaining Budget Balance	0.00	

Please remember to remove the red reminders from the workbook sheets when you enter your Name, Award Number, and Total Budget.

PLEASE DO NOT CHANGE ANY OF THE FORMULAS!

41

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	
Reimbursement Request #	1	
Period of Claim	7/1/25-7/31/25	
Scope Of Work Reference	Reimbursable Amount	Description of Expense
SOW item #3a	700.00	Purchase gift cards for participant bus transportation
SOW item #5c	405.00	Paid participant drug court fees
It is important that each line item is tied directly to a particular subparagraph of the Scope of Work in the IGA		
Monthly Total		
	1,105.00	

42

New Mexico Sentencing Commission		
Crime Reduction Grant Act Reimbursement Request		
Grantee Name		← Name used in the CRGA IGA
NMSC Award Number		← NMSC assigned number
Total Budget	\$ 100,000.00	← Amount awarded in IGA. Use amended amount if applicable.
Period of Claim	7/25-6/26	
Month	Monthly Total	
July-25	1,105.00	← Amount pulled in from the July 2025 tab.
August-25	0.00	
September-25	0.00	
October-25	0.00	
November-25	0.00	
December-25	0.00	
January-26	0.00	
February-26	0.00	
March-26	0.00	
April-26	0.00	
May-26	0.00	
June-26	0.00	
Total expenditures	1,105.00	← Amount will increase with each subsequent request.
Remaining Budget Balance	98,895.00	

Reimbursement Request - Apply Uploads

- ❖ Monthly Reimbursement Request Form
- ❖ 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.
 - ❖ Wages
 - ❖ Proof of Payment
 - ❖ Payroll register
 - ❖ Cancelled Checks
 - ❖ Documentation for Held Events
 - ❖ Event Flyer
 - ❖ Receipts for Purchases
 - ❖ Sign-in Sheets
 - ❖ DFA Vouchers – showing payment tab

Reimbursement Request - Apply Uploads

❖ Supporting Documentation for Reimbursement Request – Cont.

- ❖ Client Services
 - ❖ Sign-in Sheets
 - ❖ Invoices
 - ❖ DFA Vouchers – showing payment tab

It is critical that supporting documentation is organized in precisely the order laid out above for each category.

45

Common Finance Hiccups

- ❖ Improper Documentation
 - ❖ Wrong Month's Receipts or Invoices
 - ❖ No NMSC CRGA Reimbursement Request Workbook included
 - ❖ Precise Scope of Work subparagraph not indicated on updated Excel Workbook
 - ❖ Missing Documentation
 - ❖ Submissions with supporting documentation in the wrong order
 - ❖ Duplicates
- ❖ 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

46

Apply Entry

0 of 3 tasks complete

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

REVIEW
SUBMIT

Test User 2 (Owner)

TU

Add collaborator

Crime Reduction Grants FY24 🔍 Preview ⋮

9-0000000002

ID: 2024-0000000002 Status: July 2023

APPLICATION
ACTIVITY

Your tasks

Click Here

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 >

47

Apply Entry

← Back to application

Crime Reduction Grants FY26

2026-66 Test

ID: 2026-0000000006 | Status: July 2026

Monthly Reimbursement Request >

Cover Letter (optional)

July 2025 Excel Workbook

July 2025 Supporting Documentation (optional)

FY26 Grant Spending Plan

0 of 3 required tasks complete

Last edited: Jul 22 2025 12:22 PM (MDT)

REVIEW
SUBMIT

Monthly Reimbursement Request

Monthly Reimbursement Request

Fill in red indicated text boxes.

CRGA Monthly Reimbursement Request Form

Contract/IGA Number (2026-XX) **2026-06**

Reimbursement Request Number (1-12) **1**

Date: Date fills in automatically

Month of request – the number of the month is based on the start of the FY – e.g. January would be month #7 of FY26

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

48

49

← 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 03:05 PM (MDT)

REVIEW

SUBMIT

Monthly Reimbursement Request

Monthly Reimbursement Request

CRGA monthly reimbursement request

Contract/IGA Number2024-01

Reimbursement Request Number1

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	\$ <div>500.00</div>

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Click Here

50

< Back to application

Crime Reduction Grants FY26

2026-66 Test

ID: 2026-0000000066 | Status: July 2025

✓

Monthly Reimbursement Request

Cover Letter (optional)

July 2025 Excel Workbook

July 2025 Supporting Documentation (optional)

FY26 Grant Spending Plan

1 of 3 required tasks complete

Last edited: Jul 22 2025 12:54 PM (MDT)

REVIEW

SUBMIT

Apply Entry

✓

Monthly Reimbursement Request

Completed Jul 22 2025 12:54 PM (MDT)

Monthly Reimbursement Request

CRGA Monthly Reimbursement Request Form

Contract/IGA Number (2026-XX)	2026-06
Reimbursement Request Number (1-12)	1

Date:
Jul 22 2025

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 FY26
2026-66 Test
ID: 2026-0000000066 | Status: July 2025

- ☒ Monthly Reimbursement Request
- ☐ Cover Letter (optional)
- ☒ July 2025 Excel Workbook
- ☐ July 2025 Supporting Documentation (optional)
- ☐ FY26 Grant Spending Plan

2 of 3 required tasks complete


Last edited: Jul 22 2025 01:04 PM (MDT)

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

Cover Letter

Task Instructions [Hide](#)

THIS TASK IS ONLY OPTIONAL FOR \$0 REQUESTS. All monetary requests MUST 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](#)

[MARK AS COMPLETE](#)

51

Apply Entry

[Back to application](#)

Crime Reduction Grants FY26
2026-66 Test
ID: 2026-0000000066 | Status: July 2025

- ☒ Monthly Reimbursement Request
- ☒ Cover Letter (optional)
- ☒ July 2025 Excel Workbook
- ☐ July 2025 Supporting Documentation (optional)
- ☐ FY26 Grant Spending Plan

2 of 3 required tasks complete


Last edited: Jul 22 2025 05:11 PM (MDT)

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


Cover Letter

Task Instructions [Hide](#)

THIS TASK IS ONLY OPTIONAL FOR \$0 REQUESTS. All monetary requests MUST 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](#)



Cover letter
Filename: Cover_letter_n97Odg1.pdf Added: Jul 22 2025

[Click here](#)

[MARK AS COMPLETE](#)

Repeat these steps for all tasks.

52

5427

Apply Entry

[Back to application](#)

Crime Reduction Grants FY26

2026-66 Test

ID: 2026-0000000066 | Status: July 2025

✓

Monthly Reimbursement Request

✓

Cover Letter (optional)

✓

July 2025 Excel Workbook

✓

July 2025 Supporting Documentation (optional)

⌚

FY26 Grant Spending Plan

2 of 3 required tasks complete

Last edited: Jul 22 2025 05:30 PM (MDT)

REVIEW

SUBMIT

✓

July 2025 Supporting Documentation

Completed Jul 22 2025 05:30 PM (MDT)

Task Instructions

Hide

THIS TASK IS ONLY OPTIONAL FOR \$0 REQUESTS. All monetary requests MUST include supporting documentation. Payroll records are sufficient for payroll reimbursements. All other expenditures must include an invoice, purchase order, and proof of payment (in that order) for each line item on your monthly Excel Workbook.

July 2025 invoice

Filename: July_2025_invoice.pdf Added: Jul 22 2025

This is what your Supporting Documents task page looks like when completed. Please pay attention to the boxed area.

55

Apply Entry

[Back to application](#)

Crime Reduction Grants FY26

2026-66 Test

ID: 2026-0000000066 | Status: July 2025

✓

Monthly Reimbursement Request

✓

Cover Letter (optional)

✓

July 2025 Excel Workbook

✓

July 2025 Supporting Documentation (optional)

✓

FY26 Grant Spending Plan

3 of 3 required tasks complete

Last edited: Jul 22 2025 05:40 PM (MDT)

REVIEW

SUBMIT

✓

FY26 Grant Spending Plan

Completed Jul 22 2025 05:40 PM (MDT)

Task Instructions

Hide

Please upload your grant's FY26 spending plan on the template provided to you with the New Grantee Orientation materials.

FY26 NMSC CRGA Grant Spending Plan

Filename: FY26_NMSC_CRGA_Grant_Spending_Plan.xlsx Added: Jul 22 2025

This is what your Grant Spending Plan task page looks like when completed. Please pay attention to the boxed area.

Click Here to submit your monthly reimbursement request when all tasks are complete.

56

28

QUESTIONS?

Thank you for joining us!

Presented by Jamey Cook
jingles@unm.edu

57

New Mexico Crime Reduction Grants: Spending Plans, Data Sharing, Evaluation

Nancy Shane, NMSC
nlshane@unm.edu
July 2025

58

59


Example
Completed
Detail Page

60

Example Completed Summary Page

	A	B	C	D	E	F	G	H	I	J	K
1	Judicial District: xx										
2	CRGA SPENDING PLAN SUMMARY										
3											
4	IGA #:			2026-99			STARTING BUDGET:			\$ 27,000.00	
5	AWARD PERIOD:			7/1/2025 - 6/30/2026			ACTUAL AMOUNT EXPENDED			\$ -	
6											
7							REMAINING BUDGET AMOUNT:			\$ 27,000.00	
8	SUBMITTED BY:			[Name]							
9											
10											
11	QUARTER		ANTICIPATED EXPENDITURES		ACTUAL EXPENDITUES		VARIANCES				
12											
13	July -September		\$ 6,700.00				\$ 6,700.00				
14											
15	November - December		\$ 6,500.00				\$ 6,500.00				
16											
17	January - March		\$ 6,500.00				\$ 6,500.00				
18											
19	April - June		\$ 7,300.00				\$ 7,300.00				
20											
21	TOTALS		\$ 27,000.00		\$ -		\$ 27,000.00				
22											
23	NMSC COMMENTS:										
24											

61



Data-Sharing: Due October 1, 2026

Three Types

62

Data-Sharing: 1. 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. Reference Case number(s)
8. Party identification number, if possible



63

Table 11: Recidivism: Average Number of Criminal Cases by Target Population, Equivalent Before and After Periods

Target population	Grant Year	# Grants	Participants with Any Known Criminal Case in Time Period	Average Number Criminal Cases Before Start Date	Average Number Criminal Cases After Start Date	paired t
At-Risk	FY2023	2	157	1.32	1.06	.12
Pretrial	FY2021	2	574	4.42	2.96	8.99***
	FY2022	1	814	3.30	1.96	12.88***
	FY2023	5	470	3.38	1.92	9.76***
Pre-Prosecution Diversion	FY2023	1	463	1.71	.99	9.78***
Treatment Court	FY2021	3	104	3.64	1.46	7.51***
	FY2022	2	281	5.72	2.88	8.38***
	FY2023	5	128	2.80	.87	9.30***
Incarcerated	FY2023	1	2	5.50	2.50	n/a
Competency	FY2023	1	22	1.95	1.77	.79

t: $p < .10$, *: $p < .05$, **: $p < .01$, ***: $p < .001$



Example Table

64

Data-Sharing: 2. Staff Hiring & Retention



Target Population	# Grants	Agency Type	# Individuals Hired/ Retained	% Employed Same agency 6/30/2024	% Employed Public Agency in NM 6/30/2024
Public Safety	1	CJCC	1	0%	100%
At-Risk	1	Law Enforcement	10	50%	60%
Pretrial	5	Public Defender	52	63%	79%
Pretrial	4	District Attorney	56	64%	79%
Total	7		119	62%	77%

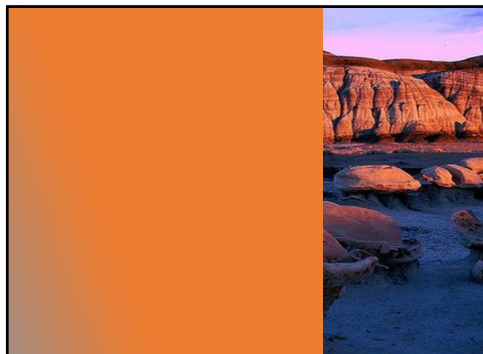
Example Table

1. First and last name
2. Employee Identification Number
3. Start date/ length of employment

65

Data-Sharing: 3. Staff Training

1. Name or Topic and Date(s) of training
2. Attendees' First and Last Names
3. Agency



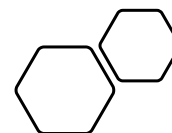
Target Population Addressed by Training	# Grants	Participants' Agency Type	# Individuals Trained
Public Safety	1	Courts, Service Providers, Mayor's Office, Health & Human Services, University	19
At-Risk	3	Courts, Law Enforcement, Service Providers	128
Pretrial	3	Courts, District Attorney	40
Preprosecution Diversion	1	District Attorney	1
Treatment Court	3	Treatment Court Programs	37
Probation/ Parole	2	Courts	42
Competency	1	Courts	9
Total	8		277

66




Site Visits

67



Nancy Shane
(505)934-5774
nlshane@unm.edu


68



[Home](#)
[About](#)
[Reports](#)
[Crime Reduction Grants](#)
[Calendar](#)
[Commission](#)
[Webinars](#)
[Collateral Consequences](#)

[Convenings](#)
[Justice Reinvestment](#)

[Crime Reduction Grants](#)
[Program Resources](#)



[UNM](#) / [Home](#) / [Crime Reduction Grants](#) / [Program Resources](#) / [Resources for Grantees](#)

[Home](#)
[About](#)
[Reports](#)
[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