Subject: Coordination of Grants		Policy Number: ADM: 23
Revision Number: 04	Effective Date: 11/17/2025	Original Issue Date: 04/19/1997

1) PURPOSE

a) The purpose of this policy is to establish formal procedures for a review process for outside funded programs

2) POLICY

a) This policy is required in order to:
   i) Provide awareness and information to individuals sharing in the responsibility of the grants.
   ii) Ensure matching funds are available.
   iii) Ensure compliance with all reporting requirements mandated by federal, state and local law.
   iv) Establish a process to ensure reimbursement of funds to the Department of Public Safety for expenditures incurred under the grant.
   v) Ensure grants are consistent with the Department of Public Safety strategic goals and objectives.
   vi) Comply with directives from the Office of the Governor regarding grant applications, solicitations and correspondence.

3) APPLICABILITY

a) This policy is applicable to all employees who are fiscally and/or programmatically responsible for the development, implementation, administration, monitoring, and reporting of any outsidefunded program.

4) REFERENCES

a) **NONE**

5) DEFINITIONS

a) **Grant** - An award of money to be used for a specific purpose from a source other than the Department's General Fund.
b) **Grants Coordinator** - The person designated to facilitate internal coordination for the grant funding application and monitoring process.

c) **Program Manager** - Lead person assigned to complete the application after the internal review process, to oversee, and to the extent allowed by the grantor and Secretary, to manage the operational and fiscal aspects of an outside-funded program.

d) **Project Manager** - The employee responsible for coordination and implementation of the grant funded project.

e) **Outside Funded Program** - Any program or project funded or potentially funded by an award of money from a source other than the Department's general fund. This includes state, federal, and private grants as authorized by Section 9-19-6 NMSA, 1978.

f) **Central Repository** - An area designated by the Secretary will serve as the Central Repository for the Department. Notices of Intent to Apply for Grant Funding Form, Grant Funding Internal Review Forms and applications for outside funding may be requested from the Grants Coordinator. The completed forms will be maintained in the Central Repository files.

g) **Application** - The formal package, including the express guidelines of the funding source, prepared for approval by the Secretary and to be submitted to the outside funding source

6) OPERATIONAL PROCEDURES

a) It is the policy of the Department of Public Safety that applications for grants as defined by this policy will go through an internal review process before application is made or agreement is made regardless of the funding source or dollar amount of the award or services. The review process will be facilitated by the Grants Coordinator and must be completed before formal application for funding or agreement is submitted to any outside funding source.

b) The Grant Program Manager is responsible for all aspects of the program including application, administration, reporting, disposition of equipment, audits, etc.

c) The initial step in the internal review process is submittal of the Notice of Intent to Apply for Grant Funding to the Grants Coordinator.

d) The Grants Coordinator, in coordination with the Grants Management, Finance and Budget Bureaus, will meet with the Program Manager and

representatives of other divisions and programs potentially impacted by the grant to assess and analyze the impact to the department.

e) Based on this meeting and further analysis, the Grants Coordinator will prepare and submit the findings through the Deputy Secretary of Administration to the Secretary by using the Grant Funding Internal Review Form, and summarizing the impact on the department's functions on the implementation of the grants. The Secretary will approve or deny the Grant Funding Internal Review Form.

f) **SUMMARY:** The application review function is intended to facilitate internal exchange of information among programs and bureaus within the Department during the phases of identification, development, approval, and implementation of outside-funded programs; and Coordination is provided to facilitate these processes and to involve necessary entities to ensure the Governor's office receives all required information regarding grant applications at the onset of the proposal for funding.

7) ATTACHMENTS

a) **Notice of Intent to Apply for Grant Funding and Instructions**
b) **Grant Funding Internal Review**
c) **Grants Development Decision –Making Matrix and Instructions**

NOTE: These attachments are the current forms in use and available from the Grant Coordinator. At some point in the future, it may become necessary to update them to address current trends. Should these updates become necessary, the function may be accomplished without a change to the current policy only if the changes do not conflict with the intent of the policy.

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25

DPS Cabinet Secretary