

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
JUVENILE ADJUDICATION FUND GRANT PROGRAM

JUVENILE ADJUDICATION FUND GRANT AGREEMENT

Project No. 17-J- 27

THIS GRANT AGREEMENT is made and entered into by and between the Department of Finance and Administration (“DFA”), State of New Mexico, acting through the Local Government Division (“Division”), Bataan Memorial Building, Suite 201, Santa Fe, New Mexico 87501, hereinafter called the **DIVISION**, and the Santa Fe County hereinafter called the **GRANTEE**.

RECITALS

WHEREAS, Section 34-16-1 NMSA 1978 (the “Act”) created the juvenile adjudication fund (“JAF”), money in which is appropriated to DFA to administer the fund and to provide an alternative adjudication process/program (“AAP”) for juveniles charged with traffic offenses and other misdemeanors; and

WHEREAS, DFA established a JAF grant program to fund programs providing alternative procedures of adjudication for juveniles charged with traffic offenses and other misdemeanors in 2.110.5 NMAC (the “Regulations”); and

WHEREAS, the Grantee was selected to receive a grant from the JAF; and

WHEREAS, the parties desire to memorialize the terms and conditions of the grant in this Grant Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained here, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto do mutually agree as follows:

ARTICLE I – PROGRAM DESCRIPTION/SCOPE OF WORK

- A. The Grantee agrees that it will implement, in all respects, the activities outlined in the Program Description attached hereto as Exhibit 1 and incorporated and made a part of this Grant Agreement by this reference as if fully set forth herein.

ARTICLE II - TERM OF GRANT AGREEMENT

- A. Upon being duly executed by the Division, the term of this Grant Agreement shall be from July 1, 2016 through June 30, 2017.

- B. In the event that, due to unusual circumstances, it becomes apparent that this Grant Agreement cannot be brought to full completion within the time period set forth in Paragraph A of this Article II, the Grantee shall immediately notify the Division in writing. The Grantee and Division shall review the progress to date and the circumstances giving rise to delay. The Division will determine, in its sole and absolute discretion, whether there is sufficient justification to modify this Grant Agreement to extend the term or deadlines contained herein. The Division's decision whether or not to extend the term of this Grant Agreement is final and non-appealable.

ARTICLE III - REPORTS

A. **Progress Reports**

1. The Grantee shall submit quarterly Progress Reports to the Division. The reports shall contain a narrative and/or bulleted highlights of accomplishments and/or problems and delays encountered to date, a detailed budget breakdown of expenditures to date, the number of clients served during the reporting period, the gender, age, grade, and ethnicity of clients served during the reporting period, the type of offenses with which clients were charged, the number of components provided to clients, and the number of open, pending, and closed cases, in accordance with the form attached hereto as Exhibit 2 (Quarterly Progress Report and Certification), and shall include such other information following the objectives of the Grantee's evaluation as may be of assistance to the Division in its evaluation.
2. The quarters covered by the quarterly Progress Reports shall correspond to the quarters of the State's fiscal year, i.e., July 1 to September 30; October 1 to December 31; January 1 to March 31, and April 1 to June 30.
3. One copy of the corresponding quarterly Progress Report shall be submitted to the Division for review and comment no later than October 15, 2016; January 15, 2017; April 15, 2017 and July 10, 2017. If the due date for a quarterly report falls on a weekend or legal holiday, the due date shall automatically be extended to the next day that is not a weekend or legal holiday.

- B. **Additional Reports.** Events may occur between scheduled reporting dates that have significant impact upon the grant supported activity. In such cases, the Grantee shall provide interim written reports to the Division. Without limiting the generality of the foregoing, the Grantee must inform the Division in writing as soon as the following types of conditions occur:

1. Problems, delays, or adverse conditions which may materially impair the ability to complete the grant supported activities in accordance with this Grant Agreement and Program Description. This disclosure must include a statement of the action taken, or contemplated, and any assistance from the

Division needed to resolve the situation.

2. Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more beneficial results than originally planned.
 3. The Grantee is no longer in compliance with the financial management system or eligibility requirements of 2.110.5.8(C) and 2.110.5.9 NMAC or there is a significant risk that the Grantee will not be in compliance with those requirements in the future.
- C. Requests for Additional Information. At any time during the term of this Grant Agreement and during the period of time during which the Grantee must maintain records pursuant to Article VII, the Division or State Auditor may (i) request such additional documentation and information regarding the AAP funded under this Agreement as it deems necessary to discharge its monitoring and compliance responsibilities and (ii) conduct, at reasonable times and upon reasonable notice, onsite inspections of the AAP and Grantee's financial and other records concerning the program. Grantee shall respond to such requests for additional information within a reasonable period of time, as established by the Division (or State Auditor) in the request. Requests made pursuant to this subparagraph C are in addition to and not in lieu of the periodic and final reporting described in subparagraphs A and B of this Article.

ARTICLE IV - AMOUNT OF GRANT; ALLOWABLE COSTS; BUDGET; AND METHOD OF PAYMENT

- A. Amount of Grant. The amount of the grant made hereunder is **Thirty Five Thousand Dollars (\$35,000.00)**. Grantee acknowledges and agrees (i) that this is the maximum amount of money available to Grantee under this Grant Agreement in any event and (ii) that Grantee must have available other funds to pay all program expenditures above this amount, in accordance with Subparagraph F of this Article and the Program Budget established pursuant to Subparagraph E of this Article. Money made available under this Grant Agreement is sometimes referred to throughout the remainder of this Grant Agreement as "Grant Funds".
- B. Reimbursement Basis. Grantee shall be paid on a reimbursement basis. This means that the Division shall transfer funds to Grantee only after the Grantee has already paid out funds for eligible expenditures as described in 2.110.5.11 NMAC, the approved Budget for the Grant and this Grant Agreement.
- C. Expenditure Period. The Grant Funds may only be used to reimburse Grantee for eligible expenditures incurred after the effective date of this Grant Agreement but on or before the termination date of this Grant Agreement. By way of emphasizing rather than contradicting the previous sentence, Grantee acknowledges and agrees that it cannot be reimbursed for eligible expenditures incurred before the effective date of this Grant Agreement or after the expiration

or termination of this Grant Agreement.

- D. Allowable Costs. Grant Funds may only be expended on expenditures that are eligible expenditures under the Act, 2.110.5.11 NMAC, the approved Budget for the Grant, and this Grant Agreement.
- E. Budget.
1. The initial budget for Grant Funds and the alternative adjudication program is set forth in Exhibit 3, which is incorporated by this reference as if set forth fully herein.
 2. Any budget revision may only be made with the prior written approval of the Division via a written amendment to this Grant Agreement. The requested revised budget must be in the same budget format as Exhibit 3. The request for a Grant Agreement amendment for a revision to the budget shall be accompanied by the following:
 - a. An analysis of the proposed changes and a revised budget which addresses the proposed additional or altered expenditures;
 - b. A narrative justification for the proposed changes; and
 - c. An explanation of what (if any) impact the proposed budget revision will have on the Program Description and AAP being funded with Grant Funds.
 3. The Division will promptly review the Grant Agreement amendment and shall approve or disapprove the request in writing. The Division will not approve any proposed amendment to the budget or program revision that it determines to be inconsistent with the purpose or terms and conditions of the Act, Regulations, or Grant Agreement. The Division's decision whether or not to approve the proposed budget revision is final and non-appealable.
- F. Availability of Other Funds.
1. Grantee must have available other funds or in-kind services to pay all AAP expenditures not being covered by Grant Funds.
 2. At the Division's request, Grantee shall submit to the Division documentation sufficient to establish to the Division's satisfaction that non-Grant Funds set forth in the Budget are available. Grantee's failure to satisfactorily document the availability of non-Grant Funds is a substantial and material breach of this Grant Agreement, entitling the Division to take enforcement action in accordance with 2.110.5.18 NMAC.
 3. Grantee shall immediately notify the Division if non-Grant Funds contained in the Budget cease to be available for any reason and such non-availability of non-Grant Funds may cause the Grantee to not meet its matching requirement or cause it to be unable to fully perform the Program Description.
- G. It is understood and agreed that if any portion of the funds paid hereunder by the

Division to the Grantee for the purposes designated herein remain unexpended at the completion of this Grant Agreement period, the unexpended funds shall revert to the Division for disposition.

H. Request for Payments.

1. All payments will be made on a reimbursement of actual cost basis upon receipt by the Division of individual quarterly reports accompanied by the following completed forms: Request for Payment Form (Exhibit 4); Detailed Breakdown By Budget Category Form (Exhibit 5); and Client Data Sheet (Exhibit 6). Requests for payment shall specify all in-kind administrative costs.
2. The Request for Payment Form must be signed by two authorized signatories, as set forth in the Request for Payment Form.

I. Ineligible Costs will Not be Reimbursed. Grantee shall not be reimbursed for costs that are ineligible under 2.110.5.12 NMAC, other applicable laws, regulations, rules, guidance or this Grant Agreement.

J. Return of Payments for Ineligible or Unincurred Costs. Grantee shall immediately notify the Division if Grantee discovers that it was reimbursed for ineligible costs or costs that were not, in fact, incurred and shall promptly return to the Division the amount of ineligible or unincurred costs for which it was reimbursed.

K. Recovered Funds. Grantee shall promptly notify the Division if it recovers any Grant Funds previously paid to Grantee through rebates, refunds, contract settlements, audit recoveries or other means. Grantee shall use such recovered funds before requesting additional payments under this Grant Agreement. If Grant Funds and non-grant funds were both used to fund the contract under which funds are recovered, the recovery must be split between Grant Funds and non-grant funds proportionately. For example, if Grant Funds and non-Grant Funds each constituted 50% of the compensation under a contract and the Grantee recovers \$100 under that contract from the contractor, Grantee must allocate \$50 of the recovery to Grant Funds and \$50 to non-Grant Funds.

L. **The Grantee may not request reimbursement from the Division for any expenditure billed to another funding agency or source.**

M. Deadline for Submitting Requests for Payment. Requests for Payment for all unreimbursed expenditures must be received by the Division by the earlier of July 10 after the fiscal year in which the expenditures were incurred or fifteen (15) calendar days after the termination of this Grant Agreement; provided, however, that in the event this deadline falls on a weekend or other legal holiday, the deadline shall be extended until the next day that is not a weekend or legal holiday. Requests for Payment received after such deadline MAY NOT BE PAID.

N. Deficient Requests for Payment. The Division may disallow a Request for Payment,

in whole or in part, if the Request for Payment is deficient. Examples of deficient Requests for Payment include the lack of required signatures, lack of required supporting documentation, computational errors, seeking reimbursement for unallowable or ineligible expenditures, or questions concerning whether the reported expenditures are eligible expenditures under the Regulations, this Grant Agreement and applicable law and regulations. If a Request for Payment is disallowed, in whole or part, the Division shall promptly notify the Grantee of the disallowed amount, the nature of the deficiency, and what the Grantee must do to correct it.

ARTICLE V - MODIFICATION AND TERMINATION

- A. Written Amendment Required. The terms and conditions of this Grant Agreement can only be modified or changed by written amendment executed by both the Division and the Grantee. Any attempted oral modification of the terms and conditions of this Grant Agreement shall be null and void and of no force or effect.
- B. Early Termination for Convenience (Without Cause): Except as provided in Article X (Appropriations), this Grant Agreement may be terminated early without cause by either party with 60 days written notice.
- C. Liability in the Event of Early Termination for Convenience (Without Cause): In the event of early termination of this Grant Agreement by either party for convenience, the Division's sole liability shall be to reimburse Grantee in accordance with this Grant Agreement for eligible expenditures that were:
 - 1. Incurred pursuant to a legally binding agreement entered into by Grantee before Grantee's receipt of the Division's notice of early termination or the date of Grantee's notice of early termination;;
 - 2. Incurred on or before the termination date in the notice of early termination;
 - 3. For permissible purposes under this Agreement's Program Description and procured and executed in accordance applicable law; and
 - 4. The subject of a request for payment properly and timely submitted in accordance with Article IV(M) of this Agreement.
- D. Termination for Cause. The Division may terminate this Agreement, impose sanctions and take other enforcement action for cause as provided in 2.110.5.18 NMAC.
- E. Termination Management: Immediately upon receipt by the Grantee of the Division's notice of termination or the date of the Grantee's notice of termination, of this Grant Agreement, the Grantee shall 1) not incur any further obligations for expenditure of funds under this Grant Agreement without written approval of the Division; and 2) comply with all directives issued by the Division as to the performance under this Grant Agreement.

ARTICLE VI – CERTIFICATIONS AND GENERAL TERMS

- A. The Grantee hereby represents, warrants, and certifies that:
1. It has the legal authority to apply for and accept the Grant Funds.
 2. It has the institutional, managerial and financial capability (including sufficient non-grant resources) to ensure proper planning, management and completion of AAP being funded by this Agreement.
 3. The execution and delivery of this Grant Agreement by the Grantee and the consummation by the Grantee of the transactions contemplated herein have been duly authorized by all necessary corporate, county or municipal action on the part of the Grantee and no other corporate, county or municipal action on the part of the Grantee is necessary to authorize this Grant Agreement or to consummate the transactions contemplated herein.
 4. The person executing this Grant Agreement on behalf of the Grantee has the authority to do so, and, once executed by the Grantee and the Division, this Grant Agreement shall constitute a valid and binding obligation of the Grantee, enforceable in accordance with its terms.
 5. This Grant Agreement and the Grantee's obligations hereunder do not conflict with the Grantee's charter, ordinances, resolutions, or policies or any law or court order or decree to which it is subject.
 6. Debarment and Suspension and Other Responsibility Matters.
 - a. Grantee certifies by signing this Grant Agreement, that Grantee and Grantee's principals, if applicable, to the best of Grantee's knowledge and belief: (i) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal or New Mexico State department or agency; (ii) have not, within a three-year period preceding the effective date of this Grant Agreement, been convicted of or had a civil judgment rendered against Grantee or Grantee's principals for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Grantee's present responsibility; (iii) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in subsection b of this Paragraph; and, (iv) have not, within a three-year period preceding the effective date of this Grant

Agreement, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default. If applicable, Grantee certifies that it and its principals have not been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a.

- b. Grantee's certification in Subparagraph 6a is a material representation of fact upon which the Division relied when this Grant Agreement was entered into by the parties. Grantee shall provide immediate written notice to the Division if, at any time during the term of this Grant Agreement, Grantee learns that Grantee's certification in Subparagraph 6a was erroneous on the effective date of this Grant Agreement or has become erroneous by reason of new or changed circumstances. If it is later determined that Grantee's certification in Subparagraph 6a was erroneous on the effective date of this Grant Agreement or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Division, the Division may terminate the Grant Agreement.
- c. Grantee shall require each proposed subgrantee, contractor, and subcontractor whose subgrant, contract, or subcontract will equal or exceed \$5,000 to disclose to the Division whether as of the time of award of the subgrant, contract, or subcontract, the subgrantee, contractor, or subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any Federal or New Mexico State department or agency. Grantee shall make such disclosures available to the Division. If the subgrantee, contractor, or subcontractor, or its principals, is debarred, suspended, or proposed for debarment by any Federal or New Mexico State department or agency, the Division may refuse to approve the use of the subgrantee, contractor, or subcontractor.

Upon request, the Grantee shall provide evidence satisfactory to the Division that the representations, warranties, and certifications contained in this paragraph are true and accurate.

- B. The Grantee must comply with the following general conditions.
 - 1. All Grant activities must comply with the Act, the Regulations, and all other applicable state or federal laws and regulations.
 - 2. Grantee shall administer the Grant and finance its share of the costs of the AAP (if any), as reflected in the program Budget.
 - 3. All procurement for the program, whether using grant funds or not, must be conducted in accordance with (i) the State Procurement Code or, if Grantee is a home-rule municipality or county that has adopted its own purchasing

ordinance, its purchasing ordinance as well as (ii) Grantee's purchasing policies and regulations. .

Grantees, associated AAPs, and subcontractors will be **required** to complete a request-for-proposal (RFP) for contracts over \$60,000 unless their County's guidelines have more stringent requirements. In which case, the County's guidelines must be followed. Sole Source contracts may be utilized if justification can be provided that the contractor is the only one that can provide the services. The Grantee will be required to submit to DFA written documentation as to the reason for sole source contracting prior to entering into the contract and all provisions of the Procurement Code **MUST** be adhered to in regard to the requirements.

4. Contract Approval by the Division.
 - a. All contracts to be funded with Grant Funds must be reviewed and approved in writing by the Division before Grantee can be reimbursed for expenditures under such contracts. By way of emphasis, Grantee has no right to reimbursement for an expenditure under a contract unless and until the contract has been approved by the Division in writing.
 - b. Unless a different standard of review is required by statute, regulation, or other provisions of this Grant Agreement, the Division's review and approval of contracts and amendments shall be limited in scope to determining whether the scope of the contract is consistent with the Program Description, the Budget, the Act, and the Regulations. This administrative review is not a legal review. By way of example, the Division shall not under any circumstances be required to make or make any determination as to whether a contractor is, in fact and law, an independent contractor or employee for tax law or other purposes.
5. Grantee shall adhere to all financial and accounting requirements of DFA, including, but not limited to, the financial management requirements set forth in 2.110.5.8(C) NMAC.
6. Grantee shall comply with all applicable conditions and requirements prescribed by the Division in relation to receipt of Grant Funds.
7. Grantee shall comply with all applicable guidelines requiring an annual background check on all staff and volunteers involved directly with youth in an alternative adjudication program.
8. Grantee shall not at any time utilize or convert any equipment or property acquired or developed pursuant to this Grant Agreement for other than the uses specified in the Program Description without the prior approval of the Division.

9. No member, officer, employee or family member(s) of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract, or the process thereof, for work to be performed in connection with the program assisted under the grant, and the Grantee shall incorporate, in all such contracts, a provision prohibiting such interest pursuant to the purposes of this certification.
10. Grantee shall ensure that all activities and programs funded through this grant comply with the Health Insurance Portability and Accountability Act of 1996, the Driver's Privacy Protection Act of 1994 and all other applicable state and federal requirements and regulations regarding confidentiality of youth participants.
11. In addition to contractual clauses required to be included in contract and subcontracts by other provisions of this Grant Agreement, Grantee shall include or cause to be included in any contract or subcontract funded with Grant Funds an affirmative obligation upon the contractor and subcontractor to comply with and submit to the access to information provisions of Article III (D) of this Grant Agreement.
12. Mandatory Waste, Fraud or Abuse Reporting. Grantee shall:
 - a. Promptly report to the Division any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has committed fraud, waste, or abuse involving Grant Funds.
 - b. Grantee shall include or cause to be included in any contract or subcontract funded with Grant Funds an affirmative obligation to comply with the mandatory waste, fraud or abuse reporting requirements specified herein.
13. Throughout the term of this Grant Agreement, Grantee must continuously be in compliance with the eligibility requirements of 2.110.5.9 NMAC.

ARTICLE VII - RETENTION OF RECORDS

The Grantee shall keep records that fully disclose the amount and disposition of the total funds from all sources budgeted for the Grant Agreement period, the purpose for which such funds were used, the amount and nature of all contributions from other sources, other records to facilitate an effective audit, records to show its compliance with applicable law and this Grant Agreement, and other records as the Division shall prescribe. The records shall be preserved for a period of not less than seven years following completion of all the conditions of this Grant Agreement.

ARTICLE VIII - REPRESENTATIVES; NOTICES

- A. The Grantee designates the person listed below as the official Grantee Representative responsible for implementation of this Grant Agreement:

Name: Jennifer Romero
Title: Project Director
Address: P.O. Box 276
Santa Fe, New Mexico 87504

Telephone: 505-995-9555
Fax: 505-988-8035
Email: jnromero@santafecountynm.gov

Grantee may change the Grantee Representative by giving the Division written notice of the change, in accordance with subparagraph C of this Article.

- B. The Division designates the person listed below as its Program Manager, responsible for overall administration of this Grant Agreement, including compliance and monitoring of Grantee:

Name: Norma Vazquez de Houdek
Title: LDWI Program Manager
Address: Department of Finance and Administration
Local Government Division
407 Galisteo Street, Suite 203
Santa Fe, NM 87501

Telephone: 505-827-4748
Fax: 505-827-4340
Email: norma.vazquez@state.nm.us

The Program Manager is the Division representative with the authority to approve on behalf of the Division all things requiring Division approval under this Agreement other than written amendments to this Agreement. The Division may change the Program Manager by giving Grantee written notice of the change, in accordance with subparagraph C of this Article.

- C. Notices of termination and any other notice required to be in writing and delivered in accordance with this paragraph shall be sent by email and facsimile or regular mail, addressed to the Grantee Representative or the Program Manager, as applicable, at their respective addresses and other contact information listed in Article VIII(A) or (B) above.

In the case of notices sent by mail only, notices shall be deemed to have been given/received upon the date of the party's actual receipt or five calendar days after mailing, whichever shall first occur. In the case of notice sent by email and facsimile transmission, the notice shall be deemed to have

been given/received on the date reflected on the facsimile or email confirmation indicating a successful transmission of all pages included in the writing. A party may specify a different person and/or address to send notices to by giving the other party advance, written notice of the change in accordance with this Paragraph.

ARTICLE IX - SPECIAL CONDITIONS

- A. A minimum of 10 percent of the proposed operating budget of the AAP assisted with the Grant Funds must come from sources other than Grant Funds or other state funds. Cash valued in-kind contributions may be used to meet this matching requirement; provided, however, that, in the event the Division disagrees with the Grantee's valuation of in-kind contributions, the Division's determination of the cash value of the in-kind contributions shall control for purposes of compliance with this matching requirement. The Grantee hereby budgets **Forty Thousand Dollars (\$40,000.00), representing 108% of the alternative adjudication program's budget,** as its matching funds commitment.
- B. The Grantee shall not budget, nor at any time expend more than 5% of the grant amount awarded for indirect administrative costs incurred during the grant period.
- C. The Grantee shall not budget, nor at any time expend, Grant Funds for capital outlay or any other expenditure that is ineligible under 2.110.5.11-12 NMAC.
- D. The Grantee shall be solely responsible for fiscal or other sanctions, penalties, or fines occasioned as a result of its own violation or alleged violation of requirements applicable to performance of this Grant Agreement. The Grantee shall be liable for its acts or failure to act in accordance with this agreement, subject to the immunities and limitations of the New Mexico Tort Claims Act.

ARTICLE X - APPROPRIATIONS

The terms of this Grant Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of the Grant Agreement. If sufficient appropriations and authorizations are not made by the Legislature, the Division may *immediately* terminate this Grant Agreement, in whole or in part, regardless of any existing legally binding third party contracts entered into by or between Grantee and a third party, by giving Grantee written notice of such immediate early termination. The Division's decision as to whether sufficient appropriations are available shall be accepted by the Grantee and shall be final and non-appealable.

ARTICLE XI – REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS AGREEMENT

Grantee shall include the following or a substantially similar termination clause in all contracts that are funded in whole or part by funds made available under this Grant Agreement:

“This contract is funded in whole or in part by funds made available under

Department of Finance and Administration Local Government Division (Division) grant agreement. Should the Division terminate the grant agreement, the **Santa Fe County** may terminate this contract by providing contractor written notice of the termination in accordance with the notice provisions in this contract. In the event of termination pursuant to this paragraph, the **Santa Fe County's** only liability shall be to pay contractor for acceptable goods and/or services delivered and accepted prior to the termination date."

ARTICLE XII – CONFLICT BETWEEN AGREEMENT AND APPLICABLE LAW

If any provision of this Grant Agreement irreconcilably conflicts with applicable law, rule or regulations, the applicable law, rule or regulation shall control and the conflicting provision of the Grant Agreement shall be deemed to have been amended to the extent necessary to make it consistent with applicable law, rule or regulation.

ARTICLE XIII – SEVERABILITY

If any term or condition of this Grant Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, the remainder of this Grant Agreement shall not be affected and shall be valid and enforceable.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Grantee and the Division do hereby execute this Grant Agreement.

THIS GRANT AGREEMENT has been approved by:

SANTA FE COUNTY

By: Katherine Miller
Chief Elected Official/Authorized Signatory

7.1.16
Date

Katherine Miller
(Type or Print Name)

Approved as to form
Santa Fe County Attorney

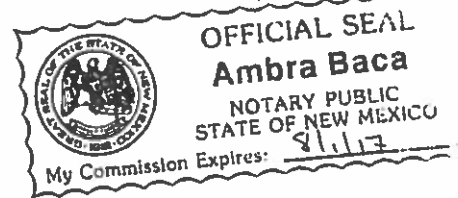
By: [Signature]
Date: 6-28-16

STATE OF NEW MEXICO)
COUNTY OF Santa Fe) ss.

[Signature]
6/28/16

The foregoing instrument was acknowledged before me this 1 day of July, 2016 by
Katherine Miller.

Ambra Baca
Notary Public



My Commission Expires: 8/1/17

DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION

By: _____
Rick Lopez, Division Director

Date

STATE OF NEW MEXICO)
COUNTY OF SANTA FE) ss.

The foregoing instrument was acknowledged before me this _____ day of _____, 2016 by
_____.

Notary Public

My Commission Expires: _____

EXHIBIT 1

PROGRAM DESCRIPTION

Name of Grantee: Santa Fe County

Grant No.: 17-J- 27

Grant Amount: \$35,000

Santa Fe Teen Court is an alternative to adjudication program for first time juvenile offenders and is a court facilitated by teens for teens. The teens are referred to Teen Court by the local Municipal Court, Juvenile Probation & Parole and Santa Fe Public schools for traffic ticket violations and misdemeanor offenses. The Teen Court staff work closely with the local Juvenile Probation & Parole Office, keeping in contact about offenders.

Performance Measures/Activities:

Teen Court will serve 550 teens, 80% completion rate

- * Community service
- * DWI media literacy class
- * Jury duty
- * Prevention or educational component is needed through assessment
- * Drug and alcohol screening and referred if appropriate
- * Family Night Presentation, depicts the negative effects that drugs have on a teen brain
- * Middle school parent involvement program
- * Drug testing
- * Shoplifting
- * Defensive Driving Class
- * Restorative Justice Circle
- * Letter of Apology
- * Pathways Student Success Tour at Santa Fe Community College
- * Behavior & Anger Management Program
- * Graffiti Cleanup Project
- * Smoking cessation/Electronic Cigarette Education
- * Mural Project
- * Voice for Girls Trauma Group

EXHIBIT 2

JUVENILE ADJUDICATION FUND QUARTERLY PROGRESS REPORT AND CERTIFICATION

Name of Grantee: Santa Fe County

Grant No.: 17-J-27

Grant Amount: \$35,000.00

Reporting Period: July 1, 2016 – June 30, 2017

Juvenile Adjudication Fund Progress or Final Report

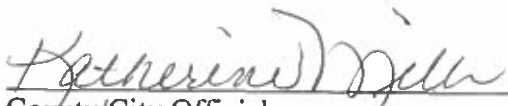
1. List accomplishments and/or any problems encountered and/or delays experienced in the implementation and administration of the program in a narrative or bulleted highlight fashion. Include action or methods used or to be utilized in their alleviation.
2. Please attach a copy of the Request for Payment Form, Exhibit 4, which includes the in-kind/local match to date.
3. Please attach the signed and dated original of the Detailed Breakdown by Budget Category Form, Exhibit 5, to date reported on the Request for Payment Form, Exhibit 4.
4. Please attach a copy of the Client Data Sheet, Exhibit 6.

Certification

1. I certify that all expenditures of Juvenile Adjudication Fund grant funds included within the attached Request for Payment Form were verified and accounted for in accordance with generally accepted accounting principles and a financial management system that meets the standards of 2.110.5.8(C) NMAC.
2. Under penalty of law, I hereby certify that to the best of my knowledge and belief, the information contained in this report, including all attachments, is correct and true and that **no other funding source is reimbursing the expenditures included within the attached Request for Payment Form for which reimbursement is being sought from Juvenile Adjudication Fund grant funds.**

Please sign and submit this form as part of each quarterly report.

Grantee Representative



County/City Official

Date

7.1.16

Date

Exhibit 3 - Budget Summary **JUVENILE ADJUDICATION FUND PROGRAM** **REVENUE/EXPENDITURE SUMMARY**

Exhibit 3

Applicant/Grantee
Santa Fe County
 Grant Number **17-J-27**

Total Grant Funding \$ **35,000.00**

REVENUES BY SOURCE	EXPENDITURE BY CATEGORY	GRANT EXPENDITURES	IN-KIND/MATCH FUNDS	TOTAL BUDGET
JAF Program Grant	ADMINISTRATIVE*			
\$ 35,000.00	Personnel Costs (Salary and Benefits)			\$ -
	Travel (In-State)			\$ -
	Contractual Services			\$ -
Local Match (Cash or In-Kind)	Operating Costs			\$ -
\$ 40,000.00	Subtotal	\$ -	\$ -	\$ -
County	PROGRAM			
\$ -	Personnel Costs (Salary and Benefits)	\$ 35,000.00	\$ 40,000.00	\$ 75,000.00
Fees	Travel (In-State)			\$ -
\$ -	Supplies			\$ -
Other (list):	Training (Employee & Volunteer)			\$ -
Judicial/Courts	Contractual Services			\$ -
\$ -	Operating Costs**			\$ -
	Travel (Out-of-State)**			\$ -
	Minor Equipment**			\$ -
	Capital Outlay**			\$ -
	Subtotal	\$ 35,000.00	\$ 40,000.00	\$ 75,000.00
	TOTALS:	\$ 35,000.00	\$ 40,000.00	
TOTAL REVENUES		TOTAL EXPENDITURES		\$ 75,000.00
\$ 75,000.00				

* Administrative is limited to 5% = 1,750.00
 **Operating Costs, Travel (Out-of-State), Minor Equipment and Capital Outlay are not eligible for grant funding, but can be counted towards match requirements

Exhibit 4 - Request For Payment
JUVENILE ADJUDICATION FUND PROGRAM
REIMBURSEMENT REQUEST

Exhibit 4

Payment Request No.: 1

I. A. Grantee: Santa Fe County		II. Payment Computation:	
B. Address: P O Box 276		A. Grant Award: 35,000.00	
Santa Fe, New Mexico 87504		B. Funds Received To Date: \$0.00	
C. Telephone No.: 505-985-8555		C. Amount Requested This Payment: \$0.00	
D. Grant No.: 17-J-27		D. Grant Balance: \$35,000.00	
		III. Report Period Ending: 09/30/16	

Budget Categories	Approved Budget			Expenditures Year to Date			Expenditures This Request		
	Grant Funds	In/Kind Match	Total Budget	Grant Funds	In/Kind Match	Total Budget	Grant Funds	In/Kind Match	Total Expenditures
ADMINISTRATIVE*									
Personnel Costs			0.00	0.00	0.00	0.00			0.00
Travel (In-State)	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Operating Costs	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PROGRAM									
Personnel Costs	35,000.00	40,000.00	75,000.00	0.00	0.00	0.00			0.00
Travel (In-State)	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Training	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Operating Costs		0.00	0.00		0.00	0.00			0.00
Travel (Out-of-State)		0.00	0.00		0.00	0.00			0.00
Minor Equipment		0.00	0.00		0.00	0.00			0.00
Capital Outlay		0.00	0.00		0.00	0.00			0.00
TOTAL EXPENDITURES	35,000.00	40,000.00	75,000.00	0.00	0.00	0.00	0.00	0.00	0.00

IV. CERTIFICATION: Under penalty of law, I hereby certify, to the best of my knowledge and belief, that the above information is correct, expenditures are properly documented, required/matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. Service providers have not and shall not bill the grantee and another funding source for the same client at the same time.

Grantee Fiscal Officer	Date	Grantee Representative	Date
Division Fiscal Officer	Date	Division Project Representative	Date

(PDF/Local Government Division Use Only)

35,000.00

Exhibit 5

Detailed Breakdown by Budget Category

JUVENILE ADJUDICATION FUND GRANT PROGRAM

Grantee: Santa Fe County Teen Court
 Program No.: 17-J-27
 Request No.: _____

Total Grant Funds Requested This Request: \$ _____
 Total Matching Funds Reported This Request: \$ _____
 Total Expenditures Reported This Request: \$ _____

ADMINISTRATIVE - Limited to 5% of Grant Funds

Personnel Costs (Salaries and Benefits)

<u>Pay Period</u>	<u>Name</u>	<u>Job Title</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Personnel Costs:				\$ -	

Travel (In State)

<u>Date of Travel/Location</u>	<u>Purpose of Travel</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Travel:				\$ -		

Contractual Services

<u>Period Covered</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Contractual Services:				\$ -		

Operating Costs

<u>Period Covered</u>	<u>Check Date</u>	<u>Vendor/Item</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Operating Costs:				\$ -		

PROGRAM

Personnel Costs (Salaries and Benefits)

<u>Pay Period</u>	<u>Name</u>	<u>Job title</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Personnel Costs:				\$ -	

Travel (In-State)

<u>Date of Travel/Location</u>	<u>Purpose of Travel</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Travel (In-State):				\$ -		

Supplies

<u>Date of Order</u>	<u>Check Date</u>	<u>Vendor/Item</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>	<u>Explanation</u>
Total Supplies:				\$ -		

<u>Date/Location</u>	<u>Check Date</u>	<u>Vendor/Item</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>	<u>LAF Grant Explanation</u>

				Total Training:	\$ _____ -	

Contractual Services

[illegible]

Total Grant Fund Reimbursement Request: \$ -
Check: \$ -

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required / matching funds have been spent / obligated in the reported amount, and that copies of all required documentation are available upon request. I certify that the items listed in this report have not been billed or reported previously to the JAF grant program. I certify that all payment requests listed are not funded by any other funding source and that service providers have not and shall not bill this grant fund and any other funding source for the same service provided to the same client at the same time

Name	Title	Date
------	-------	------

EXHIBIT "6"
JUVENILE ADJUDICATION FUND
CLIENT DATA SHEET

Name of Grantee:

Santa Fe County Teen Court

Grant Number:

17-J-27

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
GENDER					
Male					0
Female					0
sub total	0	0	0	0	0
AGE					
11					0
12					0
13					0
14					0
15					0
16					0
17					0
18					0
Over 18*					0
Unknown					0
sub total	0	0	0	0	0
ETHNICITY					
Anglo					0
Native American					0
Hispanic					0
Black					0
Asian					0
Multiracial					0
Other					0
sub total	0	0	0	0	0
GRADE					
4					0
5					0
6					0
7					0
8					0
9					0
10					0
11					0
12					0
GED					0
Graduated					0
College/Technical School					0
Not in School					0
Home Schooled					0
Other/Don't Know					0
sub total	0	0	0	0	0
LIVES WITH					
Mom					0
Dad					0
Both					0
Relative					0
Other					0
Don't Know					0
sub total	0	0	0	0	0
OFFENSE					
Careless/Reckless					0
Larceny/Shop Lifting					0
Trespassing					0
Battery/Public Affray					0
Alcohol					0
Drugs					0
Traffic					0
Curfew					0
Weapons					0
Truancy					0
Disorderly Conduct					0
Criminal Damages					0
Other					0
sub total	0	0	0	0	0

REQUIRED SENTENCE COMPONENTS					
Community Service Hours Served	0	0	0	0	0
Jury Duties Served (duplicated)	0	0	0	0	0
	0	0	0	0	
OTHER COMPONENTS					
Substance Abuse Prevention Program		0	0	0	0
Shoplifting Program		0	0	0	0
DWI Program		0	0	0	0
Truancy Program		0	0	0	0
Anger Management Program		0	0	0	0
Drivers Education Program		0	0	0	0
Counseling		0	0	0	0
Team Building Program		0	0	0	0
Smoking Cessation Program		0	0	0	0
Tutoring Program		0	0	0	0
Peer Counseling		0	0	0	0
Parental Involvement		0	0	0	0
Teen Parenting Program		0	0	0	0
Restorative Justice		0	0	0	0
Other		0	0	0	0
	0	0	0	0	0
REFERRED BY					
JPPO			0	0	0
Magistrate		0	0	0	0
Municipal/Police			0	0	0
School			0	0	0
Tribal Court			0	0	0
Other			0	0	0
subtotal	0	0	0	0	
SCREENING					
Number of Intake Screenings	0	0	0	0	0
Number of Intensive Screenings	0	0	0	0	0
	0	0	0	0	
CASES					
Number of Active Cases	0	0	0	0	0
Number of Completions	0	0	0	0	0
Number Referred Back (terminated)	0	0	0	0	0
Number Cases Pending	0	0	0	0	0
	0	0	0	0	

*Teens over 18 must be actively enrolled in school