

FY25 New Mexico Clean & Beautiful

Personalized Project Expense Worksheet &
Mid-Point Meeting Expectations

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Today's Agenda

FY25 Reporting

- Mid-Point Meeting Expectations
 - Personalized Project Expense Worksheets
 - Back-up Documentation
- Q2 Quarterly Milestone

* General Reminders:

- This webinar will be recorded & available on the Clean & Beautiful Resources Page.
- Please submit questions in the chat.
- Please mute your microphone during presentation.



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Mid-Point Meeting

What is the purpose of a Mid-Point Meeting?

A Mid-Point Meeting is a check-in with all Partners to discuss their programmatic and financial progress in Q1 and Q2.

- Partners must participate on or before December 30, 2024, in a Mid-Point Virtual Meeting with NMTD staff, as described in Exhibit B of the grant agreement.
- **Partner must provide:**
 - Up-to-date financial documentation including current Personalized Project Expense Worksheet and Back-up Documentation

Scheduling for Mid-Point Meetings

Shared Excel Sheet to
schedule all 67 Partner
meetings.

[FY25-NMCB-Q2 QMR & Mid-Point Meeting Schedule.xlsx](#)

FY25-NMCB-Q2 QMR & Mid-Point Meetings

Partner Instructions: Select ONE yellow highlighted (& available) date & 30 minute timeslot by inserting your name & entity.
N/A = Not Available

	MONDAY 11/18	TUESDAY 11/19	WEDNESDAY 11/20	THURSDAY 11/21	MONDAY 11/25	TUESDAY 11/26	MONDAY 12/2
8:30 AM	N/A	Evelyn Nunez - City of Hobbs	N/A	Town of Mountainair - Peter Nieto	N/A		N/A
9:00 AM	Heather Lutz- Luna County KLCB	N/A	Village of Tijeras - Audrey Claufield	City of Gallup - Elizabeth Barriga	City of Grants - Shannon DeVine		
9:30 AM	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10:00 AM	N/A	N/A	Village of Roy - Ruth Porras	N/A		Keep Roswell Beautiful- TJ Conyers	
10:30 AM	N/A	N/A	N/A		Village of Milan - Denise Baca	N/A	N/A
11:00 AM	Pueblo of Pojoaque - Christy Ladd	N/A	N/A			City of Moriarty - Brenda Tapia	
1:00 PM	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1:30 PM	Carol Branch- City of Santa Fe	City of Las Cruces - Amelia Corrales		County of Curry - Karina Basza		Village of Questa - Valerie Vigil	N/A
2:00 PM	N/A	N/A	N/A	Town of Bernalillo-Christina Jones			N/A
2:30 PM	Town of Red River - Max Khudiakov	County of Roosevelt - Carla Weems	County of Sierra - Amber Vaughn	N/A			N/A
3:00 PM	N/A	County of Valencia - Jeanette Saiz	N/A	N/A	N/A	N/A	N/A
3:30 PM	County of Grant- Andrea Montoya	N/A	City of Clovis - Maria Nieto	N/A			N/A
4:00 PM	N/A		N/A	N/A			N/A

NOTES
Yellow highlight becomes green when mtg. invite sent

TO DO

Workbook Statistics

6 67%

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Project Expense Worksheet

*Project Expense Worksheets are
necessary for NMCB Partners to
communicate their individual
and total expenditures to
NMTD.*

*Project Expense Worksheets
are required from all NMCB
Partners before
December 30, 2024
and
June 2, 2024.*

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What is a Project Expense Worksheet?

Personalized Project Expense Worksheet templates:

- Are uploaded to your Survey Monkey Apply accounts by NMTD.
- Allow Partners to utilize the template as a tool throughout the year to keep track of all expenditures and back-up documentation.
- Simplify the Partner's experience with the **required** Project Expense Worksheet and back-up documentation.

Project Expense Worksheets

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Overview Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
Total Amount Claimed							
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.1 Anti-Litter Signage	\$150.00					\$150.00	0.0%
1.2 Dumpster Fees	\$6,245.00					\$6,000.00	4.1%
1.3 Clean-up Activities	\$1,500.00					\$2,000.50	-25.0%
Reduce Waste							
2.5 Recycling Container		\$1,000.50				\$1,000.50	0.0%
Beautify Communities							
3.2 Community Garden			\$2,037.00			\$2,000.00	1.9%
3.3 Mural Projects			\$979.40			\$1,000.00	-2.1%
3.4 Graffiti Eradication			\$2,004.00			\$2,000.00	0.2%
Empower Youth							
4.1 Youth Interns				\$12,240.00		\$12,240.00	0.0%
Increase Program Capacity							
5.2 Keep America Beautiful Dues					\$253.00	\$253.00	0.0%
5.3 Keep America Beautiful Annual Conference					\$2,680.00	\$2,500.00	7.2%
Total Goal Expenditures	Goal 1 \$7,895.00	Goal 2 \$1,000.50	Goal 3 \$5,020.40	Goal 4 \$12,240.00	Goal 5 \$2,933.00	★★ Budget Variances shall be no greater than 10.0% ★★	
Total FY25 Expenditures	\$29,088.90						
Total FY25 Grant Award	\$29,144.00						
Please refer to your FY25 Project Award Schedule for approved expenditures per goal and line item.							
Overview Tab							

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS: Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.				BACK-UP DOCUMENTATION Receipts OR Receipts *Cleared Check, *Bank Statement, *Warrant, OR *Affidavit			
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster/Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Dumpster/Bin Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$613.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Containers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Waste Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
				Goal 1 Total Claimed	\$7,895.00		
2	2.5 Recycling Container	Recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
				Goal 2 Total Claimed	\$1,000.50		
3	3.2 Community Garden	Flowers	Low's/Home Centers	\$400.00	\$388.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherrin Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherrin Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherrin Williams	\$300.00	\$300.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherrin Williams	\$405.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherrin Williams	\$304.00	\$304.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherrin Williams	\$448.00	\$448.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherrin Williams	\$250.00	\$250.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherrin Williams	\$254.00	\$254.00	57	59
3	3.4 Graffiti Eradication	S.Gallon Paint	Sherrin Williams	\$400.00	\$400.00	60	63
				Goal 3 Total Claimed	\$5,020.40		
4	4.3 Youth Interns	B-Weekly Paycheck	Jane Doe	\$1,020.00	\$1,020.00	64	66
4	4.3 Youth Interns	B-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69
4	4.3 Youth Interns	B-Weekly Paycheck	Jessica Doe	\$1,020.00	\$1,020.00	70	72
4	4.3 Youth Interns	B-Weekly Paycheck	James Doe	\$1,020.00	\$1,020.00	73	75
4	4.3 Youth Interns	B-Weekly Paycheck	Jasmine Doe	\$1,020.00	\$1,020.00	76	78
4	4.3 Youth Interns	B-Weekly Paycheck	Joel Doe	\$1,020.00	\$1,020.00	79	81
4	4.3 Youth Interns	B-Weekly Paycheck	Jenna Doe	\$1,020.00	\$1,020.00	82	84
4	4.3 Youth Interns	B-Weekly Paycheck	Jason Doe	\$1,020.00	\$1,020.00	85	87
4	4.3 Youth Interns	B-Weekly Paycheck	Jacobi Doe	\$1,020.00	\$1,020.00	88	90
4	4.3 Youth Interns	B-Weekly Paycheck	Jill Doe	\$1,020.00	\$1,020.00	91	93
4	4.3 Youth Interns	B-Weekly Paycheck	Jack Doe	\$1,020.00	\$1,020.00	94	96
4	4.3 Youth Interns	B-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99
				Goal 4 Total Claimed	\$12,240.00		
5	5.2 KAB Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	100	104
5	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$665.00	\$665.00	105	109
5	5.3 KAB Conference	Longing for KAB Conference	Hilton Hotel	\$1,000.00	\$884.20	110	112
5	5.3 KAB Conference	Affixes for KAB Conference	American Airlines	\$659.00	\$600.00	113	115
5	5.3 KAB Conference	Bagcheck/airline to KAB Conf.	American Airlines	\$50.00	\$50.00	116	119
5	5.3 KAB Conference	Bagcheck/airline from KAB Conf.	American Airlines	\$50.00	\$50.00	120	123
5	5.3 KAB Conference	Relocation Transportation (airfare to hotel)	Uline	\$12.00	\$12.00	124	126
5	5.3 KAB Conference	Relocation Transportation (hotel to airport)	Uline	\$30.00	\$30.00	127	130
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Caffe	\$30.00	\$24.80	133	139
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Restaurant	\$50.00	\$46.70	140	143
				Goal 5 Total Claimed	\$2,933.00		
Total FY25 NM Clean and Beautiful Expenditures					\$29,088.90		
Expenditures Tab							

Project Expense Worksheet

Overview Tab

- Allows the NMCB grant Partner to look at their overall expenditures per goal.
- Calculates the difference between each line item's allocation and the Partner's actual spend.
- Ensures all Partners stay within their budget or allowed 10.0% variance.

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Overview Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
Total Amount Claimed							
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.1 Anti-Litter Signage	\$150.00					\$150.00	0.0%
1.2 Dumpster Fees	\$6,245.00					\$6,000.00	4.1%
1.3 Clean-up Activities	\$1,500.00					\$2,000.50	-25.0%
Reduce Waste							
2.5 Recycling Container		\$1,000.50				\$1,000.50	0.0%
Beautify Communities							
3.2 Community Garden			\$2,037.00			\$2,000.00	1.9%
3.3 Mural Projects			\$979.40			\$1,000.00	-2.1%
3.4 Graffiti Eradication			\$2,004.00			\$2,000.00	0.2%
Empower Youth							
4.1 Youth Interns				\$12,240.00		\$12,240.00	0.0%
Increase Program Capacity							
5.2 Keep America Beautiful Dues					\$253.00	\$253.00	0.0%
5.3 Keep America Beautiful Annual Conference					\$2,680.00	\$2,500.00	7.2%
Total Goal Expenditures	Goal 1 \$7,895.00	Goal 2 \$1,000.50	Goal 3 \$5,020.40	Goal 4 \$12,240.00	Goal 5 \$2,933.00	★★ Budget Variances shall be no greater than 10.0% ★★	
Total FY25 Expenditures	\$29,088.90						
Total FY25 Grant Award	\$29,144.00						
Please refer to your FY25 Project Award Schedule for approved expenditures per goal and line item.							

Project Expense Worksheet

Overview Tab

Partners will complete:

- Each goal and objective's total expenditure to-date.
- Variance under 10.0%
 - *The Variance will auto-calculate based on the number you enter under each total amount spent*
- Total FY25 Expenditures equal to or less than Total FY25 Grant Award

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Overview Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
Total Amount Claimed							
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.1 Anti-Litter Signage						\$150.00	-100.0%
1.2 Dumpster Fees						\$6,000.00	-100.0%
1.3 Clean-up Activities						\$2,000.50	-100.0%
Reduce Waste							
2.5 Recycling Container						\$1,000.50	-100.0%
Beautify Communities							
3.2 Community Garden						\$2,000.00	-100.0%
3.3 Mural Projects						\$1,000.00	-100.0%
3.4 Graffiti Eradication						\$2,000.00	-100.0%
Empower Youth							
4.1 Youth Interns						\$12,240.00	-100.0%
Increase Program Capacity							
5.2 Keep America Beautiful Dues						\$253.00	-100.0%
5.3 Keep America Beautiful Annual Conference						\$2,500.00	-100.0%
Total Goal Expenditures	Goal 1 \$0.00	Goal 2 \$0.00	Goal 3 \$0.00	Goal 4 \$0.00	Goal 5 \$0.00	★★ Budget Variances shall be no greater than 10.0% ★★	
Total FY25 Expenditures	\$0.00						
Total FY25 Grant Award	\$29,144.00						

Please refer to your FY25 Project Award Schedule for approved expenditures per goal and line item.

Project Expense Worksheet

Expenditures Tab

Allows the NMCB Partners to itemize their expenses per:

- Objective
- Items Purchased
- Vendor
- Total Amount Spent
- Total Amount Claimed
- Back-up Documentation

Correlating Page Numbers

**in numerical order as it is listed on the worksheet.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1							
1							
1							
1							
1							
1							
Goal 1 Total Claimed					\$0.00		
2							
Goal 2 Total Claimed					\$0.00		
3							
3							
3							
3							
3							
3							
3							
3							
3							
3							
3							

Project Expense Worksheet

Expenditures Tab

Objective

Please provide the objectives as outlined on your Project Award Schedule - *Exhibit A* of your FY25 Grant Agreement.

FY25 New Mexico Clean & Beautiful Grant Program					
EXHIBIT A					
PROJECT AWARD SCHEDULE					
CITY, COUNTY, COMMUNITY, TOWN, SCHOOL, VILLAGE OF XXX					
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Anti-Litter Signage	\$50.00				
Approved Expenditures: Signs for bins					
1.2 Dumpster Fees	\$6,000.00				
Approved Expenditures: Dumpster and disposal fees					
1.3 Clean-up Activities	\$2,000.50				
Approved Expenditures: Trash bags, trash grabbers, nitrile gloves, and safety vests					
Reduce Waste					
2.5 Recycling Container		\$1,000.50			
Approved Expenditures: Two recycling containers for recycling center					
Beautify Communities					
3.2 Community Garden			\$2,000.00		
Approved Expenditures: Flowers and saplings					
3.3 Mural Projects			\$1,000.00		
Approved Expenditures: Paint, brushes, rollers, drop cloths, and trays					
3.4 Graffiti Eradication			\$2,000.00		
Approved Expenditures: Brushes and paint					
Empower Youth					
4.3 Youth Interns				\$12,240.00	
Approved Expenditures: Youth Interns					
Increase Program Capacity					
5.2 Keep America Beautiful Dues					\$253.00
Approved Expenditures: Keep America Beautiful Dues					
5.3 Keep America Beautiful Annual Conference					\$2,500.00
Approved Expenditures: Keep America Beautiful Conference Registration & Travel					
Goal Subtotals	\$8,150.50	\$1,000.50	\$5,000.00	\$12,240.00	\$2,753.00
Total Award	\$29,144.00				
Approved by: _____ Date 09.01.202					
NMTD Tourism Development Division Director					

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS: Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						BACK-UP DOCUMENTATION	
						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$405.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$304.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$446.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	55
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Project Expense Worksheet

Expenditures Tab

Items Purchased

Please provide the approved items that have been purchased that correlate with the Goal and Objective to the left.

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS: Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						BACK-UP DOCUMENTATION	
						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$405.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$304.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$446.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Project Expense Worksheet

Expenditures Tab

Vendor

Please provide the Vendor name that the items listed in the column to the left have been purchased from.

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
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3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
3	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$179.40	36	40
3	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$267.00	\$250.00	41	43
3	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
3	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$405.00	\$400.00	46	47
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$304.00	48	50
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$446.00	51	53
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Project Expense Worksheet

Expenditures Tab

Total Amount Spent

Please provide the Total Amount that you have spent on the goal and objective and from the vendor listed to the left.

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
Please list expenditures as they appear in your Project Award Schedule. Scan back-up documentation in the same order as listed below.						•Invoice OR •Receipt	•Cleared Check, •Bank Statement, •Warrant, OR •Attestation
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,450.00	\$5,100.00	4	8
1	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,200.00	\$1,145.00	9	10
1	1.3 Clean-up Activities	Trash Bags	Uline	\$612.00	\$600.00	11	12
1	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$505.00	\$500.00	13	14
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$180.00	\$150.00	27	29
3	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35
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3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$220.00	\$200.00	54	56
3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Project Expense Worksheet

Expenditures Tab

Total Amount Claimed

Please provide the Total Amount that you are seeking reimbursement for.

**Please note that not all expenditures will total for each goal and will provide an overall total under Total NM Clean and Beautiful Expenditures.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
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1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed				\$7,895.00			
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed				\$1,000.50			
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$400.00	\$389.00	21	24
3	3.2 Community Garden	Saplings	Garden Nursery	\$1,700.00	\$1,648.00	25	26
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3	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$254.00	57	59

Project Expense Worksheet

Expenditures Tab

Total Amount Spent & Total Amount Claimed

**Please note that the amounts in the Total Amount Spent column amount do not need to match the amounts Total Claimed column. The Total Amount Spent column is the total you spent on the item. The Total Claimed column is the amount you are seeking reimbursement for and can be less than or equal to the amount listed in the Total Amount Spent column.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
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1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$417.40	\$400.00	15	16
Goal 1 Total Claimed					\$7,895.00		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
Goal 2 Total Claimed					\$1,000.50		
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Project Expense Worksheet

Expenditures Tab

Total FY25 NM Clean and Beautiful Expenditures

As you add each expenditure you will notice that each goal total and expenditure total amount will automatically calculate your total expenditures.

3	3.4 Grant Eradication	5 Gallon Paint	Sherwin-williams	\$400.00	\$400.00	60	63
				Goal 3 Total Claimed	\$5,020.40		
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jane Doe	\$1,020.00	\$1,020.00	64	66
4	4.3 Youth Interns	Bi-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69
4	4.3 Youth Interns	Bi-Weekly Paycheck	Janice Doe	\$1,020.00	\$1,020.00	70	72
4	4.3 Youth Interns	Bi-Weekly Paycheck	James Doe	\$1,020.00	\$1,020.00	73	75
4	4.3 Youth Interns	Bi-Weekly Paycheck	Janine Doe	\$1,020.00	\$1,020.00	76	78
4	4.3 Youth Interns	Bi-Weekly Paycheck	Josh Doe	\$1,020.00	\$1,020.00	79	81
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jamie Doe	\$1,020.00	\$1,020.00	82	84
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jason Doe	\$1,020.00	\$1,020.00	85	87
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jacob Doe	\$1,020.00	\$1,020.00	88	90
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jill Doe	\$1,020.00	\$1,020.00	91	93
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jack Doe	\$1,020.00	\$1,020.00	94	96
4	4.3 Youth Interns	Bi-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99
				Goal 4 Total Claimed	\$12,240.00		
5	5.2 KAB Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	100	104
5	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$685.00	\$685.00	105	109
5	5.3 KAB Conference	Lodging for KAB Conference	Hilton Hotel	\$1,000.00	\$984.20	110	112
5	5.3 KAB Conference	Airfare for KAB Conference	American Airlines	\$809.00	\$809.00	113	115
5	5.3 KAB Conference	Bag check airline to KAB Conf.	American Airlines	\$50.00	\$35.00	116	119
5	5.3 KAB Conference	Bag check airline from KAB Conf.	American Airlines	\$50.00	\$35.00	120	123
5	5.3 KAB Conference	Rideshare/Transportation (airport to hotel)	Uber	\$32.00	\$32.00	124	126
5	5.3 KAB Conference	Rideshare/Transportation (hotel to airport)	Uber	\$30.00	\$28.30	127	132
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Café	\$30.00	\$24.80	133	139
5	5.3 KAB Conference	Meal at KAB Conference	Hotel Restaurant	\$50.00	\$46.70	140	143
				Goal 5 Total Claimed	\$2,933.00		
				Total FY25 NM Clean and Beautiful Expenditures	\$29,088.90		

Project Expense Worksheet

Expenditures Tab

Invoice or Receipt – Page Number

Please provide an invoice or receipt for each expenditure and line item.

* You will need to scan and organize all invoices and receipts in the order that they are listed on your Project Expense Worksheet. On your Project Expense Worksheet, you will need to provide the correlating page number in this column. Invoices and receipts need to be saved as a PDF.

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS:						BACK-UP DOCUMENTATION	
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Project Expense Worksheet

Expenditures Tab

Cleared Check, Warrant, or Attestation – Page Number

Please provide one of the following proofs of payment for each expenditure:

- Cleared Check
- Bank Statement
- Warrant
- Attestation

** You will need to scan and organize all invoices and receipts in the order that they are listed on your Project Expense Worksheet. On your Project Expense Worksheet, you will need to provide the correlating page number in this column. Invoices and receipts need to be saved as a PDF.*

FY25 New Mexico Clean & Beautiful Grant Program							
PROJECT EXPENSE WORKSHEET							
Expenditures Tab							
CITY / COUNTY / TOWN / VILLAGE OF XXX							
INSTRUCTIONS: Please list expenditures as they appear in your Project Expense Schedule. Scan back-up documentation in the same order as listed below.						BACK-UP DOCUMENTATION	
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Back-up Documentation

Please highlight the total spend on each expenditure's receipt or invoice and proof of payment.

amazon.com

Final Details for Order #000-0000000-0000000
[Print this page for your records.](#)

Order Placed: September 25, 2023
Amazon.com order number: 000-0000000-0000000
Order Total: \$400.00

Shipped on September 26, 2023

Items Ordered	Price
1 of: Hy-Flex 11-840 Ergonomic Abrasion-Resistant Nylon Spandex Nitrile Coated Industrial Gloves (Black) Sold by: Amazon.com Services LLC Supplied by: Other Condition: New	\$378.42

Shipping Address:
Chantal S Sandoval
419 OLD SANTA FE TRAIL
SANTA FE, NM 87501
United States

Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:	Item(s) Subtotal:
Discover ending in XXXX	\$378.42
	Shipping & Handling: \$0.00
	Total before tax: \$378.42
	Estimated tax to be collected: \$21.58
	Grand Total: \$400.00

Billing address
Chantal S Sandoval
419 OLD SANTA FE TRAIL
SANTA FE, NM 87501
United States

Credit Card transactions Discover ending in XXXX: September 26, 2023: \$400.00

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Receipt or Invoice

DISCOVER

ONLINE
Discover.com or
download our app

PHONE
1-800-347-2683
Hearing/Speech Impaired
Dial 711 (Relay Service)

PAYMENTS
Discover
PO Box 6103
Carol Stream
IL 60197-6103

Page 3 of 6

Transactions

TRANS. DATE	PAYMENTS AND CREDITS	AMOUNT
09/18	AUTOMATIC STATEMENT CREDIT	-\$22.06
09/25	INTERNET PAYMENT - THANK YOU	-\$1,050.00

Cashback Bonus® Rewards

PREVIOUS BALANCE	AMOUNT
\$0.00	
EARNED THIS PERIOD	
1% Cashback Bonus	+\$2.39
REDEEMED THIS PERIOD	-\$2.39
CASHBACK BONUS BALANCE	\$0.00

5% Cashback Bonus®
Activate at discover.com/5

Transactions

TRANS. DATE	PURCHASES	MERCHANT CATEGORY	AMOUNT
09/25	AMAZON 8889057888 CA	Merchandise	\$400.00

Fees and Interest Charged

TOTAL FEES FOR THIS PERIOD	AMOUNT
\$0.00	\$0.00
INTEREST CHARGED FOR THIS PERIOD	
INTEREST CHARGE ON PURCHASES	\$0.00
INTEREST CHARGE ON CASH ADVANCES	\$0.00
INTEREST CHARGE ON BALANCE TRANSFERS	\$0.00
TOTAL INTEREST FOR THIS PERIOD	\$0.00
2023 TOTALS YEAR-TO-DATE CHARGED	
TOTAL FEES CHARGED IN 2023	\$0.00
TOTAL INTEREST CHARGED IN 2023	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

CURRENT BILLING PERIOD: 30 DAYS

TYPE OF BALANCE	APR*	PROMO APR EXPIRES**	BALANCE SUBJECT TO INTEREST RATE	INTEREST CHARGE
Purchases	16.24% V	N/A	\$0.00	\$0.00
Cash Advances	29.99% V	N/A	\$0.00	\$0.00

V = VARIABLE RATE

Variable APRs will not exceed 29.99%.

* If your account is currently enrolled in a special program or is placed into one during the term of the offer, you will receive the benefit of the lower rate while the special program is in effect. This includes, if applicable, any lower rates as authorized under the Servicemembers Civil Relief Act.

** This is the date your promotional rate expires and the remaining balance will be moved to your standard APR disclosed when you accepted the offer. Please note: Changing your payment due date may change your Promo APR Expiration Date.

*** For more information, please call us at 1-800-347-2683.

Proof of Payment

Mid-Point Submissions - Survey Monkey Apply

My Applications - New Mexico x +

https://nmtourism.smaply.io/prog/

New Mexico Tourism Department

Pages Programs My Applications Chantal Sandoval

Applications available to you will be displayed here.

NOTE: Accounts on this platform should be registered in the name of the eligible entity (tribal or local government, or tourism-related IRS nonprofit organization). The entity's representative may then invite "Collaborators" to join its application. Ultimately, the applying entity is responsible for the application in its entirety, including providing thorough, quality responses; making eligible, accurate and reasonable requests; and submitting in a complete and timely manner.

All Applications

New Mexico Clean and Beautiful FY23
0000000061
Deadline: Jun 15 2023 11:59 PM (MDT)
STATUS: Active
AWARDED \$0.00
VIEW
Submitted on: Apr 26 2023 08:12 PM (MDT)

FY24 New Mexico Clean and Beautiful
0000000014
Deadline: Jul 5 2024 11:59 PM (MDT)
STATUS: Active
AWARDED \$0000.00
0 of 4 required tasks complete
START
Submitted on: Mar 24 2023 12:02 PM (MDT)

FY25 New Mexico Clean and Beautiful
0000000001
Last edited: Nov 1 2024 03:08 PM (MDT)
1 of 4 required tasks complete
CONTINUE

1 - 3 of 3 Applications

POWERED BY Apply

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https://nmtourism.smaply.io/sub/30759500/

Mid-Point Submissions - Survey Monkey Apply

The screenshot displays the SurveyMonkey Apply interface for a New Mexico Tourism Department application. The browser address bar shows the URL: <https://nmtourism.smapply.io/sub/30759500/>. The application is titled "FY25 New Mexico Clean and Be..." and has a unique identifier "0000000001".

Application Status:

- AWARDED \$0,000.00**
- Awarded on:** Aug 20 2024 02:07 PM (MDT)
- 1 of 4 required tasks complete**
- Last edited:** Nov 1 2024 03:08 PM (MDT)

Buttons: REVIEW, SUBMIT

Owner: Chantal Sandoval (Owner), chantal.sandoval@td.nm.gov

Add collaborator

Your tasks:

- ☒ Personalized Project Expense Worksheet (optional)
Completed on: Oct 4 2024 10:50 AM (MDT)
- ☒ Initial Disbursement Invoice (optional)
Completed on: Oct 4 2024 10:53 AM (MDT)
- ☒ Q1 Milestone Report
Cannot be modified
- ☐ Q2 Milestone Report
Deadline: Dec 30 2024 05:00 PM (MST)
- ☐ **Mid-Point Meeting**
Deadline: Dec 30 2024 05:00 PM (MST)
- ☐ Q3 Milestone Report
Deadline: Apr 8 2025 05:00 PM (MDT)
- ☐ Budget Amendment Requests (optional)
Deadline: Apr 25 2025 05:00 PM (MDT)

Previous tasks:

- ☐ Applicant Contact Information
Last edited: Mar 5 2024 01:58 PM (MST)
- ☒ Proof of Match Requirements
Completed on: Aug 20 2024 02:06 PM (MDT)
- ☒ Grant Award Letter
Completed on: Oct 4 2024 10:47 AM (MDT)
- ☒ Grant Agreement

An orange arrow points from the "Add collaborator" button to the "Mid-Point Meeting" task.

<https://nmtourism.smapply.io/tsk/30759500/rm/274064661/e/>

Mid-Point Submissions - Survey Monkey Apply

The screenshot shows a web browser window with the URL <https://nmtourism.smapply.io/tsk/30759500/fm/274064661/e/>. The page is titled "New Mexico Tourism Department" and displays a submission form for a "Mid-Point Meeting".

Left Sidebar:

- Back to application
- [FY25 New Mexico Clean and Beautiful](#)
ID: 0000000001
- Personalized Project Expense Worksheet (optional) [✓]
- Initial Disbursement Invoice (optional) [✓]
- Q1 Milestone Report [✓] (Cannot be modified)
- Q2 Milestone Report [○]
- Mid-Point Meeting** [○] (Selected)
- Awarded [✓]
1 of 4 required tasks complete
Last edited: Nov 1 2024 03:08 PM (MDT)
[REVIEW] [SUBMIT]

Main Content Area:

Mid-Point Meeting
Deadline: Dec 30 2024 05:00 PM (MST)

Task instructions [Hide](#)

Provide your Personalized Project Expense Worksheet, Back-up Documentation, and photos for the first two quarters of the grant cycle.

Form fMid-Point Meeting"

Mid-Point Meeting

Partner shall participate in a Mid-Point Meeting with NMTD staff on or before December 30, 2024.

- Partner must provide up-to-date financial documentation and current Project Expense Worksheet.
- Partner must provide project progress updates for all grant funded projects.

Project Expense Worksheet
[Upload a file]

Back-up Documentation
[Upload a file]

Supplemental Uploads
Please upload any photos or videos to show project progress thus far.
[Upload a file]

Buttons: [SAVE & CONTINUE EDITING] [MARK AS COMPLETE]

An orange arrow points to the "MARK AS COMPLETE" button.

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Quarterly Milestone Report (QMR)



What is a Quarterly Milestone Report?

Quarterly Milestone Reports (QMR) are meant to serve as a communication tool between NMTD and Clean & Beautiful Grant Partners

- The QMR should provide a snapshot of the successes, challenges, and progress of grant-funded projects to-date.

What is the purpose of a QMR?

The purpose of the QMR is to:

- Gather information on the status and progress of the projects to ensure deliverables will be met by the end of the grant cycle.
- Highlight the potential need for grant administration and/or project implementation support from NMFD.
- Identify opportunities for growth within the state program and trends in assistance needs amongst partners.
- Compile information on successful projects completed to-date in order to share with external partners.

QMR Submissions

Partners will submit a **Quarterly Milestone Report for Q2** to NMTD staff via the [Survey Monkey Apply Portal](#) as close to the due date as possible, to capture the entire quarter.

QMRs must include progress information for all approved projects including but not limited to:

- Implementation updates
- Existing or anticipated challenges
- Anticipation for Budget Amendment Requests
- Photos & Videos
- Media mentions

QMR Submissions - Survey Monkey Apply

My Applications - New Mexico

https://nmtourism.smaply.io/prog/

New Mexico Tourism Department

Pages Programs My Applications Chantal Sandoval

Applications available to you will be displayed here.

NOTE: Accounts on this platform should be registered in the name of the eligible entity (tribal or local government, or tourism-related IRS nonprofit organization). The entity's representative may then invite "Collaborators" to join its application. Ultimately, the applying entity is responsible for the application in its entirety, including providing thorough, quality responses; making eligible, accurate and reasonable requests; and submitting in a complete and timely manner.

All Applications

Application ID	Amount	Status	Deadline	Submitted On	Actions
0000000061	0.00	AWARDED	Jun 15 2023 11:59 PM (MDT)	Apr 26 2023 08:12 PM (MDT)	VIEW
0000000014	\$0000.00	AWARDED	Jul 5 2024 11:59 PM (MDT)	Mar 24 2023 12:02 PM (MDT)	START
0000000001	\$0,000.00	AWARDED		Nov 1 2024 03:08 PM (MDT)	CONTINUE

1 - 3 of 3 Applications

POWERED BY Apply

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https://nmtourism.smaply.io/sub/30759500/

QMR Submissions - Survey Monkey Apply

FY25 New Mexico Clean and Be... x

https://nmtourism.smapply.io/sub/30759500/

New Mexico Tourism Department

Pages Programs My Applications Chantal Sandoval

AWARDED
\$0,000.00

Awarded on: Aug 20 2024 02:07 PM (MDT)

1 of 4 required tasks complete

Last edited: Nov 1 2024 03:08 PM (MDT)

REVIEW SUBMIT

CS Chantal Sandoval (Owner)
chantal.sandoval@td.nm.gov

Add collaborator

FY25 New Mexico Clean and Be... Preview ...

0000000001

APPLICATION ACTIVITY DECISION DETAILS

Your tasks

✓ Personalized Project Expense Worksheet (optional)
Completed on: Oct 4 2024 10:50 AM (MDT)

✓ Initial Disbursement Invoice (optional)
Completed on: Oct 4 2024 10:53 AM (MDT)

✓ Q1 Milestone Report
Cannot be modified

Q2 Milestone Report
Deadline: Dec 30 2024 05:00 PM (MST)

Mid-Point Meeting
Deadline: Dec 30 2024 05:00 PM (MST)

Q3 Milestone Report
Deadline: Apr 8 2025 05:00 PM (MDT)

Budget Amendment Requests (optional)
Deadline: Apr 25 2025 05:00 PM (MDT)

Previous tasks

Applicant Contact Information
Last edited: Mar 5 2024 01:58 PM (MST)

✓ Proof of Match Requirements
Completed on: Aug 20 2024 02:06 PM (MDT)

✓ Grant Award Letter
Completed on: Oct 4 2024 10:47 AM (MDT)

✓ Grant Agreement

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QMR Submissions - Survey Monkey Apply

This screenshot shows the 'Q2 Milestone Report' form in SurveyMonkey. The form is titled 'Q2 Milestone Report' with a deadline of 'Dec 30 2024 05:00 PM (MST)'. It includes a 'Task Instructions' section and a 'Form for "Q2 Milestone Report & Mid-Point Meeting"' section. The form is divided into two main sections: 'Provide a detailed update on grant projects funded by the Clean and Beautiful program.' and 'Provide an implementation update for all approved projects.' The form includes a 'Personalized Project Expense Worksheet' section with a 'Q1 Milestone Report' section. The 'Q1 Milestone Report' section includes a 'Q1 Milestone Report' section with a 'Q1 Milestone Report' section. The form also includes a 'Mid-Point Meeting' section. The form is currently in a 'Draft' state, as indicated by the 'Draft' button at the bottom.

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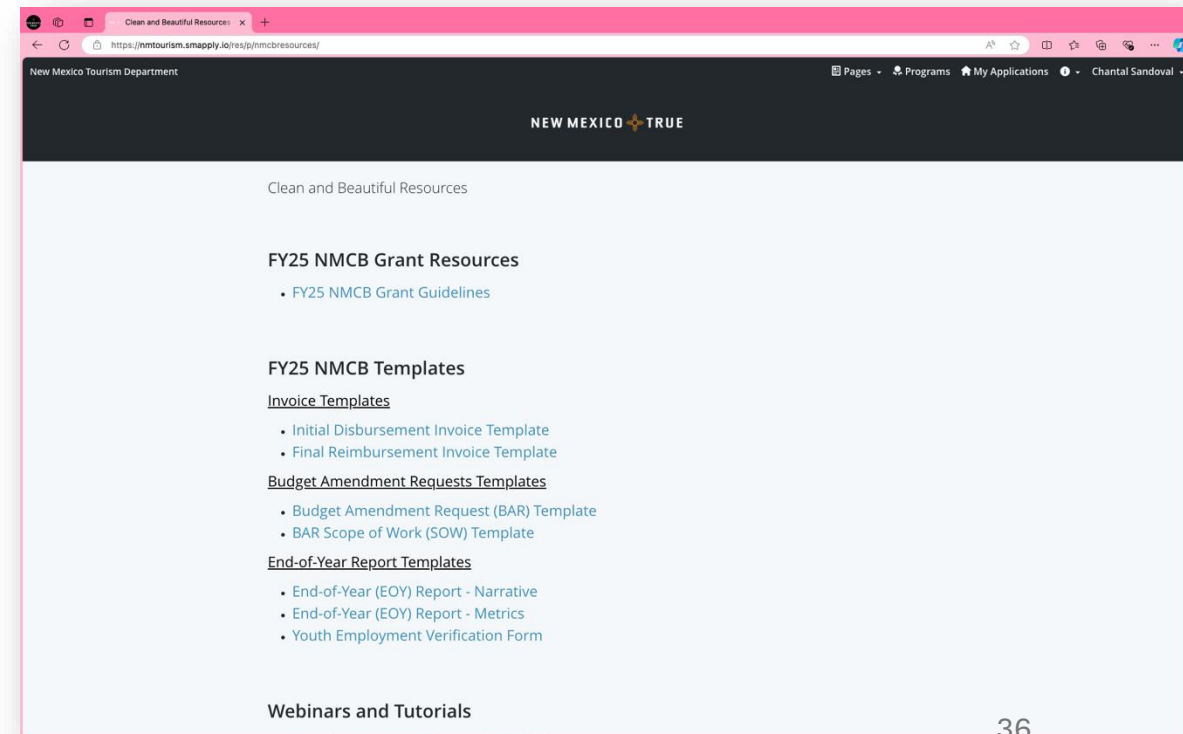
Online Resources

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Clean & Beautiful Resources Page

The Clean & Beautiful Resources Page can be located on the Survey Monkey Apply Portal.

- Grant Guidelines
- Program Templates
- Recorded Webinars & Tutorials
- NMCB Partners Contact Info
- Weekly Coffee Hours Meeting Info
- Past Coffee Hours Recordings



A desert landscape with mountains in the background and various plants in the foreground. The mountains are rugged and brown, with some snow or light-colored rock near the peaks. The foreground is filled with green and brown shrubs, including yucca plants. The sky is a clear, pale blue.

Required Reporting Due Date

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Required Reporting Due Date

Q2 Quarterly Milestone Report & Mid-Point Meeting	PRIOR to December 30, 2024
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- Q2 Quarterly Milestone Reports should be completed and submitted as close to the Q2 deadline as possible.
- 30-minute Mid-Point Meetings will be held with Partners *prior to* 12/30/2024.
- Completed documentation must be submitted 3 working days prior to your Mid-Point Meeting.
- NMTD will allow *final edits* to be submitted no later than 12/30/2024.



Questions?

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**Clean & Beautiful
Resources Page**

