FY25 New Mexico Clean & Beautiful

Budget Amendment Requests (BARs)
How-To

KEEP NEW MEXICO - TRUE

Today's Agenda

Budget Amendment Requests (BARs)

- Do you need one?
- How to submit one

***** General Reminders:

- This webinar is recorded & available on the Clean & Beautiful Resources Page.
- After watching the presentation, if you have additional questions, please reach out to NMTD staff for assistance.



KEEP NEW MEXICO - TRUE

What is a Budget Amendment Request?

KEEP NEW MEXICO TRUE

Budget Amendment Requests are necessary to adjust line-item allocations on your current Project Award Schedule – Exhibit A of your Grant Agreement

KEEP NEW MEXICO # TRUE

Amending the Project Award Schedule

EVOE New Maying Clean & Beautiful Creat Dragram										
FY25 New Mexico Clean & Beautiful Grant Program EXHIBIT A										
	PROJECT AWAR									
CITY, COUNTY, CO	MMUNITY, TO	WN, SCHOOL	, VILLAGE OF	XXX						
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5					
nd Littering										
1.1 Anti-Litter Signage	\$150.00									
Approved Expenditures: Signs										
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 Recyling Container		\$1,000.50								
Approved Expenditures: Two recycling containers for recyc	cling center									
leautify 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 cloth	ns, and trays									
3.4 Graffiti Eradication			\$2,000.00							
Approved Expenditures: Brushes and paint										
mpower Youth										
4.3 Youth Interns				\$12,240.00						
Approved Expenditures: Youth Interns										
ncrease 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 F	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						
NMTD Tourism Development Divis	ion Director			Date						

KEEP NEW MEXICO TRUE



Do I need to submit a BAR?

A BAR is necessary if:

- You anticipate exceeding the 10.0% allowed budget variance for a specific line item (objective) to meet the deliverable.
- You anticipate not being able to spend the full grant award based on the current funding distribution.
- You will come in under budget for a project and will still meet the deliverable.
 - Example: Additional funding and community donations were received
- Projects listed on your current Project Award Schedule are no longer feasible due to unforeseen circumstances.
 - Example: Staffing issues or change of location

A BAR is not necessary if:

- You follow the Project Award Schedule (PAS) as outlined in Exhibit A of the Grant Agreement.
- You foresee that you will overspend in a line item but will be within the 10.0% variance.
- You will deviate from the budget proposal outlined in the grant application. However, expenditures are still eligible and will still level up to the approved line item's objective and deliverable from *Exhibit A* of the Grant Agreement.

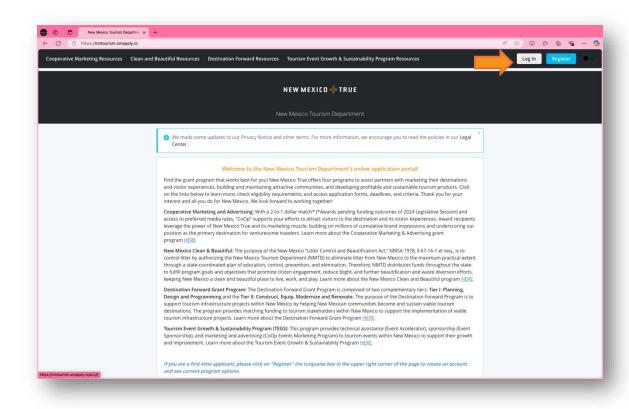
KEEP NEW MEXICO TRUE

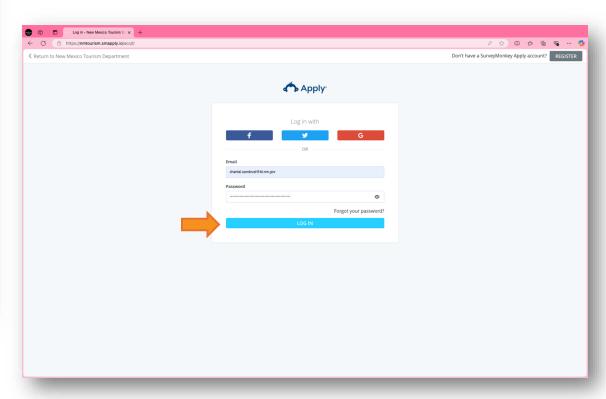


Survey Monkey Apply

Log in to your Survey Monkey Apply Account

Survey Monkey Apply Account





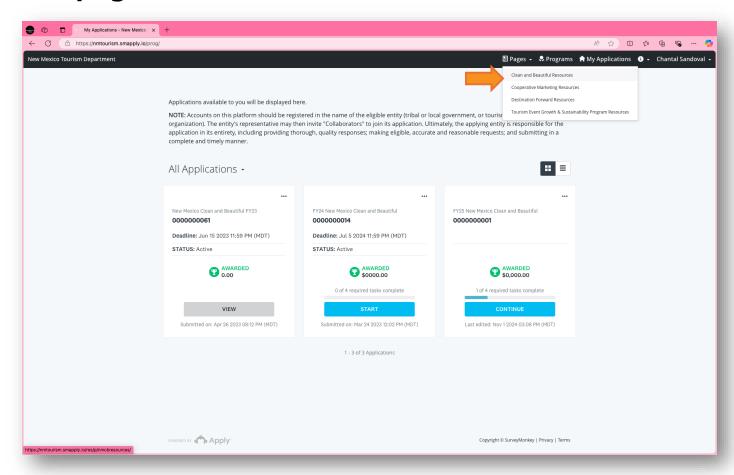
Download Budget Amendment Request Template



Clean and Beautiful Resources Page

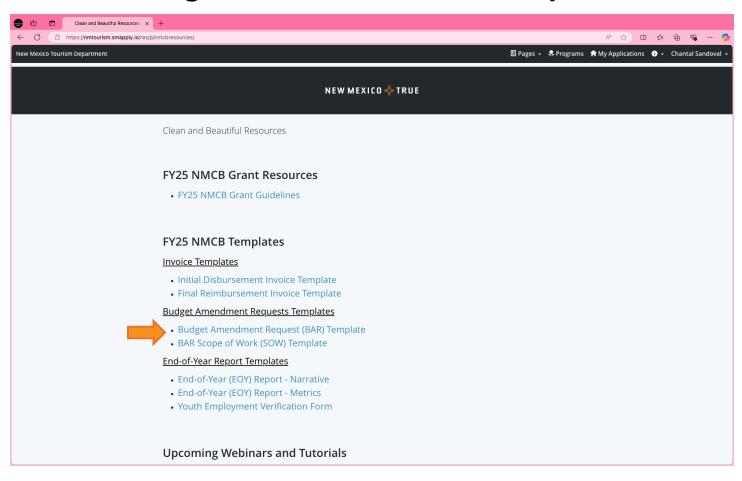
On the top right-hand corner, select pages and click on Clean and Beautiful

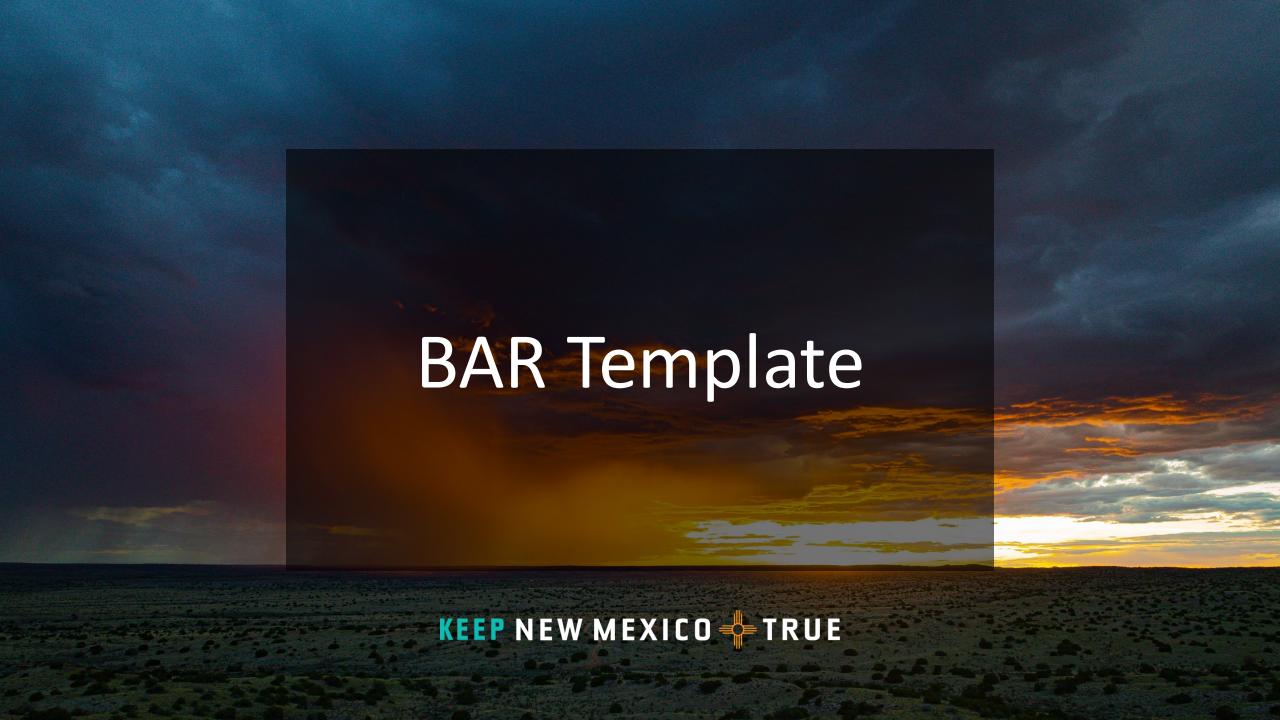
Resources.



Download the BAR Template

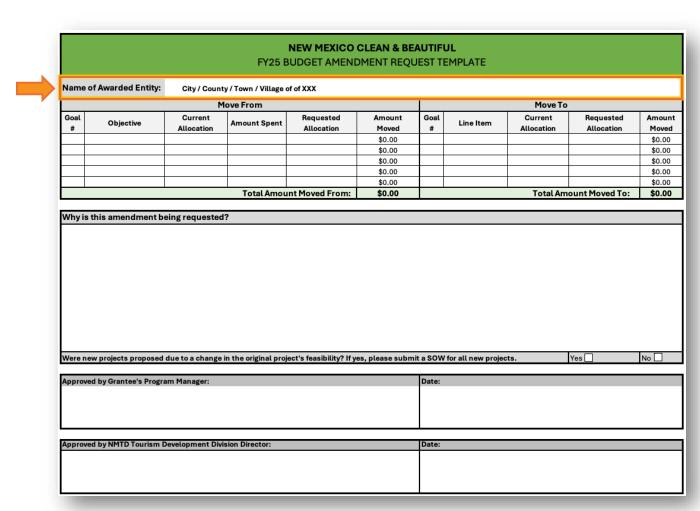
Under the Clean and Beautiful Resources Page, download the BAR Template





Name of Awarded Entity

- Provide the awarded Entity's name as it appears on the Grant Agreement
 - Please note that your KAB affiliate is *not* the awarded Entity.





Partners are responsible to complete the fields below on the MOVE

Goal Number

FROM (left-hand side).

Objective

Current Allocation

Amount Spent

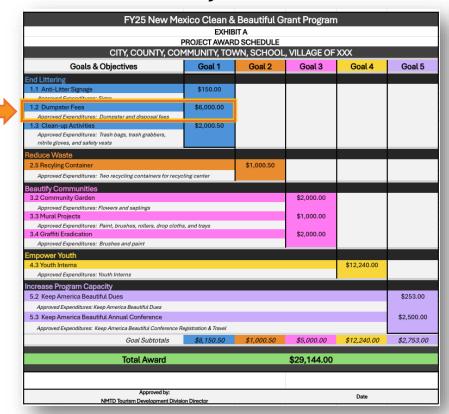
Requested Allocation

Amount Moved

Total Amount Moved From

MOVE FROM

Goal Number, Objective, & Current Allocation



				NEW MEXICO UDGET AMEND						
Name	of Awarded Entity:	City / Count	ty / Town / Village o	f of XXX						
		M	love From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amor
1	1.2 Dumpster Fees	\$6,000.00			-\$6,000.00					\$0.0
-					\$0.00					\$0.0
					\$0.00					\$0.0
					\$0.00	-				\$0.0
			Total Average	nt Moved From:	\$0.00 - \$6,000.00			Total A	ount Moved To:	\$0.0
Vhy is	s this amendment be	ing requested	1?							
				tct's feasibility? If v	es, please submi	it a SOW	for all new proie	cts.	Yes □	No 🗆
	s this amendment be			oct's feasibility? If ye	es, please submi	it a SOW	for all new proje	cts.	Yes 🗌	No 🗀
Were n		due to a change		ect's feasibility? If y	es, please submi	it a SOW	for all new proje	cts.	Yes 🗌	No 🗆
Were n	new projects proposed (due to a change		ect's feasibility? If y	es, please submi		for all new proje	cts.	Yes 🗌	No 🗌
Were n	new projects proposed (due to a change m Manager:	in the original proje	ect's feasibility? If y	es, please submi		for all new proje	cts.	Yes 🗌	No 🗆

MOVE FROM

Goal Number

 Provide the objective as outlined on the Project Award Schedule, Exhibit A of your FY25 Grant Agreement.

	NEW MEXICO CLEAN & BEAUTIFUL FY25 BUDGET AMENDMENT REQUEST TEMPLATE											
Name (of Awarded Entity:	City / Count	y/Town/Village of									
	· · · · · · · · · · · · · · · · · · ·	-	ve From					Move To				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved		
1					\$0.00					\$0.00		
					\$0.00					\$0.00		
					\$0.00					\$0.00		
					\$0.00					\$0.00		
					\$0.00	\perp				\$0.00		
			Total	Amount Moved	\$0.00			Total	Amount Moved	\$0.00		
Were ne	w projects proposed due	to a change in th	ne original project's	feasibility? If yes, pl	ease submit a	SOW for a	all new projects.		Yes	No 🗌		
Approve	d by Grantee's Program I	Manager:				Date:						
Approve	d by NMTD Tourism Deve	elopment Divisio	n Director:			Date:						
,,	•											

MOVE FROM

Objective

 Provide the goal and objective as outlined on the Project Award Schedule, Exhibit A of your FY25 Grant Agreement.

	NEW MEXICO CLEAN & BEAUTIFUL FY25 BUDGET AMENDMENT REQUEST TEMPLATE											
Nam	e of Awarded Entity:	City / County	y/Town/Village of									
		Mo	ve From					Move To				
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved		
1	1.2 Dumspter Fees				\$0.00					\$0.00		
					\$0.00					\$0.00		
					\$0.00					\$0.00		
<u> </u>					\$0.00	+				\$0.00		
<u> </u>			T	Amazonat Marcad	\$0.00	\perp		T	Amazouma Marrord	\$0.00		
			iotal	Amount Moved	\$0.00			iota	l Amount Moved	\$0.00		
Were	new projects proposed due	to a change in th	ne original project's	s feasibility? If yes, p	lease submit a	SOWfor	all new projects.		Yes	No 🗌		
						-						
Appro	ved by Grantee's Program	manager:				Date:						
Annro	ved by NMTD Tourism Dev	olonmont Divisio	n Director:			Date:						
Appro	vea by NMTD Tourism Dev	etopment Divisio	n Director:			Date:						

MOVE FROM

Current Allocation

 Provide the goal and objective's corresponding current allocation amount as outlined on the Project Award Schedule, Exhibit A of your FY25 Grant Agreement.

				NEW MEXICO CI	FAN & REAL	TISHI				
				UDGET AMENDM						
Name	e of Awarded Entity:	City / County	y/Town/Village of	f of XXX						
		Mor	ve From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
1	1.2 Dumspter Fees	\$6,000.00			-\$6,000.00					\$0.00
			1		\$0.00					\$0.00
					\$0.00					\$0.00
\Box					\$0.00	\coprod		<u> </u>		\$0.00
Щ		<u> </u>			\$0.00	\perp		<u></u> '		\$0.00
			Total	l Amount Moved	-\$6,000.00			Total	l Amount Moved	\$0.00
Why i	is this amendment be	eing requested	1?							
Were ı	new projects proposed due	e to a change in th	ne original project'	s feasibility? If yes, _I	olease submit a !	SOW for a	all new projects		Yes	No 🗌
	014 b. 0104.12 b. 14	, 10 4 51	, c.,g.,,	, , , , , , , , , , , , , , , , , , , ,	10000	,011	Attion p,		160	140
Approv	ved by Grantee's Program	Manager:				Date:				
Appro	ved by NMTD Tourism Dev	elopment Divisio	n Director:			Date:				

MOVE FROM

Amount Spent

- Provide the goal and objective's total expenditures to date.
 - This column serves as a reassessment measure to ensure that you have not spent the funds you are requesting to move.

		Olty/ Oddity	y / Town / Village of	of XXX						
								Move To		
#	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amou Move
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00		-\$6,000.00					\$0.00
_					\$0.00					\$0.00
+			+		\$0.00 \$0.00	\vdash				\$0.00 \$0.00
-			+		\$0.00					\$0.00
			Total	Amount Moved	-\$6,000.00			Tota	l Amount Moved	\$0.0
ere new	w projects proposed due	to a change in th	e original project's	feasibility? If yes, p	lease submit a S	SOW for a	all new projects.		Yes	No 🗌
	w projects proposed due d by Grantee's Program		ie original project's	feasibility? If yes, p	lease submit a S	GOW for a	all new projects.		Yes	No 🗌
			ie original project's	feasibility? If yes, p	lease submit a S		ill new projects.		Yes	No 🔲

MOVE FROM

Requested Allocation

- Provide the amended amount that you are requesting for the goal and objective.
 - This is the amount that will appear on the Amended Project Award Schedule, Exhibit A of your Grant Agreement.

			· · · · · · · · · · · · · · · · · · ·	NEW MEXICO CI JDGET AMENDN						
lame	e of Awarded Entity:	City / County	y/Town/Village of	f of XXX						
		Mo	ve From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amoun Moved
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00					\$0.00
			The state of the s		\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
			Total	Amount Moved	-\$3,000.00			Total	Amount Moved	\$0.00
Vere i	new projects proposed due	to a change in th	ie original project's	s feasibility? If yes, p	lease submit a S	SOW for a	all new projects.		Yes	No 🗌
	new projects proposed due ved by Grantee's Program		ie original project's	s feasibility? If yes, p	lease submit a S	SOW for a	all new projects.		Yes	No 🗌
			ie original project's	s feasibility? If yes, <u>r</u>	lease submit a S		all new projects.		Yes	No 🗌
Appro		Manager:		s feasibility? If yes, p	lease submit a S		all new projects.		Yes	No []

MOVE FROM

Amount Moved

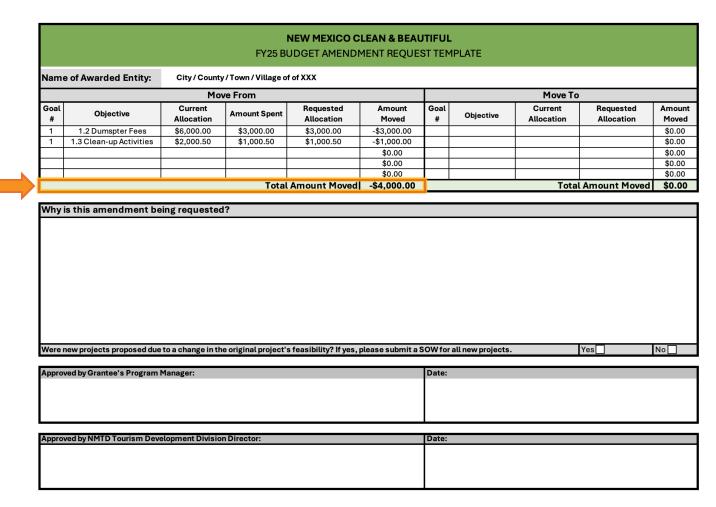
- This amount is the difference between the requested allocation and the current allocation.
 - The template will automatically calculate this amount for you.

lame	e of Awarded Entity:	City / County	y/Town/Village o	of of XXX						
		Mo	ve From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amou Move
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00					\$0.00
				The state of the s	\$0.00					\$0.0
\dashv					\$0.00					\$0.0
\rightarrow					\$0.00					\$0.0
			T-+-1	A A Marrad	\$0.00			Tabal	A	\$0.0
			Total	Amount Moved	-\$3,000.00			Total	Amount Moved	\$0.0
		ing requested	11							
		ang requested	11							
ere n	new projects proposed due			s feasibility? If yes, p	olease submit a S	SOW for a	ull new projects.		Yes	No 🗌
	new projects proposed due ved by Grantee's Program	e to a change in th		s feasibility? If yes, p	olease submit a S	SOW for a	ıll new projects.		Yes	No 🗌
		e to a change in th		s feasibility? If yes, p	olease submit a S		ıll new projects.		Yes	No 🔲

MOVE FROM

Total Amount Moved From

- The Total Amount Moved From represents the total of all funds you are intending to move from the goal and objectives listed on the Move From Side.
 - The template will automatically calculate this amount for you.





Partners are responsible to complete the fields below on the MOVE

TO (right-hand side).

Goal Number

Objective

Current Allocation

Amount Spent

Requested Allocation

Amount Moved

Total Amount Moved to

MOVE TO

Goal Number

 Provide the objective as outlined on the Project Award Schedule, Exhibit A of your FY25 Grant Agreement.

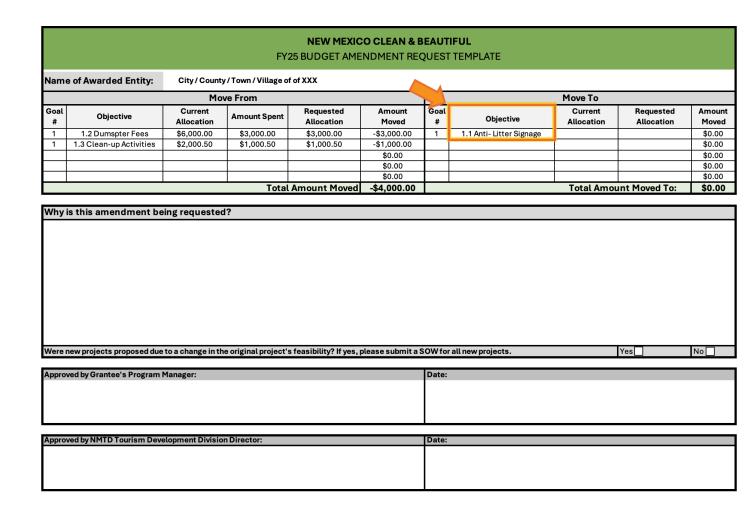
Name	e of Awarded Entity:	City / County	/ Town / Village of	of XXX						
		Mov	e From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	1				\$0.00
1	1.3 Clean-up Activities	\$2,000.50	\$1,000.50	\$1,000.50	-\$1,000.00			·		\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00	oxdot				\$0.00
			Total	Amount Moved	-\$4,000.00			Total	Amount Moved	\$0.00
Were r	new projects proposed due	to a change in the	e original project's	i feasibility? If yes, p	lease submit a S	SOW for	all new projects.		Yes	No 🗌
Approv	ved by Grantee's Program N	Manager:				Date:				
Approv	ved by NMTD Tourism Deve	lopment Division	Director:			Date:				

NEW MEXICO CLEAN & BEAUTIFUL
FY25 BUDGET AMENDMENT REQUEST TEMPLATE

MOVE TO

Goal & Objective

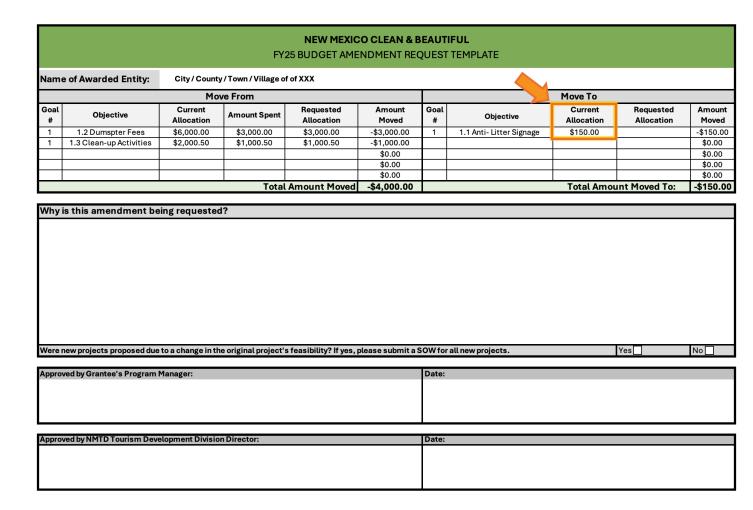
 Provide the goal and objective as outlined on the Project Award Schedule, Exhibit A of your FY25 Grant Agreement



MOVE TO

Current Allocation

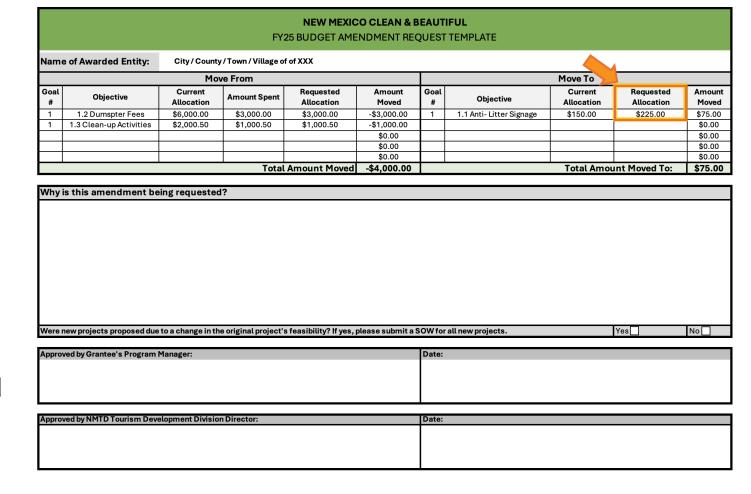
 Provide the goal and objective's corresponding current allocation amount as outlined on the Project Award Schedule, Exhibit A of your FY25 Grant Agreement.



MOVE TO

Requested Allocation

- Provide the amended amount that you are requesting for the goal and objective.
 - This is the amount that will appear on the Amended Project Award Schedule.



MOVE TO

Amount Moved

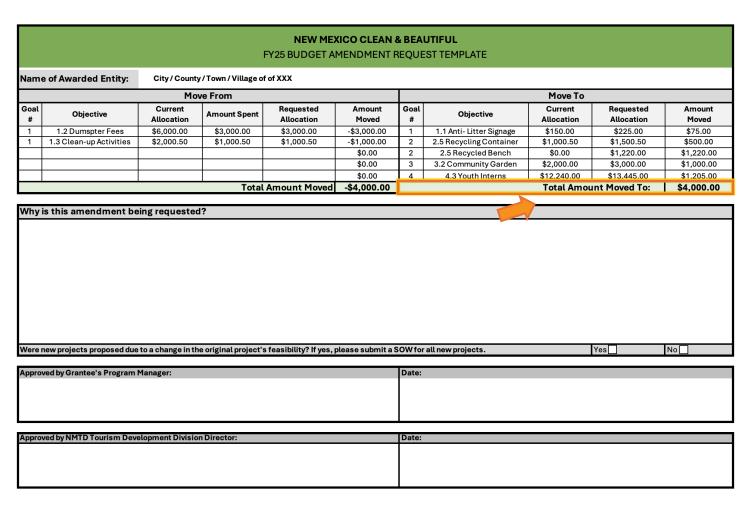
- This amount is the difference between the requested allocation and the current allocation.
 - The template will automatically calculate this amount for you.

			FY:	NEW MEXIC 25 BUDGET AME	O CLEAN & B					
Name	e of Awarded Entity:	City / County	//Town/Village o			[020]				
	<u>-</u>	Mov	ve From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	1	1.1 Anti- Litter Signage	\$150.00	\$225.00	\$75.00
1	1.3 Clean-up Activities	\$2,000.50	\$1,000.50	\$1,000.50	-\$1,000.00		0 0	·		\$0.00
	·				\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
			Total	Amount Moved	-\$4,000.00			Total Amou	nt Moved To:	\$75.0
Were	new projects proposed due	to a change in th	e original project's	s feasibility? If yes, p	olease submit a S	OW for	all new projects.		Yes	No 🗌
Appro	ved by Grantee's Program	Manager:				Date:				
Appro	ved by NMTD Tourism Deve	elopment Divisio	n Director:			Date:				
••										

MOVE FROM

Total Amount Moved To

- This Total Amount
 Moved To represents
 the total of all funds
 you are intending to
 move.
 - The template will automatically calculate this amount for you.



NEW MEXICO CLEAN & BEAUTIFUL

FY25 BUDGET AMENDMENT REQUEST TEMPLATE

Namo	e of Awarded Entity:									
		Mov	ve From					Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
#		Auocation		Auocation		#		Auocation	Auocation	
∤ }					\$0.00 \$0.00					\$0.00 \$0.00
/					\$0.00					\$0.00
∤			 		\$0.00					\$0.00
					\$0.00					\$0.00
			Total Amount	Moved From:	\$0.00			Total Amount	Moved To:	\$0.00
			Total Amount	rioved rioin.	Ψ0.00			Total Amount	110464 10.	ψ0.00
Why	is this amendment being red	quested?								
4.										
H										
H										
H										
-										
H										
Were	new projects proposed due to a cha	ange in the original pro	piect's feasibility? If ve	es, please submit a SO	W for all new projects.				Yes	No
			,,-							
Appro	ved by Grantee's Program Manage	er:				Date:				
										N.
										7
Appro	ved by NMTD Tourism Developmer	nt Division Director:				Date:				



NARRATIVE

In this section of the BAR Template, Partners must justify why their request to move funds is necessary. This justification does not need to be lengthy, but should include the following information:

Why is this amendment being requested?

- Why are you moving funds from one specific line item?
- Why a specific line item chosen to move funds to another line items?
- What will be purchased or accomplished with the funds that you are asking to be moved?
- Are all deliverables going to be met?

NARRATIVE

Why is this amendment being requested?

- 1.2 Dumpster Fees: This amendment is being requested because the dumpster fees were donated from the solid waste company. The deliverable will be met.
- 1.3 Clean-up Activities: This amendment is being requested because we anticipated receiving our grant funding in late summer, but we did not have a fully executed agreement until late Fall and were not able to use grant funding for our Fall Community Clean-up supplies.
- 1.1 Anti-Litter Signage: We are requesting to increase funding in this line item to purchase additional anti-litter signs for our Veteran's Park area; we have experienced an increase in litter in the park.
- 2.5 Recycling Container: We are requesting to increase funding in this line item to increase the number of recycling containers for our Spring recycling event, as we have experienced an increase in interest in recycling in our community.
- 2.5 Recycled Bench: We are requesting to create this line item, because we have additional funding due to the dumpster fees being donated and would like to add seating in our Veteran's Park area.
- 3.2 Community Garden: We are requesting to increase funding in this line item to increase the number of native flowers and trees we intend to plant this Spring in our Veteran's Park Memorial Garden.
- 4.3 Youth Interns: We are requesting to increase funding in this line item to employ an additional youth intern. The intern will help facilitate community clean-up events and community garden project from January to June 2024.

NEW MEXICO CLEAN & BEAUTIFUL FY25 BUDGET AMENDMENT REQUEST TEMPLATE										
lame of Awarded Entity: City/County/Town/Village of of XXX										
Move From								Move To		
oal#	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	1	1.1 Anti- Litter Signage	\$150.00	\$225.00	\$75.00
1	1.3 Clean-up Activities	\$2,000.50	\$1,000.50	\$1,000.50	-\$1,000.00	2	2.5 Recycling Container	\$1,000.50	\$1,500.50	\$500.00
					\$0.00	2	2.5 Recycled Bench	\$0.00	\$1,220.00	\$1,220.00
\Box					\$0.00	3	3.2 Community Garden	\$2,000.00	\$3,000.00	\$1,000.00
					\$0.00	4	4.3 Youth Interns	\$12,240.00	\$13,445.00	\$1,205.00
			Total	Amount Moved	-\$4,000.00			Total Amou	int Moved To:	\$4,000.00
2 Dumpster Fees: This amendment is being requested because the dumpster fees were donated from the solid waste company. The deliverable will be met. 3 Clean-up Activities: This amendment is being requested because we anticipated receiving our grant funding in late summer, but we did not have a fully executed agreement until late Fall and were not able to use grant funding for our all Community Clean-up supplies. 1 Anti-Litter Signage: We are requesting to increase funding in this line item to purchase additional anti-litter signs for our Veteran's Park area; we have experienced an increase in litter in the park. 5 Recycling Container: We are requesting to increase funding in this line item to increase the number of recycling containers for our Spring recycling event, as we have experienced an increase in interest in recycling in our community. 5 Recycled Bench: We are requesting to create this line item, because we have additional funding due to the dumpster fees being donated and would like to add seating in our Veteran's Park area. 2 Community Garden: We are requesting to increase funding in this line item to increase the number of native flowers and trees we intend to plant this Spring in our Veteran's Park Memorial Garden.										
pproved by Grantee's Program Manager: Date:										
pproved by Grantee's Program Manager:										
pproved by NMTD Tourism Development Division Director:					Date:					



SCOPE OF WORK

Were new projects
 proposed due to a
 change in the original
 project's feasibility? If
 yes, please submit a
 Scope of Work (SOW)
 for all new projects.

NEW MEXICO CLEAN & BEAUTIFUL FY25 BUDGET AMENDMENT REQUEST TEMPLATE Name of Awarded Entity: City / County / Town / Village of of XXX **Move From** Move To Current Current Requested Amount Requested Amount Objective Amount Spent Objective Allocation Allocation Moved Allocation Allocation Moved 1.2 Dumspter Fees \$6,000.00 \$3,000.00 \$3,000.00 -\$3,000.00 1.1 Anti- Litter Signage \$150.00 \$225.00 \$75.00 1.3 Clean-up Activities \$2,000.50 \$1,000.50 \$1,000.50 -\$1,000.00 2.5 Recycling Container \$1,000.50 \$1,500.50 \$500.00 \$0.00 \$1,220.00 \$1,220.00 2.5 Recycled Bench \$0.00 3.2 Community Garden \$2,000.00 \$3,000.00 \$1,000.00 \$0.00 4.3 Youth Interns \$12,240.00 \$13,445.00 \$1,205.00 Total Amount Moved -\$4,000.00 Total Amount Moved To: \$4,000.00 Why is this amendment being requested? No Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Approved by Grantee's Program Manage Approved by NMTD Tourism Development Division Director:



REVIEW, SIGN, & DATE

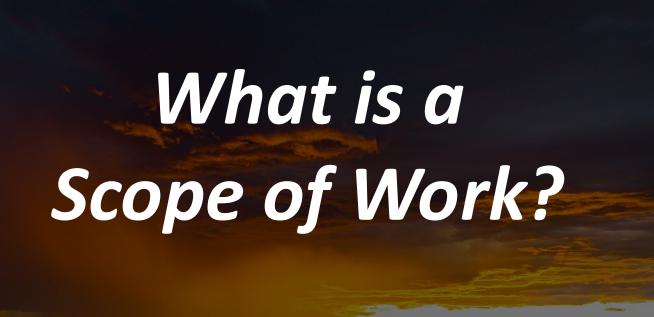
 Please review all areas of your request. All required fields must be completed, and the document must be signed and dated.

NEW MEXICO CLEAN & BEAUTIFUL										
FY25 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: City/County/Town/Village of of XXX										
Move From								Move To		
Goal #	Objective	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Objective	Current Allocation	Requested Allocation	Amount Moved
1	1.2 Dumspter Fees	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	1	1.1 Anti- Litter Signage	\$150.00	\$225.00	\$75.00
1	1.3 Clean-up Activities	\$2,000.50	\$1,000.50	\$1,000.50	-\$1,000.00	2	2.5 Recycling Container	\$1,000.50	\$1,500.50	\$500.00
					\$0.00	2	2.5 Recycled Bench	\$0.00	\$1,220.00	\$1,220.00
					\$0.00	3	3.2 Community Garden	\$2,000.00	\$3,000.00	\$1,000.00
					\$0.00	4	4.3 Youth Interns	\$12,240.00	\$13,445.00	\$1,205.00
			Total	Amount Moved	-\$4,000.00			Total Amou	nt Moved To:	\$4,000.00
				•						
Why i	s this amendment be	ing requested	1?							
1.2 Dumpster Fees: This amendment is being requested because the dumpster fees were donated from the solid waste company. The deliverable will be met. 1.3 Clean-up Activities: This amendment is being requested because we anticipated receiving our grant funding in late summer, but we did not have a fully executed agreement until late Fall and were not able to use grant funding for our Fall Community Clean-up supplies. 1.1 Anti-Litter Signage: We are requesting to increase funding in this line item to purchase additional anti-Litter signs for our Veteran's Park area; we have experienced an increase in litter in the park.										
2.5 Recycling Container: We are requesting to increase funding in this line item to increase the number of recycling containers for our Spring recycling event, as we have experienced an increase in interest in recycling in our community. 2.5 Recycled Bench: We are requesting to create this line item, because we have additional funding due to the dumpster fees being donated and would like to add seating in our Veteran's Park area. 3.2 Community Garden: We are requesting to increase funding in this line item to increase the number of native flowers and trees we intend to plant this Spring in our Veteran's Park Memorial Garden.										
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.								No 🗌		
Approv	ed by Grantee's Program I	Manager:				Date:				
						12.02.2024				
Approved by NMTD Tourism Development Division Director:										
Approv	ed by Mill D Tourisin Deve	aopinent Divisio	ii Dii ector:			7				

KEEP NEW MEXICO TRUE



Do I need to submit a new Scope of Work (SOW)?



KEEP NEW MEXICO TRUE

A Scope of Work is necessary if:

A new Scope of Work is only needed when you create a new line items.

- If a project is no longer feasible, Partners have the opportunity to create a new line item.
 - In that case you must submit a new <u>Scope of Work</u>. The Scope of Work document can be found on the <u>Clean and Beautiful Resources Page</u>.

CREATING A NEW LINE ITEM

- If a project is no longer feasible, Partners have the opportunity to create a new line item.
 - New line items require a <u>Scope of Work</u> be submitted to NMTD for approval.
 - New line items should have \$0.00 provided under this column.
 - If you are unsure what goal and objective is appropriate for your new project, please contact NMTD Staff.

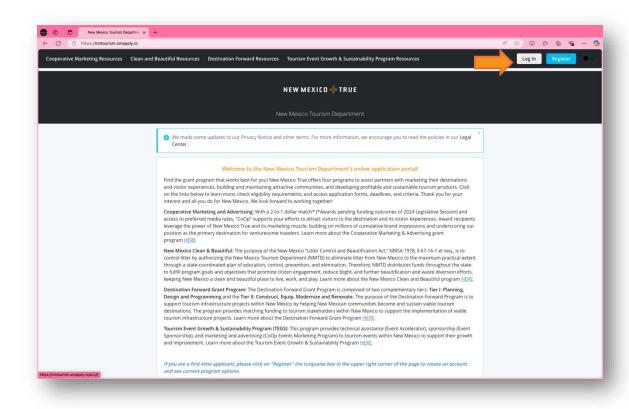
KEEP NEW MEXICO TRUE

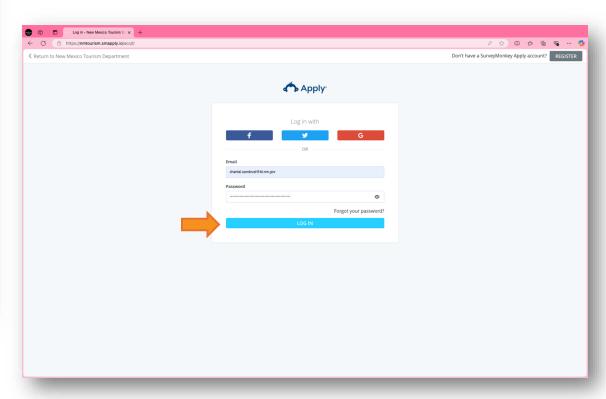


Survey Monkey Apply

Log in to your Survey Monkey Apply Account

Survey Monkey Apply Account





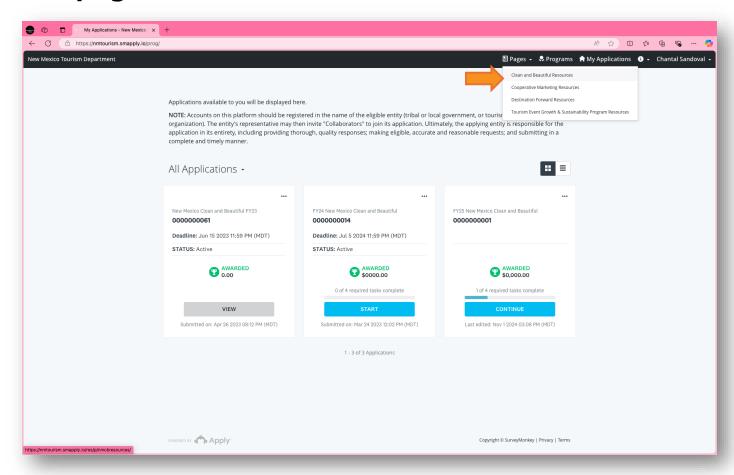
Download Scope of Work Template

KEEP NEW MEXICO 🔷 TRUE

Clean and Beautiful Resources Page

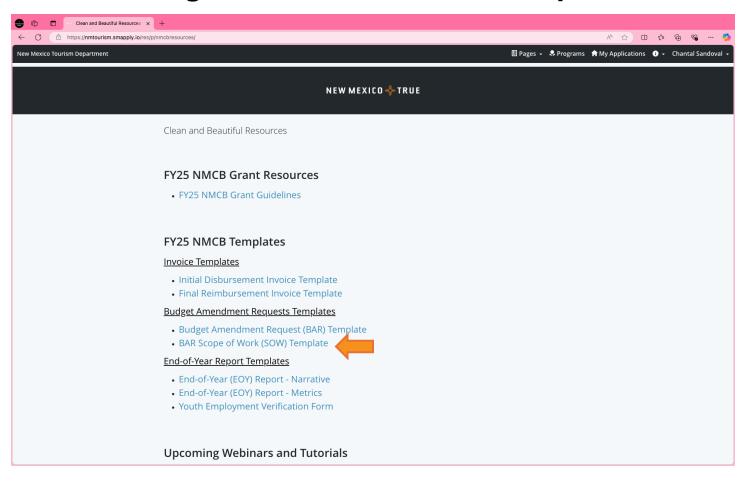
On the top right-hand corner, select pages and click on Clean and Beautiful

Resources.



Download the Scope of Work Template

Under the Clean and Beautiful Resources Page, download the SOW Template



KEEP NEW MEXICO - TRUE

Partners are responsible to complete the fields below on Scope of

Work Template (SOW).

Name of Awarded Entity

Project Summary

Statement of Need

Anticipated Outcomes

Promotional Strategy

Quarterly Milestones

Budget Schedule

NAME OF AWARDED ENTITY

FY25 NM Clean and Beautiful

Scope of Work for Budget Amendment Requests

Complete the following to propose a new project due to a change in another project's feasibility.

Name of Awarded Entity

City / County / Pueblo / Town / Village of XXX

PROJECT SUMMARY

Detail all project efforts:

 By adding a recycled bench to Veteran's Park we will allow visitors to sit and reflect in the space. The community garden next to the memorial will increase community members visiting the area in the warmer months. We intend to have a ribbon cutting and dedication ceremony for the bench.

Project Summary - Detail all project efforts.

By adding a recycled bench to Veteran's Park we will allow visitors to sit and reflect in the space. The community garden next to the memorial will increase community members visiting the area in the warmer months. We intend to have a ribbon cutting and dedication ceremony for the bench.

STATEMENT OF NEED

Detail how you determined the need for these project efforts:

• Veteran's Park is a recent addition to our community, and we are in the process of planting trees and adding native plants to the area. With funding allocated from this grant we are able to increase the planting area of community garden area as well. With interest to visit this area, we have realized that we do not have adequate areas for our community members to sit, reflect, and enjoy the Memorial or the community garden. The County has purchased three recycled benches, and we would like to purchase a fourth bench to accommodate our patrons; all benches are ADA approved.

Statement of Need - Detail how you determined the need for these project efforts.

Veteran's Park is a recent addition to our community, and we are in the process of planting trees and adding native plants to the area. With funding allocated from this grant we are able to increase the planting area of community garden area as well. With interest to visit this area, we have realized that we do not have adequate areas for our community members to sit, reflect, and enjoy the Memorial or the community garden. The County has purchased three recycled benches, and we would like to purchase a fourth bench to accommodate our patrons; all benches are ADA approved.

ANTICIPATED OUTCOMES

Detail the anticipated outcomes for these project efforts and how you plan to measure success:

We anticipate that the improvements to Veteran's Park will increase visitation and reflection. We
intend for the space to be used as an area for all members of our community to enjoy native plants,
trees, and to pay their respects to our community's Veterans. We intend to measure success by
community members using the Park throughout the year.

Anticipated Outcomes - Detail the anticipated outcomes for these project efforts and how you plan to measure success.

We anticipate that the improvements to Veteran's Park will increase visitation and reflection. We intend for the space to be used as an area for all members of our community to enjoy native plants, trees, and to pay their respects to our community's Veterans. We intend to measure success by community members using the Park throughout the year.

PROMOTIONAL STRATEGY

Detail any outreach strategies aimed to increase awareness of these project efforts:

• The public will be invited to the Earth Day event at Veteran's Park where we will dedicate the benches to our Veteran's and have a ribbon cutting for the community garden. The community garden planting is being led by the FFA garden club with assistance from the City's Senior Citizen gardening grandparents organization. We will advertise to all community members with an insert in their utility billing for the months of March and April 2025.

Promotional Strategy - Detail any outreach strategies aimed to increase awareness of these project efforts.

The public will be invited to the Earth Day event at Veteran's Park where we will dedicate the benches to our Veteran's and have a ribbon cutting for the community garden. The community garden planting is being led by the FFA garden club with assistance from the City's Senior Citizen gardening grandparents organization. We will advertise to all community members with an insert in their utility billing for the months of March and April 2025.

QUARTERLY MILESTONES

Complete the anticipated quarterly milestones:

Quarterly Milestones - Complete the anticipated quarterly milestones.										
Q1:	N/A	Q2:	 Research Recycled Bench for Veteran's Park Obtain quotes for bench 							
Q3:	 Purchase Bench for Veterans Park Public Works/Parks Department to prep area for placement Permanently place bench in Park. 	Q4:	 Earth Day Event – ribbon cutting for Community Garden and Park Bench dedication 							

BUDGET SCHEDULES

Complete the budget schedule template:

- List the following for each expenditure:
 - Objective
 - Expenditures
 - Cost Breakdown
 - Funding Request

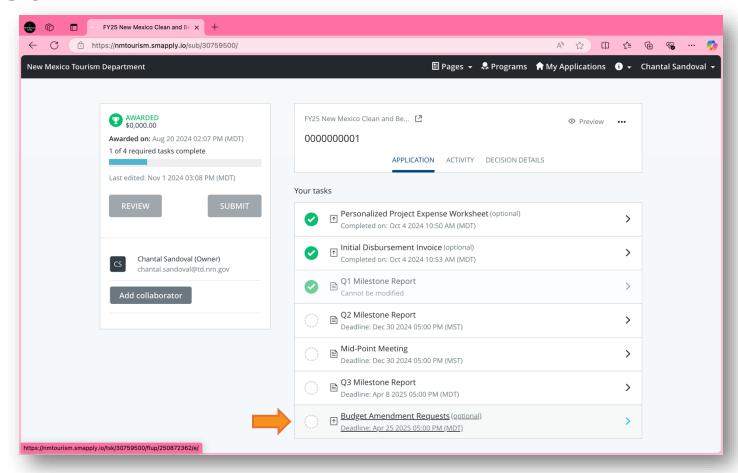
Budget Schedule - Complete the budget schedule template. List the objective, cost breakdown, and funding request for each expenditure.									
Objective	Expenditure	Cost Breakdown	Funding Request						
2.5 Recycled Bench	Recycled Bench	\$1,220.00 – for 1 Bench	\$1,220.00						



Upload Submission Survey Monkey Apply

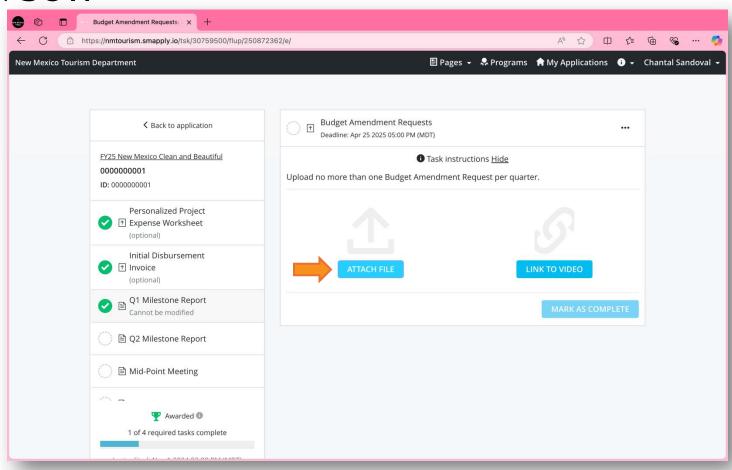


UPLOAD COMPLETED BAR & SOW



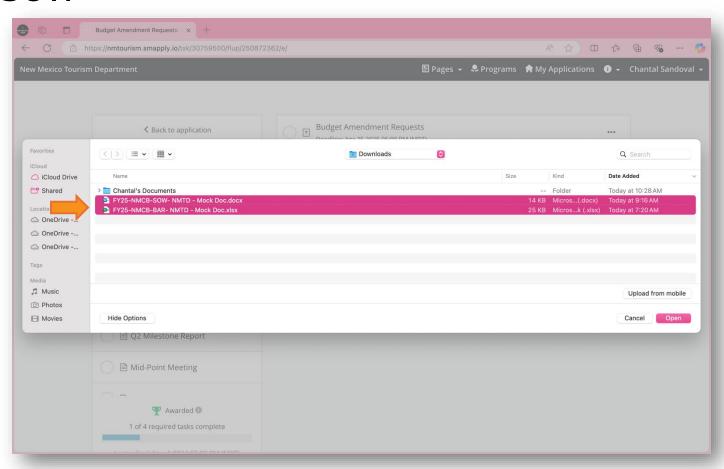
UPLOAD COMPLETED BAR & SOW

Attach File(s)



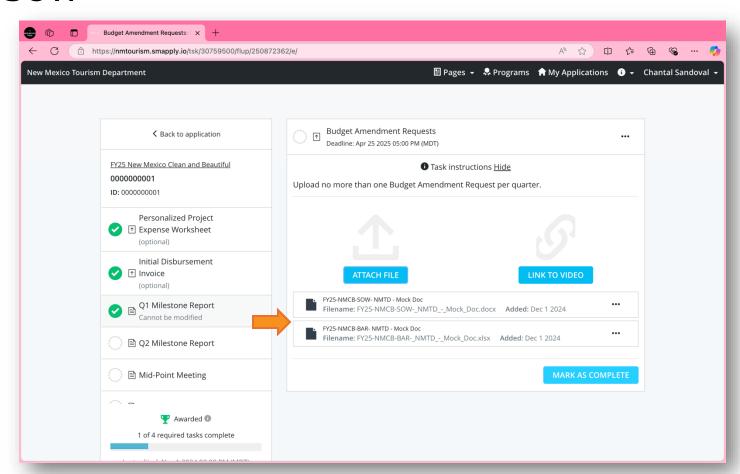
UPLOAD COMPLETED BAR & SOW

Select Files to Upload



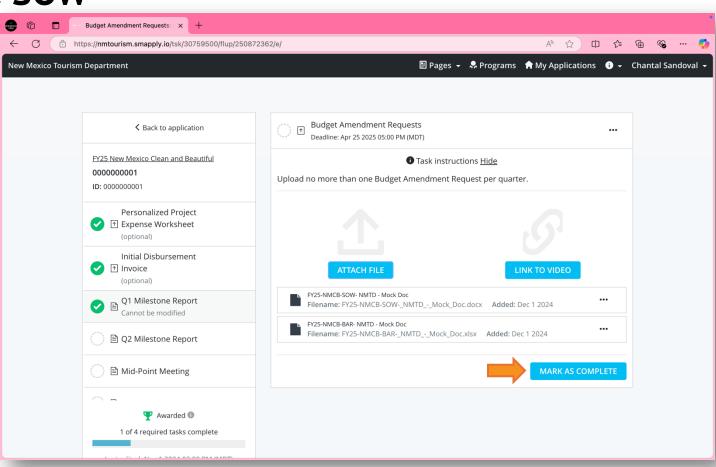
UPLOAD COMPLETED BAR & SOW

Successful Upload



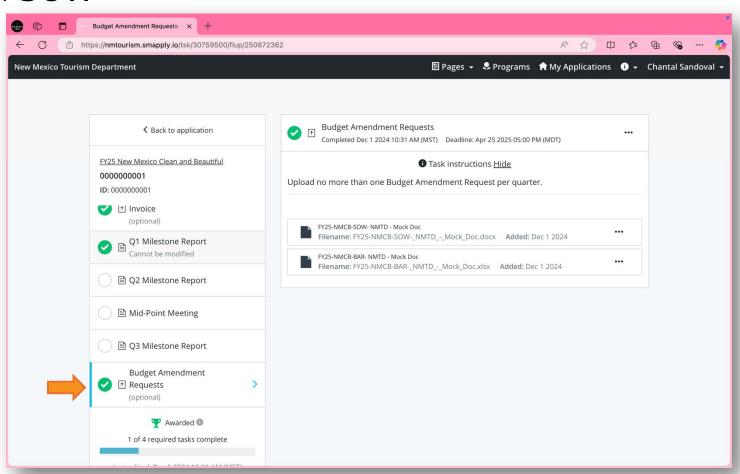
UPLOAD COMPLETED BAR & SOW

Mark Task as Complete



UPLOAD COMPLETED BAR & SOW

Task Complete



Budget Amendment Request Approval Process



Budget Amendment Request Approval

APPROVAL PROCESS

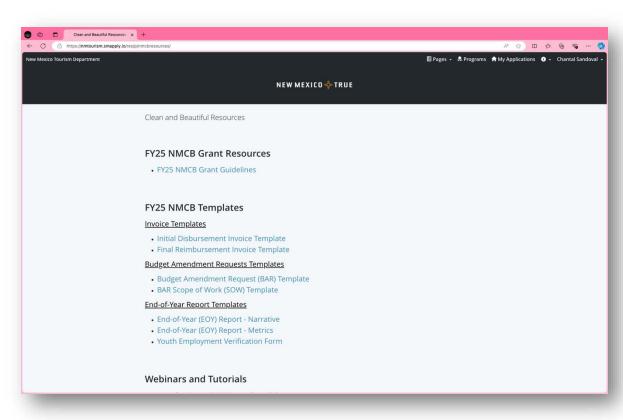
- Partner submits completed Budget Amendment Request (BAR) and potential new Scope of Work (SOW) documents.
- NMTD Staff reviews BAR and SOW documents.
- Once your BAR and potential SOW have been approved an Amended Grant Agreement will be routed via DocuSign to the Partner's Signatory Authority for signature and approval.
- * After the Partner and NMTD have signed the Amended Grant Agreement, it is fully executed and the changes made with the BAR and SOW can begin.



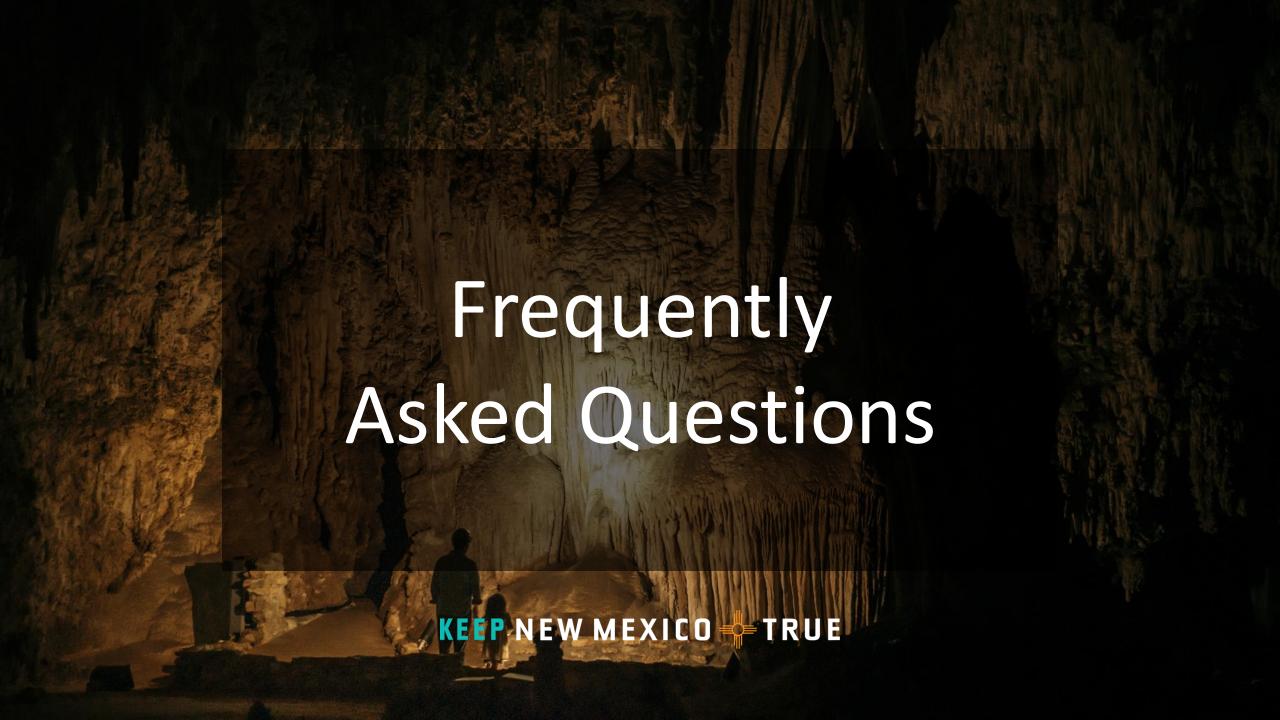
Clean & Beautiful Resources Page

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

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







Frequently Asked Questions

Q: Do we need to balance the BAR template per line?

A: No, you do not need to balance the BAR template per line. The totals on the move to and move from sides of the template need to balance.

Q: We need to modify our expenditures that were outlined in our grant proposal, but the adjustments will still level up to the grant objective and deliverables will be met, do we need a BAR?

A: No, you will not need a BAR the overall deliverable will be met.

Q: We anticipate spending 10.0% or less of our allocated budget for a specific line item, do we need a BAR?

A: No, you will not need a BAR if you spend 10.0% or less than the amount on your project award schedule; you are allowed a 10.0% variance.

Q: Can we submit two BARs in one quarter?

A: No, only one BAR can be submitted per quarter, in Q1, Q2, and Q3. BARs are not accepted in Q4. Partners have until April 25, 2025, to submit their final BAR.

Q: Once we have submitted a BAR via Survey Monkey, can we start to make the proposed changes to our project plans?

A: No, you may begin to make proposed changes once your BAR has been approved by NMTD and an amended project award schedule has been issued.

KEEP NEW MEXICO == TRUE



Chantal S. Sandoval
Clean and Beautiful Program Manager
Chantal.Sandoval@td.nm.gov
(505) 670-8059



Delana Du
Clean and Beautiful Program Management Analyst
Delana.Du@td.nm.gov
(505) 479-2564

Clean & Beautiful Resources Page

