

# FY26 New Mexico Clean & Beautiful

Mid-Point Meeting Expectations

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# Today's Agenda

## **FY26 Reporting: Mid-Point Meeting Expectations**

- Scheduling
- Personalized Project Expense Worksheets
- Back-up Documentation

### **\* 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, 2025, 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

**Scan the QR code to schedule a Mid-Point Meeting time and date with the Clean and Beautiful Team.**

- Mid-Point Meetings are required of all NMCB Partners.
- Mid-Point Meetings will be 30 minutes in length.



[Book time with Clean & Beautiful Team : FY26  
NMCB Partner Mid-Point Meeting - 30 Minutes](#)



# Scheduling for Mid-Point Meetings

**Scan the QR code to schedule one, 30-minute meeting starting Monday, November 3, 2025, through Tuesday, December 30, 2025.**

The screenshot shows a scheduling interface for a meeting. At the top, there is a profile card for 'Du, Delana, TD' with a 'Booking Page' link. Below this, the user is prompted to 'Choose a meeting type', with the selected option being 'FY26 NMCB Partner Mid-Point Meeting - 30 Minutes'. A note asks the user to select one available time slot. Under 'Available times', a calendar for November 2025 is shown with the 3rd highlighted. To the right, a list of time slots for Monday, November 03 is displayed, with the 11:15 AM slot selected. A 'Next' button is visible at the bottom right.

**DD** Du, Delana, TD  
Booking Page

Choose a meeting type

**FY26 NMCB Partner Mid-Point Meeting - 30 Minutes**  
30 MIN  
Please select 1 available time slot for your Mid-Point Meeting.

Available times ✔ You are available

November 2025

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Monday, November 03

11:15 AM	✔
1:15 PM	✔
1:45 PM	✔
2:15 PM	✔
2:45 PM	✔
3:15 PM	✔

Next >

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**Project Expense Worksheet**

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

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# Financial Reporting

## Personalized Project Expense Worksheet



### NEW MEXICO CLEAN & BEAUTIFUL PERSONALIZED PROJECT EXPENSE WORKSHEET

**Instructions:** Please refer to *Exhibit A - Project Award Schedule* of your FY26 Grant Agreement for approved expenditures per goal and line item. For your convenience, *Exhibit A - Project Award Schedule* can also be found in the third tab of this document (Exhibit A - PPEW).

#### Overview Tab

CITY / COUNTY / PUEBLO / SCHOOL / TOWN / VILLAGE OF XXX

Total Amount Claimed

Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
<b>End Littering</b>							
1.1 Anti-Litter Signage	\$160.50					\$150.00	7.0%
1.2 Community Clean-up Event	\$6,010.00					\$6,000.00	0.2%
1.3 Clean-up Activities	\$2,000.00					\$2,000.50	0.0%
<b>Reduce Waste</b>							
2.5 Recycling Container		\$1,020.00				\$1,000.00	2.0%
<b>Beautify Communities</b>							
3.2 Pollinator Garden			\$1,890.70			\$2,000.00	-0.5%
3.3 Community Mural Projects			\$955.00			\$1,000.00	-4.5%
3.4 Graffiti Eradication			\$2,020.50			\$2,000.00	1.0%
<b>Empower Youth</b>							
4.2 Youth Group Stipends			\$5,000.00			\$5,000.00	0.0%
<b>Increase Program Capacity</b>							
5.2 Keep America Beautiful Dues				\$253.00		\$253.00	0.0%
5.3 Keep America Beautiful Annual Conference				\$2,190.00		\$2,200.00	-0.5%
<b>Total Goal Expenditures</b>	<b>\$8,170.50</b>	<b>\$1,020.00</b>	<b>\$4,966.20</b>	<b>\$5,000.00</b>	<b>\$2,443.00</b>		* Budget Variances shall be no greater than 10.0%
<b>Total FY26 Expenditures</b>	<b>\$21,599.70</b>						* Total FY26 Expenditures must not exceed the Total FY26 Grant Award
<b>Total FY26 Grant Award</b>	<b>\$21,603.50</b>						



### NEW MEXICO CLEAN & BEAUTIFUL PERSONALIZED PROJECT EXPENSE WORKSHEET

**Instructions:** Please list expenditures as they appear in Exhibit A - Project Award Schedule in your Grant Agreement. Scan back-up documentation in the same order as listed below.

#### Expenditures Tab

CITY/ COUNTY/PUEBLO/SCHOOL/TOWN/VILLAGE OF XXX

Goal Number	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	BACK-UP DOCUMENTATION	
						Receipt or Invoice Page Number	Proof of Payment Page Number
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$175.00	\$160.50	1	2
1	1.2 Community Clean-up Event	Fall Disposal Fees	Waste Management	\$3,050.00	\$3,005.00	3-6	7
1	1.2 Community Clean-up Event	Spring Disposal Fees	Waste Management	\$3,050.00	\$3,005.00	8-10	11
1	1.3 Clean-up Activities	Nitrile gloves, trash bags, and grabbers	Amazon	\$1,650.00	\$1,650.00	12-17	18
1	1.3 Clean-up Activities	Safety vests	Uline	\$350.00	\$350.00	19	20
				<b>Goal 1 Total Claimed</b>	<b>\$8,170.50</b>		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24
				<b>Goal 2 Total Claimed</b>	<b>\$1,020.00</b>		
3	3.2 Pollinator Garden	Flowers & Tees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33
3	3.2 Pollinator Garden	Soil	Lowes	\$700.00	\$490.70	34	35
3	3.3 Community Mural Projects	5-gallon paint	Sherrin-Williams	\$850.00	\$500.00	36-38	39-40
3	3.3 Community Mural Projects	Brushes, rollers, and trays	Amazon	\$410.75	\$400.00	41-45	46-48
3	3.3 Community Mural Projects	Drop-cloths	Walmart	\$55.00	\$55.00	49	50
3	3.4 Graffiti Eradication	Paint and brushes	Sherrin-Williams	\$800.00	\$770.00	51-54	55
3	3.4 Graffiti Eradication	Brushes	Amazon	\$220.00	\$200.00	56	57
3	3.4 Graffiti Eradication	5-gallon paint	Sherrin-Williams	\$1,500.00	\$1,000.00	58-60	61
3	3.4 Graffiti Eradication	Gallon paint	Sherrin-Williams	\$100.00	\$50.50	62-64	65
				<b>Goal 3 Total Claimed</b>	<b>\$4,966.20</b>		
4	4.2 Youth Group Stipends	Community Clean-up	Youth Baseball Team	\$1,000.00	\$1,000.00	66	67
4	4.2 Youth Group Stipends	Community Clean-up	Youth Basketball Team	\$1,000.00	\$1,000.00	68	69
4	4.2 Youth Group Stipends	Beautification Project	Student Council	\$1,000.00	\$1,000.00	70	71
4	4.2 Youth Group Stipends	Beautification Project	Youth Soccer Team	\$1,000.00	\$1,000.00	72	73
4	4.2 Youth Group Stipends	Beautification Project	Youth Lacrosse Team	\$1,000.00	\$1,000.00	74	75
				<b>Goal 4 Total Claimed</b>	<b>\$5,000.00</b>		
5	5.2 Keep America Beautiful Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	76	77
5	5.3 Keep America Beautiful Annual Conference	Conference Registration	Keep America Beautiful	\$675.00	\$675.00	78-80	81
5	5.3 Keep America Beautiful Annual Conference	Hotel	Hilton Hotel	\$1,000.00	\$1,000.00	82-86	87-88
5	5.3 Keep America Beautiful Annual Conference	Flight	American Airlines	\$515.00	\$515.00	89-90	91
				<b>Goal 5 Total Claimed</b>	<b>\$2,443.00</b>		
<b>Total FY26 NM Clean and Beautiful Expenditures</b>					<b>\$21,599.70</b>		

# Personalized 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.



### NEW MEXICO CLEAN & BEAUTIFUL PERSONALIZED PROJECT EXPENSE WORKSHEET

► **Instructions:** Please refer to *Exhibit A - Project Award Schedule* of your FY26 Grant Agreement for approved expenditures per goal and line item. For your convenience, *Exhibit A - Project Award Schedule* can also be found in the third tab of this document (Exhibit A - PPEW).

#### Overview Tab

CITY / COUNTY / PUEBLO / SCHOOL / TOWN / VILLAGE OF XXX

Total Amount Claimed

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1.3 Clean-up Activities	\$2,000.00					\$2,000.50	0.0%	
<b>Reduce Waste</b>								
2.5 Recycling Container		\$1,020.00				\$1,000.00	2.0%	
<b>Beautify Communities</b>								
3.2 Pollinator Garden			\$1,990.70			\$2,000.00	-0.5%	
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<b>Empower Youth</b>								
4.2 Youth Group Stipends				\$5,000.00		\$5,000.00	0.0%	
<b>Increase Program Capacity</b>								
5.2 Keep America Beautiful Dues					\$253.00	\$253.00	0.0%	
5.3 Keep America Beautiful Annual Conference					\$2,190.00	\$2,200.00	-0.5%	
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<b>Total FY26 Expenditures</b>	<b>\$21,599.70</b>							* Total FY26 Expenditures must not exceed the Total FY26 Grant Award
<b>Total FY26 Grant Award</b>	<b>\$21,603.50</b>							

# Personalized 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 FY26 Expenditures equal to or less than Total FY26 Grant Award



### NEW MEXICO CLEAN & BEAUTIFUL PERSONALIZED PROJECT EXPENSE WORKSHEET

► **Instructions:** Please refer to *Exhibit A - Project Award Schedule* of your FY26 Grant Agreement for approved expenditures per goal and line item. For your convenience, *Exhibit A - Project Award Schedule* can also be found in the third tab of this document (Exhibit A - PPEW).

#### Overview Tab

CITY / COUNTY / PUEBLO / SCHOOL / TOWN / VILLAGE OF XXX

Total Amount Claimed

Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance	
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<b>Total FY26 Grant Award</b>	<b>\$21,603.50</b>							



# Financial Reporting

## Back-up Documentation

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

amazon.com **Receipt or Invoice**

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

Order Placed: September 25, 2023  
 Amazon.com order number: 000-0000000-000000  
 Order Total: \$400.00

**Shipped on September 26, 2023**

Items Ordered	Price
1 of: <b>Hy-Flex 11-840 Ergonomic Abrasion-Resistant Nylon Spandex Nitrile Coated Industrial Gloves (Black)</b> 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
	<b>Grand Total: \$400.00</b>

**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](#).

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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				Cashback Bonus® Rewards	
TRANS. DATE	PAYMENTS AND CREDITS	AMOUNT		PREVIOUS BALANCE	\$0.00
09/18	AUTOMATIC STATEMENT CREDIT	-\$22.06		EARNED THIS PERIOD	
09/25	INTERNET PAYMENT - THANK YOU	-\$1,050.00		1% Cashback Bonus	+\$2.39
				REDEEMED THIS PERIOD	-\$2.39
				CASHBACK BONUS BALANCE	\$0.00
TRANS. DATE	PURCHASES	MERCHANT CATEGORY	AMOUNT	5% Cashback Bonus®	
09/25	AMAZON 8889057888 CA	Merchandise	\$400.00	Activate at discover.com/5	

**Fees and Interest Charged**

AMOUNT	AMOUNT
TOTAL FEES FOR THIS PERIOD	\$0.00
INTEREST CHARGED FOR THIS PERIOD	\$0.00
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	AMOUNT
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

The screenshot displays the SurveyMonkey application interface for the New Mexico Tourism Department. The browser address bar shows the URL: <https://nmtourism.smapply.io/sub/32548296/>. The page title is "New Mexico Tourism Department".

On the left side, there is a summary box for the application "FY26 New Mexico Clean and Be...". It indicates the application is "AWARDED" for \$1,000,000.00, awarded on Jul 28 2025 03:42 PM (MDT). It shows "1 of 4 required tasks complete" with a progress bar. The last edited date is Sep 9 2025 02:12 PM (MDT). There are "REVIEW" and "SUBMIT" buttons. Below this, the user "Delana Du (Owner)" is listed with the email delana.du@td.nm.gov and an "Add collaborator" button.

The main content area shows the application details for "FY26 New Mexico Clean and Be..." with ID "0000000002". There are tabs for "APPLICATION", "ACTIVITY", and "DECISION DETAILS".

Under the "Your tasks" section, a list of tasks is shown:

- Personalized Project Expense Worksheet (optional) - Completed on: Aug 28 2025 01:25 PM (MDT)
- Initial Disbursement Invoice (optional)
- Q1 Milestone Report - Completed on: Aug 28 2025 03:17 PM (MDT)
- Q2 Milestone Report - Deadline: Dec 30 2025 05:00 PM (MST)
- Mid-Point Meeting - Deadline: Dec 30 2025 05:00 PM (MST)** (highlighted with an orange box)
- Q3 Milestone Report - Deadline: Apr 15 2026 05:00 PM (MDT)
- Budget Amendment Requests (optional) - Completed on: Sep 9 2025 02:12 PM (MDT)

Under the "Previous tasks" section, a list of completed tasks is shown:

- Applicant Contact Information - Completed on: Jan 13 2025 01:53 PM (MST)
- Goal 1: End Littering - Completed on: Jan 13 2025 01:54 PM (MST)
- Goal 4: Empower Youth - Completed on: Jan 13 2025 01:55 PM (MST)
- Proof of Match Requirements - Completed on: Jan 13 2025 01:59 PM (MST)
- Grant Award Letter - Completed on: Aug 14 2025 02:47 PM (MDT)
- Grant Agreement - Completed on: Jul 31 2025 11:52 AM (MDT)
- Purchase Order - Completed on: Jul 31 2025 11:52 AM (MDT)

An orange arrow points from the bottom left towards the "Mid-Point Meeting" task in the "Your tasks" list.

# Mid-Point Submissions - Survey Monkey Apply

Mid-Point Meeting: FY26 New M... x

https://nmtourism.smapply.io/tsk/32548296/frm/281044824/e/

New Mexico Tourism Department

Pages Programs My Applications Delana Du

Back to application

FY26 New Mexico Clean and Beautiful  
000000002  
ID: 000000002

- Personalized Project Expense Worksheet (optional)
- Initial Disbursement Invoice (optional)
- Q1 Milestone Report
- Q2 Milestone Report
- Mid-Point Meeting

Awarded

1 of 4 required tasks complete

Last edited: Sep 9 2025 02:12 PM (MDT)

REVIEW SUBMIT

Mid-Point Meeting  
Deadline: Dec 30 2025 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 Mid-Point Meeting

### Mid-Point Meeting

Partner shall participate in a Mid-Point Meeting with NMTD staff on or before December 30, 2025.

- 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 Accepted formats: .xlsx, .xls

Back-up Documentation

Upload a file Accepted formats: .pdf

Supplemental Uploads

Please upload any photos or videos to show project progress thus far.

Upload a file

SAVE & CONTINUE EDITING MARK AS COMPLETE

POWERED BY Apply

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# Mid-Point Submissions - Survey Monkey Apply

The screenshot shows a web browser window displaying a SurveyMonkey application form. The browser's address bar shows the URL: <https://nmtourism.smapply.io/task/32548296/form/281044824/e/>. The page header identifies the user as 'New Mexico Tourism Department' and the user name as 'Delana Du'. The application is titled 'Mid-Point Meeting' with a deadline of 'Dec 30 2025 05:00 PM (MST)'. A progress sidebar on the left shows a checklist of tasks: 'Personalized Project Expense Worksheet (optional)' (checked), 'Initial Disbursement Invoice (optional)' (unchecked), 'Q1 Milestone Report' (checked), 'Q2 Milestone Report' (unchecked), and 'Mid-Point Meeting' (active). A progress bar indicates '1 of 4 required tasks complete'. The main form area contains instructions and sections for uploading documents: 'Project Expense Worksheet' (accepted formats: .xlsx, .xls), 'Back-up Documentation' (accepted formats: .pdf), and 'Supplemental Uploads'. At the bottom of the form, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', with an orange arrow pointing to the latter. The footer includes 'POWERED BY Apply' and 'Copyright © SurveyMonkey | Privacy | Terms'.

Mid-Point Meeting  
Deadline: Dec 30 2025 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 Mid-Point Meeting

### Mid-Point Meeting

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Project Expense Worksheet

[Upload a file](#) Accepted formats: .xlsx, .xls

Back-up Documentation

[Upload a file](#) Accepted formats: .pdf

Supplemental Uploads

Please upload any photos or videos to show project progress thus far.

[Upload a file](#)

[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

POWERED BY Apply

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# Online Resources

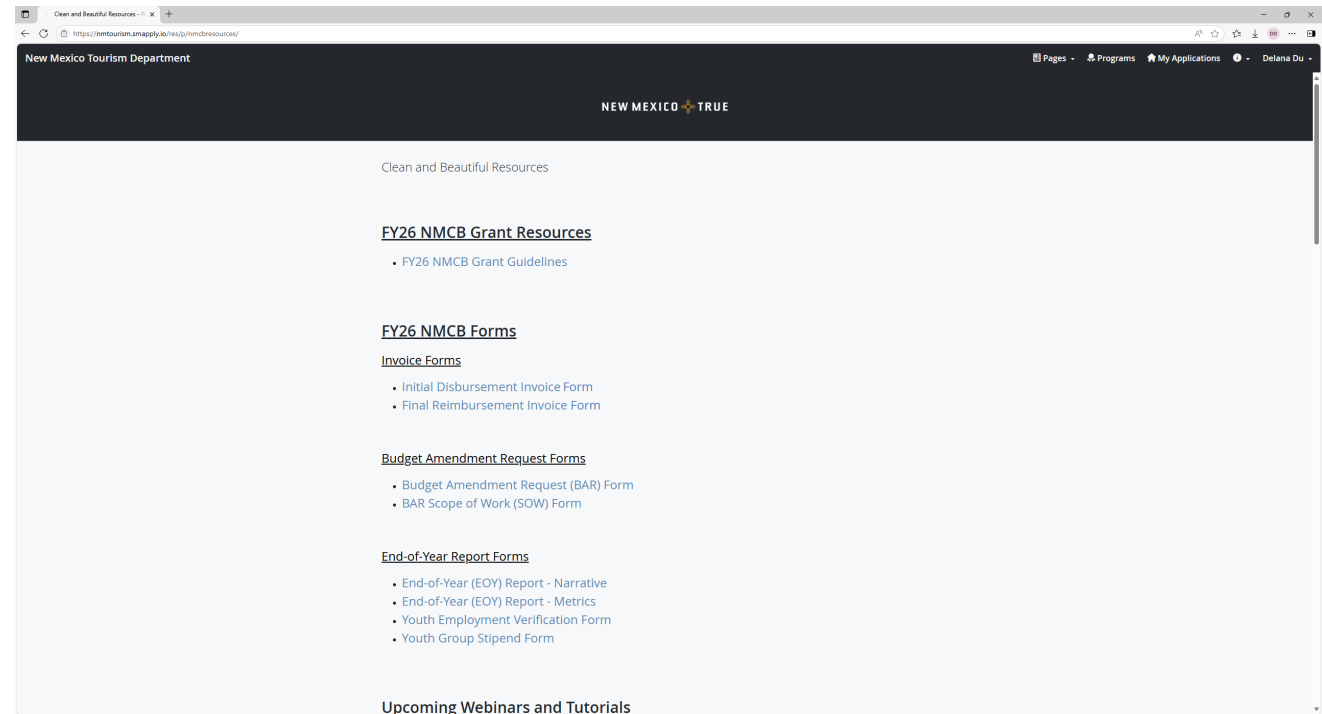
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# Clean & Beautiful Resources Page

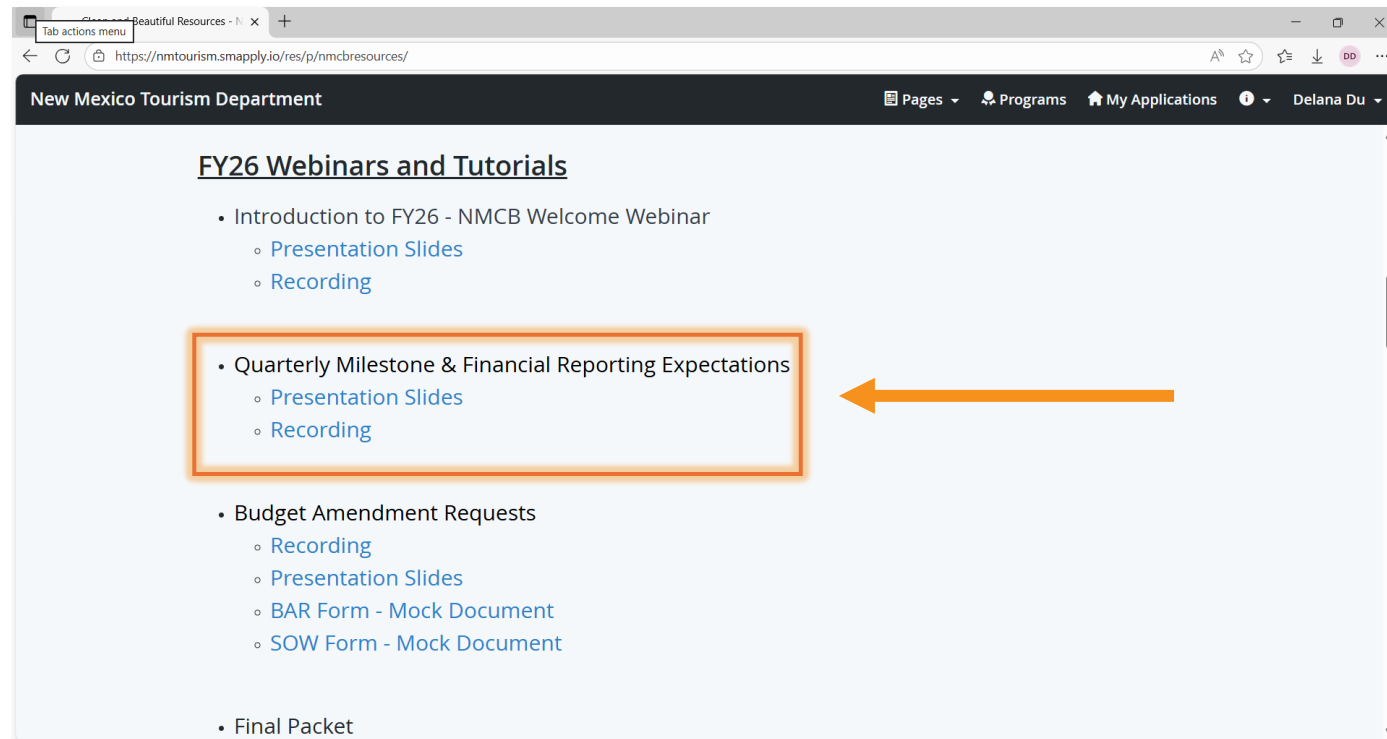
The [Clean & Beautiful Resources Page](#) can be located on the [Survey Monkey Apply Portal](#).

- Grant Guidelines
- Program Forms
- Recorded Webinars & Tutorials
- Weekly Coffee Hours Meeting Info
- Past Coffee Hours Recordings



# QMR – Financial Reporting Presentation

For a more in depth look at the Financial Reporting requirement, please visit the [Clean & Beautiful Resources Page](https://nmtourism.smapply.io/res/p/nmcbresources/):



The screenshot shows a web browser window with the URL <https://nmtourism.smapply.io/res/p/nmcbresources/>. The page title is "New Mexico Tourism Department". The main content area is titled "FY26 Webinars and Tutorials" and contains a list of items:

- Introduction to FY26 - NMCB Welcome Webinar
  - [Presentation Slides](#)
  - [Recording](#)
- Quarterly Milestone & Financial Reporting Expectations
  - [Presentation Slides](#)
  - [Recording](#)
- Budget Amendment Requests
  - [Recording](#)
  - [Presentation Slides](#)
  - [BAR Form - Mock Document](#)
  - [SOW Form - Mock Document](#)
- Final Packet

An orange box highlights the "Quarterly Milestone & Financial Reporting Expectations" item, and an orange arrow points to it from the right.

# Required Mid-Point Reporting Due Date

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# Required Reporting Due Date

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Mid-Point Meeting	PRIOR to December 30, 2025
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- 30-minute Mid-Point Meetings will be held with Partners *prior to 12/30/2025*.
- 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 12/30/2025.



# Questions?

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# KEEP NEW MEXICO TRUE



**Chantal S. Sandoval**

Clean and Beautiful Program Manager

[Chantal.Sandoval@td.nm.gov](mailto:Chantal.Sandoval@td.nm.gov)

(505) 670-8059



**Delana Du**

Clean and Beautiful Program Management Analyst

[Delana.Du@td.nm.gov](mailto:Delana.Du@td.nm.gov)

(505) 479-2564

Clean & Beautiful  
Resources Page

