

# **FY26 NMCB Coffee Hours- 10.23.2025-Mid-Point Meeting TRANSCRIPT**

0:02

Joining coffee hours this morning, I'm Chantal Sandoval, Program Manager for the department and we also have Delina Du, who is our Management Analyst and my right hand in the program.

0:12

So without further delay, I am going to start the presentation.

0:19

So this morning, we are talking about midpoint meetings and midpoint expectations for all of our grantees.

0:30

Oops.

0:32

So for today's agenda, we are going to be talking about scheduling your meetings, your personalized project expense worksheets and your backup documentation.

0:42

2 topics you guys are probably going to hear a lot about throughout the grant cycle.

0:49

So just kind of reiterating that fact, going over it again, general reminders, this webinar is being recorded and will be available later on within 24 hours on the Clean and Beautiful Resources page.

1:02

Please submit all questions that you have in the chat and we'll get to them at the end.

1:07

And if you have not already, please mute your microphone during the presentation.

1:13

All right, let's get into the midpoint meetings.

1:18

So what is the purpose of a midpoint meeting?

1:21

Midpoint meetings are essentially just a check in with all partners to discuss programmatic and

financial progress in quarters one and two and figuring out how you are moving forward into Q3 and Q4.

1:36

This is a mandatory meeting, so all partners must participate in this meeting before December 30th, 2025 as part of your grant agreement.

1:47

And so midpoint meetings will be virtual and no longer than 30 minutes.

1:52

If you need extra time, we can definitely schedule that in.

1:57

But we are going to discuss all up to So looking at your personalized project expense worksheets and your spending thus far as well as backup documentation that you have submitted for Q2 and you may be wondering how we are going to schedule all 71 partners in our schedules.

2:24

So what we are asking that you do is scan the QR code on the screen.

2:28

Delana will also be dropping the link for that in the chat.

2:31

If you miss it here, we will also be sending it out in an e-mail and this presentation again, will be available to get that information after the meeting or after this presentation rather.

2:44

But again, your midpoint meeting is required and it will be in 30 minutes.

2:50

It's brief.

2:51

We just want to touch base with you all, see how things are going thus far and see if we can help you plan for the future.

2:58

So again, if you can scan that QR code, go to the link in the chat, you will be taken to a page that looks like this.

3:07

You will be booking directly with Delana.

3:09

She will be managing all of the meetings and adding me to them.

3:16

So this is an update, updated version of our schedule.

3:20

Every time you click on the time that you may have wanted, if you didn't book may have already been taken.

3:26

So it is a first come, first serve.

3:28

So please book as quickly as possible.

3:31

We will begin scheduling these meetings Monday, November 3rd.

3:35

That is the first available date and again, the deadline to meet with us is December 30th of this year.

3:44

Again, the QR code is on the screen.

3:46

You will be taken to the booking page for Delana that looks exactly like what you see on your screen right now.

3:53

Please select your date and time that fits best with your schedule and of course if you need to move it, more than happy to try to accommodate any schedules if we can.

4:06

So for your midpoint meeting, again we will need your most up to date project expense worksheet.

4:15

We went over this a few times, but your project expense worksheets are necessary to communicate your individual and total expenditures for your grant thus far.

4:26

If you don't know, but you should know what that worksheet looks like, it is shown on the screen.

4:34

There are two tabs, your overview which is on the left and the expenditures on the right.

4:41

This is what the filled out version looks like.

4:43

Keep in mind everything does tabulate for you and total at the bottom.

4:48

Should you need more lines or any edits to the document, please reach out to the department directly.

4:55

Do not edit the document yourself again quickly.

5:02

The overview tab you're able to look at your overall totals per objective and per goal, and this also helps you stay within your variance.

5:14

There is a 10.0% allowed variance for each line item as long as you do not exceed your overall grant award.

5:24

Again, everything does calculate in the document as you enter it, and this is used as a check when you are looking at it against the expenditures tab, which is this, and I believe I'm not mistaken.

5:47

This is the video, so I'm just going to play it again.

5:50

You will be asked to fill out the goal, the objective, the items that you've purchased, the vendor where you purchased the items, the total amount that you spent on that transaction, and then in the next column, the total amount that you are claiming for reimbursement.

6:13

And then the next two columns as illustrated are the pages in which we can find the page numbers rather in which we can find the documentation in your backup documentation.

6:27

And should you have questions, let us know.

6:28

But this is something that you all did with your Q1 milestone report and so it will be the same for Q2Q3.

6:43

And again, for this midpoint meeting your backup documentation, we will need an invoice or a receipt for each transaction that you are seeking reimbursement for as well as proof of payment.

7:01

And you can see both on this screen here highlighted and boxed out to show each transaction.

7:14

And then we are going to move right along to SurveyMonkey.

7:17

So again, SurveyMonkey is where everything for your grant will live for the duration of the grant cycle.

7:27

And so with that being said, you do have a task in SurveyMonkey that is the midpoint meeting.

7:35

When you are looking at your SurveyMonkey account, you click on that section and you are moved to the next page to expand that task here.

7:48

This is where you will upload your project expense worksheet and your backup documentation.

7:53

This is where you will upload this information for Q2.

7:57

You will not need to upload your project expense worksheet or backup documentation for Q2 QMR.

8:04

It will stay within this midpoint meeting submission and when you are done you will of course click on the blue button and mark as complete.

8:19

As always, the online resources available to you and the rest of the grant partners are always on the Clean and beautiful resources page.

8:27

The QR code on the top left hand corner will take you there.

8:32

You are able to look at your guidelines, your program forms as well as other webinars that we have recorded in tutorials with our weekly coffee hours meetings that we give and provide that information as well as others from your partners that are current as well as past coffee hours recordings and when we are done.

8:59

If you need a further in depth look at how to financially or submit your financial reporting and the expectation there, please refer back to the Quarterly Milestone and Financial Reporting Expectations Presentation slides and recording which can also be found on the Clean and Beautiful Resources page as illustrated on the screen.

9:20

So again, just to go over some quick information, your midpoint meeting is a required meeting and

again, we will need to meet with all partners no later than the 30th of December and we will need your backup documentation as well as your completed 2 day project expense worksheet.

9:47

Three working days prior to the date that you have scheduled your midpoint meeting.

9:52

We will allow final edits to be submitted no later than the 30th of December.

10:00

Again, if your meeting is on that day or close to, we can definitely work with you, but we are trying our best to get everything buttoned up by the 30th and we will take questions again.

10:15

I know Delena has dropped it in the chat already, but if you need to schedule your midpoint meeting, it will be available through Delena's booking link and she will include me on that as well.

10:28

But if you have any questions, we are more than happy to take them now.