

FY26 NMCB - QMR and Financial Expectations Presentation

09.04.2025 - Transcript

0:04

Hey, good morning, everybody.

0:05

Thank you so much for joining coffee hours today.

0:08

I'm Chantal Sandoval, Program Manager for the Clean and Beautiful program.

0:12

And today we are going to be talking about quarterly milestones and financial reporting expectations.

0:18

I'm going to turn off my camera right now.

0:21

Please feel free to do the same if you'd like.

0:23

And also just a little reminder to please mute yourselves.

0:30

All right.

0:31

So for today's agenda, we will be discussing quarterly milestones.

0:37

Hey, Marisol, can you do me a favor?

0:39

Can you admit folks as they come in?

0:43

You got it.

0:44

Thank you so much.

0:45

All right, so for today's agenda, we will be discussing quarterly milestone expectations, which are narrative responses, your personalized project expense worksheet and backup documentation.

0:57

The last two that I mentioned are new.

1:00

So should you have questions throughout the presentation, excuse me, please let me know.

1:05

Again, general reminders, this meeting is recorded, is being recorded and will be available on the Clean and Beautiful Resources page within 24 hours.

1:14

If you have any questions, please submit them in the chat and we will get to them at the end of the presentation.

1:19

And please make sure that you are muted.

1:22

Thanks.

1:25

All right, so here we go.

1:28

Quarterly milestones and financial reporting.

1:31

What is the purpose of a quarterly milestone?

1:34

So a quarterly milestone is meant to serve as a communication tool between the partner and NMTD.

1:42

Your report should provide a snapshot of your progress thus far to date spending, so financial updates, any challenges and successes that you have experienced.

1:58

The purpose of your quarterly milestone is to gather information on statuses on the progress and status of your projects.

2:06

Ensure deliverables will be met by the end of the grant cycle.

2:10

Highlight the potential need for grant administration and project implementation.

2:15

And if you need any support from the tourism department, we are always more than happy to help.

2:21

And we are asking this information be compiled so that we can share successful projects and make sure that everything will be up to date.

2:34

So what is the requirement for your quarterly milestone?

2:42

Just a SEC, All right.

2:48

So partners must submit a quarterly milestone report for the 1st 3 quarters so quarters 1-2 and three to NMTD via your SurveyMonkey applied portal.

2:59

Your quarterly milestones must progress.

3:03

Include progress information for all approved projects, including but not limited to implementation updates, existing or anticipated challenges, anticipation for budget amendment requests, up to date personalized project expense worksheets, and financial backup talk documentation.

3:19

Also, photos, videos and media mentions.

3:23

Photos and photos are required.

3:26

Videos not so much.

3:28

We would like to see either before and after photos or progress.

3:31

If you don't have any photos that are of progress, please reach out and we will.

3:37

We can have a conversation on that.

3:44

Go back one.

3:45

All right, so in SurveyMonkey is where you are going to submit your responses for your QMR.

3:55

So on the screen, this is what you should see when you log in to your SurveyMonkey apply account.

4:00

So if we click on the blue continue button, you will see your current tasks.

4:06

Highlighted in orange are all three quarterly milestone reports.

4:11

And as you can see right now, there are no green check marks or half green circles.

4:20

So that means that the task has yet to be started or completed.

4:28

So narrative responses within your QMR.

4:32

The first question you will need to provide an implementation update for all approved projects.

4:39

So here we're asking that you list a brief description for each each project and show your project thus far.

4:45

The screen does show everything listed out per project so 1.1 anti litter signage give us an update.

4:53

1.2 community cleanup events give us an update.

4:57

1.3 cleanup activities.

5:00

Also an update if you go through your project award schedule or your personalized project expense worksheet, both will mirror each other as far as what you were awarded in both of those documents.

5:14

That is how you should follow giving us your updates per approved line item.

5:20

If you have any questions, please let us know.

5:23

Also, I would like to mention that project planning should be included in your quarterly milestone updates and needs to be included if any projects aren't actual.

5:36

Shovel, shovel ready, ready to to move out boots on the ground.

5:40

Project planning should be included in these updates.

5:45

All right, moving right along to question #2 describe any existing or anticipated challenges towards grant implementation.

5:53

Give us every and any detail about any issues you've encountered thus far with implementation or administration.

6:01

If there's something that we can be better and do better, please let us know.

6:05

This is the place to to tell us if you don't want to have those direct conversations with us.

6:12

We do read these and we will be looking to see how we can improve our our processes as well.

6:22

All right, the third response, the third question, describe how NMTD can support your program's success during the following quarter, any needs you may have for technical assistance.

6:32

So in this response, please indicate any needs you have for technical grant administration.

6:38

Be sure to include all questions and concerns.

6:42

We need to know how we can help you make these projects successful and make sure that all deliverables will be met.

6:51

We will use this information to identify your needs as an individual grant partner and see if there's anything trending for the overall network as well.

7:00

So again, if there's a process improvement, this is where we will look at our own processes.

7:09

All right, here is the new piece for everybody.

7:14

So this is financial documentation section where you will have to upload your information.

7:23

So this is something that is a requirement now for every quarter.

7:28

So the first 3 quarters you will submit this information in your quarterly milestone reporting and then the fourth quarter it will be your final report and this is what you are.

7:41

Everything that you submit to the department will be used to seek reimbursement at the end of the year.

7:47

And so just as a refresher, personalized project expense worksheets that are up to date with all spending thus far need to be submitted as well as backup documentation should you have it.

8:00

And backup documentation we will need invoice and a receipt and proof of payment.

8:06

And so we will go through an in depth side of what the financial documentation looks like.

8:15

So moving along to the actual reporting for the financial piece of things, you're going to hear me say this this phrase a lot.

8:28

Personalized project expense worksheet For those that are not as familiar with the personalized project expense worksheets, these worksheets are necessary for all partners to communicate all individual expenditures and total expenditures per goal to the department.

8:51

These are These worksheets are a template and they are uploaded by our staff at NMTD to your SurveyMonkey Apply account.

9:01

They are personalized to your own grant and what you have been awarded.

9:07

We are requiring that all partners utilize this throughout the year to keep track of all expenditures and all backup documentation as well.

9:19

This will help you at the end of the year.

9:23

This is simplifying the process so that it is not such a heavy lift at the end of the year to find all of your backup documentation to make sure that you are attributing all expenses to the program that you need to be reimbursed for.

9:39

And we're requiring it at the QMR reporting cycle stage on the cycle rather so that we are here to assist if there are any needs that you have.

9:52

If you're either overspending, underspending, or not sure how to move forward in that category, we are here to help and try to help recognize those issues.

10:05

Again, project expense worksheets are unique to each partner and you again are going to utilize this throughout the year to track your financial process or progress rather.

10:21

All right and on the screen, it's kind of small.

10:24

I apologize, but this is where you can find your personalized project expense worksheet within your SurveyMonkey apply account.

10:31

So the top photo shows that it has a green check mark.

10:36

So this it has been submitted and has been uploaded for you.

10:42

The second screenshot shows that there is a document within that task, the three dots on the right side.

10:50

If you like the three dots, a menu will drop down.

10:54

If you click download, you can download that to your system and be able to work on the worksheet itself.

11:04

And this is what a completed personalized project expense sheet works like.

11:10

Looks like we are going to get into the weeds with this now, but there are two tabs that you are responsible for.

11:19

It is one file that has two different worksheets.

11:23

So the first worksheet on the left is the overview tab.

11:28

The worksheet on the right side of the screen is your Expenditures tab, and with that this is the Overview tab which allows you as a partner to look at your overall expenses per expenditure and per goal.

11:47

This form will calculate the difference between each line item's allocation and to what you actually spent and it will also ensure that you stay within your 10.0% allowed variance.

12:04

So you do have that slight variance for any changes in price or issues that may arise.

12:11

If you have questions about the variance and how it works, please feel free to reach out.

12:16

We would be more than happy to have a one-on-one with you to discuss.

12:24

All right.

12:25

And so again, this 10% variance, everything on this form, I guess I should say, will auto calculate for you.

12:34

You are just responsible for adding in your overall spend underneath each goal.

12:41

Other than that, the form is completely filled out for you and will auto calculate everything you will need.

12:49

And so with that, I'm going to move over to the expenditures tab.

12:56

And this tab is unique because you can look at your expenses per objective, per line item, per item purchase vendor, the amount that you're spending or have spent rather and the amount that you are claiming for reimbursement.

13:14

It also allows you to organize your backup documentation as you have it organized and scanned and on listed in this document.

13:23

So this is a video that I'm going to play for you all just to show how this form will populate as you work through it.

13:34

This also auto calculates.

13:37

So if we're looking at the objective, you will have a drop down to select next the item purchase, which is a metal sign.

13:46

The vendor Vista print your total amount spent 175, your total amount claimed 160.50 and how it is organized in your list of backup documentation for your proof of payment and your receipt and invoice.

14:10

So if you watch the screen, you'll see the under goal one, the total has populated for you and then under goal two, there is a drop down that you can select.

14:22

So we have gone through your personalized project expense worksheet and itemized your objectives based on what you have been funded.

14:33

So you will drop down in the objective to only select what you have.

14:38

If you have questions about that, let us know that it's something new, but the rest of this video just shows me filling out, so we'll just let this finish playing out all right.

15:07

So when we are looking at objectives, I just said that we as a department have created drop downs for you on your expenditures tab.

15:18

This is where we're getting that information from.

15:20

So looking at the overview side of your personalized project expense worksheet, all line items and objectives will correlate from the overview side to the expenditure side.

15:37

If for some reason yours does not, please let us know.

15:41

But for every single objective, they will correlate between the two so that we can understand what you are attributing.

15:52

What expenses rather you are attributing to that line item so that they will correlate.

15:58

This information can also be found on your project award schedule, which is exhibit A of your grants agreement.

16:06

This year we have also added a tab to each of your personalized project expense worksheets includes your project award schedule as well so that it's easy for you to glance.

16:18

It's all in one document.

16:23

All right, so here we are looking at the items purchased.

16:30

So in this category, please list the approved items that have been purchased.

16:34

Please note that all approved purchase purchases are items that are listed in your project award schedule.

16:44

Again, this can be found on the third tab of your Personalized Project Expense worksheet.

16:51

If it's not, if you don't see it there, please look at your grant agreement and flip to Exhibit A Exhibit A will show you exactly what items are approved for purchasing through the grant.

17:06

Please note that if you have purchased something that is not approved and on that list, we will not be able to reimburse that purchase.

17:16

Please, if you have questions prior to purchasing, reach out.

17:21

We are more than willing to have these conversations with you so that there isn't any type of confusion.

17:27

But this is where you will list what you have purchased on your expenditures tab.

17:36

All right.

17:37

The next column you will list the vendor.

17:41

Simple.

17:42

Please list the vendor name that you have purchased the items that you listed in the column to the left.

17:50

So in this case, Vista print is the vendor that you purchased metal signs for or from rather and it is attributed to your anti litter signage objective.

18:05

All right, the next column is your total amount spent.

18:10

So please provide the total that you have spent from this vendor that is attributed to this cost.

18:20

Please make sure that this amount matches the amount that is on the receipt for that specific purchase.

18:27

What we will do is look at the total amount spent from that vendor so that we can correlate it to this purchase specifically.

18:39

Next is the total amount claimed.

18:42

So this is the amount that you are seeking reimbursement for.

18:45

In the example on the screen, you can see that the total amount claimed is less than the total amount spent and that is fine.

18:54

It can be lower lesser than the amount than the total amount spent.

18:59

However, it cannot be greater than.

19:03

This happens in the event that funding was less than what the the item actually cost, or you are able to purchase some of that or use some of your own funds rather to purchase that item as well.

19:17

If you have questions about that, please let us know.

19:20

But for the total amount claimed, that amount can be equal or lesser than the total amount spent.

19:35

And here's just a little graphic and some verbiage going over what I just said with the amount spent and the amount claimed totals not matching.

19:47

But again, if if you would like more clarification or have other questions regarding amount spent and amount claimed, please let me know.

19:58

All right, here you can see.

20:02

That as you add each expenditure, you will notice that the goal total and the total expenditure amount automatically calculate your total expenditures as you're adding things into this document.

20:18

I did illustrate that in the video.

20:20

You can always go back and look at that just to show as you're adding every line in, it will populate your overall total at the bottom and also each goal total.

20:33

If it, if your form does not for some reason, please let us know.

20:40

All right.

20:42

Receipts or invoice.

20:44

So for every purchase that you are seeking reimbursement through the Clean and Beautiful program, we will need to see an invoice or a receipt for each.

20:57

For the purposes of this form, for this worksheet, you will need to list the order in which we can find that receipt or invoice with a page number.

21:10

You don't need to physically number the pages.

21:13

However you scan the document in or organize it in as a PDF, we will use those page numbers against your worksheet to find that order.

21:26

So please keep that in mind when you are filling out the Receipt or Invoice column of your Expenditures tab.

21:37

Same thing for your proof of payment with as in regard to the page number for your proof of payment.

21:44

For every single purchase made, we will need a bank statement, a clear check, a warrant if it's a wire transfer to show that those funds actually were pulled from your entity's account.

22:01

In the event that you cannot provide that, you are able to provide an attestation.

22:07

So an attestation is essentially a letter attesting that this purchase has been made and will be paid by the June 2nd deadline that is in your grant agreement.

22:22

If you have questions, again, please let us know at Test stations can be tricky and they must be notarized, but we are here to walk you through if you have any questions with the attestation process that the attestation won't be necessary during your quarterly milestone reporting for your backup documentation.

22:46

Attestations will only be necessary during the end of your final packet stage.

22:52

In the event that you are not able to provide a proof of payment.

23:00

And this slide is just showing what the receipt or invoice would look like and also the proof of payment.

23:11

Please note that we are asking you to highlight the total spend so that we can correlate that to your project expense worksheet.

23:22

We're asking that you do this on the invoice or receipt as well as the proof of payment.

23:33

All right, And here's just another little reminder that we do need the two elements for your backup documentation.

23:42

So we do need the proof of payment and we will require an invoice or receipt.

23:55

All right, so that covered the uploading section of your QMR for those two documents.

24:02

We do have more questions.

24:05

And so the response for question 5 is simple, yes or no.

24:11

Do you anticipate needing a budget amendment request?

24:14

And so budget amendment requests are necessary if you think that you are going to exceed your allowed 10.0% variance.

24:26

At that point we can discuss moving funding if necessary from one project to another.

24:34

But keep in mind, we will always be cognizant of projects being completed.

24:42

We need to make sure that all deliverables will be met based on what you were actually awarded for.

24:49

This also happens in the event that you're going to spend less due to let's say donations for a specific item.

24:59

You aren't going to need that funding, so you're able to bump it to a different line item and make another part of your grant program a little bit more robust.

25:09

That's completely fine.

25:10

We also run into issues with complete projects not being feasible at all anymore.

25:18

Let's say you had plans to plant the community garden in this specific area of your town.

25:24

However, the building next to it is condemned and they won't let anybody into that area, worst case scenario.

25:33

So you have to pivot your project.

25:35

You're not able to do that anymore.

25:38

You at that point, if a project is not feasible, you have the ability to take all funding from that line item and move it to a new project.

25:49

Please give us a call, set up some time and we'd be more than happy to discuss what goes into a budget amendment request at that level.

25:59

But these are the types of things that you will need to be aware of if you answer yes within the budget amendment request section.

26:13

All right, almost the last question.

26:16

So photos and advertisements.

26:18

We are requiring that you upload visual progress of your projects to date.

26:24

This may be a little bit tricky for those that do not have progress to show that.

26:29

If you have any advertisements or anything that you would like to share in this area, please add it here.

26:37

Photos are required.

26:38

If you are having issues with not having a photo yet or not having something to submit, reach out to us.

26:45

Be more than happy to help.

26:48

Also, Please note that all paid promotions and advertising that is funded through the grant we would love to see, so please upload that here.

26:58

Note that the Tourism Department may use these photos or advertisements for promotional purposes to show what you are actually doing in your own communities.

27:10

If folks are minors, please make sure that you have a release.

27:17

That is important.

27:18

We want to be able to use a photo, especially if it's of all the wonderful work that you're doing and your volunteers.

27:27

We want to be able to show those folks.

27:28

So please make sure that they are comfortable with that being shared.

27:31

And also if it is a minor, please get parent consent as well.

27:35

Again, if you have questions beyond that, let us know.

27:43

All right, media mentions.

27:45

This is something that is optional.

27:48

Not everybody will have a media mention, but the media mentions are great.

27:54

So if you are doing something great in your community and your local news outlet has latched on, shared your story, shared it on social, written an article, news crew came out to see what you were doing, please let us know.

28:08

We would love to share that not only internally but with external partners as well.

28:13

We love to share our partners wins and successes.

28:16

Please add the links here.

28:18

If it is beyond your QMR time and you know other great things are happening, please feel free to share that with us.

28:26

As the C&B team, we love to hear these stories and we do share them with these types of, well, it's not only media mentions, but anytime that there is a win, we love to share with our comms department.

28:44

They also put out our tourism newsletter, which is called Tourism Talk.

28:51

And we love to sponsor, spotlight our partners and show what they're doing.

28:57

Like just yesterday had a conversation with one of our partners about a wonderful event that happened that, Oh my goodness, these kiddos picked up an amazing amount of trash within three days.

29:07

And so this is something that we want to highlight.

29:09

And so if you have any of these success stories, please share them not only in media mentions in your narrative response, but send us an e-mail if it's outside of this time frame.

29:19

And you can even add it to both if you'd like.

29:27

All right, so that was our last question, but I do want to go over the save and continue editing button.

29:34

SurveyMonkey does allow you to save and continue editing as you are going through the quarter.

29:41

So if you would like to add your information to your QMR as the quarter is progressing, please feel free to do it within the app and save and continue editing.

29:55

We will not review anything until the deadline has passed and so you completely have that option.

30:03

not that I don't trust SurveyMonkey, but sometimes it can be iffy, especially when information is concerned.

30:16

I always like to have a backup plan.

30:18

So if you are going to add to your report in the app, please save it somewhere else so that you don't lose your work and that you're not doing having to resubmit and do double.

30:29

But if this is what you'd like to do, save and continue editing is an option.

30:34

Please know that this is not a actual submission.

30:42

If you save and continue editing, you will see a half green circle.

30:46

Half green circles throughout SurveyMonkey will indicate that the task is in progress, however it has not been submitted.

30:55

So if you see a half green circle, you have not fully submitted.

31:00

So if you have questions, we can always help.

31:04

However, the blue buttons in SurveyMonkey are always your submit buttons and so once you click that blue submit button, you will see that the task will have a green full circle with a check mark right next to the task.

31:21

That is what you want to see.

31:23

That is how we will know that the task has been fully submitted and that we do not need any further action at our level.

31:33

In the event that you have made a mistake or you have a question or something needs to be changed or you want to add something, reach out.

31:38

We can always help.

31:41

If you have submitted before the deadline, you can go in and re edit, I believe.

31:48

But in the event that you can't, let us know where we can always add to that for you.

31:56

All right, our online resources, you are going to get sick of me saying.

32:01

That's the clean and beautiful resources page is located on the survey apply SurveyMonkey, apply rather portal.

32:08

There is a QR code on the screen and here you can find your grant guidelines, all program forms, webinars like this and tutorials that are recorded to refer back to later.

32:20

All of the weekly, hour, weekly coffee hours information and also past recordings.

32:26

So if you need to refer back to those, they are also there.

32:32

And just moving into just a few frequently asked questions before we end, can I add information to your quarterly milestone throughout the quarter?

32:42

Yes, we just went over that save and continue editing.

32:45

If you are going to look at that throughout the quarter, have a backup plan though and I'll always mark as complete to submit.

32:54

Do I need to include financial information on grant expenditures with your quarterly milestone reports?

33:00

Yes, this is the difference.

33:03

It is imperative and required that you submit all financial documentation including your personalized project expense worksheet to date and find that financial backup documentation that must be submitted as well.

33:19

And how early should I complete my quarterly milestone report?

33:22

We ask that you submit as close to the due date as possible so that we're getting a clear snapshot of the entire quarter.

33:30

If anything arises that you can't do that, feel free to submit early.

33:34

We're fine with that as well.

33:36

And then lastly, do I need to include metrics with my report?

33:41

No, you will not need to include specific metrics with your quarterly milestone reports.

33:47

However, I highly recommend using your end of year metrics report, which you can download that form on the Clean and Beautiful resources page.

33:59

This is a tool that you should be using throughout the year to keep track of all of your metrics for your

match, as well as volunteers, cleanups, any swag that you're giving out, anything of that nature will need to be recorded in your end of your metrics report.

34:17

It will save you a lot of time and headache to do this in real time rather than trying to hastily grab stuff at the end of the year.

34:26

I know it's always a mad dash for both you and I.

34:32

Excuse me

34:34

All right, so let's look at our required reporting due dates for our QMRS.

34:41

Your first QMR will be due October 15th.

34:46

The second will be December 30th and within that time frame too, you will also need to have your midpoint meeting with NMTD and that is our next coffee hour that we are going to give a tutorial on.

35:01

So we will keep you posted and abreast of everything for your midpoint meetings.

35:06

And then lastly, your third quarterly milestone will be due on April 15th of 2026.

35:16

Everything should be visible in your SurveyMonkey account.

35:20

Should, if it's not, please let us know and we, we will move you into the correct stage.

35:26

But you, you and everybody else should already be in that stage.

35:33

But any questions that you may have, please let me know.

35:37

And I am going to stop sharing right now, but I can access the chat.

35:50

If you have questions, please feel free to read to say right now too or let me look at the chat.

36:03

OK, Heather has a question about the release.

36:07

Is it OK that the release is in the contract agreement?

36:11

Yes.

36:12

So is this is the agreement that you are with the youth, is that correct, Heather?

36:22

Yeah.

36:23

So we have the contract for anyone that does the cleanups with us and there's a clause in there for social media that it could be used for national or localized anything really.

36:37

And it was approved by our attorney and there is an opt out clause if they don't want some or any of them.

36:43

So it kind of puts it on the parents to if hey, if you don't want your kids on social media, let us know sort of thing and takes it off of us.

36:51

I think that should be fine.

36:52

In the event that we do use any of your photos for larger distribution outside of the department, we always do reach out to you.

37:01

So if we have any questions at that point, we will get with you on the clause.

37:05

But I think for right now that seems fine.

37:07

You do have something in place.

37:08

So thank you.

37:10

Not a problem.

37:14

Any other questions this morning?

37:28

All right.

37:28

Well, with that, I'm going to stop recording and thank you all so much for joining today.

37:34

I truly appreciate it.

37:36

If you have questions, please do not hesitate to reach out after coffee hours.

37:42

Always happy to help, but thank you so much for joining and we will.