

Quarterly Milestones & Financial Reporting

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Today's Agenda

FY26 Quarterly Reporting

- Quarterly Milestone Expectations
 - Narrative Responses
 - Personalized Project Expense Worksheets
 - Back-up Documentation

***** General Reminders:

- This meeting 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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Quarterly Milestone Reports (QMR) & Financial Reporting

What is a Quarterly Milestone Report?

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

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

What is the purpose of a QMR?

The purpose of the QMR is to:

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

QMR Required Submissions

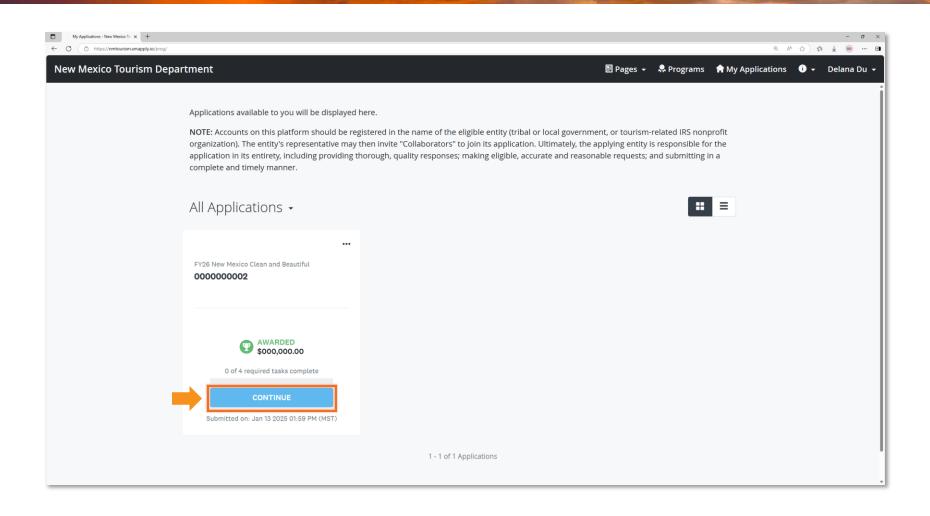
Partners must submit a Quarterly Milestone Report for Quarters 1, 2, and 3 to NMTD staff via the <u>Survey Monkey Apply Portal</u>.

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

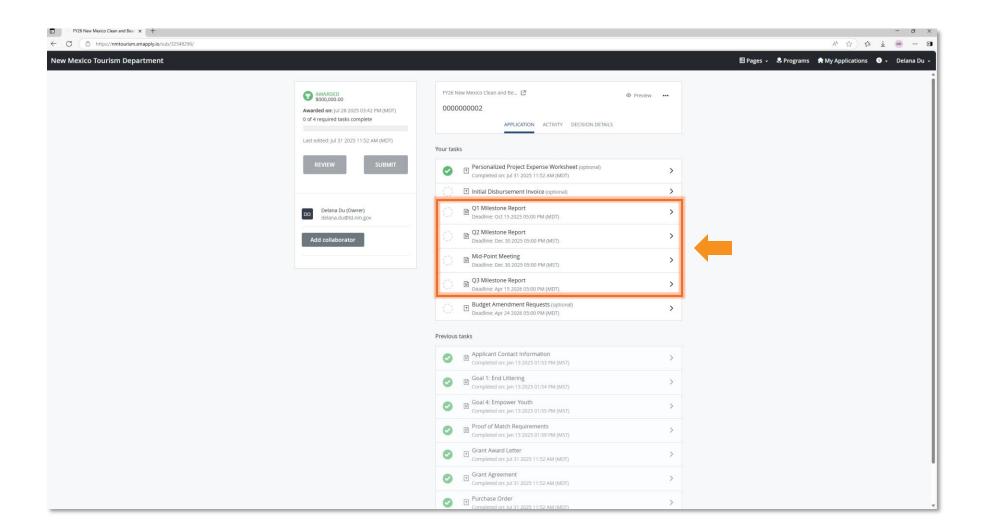
- Implementation updates
- Existing or anticipated challenges
- Anticipation for Budget Amendment Requests
- Up-to-date Personalized Project Expense Worksheet & Financial Back-up Documentation
- Photos & Videos
- Media mentions



QMR Submissions via Survey Monkey Apply



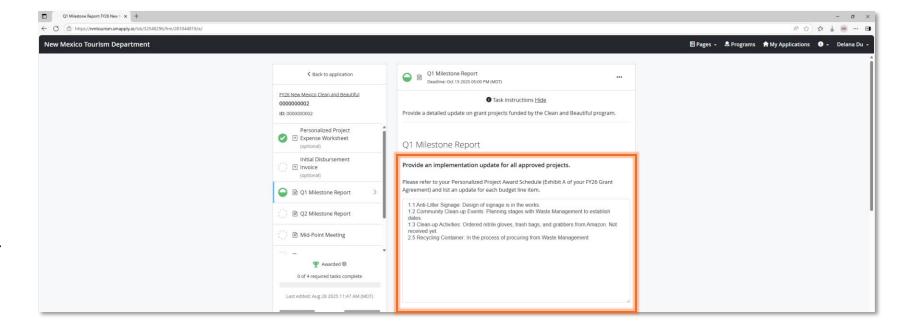
QMR Submissions Survey Monkey Apply



Provide an implementation update for all approved projects.

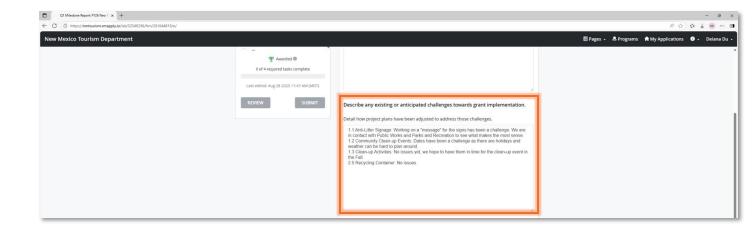
Please list each a brief description for each project, to show your progress thus far.

*project planning should be included in your milestone updates.



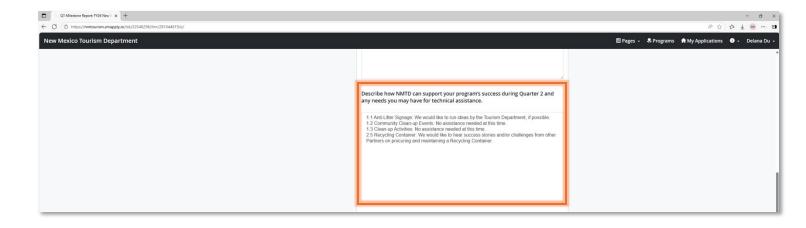
Describe any existing or anticipated challenges towards grant implementation.

Please detail any and all issues that you have encountered thus far, with project implementation and/or administration.



 Describe how NMTD can support your program's success during the following quarter and any needs you may have for technical assistance.

Please indicate any needs you may have for technical or grant administration assistance. Be sure to include all questions and/or concerns.



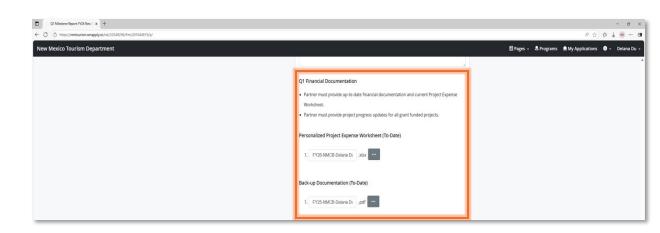
^{*} NMTD will use this information to identify the needs of the individual grant Partner as well as the NMCB network overall.

Financial Documentation

Partner must submit up-to-date financial documentation every quarter.

This consists of:

- Up-to-date Personalized Project Expense Worksheet
- Up-to-date Back-up Documentation
 - Invoice/Receipt and Proof of Payment





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Personalized Project Expense Worksheet

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



What is a Personalized Project Expense Worksheet?

Personalized Project Expense Worksheet templates:

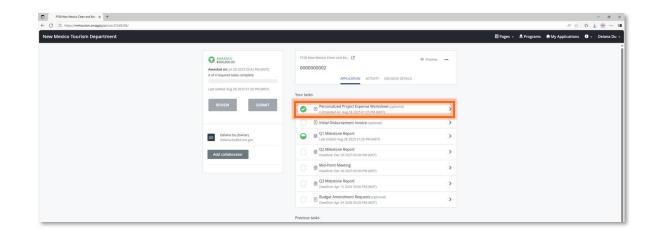
- Are uploaded to your Survey Monkey Apply accounts by NMTD.
- Allow Partners to utilize the template as a tool throughout the year to keep track of all expenditures and back-up documentation.
- Simplify the Partner's experience with the **required** Project Expense Worksheet and back-up documentation.

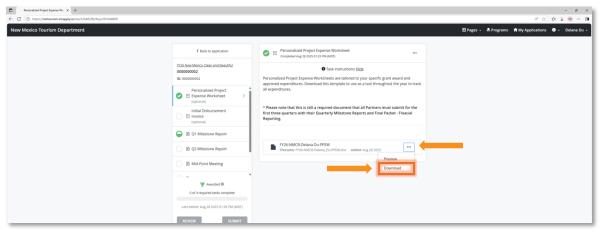
Financial Reporting Personalized Project Expense Worksheet

Personalized Project Expense Worksheets are unique to each Partner.

- Partners will utilize this worksheet to keep track of their financial progress throughout the grant cycle.
- Partners are expected to track all expenses with their Personalized Project Expense Worksheet.

Financial Reporting Personalized Project Expense Worksheet Location





Financial Reporting Personalized Project Expense Worksheet

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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).

CITY / COUNTY /	PUEBL	.0 / SCH	HOOL /	TOWN	/ VILLA	GE OF X	XX		
		Total Amount Claimed							
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance		
End Littering									
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%		
Reduce Waste				10					
2.5 Recycling Container		\$1,020.00				\$1,000.00	2.0%		
Beautify Communities							-		
3.2 Pollinator Garden			\$1,990.70			\$2,000.00	-0.5%		
3.3 Community Mural Projects			\$955.00		l	\$1,000.00	-4.5%		
3.4 Graffiti Eradication			\$2,020.50			\$2,000.00	1.0%		
Empower Youth									
4.2 Youth Group Stipends				\$5,000.00		\$5,000.00	0.0%		
ncrease Program Capacity									
5.2 Keep America Beautiful Dues					\$253.00	\$253.00	0.0%		
5.3 Keep America Beautiful Annual Confe	erence				\$2,190.00	\$2,200.00	-0.5%		
							7		
T	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	* Budget Va	riances shall		
Total Goal Expenditures	\$8,170.50	\$1,020.00	\$4,966.20	\$5,000.00	\$2,443.00	be no greater	than 10.0%		
Total FY26 Expenditures		\$	21,599.7	0			200000000000000000000000000000000000000		
						★ Total FY26 must not exce			
	7					FY26 Gra			
Total FY26 Grant Award		•	21,603.5	0					

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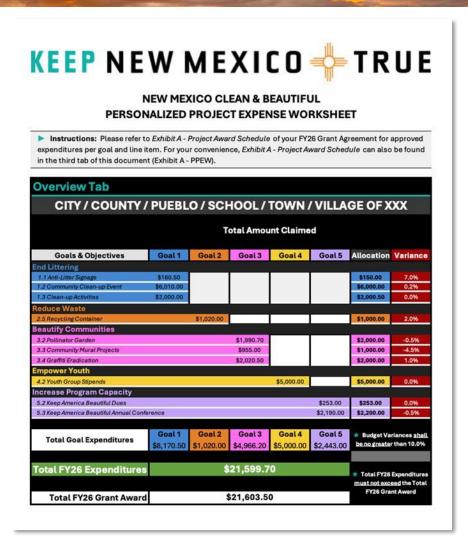
NEW MEXICO CLEAN & BEAUTIFUL
PERSONALIZED PROJECT EXPENSE WORKSHEET

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

		CITY/ COUNTY/P	UEBLO/SCHOOL/TO	WN/VILLAGE OF	XXX		
						BACK-UP DO	CUMENTATION
Goal Yumbe	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Paymen — Page Number
•	Select a specific objective from the drop-down menu.	 Gir the lengt purchased. 	 Use the weeder you purchased keens keen. 	 Provide the rotal amount speec to thistransaction. 	 Provide the amount you are seeing restoursement for. You amount can be equator less than the lotes Amount Spece. 	 Provide an invoice or receipt per transaction. 	 Provide one of the following proofs of payment per transaction bank transment, cleaned of their, warrant, or attention.
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	SpringDisposalFees	Waste Management	\$3,050.00	\$3,005.00	8-10	11
1	1.3 Clean-up Activities	Nitrite gloves, trash bags, and grabbers	Amazon	\$1,650.00	\$1,650.00	12-17	18
1	1.3 Clean-up Activities	Safetyvests	Uline	\$350.00	\$350.00	19	20
				Goal 1 Total Claimed	\$8,170.50		
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24
				Goal 2 Total Claimed	\$1,020.00		
В	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33
В	3.2 Pollinator Garden	Soil	Lowe's	\$700.00	\$490.70	34	35
3	3.3 Community Mural Projects	5-gallon paint	Sherwin-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	Sherwin-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	Sherwin-Williams	\$1,500.00	\$1,000.00	58-60	61
3	3.4 Graffiti Eradication	Gallon paint	Sherwin-Williams	\$100.00	\$50.50	62-64	65
				Goal 3 Total Claimed	\$4,966.20		
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 SoccerTeam	\$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
				Goal 4 Total Claimed	\$5,000.00		
5	5.2 Keep America Beautiful Dues	KABDues	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
				Goal 5 Total Claimed	\$2,443.00		

Overview Tab

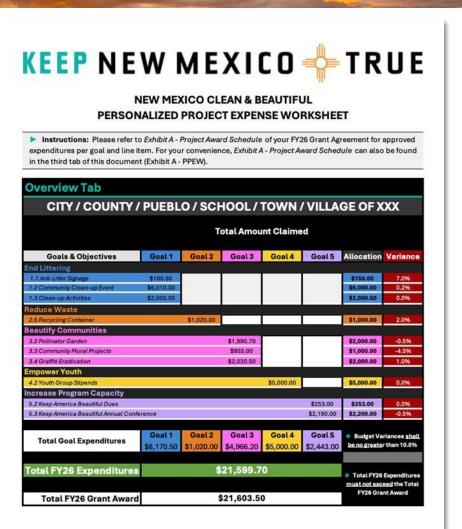
- Allows the NMCB grant Partner to look at their overall expenditures per goal.
- Calculates the difference between each line item's allocation and the Partner's actual spend.
- Ensures all Partners stay within their budget or allowed 10.0% variance.



Overview Tab

Partners will complete:

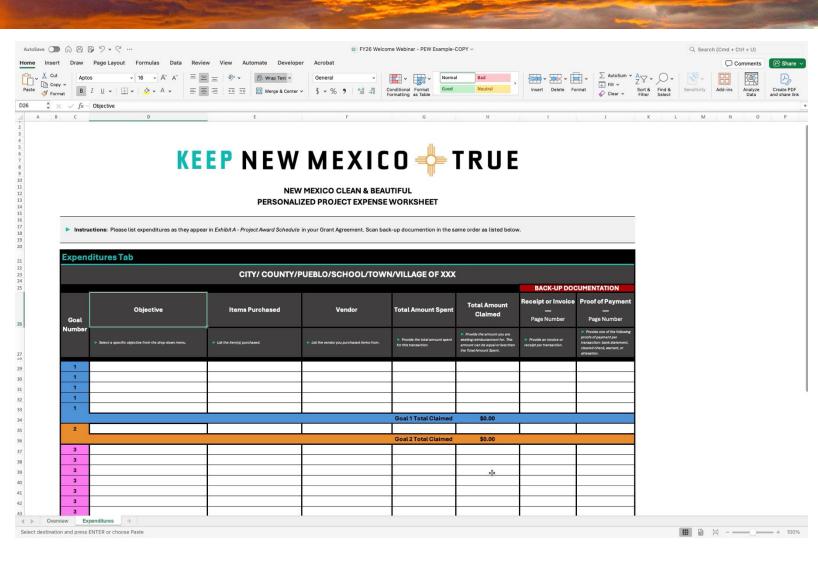
- Each goal and objective's total expenditure to-date.
- Variance under 10.0%
 - The Variance will auto-calculate based on the number you enter under each total amount spent
- Total FY26 Expenditures equal to or less than Total FY26 Grant Award



Expenditures Tab

Allows the NMCB Partners to itemize their expenses per:

- Objective
- Items Purchased
- Vendor
- Total Amount Spent
- Total Amount Claimed
- Back-up Documentation
 Correlating Page Numbers
 *in numerical order as it is
 listed on the worksheet.

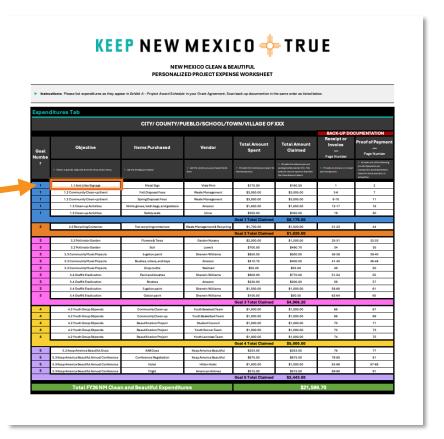


Expenditures Tab

Objective

Please provide the objectives as outlined on your Project Award Schedule - Exhibit A of your FY26 Grant Agreement.





Expenditures Tab

Items Purchased

Please list the approved items that have been purchased.

* Note: all approved purchased items must correlate with the Goal and Objective to the left.

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PERSONALIZED PROJECT EXPENSE WORKSHEET

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

CITY/ COUNTY/PUEBLO/SCHOOL/TOWN/VILLAGE OF XXX								
						BACK-UP DOC	UMENTATION	
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Payment — Page Number	
Number	➤ Select a specific objective from the drop-down menu.	➤ List the item(s) purchased.	 List the vendor you purchased items from. 	Provide the total amount spent for this transaction.	► Provide the amount you are seeking reimbursement for. This amount can be equal or less than the Total Amount Spent.	Provide an invoice or receipt per transaction.	Provide one of the following proofs of payment per transaction: bank statement, cleared check, warrant, or attesation.	
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	
				Goal 1 Total Claimed	\$8,170.50			
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24	
				Goal 2 Total Claimed	\$1,020.00			
3	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33	

Expenditures Tab

Vendor

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



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 documention in the same order as listed below

Expend	expenditures Tab								
	CITY/ COUNTY/PUEBLO/SCHOOL/TOWN/VILLAGE OF XXX								
		BACK-UP DOO	UMENTATION						
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Payment — Page Number		
Number	➤ Select a specific objective from the drop-down menu.	▶ List the item(s) purchased.	 List the vendor you purchased items from. 	 Provide the total amount spent for this transaction. 	 Provide the amount you are seeking reimbursement for. This amount can be equal or less than the Total Amount Spant. 	Provide an invoice or receipt per transaction.	➤ Provide one of the following proofs of payment per transaction: bank statement, cleared check, warrant, or attesation.		
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		
				Goal 1 Total Claimed	\$8,170.50				
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24		
				Goal 2 Total Claimed	\$1,020.00				
3	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33		

Expenditures Tab

Total Amount Spent

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

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PERSONALIZED PROJECT EXPENSE WORKSHEFT

Instructions. See list expenditures as they appear in Exhibit A - Project Award Schedule in your Grant Agreement, Scan back-up documention in the same order as listed below.

	CITY/CC NITY/PUEBLO/SCHOOL/TOWN/VILLAGE OF XXX									
						BACK-UP DOCUMENTATION				
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Payment — Page Number			
Number	Select a specific objective from the drop-down menu.	► List the item(s) purchased.	List the vendor you purchased items from.	Provide the total amount spent for this transaction.	➤ Provide the amount you are seeking reimbursement for. This amount can be equal or less than the Total Amount Spent.	Provide an invoice or receipt per transaction.	Provide one of the following proofs of payment per transaction: bank statement, cleared check, warrant, or attesation.			
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			
				Goal 1 Total Claimed	\$8,170.50					
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24			
				Goal 2 Total Claimed	\$1,020.00					
3	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33			

Expenditures Tab

Total Amount Claimed

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

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

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NEW MEXICO CLEAN & BEAUTIFUL
PERSONALIZED PROJECT EXPENSE WORKSHEET

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

	CITY/ COUNTY/PUEBLO/SCHOOL / TOWN/VILLAGE OF XXX							
						BACK-UP DOO	UMENTATION	
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Payment — Page Number	
Number	➤ Select a specific objective from the drop-down menu.	➤ List the item(s) purchased.	➤ List the vendor you purchased items from.	Provide the total amount spent for this transaction.	Provide the amount you are seeking reimbursement for. This amount can be equal or less than the Total Amount Spent.	 Provide an invaice or receipt per transaction. 	Provide one of the following proofs of payment per transaction: bank statement, cleared check, warrant, or attesation.	
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	
•				Goal 1 Total Claimed	\$8,170.50			
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24	
				Goal 2 Total Claimed	\$1,020.00			
3	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33	

Expenditures Tab

Total Amount Spent — & Total Amount Claimed

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



Expenditures Tab

Total FY26 NM Clean and Beautiful Expenditures

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

	Total FY26 NM Clean and Beautiful Expenditures				\$21,599	9.70	
				Goal 5 Total Claimed	\$2,443.00		
5	5.3 Keep America Beautiful Annual Conference	Flight	American Airlines	\$515.00	\$515.00	89-90	91
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	Conference Registration	Keep America Beautiful	\$675.00	\$675.00	78-80	81
5	5.2 Keep America Beautiful Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	76	77
		Goal 4 Total Claimed	\$5,000.00				
4	4.2 Youth Group Stipends	Beautification Project	Youth Lacrosse Team	\$1,000.00	\$1,000.00	74	75
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	Student Council	\$1,000.00	\$1,000.00	70	71
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	Community Clean-up	Youth Baseball Team	\$1,000.00	\$1,000.00	66	67

Expenditures Tab

Receipt or Invoice

Page Number

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

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

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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 documention in the same order as listed below.

Expend	xpenditures ran								
	CITY/ COUNT DESIGN O/SCHOOL/TOWN/VILLAGE OF XXX								
						BACK-UP DOO	UMENTATION		
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Payment — Page Number		
Number	➤ Select a specific objective from the drop-down menu.	➤ List the item(s) purchased.	 List the vendor you purchased items from. 	Provide the total amount spent for this transaction.	Provide the amount you are seeking reimbursement for. This amount can be equal or less than the Total Amount Spent.	Provide an invoice or receipt per transaction.	Provide one of the following proofs of payment per transaction: bank statement, cleared check, warrant, or attesation.		
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		
				Goal 1 Total Claimed	\$8,170.50				
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24		
				Goal 2 Total Claimed	\$1,020.00				
3	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33		

Expenditures Tab

Proof of Payment

Page Number

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

- Bank Statement
- Cleared Check
- Warrant
- Attestation

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

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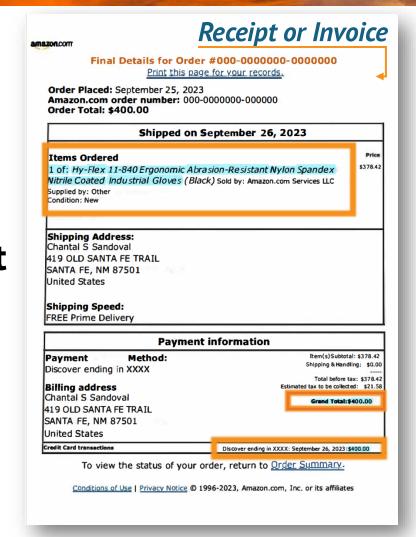
NEW MEXICO CLEAN & BEAUTIFUL
PERSONALIZED PROJECT EXPENSE WORKSHEET

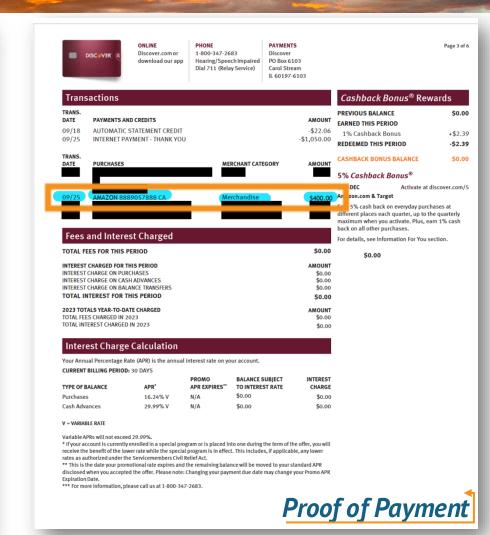
Instructions: Please list expenditures as they appear in Exhibit A - Project Award Schedule in your Grant Agreement. Scan back-up documention in the same order as listed below.

Expend	xpenditures Tab								
	CITY/ COUNTY/FULL C/SCHOOL/TOWN/VILLAGE OF XXX								
		BACK-UP DO	CUMENTATION						
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Payment — Page Number		
Number	➤ Select a specific objective from the drop-down menu.	➤ List the item(s) purchased.	➤ List the vendor you purchased items from.	Provide the total amount spent for this transaction.	 Provide the amount you are seeking reimbursement for. This amount can be equal or less than the Total Amount Spent. 	 Provide an invoice or receipt per transaction. 	Provide one of the following proofs of payment per transaction: bank statement, cleared check, warrant, or attesation.		
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		
				Goal 1 Total Claimed	\$8,170.50				
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,700.00	\$1,020.00	21-23	24		
				Goal 2 Total Claimed	\$1,020.00				
3	3.2 Pollinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33		

Financial Reporting Back-up Documentation

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





Financial Reporting Back-up Documentation

Back-up Documents consist of *two* elements that are necessary for each transaction.

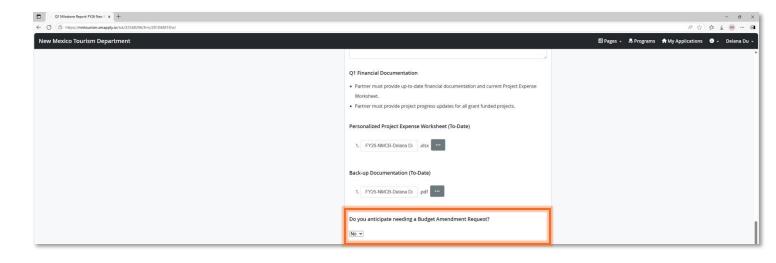
- NMTD REQUIRES
 - A receipt or invoice for each approved expenditure.

AND

- Proof of Payment for each approved expenditure.
 - Proof that the payment has been made and has cleared your account.

Do you anticipate needing a Budget Amendment Request?

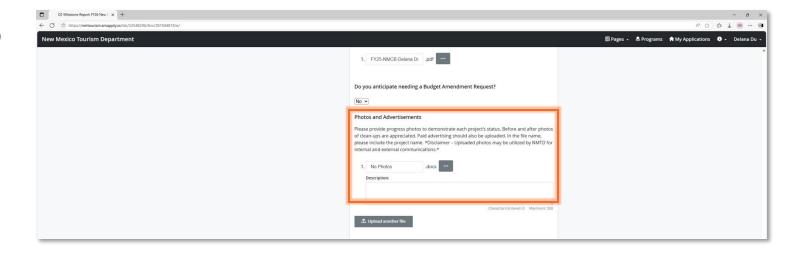
- Do you anticipate exceeding the 10.0% allowed budget variance for any approved line item on the approved Personalized Project Award Schedule?
- Do you anticipate not being able to spend the full grant award based on the current Project Award Schedule?
- Are any of these approved projects no longer feasible?



^{*} If you answered yes to any of the above, you will need to submit a Budget Amendment Request (BAR).

Photos and Advertisements

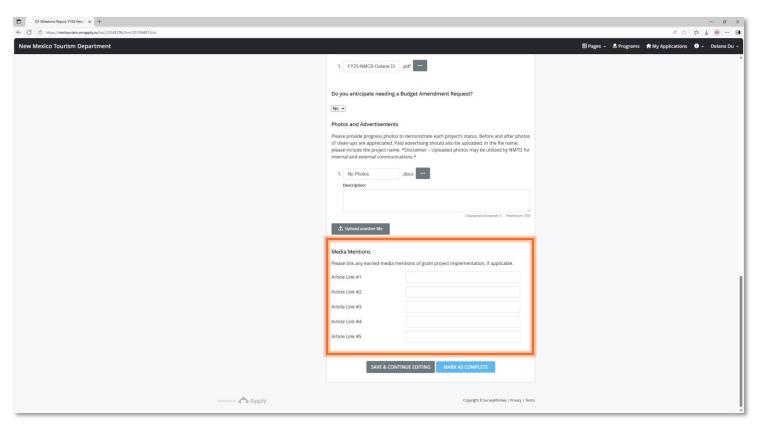
- Photos are required and provide NMTD a visual of progress of projects to-date.
- If your project is not yet complete, and is location based, please upload photos to demonstrate the current phase.
- Also, upload all paid promotions and advertising funded through the grant.



* NMTD may utilize these photos or advertisements for promotional purposes to further demonstrate the impact of the NMCB network.

Media Mentions

This information is needed to understand how Partners are utilizing earned media to promote volunteer opportunities and completed projects.

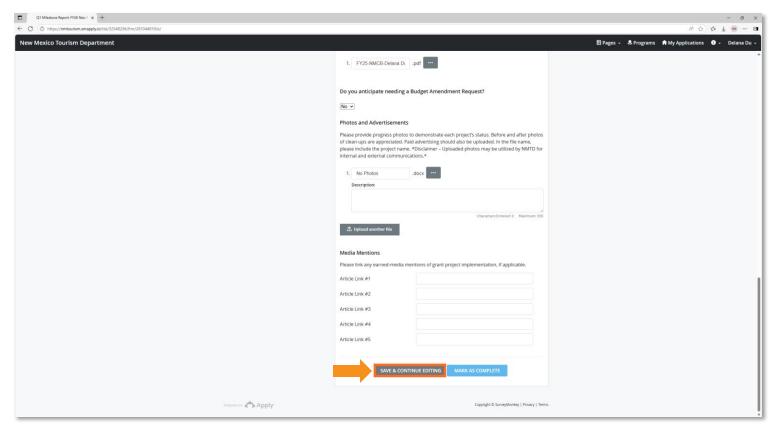


^{*} These media mentions may be used by NMTD to further promote your program's success.

QMR Submissions SMA - Save & Continue Editing

 The 'Save and Continue Editing' function allows you to add information into your QMR without submitting the report to NMTD.

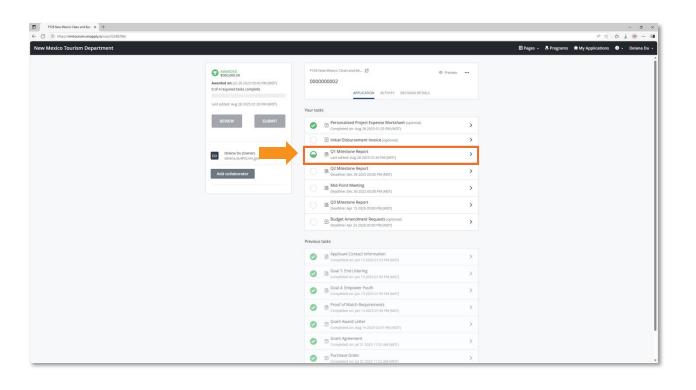
 This is a useful tool to keep track of your progress throughout the quarter.



^{*} NMTD will not review the QMR until it has been submitted.

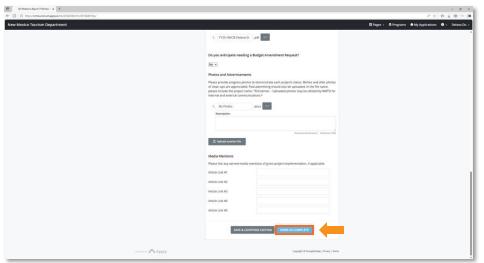
QMR Submissions SMA - Save & Continue Editing

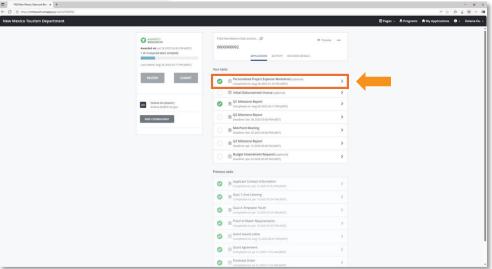
If you see a *half green* circle to the left of your Quarterly Milestone Report task, this indicates your task is in progress but has not yet been submitted to NMTD.



QMR Submissions Mark as Complete

If you see a full green circle with a checkmark to the left of your Quarterly Milestone Report task, this indicates your task been submitted to NMTD and no further action is needed.





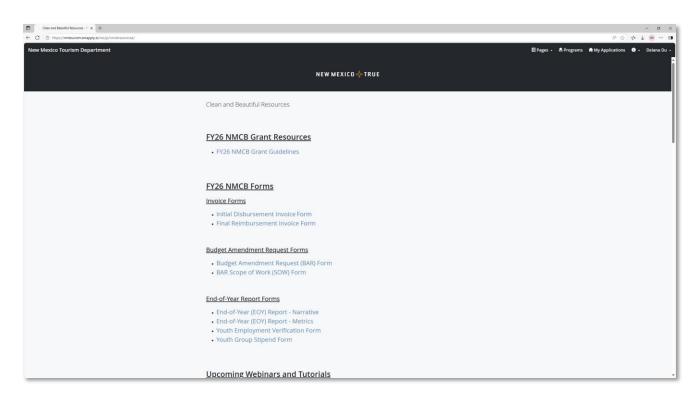




Clean & Beautiful Resources Page

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

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





KEEP NEW MEXICO - TRUE

Frequently Asked Questions

Q: Can I add information into the Quarterly Milestone Report task throughout the quarter?

A: Yes, feel free to document project progress throughout the quarter. Click the 'Save & Continue Editing' Button after inputting information to save a draft of the report. When you are ready to submit, click 'Mark as Complete' and NMTD will be notified that you have submitted your QMR.

Q: Do I need to include financial information on grant expenditures with my Quarterly Milestone Report?

A: Yes, it is a requirement of your grant agreement to upload an up-to-date Personalized Project Expense Worksheet and Financial Back-up Documentation every quarter.

Q: How early should I complete my Quarterly Milestone Report?

A: Submit as close to the deadline as possible so NMTD can get a clear snapshot of all progress to-date.

Q: Do I need to include metrics with my report?

A: No, metrics are not necessary to include with your QMR. However, please use the End-of-Year Metrics Report throughout the year to keep track of your Match and other various metrics.

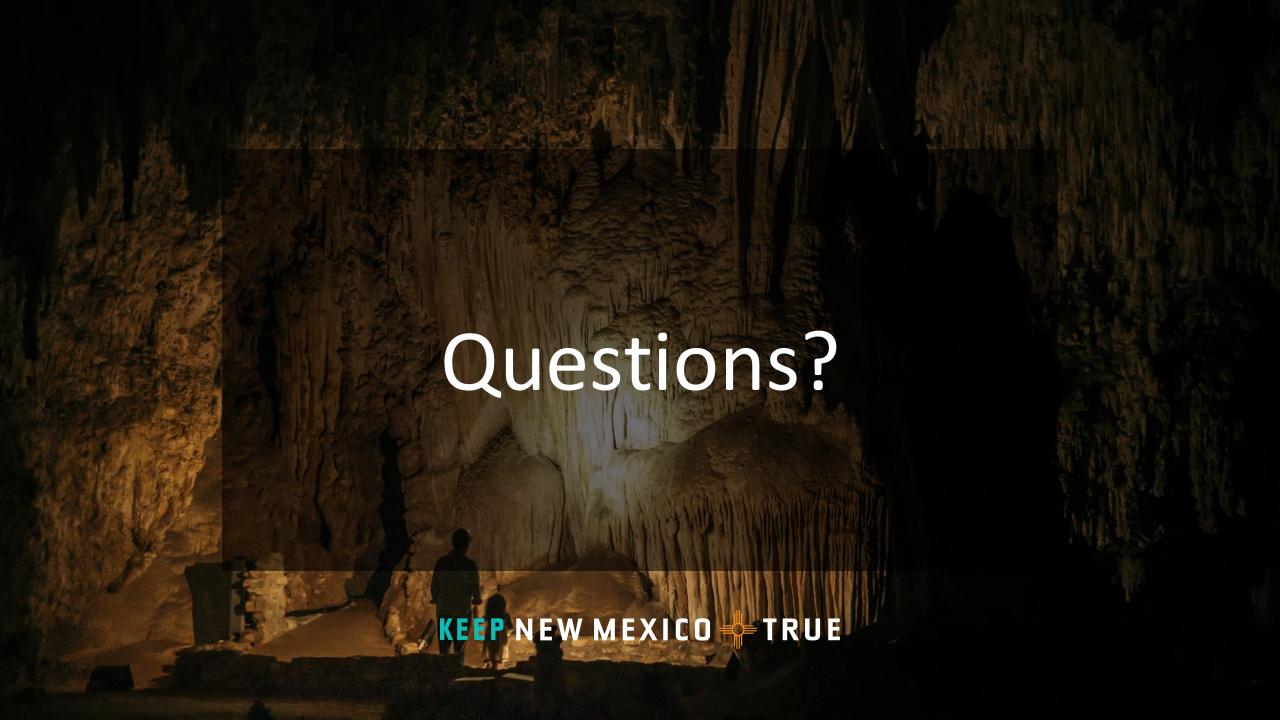


QMR Due Dates

Q1 Quarterly Milestone Report	October 15, 2025
Q2 Quarterly Milestone Report & Mid-Point Meeting	December 30, 2025
Q3 Quarterly Milestone Report	April 15, 2026

^{*} Up-to-date quarterly narratives and financials should be completed as close to the deadlines as possible.

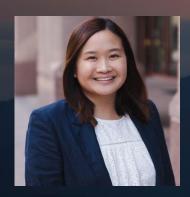
Partners must submit required reports on or before the dates above.



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Clean & Beautiful Resources Page

