# FY25 New Mexico Clean & Beautiful

Welcome Webinar October 18, 2024

Chantal Sandoval, New Mexico Clean and Beautiful Program Manager Delana Du, Clean and Beautiful Management Analyst Holly Kelley, Tourism Development Director

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## New Mexico Clean & Beautiful Team

### **HOLLY KELLEY**

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# New Mexico Clean & Beautiful Program

### **Purpose**

The purpose of the New Mexico "Litter Control and Beautification Act" aims to reduce litter in the state by authorizing the New Mexico Tourism Department to run a state-coordinated plan to prevent, eliminate, and control litter.

### **Description**

The Clean & Beautiful Grant is a competitive grant that supports a statewide Keep America Beautiful program to prevent litter, improve recycling, and beautify New Mexico communities.















# Today's Agenda

- FY25 Program Snapshot
- Grant Agreement & Guidelines
- Initial Funds Disbursement
- Reporting
  - Project Expense Worksheet
  - Quarterly Milestone Reports
  - Mid-Point Meeting
  - Budget Amendment Requests
- Final Packet Requirements
- Online Resources
- Program Due Dates
- Q&A











### **General Reminders**:

- This webinar will be recorded.
- Please submit questions in the chat.

This is not just a grant...
You are a part of a network
of leaders working to
Keep NM Clean and
Beautiful!



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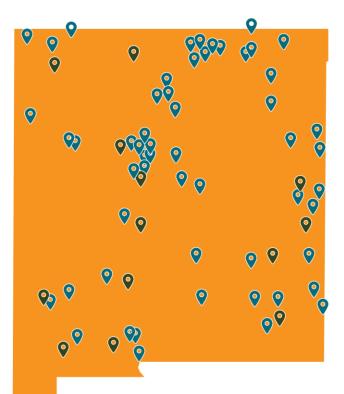
**Continued Programmatic Success in FY25!** 

- √ 67 Communities Awarded Around the State
- √ \$1,000,000 Awarded
- √ 15 New Partners
  - 13% Increase from FY24 with 10% increased investment

## FY25 Clean and Beautiful Partners

- Central School District City of Portales
- City of Albuquerque
- City of Anthony
- City of Artesia
- City of Aztec
- City of Belen
- City of Carlsbad
- City of Clovis
- City of Deming
- City of Española
- City of Farmington
- City of Gallup
- City of Grants
- City of Hobbs
- City of Las Cruces
- City of Lovington
- City of Moriarty

- City of Raton
- City of Rio Rancho
- City of Roswell
- City of Santa Fe
- City of Socorro
- City of Truth or Consequences
- City of Tucumcari
- County of Bernalillo
- County of Chaves
- County of Curry
- County of Doña Ana
- County of Eddy
- County of Grant
- County of Los Alamos
- County of Luna
- County of Rio Arriba



- County of Roosevelt
- County of San Juan
- County of Sierra
- County of Socorro
- County of Valencia
- Pueblo of Pojoaque
- Rio Communities
- Town of Bernalillo
- Town of Edgewood
- Town of Mesilla
- Town of Mountainair
- Town of Red River
- Town of Silver City
- Town of Springer
- Town of Taos
- Town of Tatum
- Village of Angel Fire

- Village of Cimmaron
- Village of Cloudcroft
- Village of Eagle Nest
- Village of Encino
- Village of Folsom
- Village of Logan
- Village of Maxwell
- Village of Melrose
- Village of Milan
- Village of Mosquero
- Village of Questa
- Village of Roy
- Village of Ruidoso
- Village of San Jon
- Village of Santa Clara
- Village of Tijeras

# Grant Agreement Guidelines

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# **Grant Agreement**

# The FY25 NMCB Grant Agreement outlines the following:

- The Obligation of the Partner
- The Obligation of NMTD
- Additional Terms & Conditions

## STATE OF NEW MEXICO TOURISM DEPARTMENT Litter Control and Beautification "Clean & Beautiful" Grant Program Agreement

THIS AGREEMENT, numbered 25-418-6002-00000-00, is made and entered into by the State of New Mexico Tourism Department, hereinafter referred to as the "NMTD," and Entity Name hereinafter referred to as the "Partner" (collectively the "Parties") and is effective as set forth below.

### RECITALS

WHEREAS, the purpose of the New Mexico "Litter Control and Beautification Act," NMSA 1978, § 67-16-1 et seq. (hereinafter "the Act") is to control litter by authorizing NMTD to eliminate litter from the state to the maximum practical extent through a state-coordinated plan of education, control, prevention, and elimination; and

WHEREAS, the "Litter Control and Beautification Fund," hereinafter "the Fund," is appropriated to NMTD for the purpose of carrying out the provisions of the Act; and

WHEREAS, the Act provides that NMTD may contract with other state and local government agencies to carry out the provisions of the Act.

### AGREEMENT

NOW, THEREFORE, IT IS AGREED BETWEEN THE PARTIES, in consideration of the mutual covenants and obligations contained herein, as follows:

### Obligations of Partner.

- A. Perform and complete the projects and programs, expending all related funds, as outlined in the Project Award Schedule, as approved by NMTD and attached hereto as Exhibit A.
- B. Acknowledge that the NMTD Tourism Development Division Director reserves the right to unilaterally adjust, modify or cancel any and all awards as outlined in *Exhibit A* in order to ensure the expenditure of all funds.
- C. Agree and acknowledge project funds shall not be used for purposes other than those outlined and specified in Exhibit A.
- D. Request and obtain prior approval from NMTD for any and all modifications to the awarded initiatives and approved expenditures outlined in Exhibit A.
  - Partners are allowed to submit up to three Budget Amendment Requests per grant cycle, one request each quarter between Quarters 1 – 3, July 2024 – April 2025
  - An amendment to the Agreement and Exhibit A must be executed by all parties before Partner implements the requested change to approved expenditures.
  - In the event Partner modifies an awarded initiative without prior approval, NMTD
    reserves the right to reject, cancel or stop any and all awards or works in progress.

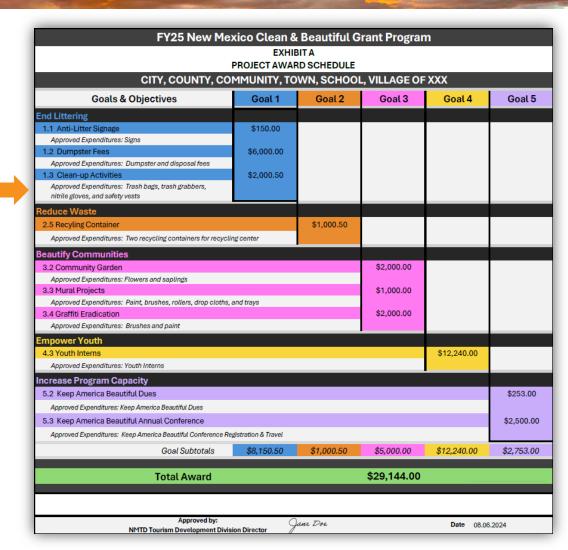
<sup>\*</sup>Fully Executed Grant Agreements can be found in your Grant Agreement on the <u>Survey Monkey Apply Portal</u>.

# Eligible Expenditures

- All expenditures must align with the approved Project Award
   Schedule Exhibit A
- Approved expenditures are outlined in your individual Project
   Award Schedule Exhibit A
- Eligible expenditures should align with the:
  - Deliverable (budget line item)
  - Program Objective
  - Intent of the Grant Proposal

# Eligible Expenditures – Project Award Schedule

FY25 Project Award Schedules list all approved expenditures under the goal and objective column.



## **Grant Guidelines**

### Exhibit B of the Grant Agreement outlines the following:

- The Grant Purpose
- Eligibility
- Eligible Expenditures
- Ineligible Expenditures
- Disbursement of Funds
- Memorandums of Understanding
- Volunteer Employment Verification
- Matching Requirements
- Reimbursement Requirements
- Submission Requirements
- **Program Resources**
- Program Assistance

\*Grant Guidelines can be found in your Grant Agreement on the Survey Monkey Apply Portal.

### NEW MEXICO TOURISM DEPARTMENT CLEAN AND BEAUTIFUL GRANT PROGRAM

The purpose of the New Mexico "Litter Control and Beautification Art," NMSA 1978, § 87-36-1 et seq., is to accomplish litter control by venting in the New Mexico Tourism Department (Department) the authority to eliminate latter from the state to the maximum practical extent. The Department shall aid in establishing a statewide Keep America Beautiful Program through the New Mexico Clean and Beautiful Grant Program to end latening, improve recycling, and beautify New Mexico communities.

All New Mexico municipalities, counties, units of government, and Tribal Governments in good standing with New Mexico Taxation and Revenue Department are eligible for funding (operet New Mexico State Tan ID numbers are required within the application process). Entities need not be Keep America Beautiful affiliates to apply

Projects and initiatives that contribute to the following goals and objectives, as identified through Keep America Beautiful and the Litter Control and Beautification Act, stay be eligible for funding:

Objective 1.1 - Prevent littering

Objective 1.2 - Provide access to proper maste disposal.

Objective 1.3 - Remove litter.

### Goal #2 - Reduce Waste

Objective 2.1 - Reuse.

Objective 2.2 - Repair.

Objective 2.3 - Repurpose

Objective 2.4 - Improve comporting and sustainable organics management

Objective 2.5 - Improve recycling and sustainable materials management.

Objective 3.1 - Improve green spaces through austainable park design

Objective 3.2 - Maximize sortainable landscaping throughout communities

Objective 3.3 - Porvent graffin.

Objective 3.4 - Evadicate graffin

Goal #4 - Empower Youth Objective 4.1 - Educate students.

Objective 4.2 - Provide service opportunities for youth groups.

Objective 4.3 - Employ youth attents.

Objective 4.4 - Provide youth leadership opportunities.

- · Youth initiatives must directly contribute to at least one of the abovementioned goals.
- · Applicants may either hire a youth group as a subcontractor or hire individual youths.
- · For individual youth attents

a) Individuals must be between 14 to 25 years of age.

b) Sulary range = at least local minimum wage.

c) Youth Employment Verification forms are required for each youth

### Goal #5 - Increase Program Capacity

Obsective 5.1 - Recruit and engage volumeers

Objective 5.2 - Build coalitions through professional affiliations.

Objective 5.5 - Increase knowledge through professional development.

Activities assist directly contribute to at least one of the above-mentioned

NMTD shall have the right in its sole discretion to approve or disapprove Partner's projects and/or expenditures submitted for final reimbursement. Bems identified by the Department pursuant to the Keep America Beautiful and the Litter Control and Beautification Act that are ineligible for purchase with grant funds include but are not limited to:

- · Beaches and tables made from non-creycled material
- + Disinfectage wipes . Disinfectants & air fresher
- Fencing materials
- . Food and or drink
- Cardening tools
- . Hardware for signage: trash
- receptacles & benches, etc. · Heavy machinery rentals
- Imigation
- . Labor (with the exception of
- youth subcontraction)

- . Landscaping fibric
- + Lundscaping pareer
- . Landscaping rock . Leather and cotton gloves
- \* Luthrog
- + Rakes + Shears
- · Shevels
- \* Watering hoses
- . Weed barrier & eradication spray
- Wheelbarrows

The grant award will be officially executed upon receipt by the Department of the signed grant agreement. Agreements will incorporate two accompanying exhibits: Project Award Schedule including Approved Expenditures (Exhibit A) and three Great Program Guidelines (Exhibit B).

### INITIAL DISBURSEMENT OF FUNDS

Partners will be eligible to receive 50% of the total award amount following the execution of the grant agreement and submission of the Initial Disbursement Invoice. This form is available for deventoad at the NM Clean & Broatiful Orant Resources welepage.

### COMPLIANCE REPORT REQUIREMENTS

Partner shall solumit a Quarterly Milestone Report each quarter to NMTD staff via Survey Monkey

Quarterly Milestone Reports shall include progress for all approved projects including

Eslebe B

# Ineligible Expenditures

- Food and Beverages
- Salaries (except Youth Interns)
- Benches and tables made from non-recycled material
- Fencing materials
- Hardware for signage: trash receptacles & benches, etc.
- Heavy machinery rentals
- Office Supplies
  - i.e., disinfectant wipes, disinfectants, and air fresheners

- Gas (except KAB Conference)
- Ongoing Maintenance Needs
  - i.e., gardening tools, irrigation, lighting, rakes, shears, shovels, watering hoses, weed barrier & eradication spray, and wheelbarrows
- Landscaping fabric, pavers, and rock
- Leather and cotton gloves



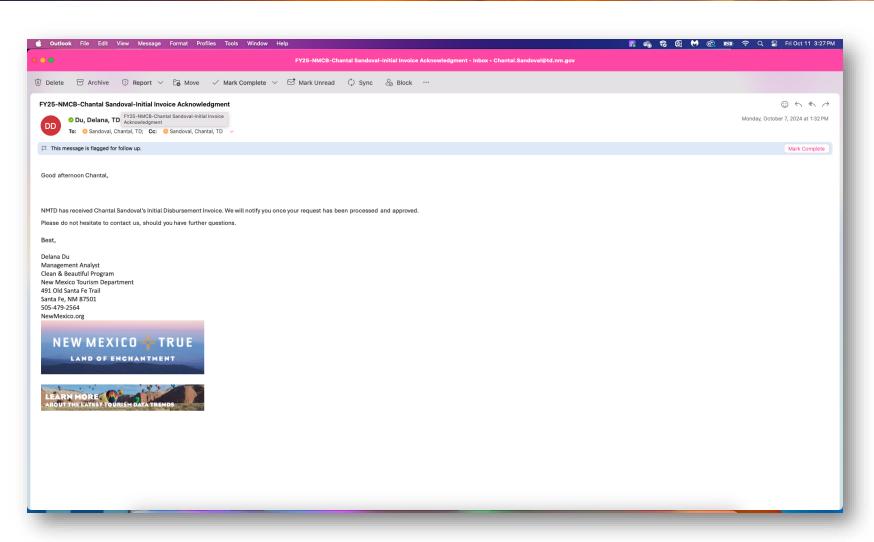
## Initial Invoice Request Template

	FY25 INITIAL DISBURSEMENT INVOICE	
Please complete th	e fields below.	
Today's Date:		
Name of Awarded	Entity:	
Complete Mailing	Address:	
Dishursement red	nuest amount (half of total grant award):	
	nuest amount (half of total grant award):  D NOT COMPLETE ANY OF THE FIELDS BELOW	
	NOT COMPLETE ANY OF THE FIELDS BELOW	
DC	O NOT COMPLETE ANY OF THE FIELDS BELOW  For NMTD Admin use ONLY	
PO Number:	P NOT COMPLETE ANY OF THE FIELDS BELOW  For NMTD Admin use ONLY  unt:	
PO Number:	P NOT COMPLETE ANY OF THE FIELDS BELOW  For NMTD Admin use ONLY  unt:  ment Amount:	
PO Number:  Total Award Amo Current Disburse	P NOT COMPLETE ANY OF THE FIELDS BELOW  For NMTD Admin use ONLY  unt:  ment Amount:	

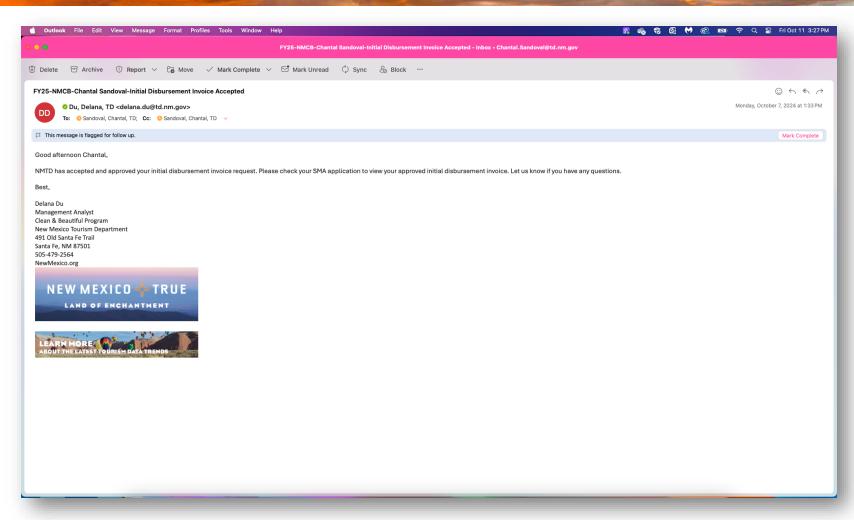
### Initial Disbursement of Funds

- Partners are eligible for 50% of the overall grant award upon execution of the grant agreement
- Initial Disbursement Invoice must be uploaded to the <u>Survey Monkey Apply Portal</u>
- The <u>Initial Disbursement Invoice Template</u> is available on the <u>Clean & Beautiful Resource Page</u>
- The date on the completed Initial Disbursement
   Invoice must be after date on the P.O.

# Initial Invoice & Disbursement Request – NMTD Acknowledgement



# Initial Invoice & Disbursement Request Approval





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# Project Expense Worksheet

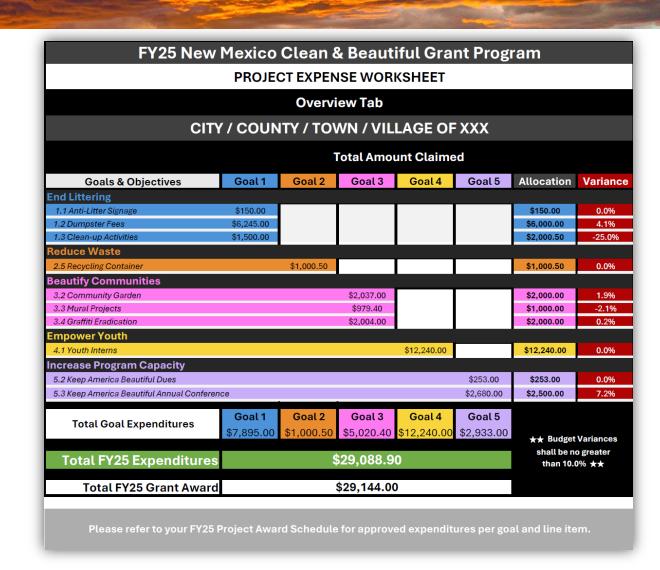
## What is a Project Expense Worksheet?

- Project Expense Worksheets are necessary for NMCB grant partners to communicate their individual and total expenditures to NMTD during the Mid-Point Meeting & at end of the grant cycle.
- Project Expense Worksheets allow Partners to itemize all expenditures in realtime to track their individual NMCB budget and spending.
- Project Expense Worksheets are required from all NMCB grant partners during their Mid-Point Meeting before December 30, 2024, and the end of each grant cycle on or before June 2, 2025.

## 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.



## Project Expense Worksheet

## **Expenditures Tab**

# Allows the NMCB Partners to itemize their expenses per:

- Goal
- Objective
- Line Item
- Vendor
- Total Spend
- Total Claimed

# Showing Proof of Payment for each expenditure.

 Receipt or Invoice

### **AND**

Warrant,ClearedCheck, BankStatement, orAttestation

		FY25 I	New Mexico Clean & Beau	ıtiful Grant Progr	ram			
			PROJECT EXPENSE WO					
			Expenditures Ta	ıb				
			CITY/COUNTY/TOWN/V	ILLAGE OF XXX				
IST	RUCTIONS:					BACK-UP DOG	CUMENTATION	
leas	a list evnenditures as the	y appear in your Project Award So			*Invoice	*Cleared Check, *Bank Statement,		
		in the same order as listed below			OR *Bacaint	•Warrant, OR		
			Vendor	Total Amount	Total Amount		•Attestation	
oal	Objective	Items Purchased	Vendor	Spent	Claimed	Page Number	Page Numbe	
1	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3	
1	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,100.00	\$4,000.00	4	8	
1	1.2 Dumpster Fees 1.3 Cleanum Activities	Disposal Fees	Waste Management Uline	\$1,145.00 \$600.00	\$2,000.00 \$800.50	9	10	
<u> </u>	1.3 Clean-up Activities 1.3 Clean-up Activities	Trash Baga Trash Grabbers	Utine	\$600.00	\$800.50 \$700.00	11	12	
1	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$400.00	\$500.00	15	16	
÷				Goal 1 Total Claimed	\$8,150.50			
2	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20	
				Goal 2 Total Claimed	\$1,000.50			
3	3.2 Community Garden	Flowers	Lowe's Home Centers	\$389.00	\$500.00	21	24	
3	3.2 Community Garden	Saptings	Garden Nursery	\$1,648.00	\$1,500.00	25	26	
3	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$150.00	\$150.00	27	29	
3	3.3 Munal Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32	
3	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35	
3	3.3 Munal Projects	Rollers and Trays	Amazon	\$179.40	\$200.00	36	40	
3	3.3 Munal Projects	Drop Cloths and Brushes	Amazon	\$250.00	\$250.00	41	43	
3	3.3 Mural Projects 3.4 Graffit Eradication	Brushes and Trays Brushes	Amazon Sherwin-Williams	\$50.00 \$400.00	\$50.00 \$400.00	44 46	45 47	
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$400.00	\$300.00	48	50	
3	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$450.00	51	53	
3	3.4 Graffiti Fradication	Gallon Paint	Shawin-Williams	\$200.00	\$200.00	54	56	
3	3.4 Graffiti Eradication	Qallon Paint	Sherwin-Williams	8254.00	\$250.00	57	59	
3	3.4 Graffiti Eradication	5 Gallon Paint	Sherwin-Williams	\$400.00	\$400.00	60	63	
				Goal 3 Total Claimed	\$5,000.00			
4	4.3 Youth Interna	Bi-Weekly Paycheck	Jane Doe	\$1,020.00	\$1,020.00	64	66	
4	4.3 Youth Interns	Bi-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69	
4	4.3 Youth Interns	Bi-Weekly Paycheck	Janice Doe	\$1,020.00	\$1,020.00	70	72	
4	4.3 Youth Interns	Bi-Weekly Paycheck	James Doe	\$1,020.00	\$1,020.00	73	75	
4	4.3 Youth Interns	Bi-Weekly Paycheck	Janine Doe	\$1,020.00	\$1,020.00	76	78	
4	4.3 Youth Interns	Bi-Weekly Paycheck	Josh Doe	\$1,020.00	\$1,020.00	79	81	
4	4.3 Youth Interns	Bi-Weekly Paycheck	Jamie Doe	\$1,020.00	\$1,020.00	82	84	
4	4.3 Youth Interns	Bi-Weekly Paycheck Bi-Weekly Paycheck	Jason Doe	\$1,020.00 \$1,020.00	\$1,020.00 \$1,020.00	85 88	87 90	
4	4.3 Youth Interna 4.3 Youth Interna	Bi-Weekly Paycheck Bi-Weekly Paycheck	Jacob Doe Jill Doe	\$1,020.00 \$1,020.00	\$1,020.00 \$1,020.00	88 91	90	
4	4.3 Youth Interns	Bi-Weekly Paycheck Bi-Weekly Paycheck	att Doe Jack Doe	\$1,020.00	\$1,020.00	91	93	
4	4.3 Youth Interns	Bi-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99	
				Goal 4 Total Claimed \$12,240.00				
5	5.2 KAB Dues	KABDues	Keep America Beautiful	\$253.00	\$253.00	100	104	
5	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$685.00	\$675.00	105	109	
	5.3 KAB Conference	Lodging for KAB Conference	Hilton Hotel	\$984.20	\$1,000.00	110	112	
5		Airfare for KAB Conference	American Airlines	\$809.00	\$655.00	113	115	
5	5.3 KAB Conference			\$35.00	\$30.00	116	119	
5 5 5	5.3 KAB Conference	Bagcheckairline to KAB Conf.	American Airlines					
5 5 5	5.3 KAB Conference 5.3 KAB Conference	Bagcheckairline from KAB Conf.	American Airlines	\$35.00	\$30.00	120	123	
5 5 5 5	5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference	Bagcheckairline from KAB Conf. Rideshare/Transportation (airport to hotel)	American Airlines Uber	\$32.00	\$25.00	124	126	
5 5 5 5	5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference	Bagicheck airline from KAB Conf. Rideshare/Transportation (airport to hotel) Rideshare/Transportation (hotel to airport)	American Artines Uber Uber	\$32.00 \$28.30	\$25.00 \$25.00	124 127	126 132	
5 5 5 5 5	5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference	Bagcheckairline from KAB Conf. Rideshare/Transportation (airport to hotel) Rideshare/Transportation (hotel to airport) Meal.atKAB Conference	American Airlines Uber Uber Hotel Café	\$32.00 \$28.30 \$24.80	\$25.00 \$25.00 \$20.00	124 127 133	126 132 139	
5 5 5 5	5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference 5.3 KAB Conference	Bagicheck airline from KAB Conf. Rideshare/Transportation (airport to hotel) Rideshare/Transportation (hotel to airport)	American Artines Uber Uber	\$32.00 \$28.30	\$25.00 \$25.00	124 127	126 132	

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# Quarterly Milestone Report (QMR)

## 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 successes, challenges, and progress of grant-funded projects to-date.

## What is the purpose of a QMR?

### The purpose of the QMR is to:

- Gather information on the status and progress of the projects to 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 in order to share with external partners.

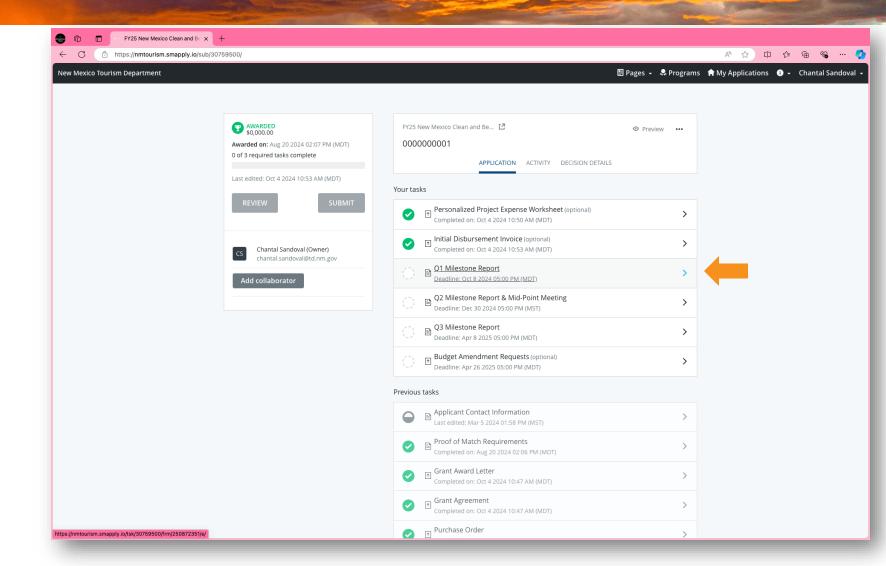
## **QMR Submissions**

Partners will submit a Quarterly Milestone Report for Q1, Q2, & Q3 to NMTD staff via the <u>Survey Monkey Apply Portal</u>

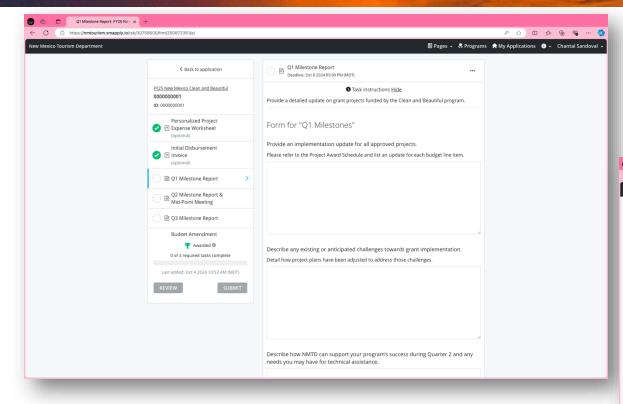
QMRs must include progress information for all approved projects including but not limited to:

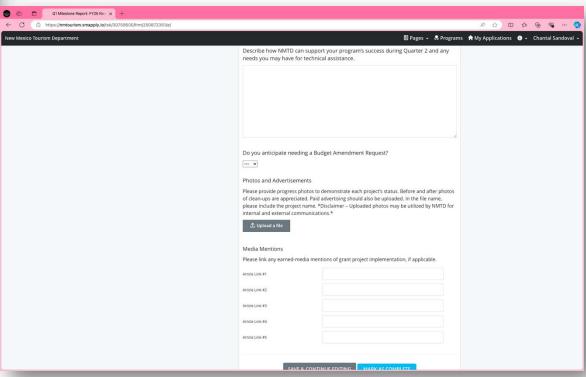
- Implementation updates
- Existing or anticipated challenges
- Anticipation for Budget Amendment Requests
- Photos & Videos
- Media mentions

## QMR Submissions - Survey Monkey Apply



## QMR Submissions





## QMR Due Dates

## **Quarterly Milestone Report - Q1**

• Due – Tuesday, October 17, 2024 \*date amended

## Quarterly Milestone Report - Q2 and Midpoint Report

Due – Tuesday, December 30, 2024

## **Quarterly Milestone Report – Q3**

Due – Tuesday, April 8, 2024

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Q2 - QMR & 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.

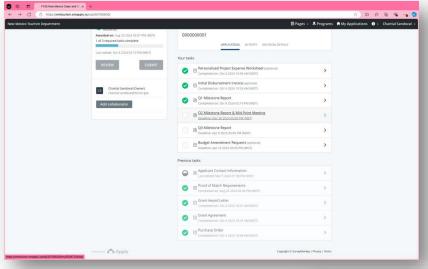
 Partners must participate on or before December 30, 2024, in a Mid-Point Virtual Meeting with NMTD staff, as described in Exhibit B of the grant agreement.

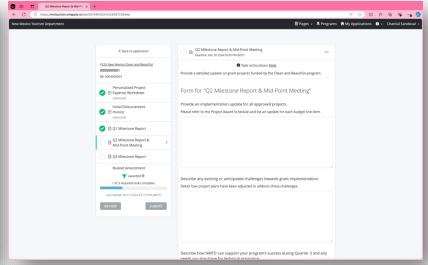
## QMR 2 & Mid-Point Meeting Expectations

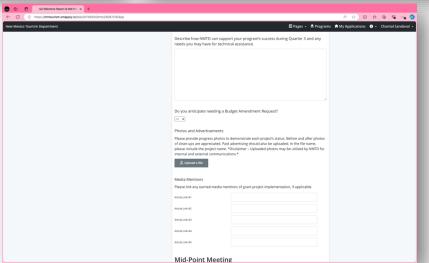
## Partner must provide:

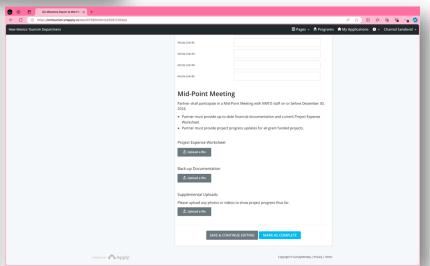
- Up-to-date financial documentation including current Personalized Project Expense Worksheet and Back-up Documentation
- Project progress updates for all grant funded projects

## QMR 2

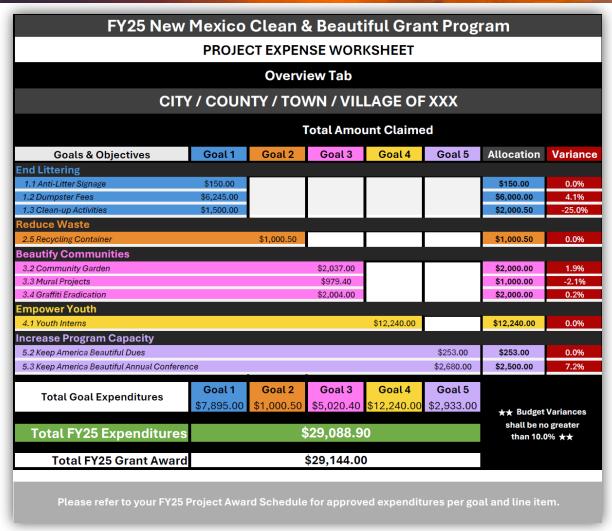








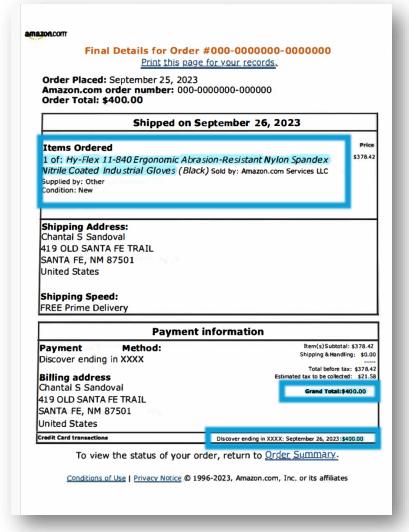
# QMR 2 & Mid-Point Meeting Required Documents – Project Expense Worksheet



		FY25 N	New Mexico Clean & Beau PROJECT EXPENSE WO		raim						
			Expenditures T								
			CITY/COUNTY/TOWN/V	ILLAGE OF XXX							
INSTRUCTIONS: BACK-UP DOCUMENTATION											
	list over an diturns on the	y appear in your Project Award So	shadula			*Invoice	*Cleared Check *Bank Statement				
		in the same order as listed below				OR #Beneiof	•Warrant, OR				
						*Neceipt	•Attestation				
al	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Page Number	Page Number				
	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3				
	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,100.00	\$4,000.00	4	8				
	1.2 Dumpster Fees	Disposat Fees	Waste Management	\$1,145.00	\$2,000.00	9	10				
	1.3 Clean-up Activities	Trash Bags	Uline	\$600.00	\$800.50	11	12				
	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$500.00	\$700.00	13	14				
	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Uline	\$400.00	\$500.00	16	16				
				Goal 1 Total Claimed	\$8,150.50						
:	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20				
				Goal 2 Total Claimed	\$1,000.50						
	3.2 Community Garden	Flowers	Lowe's Home Centers	\$389.00	\$500.00	21	24				
	3.2 Community Garden	Saplings	Garden Nursery	\$1,648.00	\$1,500.00	25	26				
	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williams	\$150.00	\$150.00	27	29				
	3.3 Mural Projects	Galton Paint	Sherwin-Williams	\$150.00	\$150.00	30	32				
	3.3 Mural Projects	Brushes	Sherwin-Williams	\$200.00	\$200.00	34	35				
	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$200.00	36	40				
	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$250.00	\$250.00	41	43				
	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45				
	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$400.00	\$400.00	46	47				
	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$300.00	48	50				
	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$446.00	\$450.00	51	53				
	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$200.00	\$200.00	54	56				
	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$250.00	57	59				
	3.4 Graffiti Eradication	5 Gallon Paint	Sherwin-Williams	\$400.00	\$400.00	60	63				
-				Goal 3 Total Claimed	\$5,000.00						
-	4.3 Youth Interns	Bi-Weekly Paycheck	Jane Doe	\$1,020.00	\$1,020.00	64	66				
	4.3 Youth Interns	Bi-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69				
	4.3 Youth Interna 4.3 Youth Interna	Bi-Weekly Paycheck Bi-Weekly Paycheck	Janice Doe	\$1,020.00 \$1,020.00	\$1,020.00 \$1,020.00	70 73	72 75				
	4.3 Youth Interna 4.3 Youth Interna		James Doe Janine Doe	\$1,020.00 \$1,020.00	\$1,020.00	73 76	75				
	4.3 Youth Interna 4.3 Youth Interna	Bi-Weekly Paycheck	Janine Doe	\$1,020.00 \$1,020.00	\$1,020.00	76 79	78				
	4.3 Youth Interna	Bi-Weekly Paycheck Bi-Weekly Paycheck	Josh Doe Jamie Doe	\$1,020.00	\$1,020.00	79 82	84				
	4.3 Youth Interna	Bi-Weekly Paycheck	Jame Doe Jason Doe	\$1,020.00	\$1,020.00	85	87				
	4.3 Youth Interna	Bi-Weekly Paycheck	Jacob Doe	\$1,020.00	\$1,020.00	88	90				
	4.3 Youth Interna	Bi-WeeklyPaycheck	AUDoe	\$1,020.00	\$1,020.00	91	93				
	4.3 Youth Interna	Bi-Weekly Paycheck	lackDoe	\$1,020.00	\$1,020.00	94	96				
	4.3 Youth Interna	Bi-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99				
		, , , , , , , , , , , , , , , , , , , ,		Goal 4 Total Claimed	\$12,240.00						
	5.2 KAB Dues	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	100	104				
	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$685.00	\$675.00	106	109				
	5.3 KAB Conference	Lodgingfor KAB Conference	Hilton Hotel	\$984.20	\$1,000.00	110	112				
	5.3 KAB Conference	Airfare for KAB Conference	American Airlines	\$809.00	\$655.00	113	115				
	5.3 KAB Conference	Bagcheckairline to KAB Conf.	American Airlines	\$35.00	\$30.00	116	119				
	5.3 KAB Conference	Bagcheckairline from KAB Conf.	American Airlines	\$35.00	\$30.00	120	123				
	5.3 KAB Conference	Rideshare/Transportation (airport to hotel)	Uber	\$32.00	\$25.00	124	126				
	5.3 KAB Conference	Rideshare/Transportation (hotel to airport)	Uber	\$28.30	\$25.00	127	132				
	5.3 KAB Conference	Meal at KAB Conference	Hotel Café	\$24.80	\$20.00	133	139				
	5.3 KAB Conference	Meal at KAB Conference	Hotel Restaurant	\$46.70	\$40.00	140	143				
				Goal 5 Total Claimed	\$2,753.00						

# QMR 2 & Mid-Point Meeting Required Documents – Backup Documents

## Invoice →





Statement →

## KEEP NEW MEXICO TRUE



# Budget Amendment Requests (BARs)

# Budget Amendment Requests are necessary if:

- You anticipate exceeding the 10.0% allowed budget variance for a specific line item to meet the deliverable.
- You anticipate not being able to spend the full grant award based on the current funding distribution.
- You will come in under budget for a project and will still meet the deliverable.
  - Example: Additional funding and community donations was received.
- Projects listed on your current Project Award Schedule are no longer feasible due to unforeseen circumstances.
  - Example: Staffing Issues or Change of Location
- You will deviate from the approved expenditures outlined in Exhibit A of the Grant Agreement.

# Budget Amendment Requests are NOT necessary if:

- You follow the Project Award Schedule as outlined in *Exhibit A* of the Grant Agreement.
- You foresee that you will overspend in a line item but will be within the 10.0% variance.

# Budget Amendment Request Requirements

### 10% Budget Variance will be allowed among established line items

- All other budget changes must be approved by NMTD through a Budget Amendment Request (BAR)
- Upload BAR template to Survey Monkey Apply Portal for review
  - NMTD will review for approval
  - Once approved, NMTD will upload your amended Project Award Schedule and amended Project Expense Worksheet
  - Training Video and materials forthcoming
- BARs are limited to one per Quarters 1–3
- BARs will not be accepted after April 26th, 2025

## **Budget Amendment Request Template**

Download the BAR Template from Survey Monkey and complete all fields on both 'Move From' and 'Move To' sides of the document.

 Please explain to NMTD why you are requesting that funds be moved from one objective to another.

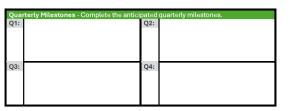
				NEW MEXICO O						
Name (	of Awarded Entity:					_				
		N	1ove From					Move To		
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
			Total Amour	nt Moved From:	\$0.00			Total Am	ount Moved To:	\$0.00
Were ne	w projects proposed	due to a change	in the original proje	ct's feasibility? If ye	s, please subm	nit a SOW f	for all new projec	ots.	Yes 🗌	No 🗌
Approved by Grantee's Program Manager:						Date:				
Approve	d by NMTD Tourism	Department				Date:				
	,	,								

## BAR – New Scope of Work Template

If a project is no longer feasible, Partners have the opportunity to create a new line item.

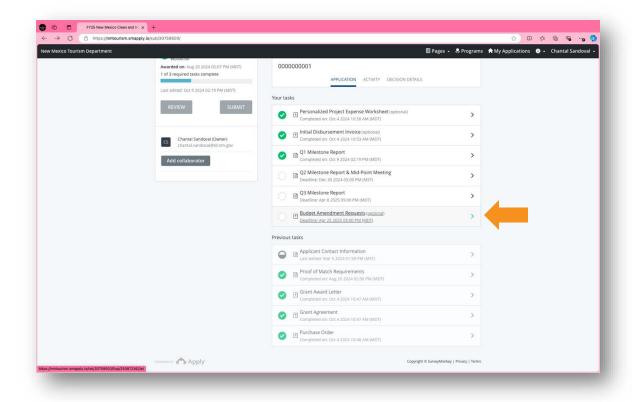
- New line items require a <u>Scope of</u> <u>Work</u> be submitted to NMTD for approval.
- New line items should have \$0.00 provided under this column.
- If you are unsure what goal and objective is appropriate for your new project, please contact NMTD Staff.

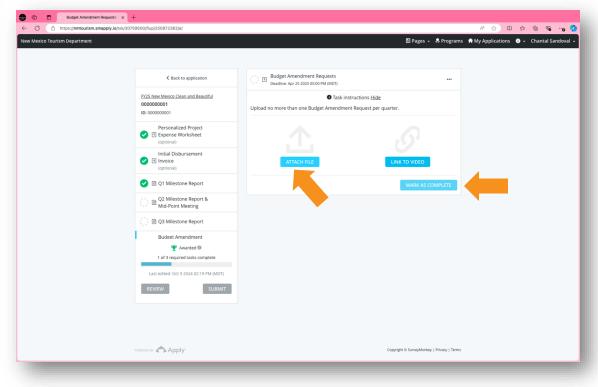
	FY25 NM Cle	an and Beautiful	
Complete the following	Scope of Work for Bud lowing to propose a new pro	lget Amendment Reque lect due to a change in ano	
Project Summa	ary - Detail all project effor	ts.	
Statement of N	eed - Detail how you dete	rmined the need for thes	e project efforts
	tcomes - Detail the antici measure success.	pated outcomes for thes	e project efforts
	rategy - Detail any outrea forts.	ch strategies aimed to in	crease awarene
these project ef			
these project ef			
these project ef			



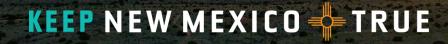
	nding request for each ex		
Objective	Expenditure	Cost Breakdown	Funding Reque
			1
			1

## **BAR Submission**





Keep New Mexico True Logo Use & Parameters



## **KNMT Current Logo Use**

- As per the FY25 Grant Agreement, all KNMT logo use <u>must be</u> approved by NMTD <u>prior to use</u>
- Partners must only use current KNMT logos prior logos should no longer be in use.



## **KNMT Current Logo Examples**

Original Black Text

KEEP NEW MEXICO TRUE

KEEP NEW MEXICO TRUE

Greyscale Black Text

Original White Text

\*note the background is used to display the white text

KEEP NEW MEXICO = TRUE

All New Mexico True logos are federally registered marks and are regulated by the New Mexico Tourism Department (NMTD). By accessing the logo lockup, you are acknowledging that NMTD owns the exclusive right, title and interest in and to all the New Mexico True logos.

KEEP NEW MEXICO 🔷 TRUE

## **KNMT Current Logo Parameters**

### To Request Current Logos please contact NMTD Staff:

If you change the size of the image, do not change the scale (ratio) of the dimensions.

 Please send a copy of a mock-up for final approval any time you use the logos to: <a href="mailto:chantal.sandoval@td.nm.gov">chantal.sandoval@td.nm.gov</a> and <a href="mailto:bryce.turner@td.nm.gov">bryce.turner@td.nm.gov</a>

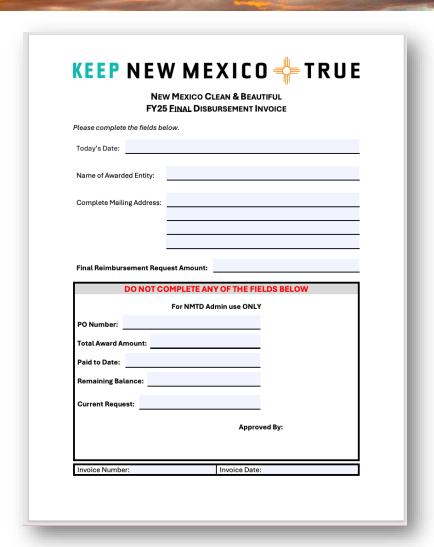
Note that use of any logo in which New Mexico True is incorporated requires prior authorization.

Having access to any New Mexico True logo, mark or customized lockup in no way implies that it can be used without explicit approval of creative materials from NMTD.



## Final Invoice Disbursement Request

Final Reimbursement Invoices must be completed by Partners and show the amount intended for reimbursement at the end of the grant cycle.



## Completed – Project Expense Worksheet

FY25 New Mexico Clean & Beautiful Grant Program							
	PROJECT EXPENSE WORKSHEET						
	111072			KOTTEET			
		Overv	iew Tab				
CITA	// COUN	ITY / TO	WN / VIL	LAGE OF	XXX		
	Total Amount Claimed						
Goals & Objectives	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.1 Anti-Litter Signage	\$150.00					\$150.00	0.0%
1.2 Dumpster Fees	\$6,245.00					\$6,000.00	4.1%
1.3 Clean-up Activities	\$1,500.00					\$2,000.50	-25.0%
Reduce Waste							
2.5 Recycling Container		\$1,000.50				\$1,000.50	0.0%
Beautify Communities							
3.2 Community Garden			\$2,037.00			\$2,000.00	1.9%
3.3 Mural Projects			\$979.40			\$1,000.00	-2.1%
3.4 Graffiti Eradication			\$2,004.00			\$2,000.00	0.2%
Empower Youth							
4.1 Youth Interns				\$12,240.00		\$12,240.00	0.0%
Increase Program Capacity							
5.2 Keep America Beautiful Dues					\$253.00	\$253.00	0.0%
5.3 Keep America Beautiful Annual Conferen	ce	_			\$2,680.00	\$2,500.00	7.2%
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
	\$7,895.00	\$1,000.50	\$5,020.40	\$12,240.00	\$2,933.00	<b>★★</b> Budget	Variances
Total FY25 Expenditures \$29,088.90			shall be no than 10.0	_			
Total FY25 Grant Award			\$29,144.00	)			
Please refer to your FY25 I	Project Awa	rd Schedule	e for approv	ed expendit	ures per go	al and line ite	m.

			PROJECT EXPENSE WO	RKSHEET			
			Expenditures T	ab			
			CITY/COUNTY/TOWN/V				
			CITT/COUNTY/TOWN/V	ILLAGE OF AAA			
STR	UCTIONS:					BACK-UP DO	UMENTATION
						*Invoice	*Cleared Check *Bank Statement
		y appear in your Project Award So in the same order as listed below				•Invoice OR	*Bank Statement *Warrant,
ant	ack-up documentation	in the same order as tisted below				*Receipt	OR •Attentation
al	Objective	Items Purchased	Vendor	Total Amount	Total Amount	Page Number	Page Numbe
aц	Objective	items ruicnased	Vendor	Spent	Claimed	Page Number	rage Numbe
	1.1 Anti-Litter Signage	Metal Sign	Vista Print	\$150.00	\$150.00	1	3
	1.2 Dumpster Fees	Dumpster Bin Fees	Waste Management	\$5,100.00	\$4,000.00	4	8
	1.2 Dumpster Fees	Disposal Fees	Waste Management	\$1,145.00	\$2,000.00	9	10
	1.3 Clean-up Activities	Trash Baga	Utine	\$600.00	\$800.50	11	12
	1.3 Clean-up Activities	Trash Grabbers	Amazon	\$500.00	\$700.00	13	14
	1.3 Clean-up Activities	Nitrile Gloves and Safety Vests	Utine	\$400.00	\$500.00	16	16
				Goal 1 Total Claimed	\$8,150.50		
	2.5 Recycling Container	Two recycling containers	Waste Management & Recycling	\$1,000.50	\$1,000.50	17	20
				Goal 2 Total Claimed	\$1,000.50		
	3.2 Community Garden	Flowers	Lowe's Home Centers	\$389.00	\$500.00	21	24
	3.2 Community Garden	Saptings	Garden Nursery	\$1,648.00	\$1,500.00	25	26
	3.3 Mural Projects	Gallon Paint and Brushes	Sherwin-Williama	\$150.00	\$150.00	27	29
	3.3 Mural Projects	Gallon Paint	Sherwin-Williams	\$150.00	\$150.00	30	32
	3.3 Mural Projects	Brushes	Sherwin-Williama	\$200.00	\$200.00	34	35
	3.3 Mural Projects	Rollers and Trays	Amazon	\$179.40	\$200.00	36	40
,	3.3 Mural Projects	Drop Cloths and Brushes	Amazon	\$250.00	\$250.00	41	43
	3.3 Mural Projects	Brushes and Trays	Amazon	\$50.00	\$50.00	44	45
,	3.4 Graffiti Eradication	Brushes	Sherwin-Williams	\$400.00	\$400.00	46	47
	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williams	\$304.00	\$300.00	48	50
,	3.4 Graffiti Eradication	Gallon Paint and Brushes	Sherwin-Williama	\$446.00	\$450.00	51	53
,	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williama	\$200.00	\$200.00	54	56
	3.4 Graffiti Eradication	Gallon Paint	Sherwin-Williams	\$254.00	\$250.00	57	59
,	3.4 Graffiti Eradication	5 Gallon Paint	Sherwin-Williams	\$400.00	\$400.00	60	63
_				Goal 3 Total Claimed	\$5,000.00		
	4.3 Youth Interna	Bi-Weekly Paycheck	Jane Doe	\$1.020.00	\$1,020,00	64	66
	4.3 Youth Interna	Bi-Weekly Paycheck	John Doe	\$1,020.00	\$1,020.00	67	69
	4.3 Youth Interna	Bi-Weekly Paycheck	Janice Doe	\$1.020.00	\$1.020.00	70	72
Н	4.3 Youth Interns	Bi-Weekly Paycheck	James Doe	\$1,020.00	\$1,020.00	73	75
	4.3 Youth Interna	Bi-Weekly Paycheck	Janine Doe	\$1,020.00	\$1,020.00	76	78
Н	4.3 Youth Interna	Bi-Weekly Paycheck	Josh Doe	\$1,020.00	\$1,020.00	79	81
	4.3 Youth Interna	Bi-Weekly Paycheck	Jamie Doe	\$1,020.00	\$1,020.00	82	84
Η	4.3 Youth Interna	Bi-Weekly Paycheck	Jason Doe	\$1,020.00	\$1,020.00	85	87
Н	4.3 Youth Interna	Bi-WasklyPaychack	Jacob Doe	\$1,020.00	\$1,020.00	88	90
Н	4.3 Youth Interna	Bi-WaeklyPaycheck	AUDoe	\$1,020.00	\$1,020.00	91	93
Н	4.3 Youth Interns	Bi-Weekly Paycheck	JackDoe	\$1,020.00	\$1,020.00	94	96
۲	4.3 Youth Interna	Bi-Weekly Paycheck	Joseph Doe	\$1,020.00	\$1,020.00	97	99
_	The Industrial	M-resempt approxim	Acategoria Sono	Goal 4 Total Claimed	\$12,240,00		**
7	5.2 KAR Dung	KARDuna	Keep America Beautiful	\$253.00	\$253.00	100	104
	5.3 KAB Conference	KAB Conference registration	Keep America Beautiful	\$685.00	\$675.00	105	109
-	5.3 KAB Conference	Lodging for KAB Conference	Hilton Hotel			110	112
	5.3 KAB Conference	Airfare for KAB Conference	American Airlines	\$984.20 \$809.00	\$1,000.00 \$655.00	113	115
	5.3 KAB Conference	Bagcheckairline to KAB Conf.	American Artines	\$35.00	\$30.00	116	119
,	5.3 KAB Conference	Bagcheckairline from KAB Conf.	American Artines	\$35.00	\$30.00	120	119
_	5.3 KAB Conference	Rideshare/Transportation (airport to hotel)	American Artines	\$35.00 \$32.00	\$30.00 \$25.00	124	123
	5.3 KAB Conference 5.3 KAB Conference	Rideshare/fransportation (airport to hotel)  Rideshare/fransportation (hotel to airport)	Uber	\$32.00 \$28.30	\$25.00 \$25.00	124	126
		recession (note: to airport)					
		ManiarVIR Conference	Hotel Coff				
	5.3 KAB Conference	Meal at KAB Conference	Hotel Café Hotel Restaurant	\$24.80 \$46.70	\$20.00 \$40.00	133	139

## **Backup Documents**

### Invoice $\rightarrow$



#### 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

1 of: Hy-Flex 11-840 Ergonomic Abrasion-Resistant Nylon Spandex Nitrile Coated Industrial Gloves (Black) Sold by: Amazon.com Services LLC Supplied by: Other

Condition: New

#### Shipping Address:

Chantal S Sandoval 419 OLD SANTA FE TRAIL SANTA FE, NM 87501 United States

Shipping Speed:

FREE Prime Delivery

#### **Payment information** Payment

Discover ending in XXXX

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

\$378.42

Item(s)Subtotal: \$378.42

Total before tax: \$378.42

Shipping & Handling: \$0.00

Grand Total:\$400.00

Estimated tax to be collected: \$21.58

To view the status of your order, return to Order Summary.

Conditions of Use | Privacy Notice © 1996-2023, Amazon.com, Inc. or its affiliates



Transactions

TRANS.

#### Discover.com or download our ann

1-800-347-2683 Hearing/Speech Impaired

**PAYMENTS** PO Box 6103 Dial 711 (Relay Service) Carol Stream IL 60197-6103 Page 3 of 6

#### Cashback Bonus® Rewards

PREVIOUS BALANCE RNED THIS PERIOD % Cashback Bonus +\$2.39 DEEMED THIS PERIOD -\$2.39

#### SHBACK BONUS BALANCE

#### Cashback Bonus®

Activate at discover.com/5

#### azon.com & Target

n 5% cash back on everyday purchases at erent places each quarter, up to the quarterly kimum when you activate. Plus, earn 1% cash k on all other purchases.

details, see Information For You section.

\$0.00

\$0.00

AMOUNT

\$0.00

\$0.00

DATE	PAYMENTS AND CREDITS		AMOUNT
09/18 09/25	AUTOMATIC STATEMENT CREDIT INTERNET PAYMENT - THANK YOU		-\$22.06 -\$1,050.00
TRANS.	PURCHASES	MERCHANT CATEGORY	AMOUNT
09/25	AMAZON 8889057888 CA	Merchandise	\$400.0
_			
Fees	and Interest Charged		
	and Interest Charged		\$0.00
TOTAL	•		
TOTAL I	FEES FOR THIS PERIOD T CHARGED FOR THIS PERIOD T CHARGE ON PURCHASES		AMOUNT \$0.00
TOTAL I	FEES FOR THIS PERIOD T CHARGED FOR THIS PERIOD		\$0.00 AMOUNT \$0.00 \$0.00

#### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**CURRENT BILLING PERIOD: 30 DAYS** 

TOTAL INTEREST FOR THIS PERIOD

2023 TOTALS YEAR-TO-DATE CHARGED

TOTAL FEES CHARGED IN 2023

TOTAL INTEREST CHARGED IN 2023

		PROMO	BALANCE SUBJECT	INTEREST
TYPE OF BALANCE	APR*	APR EXPIRES**	TO INTEREST RATE	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

- \* 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
- \*\*\* For more information, please call us at 1-800-347-2683

Statement →

## **End-of-Year Report – Narrative**

## The End-of-Year Report Narrative allows the Partner to:

- Summary of completed projects by objective
- Major challenges faced
- Future project and plans to build on success
- Climate Change Adaptation & Mitigation

	New Mexico Clean and Beautiful - FY25 End-Of-Year Narrative Report	
Name of Entity		
Local Program Coordinator		
Summary of completed project(s		
Major Challenges Faced		

## **End-of-Year Report – Metrics**

The End-of-Year Report Metrics allows the Partner to collect data for their Clean and Beautiful Projects throughout the grant cycle.

Partners are asked to complete the following:

- Proof of Match
- Litter & Recycling
- Beautifications
- Youth Employment
- Education and Outreach

ate Donations						
Name of Donor	Type of Item or Service Donated	Number of Items Donated	Value of Donation			
			Total Private Donation			
			Match			
			\$0.00			

Government In-Kind					
Government Agency	Type of Item or Service Provided	Number of Items Donated	Value of In-Kind Donation		
			Total Government In-Kind		
	Match				
			\$0.00		

Volunteer Hours (must be documented with sign-in sheets)						
Event Name	# of Volunteers	# of Volunteer Hours	Value of Volunteer Hours			
	Total # of Volunteers	Total # of Volunteer Hours	Total Volunteer Match			
	0	0	\$0.00			

Proof of Match Total		
Total Grant Award	Total Match Amount	
\$0.00	\$0.00	
Match Percentage		
#DIV/0!		

## **Volunteer Sign-in Sheets**

All volunteer hours should be documented on a Volunteer Sign-In

Sheet

- Should specify:
  - Name of Event
  - Date of Event
  - Location of Event
  - Name of Volunteer (must be clear & legible)
  - Age of Volunteer
  - o Time logged









## Youth Employment Verification Forms

- Individuals from ages 14-25
  may be hired to provide
  leadership opportunities and
  contribute to Partner's
  awarded initiative
- Partner will not be reimbursed for hired youth interns absent the required forms

#### **New Mexico Clean & Beautiful Program** Youth Employment Verification Form (For individually hired youth interns, not youth groups) Please submit this completed, signed and notarized form with the Final Reimbursement Request and Project Expense Worksheet By signing below, the youth employee and supervisor acknowledge and affirm that the following statements are true and correct to the best of their knowledge. Youth Employee is 14 to 25 years of age at the time of employment · Youth Employee is considered a temporary employee of the local agency and is not an employee of the State of New Mexico. Employee Signature Supervisor Signature STATE OF NEW MEXICO The foregoing document was affirmed before me this \_ personally known to me or identified by me through satisfactory evidence, and who made a vow of truthfulness of fidelity on penalty of perjury. Signature of Notary Public My Commission Expires:

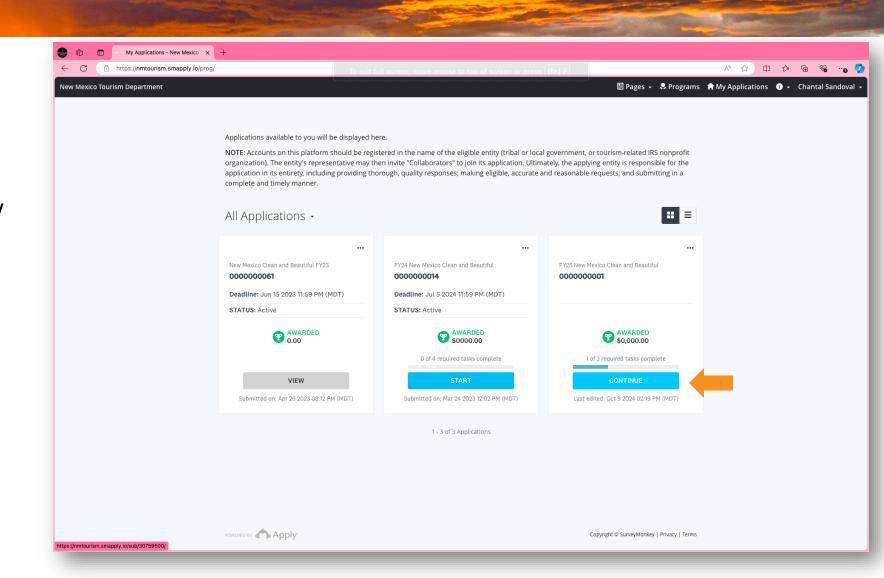
<sup>\*</sup>Optional – These categories are not mandatory for all Partners, only Partners that have employed youth interns or youth group participants.



## Survey Monkey Apply Portal

#### **Survey Monkey Apply Portal**

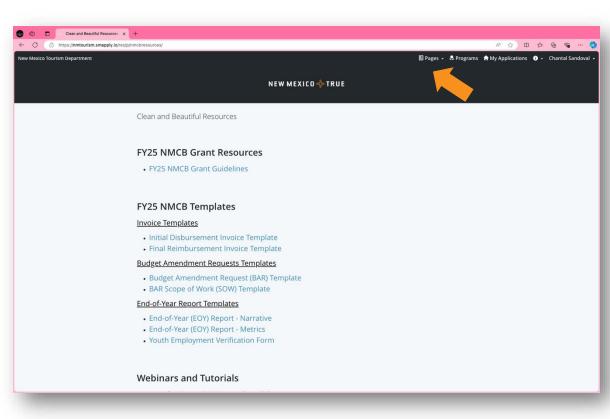
- Partners will submit all grant documents to NMTD via Survey Monkey Apply.
- Partners are also able to access all grant documents from NMTD and templates via the site.



## Clean & Beautiful Resources Page

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

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



## Weekly Coffee Hours

Thursdays 9:30 am - 10:30 am

\*Coffee Hours will begin on Thursday, November 7th

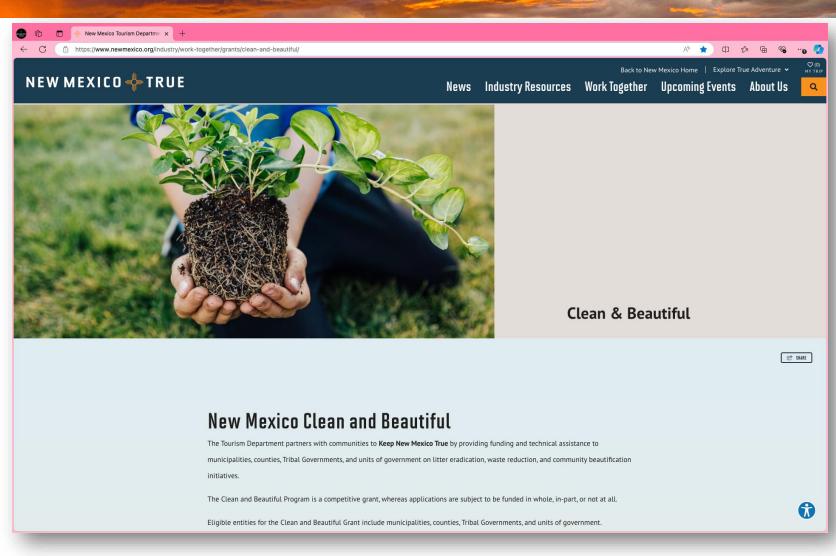
### Join Virtual Coffee Hours Here

- •Teams Meeting ID: 214 066 485 393
- Passcode: HPKNBX
- •Phone Conference Number: 505-312-4308
- •Phone Passcode: 463 666 085#





# New Mexico Clean & Beautiful Program Site

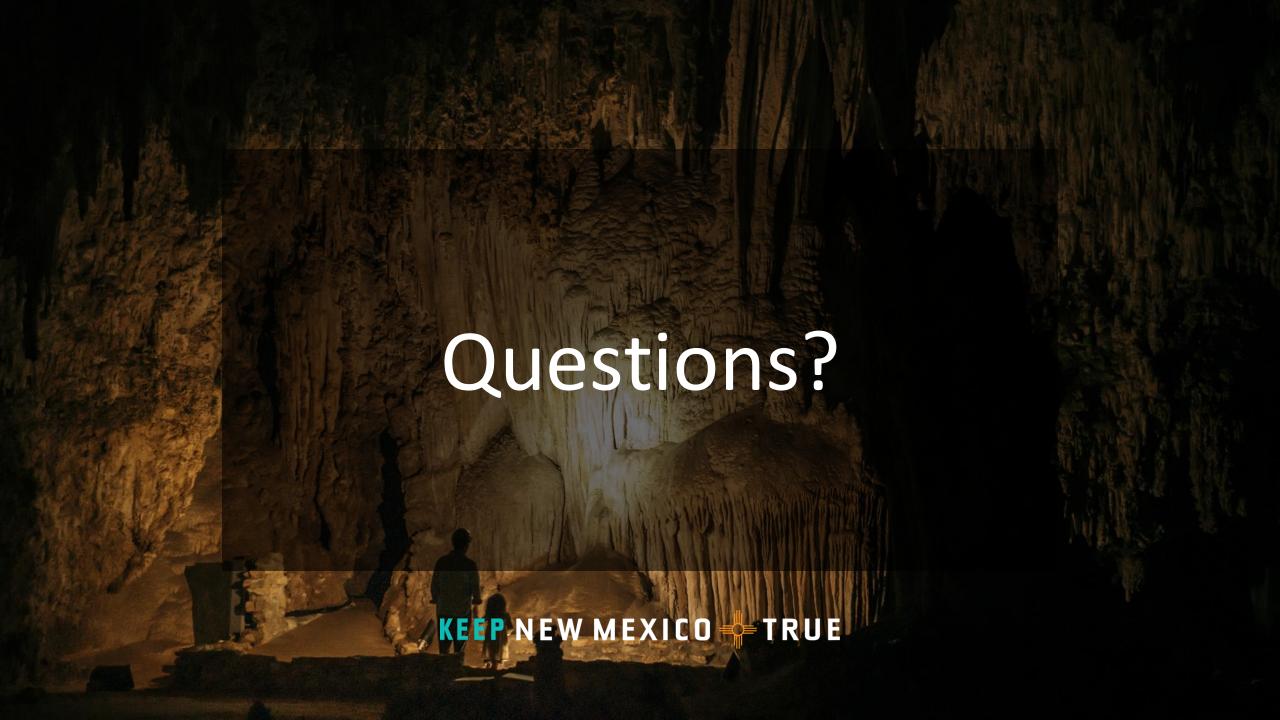




## Required Reporting Due Dates

Q1 Quarterly Milestone Report Due	October 17, 2024
Q2 Quarterly Milestone Report & Mid-Point Meeting	December 30, 2024
Q3 Quarterly Milestone Report	April 8, 2025
Budget Amendment Request Deadline	April 25, 2025
Final Reimbursement Invoice	June 2, 2025
Project Expense Worksheet	June 2, 2025
Back-up Documentation	June 2, 2025
Youth Employment Verification (*optional)	June 2, 2025
End-of Year Report – Narrative Section	July 3, 2025
End-of-Year-Report – Metrics Section	July 3, 2025
Volunteer Sign-in Sheets (*optional)	July 3, 2025
Photo & Video Uploads	July 3, 2025

<sup>\*</sup>Optional – These categories are not mandatory for all Partners, only Partners that have employed youth interns or youth group participants.



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Clean and Beautiful Resources Page



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