FY26 New Mexico Clean & Beautiful

Welcome Webinar August 14, 2025

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New Mexico Clean & Beautiful Team



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New Mexico Clean & Beautiful Program

The Tourism Department supports Partners throughout the state to Keep New Mexico Clean and Beautiful by providing funding and technical assistance to municipalities, counties, Tribal Governments, and units of government for litter eradication, waste reduction, youth engagement, and community beautification initiatives.











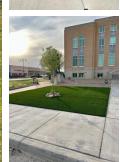


Today's Agenda

- FY26 Program Snapshot
- Survey Monkey Apply Portal
- Grant Agreement & Guidelines
- Initial Funds Disbursement
- Reporting
 - Personalized Project Expense Worksheet
 - Quarterly Milestone & Financial Reporting
 - 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!



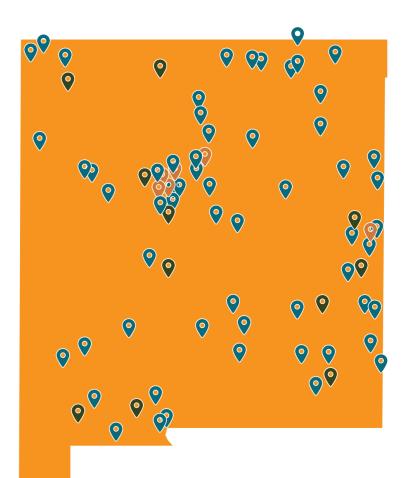
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Continued Programmatic Success in FY26

- * 71 communities awarded throughout the state
- * Over \$1,000,000 awarded in grant funding

FY26 Clean and Beautiful Partners



- City of Albuquerque
- · City of Anthony
- City of Artesia
- City of Belen
- City of Bloomfield
- 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 Las Vegas
- City of Lovington
- City of Portales
- City of Raton
- City of Rio Rancho
- City of Roswell
- City of Santa Fe
- City of Santa Rosa
- City of Socorro
- City of Sunland Park

- 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 Luna
- County of Rio Arriba
- County of Roosevelt
- County of San Juan
- County of Socorro
- County of Valencia
- New Mexico Academy for the Media Arts
- · Pueblo of Acoma
- Pueblo of Pojoaque
- Pueblo of Santo Domingo
- Albuquerque Sign Language Academy
- Clovis Community College
- Mark Armijo Academy Charter School
- Sandoval Academy of Bilingual Education
- Santa Fe Public Schools
- Town of Bernalillo
- · Town of Edgewood

- Town of Elida
- Town of Estancia
- Town of Mesilla
- Town of Mountainair
- · Town of Red River
- Town of Silver City
- Town of Springer
- Town of Tatum
- Village of Cimarron
- Village of Columbus
- Village of Eagle Nest
- Village of Encino
- Village of Folsom
- Village of Logan
- Village of Maxwell
- Village of Milan
- Village of Mosquero
- Village of Roy
- Village of Ruidoso
- Village of San Jon
- Village of Santa Clara
- Village of Tijeras
- Village of Tularosa

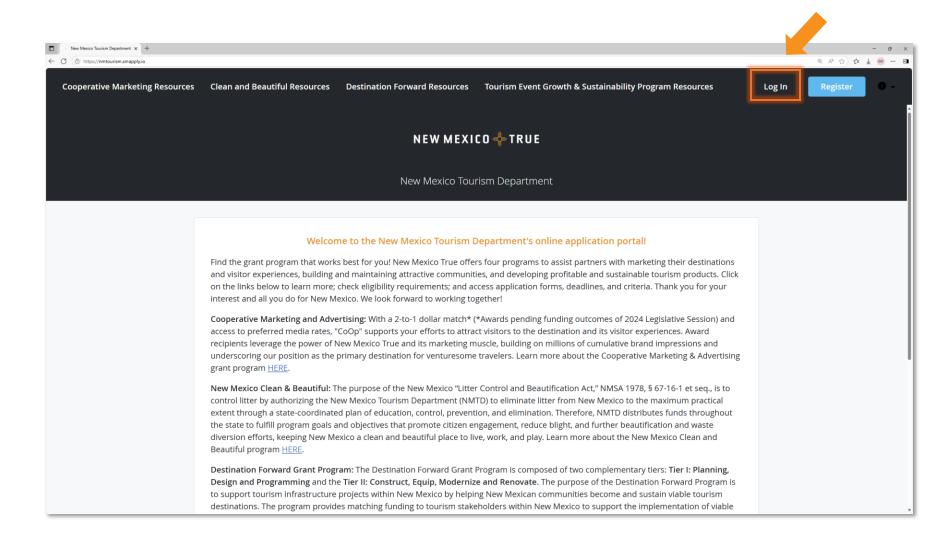
Survey Monkey Apply

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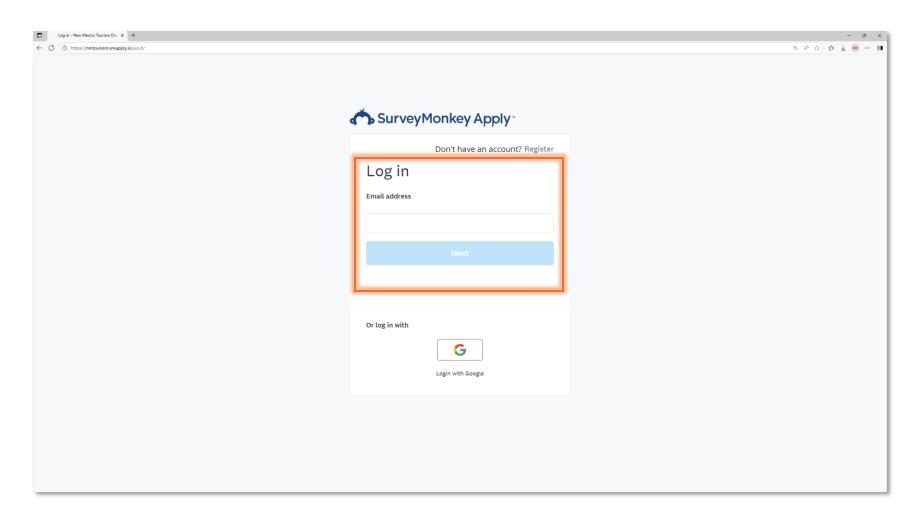




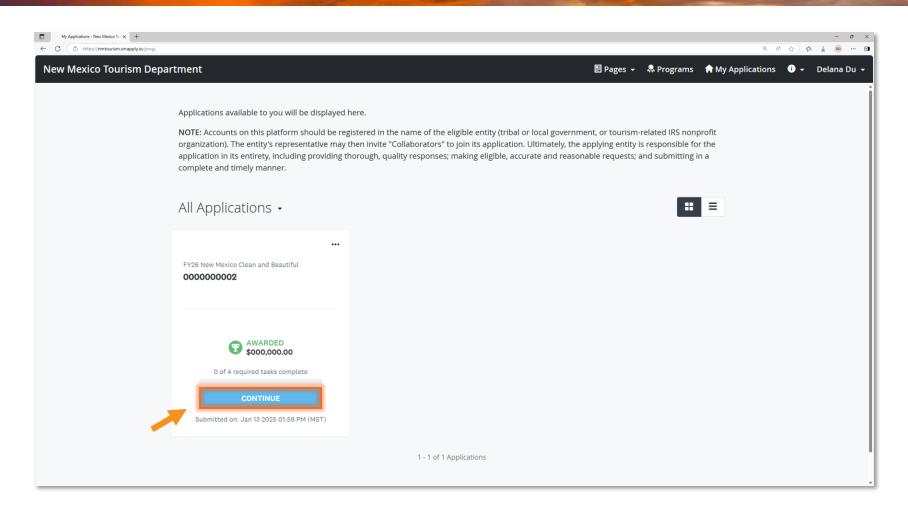
Survey Monkey Apply Log In



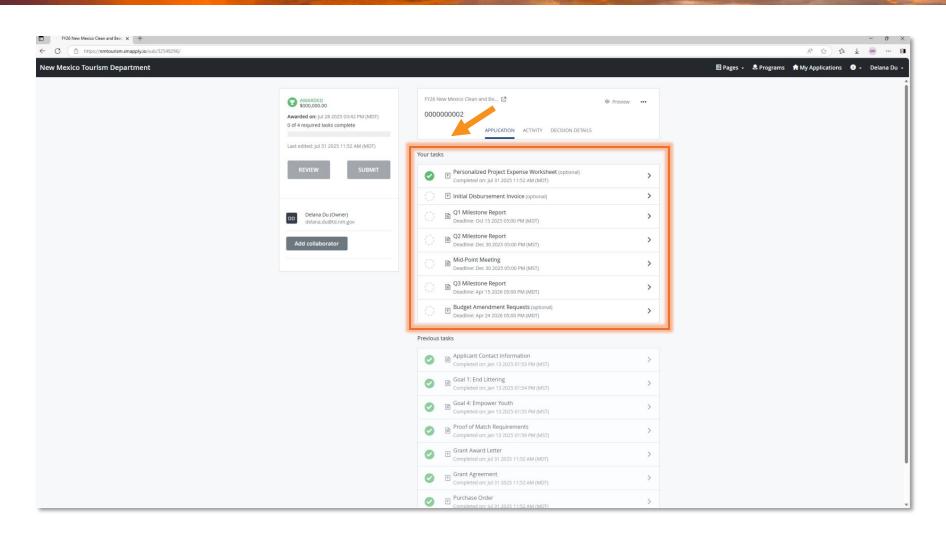
Survey Monkey Apply Log In



Survey Monkey Apply Access Grant Tasks



Survey Monkey Apply Access Grant Tasks



All NMCB forms, tutorials, and general grant information can be found on the Clean and Beautiful Resources Page on the Survey Monkey Apply Portal.

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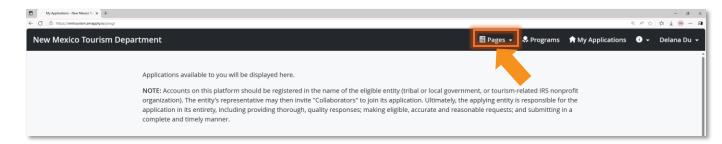


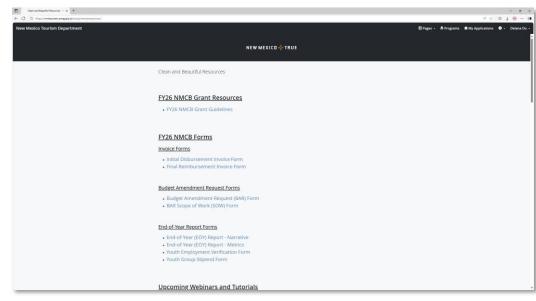
Clean & Beautiful Resources Page

The Clean & Beautiful Resources Page can be located on the Survey

Monkey Apply Portal.

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





Grant Agreement Guidelines

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Grant Agreement

The FY26 NMCB Grant Agreement outlines the following:

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

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

THIS AGREEMENT, numbered 26-418-6002-00000-00, 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:

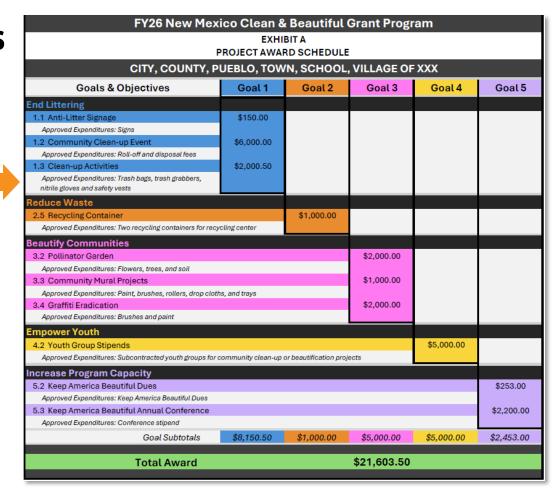
Obligations of Partner.

- 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 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 2025 – April 2026
 - 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.
- E. Acknowledge and comply with all Grant Program Guidelines, as approved by NMTD and attached hereto as Exhibit B.
- F. Comply with NMTD mandatory reporting procedures

Eligible Expenditures Personalized Project Award Schedule –

FY26 Personalized Project Award Schedules list all approved expenditures under the goal and objective column.

- Approved expenditures are outlined in your
 Personalized Project Award Schedule Exhibit A
- All items purchased must match the approved expenditures listed on your Personalized Project Award Schedule – Exhibit A



Grant Guidelines Exhibit B

Exhibit B of the Grant Agreement outlines the following:

- The Grant Purpose
- Eligibility
- Eligible Expenditures
- Ineligible Expenditures
- **Budget Amendment Requests**
- Grant Agreement
- Disbursement of Funds
- Compliance Report Requirements
- Memorandums of Understanding
- Volunteer Employment Verification
- Travel Stipend
- Matching Requirements
- Reimbursement Requirements
- Submission Requirements
- **Program Resources**
- **Program Assistance**

EXHIBIT B

NEW MEXICO TOURISM DEPARTMENT CLEAN AND BEAUTIFUL GRANT PROGRAM FY26 GUIDELINES

The purpose of the New Mexico "Litter Control and Beautification Act." NMSA 1978. § 67-16-1 et seq., is to accomplish litter control by vesting in the New Mexico Tourism Department (Department) the authority to eliminate litter 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 littering, 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 (correct New Mexico State Tax 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, may be eligible for funding:

Objective 1.1 - Prevent littering.

Objective 1.2 - Provide access to proper waste 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 composting and sustainable organics management

Objective 2.5 - Improve recycling and sustainable materials management.

Goal #3 - Beautify Communities

Objective 3.1 - Improve green spaces through sustainable park design.

Objective 3.2 - Maximize sustainable landscaping throughout communities

Objective 3.3 - Prevent graffiti

Objective 3.4 - Eradicate graffiti

Goal #4 - Empower Youth

Objective 4.1 - Educate students.

Objective 4.2 - Provide service opportunities for youth groups

Objective 4.3 - Employ youth interns.

Objective 4.4 - Provide youth leadership opportunities

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

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

b) Salary range = at least local minimum wage.

c) Youth Employment Verification forms are required for each youth

d) To the extent which an internship is conducted with an expectation of compensation of benefits, interns may not be considered regular "employees" (part-time or full-time) of the Partner entity

e) Internship duration must be limited to the period of the grant

· Landscaping rock

· Lighting

· Meeting space

· Office supplies

Watering hoses

· Leather and cotton gloves

· On-going maintenance needs

Exhibit B

· Playground equipment

Goal #5 - Increase Program Capacity

Objective 5.1 - Recruit and engage volunteers

Objective 5.2 - Build coalitions through professional affiliations.

Objective 5.3 - Increase knowledge through professional development

Activities must 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. Items 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

Benches and tables made from

non-recycled materia · Disinfectant wipes

· Disinfectants & air fresher

· Fencing materials

• Food and/or drink

Gardening tools

· Hardware for signage: trash receptacles & benches, etc

· Heavy machinery rentals

· Labor (with the exception of youth subcontractors)

 Landscaping fabric · Landscaping pavers

· Weed barrier & eradication spray

Wheelbarrows

BUDGET ADJUSTMENT REQUESTS

NMTD shall have the right in its sole discretion to approve or disapprove certain budget adjustment requests (BARs). Adjustments are used to transfer grant funds within NMCB established goals and

· Types of Budget Adjustments typically allowed for

Ineligible Expenditures Grant Guidelines – Exhibit B

- Benches and tables made from non-recycled material
- Landscaping rock
- Disinfectant wipes
- Leather and cotton gloves
- Disinfectants & air fresher
- Lighting
- Fencing materials
- Meeting space
- Food and/or drink
- Office supplies
- Fuel
- On-going maintenance needs
- Gardening tools
- Playground equipment

- Hardware for signage: trash receptacles & benches, etc.
- Rakes
- Heavy machinery rentals
- Shears
- Irrigation
- Shovels
- Labor (with the exception of youth subcontractors)
- Watering hoses
- Landscaping fabric
- Weed barrier & eradication spray
- Landscaping pavers
- Wheelbarrow



Initial Disbursement Invoice Request Form

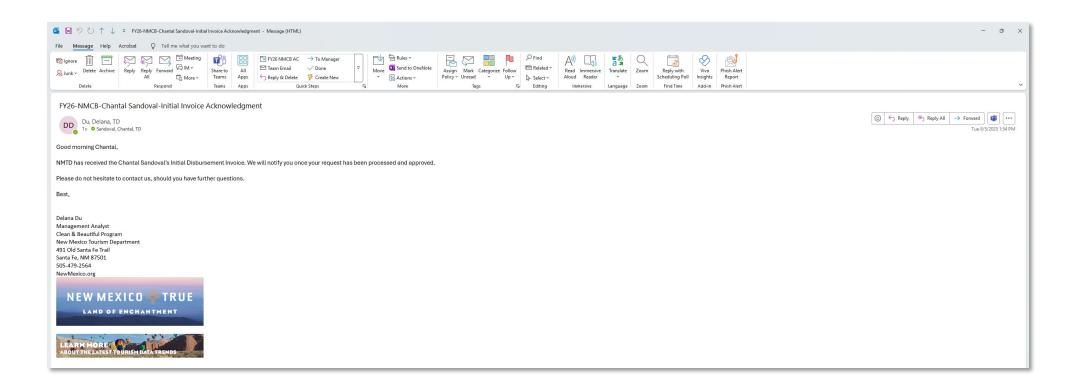
NEW MEXICO CLEAN & BEAUTIFUL FY26 INITIAL DISBURSEMENT INVOICE Instructions: Please complete the fields below. Today's Date: Name of Awarded Entity: Complete Mailing Address: Disbursement request amount (half of total grant award): DO NOT COMPLETE ANY OF THE FIELDS BELOW For NMTD Admin Use ONLY PO Number: Total Award Amount: Current Disbursement Amount: Remaining Balance:

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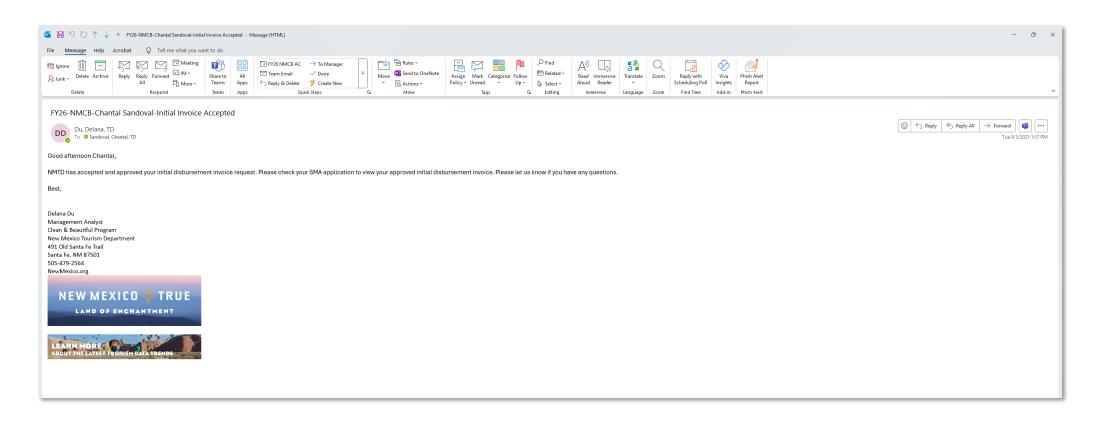
Initial Disbursement of Funds

- Partners are eligible for 50% of the total grant award upon execution of the grant agreement
- Initial Disbursement Invoice must be completed and uploaded to the <u>Survey Monkey Apply Portal</u>
- The <u>Initial Disbursement Invoice Form</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 Email



Initial Invoice & Disbursement Request Acceptance & Approval Email





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Personalized Project Expense Worksheet

What is a Personalized Project Expense Worksheet?

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

- Personalized Project Expense Worksheets allow Partners to itemize all
 expenditures in real-time to track their individual NMCB budget and spending.
- Personalized Project Expense Worksheets are required from all NMCB grant
 partners during each Quarterly Milestone, Mid-Point Meeting before December 30,
 2025, and at the end of each grant cycle on or before June 2, 2026.

Personalized Project Expense Worksheet

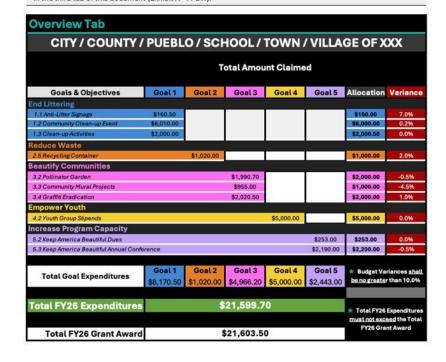
Overview Tab

- Allows the NMCB grant Partner to look at their total expenditures per goal and objective.
- Calculates the difference between an objective's amount claimed and the approved expenditure's allocation.
- Ensures all Partners stay within their budget or allowed 10.0% variance.

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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 - PPFW).



Personalized Project Expense Worksheet

Expenditures Tab

Allows the NMCB Partners to

<u>Itemize their expenses per:</u>

- Goal
- Objective
- Items Purchased
- Vendor
- Total Amount Spent
- Total Amount Claimed

Show Proof of Payment for each expenditure:

Receipt or Invoice

AND

Warrant, Cleared Check, Bank Statement, or Attestation



NEW MEXICO CLEAN & BEAUTIFUL

xpen	ditures Tab						
		CITY/ COUNTY/P	UEBLO/SCHOOL/TO	WN/VILLAGE OF	XXX		
						BACK-UP DOCUMENTATION	
Goal	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Paym — Page Number
r	Select a specific egyptime feet the drop-down menu.	> Cut the Beniji purchased.	 Carthe wedor you purchased terms from 	 Provide the resilience of speed for this transaction. 	 Provide the amount you are assing restrumented for this amount can be equated is at the the Strat Amount Speet. 	 Provide an invoice or receipt per transaction. 	 Provide con office following productions because on or transaction because on or cleared check, 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	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 2	1.3 Clean-up Activities	Safetyvests	Uline	\$350.00	\$350.00	19	20
	Goal 1 Total Claimed \$8,170.50						
	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 Politinator Garden	Flowers & Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33
3	3.2 Politinator 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	CommunityCtean-up	Youth Baseball Team	\$1,000.00	\$1,000.00	66	67
4	4.2 Youth Group Stipends	CommunityClean-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	KAB Dues	Keep America Beautiful	\$253.00	\$253.00	76	77
5	5.3 Keep America Beautiful Annual Conference	Conference Registration	Keep America Beautiful	\$675.00	\$675.00	78-80	81
5	5.3 Keep America Beautiful Annual Conference	Hotel	Hilton Hotel	\$1,000.00	\$1,000.00	82-86	87-88
5	5.3 Keep America Beautiful Annual Conference	Flight	American Airlines	\$515.00	\$515.00	89-90	91

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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 successes, challenges, financial updates, 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.

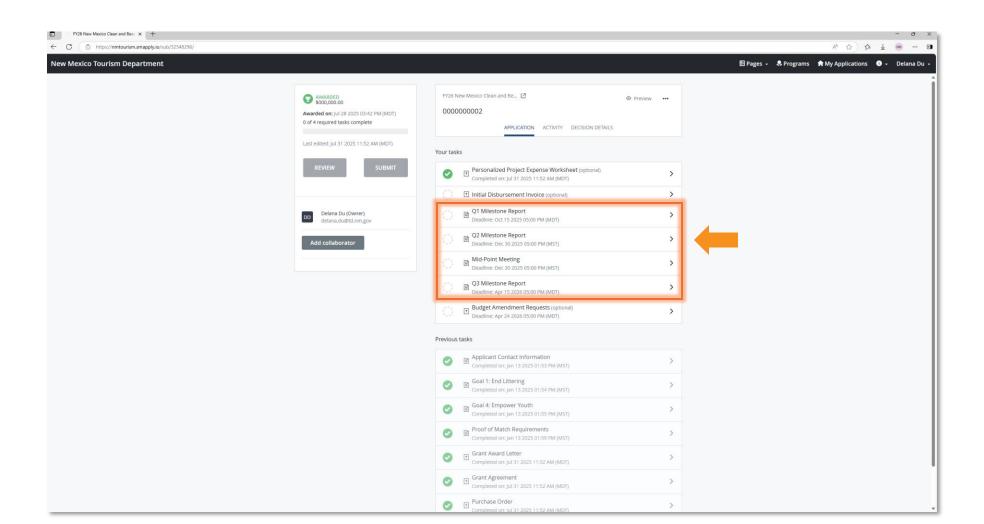
QMR Submissions

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

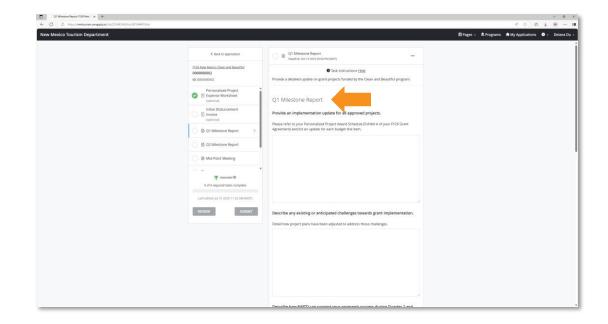
QMRs must include progress information for all approved projects including but not limited to:

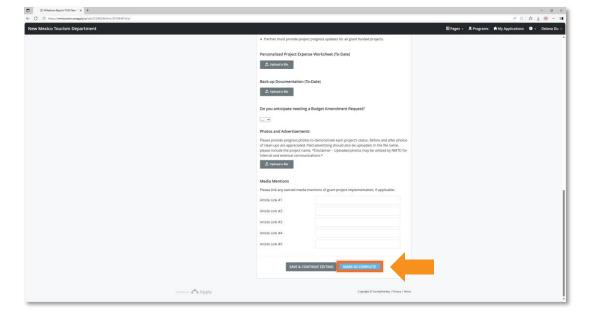
- Implementation updates
- Existing or anticipated challenges
- Anticipation for Budget Amendment Requests
- Up-to-date Personalized Project Expense Worksheet & Financial Back-up Documentation
- Photos & Videos
- Media mentions

QMR Submissions Survey Monkey Apply



QMR Submissions





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

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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	O/SCI	HOOL/	TOWN	/ VILLA	GE OF X	XX
		т	otal Amou	ınt Claime	d		
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				16	4		
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			\$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 Confer	ence				\$2,190.00	\$2,200.00	-0.5%
							Ÿ
Total Goal Expenditures	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 greate	r than 10.0%
Total FY26 Expenditures		\$	21,599.7	0			
						must not exc	
Total FY26 Grant Award		125	21,603.5	0		FY26 Gra	nt Award

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NEW MEXICO CLEAN & BEAUTIFUL PERSONALIZED PROJECT EXPENSE WORKSHEET

		CITY/ COUNTY/P	UEBLO/SCHOOL/TO	WN/VILLAGE OF	XXX		
						BACK-UP DO	CUMENTATION
Goal Numbe	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.	 Size the beniglipurcheased. 	With the sendor you purchased beers book	 Provide the total amount space to this transaction. 	 Provide the amount you are assing reinforcement for This amount can be equator insuthen the Total Amount Spece. 	Provide an invoice or receip per transaction.	 Provide one of the blowing proofs of payment per transaction bank transaction, cleared check warrest, or attenation.
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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	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		
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				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		

Financial Reporting Back-up Documentation

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

- NMTD REQUIRES
 - Proof of Payment for each approved expenditure.

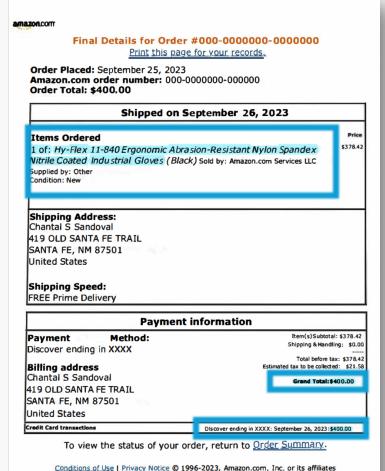
AND

Proof that the payment has been made and has cleared your account.

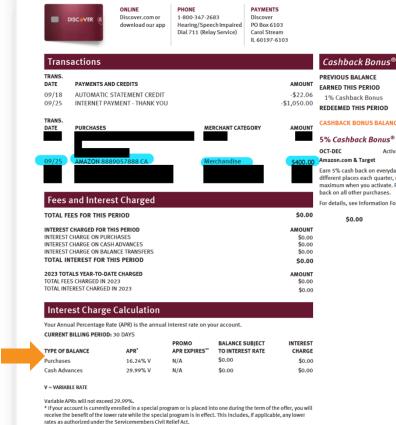
*If both elements are not submitted by June 2, 2026, NMTD cannot reimburse that purchase.

Financial Reporting Back-up Documents





Statement



** This is the date your promotional rate expires and the remaining balance will be moved to your standard APR

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

disclosed when you accepted the offer. Please note: Changing your payment due date may change your Promo APR

Cashback Bonus® Rewards

Page 3 of 6

+\$2.39 -\$2.39

CASHBACK BONUS BALANCE

Activate at discover.com/5

Earn 5% cash back on everyday purchases at different places each quarter, up to the quarterly naximum when you activate. Plus, earn 1% cash

For details, see Information For You section.

QMR Due Dates

Q1 Quarterly Milestone Report October 15, 2025

Q2 Quarterly Milestone Report & December 30, 2025

Mid-Point Meeting

Q3 Quarterly Milestone Report April 15, 2026

^{*} Up-to-date quarterly narratives and financials must be submitted on or before the dates above.

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Mid-Point Meeting

What is the purpose of a Mid-Point Meeting?

A Mid-Point Meeting is a check-in with all Partners to discuss their programmatic and financial progress in Q1 and Q2, as well as forecast the remainder of the grant cycle.

 Partners must participate on or before December 30, 2025, in a Mid-Point Virtual Meeting with NMTD staff, as described in *Exhibit B* of the grant agreement.

Scheduling a Mid-Point Meeting

In Quarter 2, NMTD staff will email a link to Partners to select 1 time slot to reserve their Mid-Point Meeting date and time. More details to come soon.



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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 budget changes must be approved by NMTD through a Budget Amendment Request (BAR)

Upload BAR form to Survey Monkey Apply Portal for review

- NMTD will review for approval
- Once approved, NMTD will upload your amended Project Award Schedule and amended Personalized Project
 Expense Worksheet
- Training Video and materials forthcoming

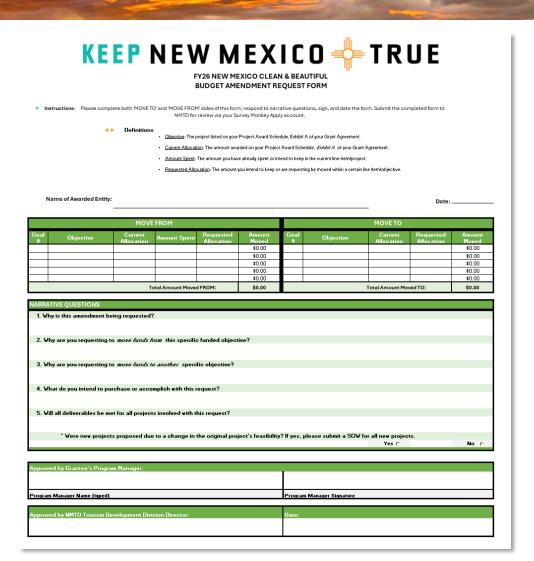
BARs are limited to one submission per Quarters 1-3

BARs will not be accepted after April 24th, 2026

Budget Amendment Request Form

Download the BAR Form from the Survey Monkey Apply Portal.

- Complete all fields on both 'Move From' and 'Move To' sides of the document.
- In the Narrative portion, please explain to NMTD why you are requesting that funds be moved from one objective to another.
 - * If a project is no longer feasible, Partners have the opportunity to create a new line item.

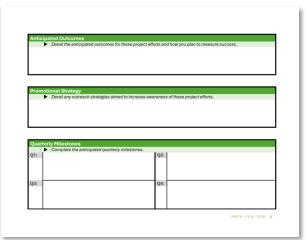


BAR – New Scope of Work Form

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

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

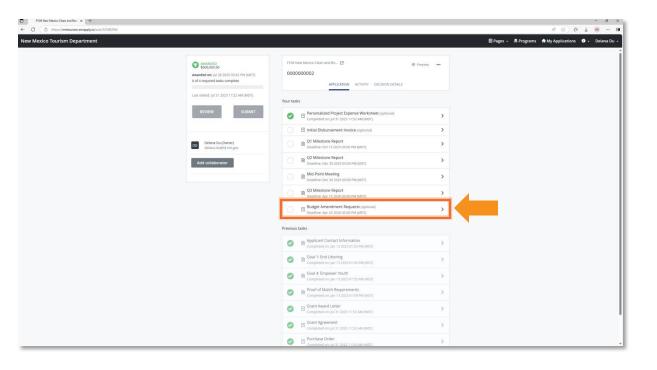


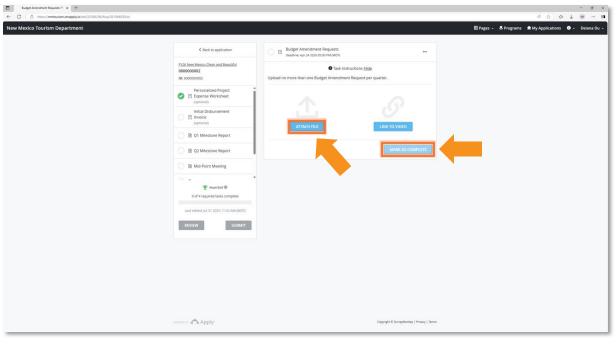


	nplete the budget schedule template. List the		
Goal & Objective	Expenditure (Intended items you wish to purchase)	Cost Breakdown (cost per item)	Funding Request (Total Amount Requested)
\rightarrow			
\rightarrow			
\rightarrow			
\rightarrow			

CB-FY26-SOW 3

BAR Submission





Partner Community Clean-up Events





What is 'Breaking Bad Habits'?

Breaking Bad Habits is a statewide anti-littering campaign that promotes community-driven trash and litter clean-up efforts.



Breaking Bad Habits – Event Submission

As per the FY26 Grant Agreement, *Exhibit B*, all Partners shall submit and upload clean-up and litter prevention events on the <u>Breaking Bad Habits</u> website.

• Please send your event details at least <u>3 weeks in advance</u> to:

<u>chantal.sandoval@td.nm.gov</u> and <u>delana.du@td.nm.gov</u>

Keep New Mexico True Logo Use & Parameters

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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.

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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



KNMT Current Logo Use

- As per the FY26 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 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: chantal.sandoval@td.nm.gov, delana.du@td.nm.gov, and bryce.turner@td.nm.gov

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

*Please note all grant funds must be expended on or before June 2, 2026.

Instructions: Please complete the fields below.			
Today's Date:	_		
Name of Awarded Entity:			
Complete Mailing Address:			
Final Reimbursement Reque	st Amount:		
Did you receive an i	st Amount:		
Did you receive an i	initial disbursement? Yes* No		
Did you receive an in *** *******************************	initial disbursement? Yes* No adjusted the remaining bulance you have expended.		
* If yes, you have air	initial disbursement? Yes* No subtraceled his of your goal award. You are only able to request the nemarking belonce you have expended. MPLETE ANY OF THE FIELDS BELOW		
Did you receive an in *** *******************************	initial disbursement? Yes* No subtraceled his of your goal award. You are only able to request the nemarking belonce you have expended. MPLETE ANY OF THE FIELDS BELOW		
Did you receive an it "Fyes, put have all it "Fyes, put have all it "Pyes, put have all it	initial disbursement? Yes* No subtraceled his of your goal award. You are only able to request the nemarking belonce you have expended. MPLETE ANY OF THE FIELDS BELOW		
Did you receive an it *Fyee, pointeral DO NOT CO! PO Number: Total Award Amount:	initial disbursement? Yes* No subtraceled his of your goal award. You are only able to request the nemarking belonce you have expended. MPLETE ANY OF THE FIELDS BELOW		
Did you receive an in "Fyes, put have able to PO NOT CO! PO Number: Total Award Amount: Paid to Date:	initial disbursement? Yes* No subtraceled his of your goal award. You are only able to request the nemarking belonce you have expended. MPLETE ANY OF THE FIELDS BELOW		

Completed 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	O/SCI	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							
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	rence				\$2,190.00	\$2,200.00	-0.5%
							6
	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 greate	r than 10.0%
Total FY26 Expenditures		•	21,599.7	U		* Total FY26	
						must not exc FY26 Gra	
Total FY26 Grant Award			21,603.5	0		W.	

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NEW MEXICO CLEAN & BEAUTIFUL PERSONALIZED PROJECT EXPENSE WORKSHEET

		CITY/ COUNTY/P	UEBLO/SCHOOL/TO	WN/VILLAGE OF	XXX		
						BACK-UP DO	CUMENTATION
Goal Numbe	Objective	Items Purchased	Vendor	Total Amount Spent	Total Amount Claimed	Receipt or Invoice — Page Number	Proof of Paymen — Page Number
r	Select a specific objective from the drop-down menu.	 Gir the lengil purchased. 	 Use the weeder you purchased keens keen. 	 Provide the total amount speec by this transaction. 	 Provide the amount you are seeing restoursement for. You amount can be equator less than the lotes Amount Spece. 	 Provide en invoice or receipt per transaction. 	 Provide one of the blowing proofs of payment per trensection bank aranement, casered check, warrant, or attraction.
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	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		
3	3.2 Pollinator Garden	Flowers& Trees	Garden Nursery	\$2,000.00	\$1,500.00	25-31	32-33
3	3.2 Pollinator Garden	Soit	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 Enadication	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 Stipenda	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		

Back-up Documents

Invoice



Final Details for Order #000-0000000-0000000

Print this page for your records.

Order Placed: September 25, 2023

Amazon.com order number: 000-0000000-000000

Order Total: \$400.00

Shipped on September 26, 2023

\$378.42

Item(s)Subtotal: \$378.42

Shipping & Handling: \$0.00

Grand Total:\$400.00

Estimated tax to be collected: \$21.58

Discover ending in XXXX: September 26, 2023:\$400.00

Total before tax: \$378.42

Statement

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 Method:

Discover ending in XXXX

Billing address

Chantal S Sandoval 419 OLD SANTA FE TRAIL

SANTA FE, NM 87501

United States Credit Card transactions

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

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



Discover.com or

1-800-347-2683 Hearing/Speech Impaired PO Box 6103 download our app

Dial 711 (Relay Service) Carol Stream IL 60197-6103

Transactions

TRANS. DATE	PAYMENTS AND CREDITS	AMOUNT
09/18	AUTOMATIC STATEMENT CREDIT	-\$22.06
09/25	INTERNET PAYMENT - THANK YOU	-\$1.050.00

MERCHANT CATEGORY DATE

Fees and Interest Charged

TOTAL FEES FOR THIS PERIOD	\$0.0
INTEREST CHARGED FOR THIS PERIOD	AMOUN
INTEREST CHARGE ON PURCHASES	\$0.0
INTEREST CHARGE ON CASH ADVANCES	\$0.0
INTEREST CHARGE ON BALANCE TRANSFERS	\$0.0
TOTAL INTEREST FOR THIS PERIOD	\$0.0
2023 TOTALS YEAR-TO-DATE CHARGED	AMOUN

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. CURRENT BILLING PERIOD: 30 DAYS

TYPE OF BALANCE	APR*	PROMO APR EXPIRES**	BALANCE SUBJECT TO INTEREST RATE	INTERE:
Purchases	16.24% V	N/A	\$0.00	\$0.0
Cash Advances	29.99% V	N/A	\$0.00	\$0.0

V = VADIARI F DATE

Variable APRs will not exceed 29.99%.

TOTAL FEES CHARGED IN 2023

TOTAL INTEREST CHARGED IN 2023

- * 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.

Cashback Bonus® Rewards

	PREVIOUS BALANCE	\$0.00
DUNT	EARNED THIS PERIOD	
2.06	1% Cashback Bonus	+\$2.39
0.00	REDEEMED THIS PERIOD	-\$2.39

CASHBACK BONUS BALANCE \$0.00

5% Cashback Bonus®

Activate at discover.com/5

Amazon.com & Target

Earn 5% cash back on everyday purchases at different places each quarter, up to the quarterly maximum when you activate. Plus, earn 1% cash back on all other purchases.

For details, see Information For You section.

\$0.00

\$0.00

\$0.00

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



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



FY26 NEW MEXICO CLEAN & BEAUTIFU

► Instructions: Please complete all five tabs of this report. If you do not have projects funded in that category,

	FY26 NMCB End Of Year Metrics Report
Awarded Entity Name:	
Total Grant Award:	

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

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

lunteer Hours (must be d	ocumented with sign-in sheet	s)	
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

Total Match Amount				
\$0.00				
Match Percentage				
#DIV/0!				

End-of-Year Report Metrics - Matching Requirements

The FY26 Grant Agreement requires the Partner report a 25% match of their Total Grant Award.

Partners may use the following to complete the match requirement:

- Donated Goods or Services
- Government Costs
- Volunteer Hours

KEEP NEW MEXICO 💠 TRUE FY26 NEW MEXICO CLEAN & BEAUTIFU **END-OF-YEAR METRICS REPORT** otal Grant Award: Total Volunteer Match

Youth Group Stipend Invoice

As a NMCB Partner, if you were awarded funding for youth groups, NMTD has provided a Youth Group Stipend Invoice form on the NMCB Resources Page for Partners to utilize.



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FY26 New Mexico Clean & Beautiful Youth Group Stipend Invoice

Variab Outros Na			
Youth Group Na	ne:		
Group Leader:			
Event Date:		Event Hours	s:
Event Address:			
Type of Event:	Litter Eradication	Beautification	Graffiti Eradication
Total Number		Total Number of Square Miles Cleaned:	
of Youth Volunteers:			
* Youth Volum	taar Sign-in Shaate must h	be attached to this form to be valid.	

Volunteer Sign-in Sheets

All volunteer hours must 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
 - Time logged





To find volunteer opportunities in your community, visit:

<u>Keep America Beautiful's Volunteer Sign-up Portal</u>



^{*}Optional – These categories are not mandatory for all Partners, only Partners that have youth group participants.

Youth Employment Verification Forms

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

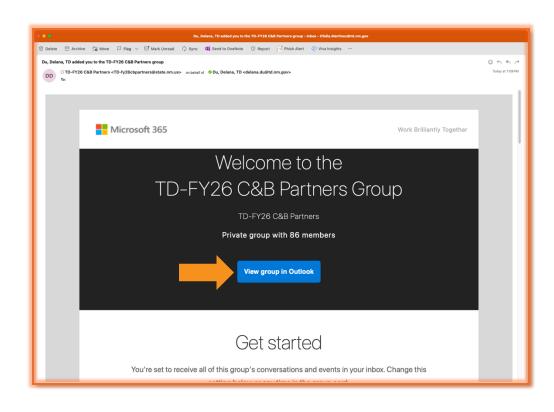
*Optional – These categories are not mandatory for all Partners, only Partners that have employed youth interns or youth group participants.

KEEP NEW MEXICO 💠 FY26 NEW MEXICO CLEAN & BEAUTIFUL YOUTH EMPLOYMENT VERIFICATION FORM Final Reimbursement Invoice Request and Personalized Project Expense 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 Supervisor Signature STATE OF NEW MEXICO The foregoing document was affirmed before me this _ ____, by the above-named individuals, who appeared before me in person, are personally known to me or identified by me through satisfactory evidence, and who made a vow of truthfulness of Signature of Notary Public My Commission Expires:



FY26 NMCB Partners Outlook Group

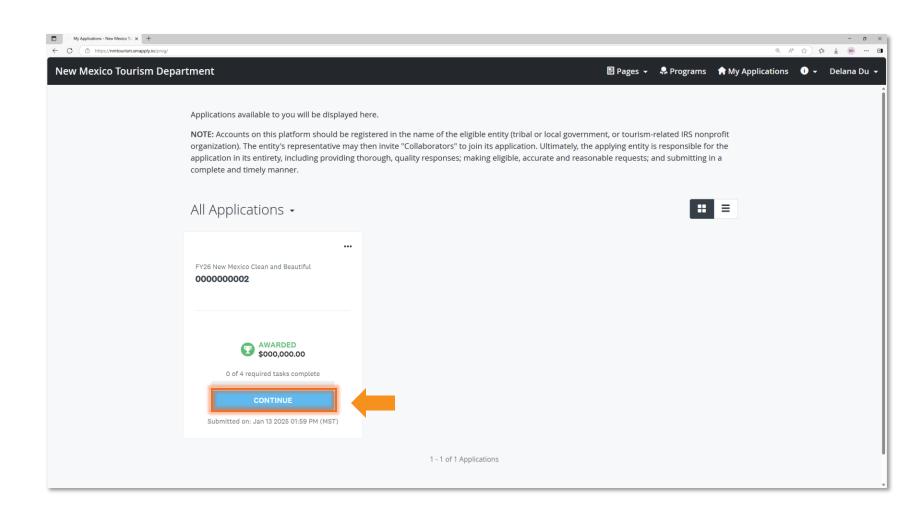
- All partners have been added to the FY26 C&B Partners Group on Outlook
- Important due dates, calendar reminders, and online tutorials will be announced via this group



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 forms via the site.



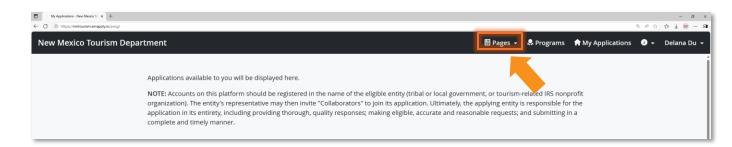


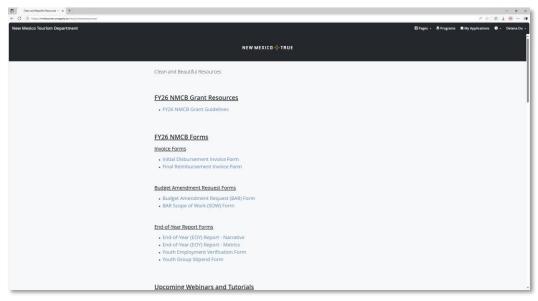
Clean & Beautiful Resources Page

The Clean & Beautiful Resources Page can be located on the Survey

Monkey Apply Portal.

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





Weekly Coffee Hours

Thursdays 9:30 am - 10:30 am

*Coffee Hours will begin on Thursday, August 28th

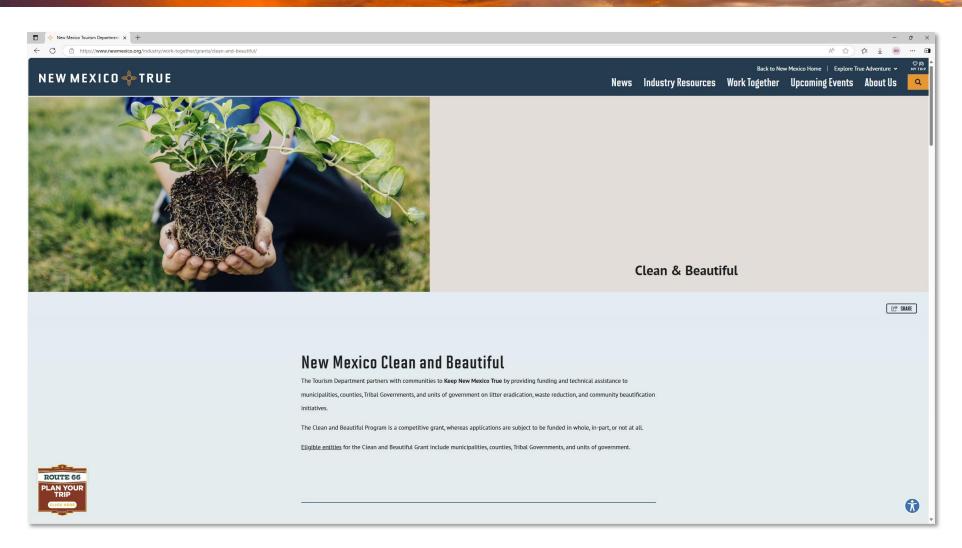
Join Virtual Coffee Hours Here

- Teams Meeting ID: 252 980 889 026 2
 - Passcode: 6QT6TF2B
- Phone Conference Number: 505-312-4308
- Phone Passcode: 969 097 307#





New Mexico Clean & Beautiful Program Site

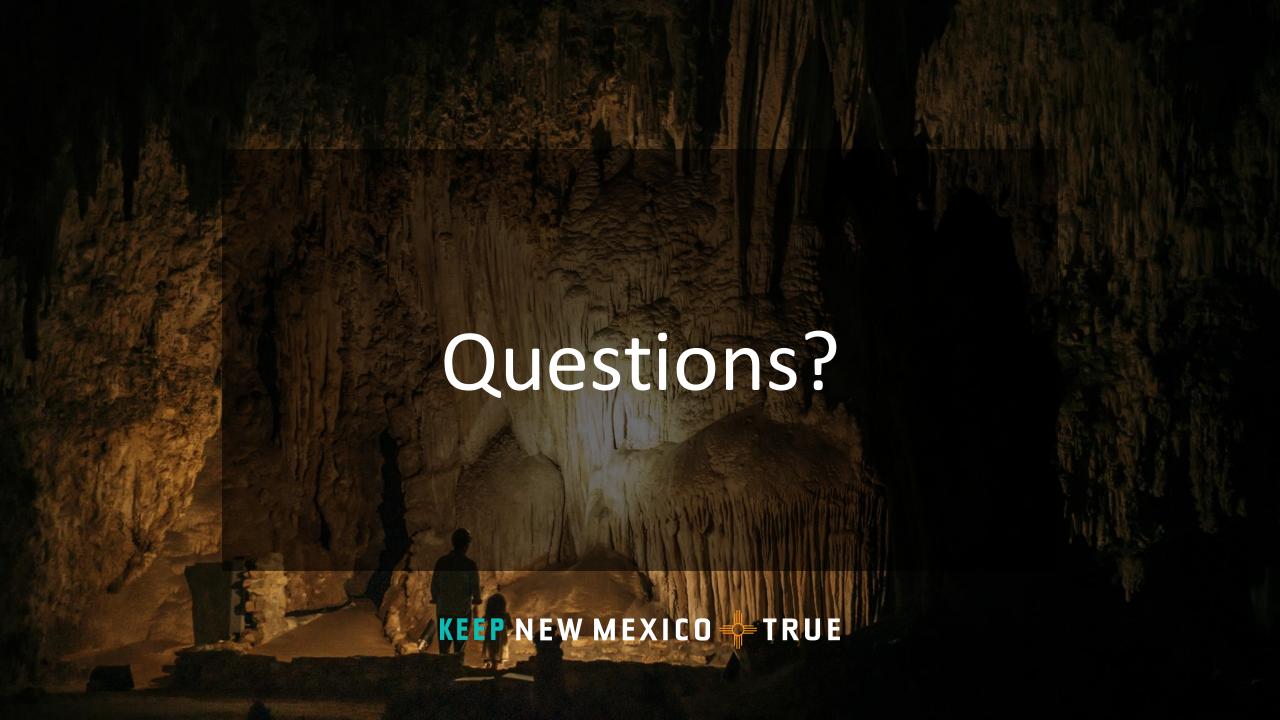




Required Reporting Due Dates

Q1 Quarterly Milestone Report	October 15, 2025
Q2 Quarterly Milestone Report & Mid-Point Meeting	December 30, 2025
Q3 Quarterly Milestone Report	April 15, 2026
Budget Amendment Request Deadline	April 24, 2026
Final Reimbursement Invoice	June 2, 2026
Project Expense Worksheet	June 2, 2026
Back-up Documentation	June 2, 2026
Youth Employment Verification (*optional)	June 2, 2026
End-of Year Report – Narrative Section	July 3, 2026
End-of-Year-Report – Metrics Section	July 3, 2026
Volunteer Sign-in Sheets (*optional)	July 3, 2026
Photo & Video Uploads	July 3, 2026

^{*}Optional – These categories are not mandatory for all Partners, only Partners that have employed youth interns or youth group participants.



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Chantal S. Sandoval

Clean and Beautiful Program Manager

Chantal.Sandoval@td.nm.gov

(505) 670-8059



Delana Du

Clean and Beautiful Program Management Analyst

Delana.Du@td.nm.gov

(505) 479-2564



Clean and Beautiful Resources Page

