



New Mexico Clean & Beautiful

FY23

Final Packet

Step-By-Step Guide

Project Expense Worksheets

are required from all
NMCB grant partners

- Itemize all expenditures for the FY23 grant cycle per goal and objective
- Show proof of receipt or invoice for each expenditure

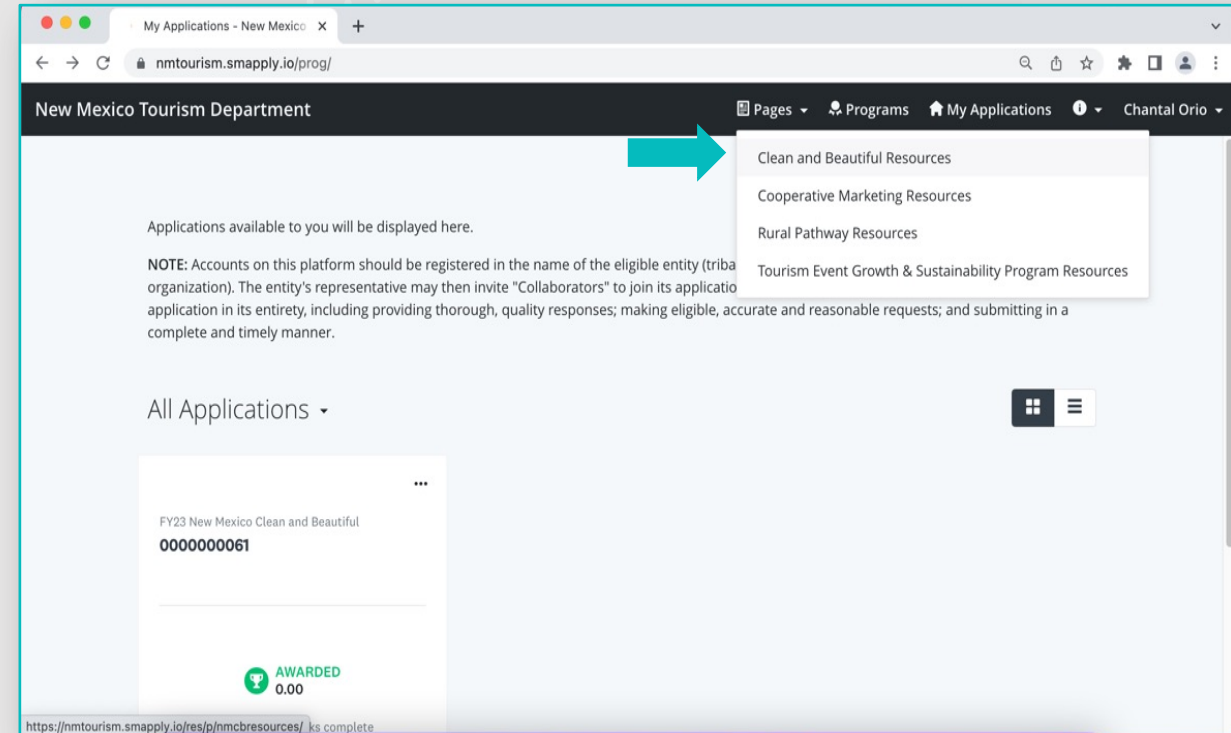
AND

- Show proof of payment for each expenditure
 - Warrant
 - Cleared Check
 - Bank Statement
 - Attestation

Survey Monkey Apply Portal

Step 1

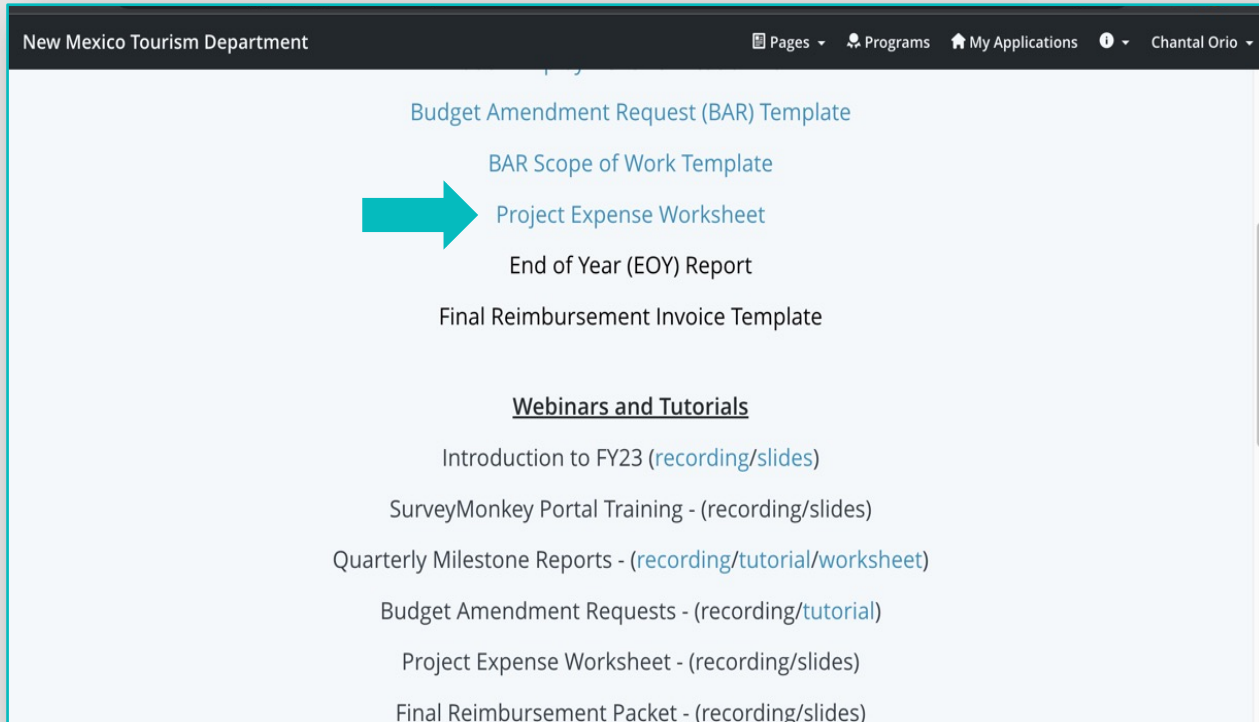
Open FY23 NMCB Grant in the Survey Monkey portal. On the top-right hand corner, select pages and click on Clean and Beautiful Resources.



Survey Monkey Apply Portal


Step 2

Under the Clean and Beautiful Resources Page, download the Project Expense Worksheet.



New Mexico Tourism Department

Pages Programs My Applications Chantal Orio

- Budget Amendment Request (BAR) Template
- BAR Scope of Work Template
-  [Project Expense Worksheet](#)
- End of Year (EOY) Report
- Final Reimbursement Invoice Template

Webinars and Tutorials

- Introduction to FY23 ([recording/slides](#))
- SurveyMonkey Portal Training - ([recording/slides](#))
- Quarterly Milestone Reports - ([recording/tutorial/worksheet](#))
- Budget Amendment Requests - ([recording/tutorial](#))
- Project Expense Worksheet - ([recording/slides](#))
- Final Reimbursement Packet - ([recording/slides](#))

OVERVIEW TAB

Step 1

Name of Entity:

- Please type the awarded entity's name as it appears on the Grant Agreement.
- ☆ Please note that your KAB Affiliate is *not* the awarded entity.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$0.00			\$0.00	#DIV/0!
3.4 Graffiti Removal			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$0.00		\$0.00	#DIV/0!
4.2 Youth Groups				\$0.00		\$0.00	#DIV/0!
4.3 Youth Interns				\$0.00		\$0.00	#DIV/0!
Increase Program Capacity							
5.3 KAB Dues					\$0.00	\$0.00	#DIV/0!
5.3 KAB Conference					\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	#DIV/0!
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		**Budget Variances shall be no greater than 10.0%**
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total FY23 Expenditures			\$0.00				
Total FY23 Grant Award			\$0.00				

OVERVIEW TAB

Step 2

Line Item:

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

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$0.00			\$0.00	#DIV/0!
3.4 Graffiti Removal			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$0.00		\$0.00	#DIV/0!
4.2 Youth Groups				\$0.00		\$0.00	#DIV/0!
4.3 Youth Interns				\$0.00		\$0.00	#DIV/0!
Increase Program Capacity							
5.3 KAB Dues					\$0.00	\$0.00	#DIV/0!
5.3 KAB Conference					\$0.00	\$0.00	#DIV/0!
					\$0.00	\$0.00	#DIV/0!
Total Goal Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		**Budget Variances shall be no greater than 10.0%**
Total FY23 Expenditures			\$0.00				
Total FY23 Grant Award			\$0.00				

OVERVIEW TAB

Step 3

Total Claimed:

- Under each goal, please add the total amount that *has been spent* for each objective's line item
- Each goal will total at the bottom of their respective column.

☆ Please note that the *Total Expenditures* line will show the over-all expenditures for the fiscal year.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET								
Name of Entity: City / County / Pueblo / Town / Village of XYZ								
Line Item	Total Claimed					Allocation	Variance	
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5			
End Littering								
1.3 Clean-up Activities	\$2,220.87					\$0.00	#DIV/0!	
	\$0.00					\$0.00	#DIV/0!	
	\$0.00					\$0.00	#DIV/0!	
	\$0.00					\$0.00	#DIV/0!	
	\$0.00					\$0.00	#DIV/0!	
Reduce Waste								
2.1 Reuseables		\$997.18				\$0.00	#DIV/0!	
		\$0.00				\$0.00	#DIV/0!	
		\$0.00				\$0.00	#DIV/0!	
		\$0.00				\$0.00	#DIV/0!	
		\$0.00				\$0.00	#DIV/0!	
Beautify Communities								
3.3 Community Mural			\$4,000.00			\$0.00	#DIV/0!	
3.4 Graffiti Removal			\$2,665.00			\$0.00	#DIV/0!	
			\$0.00			\$0.00	#DIV/0!	
			\$0.00			\$0.00	#DIV/0!	
			\$0.00			\$0.00	#DIV/0!	
Empower Youth								
4.1 Educational Materials				\$2,017.31		\$0.00	#DIV/0!	
4.2 Youth Groups				\$3,748.16		\$0.00	#DIV/0!	
4.3 Youth Interns				\$5,893.22		\$0.00	#DIV/0!	
Increase Program Capacity								
5.3 KAB Dues					\$345.00	\$0.00	#DIV/0!	
5.3 KAB Conference					\$2,500.00	\$0.00	#DIV/0!	
					\$0.00	\$0.00	#DIV/0!	
Total Goal Expenditures	\$2,220.87	\$997.18	\$6,665.00	\$11,658.69	\$2,845.00		**Budget Variances shall be no greater than 10.0%**	
Total FY23 Expenditures	\$24,386.74							
Total FY23 Grant Award	\$0.00							

OVERVIEW TAB

Step 4

Allocation

- Under each goal, please add the total amount that has been allocated for each objective's line item .
- The allocations can be found on the Project Award Schedule, Exhibit A of the Grant Agreement.

☆ Please note that the *Total Allocation* line will show the total grant award for the fiscal year.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$2,220.87					\$2,500.00	-11.2%
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$997.18				\$1,000.00	-0.3%
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Removal			\$2,665.00			\$2,500.00	6.6%
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$2,017.31		\$2,000.00	0.9%
4.2 Youth Groups				\$3,748.16		\$4,000.00	-6.3%
4.3 Youth Interns				\$5,893.22		\$6,000.00	-1.8%
Increase Program Capacity							
5.3 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,500.00	\$2,500.00	0.0%
					\$0.00	\$0.00	#DIV/0!
Total Goal Expenditures	\$2,220.87	\$997.18	\$6,665.00	\$11,658.69	\$2,845.00		**Budget Variances shall be no greater than 10.0%**
Total FY23 Expenditures						\$24,386.74	
Total FY23 Grant Award						\$24,845.00	

OVERVIEW TAB

Step 5

- Variance
 - You are allowed a 10.0% overall variance.
 - You cannot exceed 10.0% in this column.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$2,220.87					\$2,500.00	-11.2%
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$997.18				\$1,000.00	-0.3%
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Removal			\$2,665.00			\$2,500.00	6.6%
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$2,017.31		\$2,000.00	0.9%
4.2 Youth Groups				\$3,748.16		\$4,000.00	-6.3%
4.3 Youth Interns				\$5,893.22		\$6,000.00	-1.8%
Increase Program Capacity							
5.3 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,500.00	\$2,500.00	0.0%
					\$0.00	\$0.00	#DIV/0!
Total Goal Expenditures	\$2,220.87	\$997.18	\$6,665.00	\$11,658.69	\$2,845.00		**Budget Variances shall be no greater than 10.0%**
Total FY23 Expenditures			\$24,386.74				
Total FY23 Grant Award			\$24,845.00				

OVERVIEW TAB

Step 6

- Total Expenditures:
 - This total must match the amount that you are claiming for the current grant cycle.
- Total Grant Awarded:
 - This total must match the amount allocated on the Project Award Schedule, Exhibit A.

☆ Please note that the Total Expenditures amount *must not be greater than* the Total Grant Award amount

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$2,220.87					\$2,500.00	-11.2%
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$997.18				\$1,000.00	-0.3%
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Removal			\$2,665.00			\$2,500.00	6.6%
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$2,017.31		\$2,000.00	0.9%
4.2 Youth Groups				\$3,748.16		\$4,000.00	-6.3%
4.3 Youth Interns				\$5,893.22		\$6,000.00	-1.8%
Increase Program Capacity							
5.3 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,500.00	\$2,500.00	0.0%
					\$0.00	\$0.00	#DIV/0!
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	**Budget Variances shall be no greater than 10.0%**	
Total Goal Expenditures	\$2,220.87	\$997.18	\$6,665.00	\$11,658.69	\$2,845.00		
Total FY23 Expenditures	\$24,386.74						
Total FY23 Grant Award	\$24,845.00						

EXPENDITURES TAB Step 1

Name of Entity:

- Please type the awarded entity's name as it appears on the Grant Agreement.

☆ Please note that your KAB Affiliate is not the awarded entity.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1				\$0.00	\$0.00		
1				\$0.00	\$0.00		
1				\$0.00	\$0.00		
1							
1							
					Goal 1 Total Claimed	\$0.00	
2				\$0.00	\$0.00		
2				\$0.00	\$0.00		
2							
2							
2							
					Goal 2 Total Claimed	\$0.00	
3				\$0.00	\$0.00		
3				\$0.00	\$0.00		
3				\$0.00	\$0.00		
3							
3							
					Goal 3 Total Claimed	\$0.00	
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
4				\$0.00	\$0.00		
					Goal 4 Total Claimed	\$0.00	
5				\$0.00	\$0.00		
5				\$0.00	\$0.00		
5				\$0.00	\$0.00		
5				\$0.00	\$0.00		
5				\$0.00	\$0.00		
					Goal 5 Total Claimed	\$0.00	
Total FY23 NM Clean and Beautiful Expenditures					\$0.00		

EXPENDITURES TAB Step 2

- Line Item:
 - Please type the objectives as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1	1.3 Clean-Up Activities			\$0.00	\$0.00		
1	1.3 Clean-Up Activities			\$0.00	\$0.00		
1	1.3 Clean-Up Activities			\$0.00	\$0.00		
1							
1							
				Goal 1 Total Claimed	\$0.00		
2	2.1 Reuseables			\$0.00	\$0.00		
2	2.1 Reuseables			\$0.00	\$0.00		
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3	3.3 Community Murals			\$0.00	\$0.00		
3	3.3 Community Murals			\$0.00	\$0.00		
3	3.4 Graffiti Removal Tools			\$0.00	\$0.00		
3							
3							
				Goal 3 Total Claimed	\$0.00		
4	4.1 Educational Materials			\$0.00	\$0.00		
4	4.1 Educational Materials			\$0.00	\$0.00		
4	4.2 Youth Groups			\$0.00	\$0.00		
4	4.2 Youth Groups			\$0.00	\$0.00		
4	4.2 Youth Groups			\$0.00	\$0.00		
4	4.3 Youth Interns			\$0.00	\$0.00		
4	4.3 Youth Interns			\$0.00	\$0.00		
4	4.3 Youth Interns			\$0.00	\$0.00		
				Goal 4 Total Claimed	\$0.00		
5	KAB Dues			\$0.00	\$0.00		
5	KAB Conference			\$0.00	\$0.00		
5	KAB Conference			\$0.00	\$0.00		
5	KAB Conference			\$0.00	\$0.00		
5	KAB Conference			\$0.00	\$0.00		
				Goal 5 Total Claimed	\$0.00		
Total FY23 NM Clean and Beautiful Expenditures					\$0.00		

EXPENDITURES TAB Step 3

- Items Purchased:
 - Please type the items that have been purchased that correlate the line-item objective to the left.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1	1.3 Clean-Up Activities	Nitrile Gloves		\$0.00	\$0.00		
1	1.3 Clean-up Activities	Large Trash Bags		\$0.00	\$0.00		
1	1.3 Clean-Up Activities	Safety Vests		\$0.00	\$0.00		
1							
1							
				Goal 1 Total Claimed	\$0.00		
2	2.1 Reuseables	Grocery Totes		\$0.00	\$0.00		
2	2.1 Reuseables	Water Bottles		\$0.00	\$0.00		
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3	3.3 Community Murals	Paint		\$0.00	\$0.00		
3	3.3 Community Murals	Artist Fees		\$0.00	\$0.00		
3	3.4 Graffiti Removal Tools	Elephant Snot		\$0.00	\$0.00		
3							
3							
				Goal 3 Total Claimed	\$0.00		
4	4.1 Educational Materials	Earth Day Seedling Cups		\$0.00	\$0.00		
4	4.1 Educational Materials	Recycling How-To Kit		\$0.00	\$0.00		
4	4.2 Youth Groups	Crossley Park Clean-Up		\$0.00	\$0.00		
4	4.2 Youth Groups	Earth Day Clean-Up		\$0.00	\$0.00		
4	4.2 Youth Groups	Community Clean-Up		\$0.00	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern		\$0.00	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern		\$0.00	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern		\$0.00	\$0.00		
				Goal 4 Total Claimed	\$0.00		
5	KAB Dues	2023 Annual Dues		\$0.00	\$0.00		
5	KAB Conference	Conference Fees		\$0.00	\$0.00		
5	KAB Conference	Flight		\$0.00	\$0.00		
5	KAB Conference	Lodging		\$0.00	\$0.00		
5	KAB Conference	Transportation - Metro		\$0.00	\$0.00		
				Goal 5 Total Claimed	\$0.00		
Total FY23 NM Clean and Beautiful Expenditures					\$0.00		

EXPENDITURES TAB Step 4

- Vendor:
 - Please provide the vendor in which the items listed in the column to the left have been purchased.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Back-up Documentation	
						Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.							
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$0.00	\$0.00		
1	1.3 Clean-up Activities	Large Trash Bags	Costco	\$0.00	\$0.00		
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$0.00	\$0.00		
1							
1							
				Goal 1 Total Claimed	\$0.00		
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$0.00	\$0.00		
2	2.1 Reuseables	Water Bottles	ePromos	\$0.00	\$0.00		
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3	3.3 Community Murals	Paint	Lowe's	\$0.00	\$0.00		
3	3.3 Community Murals	Artist Fees	Amy Lynn	\$0.00	\$0.00		
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$0.00	\$0.00		
3							
3							
				Goal 3 Total Claimed	\$0.00		
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$0.00	\$0.00		
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$0.00	\$0.00		
4	4.2 Youth Groups	Crossley Park Clean-Up	Sierra Co 4H	\$0.00	\$0.00		
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$0.00	\$0.00		
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$0.00	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$0.00	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$0.00	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$0.00	\$0.00		
				Goal 4 Total Claimed	\$0.00		
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$0.00	\$0.00		
5	KAB Conference	Conference Fees	Keep America Beautiful	\$0.00	\$0.00		
5	KAB Conference	Flight	Southwest Airlines	\$0.00	\$0.00		
5	KAB Conference	Lodging	Washington Hilton	\$0.00	\$0.00		
5	KAB Conference	Transportation - Metro	DC Metro	\$0.00	\$0.00		
				Goal 5 Total Claimed	\$0.00		
Total FY23 NM Clean and Beautiful Expenditures					\$0.00		

EXPENDITURES TAB Step 5

- Total Spend:
 - Please provide the total amount that has been spent for each line item.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$400.00	\$0.00		
1	1.3 Clean-up Activities	Large Trash Bags	Costco	\$600.00	\$0.00		
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$1,220.00	\$0.00		
				Goal 1 Total Claimed	\$0.00		
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$437.82	\$0.00		
2	2.1 Reuseables	Water Bottles	ePromos	\$559.36	\$0.00		
				Goal 2 Total Claimed	\$0.00		
3	3.3 Community Murals	Paint	Lowe's	\$1,500.00	\$0.00		
3	3.3 Community Murals	Artist Fees	Amy Lynn	\$4,000.00	\$0.00		
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$3,000.00	\$0.00		
				Goal 3 Total Claimed	\$0.00		
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$1,004.21	\$0.00		
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$1,013.11	\$0.00		
4	4.2 Youth Groups	Crossley Park Clean-Up	Sierra Co 4H	\$1,249.39	\$0.00		
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$1,249.39	\$0.00		
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$1,249.39	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$1,964.40	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$1,964.40	\$0.00		
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$1,964.40	\$0.00		
				Goal 4 Total Claimed	\$0.00		
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$345.00	\$0.00		
5	KAB Conference	Conference Fees	Keep America Beautiful	\$650.00	\$0.00		
5	KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$0.00		
5	KAB Conference	Lodging	Washington Hilton	\$887.12	\$0.00		
5	KAB Conference	Transportation - Metro	DC Metro	\$12.00	\$0.00		
				Goal 5 Total Claimed	\$0.00		
Total FY23 NM Clean and Beautiful Expenditures					\$0.00		

EXPENDITURES TAB Step 6

- Total Claimed:
 - Please provide the total amount that you are seeking reimbursement for.
- ☆ Please note that all expenditures will total for each goal and will provide an overall total under *Total NM Clean and Beautiful Expenditures*.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.25		
1	1.3 Clean-up Activities	Large Trash Bags	Costco	\$600.00	\$600.27		
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$1,220.00	\$1,220.35		
1							
1							
				Goal 1 Total Claimed	\$2,220.87		
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$437.82	\$437.82		
2	2.1 Reuseables	Water Bottles	ePromos	\$559.36	\$559.36		
2							
2							
2							
				Goal 2 Total Claimed	\$997.18		
3	3.3 Community Murals	Paint	Lowe's	\$1,500.00	\$1,000.00		
3	3.3 Community Murals	Artist Fees	Amy Lynn	\$4,000.00	\$3,000.00		
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$3,000.00	\$2,665.00		
3							
3							
				Goal 3 Total Claimed	\$6,665.00		
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$1,004.21	\$1,004.21		
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$1,013.11	\$1,013.11		
4	4.2 Youth Groups	Crossley Park Clean-Up	Sierra Co 4H	\$1,249.39	\$1,249.39		
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$1,249.39	\$1,249.39		
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$1,249.39	\$1,249.39		
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$1,964.40	\$1,964.40		
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$1,964.40	\$1,964.40		
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$1,964.40	\$1,964.40		
				Goal 4 Total Claimed	\$11,658.69		
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$345.00	\$345.00		
5	KAB Conference	Conference Fees	Keep America Beautiful	\$650.00	\$650.00		
5	KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00		
5	KAB Conference	Lodging	Washington Hilton	\$887.12	\$730.00		
5	KAB Conference	Transportation - Metro	DC Metro	\$12.00	\$120.00		
				Goal 5 Total Claimed	\$2,845.00		
Total FY23 NM Clean and Beautiful Expenditures					\$24,386.74		

EXPENDITURES TAB Step 7

Back-up Documentation

- Invoices or Receipts:
 - Please provide:
 - invoice
 - or
 - receipt

for each expenditure and line item.

- You will need to scan or organize all invoices or receipts in order (in a PDF file) as they appear on your Project Expense Worksheet and provide the correlating page number in this column.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.25	1	2
1	1.3 Clean-up Activities	Large Trash Bags	Costco	\$600.00	\$600.27	3	4
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$1,220.00	\$1,220.35	5	8
1							
1							
				Goal 1 Total Claimed	\$2,220.87		
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$437.82	\$437.82	9	11
2	2.1 Reuseables	Water Bottles	ePromos	\$559.36	\$559.36	12	16
2							
2							
2							
				Goal 2 Total Claimed	\$997.18		
3	3.3 Community Murals	Paint	Lowe's	\$1,500.00	\$1,000.00	17	21
3	3.3 Community Murals	Artist Fees	Amy Lynn	\$4,000.00	\$3,000.00	22	24
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$3,000.00	\$2,665.00	25	28
3							
3							
				Goal 3 Total Claimed	\$6,665.00		
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$1,004.21	\$1,004.21	29	30
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$1,013.11	\$1,013.11	31	32
4	4.2 Youth Groups	Crossley Park Clean-Up	Sierra Co 4H	\$1,249.39	\$1,249.39	33	34
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$1,249.39	\$1,249.39	35	36
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$1,249.39	\$1,249.39	37	38
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$1,964.40	\$1,964.40	39	45
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$1,964.40	\$1,964.40	46	51
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$1,964.40	\$1,964.40	52	57
				Goal 4 Total Claimed	\$11,658.69		
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$345.00	\$345.00	58	59
5	KAB Conference	Conference Fees	Keep America Beautiful	\$650.00	\$650.00	60	61
5	KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00	62	65
5	KAB Conference	Lodging	Washington Hilton	\$887.12	\$730.00	66	69
5	KAB Conference	Transportation - Metro	DC Metro	\$12.00	\$120.00	70	72
				Goal 5 Total Claimed	\$2,845.00		
Total FY23 NM Clean and Beautiful Expenditures					\$24,386.74		

EXPENDITURES TAB Step 8

Back-up Documentation

- Cleared Check, Bank Statement, Warrant or Attestation:

- Please provide:
 - Cleared Check
 - Bank Statement
 - Warrant
 - Attestation

for each expenditure and line item.

- You will need to scan or organize all proofs of payment in order, as they appear on your Project Expense Worksheet and provide the correlating page number in this column.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Back-up Documentation	
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Invoice or Receipt Page #	Cleared Check, Bank Statement, Warrant, or Attestation Page #
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.25	1	2
1	1.3 Clean-up Activities	Large Trash Bags	Costco	\$600.00	\$600.27	3	4
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$1,220.00	\$1,220.35	5	8
1							
				Goal 1 Total Claimed	\$2,220.87		
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$437.82	\$437.82	9	11
2	2.1 Reuseables	Water Bottles	ePromos	\$559.36	\$559.36	12	16
2							
2							
				Goal 2 Total Claimed	\$997.18		
3	3.3 Community Murals	Paint	Lowe's	\$1,500.00	\$1,000.00	17	21
3	3.3 Community Murals	Artist Fees	Amy Lynn	\$4,000.00	\$3,000.00	22	24
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$3,000.00	\$2,665.00	25	28
3							
3							
				Goal 3 Total Claimed	\$6,665.00		
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$1,004.21	\$1,004.21	29	30
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$1,013.11	\$1,013.11	31	32
4	4.2 Youth Groups	Grossley Park Clean-Up	Sierra Co 4H	\$1,249.39	\$1,249.39	33	34
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$1,249.39	\$1,249.39	35	36
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$1,249.39	\$1,249.39	37	38
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$1,964.40	\$1,964.40	39	45
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$1,964.40	\$1,964.40	46	51
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$1,964.40	\$1,964.40	52	57
				Goal 4 Total Claimed	\$11,658.69		
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$345.00	\$345.00	58	59
5	KAB Conference	Conference Fees	Keep America Beautiful	\$650.00	\$650.00	60	61
5	KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00	62	65
5	KAB Conference	Lodging	Washington Hilton	\$887.12	\$730.00	66	69
5	KAB Conference	Transportation - Metro	DC Metro	\$12.00	\$120.00	70	72
				Goal 5 Total Claimed	\$2,845.00		
Total FY23 NM Clean and Beautiful Expenditures					\$24,386.74		

BALANCING

Step 1

- The total amounts under each Goal must match on the Overview Tab and the Expenditures Tab

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$2,220.87					\$2,500.00	-11.2%
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$997.18				\$1,000.00	-0.3%
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Removal			\$2,665.00			\$2,500.00	6.6%
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$2,017.31		\$2,000.00	0.9%
4.2 Youth Groups				\$3,748.16		\$4,000.00	-6.3%
4.3 Youth Interns				\$5,893.22		\$6,000.00	-1.8%
Increase Program Capacity							
5.3 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,500.00	\$2,500.00	0.0%
					\$0.00	\$0.00	#DIV/0!
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	**Budget Variances shall be no greater than 10.0%**	
	\$2,220.87	\$997.18	\$6,665.00	\$11,658.69	\$2,845.00		
Total FY23 Expenditures			\$24,386.74				
Total FY23 Grant Award			\$24,845.00				

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Back-up Documentation	
						Invoice or Receipt	Cleared Check, Bank Statement, Warrant, or Attestation
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.							
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Page #	Page #
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.25	1	2
1	1.3 Clean-Up Activities	Large Trash Bags	Costco	\$600.00	\$600.27	3	4
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$1,220.00	\$1,220.35	5	8
				Goal 1 Total Claimed	\$2,220.87		
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$437.82	\$437.82	9	11
2	2.1 Reuseables	Water Bottles	ePromo	\$559.36	\$559.36	12	16
				Goal 2 Total Claimed	\$997.18		
3	3.3 Community Murals	Paint	Lowe's	\$1,500.00	\$1,000.00	17	21
3	3.3 Community Murals	Artist Fees	Any Lynn	\$4,000.00	\$3,000.00	22	24
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$3,000.00	\$2,665.00	25	28
				Goal 3 Total Claimed	\$6,665.00		
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$1,004.21	\$1,004.21	29	30
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$1,013.11	\$1,013.11	31	32
4	4.2 Youth Groups	Crossley Park Clean-Up	Sierra Co 4H	\$1,249.39	\$1,249.39	33	34
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$1,249.39	\$1,249.39	35	36
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$1,249.39	\$1,249.39	37	38
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$1,964.40	\$1,964.40	39	45
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$1,964.40	\$1,964.40	46	51
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$1,964.40	\$1,964.40	52	57
				Goal 4 Total Claimed	\$11,658.69		
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$345.00	\$345.00	58	59
5	KAB Conference	Conference Fees	Keep America Beautiful	\$650.00	\$650.00	60	61
5	KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00	62	65
5	KAB Conference	Lodging	Washington Hilton	\$887.12	\$730.00	66	69
5	KAB Conference	Transportation - Metro	DC Metro	\$12.00	\$120.00	70	72
				Goal 5 Total Claimed	\$2,845.00		
Total FY23 NM Clean and Beautiful Expenditures					\$24,386.74		

BALANCING

Step 2

- The total amounts under Total Expenditures must match on the Overview Tab and the Expenditures Tab.

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET							
Name of Entity: City / County / Pueblo / Town / Village of XYZ							
Line Item	Total Claimed					Allocation	Variance
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5		
End Littering							
1.3 Clean-up Activities	\$2,220.87					\$2,500.00	-11.2%
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
	\$0.00					\$0.00	#DIV/0!
Reduce Waste							
2.1 Reuseables		\$997.18				\$1,000.00	-0.3%
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
		\$0.00				\$0.00	#DIV/0!
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Removal			\$2,665.00			\$2,500.00	6.6%
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
			\$0.00			\$0.00	#DIV/0!
Empower Youth							
4.1 Educational Materials				\$2,017.31		\$2,000.00	0.9%
4.2 Youth Groups				\$3,748.16		\$4,000.00	-6.3%
4.3 Youth Interns				\$5,893.22		\$6,000.00	-1.8%
Increase Program Capacity							
5.3 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,500.00	\$2,500.00	0.0%
					\$0.00	\$0.00	#DIV/0!
Total Goal Expenditures	\$2,220.87	\$997.18	\$6,665.00	\$11,658.69	\$2,845.00	**Budget Variances shall be no greater than 10.0%**	
Total FY23 Expenditures						\$24,386.74	
Total FY23 Grant Award						\$24,845.00	

NEW MEXICO CLEAN & BEAUTIFUL FY23 PROJECT EXPENSE WORKSHEET								
Name of Entity: City / County / Pueblo / Town / Village of XYZ								
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Back-up Documentation		
						Invoice or Receipt	Cleared Check, Bank Statement, Warrant, or Attestation	Page #
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						Page #	Page #	
1	1.3 Clean-Up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.25	1	2	
1	1.3 Clean-Up Activities	Large Trash Bags	Costco	\$600.00	\$600.27	3	4	
1	1.3 Clean-Up Activities	Safety Vests	U-Line	\$1,220.00	\$1,220.35	5	8	
1								
				Goal 1 Total Claimed	\$2,220.87			
2	2.1 Reuseables	Grocery Totes	Quality Logo	\$437.82	\$437.82	9	11	
2	2.1 Reuseables	Water Bottles	ePromos	\$559.36	\$559.36	12	16	
2								
2								
				Goal 2 Total Claimed	\$997.18			
3	3.3 Community Murals	Paint	Lowe's	\$1,500.00	\$1,000.00	17	21	
3	3.3 Community Murals	Artist Fees	Amy Lynn	\$4,000.00	\$3,000.00	22	24	
3	3.4 Graffiti Removal Tools	Elephant Snot	Graffiti Solutions	\$3,000.00	\$2,665.00	25	28	
3								
				Goal 3 Total Claimed	\$6,665.00			
4	4.1 Educational Materials	Earth Day Seedling Cups	Amazon	\$1,004.21	\$1,004.21	29	30	
4	4.1 Educational Materials	Recycling How-To Kit	Amazon	\$1,013.11	\$1,013.11	31	32	
4	4.2 Youth Groups	Crossley Park Clean-Up	Sierra Co 4H	\$1,249.39	\$1,249.39	33	34	
4	4.2 Youth Groups	Earth Day Clean-Up	Boy Scouts Troop #2790	\$1,249.39	\$1,249.39	35	36	
4	4.2 Youth Groups	Community Clean-Up	First Light Baptist	\$1,249.39	\$1,249.39	37	38	
4	4.3 Youth Interns	Summer Youth Intern	Judy Baca	\$1,964.40	\$1,964.40	39	45	
4	4.3 Youth Interns	Summer Youth Intern	Irene Chavez	\$1,964.40	\$1,964.40	46	51	
4	4.3 Youth Interns	Summer Youth Intern	Niko Ortiz	\$1,964.40	\$1,964.40	52	57	
				Goal 4 Total Claimed	\$11,658.69			
5	KAB Dues	2023 Annual Dues	Keep America Beautiful	\$345.00	\$345.00	58	59	
5	KAB Conference	Conference Fees	Keep America Beautiful	\$550.00	\$550.00	60	61	
5	KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00	62	65	
5	KAB Conference	Lodging	Washington Hilton	\$887.12	\$730.00	66	69	
5	KAB Conference	Transportation - Metro	DC Metro	\$120.00	\$120.00	70	72	
				Goal 5 Total Claimed	\$2,845.00			
Total FY23 NM Clean and Beautiful Expenditures							\$24,386.74	

Frequently Asked Questions

Q: Project Expense Worksheets Due: June 15, 2023

A: Completed Project Expense Worksheets to Survey Monkey Apply Portal <https://nmtourism.smapply.io/>

Q: What should I do if I exceed 10.0% allowed variance?

A: If you exceed the allowed 10.0% variance, the excess should be used as part of your match.

Q: If an expense will not clear our account before the due date, what can we do to show proof of payment?

A: Attestation – notarized document signed by CFO or equivalent to the Partner’s financial authority stating the funds have been spent and vendor will be paid by 6/30/2023.

Q: Can I turn in the Project Expense Worksheet early?

A: Yes! You can upload your completed Project Expense Worksheet once you have completed the document and have all back-up documentation in-order at <https://nmtourism.smapply.io/>



End-of-Year Report

required for all NMCB grant partners

Due July 5, 2023

End-of-Year Report

This report allows NMTD to understand each partners projects and to review:

- a summary of all completed projects
- consider major challenges that were faced
- envision future projects
- comprehend climate change adaptations

Conclude metrics for:

- Littering and Recycling
- Beautification
- Youth Employment
- Education and Outreach

Narrative

- Summarize all completed projects
- Identify major challenges faced
- Discuss future projects
- Climate Change Adaptions

New Mexico Clean & Beautiful - FY23 End of Year Report	
Name of Entity <input type="text"/>	
NMCB Program Coordinator <input type="text"/>	
Summary of project(s) completed (required)	Major Challenges Faced (required)
<input type="text"/>	<input type="text"/>
Future of project(s) and plans to build on success (required)	Climate Change Adaptation/Mitigation (optional)
<input type="text"/>	<input type="text"/>

Proof of Match

- Private Donations
- Government In-kind
- Volunteer Hours
(must be documented with sign-in sheets)

Private 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

Littering & Recycling

- Litter Control & Recycling Activities
- Litter Control & Infrastructure
- Illegal Dumping

Litter Control and Recycling Activities												
Date	Activity Name	Location of Area Cleaned: Roadside, Waterway, Green Space, Mainstreet, Community-wide (Green Space = parks, natural areas, hiking areas, etc)	# of Miles Cleaned	Lbs of Trash Collected (to Landfill)	Lbs of Recycling Diverted	Lbs of Glass Diverted	Lbs of Electronics Diverted	Lbs of Compost Diverted	Lbs of Cigarette Butts Diverted	Lbs of Additional Waste Diverted	Detail Additional Waste Diverted	Entity which Diverted Waste
Total Number of Miles Cleaned					Total Single Stream Diverted	Total Glass Diverted	Total Electronics Diverted	Total Compost Diverted	Total Cigarettes Diverted	Total Additional Waste Diverted		
0					0	0	0	0	0	0		
Total Waste Collected (lbs)												
0												
Total Waste to Landfill (lbs)					Total Waste Diverted from the Landfill (lbs)							
0					0							

Litter Control and Recycling Infrastructure						
# of Trash Receptacles	# of Recycling Receptacles	# of Cigarette Ash Receptacles	# of Pet Waste Receptacles	# of Sharps Disposal Receptacles	# of Additional Receptacles	Detail Additional Receptacles
Total # of Receptacles						
0						

Illegal Dumping		
# of Illegal Dumping Sites Reported	# of Illegal Dumping Sites Cleared	# of Tires Collected

Beautification

- Beautification Infrastructure
- Graffiti Eradication & Prevention

Beautification Infrastructure							
Location of Area Beautified: Roadside, Waterway, Green Space, Mainstreet, Public Building, Community-wide (Green Space = parks, natural areas, hiking areas, etc)	# Acres Beautified	# Trees Planted	# Additional Flora Planted	Detail Additional Flora Planted	# Rain Gardens Constructed	# Way-Finding/ Welcome Signs Erected	# Miles of Walking or Hiking Paths Improved
Total		Total		Total		Total	
0		0		0		0	

Graffiti Eradication and Prevention				
# of Graffiti Locations Reported	# of Graffiti Locations Removed	# of Community Murals Created	# of Dumpsters Painted	# of Receptacles Painted

Youth Employment

- Youth Subcontractors
- Youth Internships

Youth Subcontracts					
Date	Youth Group Name	Focus of Youth Group (Litter, Recycling, Beautification)	Total # of Youth in Group	Total # of Hours Worked	Youth Group Stipend
			Total	Total	Total
			0	0	0

Youth Internships					
Dates Employed	Intern Name	Focus of Internship (Litter, Recycling, Beautification)	Primary Activities of Intern	Total # of Hours Worked	Hourly Rate
			Total		Total
			0		0

Education and Outreach

- Youth Education Activities
- General Education Activities
- Marketing Campaigns
- Promotional Items

Youth Education Activities					
Date	Name of Education Activity	Focus of Event (Litter, Recycling, Beautification)	Location	# of Students Present	Age range of students
				Total	0

General Education Activities					
Date	Name of Education Activity	Focus of Event (Litter, Recycling, Beautification)	Location	# of Audience	
				Total	0

Marketing Campaigns				
Dates of Campaign	Type of Media (Radio, Print, Digital, Television)	Call to Action	Estimated Audience	Cost
			Total	Total
			0	0

Promotional Items	
Type of Item (Re-usable Bags, Water Bottles, T-Shirts, etc)	# Given Out
Total	
0	

Frequently Asked Questions

Q: Can I turn-in my End-of-Year Report in early?

A: Yes! You can submit your EOY Report as soon as you are ready!

Q: What if I have more information that the narrative tab allows for?

A: You are able to submit supplementary documentation to complete this section.



Supplemental Documents

Final Reimbursement Invoice

Please complete and upload the Final Reimbursement Invoice.

The reimbursement invoice will be for the remaining reimbursement for the grant cycle.

NEW MEXICO CLEAN & BEAUTIFUL
FY23 **FINAL** REIMBURSEMENT INVOICE

Please complete the fields below:

Today's Date:

Name of Awarded Entity:

Complete Mailing Address:

Final reimbursement request amount:

DO NOT COMPLETE ANY OF THE FIELDS BELOW

For NMTD Admin use ONLY

PO Number:

Total Award Amount:

Paid to Date:

Remaining Balance:

Current Request:

Approved by:

INVOICE NUMBER:

INVOICE DATE:

★ *Required Upload*

Youth Employment Verification Form

Youth Employment Verification Form

(For individually hired youth, not youth groups)

Please submit this completed, signed and notarized form with the Final Reimbursement Request Packet.

Local Agency: _____

Supervisor Name: _____

Youth Employee Name: _____

Youth Employee age at time of employment: _____

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 and belief:

- 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

Date

Supervisor Signature

Date

STATE OF NEW MEXICO
COUNTY OF _____

The foregoing document was affirmed before me this _____ day of _____, 20____, 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 or fidelity on penalty of perjury.

Signature of Notary Public

Seal:

My Commission Expires: _____

Please provide a youth employment verification form for each youth subcontractor that you have employed.

This is only required if the entity employed youth during the grant cycle.

☆ Youth Employment expense documentation may be satisfied by pay-stubs or an attestation from the Partner's CFO or equivalent financial authority.

Optional Upload

Volunteer Sign-in Sheets

Please provide volunteer sign-in sheets for all events that volunteers were utilized.

Volunteer sign-in sheets must be up-loaded in the supplementary task.



Optional Upload

Survey Monkey Apply

Monday, May 1, 2023,
all partners will be
moved into the *Final
Packet Stage* of the
grant cycle.

The screenshot displays the New Mexico Tourism Department's application portal. The header includes the department name and navigation links for Pages, Programs, My Applications, and the user Chantal Orio. The main content area is divided into several sections:

- Application Status:** Shows the application is **AWARDED** with a value of 0.00. It was awarded on August 15, 2022, and 0 of 4 required tasks are complete. A progress bar is visible. The last edited date is April 26, 2023, and the deadline is June 15, 2023. There are **REVIEW** and **SUBMIT** buttons.
- Owner Information:** Lists Chantal Orio (Owner) with the email chantal.orio@state.nm.us and an **Add collaborator** button.
- Application Details:** Shows the application title "New Mexico Clean and Beautif...", ID "0000000061", and status "Active". It has tabs for **APPLICATION**, **ACTIVITY**, and **DECISION DETAILS**.
- Your tasks:** A list of tasks that need to be completed, each with a circular progress indicator and a right-pointing arrow:
 - Final Reimbursement Invoice
 - Total Project Expense Worksheet
 - Back-up Documentation
 - End-of-Year Report
 - Youth Employment Verification Forms (optional)
 - Volunteer Sign-in Sheets (optional)
 - Supplementary Uploads (optional)
- Previous tasks:** A list of tasks that have been completed, each with a green checkmark and a right-pointing arrow:
 - Applicant Contact Information (Completed on: Sep 20 2022 11:22 AM (MDT))
 - Goal 1: End Littering (Completed on: Sep 20 2022 11:25 AM (MDT))
 - Goal 3: Beautify Communities (Completed on: Sep 20 2022 11:26 AM (MDT))
 - Proof of Match Requirements (Completed on: Sep 20 2022 11:27 AM (MDT))

Survey Monkey Apply

Required Tasks:

- Final Reimbursement Invoice
- Total Project Expense Worksheet
- Back-Up Documentation
- End-of-Year Report

New Mexico Tourism Department

Pages Programs My Applications Chantal Orio

< Back to application

New Mexico Clean and Beautiful FY23
0000000061
ID: 0000000061 | Status: Active

- Final Reimbursement Invoice
- Total Project Expense Worksheet
- Back-up Documentation
- End-of-Year Report
- Youth Employment Verification Forms (optional)
- Volunteer Sign-in Sheets (optional)

Awarded

0 of 4 required tasks complete

Last edited: Apr 26 2023 08:06 PM (MDT)

REVIEW SUBMIT

Deadline: Jun 15 2023 11:59 PM (MDT)

Final Reimbursement Invoice

Task instructions Hide

Upload the completed Final Reimbursement Invoice as a PDF.

ATTACH FILE
Show accepted formats

LINK TO VIDEO

MARK AS COMPLETE

POWERED BY Apply

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Survey Monkey Apply

Optional Tasks:

- Youth Employment Verification Forms
- Volunteer Sign-in Sheets
- Supplementary Uploads

Your tasks		Instructions
<input type="checkbox"/>	Final Reimbursement Invoice	>
<input type="checkbox"/>	Total Project Expense Worksheet	>
<input type="checkbox"/>	Back-up Documentation	>
<input type="checkbox"/>	End-of-Year Report	>
<input type="checkbox"/>	Youth Employment Verification Forms (optional)	>
<input type="checkbox"/>	Volunteer Sign-in Sheets (optional)	>
<input type="checkbox"/>	Supplementary Uploads (optional)	>

Survey Monkey Apply

Please select a task and attach a file to the corresponding task.

The screenshot displays the SurveyMonkey Apply interface for the New Mexico Tourism Department. The top navigation bar includes 'New Mexico Tourism Department', 'Pages', 'Programs', 'My Applications', and the user 'Chantal Orio'. The main content area is divided into two panels. The left panel shows a list of tasks for the application 'New Mexico Clean and Beautiful FY23 000000061'. The tasks listed are: 'Final Reimbursement Invoice', 'Total Project Expense Worksheet', 'Back-up Documentation', 'End-of-Year Report', 'Youth Employment Verification Forms (optional)', and 'Volunteer Sign-in Sheets (optional)'. The 'Final Reimbursement Invoice' task is selected and highlighted. Below the task list, it indicates '0 of 4 required tasks complete' and shows the last edited date as 'Apr 26 2023 08:06 PM (MDT)'. The right panel provides a detailed view of the 'Final Reimbursement Invoice' task. It includes a 'Task instructions' section with the instruction 'Upload the completed Final Reimbursement Invoice as a PDF.' Below this, there are two main options: 'ATTACH FILE' and 'LINK TO VIDEO'. The 'ATTACH FILE' button is highlighted with a yellow arrow. Below the 'ATTACH FILE' button is a link 'Show accepted formats'. To the right of the 'ATTACH FILE' button is a 'MARK AS COMPLETE' button. At the bottom of the interface, it says 'POWERED BY Apply' and 'Copyright © Momentive | Privacy | Terms'.

Survey Monkey Apply

Once all files have been uploaded, please mark this task as complete.

New Mexico Tourism Department

Pages Programs My Applications Chantal Orio

< Back to application

New Mexico Clean and Beautiful FY23
000000061
ID: 000000061 | Status: Active

- Final Reimbursement Invoice
- Total Project Expense Worksheet
- Back-up Documentation
- End-of-Year Report
- Youth Employment Verification Forms (optional)
- Volunteer Sign-in Sheets (optional)

Awarded 0

0 of 4 required tasks complete

Last edited: Apr 26 2023 08:06 PM (MDT)

REVIEW SUBMIT

Deadline: Jun 15 2023 11:59 PM (MDT)

Final Reimbursement Invoice

Task instructions Hide

Upload the completed Final Reimbursement Invoice as a PDF.

ATTACH FILE LINK TO VIDEO

Show accepted formats

1
Filename: 1.png Added: Apr 27 2023

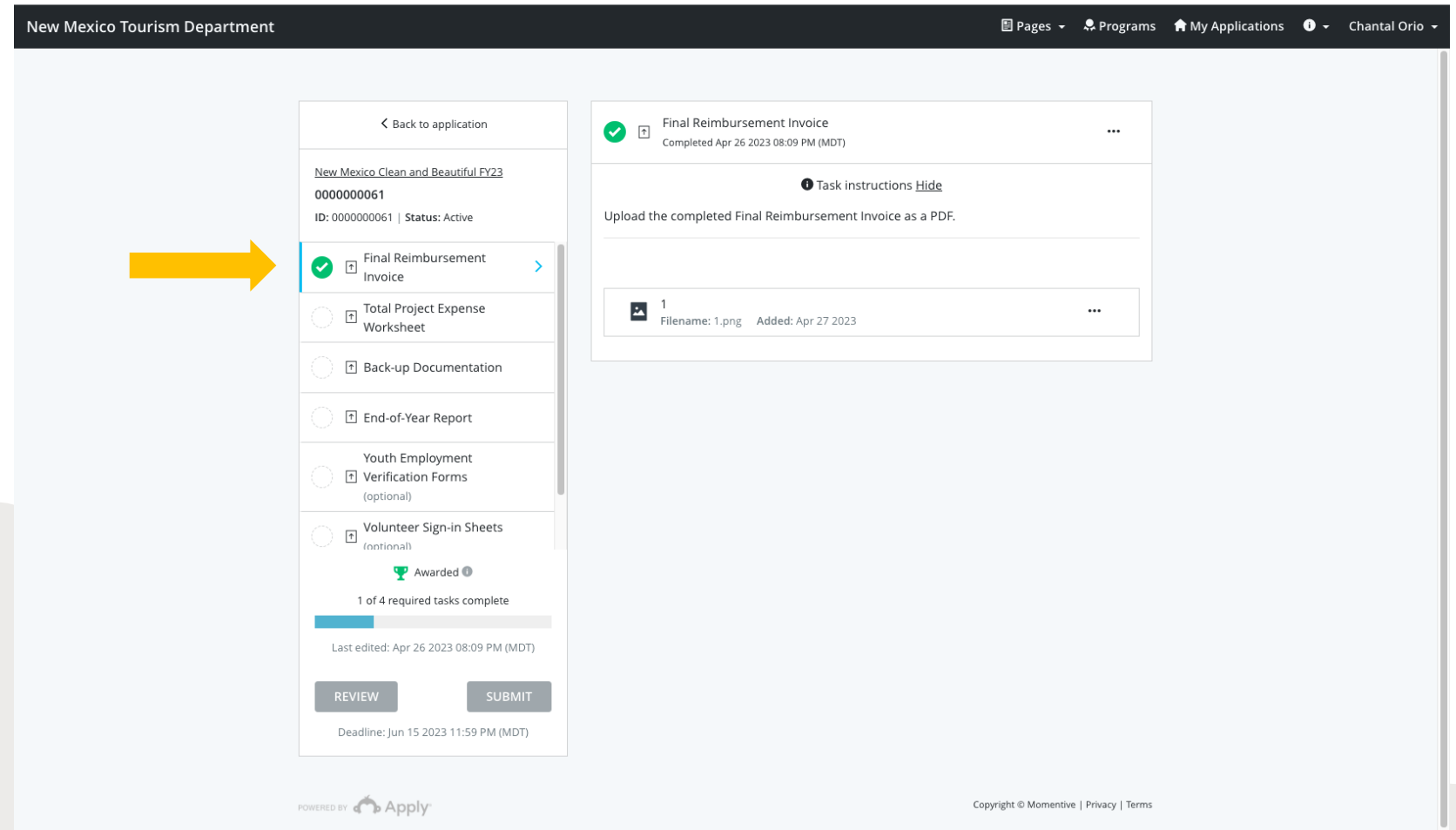
MARK AS COMPLETE

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Survey Monkey Apply

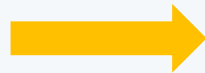
Please note the green circle with a checkmark indicates that your task is complete.



The screenshot displays the 'New Mexico Tourism Department' application portal. The main content area is divided into two columns. The left column lists tasks for the application 'New Mexico Clean and Beautiful FY23' (ID: 000000061, Status: Active). The tasks are: 'Final Reimbursement Invoice' (marked complete with a green checkmark), 'Total Project Expense Worksheet', 'Back-up Documentation', 'End-of-Year Report', 'Youth Employment Verification Forms (optional)', and 'Volunteer Sign-in Sheets (optional)'. A progress bar shows '1 of 4 required tasks complete'. The right column shows the details for the 'Final Reimbursement Invoice', which was completed on Apr 26 2023 08:09 PM (MDT). It includes a 'Task instructions' section with the instruction 'Upload the completed Final Reimbursement Invoice as a PDF.' and a file upload section showing a file named '1.png' added on Apr 27 2023. The portal also features a navigation bar at the top with 'Pages', 'Programs', 'My Applications', and 'Chantal Orio'. At the bottom, it is powered by 'Apply' and includes copyright information for Momenive.

Survey Monkey Apply

Please note the half-green circle indicates that the task is not complete. All tasks must be complete to submit successfully.



New Mexico Tourism Department

Pages Programs My Applications Chantal Orio

< Back to application

New Mexico Clean and Beautiful FY23
000000061
ID: 000000061 | Status: Active

- Final Reimbursement Invoice
- Total Project Expense Worksheet
- Back-up Documentation
- End-of-Year Report**
- Youth Employment Verification Forms (optional)
- Volunteer Sign-in Sheets (optional)

Awarded

3 of 4 required tasks complete

Last edited: Apr 26 2023 08:10 PM (MDT)

REVIEW SUBMIT

Deadline: Jun 15 2023 11:59 PM (MDT)

End-of-Year Report

Task instructions Hide

Upload the completed End of Year Report.

ATTACH FILE LINK TO VIDEO

1
Filename: 1_nvqliyh.png Added: Apr 27 2023

MARK AS COMPLETE

POWERED BY Apply

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Survey Monkey Apply

Please click the blue submit button to submit all final packet documentation.

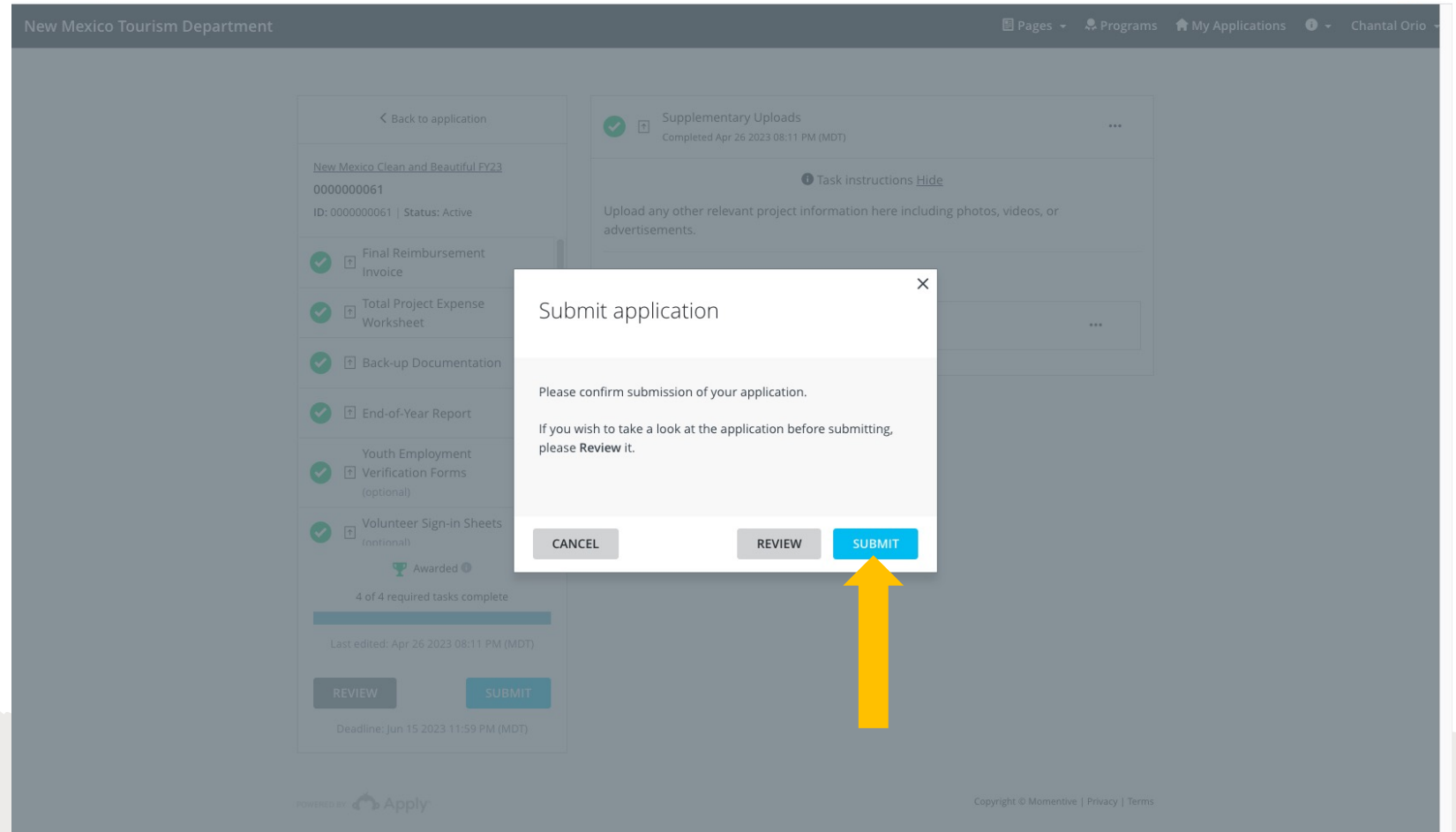
☆ Please only submit when ALL documents have been uploaded.

The screenshot displays the 'New Mexico Tourism Department' application interface. The top navigation bar includes 'Pages', 'Programs', 'My Applications', and the user name 'Chantal Orio'. The main content area is divided into two columns. The left column contains a checklist of tasks, each with a green checkmark and a document icon: 'Final Reimbursement Invoice', 'Total Project Expense Worksheet', 'Back-up Documentation', 'End-of-Year Report', 'Youth Employment Verification Forms (optional)', and 'Volunteer Sign-in Sheets (optional)'. Below the checklist, it indicates 'Awarded' and '4 of 4 required tasks complete'. The right column shows 'Supplementary Uploads' with a green checkmark and a document icon, and a task instruction to 'Upload any other relevant project information here including photos, videos, or advertisements.' Below this, a file upload section shows one file: '1_b5g129u.png' added on 'Apr 27 2023'. At the bottom of the left column, there are two buttons: 'REVIEW' (grey) and 'SUBMIT' (blue), with a yellow arrow pointing to the 'SUBMIT' button. The 'SUBMIT' button is highlighted with a yellow arrow. The bottom of the page features the 'POWERED BY Apply' logo and the text 'Copyright © Momentive | Privacy | Terms'.

Survey Monkey Apply

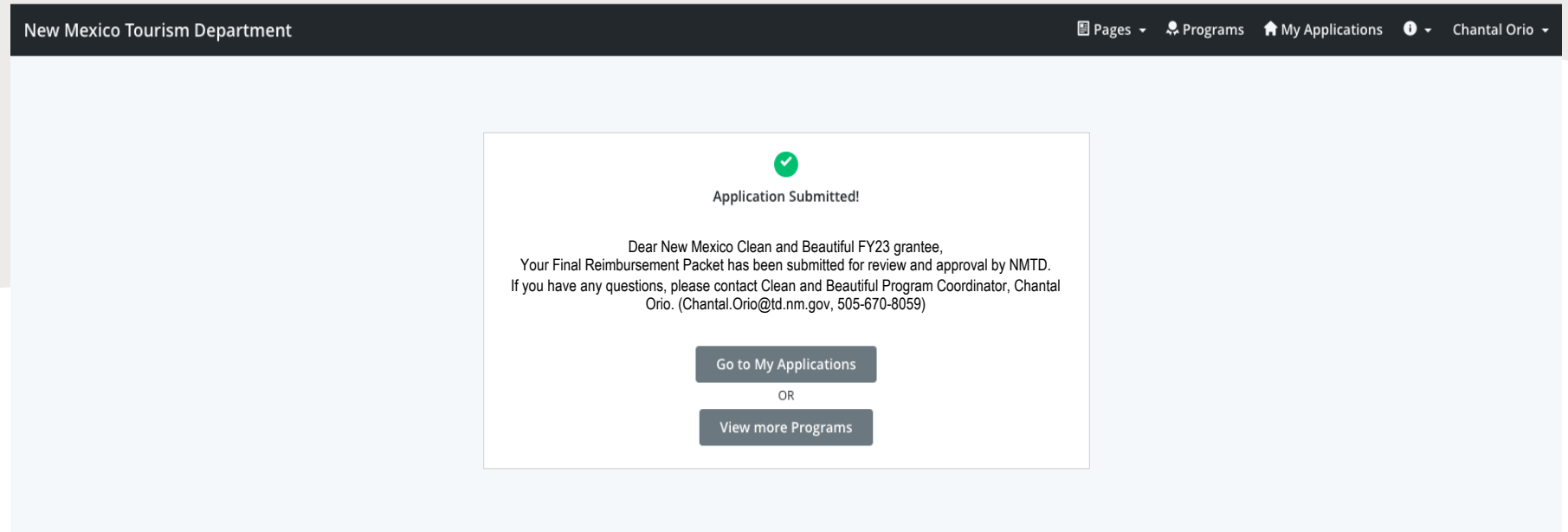
Please click the blue submit button to confirm that you wish to submit all final packet documentation.

☆ **Please only submit when ALL documents have been uploaded.**



Survey Monkey Apply


After you have successfully submitted all required documents to Survey Monkey Apply, you will see this screen confirming your submission.



The screenshot shows a web interface for the New Mexico Tourism Department. At the top, a dark navigation bar contains the text "New Mexico Tourism Department" on the left and a series of menu items on the right: "Pages", "Programs", "My Applications", and "Chantal Orio". The main content area is light blue and features a central white box with a green checkmark icon at the top. Below the icon, the text reads "Application Submitted!". A message follows: "Dear New Mexico Clean and Beautiful FY23 grantee, Your Final Reimbursement Packet has been submitted for review and approval by NMTD. If you have any questions, please contact Clean and Beautiful Program Coordinator, Chantal Orio. (Chantal.Orio@td.nm.gov, 505-670-8059)". At the bottom of the white box are two buttons: "Go to My Applications" and "View more Programs", with the word "OR" centered between them.

New Mexico Tourism Department

Pages Programs My Applications Chantal Orio



Application Submitted!

Dear New Mexico Clean and Beautiful FY23 grantee,
Your Final Reimbursement Packet has been submitted for review and approval by NMTD.
If you have any questions, please contact Clean and Beautiful Program Coordinator, Chantal Orio. (Chantal.Orio@td.nm.gov, 505-670-8059)

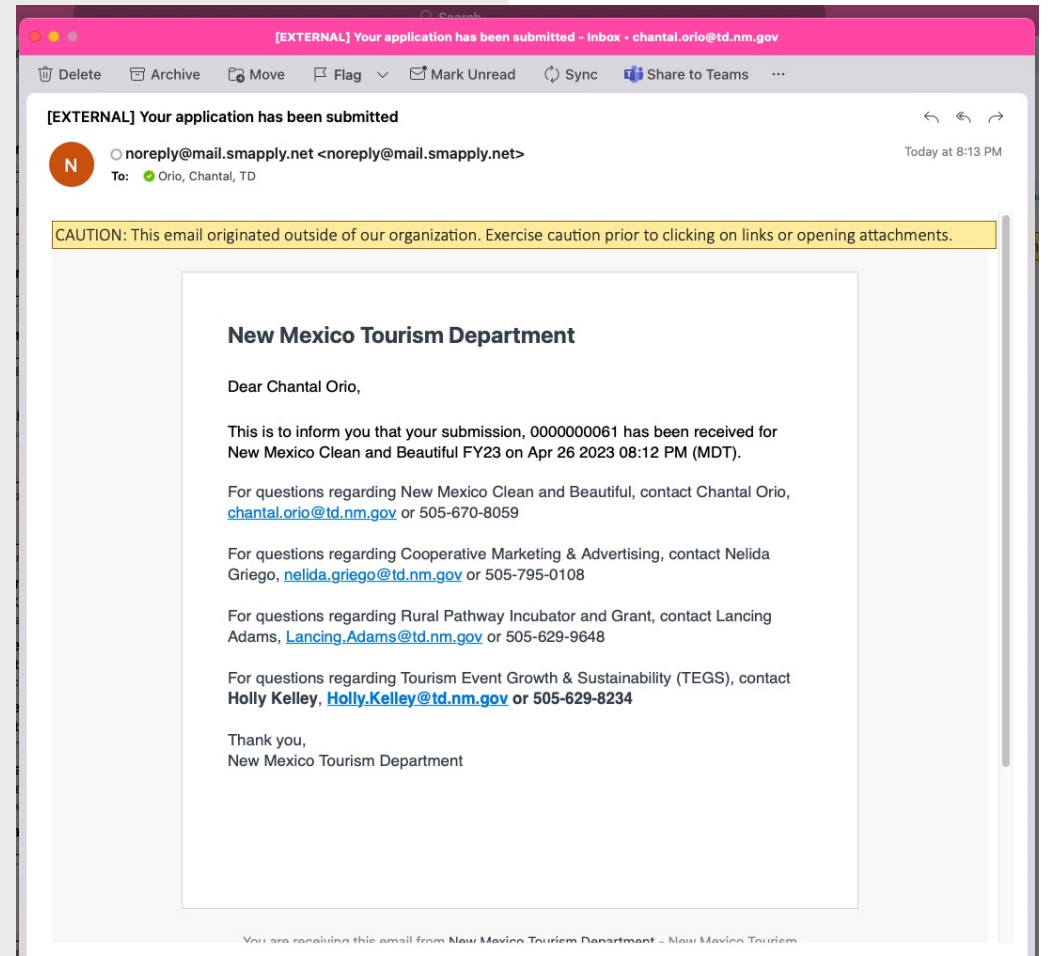
Go to My Applications

OR

View more Programs

Survey Monkey Apply

After you have successfully submitted all required documents to Survey Monkey Apply, you will receive an email from noreply@smapply.net confirming your submission.



KEEP NEW MEXICO TRUE

Chantal Orio

Clean and Beautiful Program Coordinator

(505) 670-8059

Chantal.Orio@td.nm.gov

The FY23 Final Reimbursement Packet
is due no later than:

June 15, 2023 - Financials

July, 5, 2023 - Metrics