




Quarterly Milestone Report

Step-By-Step Guide

FY24 Clean and Beautiful Program






What is a Quarterly Milestone?

Quarterly Milestone Reports (QMR) are meant to serve as a communication tool between the New Mexico Tourism Department and Clean & Beautiful Grant Partners.

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



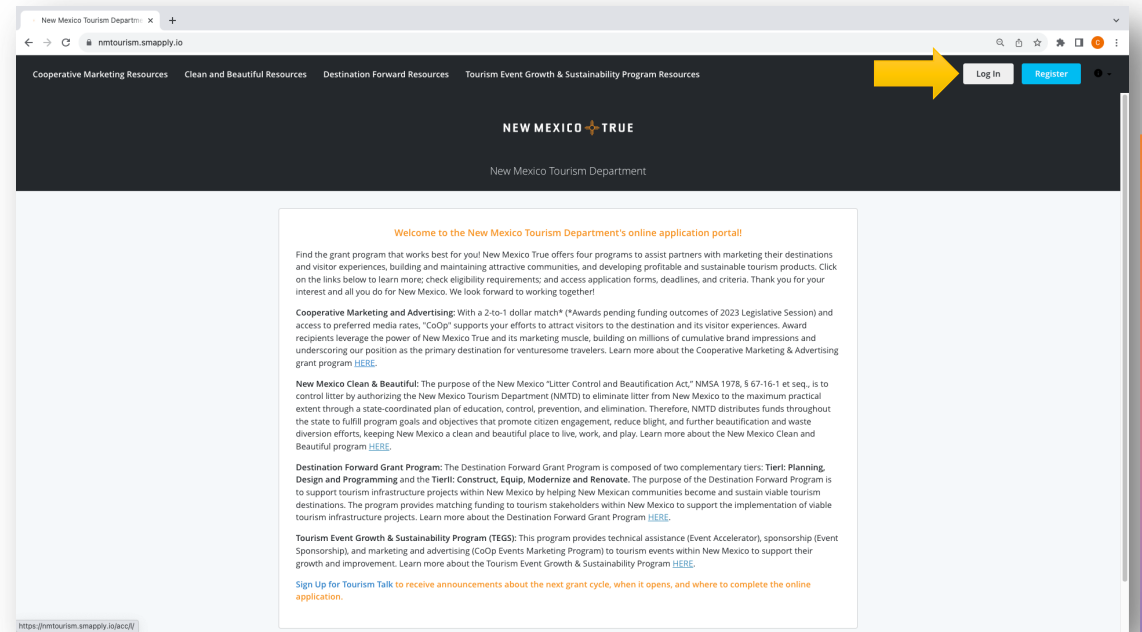
What is the purpose of a Quarterly Milestone Report?

The purpose of the Quarterly Milestone Report is to:

- Gather information on the status and progress of 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.

<https://nmtourism.smapply.io/>

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FY24 New Mexico Clean and Beautiful

New Mexico Tourism Department

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NEW MEXICO TRUE

FY24 New Mexico Clean and Beautiful

New Mexico Clean and Beautiful Grant Application Overview

You may access the complete FY24 Clean and Beautiful Program Guidelines [HERE](#).

GRANT PURPOSE

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 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 prevent litter, improve recycling, and beautify New Mexico communities.

ELIGIBILITY

All New Mexico municipalities, counties, and Tribal Governments in good standing with New Mexico Taxation and Revenue Department are eligible for funding (correct CRS numbers are required within the application). Entities need not be Keep America Beautiful affiliates to apply.

ELIGIBLE EXPENDITURES

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:

- **Goal #1 - End Littering**
 - Objective 1.1 - Prevent littering
 - Objective 1.2 - Provide access to proper waste disposal.
 - Objective 1.3 - Remove litter

See my application

Opens
Mar 13 2023 08:00 AM (MDT)

Deadline
Apr 14 2023 05:00 PM (MDT)

Select FY24 Application

My Applications - New Mexico

nmtourism.smapply.io/prog/

New Mexico Tourism Department

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Applications available to you will be displayed here.

NOTE: Accounts on this platform should be registered in the name of the eligible entity (tribal or local government, or tourism-related IRS nonprofit organization). The entity's representative may then invite "Collaborators" to join its application. Ultimately, the applying entity is responsible for the application in its entirety, including providing thorough, quality responses; making eligible, accurate and reasonable requests; and submitting in a complete and timely manner.

All Applications

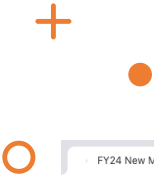
<p>New Mexico Clean and Beautiful FY23 000000061</p> <p>Deadline: Jun 15 2023 11:59 PM (MDT)</p> <p>STATUS: Active</p> <p>AWARDED 0.00</p> <p>VIEW</p> <p>Submitted on: Apr 26 2023 08:12 PM (MDT)</p>	<p>FY24 New Mexico Clean and Beautiful 000000014</p> <p>AWARDED \$0000.00</p> <p>0 of 3 required tasks complete</p> <p>START</p> <p>Submitted on: Mar 24 2023 12:02 PM (MDT)</p>
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1 - 2 of 2 Applications

POWERED BY Apply

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QMR Tasks



The screenshot shows a web browser window displaying the New Mexico Tourism Department's QMR application interface. The browser address bar shows the URL `nmtourism.smapply.io/sub/28767281/`. The page header includes the department name and the user's name, Chantal Sandoval.

The main content area is divided into several sections:

- AWARDED \$0000.00:** A green status indicator with a checkmark icon. Below it, the text reads "Awarded on: Sep 26 2023 04:05 PM (MDT)" and "0 of 3 required tasks complete". A progress bar is shown below this text. The last edited time is "Sep 26 2023 04:05 PM (MDT)". There are "REVIEW" and "SUBMIT" buttons.
- Application Details:** A box containing the application title "FY24 New Mexico Clean and Be...", the application ID "000000014", and tabs for "APPLICATION", "ACTIVITY", and "DECISION DETAILS".
- Your tasks:** A list of tasks with progress indicators and due dates:
 - Initial Disbursement Invoice (optional)
 - Q1 Milestones (Deadline: Oct 10 2023 11:59 PM (MDT))
 - Q2 Milestones (Deadline: Jan 9 2024 11:59 PM (MST))
 - Q3 Milestones (Deadline: May 1 2024 11:59 PM (MDT))
 - Budget Amendment Requests (optional) (Deadline: Apr 27 2024 11:59 PM (MDT))
- Previous tasks:** A list of completed tasks with green checkmarks:
 - Applicant Contact Information (Completed on: Mar 24 2023 11:53 AM (MDT))
 - Goal 1: End Littering (Completed on: Mar 24 2023 11:54 AM (MDT))
 - Goal 2: Reduce Waste (Completed on: Mar 24 2023 11:55 AM (MDT))
 - Goal 3: Beautify Communities (Completed on: Mar 24 2023 11:56 AM (MDT))
 - Goal 4: Empower Youth

A yellow arrow points from the "SUBMIT" button to the "Q1 Milestones" task. At the bottom left, the URL `https://nmtourism.smapply.io/tsk/28767281/frm/217945945/e/` is visible.

Q1 Milestones: FY24 New Mexi x +

nmtourism.smapply.io/tsk/28767281/frm/217945945/e/

New Mexico Tourism Department

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Back to application

FY24 New Mexico Clean and Beautiful
000000014
ID: 000000014

Initial Disbursement
Invoice (optional)

Q1 Milestones

Q2 Milestones

Q3 Milestones

Budget Amendment
Requests (optional)

Awarded 1
0 of 3 required tasks complete

Q1 Milestones
Deadline: Oct 10 2023 11:59 PM (MDT)

Task instructions Hide

Provide a detailed update on grant projects funded by the Clean and Beautiful program.

Form for "Q1 Milestones" Draft saved

Provide an implementation update for all approved projects.
Please refer to the Project Award Schedule and list an update for each budget line item.

1.3 – Clean-up Activities: The Coordinator met with the C&B Coordinator to discuss best practices for holding our first community clean-up in the spring.

2.1 – Reusables: Quotes for travel mugs and shopping bags were acquired to purchase in Q2.

3.3 – Community Mural: The Committee met to develop a Call to Artist and the theme of the mural.

4.2 – Youth Groups: Outreach was conducted with groups to schedule clean-ups. Two groups have completed clean-ups. Four groups have scheduled for the spring.



Each project should have a brief description to illustrate your projects' progress thus far. Planning tasks can also be included as a milestone update.

Question 1

REVIEW SUBMIT

Pivot your program as challenges arise, in accordance with the approved Project Award Schedule (Exhibit A of the Grant Agreement). Expenditures should level-up to the program objective, deliverable (line-item name), and allocation found in the approved Project Award Schedule in order to be eligible for reimbursement.

Describe any existing or anticipated challenges towards grant implementation.
Detail how project plans have been adjusted to address those challenges.

1.3 – Clean-up Activities: A fall clean-up was not feasible due to changes in staff. We will submit a Budget Amendment Request in Q2 for a new project.
2.1 – Reusables: No current challenges.
3.3 – Community Mural: The original location of the mural is no longer feasible. The Committee will meet in Q2 to determine a new location.
4.2 – Youth Groups: School groups are not permitted to participate in clean-ups due to restrictions, so less groups have signed up than anticipated. In Q2 we will conduct outreach on the radio and with sports clubs.

Question 2

Indicate any needs you may have for technical assistance or grant administration assistance. Questions, concerns, and suggestions can also be included. NMTD will use this information to identify the needs of the individual grant partner as well as the NMCB network overall.

Describe how NMTD can support your program's success during Quarter 2 and any needs you may have for technical assistance.

- 1.3 – Clean-up Activities: no assistance needed at this time.
- 2.1 – Reusables: NMTD can support our co-branding efforts for travel mugs. We will need help with the placement of KNMT logo as well as our own. We will also ask for guidance on color choice of the mugs.
- 3.3 – Community Mural: no assistance needed at this time.
- 4.2 – Youth Groups: NMTD can assist in supporting me with youth outreach implementation for our second clean-up effort in the spring. We will create co-branded advertisements for the events.

Question 3

Do you anticipate needing a Budget Amendment Request?

No

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

★ If you answered yes to any of the above, you will need to submit a Budget Amendment Request.

Question 4

Photos will provide NMTD a visual of the progress of projects to-date. If your project is not yet complete, and is location-based, please upload photos to demonstrate the current phase. Also upload all paid promotions and advertising funded through the grant. NMTD may utilize these photos or advertisements for promotional purposes to further demonstrate the impact of the NMCB network .

Photos and Advertisements

Please provide progress photos to demonstrate each project's status. Before and after photos of clean-ups are appreciated. Paid advertising should also be uploaded. In the file name, please include the project name. *Disclaimer - Uploaded photos may be utilized by NMTD for internal and external communications.*

1. Community Mural Renc .png

Description :

Our artist has submitted their initial rendering of the community mural.

Characters Entered: 73 Maximum: 255

Upload another file

Question 5

NMTD is requesting this information to see how partners are utilizing earned media to promote volunteer opportunities and completed projects. These media mentions may be used by NMTD to further promote your program's success.

Media Mentions

Please link any earned-media mentions of grant project implementation, if applicable.

Article Link #1	<input type="text"/>
Article Link #2	<input type="text"/>
Article Link #3	<input type="text"/>
Article Link #4	<input type="text"/>
Article Link #5	<input type="text"/>



Question 6

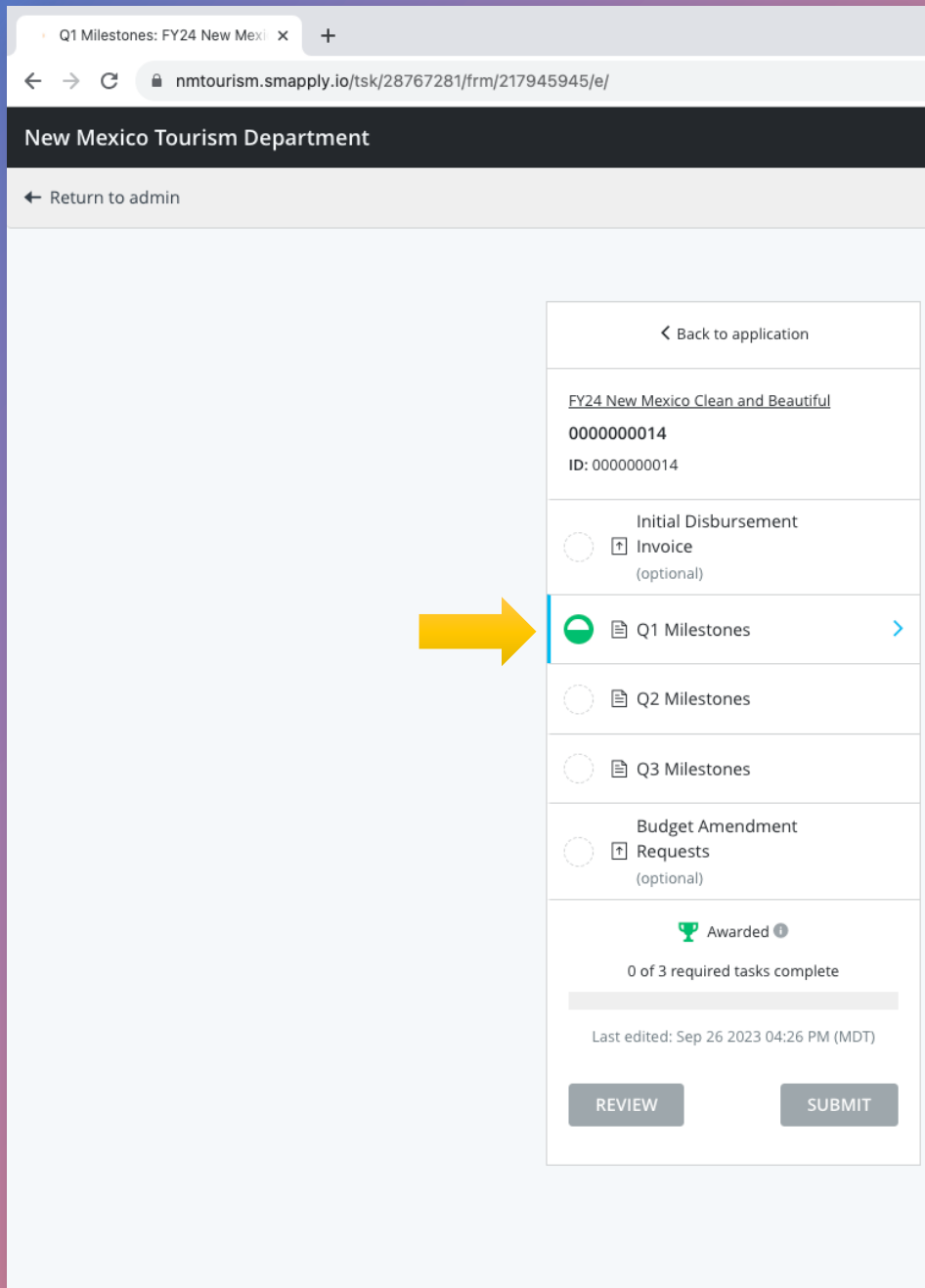
Save & Continue Editing

The save and continue editing function allows you to add information into your QMR without submitting the report to NMTD. This is a useful tool to keep track of your progress throughout the quarter. NMTD will not review the QMR until it has been submitted.

The screenshot shows a web browser window with the URL `nmtourism.smapply.io/task/28767281/fm/217945945/w/`. The page title is "New Mexico Tourism Department" and the user is logged in as "Chantal Sandoval". The main content area contains a form for submitting a Quarterly Milestone Report (QMR). The form includes a file upload section with a file named "Community Mural Renc.png" and a description field containing the text "Our artist has submitted their initial rendering of the community mural." Below this is a "Media Mentions" section with five "Article Link" input fields. At the bottom of the form, there are two buttons: "SAVE & CONTINUE EDITING" (highlighted with a yellow arrow) and "MARK AS COMPLETE". The footer of the page includes the "powered by Apply" logo and copyright information: "Copyright © Momentive | Privacy | Terms".

Save & Continue Editing

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



Q1 Milestones: FY24 New Mexi x +

← → ↻ nmtourism.smapply.io/tsk/28767281/frm/217945945/e/

New Mexico Tourism Department

← Return to admin

← Back to application

FY24 New Mexico Clean and Beautiful
000000014
ID: 000000014


Initial Disbursement
 Invoice (optional)

Q1 Milestones >

Q2 Milestones

Q3 Milestones

Budget Amendment
 Requests (optional)

 Awarded ⓘ

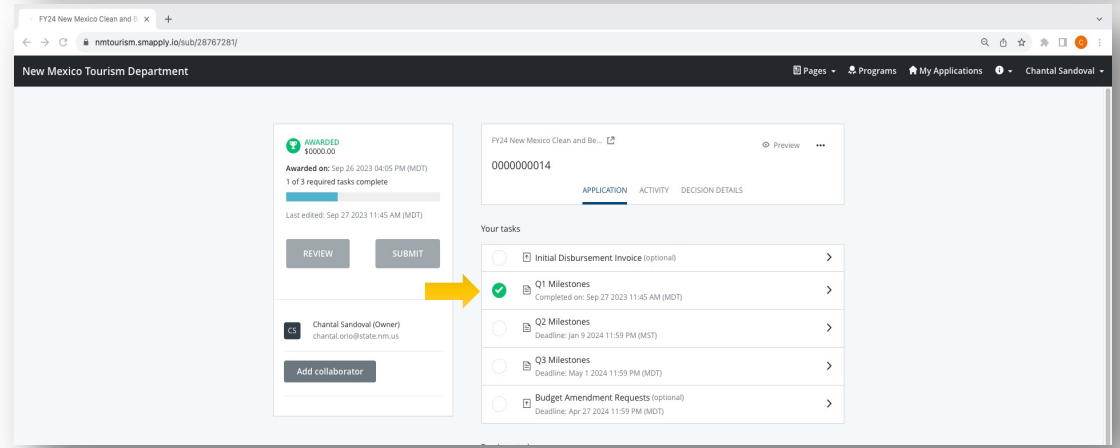
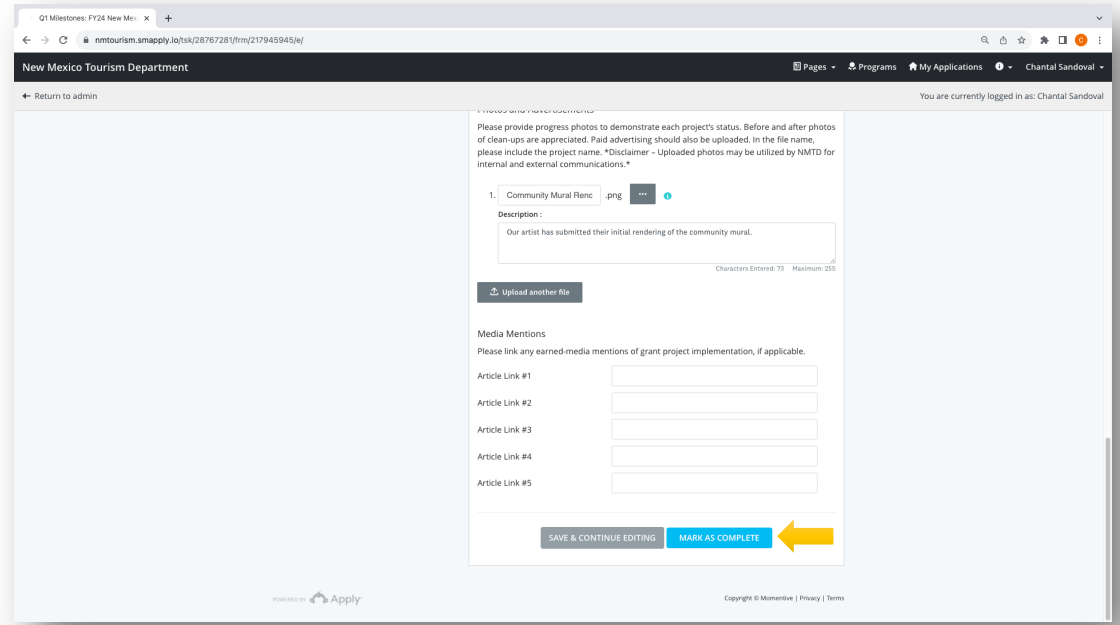
0 of 3 required tasks complete

Last edited: Sep 26 2023 04:26 PM (MDT)


REVIEW SUBMIT



Mark as Complete



If you see green check mark to the left of your Quarterly Milestone Report task, this indicates your report has been submitted and no further action is required.



Frequently Asked Questions

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Frequently Asked Questions

Q: Why do the Quarterly Milestone Report tasks not appear when I log-in to the grant portal?

A: If you are unable to see the Quarterly Milestone Reports on the grant portal, the grant agreement may not yet be fully executed. Once the agreement has been fully executed, NMTD staff will notify the entity and additional options will appear on the grant portal. You will then have the ability to submit Quarterly Milestone Reports on the portal.

Q: Should I strictly adhere to the Quarterly Milestones outlined in the original grant proposal?

A: Use the Quarterly Milestones submitted with your grant application as a guide for project implementation. However, these original milestones can be adjusted based upon the awarded amount of funding and the current realities of your program.

Frequently Asked Questions



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

A: Yes, feel free to take notes and document progress throughout the quarter. Click the save and continue editing button after inputting information to save a draft of the report. When the report is finalized and ready for review, click the mark as complete button. NMTD will only review your completed report after the deadline has passed.

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

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

Frequently Asked Questions



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

A: No, metrics are not necessary to include with your Quarterly Milestone Report. This data should be compiled throughout the year and will be reported in the End-of-Year Report with the Final Reimbursement Packet.

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

A: No, NMTD will not accept financial information with the Quarterly Milestone Reports. Please do not upload any receipts, invoices, or proof of payments. All financial information should be submitted with the Final Reimbursement Packet. Please reference the FY24 Grant Guidelines (Exhibit B of the Grant Agreement) for the reimbursement schedule and requirements.

Q: How much time should I dedicate to completing my Quarterly Milestone Reports?

A: Responses within the Quarterly Milestone Report should be brief, while still providing NMTD with a clear and up-to date snapshot of all approved grant projects. The length of the reports will depend on the complexity of your grant projects.

Quarterly Milestone Due Dates



Quarter 1 Milestone  **Due: Tuesday, October 10, 2023**

Quarter 2 Milestone  **Due: Tuesday, January 9, 2024**

Quarter 3 Milestone  **Due: Tuesday, April 3, 2024**

Questions



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Contact NMTD

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Clean and Beautiful Program Coordinator

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