

New Mexico Clean and Beautiful

FY24 Welcome Webinar

KEEP NEW MEXICO  **TRUE**

Today's Agenda

Today we will review:

- FY24 Snapshot
- Grant Agreement & Guidelines
- Funds Disbursement
- Grant Implementation
- Final Packet Requirements
- Online Resources
- Upcoming Dates
- Q&A

General Reminders:

- ✓ This webinar will be recorded.
- ✓ Send questions in the chat box.

59 Community
Partners

Over
\$900,000.00
Awarded

This is not just a grant...

**you are part of a network of leaders
working to keep NM clean and
beautiful!**

FY24 Grant Agreement & Guidelines

★ Use the Grant Agreement to refer to for NMCB grant expectations ★

EXHIBIT B

NEW MEXICO TOURISM DEPARTMENT CLEAN AND BEAUTIFUL GRANT PROGRAM **FY24 GUIDELINES**

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 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.

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 process). 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.

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-mentioned goals.
 - 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 employed.

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 goals.

Funds Disbursement

➤ Executed Grant Agreements are currently being finalized

- Funds can not be expended until agreement is fully executed
- Please submit signed agreements ASAP
















➤ Initial Disbursement of Funds

- Eligible for 50% of Grant Award upon execution of grant agreement
- Initial Invoices should be uploaded to SurveyMonkey Portal
- Template available on C&B Resource Page
- Date on Invoice must be after the date on the P.O.
















➤ Final Reimbursement of Funds

- Final 50% will be reimbursed following approval of Final Packet

Your tasks


	 Initial Disbursement Invoice (optional) Last edited: Aug 24 2022 05:08 PM (MDT)	
	 Q1 Milestones Deadline: Oct 3 2022 11:59 PM (MDT)	
	 Q2 Milestones Deadline: Jan 3 2023 11:59 PM (MST)	
	 Q3 Milestones Deadline: Apr 3 2023 11:59 PM (MDT)	
	 Budget Amendment Requests (optional) Deadline: Apr 28 2023 11:59 PM (MDT)	

Previous tasks

	 Applicant Contact Information Completed on: Aug 24 2022 05:06 PM (MDT)	
	 Goal 1: End Littering Completed on: Aug 24 2022 05:06 PM (MDT)	
	 Proof of Match Requirements Completed on: Aug 24 2022 05:06 PM (MDT)	
	 Grant Agreement Completed on: Aug 24 2022 05:07 PM (MDT)	
	 Purchase Order	

Eligible Expenditures











- ✓ **All expenditures must align with the approved Project Award Schedule**
- ✓ **Eligible expenditures should align with the:**
 1. Deliverable (budget line item)
 2. Program Objective
 3. Intent of the Grant Proposal
- ✓ **What is not eligible under the grant?**
 - ✗ Food and Beverages
 - ✗ Salaries (except Youth Interns)
 - ✗ Office Supplies
 - ✗ Gas (except KAB Conference)
 - ✗ Ongoing Maintenance Needs

EXHIBIT A PROJECT AWARD SCHEDULE ENTITY NAME					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.2 Roll-Off Dumpsters	\$2,250.00				
1.3 Clean-up Activities	\$1,000.00				
Reduce Waste					
2.5 Trail Receptacles		\$800.00			
Beautify Communities					
3.2 Native Plants			\$1,000.00		
3.3 Community Mural			\$3,000.00		
Empower Youth					
4.2 Youth Groups				\$4,000.00	
Increase Program Capacity					
5.2 KAB Dues					\$285.00
Subtotals	\$3,250.00	\$800.00	\$1,000.00	\$4,000.00	\$285.00
Total Award	\$9,335.00				
 Approved by: NMTD Tourism Development Division Director				08/18/2023 Date	











Budget Amendment Requests

- **10% Budget Variance will be allowed among established line items**
 - ❑ All other budget changes must be approved through a BAR
- **Upload Budget Amendment Requests to SurveyMonkey Portal**
 - ❑ NMTD will review for approval and send amended Project Award Schedule
 - ❑ Training Video and materials forthcoming
- **No more than one BAR per quarter**
- **BARs will not be accepted after May 1st**

Your tasks

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Quarterly Milestones











- Q1 Milestone Report Due – Tuesday, October 3, 2023
- Q2 Milestone Report Due - Tuesday, January 9, 2024
- Q3 Milestone Report Due – Tuesday, April 2, 2024

★ Financial Documentation will not be accepted with Milestone Reports

Your tasks

-   Initial Disbursement Invoice (optional)
Last edited: Aug 24 2022 05:08 PM (MDT)
-   Q1 Milestones
Deadline: Oct 3 2022 11:59 PM (MDT)
-   Q2 Milestones
Deadline: Jan 3 2023 11:59 PM (MST)
-   Q3 Milestones
Deadline: Apr 3 2023 11:59 PM (MDT)
-   Budget Amendment Requests (optional)
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Previous tasks

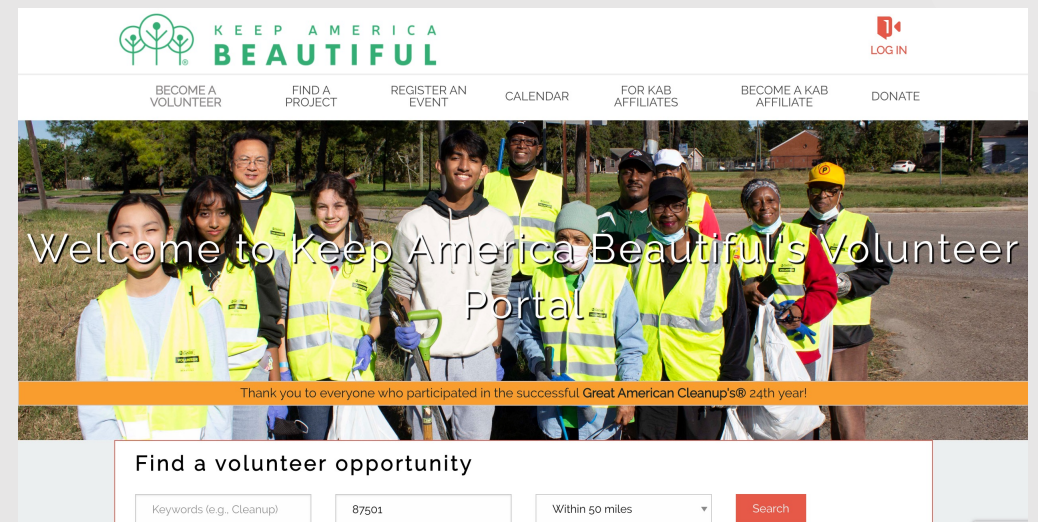
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Final Packet Additional Requirements Volunteer Sign-In Sheets

<https://volunteer.kab.org/>

You may use your own format, but include at least:

- Event Name
- Event Date
- Volunteer Name
- Volunteer Hours



Final Packet – Additional Requirements

Youth Employment Forms

All information be completed with notary

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:

Keep NM True Logo

- ❑ Only use current KNMT logos – prior logos should no longer be in use.
- ❑ As per the Grant Agreement, all KNMT logo use must be approved by NMTD
- ❑ **KNMT Brand Guidelines and Logo Use**
 - Please email Chantal for current logo files and parameters of use
- ❑ **Promotional Items – Please consider if promo items are creating or reducing waste**

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Online Resources – SurveyMonkey

<https://nmtourism.smapply.io>

Final Reimbursement Packet tasks will be available to grant partners in May

Online Resources NMTD Website

<https://www.newmexico.org/industry/>

The screenshot shows the New Mexico True website. The main navigation bar includes: NEW MEXICO TRUE, News, Industry Resources, Work Together, Upcoming Events, and About Us. A sidebar menu is open, listing the following items: Ways to Work Together, Tourism Exchange, Partners Portal, Partnership Opportunities, NM True Brand, Grants, NM True Certified, Earned Media Cooperative Program, Swag Request Form, and Industry Communication Form. The 'Grants' item is highlighted with an orange bar. To the right of the sidebar, there are sections for 'Cooperative Marketing' and 'Clean & Beautiful', both with right-pointing chevrons, and 'Program Goals' and 'Grant Application'. The main content area features a silhouette of three people sitting on a rock at sunset, with the text 'Ways New Mexico True Can Work for You' below it. At the bottom right, there is a 'SHARE' button with a person icon.

Work Together → Grants → Clean and Beautiful

Mark Your Calendar

- ❑ Q1 Milestone Report Due -----Tuesday, October 3, 2023
- ❑ Q2 Milestone Report Due -----Tuesday, January 9, 2024
- ❑ Keep America Beautiful National Conference in San Diego, CA -----Monday to Wednesday, February 12th – 14th, 2024
- ❑ FY25 Application Opens -----February 2024
- ❑ Q3 Milestone Report Due -----Tuesday, April 3, 2024
- ❑ Budget Amendment Requests Due -----Wednesday, May 1, 2024
- ❑ Final Reimbursement Packet - Financials Due -----Thursday, June 15, 2024
- ❑ Final Reimbursement Packet – Metrics Due -----Wednesday, July 5, 2024

Clean & Beautiful Coffee Hours : Thursdays from 9:00am – 10:00am

★ **All dates are subject to change.**

Contact Info

Chantal Sandoval

Clean & Beautiful Program Coordinator

chantal.sandoval@td.nm.gov

505-670-8059

Coffee Hours:

Thursdays from 9:00am – 10:00am



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FY24 - Destination Forward Grant Program

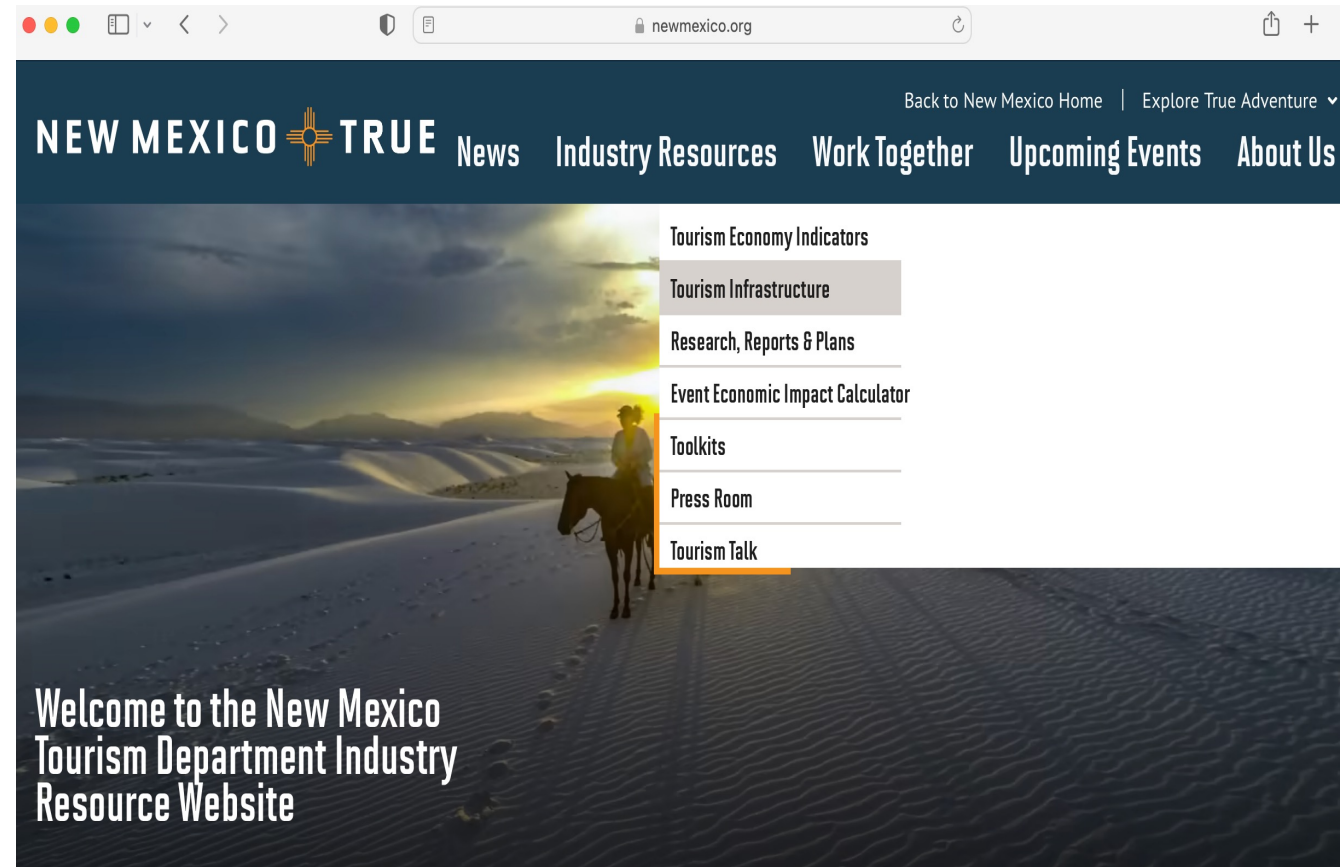
Destination Forward Grant Program

[Capital Outlay Tourism Infrastructure Projects Dashboard](#) on our website:

Industry Resources  Tourism Infrastructure

Competitive grant program supporting tourism infrastructure projects that meet the following **goals**:

- 1.) Increase visitation
- 2.) Improve/enhance the visitor and resident experience
- 3.) Spur economic growth & capacity opportunities for residents
- 4.) Increase national & global recognition of New Mexico as a sustainable tourism destination
- 5.) Increase positive impacts on the local environment while decreasing negative impacts



Destination Forward Grant Program

Eligible Applicants:

- Local governments
- Tribal governments
- Municipalities
- Special districts

Eligible Projects:

- Must be “shovel ready” or “shovel worthy”
- Align with fund goals and objectives
- Align with region’s economic/comprehensive or other regional development plan
- Aim at funding destination development where greatest needs exist

Destination Forward Grant Program

The Destination Forward Grant Program is composed of two complementary Tiers:

- Tier IA: Planning and Design – Up to \$100,000
- Tier IB: Programming – Up to \$50,000
- Tier IIA: Construct and Equip – Up to \$500,000
- Tier IIB: Modernize and Renovate – Up to \$500,000

Both tiers provide **technical assistance** for the development of viable tourism projects in New Mexico.

The Destination Forward Grant provides **matching funding** to support the implementation of viable tourism projects in New Mexico.

5% match for Tier IA and Tier II projects



Online Resources – NMTD Website

<https://www.newmexico.org/industry/>



Destination Forward

The purpose of the Destination Forward Grant Program is to support the development and implementation of tourism infrastructure projects throughout New Mexico.

LEARN MORE

Work Together



Grants



Destination Forward

Destination Forward Grant Program

Please feel free to contact me for
more info:

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New Mexico Tourism Department

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T: 505-690-6167



Live Q & A

