

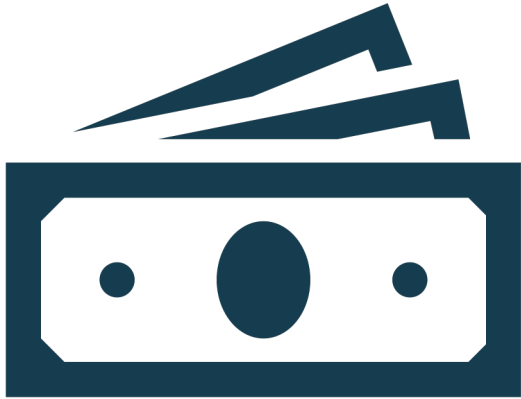


New Mexico Clean & Beautiful Project Expense Worksheet *Pilot Program*

What is a Project Expense Worksheet?

- ❖ Project Expense Worksheets are necessary for NMCB grant partners to communicate their individual and total expenditures to NMTD at the end of the grant cycle.
- ❖ Project Expense Worksheets are **required** from all NMCB grant partners at the end of each grant cycle **on or before June 15, 2024**.

Project Expense Worksheet Tabs

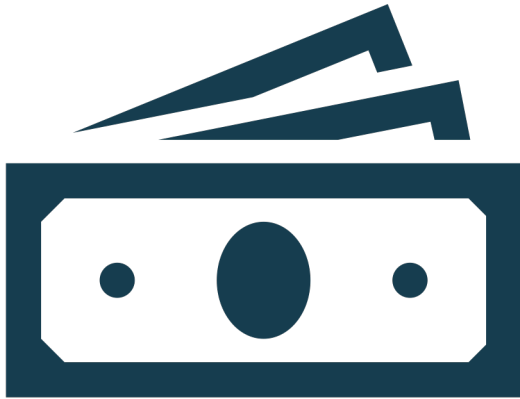


Overview Tab



Expenditures Tab

Project Expense



Overview Tab

- ❖ Allows the NMCB grant partners to look at their overall expenditures per goal.
- ❖ Calculates the difference between each line item's allocation and the partner's actual spend.
- ❖ Ensures all partners stay within their budget (total grant award) or allowed 10.0% variance.

Project Expense



Expenditures Tab

Allows the NMCB grant partners to itemize their expenses per:

- ❖ Goal
- ❖ Objective
- ❖ Line item
- ❖ Vendor
- ❖ Total Spend
- ❖ Total Claimed

Show proof of payment for each expenditure with the following:

- | | | |
|-----------|-------------|----------------------------|
| ❖ Receipt | A
N
D | ❖ Warrant |
| <i>or</i> | | ❖ <i>or</i> Cleared Check |
| ❖ Invoice | | ❖ <i>or</i> Bank Statement |
| | | ❖ <i>or</i> Attestation |

Project Expense Worksheet

The FY24 Difference – Pilot Program



The FY24 Project Expense Worksheet Difference

- ❖ Providing the Project Expense Worksheet template to grant partners early in the grant cycle to utilize as a tool throughout the year.
- ❖ Simplifying the NMCB grant partner's experience with the **required** Project Expense Worksheet and back-up documentation.

Pilot Project Expense Worksheet

NMTD will provide Pilot Program Project Expense Worksheets to partners upon request.

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering	\$0.00						#DIV/0!
Reduce Waste		\$0.00					#DIV/0!
Beautify Communities			\$0.00				#DIV/0!
			\$0.00				#DIV/0!
Empower Youth				\$0.00			#DIV/0!
				\$0.00			#DIV/0!
				\$0.00			#DIV/0!
Increase Program Capacity					\$0.00		#DIV/0!
					\$0.00		#DIV/0!
Total Goal Expenditures	Goal 1 \$0.00	Goal 2 \$0.00	Goal 3 \$0.00	Goal 4 \$0.00	Goal 5 \$0.00		★★ Budget Variances shall be no greater than 10.0% ★★
Total FY24 Expenditures							\$0.00
Total FY24 Grant Award							\$0.00

Overview Tab

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
LIST EXPENDITURES AS THEY APPEAR IN THE BUDGET SCHEDULE. SCAN BACK-UP DOCUMENTATION IN THE SAME ORDER AS LISTED BELOW.						BACK-UP DOCUMENTATION	
						Invoice or Receipt	Cleared Check, Bank Statement, Warrant, Or - Attestation
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Page #	Page #
1							
1							
1							
1							
1							
				Goal 1 Total Claimed	\$0.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$0.00		

Expenditures Tab

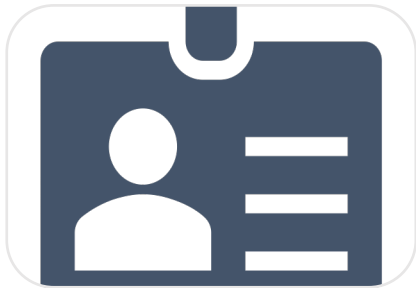
Pilot Program – *Project Expense Worksheet*



Pilot Program – *Project Expense Worksheet*

Overview Tab 

NMTD will complete the fields below on the Overview Tab.



Name of Entity



Line Item



Allocation



Total Grant
Award

Pilot Program – *Project Expense Worksheet*

Overview Tab 

NMTD will complete the fields below on the Overview Tab:

- ❖ Name of Entity
- ❖ Line items and allocations to match each grant partner's *Project Award Schedule – Exhibit A* of the Grant Agreement

OR

- ❖ Amended Project Award Schedule if a *Budget Amendment Request (BAR)* has been submitted and approved by NMTD.
- ❖ Total Grant Award

Project Expense Worksheet



Pilot Program – Fields NMTD will Complete



Pilot Program – Project Expense Worksheet

Overview Tab


EXHIBIT A PROJECT AWARD SCHEDULE CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Clean-up Activities	\$2,500.00				
Reduce Waste					
2.1 Reusables		\$1,000.00			
Beautify Communities					
3.2 Adpot-A-Spot			\$4,000.00		
3.4 Graffiti Eradication			\$2,500.00		
Empower Youth					
4.1 Educational Materials				\$2,000.00	
4.2 Youth Groups				\$4,000.00	
4.3 Youth Interns				\$6,000.00	
Increase Program Capacity					
5.2 KAB Dues					\$345.00
5.3 KAB Conference					\$2,500.00
Subtotals	\$2,500.00	\$1,000.00	\$6,500.00	\$12,000.00	\$2,845.00
Total Award	\$24,845.00				
 Approved by: _____ Date: 8/18/23 NMTD Tourism Development Division Director					


Exhibit A – Project Award Schedule

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.3 Clean-up Activities	\$0.00					\$2,500.00	-100.0%
Reduce Waste							
2.1 Reusables		\$0.00				\$1,000.00	-100.0%
Beautify Communities							
3.3 Community Mural			\$0.00			\$4,000.00	-100.0%
3.4 Graffiti Eradication			\$0.00			\$2,500.00	-100.0%
Empower Youth							
4.1 Educational Materials						\$2,000.00	-100.0%
4.2 Youth Groups				\$0.00		\$4,000.00	-100.0%
4.3 Youth Interns				\$0.00		\$6,000.00	-100.0%
Increase Program Capacity							
5.2 KAB Dues						\$345.00	-100.0%
5.3 KAB Conference						\$2,500.00	-100.0%
Total Goal Expenditures	Goal 1 \$0.00	Goal 2 \$0.00	Goal 3 \$0.00	Goal 4 \$0.00	Goal 5 \$0.00		★★ Budget Variances shall be no greater than 10.0% ★★
Total FY24 Expenditures	\$0.00						
Total FY24 Grant Award	\$24,845.00						

Project Expense Worksheet

Pilot Program – Project Expense Worksheet


Overview Tab  Name of Entity

EXHIBIT A PROJECT AWARD SCHEDULE					
CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Clean-up Activities	\$2,500.00				
Reduce Waste					
2.1 Reusables		\$1,000.00			
Beautify Communities					
3.2 Adpot-A-Spot			\$4,000.00		
3.4 Graffiti Eradication			\$2,500.00		
Empower Youth					
4.1 Educational Materials				\$2,000.00	
4.2 Youth Groups				\$4,000.00	
4.3 Youth Interns				\$6,000.00	
Increase Program Capacity					
5.2 KAB Dues					\$345.00
5.3 KAB Conference					\$2,500.00
Subtotals	\$2,500.00	\$1,000.00	\$6,500.00	\$12,000.00	\$2,845.00
Total Award	\$24,845.00				
 Approved by:			8/18/23		
NMTD Tourism Development Division Director			Date		

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
	\$0.00						#DIV/0!
Reduce Waste							
		\$0.00					#DIV/0!
Beautify Communities							
			\$0.00				#DIV/0!
			\$0.00				#DIV/0!
Empower Youth							
				\$0.00			#DIV/0!
				\$0.00			#DIV/0!
				\$0.00			#DIV/0!
Increase Program Capacity							
					\$0.00		#DIV/0!
					\$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 FY24 Expenditures						\$0.00	
Total FY24 Grant Award						\$0.00	

Pilot Program – Project Expense Worksheet


Overview Tab  Line Item

EXHIBIT A PROJECT AWARD SCHEDULE CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Clean-up Activities	\$2,500.00				
Reduce Waste					
2.1 Reusables		\$1,000.00			
Beautify Communities					
3.2 Adpot-A-Spot			\$4,000.00		
3.4 Graffiti Eradication			\$2,500.00		
Empower Youth					
4.1 Educational Materials				\$2,000.00	
4.2 Youth Groups				\$4,000.00	
4.3 Youth Interns				\$6,000.00	
Increase Program Capacity					
5.2 KAB Dues					\$345.00
5.3 KAB Conference					\$2,500.00
Subtotals	\$2,500.00	\$1,000.00	\$6,500.00	\$12,000.00	\$2,845.00
Total Award	\$24,845.00				
 Approved by:			8/18/23		
NMTD Tourism-Development Division Director			Date		

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.3 Clean-up Activities	\$0.00						#DIV/0!
Reduce Waste							
2.1 Reusables		\$0.00					#DIV/0!
Beautify Communities							
3.3 Community Mural			\$0.00				#DIV/0!
3.4 Graffiti Eradication			\$0.00				#DIV/0!
Empower Youth							
4.1 Educational Materials				\$0.00			#DIV/0!
4.2 Youth Groups				\$0.00			#DIV/0!
4.3 Youth Interns				\$0.00			#DIV/0!
Increase Program Capacity							
5.2 KAB Dues					\$0.00		#DIV/0!
5.3 KAB Conference					\$0.00		#DIV/0!
Total Goal Expenditures	Goal 1 \$0.00	Goal 2 \$0.00	Goal 3 \$0.00	Goal 4 \$0.00	Goal 5 \$0.00	★★ Budget Variances shall be no greater than 10.0% ★★	
Total FY24 Expenditures	\$0.00						
Total FY24 Grant Award	\$0.00						

Pilot Program – Project Expense Worksheet


Overview Tab Allocation

EXHIBIT A PROJECT AWARD SCHEDULE CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Clean-up Activities	\$2,500.00				
Reduce Waste					
2.1 Reusables		\$1,000.00			
Beautify Communities					
3.2 Adpot-A-Spot			\$4,000.00		
3.4 Graffiti Eradication			\$2,500.00		
Empower Youth					
4.1 Educational Materials				\$2,000.00	
4.2 Youth Groups				\$4,000.00	
4.3 Youth Interns				\$6,000.00	
Increase Program Capacity					
5.2 KAB Dues					\$345.00
5.3 KAB Conference					\$2,500.00
Subtotals	\$2,500.00	\$1,000.00	\$6,500.00	\$12,000.00	\$2,845.00
Total Award	\$24,845.00				
 Approved by:			8/18/23		
NMTD Tourism Development Division Director			Date		

NEW MEXICO CLEAN & BEAUTIFUL FY24 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					\$2,500.00	-100.0%
Reduce Waste							
2.1 Reusables		\$0.00				\$1,000.00	-100.0%
Beautify Communities							
3.3 Community Mural			\$0.00			\$4,000.00	-100.0%
3.4 Graffiti Eradication			\$0.00			\$2,500.00	-100.0%
Empower Youth							
4.1 Educational Materials				\$0.00		\$2,000.00	-100.0%
4.2 Youth Groups				\$0.00		\$4,000.00	-100.0%
4.3 Youth Interns				\$0.00		\$6,000.00	-100.0%
Increase Program Capacity							
5.2 KAB Dues					\$0.00	\$345.00	-100.0%
5.3 KAB Conference					\$0.00	\$2,500.00	-100.0%
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 FY24 Expenditures	\$0.00						
Total FY24 Grant Award	\$24,845.00						

Pilot Program – Project Expense Worksheet

Overview Tab  Total Grant Award

EXHIBIT A PROJECT AWARD SCHEDULE CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
1.1 Clean-up Activities	\$2,500.00				
Reduce Waste					
2.1 Reusables		\$1,000.00			
Beautify Communities					
3.2 Adpot-A-Spot			\$4,000.00		
3.4 Graffiti Eradication			\$2,500.00		
Empower Youth					
4.1 Educational Materials				\$2,000.00	
4.2 Youth Groups				\$4,000.00	
4.3 Youth Interns				\$6,000.00	
Increase Program Capacity					
5.2 KAB Dues					\$345.00
5.3 KAB Conference					\$2,500.00
Subtotals	\$2,500.00	\$1,000.00	\$6,500.00	\$12,000.00	\$2,845.00
Total Award	\$24,845.00				
Approved by: 		8/18/23			
NMTD Tourism Development Division Director		Date			

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.3 Clean-up Activities	\$0.00					\$2,500.00	-100.0%
Reduce Waste							
2.1 Reusables		\$0.00				\$1,000.00	-100.0%
Beautify Communities							
3.3 Community Mural			\$0.00			\$4,000.00	-100.0%
3.4 Graffiti Eradication			\$0.00			\$2,500.00	-100.0%
Empower Youth							
4.1 Educational Materials				\$0.00		\$2,000.00	-100.0%
4.2 Youth Groups				\$0.00		\$4,000.00	-100.0%
4.3 Youth Interns				\$0.00		\$6,000.00	-100.0%
Increase Program Capacity							
5.2 KAB Dues					\$0.00	\$345.00	-100.0%
5.3 KAB Conference					\$0.00	\$2,500.00	-100.0%
Total Goal Expenditures	Goal 1 \$0.00	Goal 2 \$0.00	Goal 3 \$0.00	Goal 4 \$0.00	Goal 5 \$0.00	★★ Budget Variances shall be no greater than 10.0% ★★	
Total FY24 Expenditures	\$0.00						
Total FY24 Grant Award	\$24,845.00						

Project Expense Worksheet

Pilot Program – Fields Grant Partners will Complete



Pilot Program – *Project Expense Worksheet*

Overview Tab 

Grant Partners will be responsible to complete the fields below on the Overview Tab.



Each line item's
total expenditure



Total Goal
Expenditures



Keeping Variance
Under 10.0%



Ensuring the Total FY24
Expenditures are **equal or
less** than the Total FY24
Grant Award.

Pilot Program – Project Expense Worksheet

Overview Tab 

Grant Partners Will Complete

- ❖ Each line item's total expenditure
- ❖ Variance under 10.0%
- ❖ Total FY24 Expenditures equal to or less than Total FY24 Grant Award

NEW MEXICO CLEAN & BEAUTIFUL FY24 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	\$2,220.62					\$2,500.00	-11.2%
Reduce Waste							
2.1 Reuasables		\$997.18				\$1,000.00	-0.3%
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Eradication			\$2,665.00			\$2,500.00	6.6%
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							
5.2 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,549.12	\$2,500.00	2.0%
Total Goal Expenditures	Goal 1 \$2,220.62	Goal 2 \$997.18	Goal 3 \$6,665.00	Goal 4 \$11,658.69	Goal 5 \$2,894.12		
Total FY24 Expenditures	\$24,435.61						
Total FY24 Grant Award	\$24,845.00						

★★ Budget Variances shall be no greater than 10.0% ★★

Pilot Program – Project Expense Worksheet

Overview Tab 

Grant Partners
Will Complete

- ❖ Each line item's total expenditure
- ❖ Variance under 10.0%
- ❖ Total FY24 Expenditures equal to or less than Total FY24 Grant Award

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.3 Clean-up Activities						\$2,500.00	-100.0%
Reduce Waste							
2.1 Reusables						\$1,000.00	-100.0%
Beautify Communities							
3.3 Community Mural						\$4,000.00	-100.0%
3.4 Graffiti Eradication						\$2,500.00	-100.0%
Empower Youth							
4.1 Educational Materials						\$2,000.00	-100.0%
4.2 Youth Groups						\$4,000.00	-100.0%
4.3 Youth Interns						\$6,000.00	-100.0%
Increase Program Capacity							
5.2 KAB Dues						\$345.00	-100.0%
5.3 KAB Conference						\$2,500.00	-100.0%
Total Goal Expenditures	Goal 1 \$0.00	Goal 2 \$0.00	Goal 3 \$0.00	Goal 4 \$0.00	Goal 5 \$0.00		★★ Budget Variances shall be no greater than 10.0% ★★
Total FY24 Expenditures	\$0.00						
Total FY24 Grant Award	\$24,845.00						

Pilot Program – *Project Expense Worksheet*



**Expenditures
Tab**

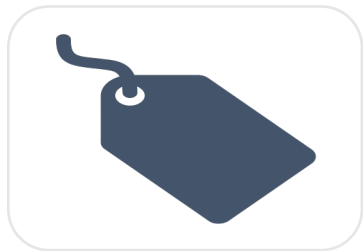
Pilot Program – *Project Expense Worksheet*

Expenditures Tab 

Grant Partners will be responsible to complete the fields below on the Expenditures Tab.



Line Item



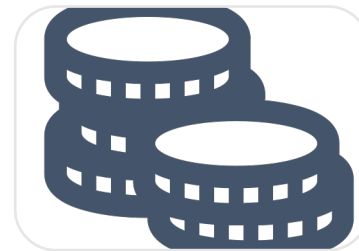
Items Purchased



Vendor



Total Spend



Total Claimed



Page Numbers for
Back-Up Documentation

Pilot Program – *Project Expense Worksheet*

Expenditures Tab 

Grant Partners

will be responsible to complete the following fields on the Expenditures Tab

- ❖ Line Item
- ❖ Items Purchased
- ❖ Vendor
- ❖ Total Spend
- ❖ Total Claimed
- ❖ Back-Up Documentation Page Numbers

NEW MEXICO CLEAN & BEAUTIFUL FY24 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	
						Invoice or Receipt	Cleared Check, Bank Statement, Warrant, Or - Attestation
Goal #	Line Item	Items Purchased	Vendor	Total Spend	Total Claimed	Page #	Page #
1							
1							
1							
1							
1							
2							
2							
2							
2							
2							
3							
3							
3							
3							
3							
4							
4							
4							
4							
4							
4							
4							
5							
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$0.00		

Pilot Program – *Project Expense Worksheet*

Expenditures Tab 

Line Item

Grant Partners

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

NEW MEXICO CLEAN & BEAUTIFUL FY24 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						
1							
1							
1							
1							
				Goal 1 Total Claimed	\$0.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$0.00		

Pilot Program – *Project Expense Worksheet*

Expenditures Tab 

Items Purchased

Grant Partners

Please provide the items that have been purchased that correlate to the *Line Item* objective to the left.

NEW MEXICO CLEAN & BEAUTIFUL FY24 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					
1							
1							
1							
1							
				Goal 1 Total Claimed	\$0.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$0.00		

Pilot Program – *Project Expense Worksheet*

Expenditures Tab 

Vendor

Grant Partners

Please provide the vendor that the items listed in the column to the left have been purchased from.

NEW MEXICO CLEAN & BEAUTIFUL FY24 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				
1							
1							
1							
1							
				Goal 1 Total Claimed	\$0.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures						\$0.00	

Pilot Program – Project Expense Worksheet

Expenditures Tab 

Total Spend

Grant Partners

Please provide the total amount that has been spent for each line item.

NEW MEXICO CLEAN & BEAUTIFUL FY24 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			
1							
1							
1							
1							
				Goal 1 Total Claimed	\$0.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$0.00		

Pilot Program – Project Expense Worksheet

Expenditures Tab 

Total Claimed

Grant Partners

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 FY24 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	\$400.00		
1							
1							
1							
1							
				Goal 1 Total Claimed	\$400.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$400.00		

Pilot Program – *Project Expense Worksheet*

Expenditures Tab

Total FY24

NM Clean and Beautiful Expenditures

Grant Partners

As you add each expenditure you will notice that each goal total and total expenditure amount will calculate your total expenditures.

NEW MEXICO CLEAN & BEAUTIFUL FY24 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	\$400.00	1	2
1							
1							
1							
1							
				Goal 1 Total Claimed	\$400.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$400.00		

Pilot Program – Project Expense Worksheet

Expenditures Tab

Invoice or Receipt – Page Number

Grant Partners

Please provide an 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 FY24 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	Cleared Check, Bank Statement, Warrant, Or - Attestation
						Page #	Page #
1	1.3 Clean-up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.00	1	2
1							
1							
1							
1							
2							
2							
2							
2							
2							
3							
3							
3							
3							
3							
4							
4							
4							
4							
4							
4							
4							
5							
5							
5							
5							
5							
Total FY24 NM Clean and Beautiful Expenditures						\$0.00	

Pilot Program – Project Expense Worksheet

Expenditures Tab

Cleared Check, Warrant, or Attestation
Page Number

Grant Partners

Please provide one of the following proofs of payment for each expenditure:

- ❖ Cleared Check
- ❖ Bank Statement
- ❖ Warrant
- ❖ Attestation

★ 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 FY24 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	\$400.00	1	2
1							
1							
1							
1							
				Goal 1 Total Claimed	\$400.00		
2							
2							
2							
2							
2							
				Goal 2 Total Claimed	\$0.00		
3							
3							
3							
3							
3							
				Goal 3 Total Claimed	\$0.00		
4							
4							
4							
4							
4							
4							
4							
				Goal 4 Total Claimed	\$0.00		
5							
5							
5							
5							
5							
				Goal 5 Total Claimed	\$0.00		
Total FY24 NM Clean and Beautiful Expenditures					\$400.00		

Pilot Program – Project Expense Worksheet

Expenditures Tab Back-up Documentation

Grant Partners

Please highlight the total spend on each expenditure's receipt or invoice and proof of payment with the correlating color from the Project Expense Worksheet.

☆ Example: Goal 1 – Blue Highlight

amazon.com

Final Details for Order #000-0000000-0000000
[Print this page for your records.](#)

Order Placed: September 25, 2023
Amazon.com order number: 000-0000000-000000
Order Total: \$400.00

Shipped on September 26, 2023

Items Ordered

Items Ordered	Price
1 of: Hy-Flex 11-840 Ergonomic Abrasion-Resistant Nylon Spandex Vitriile Coated Industrial Gloves (Black) Sold by: Amazon.com Services LLC Supplied by: Other Condition: New	\$378.42

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:	Item(s) Subtotal:
Discover ending in XXXX	\$378.42
	Shipping & Handling: \$0.00
	Total before tax: \$378.42
	Estimated tax to be collected: \$21.58
	Grand Total: \$400.00

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

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

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2023, Amazon.com, Inc. or its affiliates

Receipt or Invoice

DISCOVER IT

ONLINE Discover.com or download our app

PHONE 1-800-347-2683
Hearing/Speech Impaired
Dial 711 (Relay Service)

PAYMENTS Discover
PO Box 6103
Carol Stream
IL 60197-6103

Page 3 of 6

Transactions

TRANS. DATE	PAYMENTS AND CREDITS	AMOUNT
09/18	AUTOMATIC STATEMENT CREDIT	-\$22.06
09/25	INTERNET PAYMENT - THANK YOU	-\$1,050.00

Cashback Bonus® Rewards

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

5% Cashback Bonus®

CT-DEC 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.

09/25 AMAZON 8889057888 CA Merchandise \$400.00

Fees and Interest Charged

TOTAL FEES FOR THIS PERIOD	AMOUNT
TOTAL FEES FOR THIS PERIOD	\$0.00
TOTAL FEES CHARGED IN 2023	\$0.00
TOTAL INTEREST CHARGED IN 2023	\$0.00

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	INTEREST CHARGE
Purchases	16.24% V	N/A	\$0.00	\$0.00
Cash Advances	29.99% V	N/A	\$0.00	\$0.00

V = VARIABLE RATE

Variable APRs will not exceed 29.99%.

* 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 Expiration Date.

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

A
N
D

Proof of Payment

Pilot Program – Project Expense Worksheet

Total Expenditures Goals Match

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

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering							
1.3 Clean-up Activities	\$2,220.62					\$2,500.00	-11.2%
Reduce Waste							
2.1 Reusables		\$997.18				\$1,000.00	-0.3%
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Eradication			\$2,665.00			\$2,500.00	6.6%
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							
5.2 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,549.12	\$2,500.00	2.0%
Total Goal Expenditures	Goal 1 \$2,220.62	Goal 2 \$997.18	Goal 3 \$6,665.00	Goal 4 \$11,658.69	Goal 5 \$2,894.12		★★ Budget Variances shall be no greater than 10.0% ★★
Total FY24 Expenditures	\$24,435.61						
Total FY24 Grant Award	\$24,845.00						

NEW MEXICO CLEAN & BEAUTIFUL FY24 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	Cleared Check, Bank Statement, Warrant, Or - Attestation
1	1.3 Clean-up Activities	Nitrile Gloves	Amazon	\$400.00	\$400.00	1	2
1	1.3 Clean-up Activities	Large Trash Bags	Costco	\$600.27	\$600.27	3	4
1	1.3 Clean-up Activities	Safety Vests	U-Line	\$1,220.35	\$1,220.35	5	8
					Goal 1 Total Claimed	\$2,220.62	
2	2.1 Reusables	Grocery Tote Bags	Quality Logo	\$437.82	\$437.82	9	11
2	2.1 Reusables	Water Bottles	ePromos	\$559.36	\$559.36	12	16
					Goal 2 Total Claimed	\$997.18	
3	3.3 Community Mural	Paint	Lowe's	\$1,500.00	\$1,000.00	17	21
3	3.3 Community Mural	Artist Fees	Amy Lynn	\$4,000.00	\$3,000.00	22	24
3	3.3 Community Mural	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	4 Clovers 4-H Barrel Racing Team	\$1,249.39	\$1,249.39	33	34
4	4.2 Youth Groups	Great American Clean-up	Boy Scout Troop #824	\$1,249.39	\$1,249.39	35	36
4	4.2 Youth Groups	Community Clean-up	MHS Honor Civics Club	\$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	5.2 KAB Dues	2024 Annual Affiliate Dues	Keep America Beautiful	\$345.00	\$345.00	58	59
5	5.3 KAB Conference	Annual Conference Fee	Keep America Beautiful	\$650.00	\$650.00	60	61
5	5.3 KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00	62	65
5	5.3 KAB Conference	Lodging	Washington Hilton	\$887.12	\$887.12	66	69
5	5.3 KAB Conference	Transportation	Washington, DC Metro	\$12.00	\$12.00	70	72
					Goal 5 Total Claimed	\$2,894.12	
Total FY24 NM Clean and Beautiful Expenditures					\$24,435.61		

Pilot Program – Project Expense Worksheet

Total Expenditures Match

- ❖ The Total FY24 Expenditures amount on the Overview Tab must match the Total FY24 NM Clean and Beautiful expenditures amount on the Expenditures Tab

NEW MEXICO CLEAN & BEAUTIFUL FY24 PROJECT EXPENSE WORKSHEET							
Name of Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ							
Total Claimed							
Line Item	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
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2.1 Reusables		\$997.18				\$1,000.00	-0.3%
Beautify Communities							
3.3 Community Mural			\$4,000.00			\$4,000.00	0.0%
3.4 Graffiti Eradication			\$2,665.00			\$2,500.00	6.6%
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							
5.2 KAB Dues					\$345.00	\$345.00	0.0%
5.3 KAB Conference					\$2,549.12	\$2,500.00	2.0%
Total Goal Expenditures	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	★★ Budget Variances shall be no greater than 10.0% ★★	
	\$2,220.62	\$997.18	\$6,665.00	\$11,658.69	\$2,894.12		
Total FY24 Expenditures	\$24,435.61						
Total FY24 Grant Award	\$24,845.00						

NEW MEXICO CLEAN & BEAUTIFUL FY24 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	
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				Goal 2 Total Claimed	\$997.18		
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3	3.3 Community Mural	Elephant Spot	Graffiti Solutions	\$3,000.00	\$2,665.00	25	28
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4	4.2 Youth Groups	Great American Clean-up	Boy Scout Troop #824	\$1,249.39	\$1,249.39	35	36
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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	5.2 KAB Dues	2024 Annual Affiliate Dues	Keep America Beautiful	\$345.00	\$345.00	58	59
5	5.3 KAB Conference	Annual Conference Fee	Keep America Beautiful	\$650.00	\$650.00	60	61
5	5.3 KAB Conference	Flight	Southwest Airlines	\$1,000.00	\$1,000.00	62	65
5	5.3 KAB Conference	Lodging	Washington Hilton	\$887.12	\$887.12	66	69
5	5.3 KAB Conference	Transportation	Washington, DC Metro	\$12.00	\$12.00	70	72
				Goal 5 Total Claimed	\$2,894.12		
Total FY24 NM Clean and Beautiful Expenditures					\$24,435.61		

Pilot Program Perks



- ❖ Assisting the Partners with organization of expenditures throughout the year
- ❖ Lower rate of administrative edits during the end of year process between NMTD and the grant partner
- ❖ Allows the partner to keep a running total of all expenditures throughout the year
- ❖ Realize potential need to pivot projects due to budget or submit a Budget Amendment Request (BAR)
- ❖ Less stress at the end of the year – **each partner must turn-in a Project Expense Worksheet no later than June 15,2024.**

Frequently Asked Questions

Q: How do I participate in the Pilot Project Expense Worksheet Program?

A: Please email Chantal Sandoval and Alyssa Flores to request your Pilot Expense Worksheet.

Q: When are Project Expense Worksheets Due?

A: Completed Project Expense Worksheets on June 15, 2024 via the 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: What should I do if I notice I will be over or under budget in a line item or goal?

A: Please contact NMTD staff as soon as possible to discuss your over-all project plan and potential for a Budget Amendment Request.

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 June 30, 2024.

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 after May 1, 2024 at <https://nmtourism.smapply.io/>

NEW MEXICO TRUE



Chantal S. Sandoval

Clean and Beautiful Program Coordinator

chantal.sandoval@td.nm.gov

(505) 670-8059



Alyssa Flores

Clean and Beautiful Program Management Analyst

alyssa.flores@td.nm.gov

(505) 479-2564



[Clean and Beautiful Resources Page](#)