


New Mexico Clean & Beautiful Budget Amendment Request *How-To*



What is a Budget Amendment Request?

Budget Amendment Requests (BARs)

are necessary to adjust line item allocations on your current Project Award Schedule (*Exhibit A of your Grant Agreement*).

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	

Budget Amendment Requests

Do I need to submit a BAR?



Budget Amendment Requests *are necessary* if:

- ❖ You anticipate exceeding the 10.0% allowed budget variance for a specific line item to meet the deliverable.
- ❖ You anticipate not being able to spend the full grant award based on the current funding distribution.
- ❖ You will come in under budget for a project and will still meet the deliverable.
 - ❖ *Example: Additional funding and community donations was received.*
- ❖ Projects listed on your current Project Award Schedule are no longer feasible due to unforeseen circumstances.
 - ❖ *Example: Staffing Issues or Change of Location*

You will not need a Budget Amendment Request if:

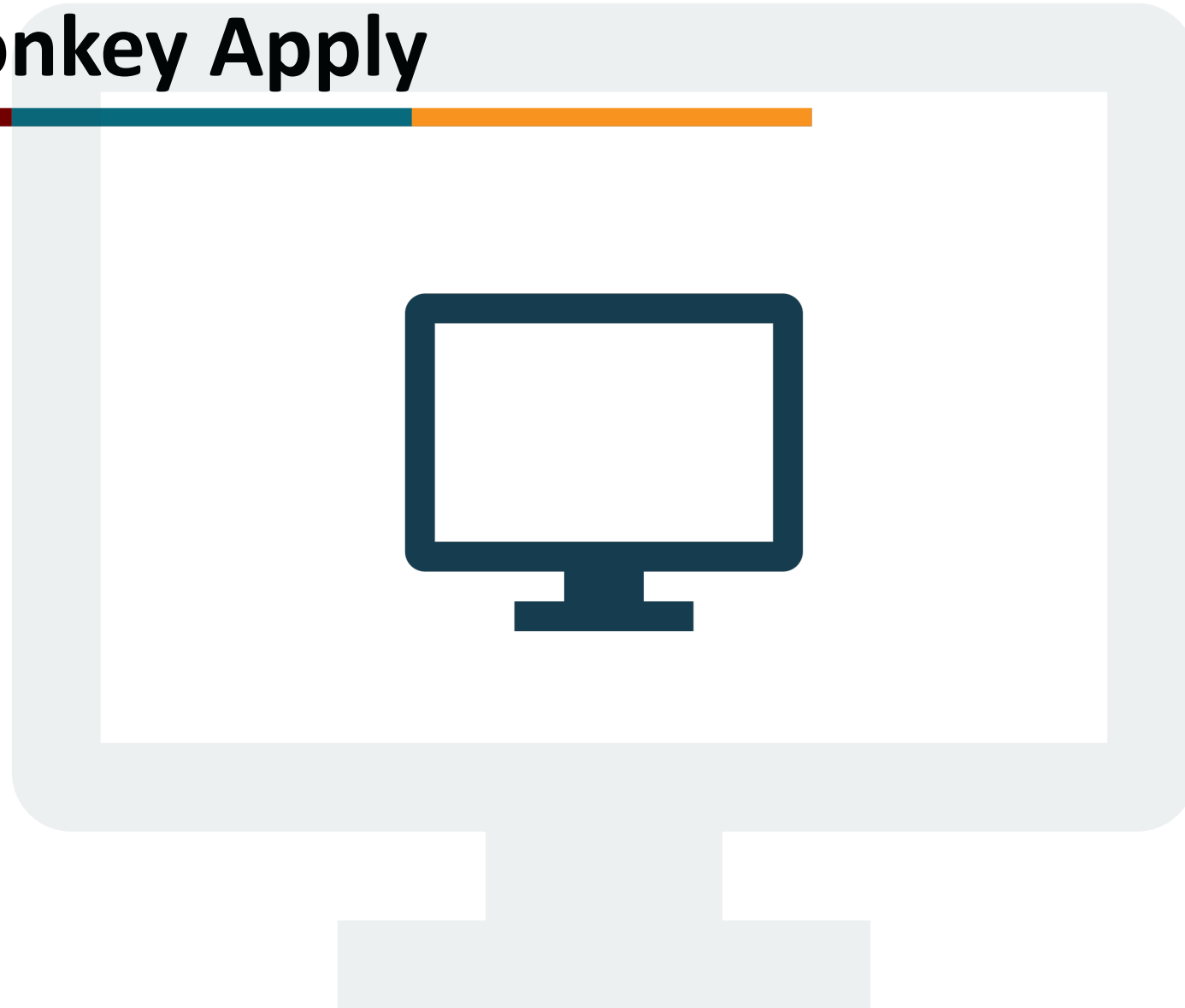
- ❖ You follow the Project Award Schedule as outlined in Exhibit A of the Grant Agreement.
- ❖ You foresee that you will overspend in a line item but will be within the 10.0% variance.
- ❖ You will deviate from the budget proposal outlined in the grant application. However, expenditures are still eligible and will still level up to the approved line item's objective and deliverable from Exhibit A of the Grant Agreement.

Budget Amendment Request

Step-By-Step Guide

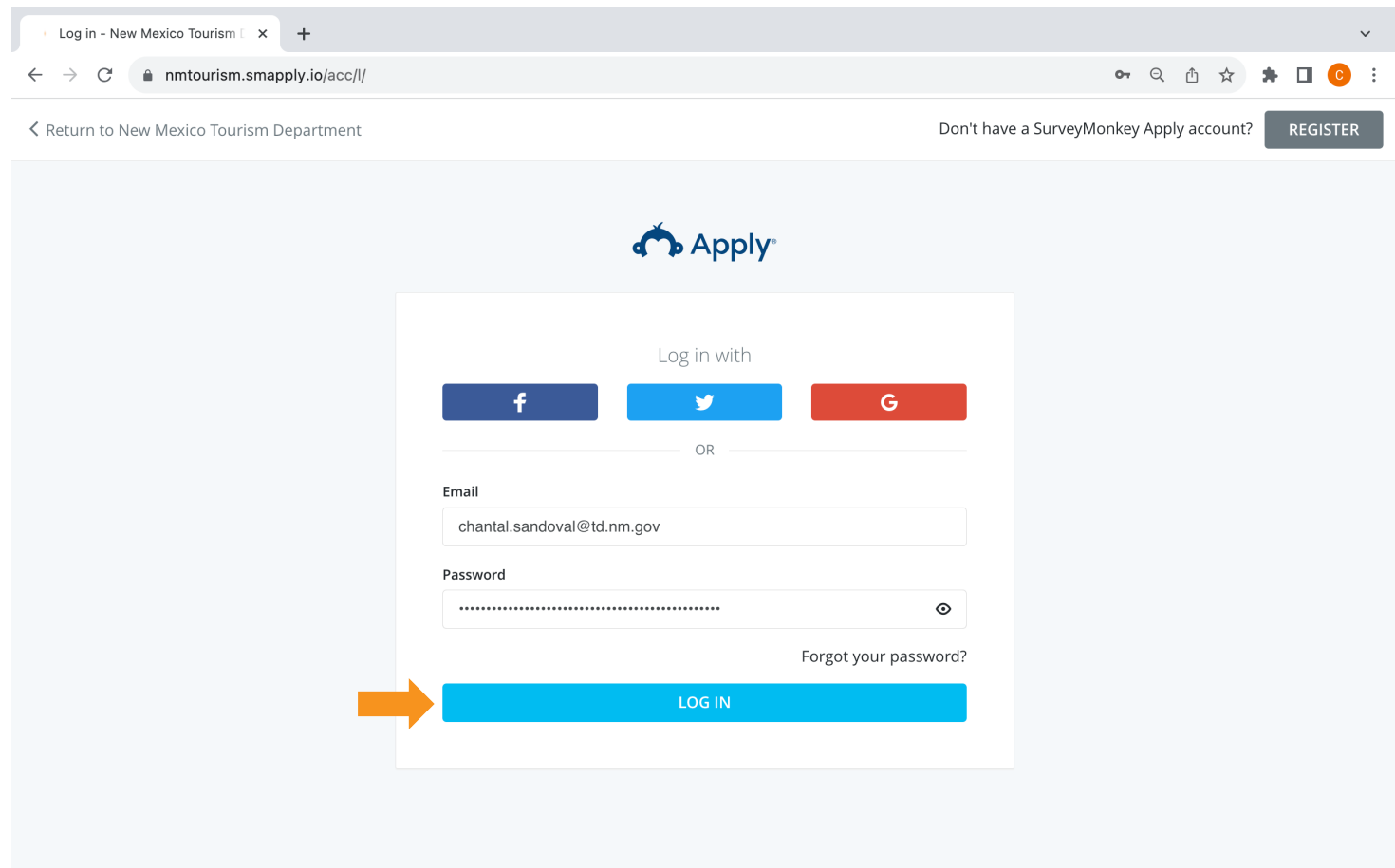


Survey Monkey Apply



Survey Monkey Apply

❖ Log in to your [Survey Monkey Apply Account](#)



The screenshot displays a web browser window with the URL `nmtourism.smapply.io/acc/l/`. The page header includes a link to "Return to New Mexico Tourism Department" and a "REGISTER" button for users without an account. The main content area features the "Apply" logo and a "Log in with" section with buttons for Facebook, Twitter, and Google. Below these is an "OR" separator, followed by "Email" and "Password" input fields. The email field contains `chantal.sandoval@td.nm.gov`. A "Forgot your password?" link is positioned to the right of the password field. A prominent blue "LOG IN" button is at the bottom of the form, with an orange arrow pointing to it from the left.

Survey Monkey Apply

- ❖ On the top right-hand corner, select pages and click on Clean and Beautiful Resources.

My Applications - New Mexico x +

← → ↻ nmtourism.smapply.io/prog/

New Mexico Tourism Department

Pages Programs My Applications Chantal Sandoval

Clean and Beautiful Resources
Cooperative Marketing Resources
Destination Forward Resources
Tourism Event Growth & Sustainability Program Resources

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 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

New Mexico Clean and Beautiful FY23
000000061
Deadline: Jun 15 2023 11:59 PM (MDT)
STATUS: Active
AWARDED \$0.00
VIEW
Submitted on: Apr 26 2023 08:12 PM (MDT)

FY24 New Mexico Clean and Beautiful
000000014
AWARDED \$0000.00
1 of 3 required tasks complete
CONTINUE
Submitted on: Mar 24 2023 12:02 PM (MDT)

1 - 2 of 2 Applications

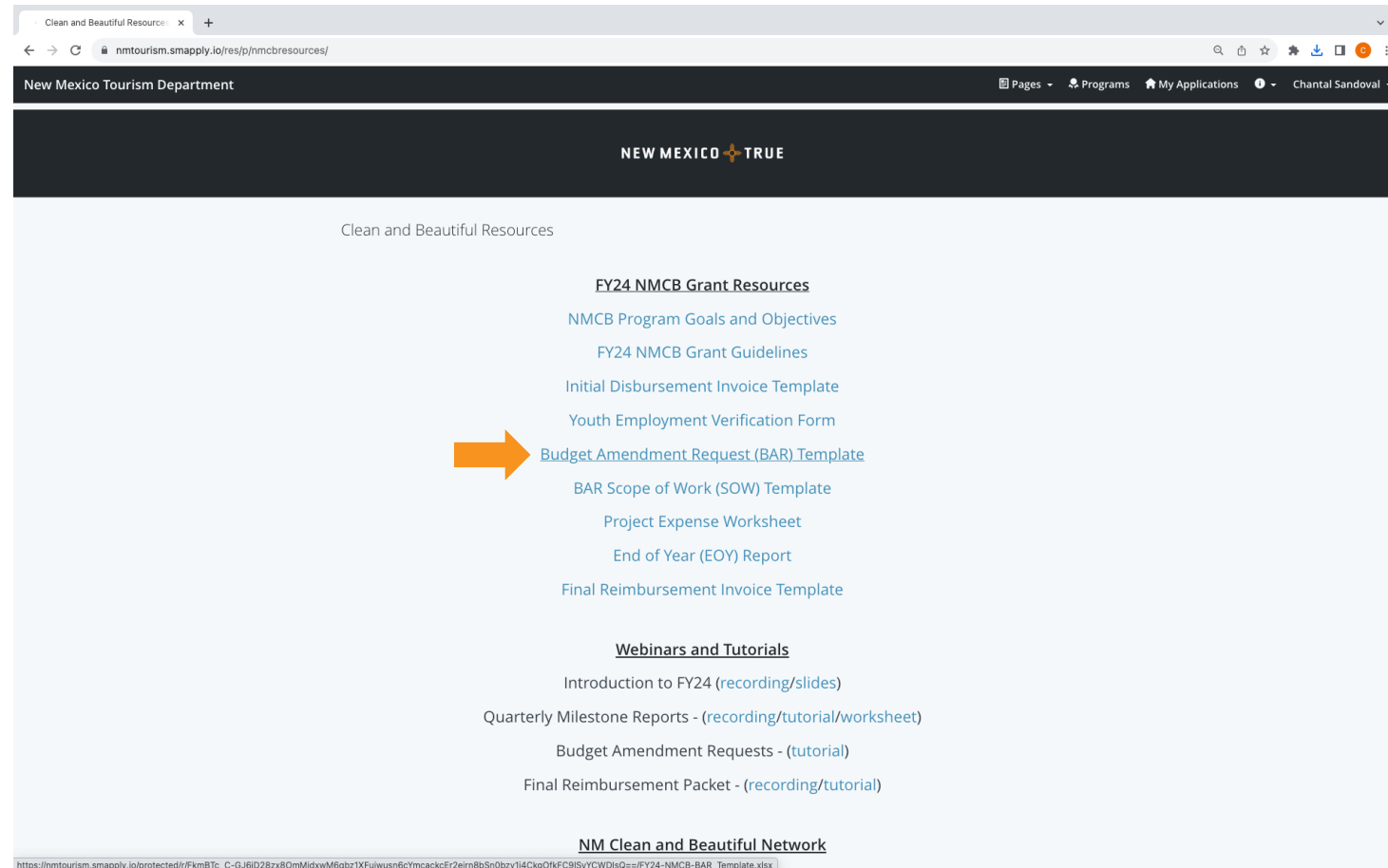
POWERED BY Apply

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<https://nmtourism.smapply.io/res/p/hnmbresources/>

Survey Monkey Apply

- ❖ Under the Clean and Beautiful Resources Page, download the [BAR Template](#).



The screenshot displays the 'Clean and Beautiful Resources' page on the New Mexico Tourism Department website. The page features a list of resources under the heading 'Clean and Beautiful Resources'. An orange arrow points to the link 'Budget Amendment Request (BAR) Template'. Below this link are other resources such as 'BAR Scope of Work (SOW) Template', 'Project Expense Worksheet', 'End of Year (EOY) Report', and 'Final Reimbursement Invoice Template'. There is also a section for 'Webinars and Tutorials' and a link for 'NM Clean and Beautiful Network'.

NEW MEXICO TRUE

Clean and Beautiful Resources

FY24 NMCB Grant Resources

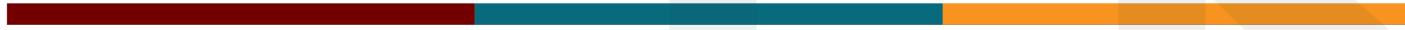
- [NMCB Program Goals and Objectives](#)
- [FY24 NMCB Grant Guidelines](#)
- [Initial Disbursement Invoice Template](#)
- [Youth Employment Verification Form](#)
- [Budget Amendment Request \(BAR\) Template](#)
- [BAR Scope of Work \(SOW\) Template](#)
- [Project Expense Worksheet](#)
- [End of Year \(EOY\) Report](#)
- [Final Reimbursement Invoice Template](#)

Webinars and Tutorials

- [Introduction to FY24 \(recording/slides\)](#)
- [Quarterly Milestone Reports - \(recording/tutorial/worksheet\)](#)
- [Budget Amendment Requests - \(tutorial\)](#)
- [Final Reimbursement Packet - \(recording/tutorial\)](#)

NM Clean and Beautiful Network

BAR Template



BAR Template

Name of Awarded Entity

- ❖ Provide 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 FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					\$0.00	Total Amount Moved To:					\$0.00
Why is this amendment being requested?											
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>											
Approved by Grantee's Program Manager:						Date:					
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Partners are responsible to complete the fields below on the **Move From** (left hand side).

Goal Number

Line Item

Current Allocation

Amount Spent

Requested Allocation


Amount Moved

Total Amount Moved From

BAR Template

Move From

Goal Number, Line Item, & Current 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 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00								
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					\$0.00	Total Amount Moved To:				\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>										
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template

Move From Goal Number

- ❖ Provide the objective as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2					\$0.00						
					\$0.00						
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					Total Amount Moved From:	\$0.00				Total Amount Moved To:	\$0.00
<p>Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/></p>											
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Move From Line Item

- ❖ Provide the line item name as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables										
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					\$0.00	Total Amount Moved To:					\$0.00
<p>Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/></p>											
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Move From Current Allocation

- ❖ Provide the line item's corresponding amount as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From					Move To						
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00									
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					\$0.00	Total Amount Moved To:					\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.										Yes <input type="checkbox"/> No <input type="checkbox"/>	
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Move From Amount Spent

- ❖ Provide the the line item's expenditures to date.
 - ❖ This column serves as a reassessment measure to ensure that you have not spent the funds you are requesting to move.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From					Move To						
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00								
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					\$0.00	Total Amount Moved To:					\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>											
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:					Date:						

BAR Template

Move From Requested Allocation

- ❖ Provide the amended amount that you are requesting for the line item.
 - ❖ This is the amount that will appear on the Amended Project Award Schedule, after NMTD has approved your BAR.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00						
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					\$0.00	Total Amount Moved To:				\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>										
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template

Move From

Amount Moved

- ❖ This amount is the difference between the requested allocation and the current allocation.
 - ❖ The template will automatically calculate this amount for you.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00					
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					-\$200.00	Total Amount Moved To:				\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.										Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template

Move From

Total Amount Moved From

- ❖ The Total Amount Moved From represents the total of all funds you are intending to move from the line items listed on the Move From Side.
 - ❖ The template will automatically calculate this amount for you.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00					
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00					
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:				\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.										Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template



Partners are responsible to complete the fields below on the **Move To** (right hand side).

Goal Number

Line Item

Current Allocation

Requested Allocation

Amount Moved

Total Amount Moved To

BAR Template

Move To Goal Number

- ❖ Provide the objective as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1				
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00					
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:				\$0.00
<p>Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/></p>										
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template

Move To Line Item

- ❖ Provide the line item name as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities				
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00						
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					Total Amount Moved From:	-\$3,200.00				Total Amount Moved To:	\$0.00
<p>Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/></p>											
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Move To Current Allocation

- ❖ Provide the line item's corresponding amount as outlined on the Project Award Schedule, Exhibit A of your Grant Agreement.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From					Move To						
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00			
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00						
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:					\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>											
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:					Date:						

BAR Template

Move To

Requested Allocation

- ❖ Provide the amended amount that you are requesting for the line item.
 - ❖ This is the new amount that will be allocated for the new line item. This is the amount that will appear on the Amended Project Award Schedule, after NMTD has approved your BAR.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From					Move To						
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00		
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:					\$0.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>											
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Move To

Amount Moved

- ❖ This is the amount of funds you are requesting to be moved to this line item.
 - ❖ The template will automatically calculate this amount for you.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00	\$200.00	
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00						
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:				\$200.00	
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.										Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approved by Grantee's Program Manager:											
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Move To

Total Amount Moved To

- ❖ The Total Amount Moved to amount will reflect the total amount of funds you are requesting to move.
 - ❖ The template will automatically calculate this amount for you.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00	\$200.00
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	3	3.3 Community Mural	\$0.00	\$3,000.00	\$3,000.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:				\$3,200.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.										Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template

Move To & Move From

Comparison

❖ The Total Amount Moved From and the Total Amount Moved To amounts must match (*negative amount on the Move From Side & positive amount on the Move To Side*). If the amounts do not match, you will need to re-calculate.

❖ The template will automatically calculate this amount for you.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE										
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ										
Move From						Move To				
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00	\$200.00
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	3	3.3 Community Mural	\$0.00	\$3,000.00	\$3,000.00
					\$0.00					\$0.00
					\$0.00					\$0.00
					\$0.00					\$0.00
Total Amount Moved From:					-\$3,200.00	Total Amount Moved To:				\$3,200.00
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input type="checkbox"/> No <input type="checkbox"/>										
Approved by Grantee's Program Manager:										
Approved by NMTD Tourism Development Division Director:						Date:				

BAR Template

Narrative

In this section of the BAR Template, Partners must justify why their request to move funds is necessary. This justification does not need to be lengthy, but should include the following information:

Why is this amendment being requested?

- ❖ Why are you moving funds from one specific line item?
- ❖ Why a specific line item chosen to move funds to another line items?
- ❖ What will be purchased or accomplished with the funds that you are asking to be moved?
- ❖ Are all deliverables going to be met?

BAR Template

Narrative

Why is this amendment being requested?

2.1 Reusables: This amendment is being requested because the vendor was able to produce the reusable bags for less than the original quote. The deliverable will be met.

4.3 Youth Interns: This amendment is being requested because we anticipated hiring two interns, but we only had success in hiring one intern. In the future, we will advertise early for the youth internship positions.

1.1 Clean-up Activities: We are requesting to increase funding in this line item to purchase additional safety vests for our Spring clean-up event; we have had a 5% increase in volunteer sign-ups for our clean-up events this year.

3.3 Community Mural: We are requesting to create this new line item to increase beautification in our community along the walking path on Main Street where graffiti is currently being cleaned. This mural will be painted by a local artist and will be represent local ancestral stories. Our historical society will ensure the accuracy of the mural and representation.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00	\$200.00	
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	3	3.3 Community Mural	\$0.00	\$3,000.00	\$3,000.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					Total Amount Moved From:	-\$3,200.00				Total Amount Moved To:	\$3,200.00

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Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes No

Approved by Grantee's Program Manager:	Date:

Approved by NMTD Tourism Development Division Director:	Date:

BAR Template

Scope of Work


- ❖ Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a Scope of Work (SOW) for all new projects.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00	\$200.00	
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	3	3.3 Community Mural	\$0.00	\$3,000.00	\$3,000.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
					Total Amount Moved From:	-\$3,200.00				Total Amount Moved To:	\$3,200.00
Why is this amendment being requested?											
2.1 <i>Reusables</i> : This amendment is being requested because the vendor was able to produce the reusable bags for less than the original quote. The deliverable will be met.											
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3.3 <i>Community Mural</i> : We are requesting to create this new line item to increase beautification in our community along the walking path on Main Street where graffiti is currently being cleaned. This mural will be painted by a local artist and will represent local ancestral stories. Our historical society will ensure the accuracy of the mural and representation.											
Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>											
Approved by Grantee's Program Manager:						Date:					
Approved by NMTD Tourism Development Division Director:						Date:					

BAR Template

Review, Sign, and Date

- ❖ Please review all areas of your request. All required fields must be completed, and the document must be signed and dated.

NEW MEXICO CLEAN & BEAUTIFUL FY24 BUDGET AMENDMENT REQUEST TEMPLATE											
Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ											
Move From						Move To					
Goal #	Line Item	Current Allocation	Amount Spent	Requested Allocation	Amount Moved	Goal #	Line Item	Current Allocation	Requested Allocation	Amount Moved	
2	2.1 Reusables	\$1,000.00	\$200.00	\$800.00	-\$200.00	1	1.1 Clean-up Activities	\$2,500.00	\$2,700.00	\$200.00	
4	4.3 Youth Interns	\$6,000.00	\$3,000.00	\$3,000.00	-\$3,000.00	3	3.3 Community Mural	\$0.00	\$3,000.00	\$3,000.00	
					\$0.00					\$0.00	
					\$0.00					\$0.00	
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Were new projects proposed due to a change in the original project's feasibility? If yes, please submit a SOW for all new projects.										Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Approved by Grantee's Program Manager:						Date: 11/16/2023					
											
Approved by NMTD Tourism Development Division Director:						Date:					

Scope of Work Template



Scope of Work Template

Scope of Work

- ❖ A new [Scope of Work](#) is only needed when you create a new line items.
 - ❖ If a project is no longer feasible, Partners have the opportunity to create a new line item.
 - ❖ In that case you must submit a new [Scope of Work](#). The Scope of Work document can be found on the [Clean and Beautiful Resources Page](#).

Scope of Work Template

Creating A New Line Item

- ❖ If a project is no longer feasible, Partners have the opportunity to create a new line item.
 - ❖ New line items require a [Scope of Work](#) be submitted to NMTD for approval.
 - ❖ New line items should have \$0.00 provided under this column.
 - ❖ If you are unsure what goal and objective is appropriate for your new project, please contact NMTD Staff.

Scope of Work Template

Scope of Work

Clean and Beautiful Resources

- [FY24 NMCB Grant Resources](#)
- [NMCB Program Goals and Objectives](#)
- [FY24 NMCB Grant Guidelines](#)
- [Initial Disbursement Invoice Template](#)
- [Youth Employment Verification Form](#)
- [Budget Amendment Request \(BAR\) Template](#)
- ➔ [BAR Scope of Work \(SOW\) Template](#)**
- [Project Expense Worksheet](#)
- [End of Year \(EOY\) Report](#)

https://nmtourism.smapply.io/protected/r/FkmBTc_C-GJ6iD28zx8OmMjdxwM6qbz1XFuiwusn6cYmcackcEr2ejrn8bSn0bZvMhC9gJG9PytbqYnsM0S9Xw==/FY24-NMCB-BAR.SOW.docx

Scope of Work Template

Partners will be responsible to complete the fields below on the Scope of Work Template (SOW).

Project Summary

Statement of Need

Anticipated Outcomes

Promotional Strategy

Quarterly Milestones

Budget Schedule

Scope of Work Template

Project Summary

Detail all project efforts:

- ❖ Community Mural will increase beautification in our community along the walking path on Main Street where graffiti is currently being cleaned. This mural will be painted by a local artist, Annalisa Maria and will be represent local ancestral stories. Our historical society will ensure the accuracy of the mural and representation.

FY24 NM Clean and Beautiful

Scope of Work for Budget Amendment Requests

Complete the following to propose a new project due to a change in another project's feasibility.

Name of Awarded Entity: CITY / COUNTY / PUEBLO / TOWN / VILLAGE OF XYZ

Project Summary - Detail all project efforts.

Community Mural will increase beautification in our community along the walking path on Main Street where graffiti is currently being cleaned. This mural will be painted by a local artist, Annalisa Maria and will be represent local ancestral stories. Our historical society will ensure the accuracy of the mural and representation.

Scope of Work Template

Statement of Need

Detail how you determined the need for these project efforts:

- ❖ The Main Street walking path is a blighted area that is in need of beautification. Crews are currently removing graffiti along the walking path along Main Street. This is a high traffic area for all community members as well as any tourists that visit; Main Street connects to the freeway on and offramps at the north end of our community. We intend for local artist Annalisa Maria to create a mural that will depict ancestral stories that are specific to our community and our agricultural background. This mural will have an anti-graffiti clear sealant.

Statement of Need - Detail how you determined the need for these project efforts.

The Main Street walking path is a blighted area that is in need of beautification. Crews are currently removing graffiti along the walking path along Main Street. This is a high traffic area for all community members as well as any tourists that visit; Main Street connects to the freeway on and offramps at the north end of our community. We intend for local artist Annalisa Maria to create a mural that will depict ancestral stories that are specific to our community and our agricultural background. This mural will have an anti-graffiti clear sealant.

Scope of Work Template

Anticipated Outcomes

Detail the anticipated outcomes for these project efforts and how you plan to measure success:

- ❖ We anticipate that the mural will attract more walking traffic to the walking path. Graffiti has been cleaned off of walls in the area, High School FFA has conducted monthly litter pick-ups, and the community college horticulture class has donated native plants and trees; Spring semester classes will plant the plants and trees. Adding a mural to the walking trail will add to all of the current efforts to improve the area.

Anticipated Outcomes - Detail the anticipated outcomes for these project efforts and how you plan to measure success.

We anticipate that the mural will attract more walking traffic to the walking path. Graffiti has been cleaned off of walls in the area, High School FFA has conducted monthly litter pick-ups, and the community college horticulture class has donated native plants and trees; Spring semester classes will plant the plants and trees. Adding a mural to the walking trail will add to all of the current efforts to improve the area.

Scope of Work Template

Promotional Strategy

Detail any outreach strategies aimed to increase awareness of these project efforts:

- ❖ The public will be invited to the council meetings where Keep Your Community Beautiful, the historical society, and Annalisa Maria (artist) will present the project to the council. Community members will also be informed of all project updates in the Nosey Neighbor Newsletter that is provided to all community members with their utility bill.

Promotional Strategy - Detail any outreach strategies aimed to increase awareness of these project efforts.

The public will be invited to the council meetings where Keep Your Community Beautiful, the historical society, and Annalisa Maria (artist) will present the project to the council. Community members will also be informed of all project updates in the Nosey Neighbor Newsletter that is provided to all community members with their utility bill.

Scope of Work Template

Quarterly Milestones

Complete the anticipated quarterly milestones:

Quarterly Milestones - Complete the anticipated quarterly milestones.

<p>Q1:</p> <p>N/A</p>	<p>Q2:</p> <ul style="list-style-type: none">• Complete graffiti clean-up• Presentation to Council for project approval• Presentation of rendering from Annalisa Maria
<p>Q3:</p> <ul style="list-style-type: none">• Prep surface for mural• Purchase paint and supplies• Pay 1st installment for artwork to artist	<p>Q4:</p> <ul style="list-style-type: none">• Complete Mural• Community Main Street Party for ribbon cutting ceremony.• Pay 2nd installment to artist

Scope of Work Template

Budget Schedule

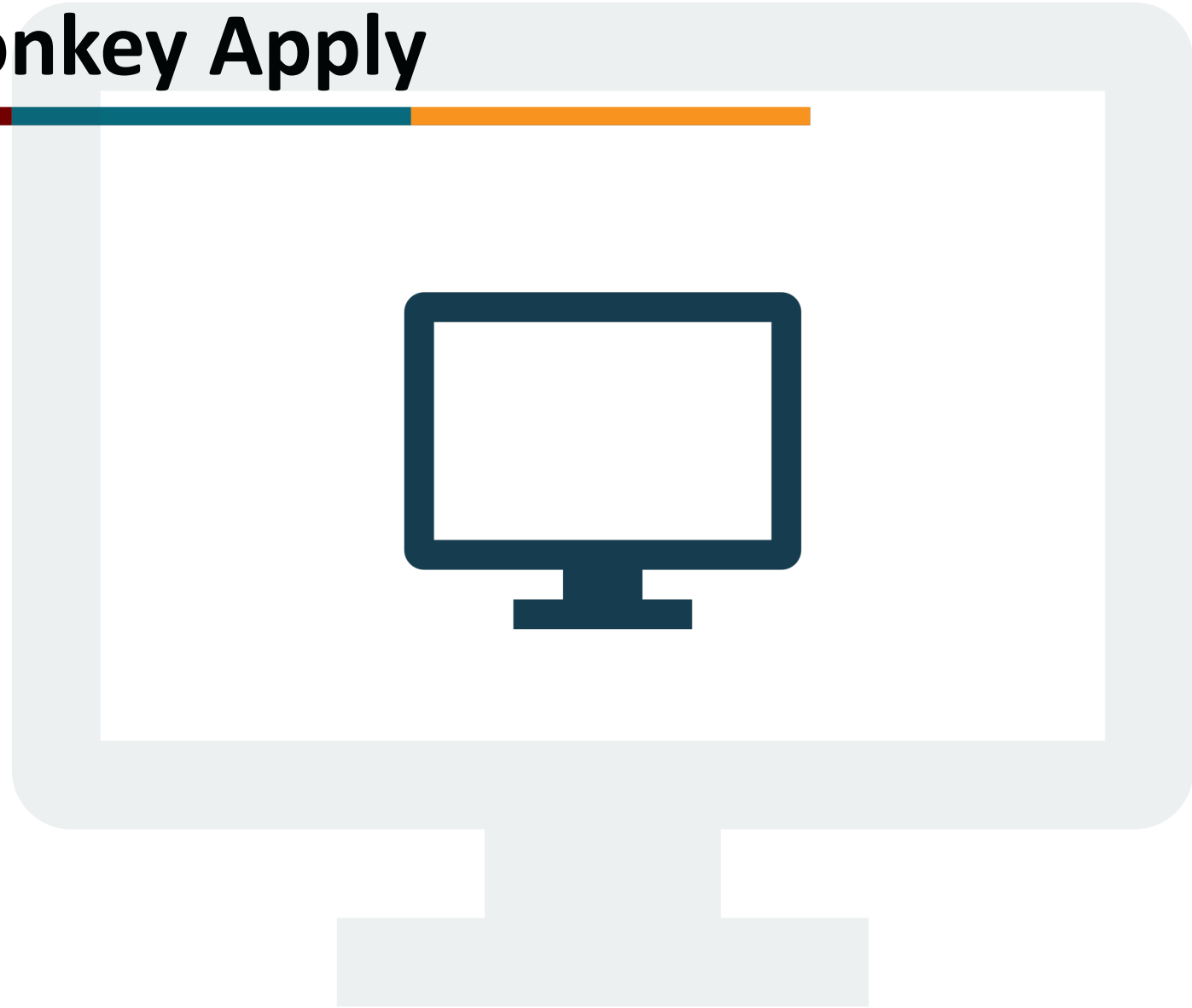
Complete the budget schedule template.

- ❖ List the following for each expenditure:
 - ❖ Objective
 - ❖ Expenditure
 - ❖ Cost Breakdown
 - ❖ Funding Request

Budget Schedule - Complete the budget schedule template. List the objective, cost breakdown, and funding request for each expenditure.

Objective	Expenditure	Cost Breakdown	Funding Request
3.3 Community Mural	Blick Art Supplies – Various Acrylic Paint Colors	\$1,412.32 – Product \$68.13 – Tax	\$1,480.45
3.3 Community Mural	Amazon – Various Sizes Brushes	\$241.43 – Products \$18.47 – Tax \$10.00 – Shipping	\$269.90
3.3 Community Mural	Annalisa Maria – DBA – Awkward Turtle Studio – Artists Fee	\$2,220.00 – to be paid in 2 installments	\$2,220.00
3.3 Community Mural	Grainger – VandiGuard Anti-Graffiti Barrier	\$437.70 – Product \$29.95 – Shipping	\$467.65

Survey Monkey Apply



Survey Monkey Apply

Upload Completed BAR and SOW

❖ BAR & SOW Task

The screenshot displays the Survey Monkey Apply web application interface. The browser address bar shows the URL `nmtourism.smapply.io/sub/28767281/`. The page header includes "New Mexico Tourism Department" and user information for "Chantal Sandoval".

The main content area is divided into two columns. The left column shows application details for "FY24 New Mexico Clean and Be...". It indicates the application is "AWARDED" with a value of "\$0000.00". The award date is "Sep 26 2023 04:05 PM (MDT)", and the progress is "1 of 3 required tasks complete". The last edited date is "Sep 27 2023 11:45 AM (MDT)". There are "REVIEW" and "SUBMIT" buttons. The owner is identified as "Chantal Sandoval (Owner)" with the email "chantal.orio@state.nm.us". An "Add collaborator" button is also present.

The right column shows the application ID "0000000014" and tabs for "APPLICATION", "ACTIVITY", and "DECISION DETAILS". Under "Your tasks", there is a list of tasks:

- Initial Disbursement Invoice (optional)
- Q1 Milestones (Completed, Cannot be modified)
- 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: May 1 2024 11:59 PM (MDT))

Under "Previous tasks", there is one task:

- Applicant Contact Information (Completed)

An orange arrow points from the "Add collaborator" button in the left column to the "Budget Amendment Requests" task in the right column.

Survey Monkey Apply

Upload Completed BAR and SOW

❖ Attach File(s)

The screenshot shows a web browser window with the URL `nmtourism.smapply.io/tsk/28767281/flup/217945955/e/`. The page title is "New Mexico Tourism Department" and the user is logged in as "Chantal Sandoval".

The main content area is divided into two panels. The left panel shows a list of tasks for the application "FY24 New Mexico Clean and Beautiful 0000000014". The tasks are:

- Initial Disbursement Invoice (optional) - Not completed
- Q1 Milestones - Completed (Cannot be modified)
- Q2 Milestones - Not completed
- Q3 Milestones - Not completed
- Budget Amendment Requests (optional) - Not completed

The right panel shows the details for the "Budget Amendment Requests" task. It includes a "Task instructions" section with the text "Upload no more than one Budget Amendment Request per quarter." and a "Task instructions Hide" link. Below the instructions are two large buttons: "ATTACH FILE" (with an orange arrow pointing to it) and "LINK TO VIDEO". At the bottom right of the task details is a "MARK AS COMPLETE" button.

At the bottom of the left panel, there is a progress indicator showing "1 of 3 required tasks complete" with a progress bar.

Survey Monkey Apply

Upload Completed BAR and SOW

❖ Successful Upload

The screenshot displays the 'Budget Amendment Requests' page in the Survey Monkey application. The page is titled 'New Mexico Tourism Department' and shows a progress bar at the bottom indicating '1 of 3 required tasks complete'. The main content area is divided into two columns. The left column lists tasks: 'Initial Disbursement Invoice (optional)', 'Q1 Milestones (Cannot be modified)', 'Q2 Milestones', 'Q3 Milestones', and 'Budget Amendment Requests (optional)'. The 'Budget Amendment Requests' task is highlighted with a green checkmark and a blue bar. The right column shows the details for the 'Budget Amendment Requests' task, including a green checkmark, the task name, completion date, deadline, and task instructions. Below the instructions, two files are listed: 'FY24-NMCB-BAR' and 'FY24-BAR- Mock Doc', both with green checkmarks and added on Nov 16 2023. An orange arrow points to the right side of the file list.

Budget Amendment Requests

Completed Nov 16 2023 11:07 AM (MST) Deadline: May 1 2024 11:59 PM (MDT)

Task instructions [Hide](#)

Upload no more than one Budget Amendment Request per quarter.

FY24-NMCB-BAR
Filename: FY24-NMCB-BAR.SOW-MockDoc.docx Added: Nov 16 2023

FY24-BAR- Mock Doc
Filename: FY24-BAR- Mock_Doc.xlsx Added: Nov 16 2023

Awarded 1

1 of 3 required tasks complete

Survey Monkey Apply

Upload Completed BAR and SOW

❖ Mark Task As Complete

The screenshot shows a web browser window with the URL `nmtourism.smapply.io/tsk/28767281/flup/217945955/e/`. The page title is "New Mexico Tourism Department" and the user is logged in as "Chantal Sandoval".

The main content area is divided into two panels. The left panel shows a list of tasks for the application "FY24 New Mexico Clean and Beautiful 0000000014". The tasks are:

- Initial Disbursement Invoice (optional) - Not completed
- Q1 Milestones - Completed (marked with a green checkmark and "Cannot be modified")
- Q2 Milestones - Not completed
- Q3 Milestones - Not completed
- Budget Amendment Requests (optional) - Not completed (highlighted with a blue bar and a right arrow)

At the bottom of the left panel, it says "Awarded" and "1 of 3 required tasks complete".

The right panel shows the "Budget Amendment Requests" task details. It includes a "Task instructions" section with the text "Upload no more than one Budget Amendment Request per quarter." Below this are two buttons: "ATTACH FILE" and "LINK TO VIDEO".

At the bottom of the right panel, there is a list of uploaded files:

- FY24-NMCB-BAR (Filename: FY24-NMCB-BAR,SOW-MockDoc.docx, Added: Nov 16 2023)
- FY24-BAR- Mock Doc (Filename: FY24-BAR_Mock_Doc.xlsx, Added: Nov 16 2023)

At the bottom right of the right panel, there is a blue button labeled "MARK AS COMPLETE" with an orange arrow pointing to it.

Survey Monkey Apply

Upload Completed BAR and SOW

❖ BAR & SOW Tasks Completed and Submitted

The screenshot displays the Survey Monkey Apply interface for the New Mexico Tourism Department. The browser address bar shows the URL `nmtourism.smapply.io/sub/28767281/`. The page header includes the department name and user information for Chantal Sandoval.

The main content area is divided into two columns. The left column features a summary card for the application:

- Status: **AWARDED** \$0000.00
- Awarded on: Sep 26 2023 04:05 PM (MDT)
- Progress: 1 of 3 required tasks complete (indicated by a progress bar)
- Last edited: Nov 16 2023 11:23 AM (MST)
- Buttons: **REVIEW** and **SUBMIT**
- User: Chantal Sandoval (Owner), `chantal.orio@state.nm.us`
- Action: **Add collaborator**

The right column displays the application details for "FY24 New Mexico Clean and Be..." with ID 0000000014. It includes tabs for **APPLICATION**, **ACTIVITY**, and **DECISION DETAILS**.

Under the "Your tasks" section, a list of tasks is shown:

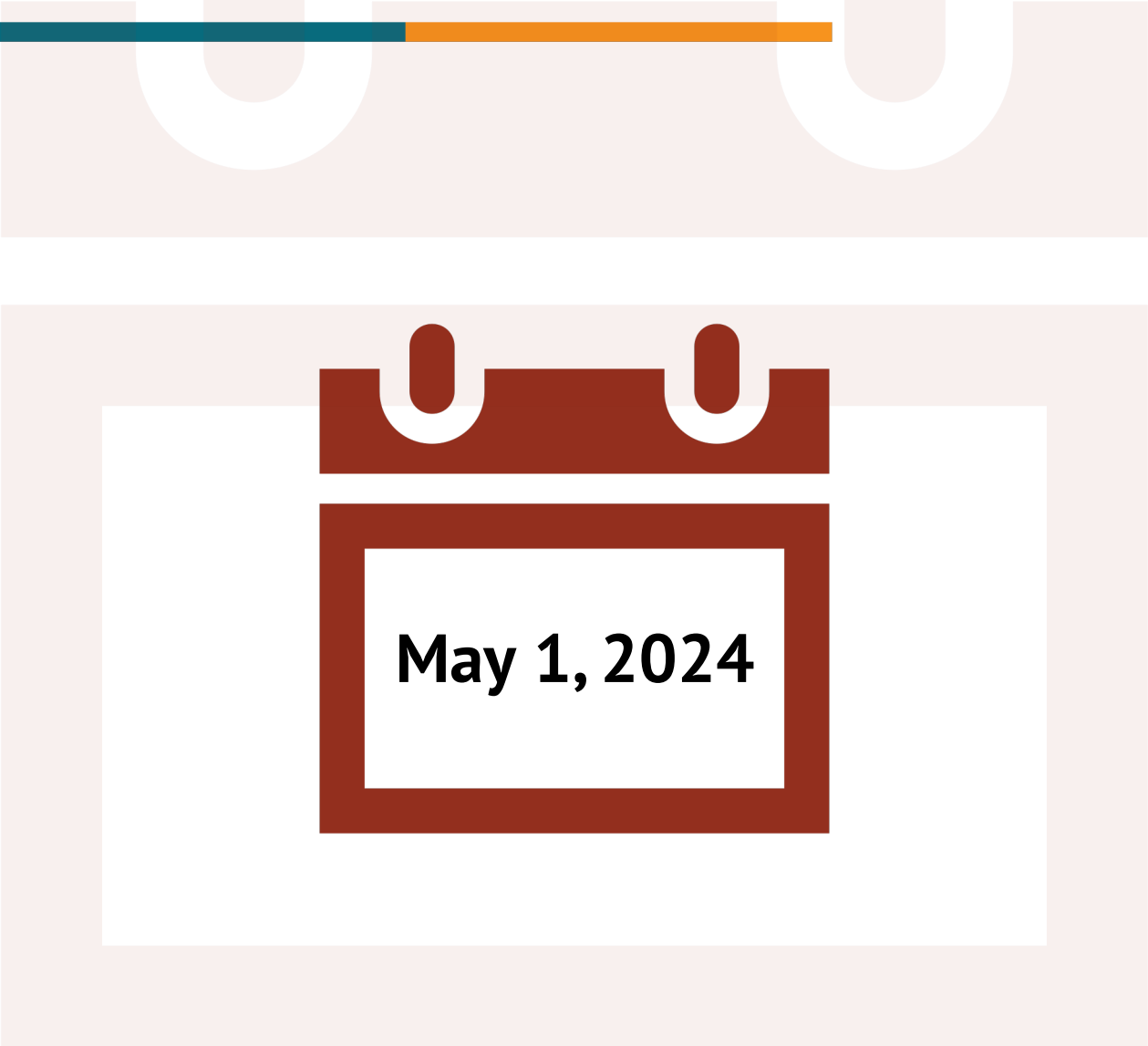
- Initial Disbursement Invoice (optional) - Not completed
- Q1 Milestones - Completed (Cannot be modified)
- Q2 Milestones - Not completed (Deadline: Jan 9 2024 11:59 PM (MST))
- Q3 Milestones - Not completed (Deadline: May 1 2024 11:59 PM (MDT))
- Budget Amendment Requests (optional) - Completed on: Nov 16 2023 11:23 AM (MST)

An orange arrow points from the **SUBMIT** button in the summary card to the "Budget Amendment Requests" task, indicating the submission of this task.

Below the "Your tasks" section, the "Previous tasks" section shows:

- Applicant Contact Information - Completed on: Mar 23 2023 11:53 AM (MDT)

BARs are Due No Later Than



May 1, 2024

Frequently Asked Questions

Q: Do we need to balance the BAR template per line?

A: No, you do not need to balance the BAR template per line. The totals on the move to and move from sides of the template need to balance.

Q: We need to modify our expenditures that were outlined in our grant proposal, but the adjustments will still level up to the grant objective and deliverables will be met, do we need a BAR?

A: No, you will not need a BAR the overall deliverable will be met.

Q: We anticipate spending 10.0% or less of our allocated budget for a specific line item, do we need a BAR?

A: No, you will not need a BAR if you spend 10.0% or less than the amount on your project award schedule; you are allowed a 10.0% variance.

Q: Can we submit two BARs in one quarter?

A: No, only one BAR can be submitted per quarter, in Q1, Q2, and Q3. BARs are not accepted in Q4. Partners have until May 1, 2024 to submit their final BAR.

Q: Once we have submitted a BAR via Survey Monkey, can we start to make the proposed changes to our project plans?

A: No, you may begin to make proposed changes once your BAR has been approved by NMTD and an amended project award schedule has been issued.

NEW MEXICO TRUE



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Alyssa Flores

Clean and Beautiful Program Management Analyst

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[Clean and Beautiful Resources Page](#)