

Budget Amendment Requests FY21 Process

New Mexico Clean and Beautiful

What should you know about BARs?

BAR Guidelines

- Deliverables of the Grant / Budget Line Items should remain the same
- Submit no more than one BAR per quarter
- BARs will not be accepted after **May 1st, 2021**

COVID-19 Implications

- BARs will be allowed for deliverables not outlined in the grant application
- Scope of Work must be submitted for deliverables not outlined in the grant application
- BAR deadline will be waived for COVID-19 related changes

Do you need a Budget Amendment?

- ❖ 10.0% **Budget Variance** will be allowed among established line items
- ❖ All other budget changes must be approved through a BAR
- ❖ Calculate Variance

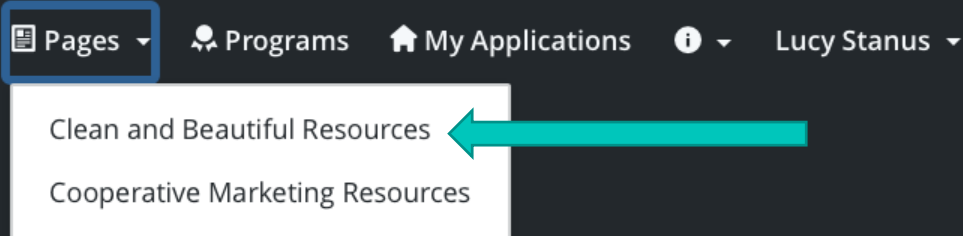
$$(\text{Allocation} \times 0.1) + \text{Allocation} = \text{Allowed Variance of Line item}$$

EXHIBIT A PROJECT AWARD SCHEDULE ENTITY NAME					
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5
End Littering					
Clean-up Supplies	\$1,000.00				
Improve Recycling					
Educational Materials		\$1,000.00			
Beautify Communities					
Community Mural			\$2,000.00		
Empower Youth					
Youth Groups				\$1,000.00	
Youth Interns				\$5,000.00	
Increase Program Capacity					
KAB Dues					\$300.00
KAB Conference					\$2,500.00
Subtotals	\$1,000.00	\$1,000.00	\$2,000.00	\$6,000.00	\$2,800.00
Total Award	\$12,800.00				

SurveyMonkey Portal

<https://nmtourism.smapply.io>

Find BAR templates on the Resource Page



Submit documents through the BAR task

Your tasks

✓	Initial Disbursement Invoice	Completed on: Jul 31 2020 02:31 PM (MDT) Lucy Stanus (removed)	>
📄	Q1 Milestones	Deadline: Oct 1 2020 05:00 PM (MDT)	>
📄	Budget Amendment Requests (optional)	Deadline: Apr 30 2021 05:00 PM (MDT)	<

- File name should include date of submission
- BAR task will allow multiple uploads

What happens after you submit a BAR?

1. SurveyMonkey will send an alert to NMCB Coordinator
2. NMCB Coordinator will review for required information
3. NMCB Coordinator will follow-up with questions or requested edits
4. NMTD Development Division Director will approve or deny request
5. NMCB Coordinator will notify entity and upload approved BAR
6. NMCB Coordinator will upload amended Project Award Schedule (Exhibit A)

Questions & Answers

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Office Hours : Tuesdays and Thursdays from 8:30am – 9:30am

*** Please submit additional questions this week to be included in the FAQ ***