
**New Mexico
Clean and Beautiful**

Welcome to FY21!



Today's Agenda

Today we will review:

- FY21 Grant Guidelines
- Funds Disbursement
- Grant Implementation
- Final Packet Requirements
- COVID-19 Implications
- Online Resources
- Upcoming Dates
- Q&A

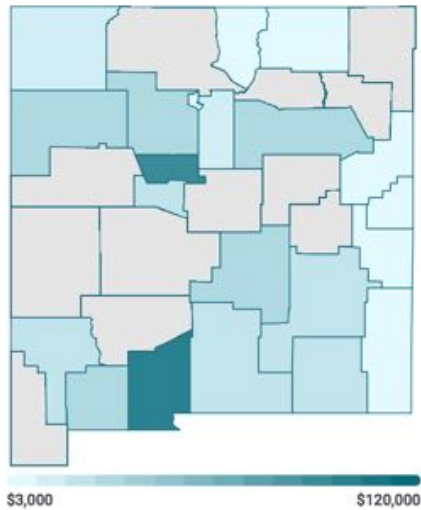
General Reminders:

- This webinar will be recorded.
- Please remember to mute your MIC.
- Send questions in the chat box.

FY21 Snapshot

37 Local Partners

Clean and Beautiful Grant Allocation, in Dollars - FY21



Goal #1 Total	Goal #2 Total	Goal #3 Total	Goal #4 Total	Goal #5 Total	Fiscal Year 21 Total
\$179,343.89	\$100,421.60	\$218,356.11	\$239,570.00	\$40,985.00	\$778,676.60

**This is not just a grant..
you are part of a strong network of leaders
working to keep NM clean and beautiful!**

FY21 Grant Guidelines

* Use the Grant Guidelines to refer to
for NMCB grant expectations *

NEW MEXICO TOURISM DEPARTMENT CLEAN AND BEAUTIFUL GRANT PROGRAM

FY21 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 Department the authority to eliminate litter from the state to the maximum practical extent. The department shall aid in establishing a statewide Keep America Beautiful program through the New Mexico Clean and Beautiful grant program to prevent litter, improve recycling, and beautify New Mexico communities.

ELIGIBILITY

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

ELIGIBLE EXPENDITURES

Projects and initiatives that contribute to the following goals, as identified through Keep America Beautiful and the Litter Control and Beautification Act, may be eligible for funding:

Goal #1 - End Littering

- Information pertaining to current Keep America Beautiful initiatives can be found at <https://kab.org/end-littering/>

Goal #2 - Improve Recycling

- Information pertaining to current Keep America Beautiful initiatives can be found at <https://kab.org/improve-recycling/>

Goal #3 - Beautify Communities

- Information pertaining to current Keep America Beautiful initiatives can be found at <https://kab.org/beautify-communities/>

Goal #4 - Empower Youth

- Youth employment 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 youths:
 - a) Individuals must be between 14 to 25 years of age
 - b) Salary range = local minimum wage plus \$1.00 to \$3.00 per hour
 - c) Youth Employment Verification forms are required for each youth employed

Goal #5 - Increase Program Capacity

- Professional development activities must directly contribute to at least one of the above-mentioned goals
- Professional development funds may be utilized for Keep America Beautiful dues and conference fees, as well as other approved events or trainings
- Event/training registration confirmations and receipts for all travel expenditures are required as backup documentation for each professional development event

Funds Disbursement

- Executed Grant Agreements will start being sent this week
 - Funds can not be expended until agreement is executed
 - Please submit signed agreements ASAP
- Initial Invoices should be uploaded to SurveyMonkey Portal
 - Date on Invoice must be after the date on the P.O.
 - Eligible for 50% of Grant Award upon execution of grant agreement
 - Final 50% will be reimbursed following approval of Final Packet
- Purchase Orders will be split into two for FY21
 - Second P.O. will come in January for remaining 50%

Your tasks		
	Initial Disbursement Invoice	>
	Q1 Milestones Deadline: Oct 1 2020 05:00 PM (MDT)	>
	Q2 Milestones Deadline: Jan 4 2021 05:00 PM (MST)	>
	Q3 Milestones Deadline: Apr 1 2021 05:00 PM (MDT)	>
	Budget Amendment Requests (optional)	>
Previous tasks		
	Applicant Contact Information Completed on: Mar 30 2020 11:50 AM (MDT)	>
	Goal 1: End Littering Completed on: Mar 30 2020 01:03 PM (MDT)	>
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Eligible Expenditures

- Adhere to the deliverables outlined in the Project Award Schedule
- Expenditures should also align with the original project proposal's scope of work
- What is not eligible?
 - Food and Beverages
 - Salaries (except Youth Interns)
 - Office Supplies
 - Gas (except KAB Conference)

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				

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 Request to SurveyMonkey Portal
 - NMTD will review for approval and send amended Budget Schedule
 - Template and Training Video forthcoming
- No more than one BAR per quarter
- BARs will not be accepted after May 1
 - Exceptions for BARs related to COVID-19

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Quarterly Milestones

- Q1 Milestone Report Due - Thursday, October 1, 2020
- Q2 Milestone Report Due - Monday, January 4, 2021
- Q3 Milestone Report Due - Thursday, April 1, 2021

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Final Packet – End of Year Report

Beautification Infrastructure							
Location of Area Beautified: Roadside, Waterway, Green Space, Mainstreet, Public Building, Community-wide (Green Space = parks, natural areas, hiking areas, etc)	# Acres Beautified	# Trees Planted	# Additional Flora Planted	Detail Additional Flora Planted	# Rain Gardens Constructed	# Way Finding/Welcome Signs Erected	# Miles of Walking or Hiking Paths Improved
	Total	Total	Total		Total	Total	Total
	0	0	0		0	0	0
Graffiti Eradication and Prevention							
# of Graffiti Locations Reported	# of Graffiti Locations Removed	# of Community Murals Created	# of Dumpsters Painted	# of Receptacles Painted			

* Survey will be sent out for feedback before the final version is published.

Final Packet – Project Expense Worksheet

NEW MEXICO CLEAN & BEAUTIFUL FY21 PROJECT EXPENSE WORKSHEET							
Name of Entity:							
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Allocation	Variance
End Littering	\$0.00					\$0.00	# DIV/0!
	\$0.00					\$0.00	# DIV/0!
Improve Recycling		\$0.00				\$0.00	# DIV/0!
		\$0.00				\$0.00	# DIV/0!
Beautify Communities			\$0.00			\$0.00	# DIV/0!
			\$0.00			\$0.00	# DIV/0!
Empower Youth							
Youth Groups				\$0.00		\$0.00	# DIV/0!
Youth Interns				\$0.00		\$0.00	# DIV/0!
Increase Program Capacity							
KAB Dues					\$0.00	\$0.00	# DIV/0!
KAB Conference					\$0.00	\$0.00	# DIV/0!
	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	**Budget Variances shall be no greater than 10.0%**	
Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Allocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total FY21 Expenditures	\$0.00						
Total FY21 Grant Award	\$0.00						

[illegible]

* Survey will be sent out for feedback before the final version is published.

Final Packet – Additional Requirements

Volunteer Sign-in Sheets



The screenshot shows the Keep America Beautiful website. At the top, there is a navigation bar with links: BECOME A VOLUNTEER, FIND A PROJECT, CALENDAR, FOR KAB AFFILIATES, BECOME A KAB AFFILIATE, and DONATE. A LOGIN button is also present. The main banner features a photo of people participating in a cleanup, with the text "Great American Cleanup 2020". Below the banner, there is a message about rescheduling events and a link to "MORE INFORMATION". At the bottom, there is a section titled "Find a volunteer opportunity" with a search bar containing "Bismarck, ND" and "New Mexico", a dropdown menu set to "Within 50 miles", and a "Search" button.

<https://volunteer.kab.org>

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

- Event Name
- Volunteer Name
- Volunteer Hours

Youth Employment Forms



The screenshot shows the Youth Employment Verification Form from Keep New Mexico True. The form is titled "Youth Employment Verification Form (For individually hired youth, not youth groups)". It includes a section for "Please submit this completed, signed and notarized form with the Final Reimbursement Request Packet." The form has fields for "Local Agency:", "Supervisor Name:", "Youth Employee Name:", and "Youth Employee age at time of employment:". Below these fields, there is a section for "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:" with two bullet points: "Youth Employee is 14 to 25 years of age at the time of employment." and "Youth Employee is considered a temporary employee of the local agency and is not an employee of the State of New Mexico." The form also has fields for "Employee Signature" and "Date" for both the employee and the supervisor. At the bottom, there is a section for "STATE OF NEW MEXICO COUNTY OF" and a notary section with fields for "Signature of Notary Public", "Seal:", and "My Commission Expires:".

All information must be completed including notary

Promotional Items

- Please email Lucy for the most up-to-date logos and additional information
 - General Reminder – Please only use up to date logos approved through NMCB Coordinator
- Intent of Promotional Items – please consider if the items are creating more waste



COVID-19

○ Budget Amendment Requests

- BARs for COVID-19 impacted deliverables will be allowed for activities not outlined in grant proposal
- Scope of Work must be submitted for proposed activities not in outlined in the grant proposal
- BAR Deadline will be waived for COVID-19 related changes

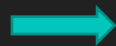
○ Volunteer Safety

- [Keep America Beautiful Volunteer Safety Handbook and Resources](#)
- New Mexico specific information forthcoming

○ Adhere to current Public Health Orders

- NMTD expects that all grantees will partner with local government officials to ensure compliance
- <https://cv.nmhealth.org>

Deadline – Friday, July 17th



REQUEST YOUR CLOTH FACE COVERINGS

SWANA.org/Masks

SWANA
BUILD WASTE ASSOCIATION OF NORTH AMERICA

Online Resources – SurveyMonkey

<https://nmtourism.smapply.io>

Add collaborator



Add any other staff
who need to access
or upload information

* Final Reimbursement Packet
tasks will open in May

New Mexico Tourism Department

NEW MEXICO *True*
Adventure that Feeds the Soul.

Pages Programs My Applications Lucy Status

NMCB Resources

Cooperative Marketing Resources

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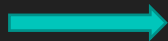
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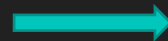
Online Resources – NMTD Website

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

Work Together



Grants



Clean and Beautiful

Mark Your Calendar

- | | |
|--|--|
| ○ Regional Workshops | August (TBD following survey) |
| ○ Q1 Milestone Report Due | Thursday, October 1, 2020 |
| ○ NM Clean and Beautiful State-wide Meeting | Wednesday, November 18, 2020 |
| ○ Q2 Milestone Report Due | Monday, January 4, 2021 |
| ○ Keep America Beautiful National Conference | Monday to Wednesday, February 15 th – 17 th , 2021 |
| ○ Roundtable Discussion on KAB Conference | Late February (TBD) |
| ○ FY22 Application Opens | Early March (TBD) |
| ○ Q3 Milestone Report Due | Thursday, April 1, 2021 |
| ○ Final Reimbursement Packet Due | Tuesday, June 15, 2021 |

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

*All dates are subject to change.

Live Q&A

Lucy Stanus

Clean and Beautiful Program Coordinator

lucy.stanus@state.nm.us

505-660-4734

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