

NEW MEXICO TOURISM DEPARTMENT
CLEAN & BEAUTIFUL GRANT PROGRAM
FY20 GUIDELINES

1. OVERVIEW

The purpose of the New Mexico “Litter Control and Beautification Act,” NMSA 1978, § 67-16-1 et seq., is to control litter by authorizing the New Mexico Tourism Department (NMTD) to eliminate litter from New Mexico to the maximum practical extent through a state-coordinated plan of education, control, prevention, and elimination. Therefore, NMTD distributes funds throughout the state to fulfill program goals and objectives that promote citizen engagement, reduce blight, further beautification and waste diversion efforts keeping New Mexico a clean and beautiful place to live, work and play.

2. ELIGIBLE EXPENDITURES

Grant funds may be used by Partner (Awardee) for the following expenditures:

Public information and education:

- Production of educational and promotional materials or advertising that raise awareness, provide training and increase public support
- All promotional items & permanent structures must be branded with the “Toss No Mas” or the “Keep New Mexico True” logo, which are available for download at the NM Clean & Beautiful Grant Resources webpage (<https://www.newmexico.org/industry/work-together/grants/clean-and-beautiful/nm-clean-beautiful-grant-resources/>).

Equipment purchase:

- Safety equipment (gloves, vests, goggles...)
- Tools (litter grabbers, rakes, shovels, buckets, brushes...)
- Supplies (trees, shrubs, paint, educational materials...)

Labor:

- Sub-contracting for approved program activities
- Summer Youth Employment programs – individuals 14 to 25 years of age
 - Salary range = minimum wage plus \$1.00 to \$3.00 per hour
 - [Youth Employment Verification](#) forms required for each youth employed

Solid waste diversion programs:

- Recycling
- Composting

Program Development Events:

- Program leader attendance at Keep America Beautiful program development events
- Proof of Program Development Event Attendance is required. In addition to the financial documentation, a one-page summary of key lessons learned & implementation plans for future projects, as well as event registration confirmation are required for reimbursement.

3. INELIGIBLE EXPENDITURES

- Grant money cannot be used to purchase office supplies (hardware, software or accessories, pencils, pens, paper, paper clips, tape, etc.).
- Grant money cannot be used for gas, food, utensils, bandstands, or playground equipment.

4. MATCHING REQUIREMENTS

The following sections may be used to determine the costs and calculate totals for In-Kind & Monetary Donations, which must be reported in the [End-of-Year Report](#).

Donated Goods or Services:

Entities may receive non-monetary contributions of goods or services, often referred to as “in-kind donations” from businesses, groups and individuals. Examples include private waste hauler services, “pro-bono” accounting services, food/drinks, donated advertising space, or office space in a non-government building. The dollar value of any donated goods or services is equal to the market price of the goods or services contributed. Whenever possible, submit the dollar-value in writing.

How to Calculate Government Costs:

Government employee time and services for which they receive government salary, overtime or compensatory time are considered a cost. If a government employee is working on a project on their own time, as a volunteer or board member, calculate their time as an in-kind donation. Government in-kind goods include hauling by sanitation vehicles, printing, and the use of consumable supplies. To calculate the value of in-kind government agency costs, estimate the market value of the goods or services provided to your affiliate and add to that the dollar-value for each hour of work given by government employees.

Volunteer Hours:

All volunteer hours should be documented on a [Volunteer Sign-In Sheet](#). Each volunteer hour should be assigned the national or applicable state value provided by Independent Sector unless a professional provides a specific value for professional services. Current value for volunteer hours is available at https://www.independentsector.org/volunteer_time.

5. GRANT AGREEMENT

Following the notification of award, Awardees will enter into a grant agreement with NMTD. Agreements will include two accompanying exhibits: Project Award Schedule (*Exhibit A*) and these Grant Program Guidelines (*Exhibit B*). PLEASE NOTE: Any changes or exceptions to the procedures outlined in the Grant Agreement or these Guidelines will require approval from the NMTD Cabinet Secretary or Deputy Secretary.

6. INITIAL DISBURSEMENT OF FUNDS

For FY20 grant awards, Partners will be eligible to receive 50% of the total award amount following the execution of the grant agreement and submission of the [Initial Disbursement Invoice](#). This form is available for download at the NM Clean & Beautiful Grant Resources webpage.

7. REIMBURSEMENT REQUIREMENTS

In order to receive reimbursement for the remaining 50% of the total award amount, Partners must submit the [Final Reimbursement Request Packet](#) within 60 days of the project end, but **no later than June 15, 2020**.

Final Reimbursement Request Packet should include:

- [Final Reimbursement Invoice](#)
- [Total Project Expense Worksheet](#) with back-up documentation*
- [End-of-Year Report](#)
- [Youth Employment Verification](#) forms, if applicable
- [Volunteer Sign-In Sheet](#), if applicable
- Proof of Program Development Event Attendance, if applicable

***Eligible back-up documentation includes:**

1. Invoices *or* receipts

AND

2. Cleared checks, warrants, bank statements *or* an attestation by Partner's CFO or equivalent financial authority.

*Youth Employment expense documentation may be satisfied by paystubs or an attestation from the Partner's CFO or equivalent financial authority.

8. SUBMISSION REQUIREMENTS

- All required forms are available for download at the NM Clean & Beautiful Grant Resources webpage (<https://www.newmexico.org/industry/work-together/grants/clean-and-beautiful/nm-clean-beautiful-grant-resources/>).
- Submission of all required forms and back-up documentation must be via upload to the Survey Monkey Apply portal located at: <https://nmtourism.smapply.io/>.

9. PROGRAM ASSISTANCE

NMTD Tourism Development Director (Suzy Lawrence) will establish communication schedules and provide technical assistance for all awardees. She can be reached by email at Suzy.Lawrence@state.nm.us or by phone at 505-795-0343. Clean & Beautiful Grant Program Financial Specialist (Jessica Chavez) will establish a line of communication with each awardee's financial representative to offer technical assistance, as needed. She can be reached at Jessica.Chavez2@state.nm.us.