

FAQ - FY20 End of Year Report

Q: How long do written answers need to be on the narrative and COVID-19 tabs?

A: Please provide sufficient and succinct information in order to accurately detail project efforts.

Q: Certain sections of the report do not apply to our projects; how do I fill out these sections?

A: Leave blank any sections that do not apply to your grant activities. Narratives are required.

Q: Project efforts do not fit into the metrics requested; how should I report these efforts?

A: Contact the NM Clean and Beautiful Program Coordinator for guidance on accurate reporting.

Q: Where do I detail litter or recycling events that did not involve a community clean-up?

A: Detail all events that contributed to waste collection or diversion in the 'Litter and Recycling Events' section. Include information on collection and diversion rates.

Q: How do I estimate audience size for marketing campaigns?

A: Ask your vendor what the reach of their advertising is.

Q: Where do I outline in-kind donations from non-profit partners?

A: Detail this information in the private donations section of the report.

Q: The 25% match requirement was not met due to COVID-19 restrictions; what should I do?

A: Detail all match expenditures under the in-kind donations tab. Provide a 'Match Requirement Justification' in the COVID-19 tab. The 25% match requirement will be waived with a justification.

Q: Due to COVID-19 restrictions, grant activities were implemented which were not outlined in the original grant proposal; where should this information be documented?

A: These expenditures should have been approved through a Budget Amendment Request. Detail these grant activities under the COVID-19 tab in 'COVID-19 Adjustment to Grant Activities.'

Q: Materials were purchased for an activity unable to be completed due to COVID-19; where should this information be documented?

A: Detail these plans for future implementation of grant activities under the COVID-19 tab.

Q: Can I share this report or use it in other reports?

A: Yes.

For further assistance, please contact:

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