



*A program of the NM Tourism Department*

## **New Mexico Clean & Beautiful 2006-2007 Grant Program**

The New Mexico Clean & Beautiful program through the New Mexico Tourism Department is soliciting proposals for litter control and beautification grant agreements for FY07.

New Mexico Clean & Beautiful awards funding to incorporated municipalities, counties, and tribal governments in order to reduce litter by involving the public during local community and statewide events, programs and projects.

### **Mission Statements**

The mission of the New Mexico Tourism Department is to market New Mexico as an enchanting visitor destination to the world.

Legislatively New Mexico Clean & Beautiful is charged with eliminating litter to the maximum practical extent. New Mexico Clean & Beautiful's mission is to engage individuals to take great responsibility for their community environments; a mission which aligns with the national program Keep America Beautiful, Inc.

### **Goals**

New Mexico Clean & Beautiful's goals are: 1) reduce litter to the maximum practical extent, 2) raise overall litter awareness statewide and 3) engaging individuals to take greater responsibility for their community environments.

### **Objectives**

New Mexico Clean & Beautiful's objectives for FY07 are:

- 1) Fund programs that will implement projects that eliminate, control and prevent litter; in addition fund programs and projects that educate citizens on the effects of littering, enforce litter ordinances, increase public awareness, recycle, beautify, eliminate graffiti and weeds, and promote litter awareness.
- 2) Involve New Mexicans by enlisting them as volunteers in program and community sponsored activities.

## *Program History*

In 1985, the New Mexico legislature found that litter in our state was a public nuisance and damaged the economy by making it less attractive to tourists and newcomers. Therefore, the legislators passed into law the Litter Control and Beautification Act which created the New Mexico Clean & Beautiful program.

New Mexico Clean & Beautiful's main goal is to reduce litter from the state to the maximum practical extent by focusing on litter control through elimination, prevention, reduction, beautification, education and recycling. New Mexico Clean & Beautiful is a program within the New Mexico Tourism Department.

New Mexico Clean & Beautiful is also charged with establishing a statewide Keep America Beautiful system program. Currently, there are 21 programs certified with Keep America Beautiful, Inc. (see listing below).

### *New Mexico's Keep America Beautiful Affiliated Programs*

**Alamogordo**  
**Keep Alamogordo Beautiful**  
505-439-4250

**Dona Ana County**  
**Community Pride of Dona**  
**Ana County**  
505-647-7117

**Luna County**  
**Keep Luna County Beautiful**  
505-543-6567

**Albuquerque**  
**Keep Albuquerque Beautiful**  
505-761-8138

**Farmington**  
**Farmington**  
**Clean & Beautiful**  
505-599-1426

**Rio Rancho**  
**Keep Rio Rancho Beautiful**  
505-896-8728

**Artesia**  
**Artesia Clean & Beautiful**  
505-748-3192

**Hatch**  
**Keep Hatch Beautiful**  
505-267-5216

**Roswell**  
**Keep Roswell Beautiful**  
505-624-6700 ext. 293

**Bloomfield**  
**Bloomfield Pride Commission**  
505-632-2840

**Hobbs**  
**Hobbs Beautiful**  
505-397-9351

**Ruidoso**  
**Keep Ruidoso Beautiful**  
505-257-5030

**Bosque Farms**  
**Keep Bosque Farms Beautiful**  
505-869-2358

**Las Cruces**  
**Keep Las Cruces Beautiful**  
505-528-3148

**Santa Fe**  
**Keep Santa Fe Beautiful**  
505-955-2215

**Carlsbad**  
**Keep Carlsbad Beautiful**  
505-887-1191

**Las Vegas**  
**Keep Las Vegas Beautiful**  
505-426-0350

**Tucumcari**  
**Keep Tucumcari Beautiful**  
505-461-2143

**Clovis**  
**Keep Clovis Beautiful**  
**Committee**  
505-769-7870

**Lovington**  
**Keep Lovington Beautiful**

**Valencia County**  
**Tierra Bonita**  
505-866-6285

# New Mexico Clean & Beautiful Programs and Activities

## America Recycles Day

New Mexico Clean & Beautiful supports programs that are involved with America Recycles Day - November 15. This is the designated day set aside to promote recycling and encourage consumers to buy recycled products. Events include school presentations, displays at local malls, grocery stores or any public areas.

## Art Can

The mission of the Art Can project is to raise litter awareness by educating the citizens within the state about the impacts of litter. Kids Cleanup involves the assistance from children in painting trash cans that are to be placed around the Expo New Mexico grounds during the State Fair. Clean Communities on Display involves communities statewide who enter creatively painted and decorated trashcans for prizes.

## Educational Awareness

Utilizing environmental education curriculum developed by Keep America Beautiful, Inc., "Waste In Place" for K-6 and "Waste a Hidden Resource" for grades 7-12, are available to communities who are certified with the national program. In addition, New Mexico Clean & Beautiful is available to assist communities who are interested in this curriculum.

## Great American Cleanup and Trek for Trash

Community cleanups are important for local communities; events like these involve local volunteers in cleaning up their cities, towns and villages. New Mexico Clean & Beautiful coordinates statewide cleanups with local coordinators. Two major cleanups sponsored by the New Mexico Clean & Beautiful program are: 1) "Great American Cleanup" and 2) "Trek for Trash," spring and fall cleanups respectively.

Last year the Great American Cleanup, which is a national initiative, sponsored by Keep America Beautiful, Inc., involved more than **2.45 million** volunteers nationwide. In our state Great American Cleanup activities begin on March 1 and run until May 31, 2005 involving more than **56** communities and inspired more than **17,900** volunteers to assist in removing **2,095 tons** of trash from our state.

"Trek for Trash," completing its 11<sup>th</sup> year was also a huge success last year! Our statewide cleanup involved more than **3,100** volunteers that removed **23,135** tons of trash from **26** communities.

## Litter Free Events

Community events coordinated by the New Mexico Keep America Beautiful affiliate coordinators. Events are coordinated efforts designed to promote a litter-free environment during community events. Any community can host a litter free event; ask us how!

## **New Mexico Clean & Beautiful Programs and Activities (continued)**

### **Promotion of the Keep America Beautiful System and Network**

Interested communities, counties and Tribal Governments can receive training from Keep America Beautiful, Inc. in partnership with New Mexico Clean & Beautiful in implementing a local Keep America Beautiful System. The "certification" fee required by Keep America Beautiful, Inc. can be paid out of grant money awarded to communities after certification status is obtained.

### **Public Awareness Campaigns**

New Mexico Clean & Beautiful continues to contract with advertising agencies in order to promote anti-litter efforts throughout the state. Our anti-litter slogan "Toss No Mas," will continue to be the emphasis in our advertising message along with our 1-800-Toss-No-Mas (1-800-867-7666) line, which is provided to citizens throughout the state, in order to report litter offenders, littered areas or get more information.

### **Governor's Community Achievement Awards**

Positive reinforcement is important to the New Mexico Clean & Beautiful program. The program views a Governor's recognition as a prestigious honor; therefore, every year communities from around the state are recognized for their litter control and beautification efforts. All grant recipients are eligible and encouraged to apply for the awards.

*For additional information please call (505) 827-6346 or 4736 or 1-800-Toss-No-Mas (1-800-867-7666).*

## **New Mexico Clean & Beautiful Partners**

New Mexico Clean & Beautiful values the partnerships made with other organizations, state governments and businesses in the state. Partnerships make a difference!

Below are some of the program's partners:

**Keep America Beautiful, Inc.**  
1010 Washington Boulevard  
Stamford, CT 06901  
Tel: 203.323.8987  
Fax: 203.325.9199  
Website: [www.kab.org](http://www.kab.org)

**Keep New Mexico Beautiful, Inc.**  
P.O. Box 90924  
Albuquerque, NM 87199-0924  
Tel: 800.760.5662  
Website: [www.knmb.org](http://www.knmb.org)

**New Mexico Recycling Coalition**  
P.O. Box 16123  
Santa Fe, NM 87592  
Tel: 505.983.4470  
Website: [www.nmrecycle.org](http://www.nmrecycle.org)

**Solid Waste Association of North America (SWANA)**  
Tel: 800.467.9262  
Website: [www.nmswana.com](http://www.nmswana.com)

**Environment Department**  
Outreach Section  
Tel: 505.827.2653  
Website: [www.nmenv.state.nm.us](http://www.nmenv.state.nm.us)

**Department of Transportation**  
Adopt-A-Highway Program  
Tel: 827-6814  
Website: <http://www.nmshtd.state.nm.us/main.asp?secid=11590>

## New Mexico Clean & Beautiful Deadlines and Important Dates - 2006

**February 13-17** New Mexico Clean & Beautiful Workshops – assistance at these workshops will include a review of the grant process, including: deadlines, application, forms and reports. Attendance at this workshop is worth 5 points; they are not bonus points and they will count towards the overall score. Therefore communities are encouraged to attend.

**February 28** Completed grant applications are physically due into the NM Clean & Beautiful office by **4:00 p.m., February 28, 2006.**

**June 2** This is the due date for signed Contract Agreements due back into the NM Clean & Beautiful office. This will allow for the contract to be signed and in effect by July 1. Signed agreements are due by this date to ensure your agreement will be effective July 1. We highly discourage a request for retro-active approval. **Please adhere to this deadline.**

**July 1** July 1 is usually the start date for grant agreements. Once a local government's application has been evaluated and funding awarded, a grant agreement will be drafted for signature. Grant agreements must have appropriate signatures from the NM Tourism Department and the entity prior to a community beginning work.

**\*\*NOTE\*\*** Communities should not begin contract work until they have a signed, fully executed, copy of the contract in their possession. Reimbursement cannot be made on expenditures unless a contract is fully executed.

**June 30** Typically the *termination date* for the grant agreements. Grant agreements usually start on July 1 and terminate on June 30; grant money should be expended by the *termination date*.

**July 10** **Deadline to submit the following:**

- A final request for reimbursement, and
- Accounting and performance reports.

Please note that request for reimbursements and reports may be submitted sooner than the July 10 deadline.

**\*\*NOTE\*\*** Communities will be penalized when applying for next year's funding for failure to complete and submit performance and accounting reports.

## Litter Control & Beautification Grant Requirements

1. **Issuing Agency:** New Mexico Tourism Department  
495 Old Santa Fe Trail  
Santa Fe, New Mexico 87501  
(505) 827-6346 or 827-4736
2. **Scope:** All 33 New Mexico counties, all incorporated towns, all incorporated cities any New Mexico Indian nation, tribe or pueblo government.
3. **Statutory Authority:** This rule is adopted pursuant to NMSA 1978, Sections 67-16-1 to 67-16-14.
- 3A. **Pre-NMAC Regulatory Filing History:** The material in this Part was derived from that previously filed with the State Records and Archives under: SHD Rule 86-1(L), Regulations Governing Application for and Use of Grant Funds to Localities Under the New Mexico Litter Control and Beautification Act (HB198), filed November 6, 1986.
4. **Duration:** Permanent.
5. **Objective:** The purpose of this rule is to establish regulations and guidelines governing the use of State Grant funds, as mandated under the New Mexico Litter Control and Beautification Act of 1985, NMSA 1978, Sections 67-16-1 to 67-16-14.
6. **Definitions:** Unless the context dictates otherwise, the following words and the meanings as used in these Requirements are defined below:
  - 6.1 **Applicant** - The locality applying for or receiving a grant agreement.
  - 6.2 **Application** - The forms and other attendant information required by this rule.
  - 6.3 **Community Coordinator** - The Coordinator of a Community Program
  - 6.4 **Department** - The New Mexico Tourism Department, New Mexico Clean & Beautiful program.
  - 6.5 **Executive Committee** - The elected seven-member committee of the Litter Control and Beautification Council.
  - 6.6 **Grant** - Funds allocated under the New Mexico Litter Control and Beautification Act, NMSA 1978, Sections 67-16-1 to 67-16-14.
  - 6.7 **Grant agreement** - The contract that is written and signed by the locality and the Department.
  - 6.8 **Litter** - Weeds, graffiti and all waste material, including but not limited to disposable packages or containers, which is not contained within the solid waste handling system. The definition used in this rule does not include the waste of the primary processes of mining, logging, saw milling, farming, or manufacturing.
  - 6.9 **Program Resources Category** - Refers to a section of the Grant Agreement.
  - 6.10 **Locality** - All 33 New Mexico counties, all incorporated towns, all incorporated cities any New Mexico Indian nation, tribe or pueblo government.

6.11 **Programs**

6.11.1 Programs - A locality's litter control, beautification or other project(s) as stated in the Application.

6.11.2 Comprehensive Program - Should include a board comprised of members from two or more sectors of the community, but not limited to:

6.11.2.1 Business and Industry,  
Communications,  
Community Organizations,  
Education, and  
Government

The board works within a structured program to assist the coordinator in areas of litter prevention, beautification, solid waste issues, recycling, source reduction, education, and weed and graffiti eradication.

6.12 **State Coordinator** - The Director of the New Mexico Clean & Beautiful program.

6.13 **Youth Employment** - Refers to a section of the Grant agreement.

7. **Applicability:** Any locality may apply for funding provided that:

7.1. Funds shall be used by eligible localities, in a program of enforcement of litter control ordinances and statutes, and/or a program designed for litter prevention, education and elimination, and/or beautification project, and/or contract organization, and/or weed eradication project, and/or graffiti eradication project.

7.2 Funds shall be used for program implementation, and/or continuation, and/or expansion, but shall not be used in any way to replace local funds currently budgeted, or replace those being used to maintain and operate a local litter control program during the Grant period.

8. **Eligibility:** Those localities as defined under Section 6, Definitions, 6.10.

9. **Application Requirements by Localities:**

9.1 Any individual incorporated city, county, town or New Mexico Indian nation, tribe or pueblo government may apply.

9.2 A town located in two or more counties shall be considered as one eligible locality. The total combined town population shall be considered when determining Application requirements and Grant funding.

9.3 Town population shall be determined from Current Population Reports, U.S. Bureau of the Census, Council of Governments, or from a similar updated publication. Said publication must have been published at least six months prior to the deadline date for submitting Applications. Changes in a town's population and revised funding will be considered only when annexation has occurred since the data on the above report was revised. Proof of officially revised population data must be supplied by the applying town to the Department, before or the time the Application is submitted.

10. ***Application Procedures By Applicants:***

10.1 **Single Locality Applicants** - The Application must include the following:

- 10.1.1 Application Form
- 10.1.2 Line Item Budget
- 10.1.4 Application Form shall be signed by the County Administrator, City Manager, or other official of the county, city or town as may be designated in the resolution.

11. ***Application - General Information for All Applicants:***

- 11.1 All applications must be completed and submitted to the New Mexico Clean & Beautiful Office, Lew Wallace Building, 495 Old Santa Fe Trail, Santa Fe, New Mexico 87501 as prerequisite to consideration as an Applicant for a Grant. Applications must be completed and returned to the office by the established deadline that is determined each year.
- 11.2 A committee will evaluate completed applications.
- 11.3 The amount of the Grant shall be stated on Notice of Approval. All applicants and or Coordinators will be individually notified. Approved applicants will receive funding on a reimbursement basis.
- 11.4 The period during which the Grant is in effect will be from July 1 through June 30 of each fiscal year. Grant agreements must have appropriate signatures from the locality, and Department Secretary in order for localities to begin work. Approved applicants must have a signed copy of the Grant agreement in their possession in order to begin work. Extensions may be granted.
- 11.5 All unexpended funds remaining at the end of the grant period will be handled as follows:
  - 11.5.1 all unexpended funds will be reverted to the Litter Control & Beautification fund as established by the legislation that does not revert to the state general fund;
  - 11.5.2 provided the Applicant applies for a Grant for the following Grant period, the applicant will lose points during the evaluation process of their new application; and
  - 11.5.3 if the Applicant does not apply for a Grant for the following Grant period, all unexpended funds will return to the control of the Department for future distribution.
- 11.6 Supplementary Grants, if any, will be dependent on the following considerations:
  - 11.6.1 The amount of funds remaining after receipt, review and action on all Applications.
  - 11.6.2 Evaluation and consideration of the following items in the Program and in the Application:
    - a) Quality of the Program is related to its planned organization and implementation.

- b) Quality and significance of the measurements to be used in evaluating Program achievements.
- c) Comprehensive components included in the Program.
- d) Details and quality of the budgeted items.
- e) All other facts related to Program quality.
- f) Questions on the Regulations and the Application; and questions and/or reports on Program performance and Program accounting must be submitted to the State Coordinator in writing. If an answer is required, the Applicant will be notified of the State Coordinator's answer in writing as soon thereafter as is feasible.

12. *Authorized Uses of Grant Funds:*

12.1 **Program Resources Category Uses - Grant funds can be used for:**

- 12.1.1 the development, revision and enforcement of Local anti-litter ordinance and laws;
- 12.1.2 the organization and/or implementation of local cleanup campaigns;
- 12.1.3 surveys and evaluation studies made for the purpose of identifying and prioritizing local littering problems;
- 12.1.4 purchasing equipment which may include all safety equipment i.e. safety goggles, gloves, etc., and which will serve to fulfill Program goals and/or objectives;
- 12.1.5 public informational and educational programs, which may include advertising in local media, which is to be minimal and can not exceed 25% of total Program Resources funding (see exceptions under Section 13.1.1, and production of educational and promotional materials;
- 12.1.6 other uses which are targeted to total litter reduction, such as those which increase public awareness, and those which educate, train and solicit public support in promoting citizen responsibility toward reducing the litter problem (see exceptions in Section 13);
- 12.1.7 research and/or development of solid waste recycling programs or contractor thereof;
- 12.1.8 beautification projects;
- 12.1.9 training;
- 12.1.10 sub-contracting for services which are unsafe for personnel or youths to perform;
- 12.1.11 sub-contracting with adult civic groups and/or organizations for performing litter control, beautification, recycling, educational, weed eradication and/or graffiti projects, and

- 12.1.12 paying supervisors for programs requiring special supervision to perform duties of approved program projects (e.g. Municipal Court has sentenced 10 citizens to perform litter cleanups in a locality, however supervision must come from security personnel; Associated Retarded Citizens Association has volunteers to do recycling at several locations in a locality, however trained supervisors are needed to oversee the volunteers, etc.).

**12.2 Youth Employment Uses:**

- 12.2.1 Hiring of youths between the ages of 14-25; youths must show verification of age. They must be enrolled in school or show verification of intent to continue their education. Suggested salary should not exceed minimum wage plus (+) \$3.00 per hour (see page 18). Costs can include FICA, Medicare and Workers Comp.
- 12.2.2 Sub-contract with local youth groups for litter prevention, elimination, control, source reduction, recycling, and beautification and cleanup projects. Example: FFA of your local High School to be paid "\$100.00" for "cleaning up Main Street twice this year" (scope of work).
- 12.2.3 Youth shall be hired according to the laws set forth in their local government. If such laws do not exist youth shall be hired according to State Personnel rules.
- 12.2.4 Program coordinators or administrators shall not hire, promote or directly supervise an employee who is related by blood or marriage in the third degree (taken from State Personnel Rules and Regulations).

**13. *Unauthorized Uses of Grant Funds:***

**13.1 Program Resources Category:**

- 13.1.1 Grant money cannot be used for purchasing statewide mass media time and space (i.e., TV, radio, newspaper, billboards, or other mass media time and space).
- 13.1.2 Grant money cannot be used for any project, item of equipment, promotional program or any other item or program except those approved by the Department and Executive Committee.
- 13.1.3 Grant money cannot be used for maintenance on equipment.
- 13.1.4 Grant money cannot be used for gas, food, food utensils, cups, water containers, bandstands, buildings, park benches, picnic tables and playground equipment.
- 13.1.5 Grant money cannot be used for consultant fees except as stipulated in the Application and approved by the Department and Executive Committee.
- 13.1.6 Grant money cannot be used for expenditures that do not relate to litter prevention, control, elimination and education and beautification.
- 13.1.7 No payment of grant money will be authorized for any salaries (with exception as stated under Sections 12.1.11.2).

- 13.1.8 Grant money cannot be used to purchase office supplies: general office supplies e.g. pencils, pens, paper, paper clips, tape, etc. are not allowed.

13.2. **Youth Employment**

- 13.2.1 Grant money cannot be used to hire youth who do not meet age qualifications, salary specifications, and education continuance requirements as specified in Section 12.2.1.

13.2.2 Grant money cannot be used on salaries other than Youth Employment.

13.2.3 Youth may not be paid to do projects other than specified in these guidelines, and/or the application submitted by the Locality (e.g. lighting of luminarias, staffing city events not approved by the New Mexico Clean & Beautiful Office, etc.).

14. **General Accountability:**

14.1 The Applicant shall keep account records for the Program. With each Application an accounting and performance report shall be made to the Department within **10 days after the end of the last quarter – July 10**. The report shall include:

- a) An accounting showing the expenditure of all Grant funds by line items;
- b) youth employment verification forms;
- c) copies of receipts for equipment purchased, including model and serial numbers if applicable;
- d) equipment verification form(s);
- e) summary of accomplishments toward those objectives and goals stated in the Application; and
- f) any other information necessary to explain Program accomplishments.

14.2 Each Applicant shall be individually responsible for submitting a performance report.

14.3 Subsequent Grants shall not be approved or funded until all performance and accounting reports are received by the Department.

14.4 The Certification of equipment use form (if applicable) shall be submitted along with accounting and performance reports.

15. **Right to Withdraw Grant:** The Department and Executive Committee may require a return of remaining funds for unsatisfactory Program compliance. Also, there shall be payable to the State of New Mexico, with respect to each approved Program, the total sum not properly used or accounted for pursuant to these Regulations and the Application. Such total sum shall be recovered from the Applicant to the State and shall be recovered from the Applicant or its successors or assignees by appropriate legal action.

16. **Standard Contract Provision:** There shall be a statement on each Application concerning non-discrimination because of race, religion, color, sex, handicap or national origin, plus a statement to the fact that the Grantee is an Equal Opportunity Employer.

# Sample Activities

The following four pages can be used to assist you in planning your projects for fiscal year 2006-2007. We have listed specific projects, which **“can”** and **“cannot”** be reimbursed with the appropriate "Program Resources" and "youth employment" funds. If you are unsure about a project or item, which can be submitted for approval or reimbursement please contact our office at **(505) 827-6346 or 4736**. ***These are only ideas and not necessarily suggested.***

## I. Litter Eradication:

### ***Adult Civic Groups Sub-Contracting:***

Description: Sub-contracting with Adult Civic organizations for cleaning up specified areas.

Examples: Lyons Club, Elks Club, local woman's groups, other community adult groups.

### ***Equipment:***

Description: Items to be used to aid volunteers during a cleanup project.

Examples: Rakes, shovels, lawn mowers, hoes, etc...

### ***Safety Equipment:***

Description: Equipment used during cleanup projects to ensure the safety of youth employees and/or volunteers.

Examples: Safety glasses, gloves, vests, face & head protection. No boots or uniforms.

**Note:** Equipment verification forms must be completed for all equipment purchased and must be submitted with corresponding request for reimbursement for said equipment.

### ***Supervisors:***

Description: Paying supervisors for programs requiring special supervision to perform duties of approved program projects (**must have prior written approval** from NM Clean & Beautiful office).

Examples: Municipal Court has sentenced 10 citizens to perform litter cleanups in a locality, however supervision must come from security personnel.

**Not Allowed:** Paying for a coordinators salary.

### ***Trash & Litter Bags:***

Description: Purchase of large trash bags to be used during a cleanup. Purchase of car litterbags to be distributed throughout the community for the prevention of litter.

### ***Trash Receptacles (purpose is to place receptacles throughout the state):***

Description: Funds to purchase trash receptacles to be placed in the community.

Funds may be used to construct a fence around trash receptacles to contain trash.

**Note:** We have allowed communities to rent a large dumpster for the purpose of a cleanup event and/or a "large item cleanup" such as: refrigerators, water heater, furniture, etc. This is only for a cleanup event not to be as a permanent drop-off dumpster.

## II. Beautification and Weed Eradication:

### ***Adult Civic Groups Sub-Contracting:***

Description: Sub-contracting with Adult Civic organizations for beautifying and eradicating weeds in specified areas.

Examples: Lyons Club, Elks Club, local woman's groups, other community adult groups.

### ***Equipment:***

Description: Items to be used to aid volunteers during a beautification and/or weed eradication project.

Examples: Pruners, rakes, shovels, lawn mowers, small planting tools, etc...

**Note:** • Allowable - equipment costs for a single piece of equipment is \$1,000; if the cost is more than \$1,000, the municipality shall pay the difference.

• Equipment verification form must be completed for all equipment purchased and must be submitted with corresponding request for reimbursement for said equipment.

**Not Allowed:** • Purchases for a capital improvement project e.g., grass for golf courses, bandstands, buildings for fair grounds, park benches, picnic tables, playground equipment, etc.

• Cannot purchase extended warranty or maintenance on equipment.

### ***Landscaping:***

Description: Items to be purchased to landscape or beautify an area, including: Medians, Adopt-a-Spots and main street projects.

Examples: Plants, trees, shrubs, fertilizer, weed barrier, gravel, lava rock, grass seed, planting materials, small tools, railroad ties, bubblers for a drip irrigation system.

**Not Allowed:** • Projects cannot be a capital improvement project.

• Concrete is **only** allowed in very minimal portions and **must** be a project approved by the NM Clean & Beautiful office

• Sod is **only** allowed in very minimal portions (a median project). For other beautification projects, sod is not allowed e.g., sod for parks, schools, civic centers, etc., however seed is.

• Sprinkler systems are **not** allowed, but components for drip irrigation systems are.

• Fencing of an area is **only** allowed if the fence is constructed around a dumpster to aid in containing litter to the area.

### ***Safety Equipment:***

Description: Equipment to be used during beautification and weed eradication projects to ensure volunteers or youth employee's safety.

Examples: Safety glasses, gloves, vests, face & head protection. No boots or uniforms.

**Note:** Equipment verification form must be completed for all equipment purchased and must be submitted with corresponding request for reimbursement.

### ***Sub-Contracting:***

Description: Tasks, which are hazardous for youth to perform, may be sub-contracted out to an adult organization, private company, service, etc...

Examples: Tree pruning or other related activities which may put youth at risk for injury

### III. Education:

#### ***Awards and Volunteer***

##### ***Recognition:***

Description: Items to recognize volunteers for their efforts in beautifying your community

Examples: T-shirts, awards, certificates, frames, hats, mugs, pins, plaques and other related items.

**Note:** Not more than 15% of total award can go to this line item. All items to be given as awards must contain the logo or name of your Community or program.

##### ***Educational Materials:***

Description: Items used to educate citizens in a community concerning litter control, beautification, recycling, composting, graffiti and weed eradication and other program projects.

Examples: KAB Waste in Place/Waste a Hidden Resource, ingredients needed to implement Waste in Place and Waste a Hidden Resource, research materials, display and presentation materials, books, TV/VCR (not to exceed \$300), video's, poster board, Velcro, matting, markers, lettering stencils, brochures, booklets, coloring books, and flyers.

##### ***Event Advertising:***

Description: Local radio & newspaper

Examples: Advertisement prior to cleanup to notify and recruit volunteers. Advertisements after cleanup to thank sponsors & volunteers/community.

**Requirement:** The NM Clean & Beautiful logo must appear in logo format on print and television. The logo must be current logo (logos will be available on slicks or computer format from the office, see Creative Requirements page 17 for logo). The program must be mentioned on radio broadcast advertisements.

**Note:** Advertising is to be minimal (can't exceed 25% of total local govt. funding), usually can obtain 2 spots for price of 1.

**Not Allowed:** Cannot purchase announcements for employment positions.

##### ***School Contests:***

Description: Contests between local school organizations or classes on topics relating to litter, beautification, recycling or other.

Examples: Winner would have collected the most # of trash bags collected; pamphlet design, essay, poster or paint a dumpster contest, etc....

##### ***Postage, film and printing:***

Description: • Postage for use during mail out of program newsletter or other program promotion.

- Film for use of capturing before and after results of a cleanup. Printing costs for program newsletter, t-shirts, banners, posters and other program items.

**Note:** Copier machine toner, printer cartridges and photocopy paper may be purchased if copies and event fliers are produced internally rather than utilizing an outside professional service.

### III. Education (continued):

#### **Promotion of Program (Litter Control, Recycling, Graffiti and Weed projects):**

Description: **Statewide events:** Great American Cleanup (spring cleanup), Trek for Trash (fall cleanup), Clean Communities on Display and NM Recycles Day.

**Other cleanups:** Litter Free Events, Adopt-A-Highway/Spot, Keep NM Beautiful Month, Arbor Day, Trash Bash, Earth Day, Graffiti cleanups, & recycling events. Any other community wide cleanup or project involving litter eradication & beautification.

Examples: Promotional items: T-shirts, banners, supplies for the event activities, posters, fliers, hats, mugs, pins, magnets, stickers, etc.

**Note:** Advertising for programs or events i.e., Adopt-A-Road or Adopt-A-Spot, or purchasing signs for these projects are allowable but cannot exceed 25% of total Program Resource Category funding.

**Not Allowed:**

- Can not purchase gas, food, food utensils, cups and water containers
- per diem (unless given special permission and it is within the contract exhibit.)

### IV. Recycling:

#### **Equipment:**

Description: Items to be used to aid programs with recycling and composting projects.

Examples: Equipment that can be used for the collection, processing, and/or transportation of recyclables and composting, e.g., bins, guides, worms and thermometers.

**Note:** If the cost of a single piece of equipment exceeds \$1,000, the municipality shall pay the remaining cost. Equipment verification forms must be completed for all equipment purchased and must be submitted with corresponding request for reimbursement.

#### **Recycling Bags:**

Description: Purchase of bags to be used for collecting recyclables.

Examples: Clear trash bags or perhaps a different color of trash bag for the distinction of recyclable materials.

#### **Recycling Receptacles:**

Description: Funds to purchase recycling receptacles – both curbside and drop-off.

**Note:** Funds may be used to construct a fence around recycling receptacles to contain trash.

#### **Safety Equipment:**

Description: Equipment to be used during recycling projects to ensure volunteers or youth employees' safety.

Examples: Safety glasses, gloves, face & head protection.

**Not Allowed:** Boots or uniforms

#### **Supervisors:**

Description: Paying supervisors for programs requiring special supervision to perform duties of approved program projects (**must have prior written approval** from NM Clean & Beautiful office).

Examples: Associated Retarded Citizens Association volunteers to do recycling at several locations in a locality, however trained supervisors are needed to oversee the volunteers, etc.

**Not Allowed:** Paying for a coordinators salary.

## V. Graffiti:

### ***Graffiti Program Materials:***

Description: Cleanup & Education to eliminate graffiti in your community.

Examples: Paint, brushes, rollers and roller covers, gloves, eye shields, scrub brushes, graffiti removers, spray bottles (for remover application), drop cloths, paint pans, books, videos, posters, coloring books, etc.

### ***Equipment:***

Description: Items to be used to aid programs with graffiti projects.

Examples: Equipment that can be used for the removal of graffiti.

**Note:** If the cost of a single piece of equipment exceeds \$1,000, the municipality shall pay the remaining cost. Equipment verification forms must be completed for all equipment purchased and must be submitted with corresponding request for reimbursement.

### ***Safety Equipment:***

Description: Equipment to be used during graffiti projects to ensure volunteers or youth employees' safety.

Examples: Safety glasses, gloves, vests, face & head protection. No boots or uniforms.

## VI. Keep America Beautiful (KAB) Affiliate Programs:

### ***KAB Materials/Board Development:***

Description: Materials needed to conduct KAB education and/or sponsored programs, or trainings to develop affiliate programs. Registrations and or travel expenses to attend national or state meetings.

Examples: Waste In Place manuals; binders, KAB conference registrations, travel expenses to national or state quarterly meetings (meetings held by the New Mexico Clean & Beautiful program).

### ***Per Diem and Registration:***

Description: Per Diem (including travel and lodging) to KAB and state KAB meetings. Registration to attend meetings and conferences sponsored by KAB or NM Clean & Beautiful.

**Note:** Cannot request more than \$5,000 for FY07.

### ***Network Service Fees:***

Description: Annual KAB affiliation fees.

## VII. Unallowable Expenses:

### ***Office Materials and Expenses:***

Description: Office materials are **not** allowed, e.g., business cards, office supplies, equipment – e.g. computers, software, typewriters, calculators, filing cabinets, shelving, fax machines, etc. Office expenses are **not** allowed, e.g., phone lines, telephone, fax or internet service, etc.

### ***Consultant Fees:***

Description: Contracting for project consultations **are not** allowed.

## Summary of Sample Activities:

- 1.) All items purchased with this grant must be utilized in public locations, items cannot be placed in
- 2.) Grant money may be used to pay supervisors, with **prior written approval**, for programs requiring special supervision to perform duties of approved program projects (e.g. Municipal Court has sentenced 10 citizens to perform litter cleanups in a locality, however supervision must come from security personnel; Associated Retarded Citizens Association has volunteers to do recycling at several locations in a locality, however trained supervisors are needed to oversee the volunteers, etc.).

## Creative Requirements:

- New Mexico Clean & Beautiful Logo must appear in logo format on television and print. The logo must be the current NM Clean & Beautiful logo. This logo may be obtained on camera-ready artwork or in electronic format. Please contact the NM Clean & Beautiful office.



*A program of the NM Tourism Department*

The phrase "A program of the NM Tourism Department" should always be type set under the logo.

- State slogan "Toss No Más" must be mentioned on radio and print advertisements.

**New Mexico Clean & Beautiful  
Youth Employment Guidelines  
Fiscal Year 2006-2007**

**Youth Intern:**

- 1) Youth Interns are: any youth within the age group of 14 - 25, and must be either enrolled in school or show verification of intent to continue his/her education. Entities hiring individuals (not subcontracting with youth groups) must complete a youth employment verification form for each youth hired, and must include this form(s) as part of your request for reimbursement (forms will be supplied by the NM Clean & Beautiful office).
- 2) Youth can be employed at any time during the grant agreement cycle.
- 3) Entities may hire a student intern to help with program operations, however this is not meant to be a full time position and they must meet youth employment guidelines (see bullet one above).
- 4) Youth employed shall not be utilized for snow or ice removal.
- 5) Activities must be limited to further the objectives of New Mexico Clean & Beautiful.
- 6) Suggested salary is minimum wage. However, the salary paid may not exceed minimum wage (plus) + \$3.00 per hour. Costs can include FICA, Medicare, and Workers Comp (see Page 11 Section 12.2.1).
- 7) Employees are not considered state employees, but shall be employees of public entity.
- 8) Program coordinators or administrators shall not hire, promote or directly supervise an employee who is related by blood or marriage in the third degree (taken from State Personnel Rules and Regulations).

**Youth Sub-Contracts:**

- 1) Youth groups may be sub-contracted for litter cleanups, graffiti removal, beautification projects, etc. Youth groups may utilize opportunity for a fund-raiser, e.g., FFA of your local High School to be paid "x" amount for "x" purpose (include scope of work).
- 2) **Note:** Money approved under the Youth Employment category cannot be used to purchase items needed for Program Resources category projects.

## Evaluation Criteria

*All proposals will be evaluated on the criteria listed in sections A-H.*

Section	Description	Points
A	Project Brief	10
B	Project Goals, Implementation and Measurements	45
C	Program Budget (including matching funds)	20
D	Past Contract History	10
E	Realistic Request for Funding	5
F	Participation in NM Clean & Beautiful's spring & fall cleanups	20
G	Attendance at workshop	5
H	Affiliate of Keep America Beautiful (prog. active & in good standing)	10
	<b>Total</b>	<b>125</b>

## Scoring

Applications will be scored according to the established criteria. Applicants should respond to every question posed in the application.

*\*Note:* Applicants who did not have a grant agreement in the FY05 grant cycle will be evaluated on a maximum of 115 points. They will not be judged on Section D - Past Contract History.

## Application Format

It is recommended that a font of no less than 12-point be used in completing the application.

- 1) Applicants must complete and include “Application Summary Title Page” 1 and 2 (pages 23 and 24). These are your first and second pages of your application.
- 2) The application must be completed as outlined by the questions asked on pages 25-28. Label each answer with the corresponding letter and number of each question.
- 3) Applicants must complete and include page 26 – Litter Control Objectives Project List.

### Number of Copies

Please submit one (1) original and two (2) copies of your application.

### Due Date and Mailing Address

Completed grant applications are physically due into the New Mexico Clean & Beautiful office by 4:00 p.m. on February 28, 2006. Any application received later than 4:00 p.m. on February 28 will be returned unopened. **Mail proposals to: New Mexico Clean & Beautiful, Lew Wallace Building, 495 Old Santa Fe Trail, Santa Fe, New Mexico, 87501.**

Listed below are the specifications placed on each section of the application.

<b>Section A</b> - Project Brief	Not to exceed more than 1 1/2 single - sided pages that include information specifically asked for.
<b>Section B</b> - Project Goals, Implementation and Measurements	Not to exceed more than 2 single - sided pages - plus page 26 - Litter Control Objectives Project List.
<b>Section C</b> - Program Budget	Complete and include page 29 - FY07 Program Budget Worksheet Summary-Section C and page 30 - FY07 Program Budget Detailed - Itemized Worksheet Section C.
<b>Section D</b> - Past Contract History and Realistic Request for Funding	Answer should not exceed more than ¼ of a page
<b>Section E</b> - Realistic Request for Funding	Answer should not exceed more than ¼ of a page
<b>Section F</b> - Participation in New Mexico Clean & Beautiful's spring & fall cleanups	Answer should not exceed more than ¼ of a page
<b>Section G</b> - Attendance at Workshop	Answer should not exceed more than ¼ of a page
<b>Section H</b> - Affiliate of Keep America Beautiful	Answer should not exceed more than ¼ of a page

## *Funding Request*

Funding will be awarded on a competitive basis and will be subject to the availability of funds, the number of applicants and the score the applicant receives on their proposal.

Municipalities should, as in the previous years, design and plan for projects that accomplish: 1) Litter Control, 2) Beautification and Weed Eradication, 3) Education, 4) Recycling, 5) Graffiti, and/or support 5) Keep America Beautiful programs.

Please see Sample Activities - pages 13-17 for allowable projects. Municipalities may apply for a maximum of \$90,000. However, there are limits placed in each project category.

This year our emphasis will be Litter Control and Education. The following are the categories and the limits municipalities can request in each category:

<b>Category</b>	<b>Maximum Request</b>	<b>Percentage of your request</b>
<b>Litter Eradication</b>	\$38,000	42%
<b>Beautification and Weed Eradication</b>	\$11,000	12%
<b>Education</b>	\$22,000	24%
<b>Recycling</b>	\$ 9,000	10%
<b>Graffiti</b>	\$5,000	6%
<b>Keep America Beautiful Program</b>	\$ 5,000	6%
<b>Total</b>	<b>\$90,000</b>	<b>100%</b>

Please note that if a community is requesting money in Program Resources and Youth employment - the maximum dollar amount in Program Resources can equal to 60% of the total requested budget, e.g., if community A is requesting a total grant amount of \$10,000 the maximum amount allowed in Program Resources is \$6,000 and therefore \$4,000 would be requested in Youth Employment.

**Application Summary – Title Page 1 – This is the first page of your application**

**New Mexico Clean & Beautiful Grant Program 2006-2007  
A Program of the New Mexico Tourism Department**

**Please complete all of the sections:**

**Please check one: Municipality \_\_\_\_\_ County \_\_\_\_\_ Tribal Government \_\_\_\_\_**

**Name of Government:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Population:** \_\_\_\_\_

**New Applicant (please check box if you are a new applicant)**

**Did your community have a grant with NM Clean & Beautiful for FY05?** \_\_\_\_ Yes \_\_\_\_ No

<b>Requested Funding:</b>	<b>Program Resources</b>	<b>Youth Employment</b>
---------------------------	--------------------------	-------------------------

<b>Litter Eradication:</b> _____	_____	
-------------------------------------	-------	--

<b>Beautification and Weed Eradication:</b> _____	_____	
--	-------	--

<b>Education:</b> _____	_____	
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<b>Recycling:</b> _____	_____	
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<b>Graffiti:</b> _____	_____	
---------------------------	-------	--

<b>Keep America Beautiful program:</b> _____	_____	
---	-------	--

<b>Total Category Amount:</b>	_____	_____
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<b>Total Amount Requested:</b>	_____	
--------------------------------	-------	--

**Matching Funds (from pg. 29 – Program Budget Worksheet):**  
**Total Government:** \_\_\_\_\_

**Private Contributions –**  
**(in-kind and monetary):** \_\_\_\_\_

**Total Matching Funds:** \_\_\_\_\_

<b>Typed Name</b>	<b>Title</b>
<b>Signature of Authorizing Official</b>	<b>Date</b>

**Application Summary - Title Page 2 - This is the second page of your application**

**New Mexico Clean & Beautiful Grant Program 2006-2007  
New Mexico Tourism Department**

**In order to better communicate with our grant recipients, please complete the following information for our records.**

**Please check one: Municipality \_\_\_\_\_ County \_\_\_\_\_ Tribal Government \_\_\_\_\_**

**Name of Government:**

\_\_\_\_\_

**Contact Person - (person responsible for implementing program and/or project):**

**Name:** \_\_\_\_\_

—

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Paid Full Time \_\_\_\_\_ Paid Part Time \_\_\_\_\_ Volunteer Full Time \_\_\_\_\_ Volunteer Part Time**

\_\_\_\_\_

**Financial Contact - (person responsible for requesting and accounting for grant funds):**

**Name:** \_\_\_\_\_

—

**Phone Number:** \_\_\_\_\_ **Fax Number:**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Chairman or Government Official - who you feel would be interested in receiving correspondence, from New Mexico Clean & Beautiful:**

**Name:** \_\_\_\_\_

<b>Phone Number:</b> _____ <b>Fax Number:</b> _____
<b>Mailing Address:</b> _____ _____
<b>Email Address:</b> _____

### *Introduction*

Litter Control is achieved through several projects that incorporate: 1) Litter Eradication, 2) Beautification and Weed Eradication, 3) Education, 4) Recycling and/or 5) Graffiti.

### *Grant Application*

**A. Project Brief - Not to exceed more than 1 1/2 single-sided pages - (10 points) -**

1. Briefly describe your program(s)/project(s) and how they fit into the New Mexico Clean & Beautiful program's objectives, as described on page 1. ( 5 points)
  
2. Describe how your community's project(s) accomplish litter control through: ( 5 points)
  - a. Litter Eradication
  - b. Beautification and Weed Eradication,
  - c. Education (hands on education and/or curriculum, presentation driven),
  - d. Recycling,
  - e. and/or Graffiti Eradication.

**B. Project Goals, Implementation and Measurements - Not to exceed more than 2 single - sided pages, plus page 26 (specific information requested) - (45 Points) -**

1. **Goals:** What are the specific goals and objectives for your program(s)/project(s)?  
Please include page 26 as part of this section (B)  
**Note: Goals are general and idealistic. Objectives relate to the goal and are the means of achieving the goal - they are specific, realistic and measurable.**  
Example 1: Goal - is to beautify our community. Objective - landscape 5 public areas.  
Example 2: Goal - eliminate litter from our community. Objective - coordinate two major cleanups. ( 5 points)

- 2a. **Implementation:** Year-round benefit: New Mexico Clean & Beautiful emphasizes program(s)/project(s) that controls litter year-round. What is the timeframe(s) for your program(s)/project(s) and how does this timeframe(s) provide year round benefit(s)? (10 points)

- 2b. **Implementation - Partnerships:** Describe how your community's program(s)/project(s) will be implemented and who will be involved in the completion of your program(s)/project(s). Does your program(s)/project(s) involve establishing or continuing partnerships? Who are your program(s)/project(s) partners? (Please be specific - e.g., local govt. depts., county govt's, regulatory and enforcement officials and/or agencies, school children, businesses, other communities, etc.) (10 points)

**2c. Implementation - Regulatory/Enforcement Partnerships:** New Mexico Clean & Beautiful encourages communities to coordinate with their regulatory/enforcement officials and/or magistrate officials in order to implement litter reduction. How will your community partner with regulatory, enforcement and/or magistrate officials and what role will they play?

(10 points)

**3. Measurements:** How will you measure if your program(s)/project(s) goals were met? Please provide specific information on how you will track the success of your program(s)/project(s) goals. (e.g., sign in -sheets, payroll, person designated to count, number of: tickets sold, bags, receipts and/or times teachers are using Waste In Place, etc.) **Note:** Communities must take before and after pictures of all projects.

(10 points)

### Litter Control Objectives Project List

#### Litter Eradication:

1. How many cleanups are planned in your community? \_\_\_\_
2. How many areas has your community identified for cleaning? \_\_\_\_
3. How many youth employees is your community planning on hiring? \_\_\_\_  
(Does not include youth from group contracts)
4. How many youth groups is your community planning to contract? \_\_\_\_
5. How many civic groups is your community planning to contract? \_\_\_\_
6. How many businesses are you planning on involving? \_\_\_\_
7. How many schools are you planning on involving? \_\_\_\_
8. How many school groups are you planning on involving? \_\_\_\_
9. How many volunteers is your community planning on involving? \_\_\_\_
10. How will the results of the above outcomes be measured? \_\_\_\_

#### Beautification and Weed Eradication:

1. How many youth employees is your community planning on hiring? \_\_\_\_  
(Does not include youth from group contracts)
2. How many youth groups is your community planning to contract? \_\_\_\_
3. How many civic groups is your community planning to contract? \_\_\_\_
4. How many trees is your community planning to purchase? \_\_\_\_
5. How many plants and/or shrubs is your community planning to purchase? \_\_\_\_
6. How many areas is your community planning to landscape? \_\_\_\_
7. How many landscaping grants is your community planning to award? \_\_\_\_
8. How many beautification grants is your community planning to award? \_\_\_\_
9. How many businesses are you planning on involving? \_\_\_\_
10. How many schools are you planning on involving? \_\_\_\_
11. How many school groups are you planning on involving? \_\_\_\_
12. How many areas is your community planning to remove weeds from? \_\_\_\_
13. How many weed eradication brochures, manuals, or flyers are you planning to print? \_\_\_\_
14. How many volunteers is your community planning on involving? \_\_\_\_

#### Education:

1. How many anti-littering brochures, manuals, or flyers is your community planning to print? \_\_\_\_
2. How many school presentations and/or workshops is your community planning to conduct? \_\_\_\_
3. How many adult presentations and/or workshops is your community planning to conduct? \_\_\_\_
4. How many educational brochures, manuals, or flyers is your community planning to print? \_\_\_\_
5. How will the results of the above outcomes be measured? \_\_\_\_

6. How many volunteers is your community planning on involving? \_\_\_\_\_

**Recycling and/or Graffiti Eradication:**

1. How many recycling projects is your community planning? \_\_\_\_\_ Workshops;
2. How many graffiti projects is your community planning?  
\_\_\_\_\_Workshops; \_\_\_\_\_ Murals; \_\_\_\_\_ Educational presentations; and/or \_\_\_\_\_ sites cleaned.
3. How many anti-graffiti brochures, manuals, or flyers is your community planning to print? \_\_\_\_\_
4. How will the results of the above outcomes be measured? \_\_\_\_\_
5. How many volunteers is your community planning on involving? \_\_\_\_\_

**C. Program Budget - complete and include pages 29 and 30 - (20 Points)***Your budget will be scored on the ability to submit a detailed and realistic budget and match 25% of your total requested funding.*

**1a.** Detailed program budget by categories and line items. (see pages 29 & 30). (10 points)

**1b.** Include matching funds on page 29 - a minimum of 25% (of your request) is required for matched funding (see below).

*Please complete and include page 29.* (10 points)

**Matched Funding:**

(In-Kind contributions - please remember that in-kind contributions have a dollar value associated with them, e.g., 10 cases of water donated \$8.00 per case at store value is calculated at \$80.00)

a. Government - in-kind donations:

- Coordinator's salary and/or per diem; can be an employee of the local government hired specifically for the program or an employee and their part-time hours dedicated to coordinating and administering grant.
- Employee's wages that help with projects (excluding any salaries paid with New Mexico Clean & Beautiful grant funds); e.g., solid waste employees who help in collecting trash during events, etc.
- Budget for office expenses including costs associated with phones, equipment, office supplies, any fees paid for the program, e.g., tipping fees at landfill, certification fees to become affiliated with Keep America Beautiful, annual dues to Keep America Beautiful.

b. Private - in-kind donations:

- Water, food, specialty items, banners, t-shirts, printing, paper, plants, etc.

**Private Contributions:**

- any monetary contributions/donations made to your program from private sponsors e.g., membership dues, fundraising, monetary donations, etc.

**D. Past Contract History - not to exceed ¼ page - (10 points)**

1. If your community had a contract with NM Clean & Beautiful for 2004-2005, did your community utilize all of the funding (includes balances less than \$100) it was awarded? \_\_\_ Yes \_\_\_ No (5 points)

If no, list the amount over \$100.00 returned to the New Mexico Clean & Beautiful Program. \_\_\_\_\_

2. If your community had a contract with NM Clean & Beautiful for 2004-2005, did you complete and mail in Performance and Accounting Reports? \_\_\_ (5 points)

**E. Realistic Request – not to exceed ¼ page - (5 points)** – A realistic funding request will be determined by past contracts and/or requests by similar sized communities; whether the money requested can be matched and the funding awarded can be fully utilized by the community.

**F. Participation in NM Clean & Beautiful sponsored programs – not to exceed ¼ page -  
{Participation will be verified by results submitted} (20 points)**

1. Did your community participate in Trek for Trash 2005? \_\_\_\_ (5 points)
2. Will your community participate in the Fall Cleanup 2006? \_\_\_\_ (5 points)
3. Did your community participate in Great American Cleanup 2005 (3 points)
4. Will your community participate in Great American Cleanup – time frame  
Beginning of March to mid May 2006? \_\_\_\_ (2 points)
5. Will your community participate in Great American Cleanup – time frame  
Beginning of March to mid May 2007? \_\_\_\_ (5 points)

**G. Attendance at Workshop – not to exceed ¼ page - (5 points)**

Attendance at the workshop scheduled by the New Mexico Clean & Beautiful Program. Please check which workshop you attended. (5 points)

- |                          |   |            |       |
|--------------------------|---|------------|-------|
| February 13 – Santa Fe   | - | 1:30 p.m.  | _____ |
| February 14 – Grants     | - | 10:00 a.m. | _____ |
| February 15 – Tucumcari  | - | 10:00 a.m. | _____ |
| February 16 – Las Cruces | - | 1:30 p.m.  | _____ |
| February 17 – Roswell    | - | 10:00 a.m. | _____ |

**H. Affiliate of Keep America Beautiful – not to exceed ¼ page - (10 points)**

- Is your community certified with Keep America Beautiful, Inc.? (2 points)  
Do you have a coordinator for the program? (3 points)  
Do you have a working board for the program? (3 points)  
Is your program in good standing with the national office? (2 points)

**Total Points (125 points)**