
Illegal Dumpsite Abatement Application

Recycling and Illegal Dumping Grant

New Mexico
Environment Department

Solid Waste Bureau and
Recycling and Illegal Dumping Alliance

2020 - 2021



Introduction: Purpose and Overview

Note: This application should be used for illegal dumpsite abatement projects only (tire and non-tire). For all other project types (including illegal dumpsite education and prevention), please use the Recycling Application.

The purpose of this annual, competitive grant funding is to assist New Mexico communities to implement projects that will help protect the health of the environment and residents of New Mexico now and for future generations. Funding for the Recycling and Illegal Dumping (RAID) grant is made available by fees paid on state of New Mexico vehicle registrations. The purpose of this grant is to offset the environmental impact of scrap tires in the state, as well as provide funding for recycling and illegal dump projects throughout the state.

Note: This is a reimbursement grant; entities are required to cover the cost of project expenditures up-front.

Application Instructions

1. Before beginning the application, contact the New Mexico Environment Department (NMED), Solid Waste Bureau (SWB), to discuss your project. Contact SWB Outreach Specialists at:

Genevieve.Morgan@state.nm.us	(505) 827-0129
or	
Levi.Lementino@state.nm.us	(505) 827-2828
or	
Amanda.Otieno@state.nm.us	(505) 827-2653

2. Read all instructions and complete the application.

3. Submit the complete, signed application to the NMED Solid Waste Bureau via e-mail, fax, hand-delivery, or mail by **5:00 p.m. on Tuesday, March 31, 2020**. Applications received after this time will not be considered for funding -regardless of post-mark date or e-mail and fax sending date or time. It is the applicant's responsibility to ensure NMED receives the application by the deadline regardless of any delays caused by unexpected internet or computer-related issues with the applicant or the NMED Solid Waste Bureau. Applicants are strongly encouraged to allow for enough time before the deadline in case of any such issues. Out of fairness to all applicants, there will be no exceptions.

Submit Completed Applications to:

E-mail:

Genevieve.Morgan@state.nm.us

or

Levi.Lementino@state.nm.us

or

Amanda.Otieno@state.nm.us

Fax:

(505) 827-2902

Mail:

U.S. Postal Service

New Mexico Environment Department

Solid Waste Bureau

Attn: Outreach Section

P.O. Box 5469

Santa Fe, NM 87502

UPS & FedEx

New Mexico Environment Department

Solid Waste Bureau

Attn: Outreach Section

1190 S. St. Francis Dr. #N2150

Santa Fe, NM 87505

In Person:

New Mexico Environment Department

Solid Waste Bureau

Attn: Outreach Section

Harold Runnels Building

1190 S. St. Francis Dr. #N2150

Santa Fe, NM 87505

Eligible Applicants

Only the following entities may apply for RAID grant funding:

- Municipalities
- Counties
- Pueblos, tribes, and nations
- Solid waste authorities
- Land grant communities
- Cooperative associations (as defined in the Recycling and Illegal Dumping Act, Section 74-13-3 NMSA)

Applications submitted by ineligible entities will not be reviewed by the RAID Alliance. Ineligible entities, such as school districts, non-profits, and other organizations, are encouraged to partner with eligible entities. Land grant communities that have no financial structure (checking account, fees, etc.) are encouraged to partner with the county in which they are located.

Eligible Expenses

Please contact the NMED Solid Waste Bureau to discuss how expenses associated with the proposed project may fit within eligible expenses.

Eligible expenses include:

- Offsetting the cost of scrap tire collection and recycling
- Establishing recycling facilities
- Purchasing equipment for recycling and scrap tire management
- Performing marketing regarding recycling and scrap tire management
- Purchasing products produced by a recycling facility
- Providing educational outreach regarding scrap tire management, recycling, and illegal dumping
- Developing recycling infrastructure
- Abating illegal dumpsites
- Contracting with vendors to promote recycling

Ineligible Expenses

The following expenses are ineligible for RAID grant funding. If completion of the proposed project requires these types of expenses, the applicant is encouraged to describe outside or in-kind sources of funding for these expenses.

- Internal expenses such as staff salaries and hourly wages
- Operating costs associated with on-going waste management or compliance activities
- Expenses associated with a corrective action to address a notice of non-compliance, notice of violation, or administrative compliance order issued by NMED or any other state regulatory agency
- Remediation costs for which an organization is already liable
- Preparation of the grant application
- Internal expenses such copying/printing services (a.k.a. “IDC”)
- Recycling processing which utilizes less than 95% of recyclable materials from sources in New Mexico
- Costs associated with the engineering and construction for civil engineering applications using tire bales
- The purchase of used equipment unless it has a warranty, a service agreement, or a third-party appraisal and inspection
- Litter clean-up (not the same as illegal dump abatement)
- Hand-fed chippers for green waste
- The tear-down and removal of structures unless applicant has obtained legal ownership of the property through the condemnation process
- The tear-down and removal of mobile homes, including those considered permanent, regardless of condemnation
- Dumpsite/tire abatement at private businesses and private properties that have received money to manage their waste
- The purchase of equipment that can be used for purposes other than those described in the grant application

Award Process

Available Funding

About \$800,000 will be available for the 2020-2021 grant cycle. Two-thirds of the grant fund is available for scrap tire management, and one-third is available for illegal dumping abatement and recycling projects. Applicants are encouraged to apply for significant projects that will expend substantial funding. NMED seeks to award fewer grants that individually will accomplish more than a multitude of smaller projects. However, applicants should not be discouraged from applying for smaller projects that are needed in their communities to protect human health and the environment.

In accordance with the New Mexico Recycling and Illegal Dumping (RAID) Act, RAID grant applications are reviewed, and funding recommendations are made by the RAID Alliance. The RAID Alliance is appointed by the NMED cabinet secretary and comprises members from various sectors that deal with solid waste.

Upon receipt of grant applications, the Solid Waste Bureau will screen applications for eligibility, completeness, and adequacy of technical and financial information and provide qualifying applications to the RAID Alliance for review. After the RAID Alliance scores the applications, the Alliance will meet to discuss awarding, starting with the highest scoring application. The RAID Alliance makes recommendations for funding to the NMED Cabinet Secretary, who gives final approval for funding.

Application Scoring

Each Alliance member will score each application from 0-100 based on the prioritization criteria on the following page, which are established by the Recycling, Illegal Dumping, and Scrap Tire Management Rules and the RAID Alliance. Applicants should describe a proposed project as completely as possible, with these scoring criteria in mind, in the application. Applicants should be prepared to answer questions regarding their project or content of their application by members of the RAID Alliance and/or Solid Waste Bureau staff during the scoring process. Recycling applications will be prioritized using the following criteria:

Priority Category	Possible Points Given
Dumpsite/Stockpile Information	13
Project Outcomes and Metrics	13
Need and Urgency	10
Long-Term Plan	14
Project Budget and External Funding	10
Education	10
Innovation	12
Collaboration and Partnerships	8
Population Served	5
Grant Writing Workshop Attendance	5
Total	100

Different criteria apply to recycling project applications; see the Recycling Application for more details.

Once all Alliance members have scored the applications, the scores will be averaged to determine an overall score for the application. The score establishes the order in which applications will be discussed by the RAID Alliance during the Award Meeting.

Award Meeting

The RAID Alliance will meet at **9:30 a.m. on Friday, May 1, 2020**, in the Rio Grande Room of the NMED District 1 Office, 121 Tijeras Ave. NE, Albuquerque, to discuss proposed projects, beginning with the highest scoring applications. Applicants and the public are welcome and encouraged to attend. The RAID Alliance will discuss each qualified application and vote to fully fund, partially fund, or not to fund the project. The majority vote stands as the decision of the RAID Alliance.

The Alliance’s recommendations are provided to the NMED Cabinet Secretary. After the Secretary’s approval, the Solid Waste Bureau will send the applicant a letter

either offering a full or partial award or indicating the project will not be funded. The applicant will be asked to respond via letter accepting or declining the grant offer.

NOTE: Applicants may be offered a partial award of the requested funding. The applicant will have an opportunity to reject the offer if the project is impossible without being fully funded but will not have an opportunity to contest the offer. Please indicate on page 12 of the application whether you would be able to accept partial funding.

Grant Administration

Final budgets, project schedules, and other details will be negotiated with the NMED Solid Waste Bureau after a grant award offer is made and accepted.

Mandatory grant administration training: The grant manager (also known as “grantee representative,” the person who will be managing the grant) and the grantee chief financial officer (the person who will be submitting reimbursement requests) must attend a grant administration training to be held **11 a.m. to 12:30 p.m., Friday, June 19, 2020**, at the Rio Grande Room of the NMED District 1 Office, 121 Tijeras Ave. NE, Albuquerque. **If the grantee representative and grantee chief financial officer are unable to attend this meeting, the grant offer may be rescinded.**

This is a reimbursement grant program. The grantee must be able to incur the costs until NMED issues the reimbursement. NMED will issue reimbursement when it has received deliverables and documented compliance with procurement regulations.

All purchases shall comply with the New Mexico Procurement Code, NMSA 1978, Sections 13-1-28 to -199. As allowed under Section 13-1-98 (K), communities that have a home rule charter may follow their local procurement policy, and as allowed under Section 13-1-98(HH), pueblos, tribes, or nations may follow their own procurement policy, should they have one.

It is extremely important that grantees comply with New Mexico Procurement Code or their own procurement policy. **NMED may deny a reimbursement request if it determines that a purchase was made that was not in compliance with the appropriate procurement code or policy.**

Grant expenses will be reimbursed after submittal of the reimbursement request form provided by NMED along with a proof of payment and invoice. Final payment will be made after the submittal of the Project Completion Survey and a site visit. Photographs may be submitted in lieu of a site visit in cases where a site visit is impractical. **All funding must be expended by June 30, 2021.**

Application Form

Organization Name:	Amount Requested:
Type of Organization:	
<input type="checkbox"/> Municipality	<input type="checkbox"/> Land Grant Community
<input type="checkbox"/> County	<input type="checkbox"/> Cooperative Association
<input type="checkbox"/> Pueblo, Tribe, or Nation	<input type="checkbox"/> Solid Waste Authority
Type of Project: (Check one box only. If a dumpsite is more than 50% tires, select tire project)	
<input type="checkbox"/> Non-Tire Project	<input type="checkbox"/> Tire Project
Project Title:	

Grant Manager

Enter the information for the individual who will be managing the grant.

Name:		Position:	
Department: (if applicable)			
Mailing Address:	City:	State:	Zip Code:
E-mail Address:		Phone:	

Dumpsite/Stockpile Information

13 Points

How many dumpsites/stockpiles are you proposing to clean up?

- **Complete one Dumpsite/Stockpile Information Table (on the following page) for each dumpsite you are proposing a cleanup for. Three copies of the table are provided in this application; please print additional copies if you are proposing more than three sites for which abatement is needed.**
- **You are required to attach at least one and no more than three photos of each site.**

Illegal Dumpsite Abatement Application

Dumpsite/Stockpile Information Table	
Site number (<i>example: Site 1</i>)	
Name of site	
Number of photos of this site attached? <i>Required to attach at least one, and no more than three photos.</i>	
Location and/or physical address <i>(Provide coordinates if possible)</i>	
Private or public land? <i>Attach documentation for proof.</i>	
Do tires represent more than 50% of the waste to be abated? <i>Attach photos for documentation.</i>	
Length of time the dumpsite or stockpile has existed	
Population within a five-mile radius of the site	
Number of schools, hospitals, businesses, and industries within a five-mile radius of the site	
Distance to the nearest river, stream, and/or arroyo	
What fire hazard does the site pose? <i>(Power lines or other ignition sources, structures or other fuel sources that can spread fire, etc.)</i>	
Is the site active, and if so, is it still growing?	
Is there pending litigation or other contingent liabilities that have a bearing on this project or application? If so, please attach a copy to this application.	
Has a Notice of Violation or other enforcement action been taken? If so, attach a copy to this application.	

Illegal Dumpsite Abatement Application

Dumpsite/Stockpile Information Table	
Site number (<i>example: Site 2</i>)	
Name of site	
Number of photos of this site attached? <i>Required to attach at least one, and no more than three photos.</i>	
Location and/or physical address <i>(Provide coordinates if possible)</i>	
Private or public land? <i>Attach documentation for proof.</i>	
Do tires represent more than 50% of the waste to be abated? <i>Attach photos for documentation.</i>	
Length of time the dumpsite or stockpile has existed	
Population within a five-mile radius of the site	
Number of schools, hospitals, businesses, and industries within a five-mile radius of the site	
Distance to the nearest river, stream, and/or arroyo	
What fire hazard does the site pose? <i>(Power lines or other ignition sources, structures or other fuel sources that can spread fire, etc.)</i>	
Is the site active, and if so, is it still growing?	
Is there pending litigation or other contingent liabilities that have a bearing on this project or application? If so, please attach a copy to this application.	
Has a Notice of Violation or other enforcement action been taken? If so, attach a copy to this application	

Illegal Dumpsite Abatement Application

Dumpsite/Stockpile Information Table	
Site number (<i>example: Site 3</i>)	
Name of site	
Number of photos of this site attached? <i>Required to attach at least one, and no more than three photos.</i>	
Location and/or physical address <i>(Provide coordinates if possible)</i>	
Private or public land? <i>Attach documentation for proof.</i>	
Do tires represent more than 50% of the waste to be abated? <i>Attach photos for documentation.</i>	
Length of time the dumpsite or stockpile has existed	
Population within a five-mile radius of the site	
Number of schools, hospitals, businesses, and industries within a five-mile radius of the site	
Distance to the nearest river, stream, and/or arroyo	
What fire hazard does the site pose? <i>(Power lines or other ignition sources, structures or other fuel sources that can spread fire, etc.)</i>	
Is the site active, and if so, is it still growing?	
Is there pending litigation or other contingent liabilities that have a bearing on this project or application? If so, please attach a copy to this application.	
Has a Notice of Violation or other enforcement action been taken? If so, attach a copy to this application.	

Project Description

(Required)

Clearly summarize the proposed project(s):

Outcomes and Metrics

13 Points

What are the desired outcomes of the proposed project(s)?

How will you know that you have achieved the desired outcome?

Need and Urgency

10 Points

Why is this project needed in your community?

Why is it important to fund this project now? What makes it urgent?

Describe previous attempts to address this problem (in your community or at the site):

Budget and External Funding 10 Points

Based on your research for your project, list each item for which funding is requested, and the approximate amount needed for each item. Please be as specific as possible:

Budget Item	Amount (\$)	Quote Attached? (Yes/No)

For budget items that you did not receive quotes for, describe how you determined the amount requested for funding. If online research was conducted, please attach with application:

Will any local funding, matching funds or in-kind funds be contributed to this project? If yes, describe any sources, estimation of the amount, and types of services:

In-kind contribution: An entity's contribution of goods, services, or any other assets to the project.

Matching funds: Funds the entity is providing for the project in addition to the amount awarded.

Please indicate if you have attached any of the following documents (optional):

<input type="checkbox"/> Quotes for items listed in your budget table
<input type="checkbox"/> Budget Timeline <i>(a projection of when grant funds will be used between July 1 ,2020 and June 30, 2021)</i>

Population Served **5 Points**

Describe the population served by this project:

--

Education **10 Points**

How will this project help educate your community about illegal dumping prevention?

--

Has your community promoted any messaging or public outreach campaigns to assist in preventing illegal dumping? If yes, describe:

--

What methods will you use to promote your grant project and inform your community of your grant award?

--

Innovation

12 Points

In what way does your project reflect a locally innovative or creative approach to illegal dumpsite abatement and/or prevention?

Long-term Plan

14 Points

How will this project prevent recurrence of illegal dumping at the abated sites?

Is this project part of a larger Illegal Dumping Plan for your community/region? If yes, describe how this project fits into this plan. If no, does your community/region plan to create or adopt an illegal dumping plan?

What methods have you used in the past or do you currently use to prevent illegal dumping in and around your community?

Please check the box if you have attached the following document (optional):

Community/Regional Illegal Dumping Plan

Collaboration and Partnerships

8 Points

Describe any efforts that have been made to form local or regional partnerships in order to address the problem of illegal dumping in your community?

What other entities are you partnering with to address this problem in your community?

Please check the box if you have attached the following document (optional):

Letters of Support or Memorandum of Understanding (MOU)

Grant Writing Workshop

5 Points

Did the proposed grant manager or other representative from your entity attend the grant writing workshop on Friday, February 21, 2020, presented by the Solid Waste Bureau?

Yes No

Please list the names of those who attended:

Mandatory Training

(Not Scored)

Do you understand that the grant manager and the financial officer must attend a grant administration training on June 19, 2020, and that a grant offer may be rescinded if both people do not attend?

- Yes - The Grant Manager will attend the training on June 19, 2020 (required)

- Yes - The Financial Officer will attend the training on June 19, 2020 (required)

- I understand that any grant offer may be rescinded if the training is not attended by both people. (required)

Partial Funding

(Not Scored)

Will you accept partial funding, if awarded?

- Yes
- No

Signatures

Grant Manager

I, the undersigned, do hereby affirm that I have read and understand the grant requirements, and to the best of my knowledge, the information contained in this application is accurate; that if a grant is awarded and an agreement executed, grant deliverables will be submitted by the stipulated deadlines; all efforts will be taken to complete tasks by the stipulated deadlines; all applicable local, state, and federal regulations and requirements will be followed; financial staff have been informed about this project; and they will be involved in the procurement process prior to submitting documentation to NMED.

Signature	Date
Printed Name	Title

Signatory Authority

Signatory authority must be a mayor; city or county manager; village administrator; chair of a county commission; director of a solid waste authority; governor of a pueblo or tribe; president of a nation; or chair or executive director of a cooperative association.

I, the undersigned, do hereby affirm that I am the signatory authority of the applicant, and barring unforeseen circumstances, the proposed project will be carried out as described if a grant is awarded and an agreement executed.

Signature	Date
Printed Name	Title