New Mexico Recycling and Illegal Dumping Alliance

GRANT INSTRUCTIONS

New Mexico Environment Department

2012

The New Mexico Recycling and Illegal Dumping Alliance prepared the draft grant instructions. Alliance members include:

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Cover photographs by Justin Stockdale and Libby Chaplin.

GRANT INSTRUCTIONS

1. PURPOSE

To provide annual grant funding to support projects that will:

- Protect the health and welfare of the environment and current and future residents of New Mexico by preventing and abating illegal dumpsites
- Promote environmentally sound methods for reuse and recycling
- Encourage economic development, community development and collaboration that promotes the efficient and sustainable use of resources, sustainable recycling and a cleaner and healthier environment

2. ELIGIBILITY

Any municipality, county, Indian nation, pueblo or tribe, land grant community, cooperative association (see definitions) or solid waste authority that meets eligibility requirements established by the New Mexico Environmental Improvement Board is eligible to apply for this grant funding. The Recycling and Illegal Dumping act requires that 95% of recyclable materials managed by projects funded under this grant must originate within New Mexico borders.

3. TIMEFRAME

To be considered, completed applications must be received by mail or hand delivered by 5:00 PM, Friday, April 6, 2012. Post-marked applications will not be accepted later than the deadline. Faxed or emailed applications will not be accepted.

Grants are awarded on an annual basis. Grant applications will be accepted from January 2012 through April 6, 2012 at 5:00 p.m. Grant applications will be reviewed by the Recycling and Illegal Dumping Alliance in the beginning of May and awarded by the New Mexico Environment Department in mid-May. The awarded grants are for the period July 1, 2012 through June 30, 2013. **Successfully funded grant projects must be completed by June 30, 2013**. A project timeline with milestones will be required if the proposed project is successfully funded.

- 1st week of May – Applications will be reviewed, scored, and evaluated by the review committee. The committee will make recommendations for awards.
- 2nd week of May – Offer letters mailed to proposed grant recipients
- **May 30, 8:00 - 5:00, Toney Anaya Building (Rio Grande Room) 2550 Cerrillos Rd, Santa Fe – MANDATORY, full day training about the procurement code and grant administration - to be attended by BOTH the primary grant contact person and the responsible financial officer**
- May 30th, grant contracts will be handed out at training
- June 29th signed contracts are due by grant recipient (please ensure you get on your city council / county commission agenda if need be to meet this deadline)
- Signed contracts by both parties become effective after July 1st, once the purchase order has been issued.

Again, applications must be received by 5:00 PM, April 6, 2012.

Return completed applications to:

Attn: Tim Gray
NMED Solid Waste Bureau
1190 St. Francis Dr.
PO Box 5469
Santa Fe, New Mexico 87502

4. LEVEL AND METHOD OF FUNDING

This is a reimbursement grant program. The total pool of funding available is approximately $200,000 for FY13. There is not a cap placed on the amount requested per project, however the Alliance looks to fund as many grant applications as possible and requests that grant requests be realistic under these conditions. Applications that provide in-kind or financial contributions, along with partnerships is strongly encouraged, but not mandatory. Grant expenses will be **reimbursed** by written request, with the final payment being dependent on the completion and submission of a Project Completion Survey (provided by NMED) documenting the process and outcomes. The aim of this survey is to provide information that will assist other communities or organizations improve their programs and to help NMED improve its grant process.

Purchases made using grant funds shall comply with the New Mexico Procurement Code, (Code) NMSA 1978, §§ 13-1-21 et seq. The Grantee shall submit documentation of such compliance with all reimbursement requests. The documentation will be reviewed by NMED for compliance with the Code. As allowed under section 13-1-98 (K), communities that have a home rule charter may follow their local procurement policy.

5. ASSESSMENT PROCESS AND CRITERIA

The New Mexico Environment Department will receive grant applications and will conduct a review based on the assessment criteria listed in Attachment One—Grant Application Score Sheet. The application form is structured around these criteria and the available assessment points are listed at the end of each section of the application form(s). All applications will be forwarded to the New Mexico Recycling and Illegal Dumping Alliance to review and make recommendations to the Secretary of the Environment Department for final approval.

6. APPLICATION FORMAT

It is essential the application must be consistent with this Form provided (and in the latest version available) You must include 1) A completed Community Plan, and 2) a completed Recycling OR Illegal Dumping application form. **Applications must be mailed in with a signature. No fax or email submissions allowed.**

7. TYPES OF PROJECTS TO BE FUNDED

Please contact the Department to discuss your idea prior to spending time on your application. Partnerships are encouraged. Best management practices are encouraged. Sustainable projects are essential:

Illegal Dumping Priorities

- Innovative solutions and partnerships for prevention programs and educational projects to change the cultural mindset.
- Research and development for illegal dumping prevention strategies.
- Eliminating or reducing in amount, degree, or intensity illegal dumping sites with priority given to those in close proximity to arroyos, stream or rivers will be given priority.
- Encourage creative reuse of sites to change the historic use of an illegal dumping site.
- Surveillance equipment and support of enforcement programs, including training of judicial staff, law enforcement and others.

Recycling Priorities

- Innovative solutions and partnerships for diversion programs and educational and outreach projects to change the cultural mindset that will increase access to and acceptance of recycling. Pilot collection projects in schools and commercial venues are of particular interest.
- Research and development for recycling programs, education, infrastructure and other capital equipment for recycling, recycling processing equipment, field trials, and/or market development activities.
- Support hub and spoke in rural areas.
- Creative solutions to hard to manage materials, such as construction/asphalt materials, organic diversion solutions, glass and household hazardous waste. (Please do not propose funding of an event.)

8. TYPES OF ITEMS/PROJECTS THAT WILL NOT BE FUNDED

The following types of items will not be eligible for funding (although may constitute in-kind in support of the project):

- Operating costs associated with on-going waste management or compliance activities **to include tip fees**
- Remediation costs for which an organization is already liable
- Recycling programs or equipment that will not provide and assist in providing access to recycling
- Tire recycling activities or clean-up of illegal dumpsites that substantially contain tires
- Preparation of the grant application
- Staff salaries
- Redundant equipment
- Recycling or processing activities or purchasing recyclable products which utilize less than ninety-five percent of recyclable materials from sources in New Mexico.
- Litter clean-up and abatement
- Hand fed chippers for green waste (please call for suggestions and assistance)

9. DEFINITIONS

TERM	DEFINITION
Access to recycling (As defined by the New Mexico Solid Waste Management Plan)	A Participating Organization is providing "access to recycling" if they can: 1). Identify at least one entity (referred to here as "Service Center") in the Participating Organization's area that collects or accepts each of the materials targeted for recycling as listed as the highest priority in "Priorities: Types of Projects to be Funded" 2). Show that a Service Center exists for each of the targeted materials so that 50% of the population served by the Participating Organization has access to recycling of those items. Note: Access to recycling does not have to be at a landfill.
Cooperative association (as defined by the RAID Act)	"Cooperative association" means a refuse disposal district created pursuant to the Refuse Disposal Act, a sanitation district created pursuant to the Water and Sanitation District Act, a special district created pursuant to the Special District Procedures Act or other associations created pursuant to the Joint Powers Agreements Act or the Solid Waste Authority Act.
Illegal dumping (as defined by the US Environmental Protection Agency)	The disposal of waste in an unpermitted area. It is also referred to as "open dumping," "fly dumping," and "midnight dumping," because materials are often dumped in open areas, from vehicles along roadsides, and late at night. Illegally dumped wastes are primarily non-hazardous materials that are dumped to avoid either disposal fees or the time and effort required for proper disposal.
In-kind	Non-monetary contribution from the participating organization i.e., labor, staff salaries, equipment and materials, recycling costs associated with special events.
Market development (as defined by the RAID Act)	Activities conducted to expand or create markets for recyclable and reusable materials. Could include field trials of recycled products, processing of recycled materials for resale to a new market.
NMRIDA	New Mexico Recycling and Illegal Dumping Alliance.
Participating organization (as defined by the New Mexico Solid Waste Management Plan)	Grant applicant that complies with specific requirements.
Recycling (as defined by the RAID Act)	Any process, by which recyclable materials are collected, separated or processed, reused or returned to use in the form of raw materials or products.
Reuse (as defined by the RAID Act)	The return of a commodity into the economic stream without a change to its original form.

ATTACHMENT ONE: GRANT APPLICATION SCORE SHEET

An example provided for applicants' information only. To be completed by NMRIDA grant evaluation committee.

ORGANIZATION	
PROJECT TITLE	

COMPONENT	ASSESSMENT POINTS	POSSIBLE POINTS
COMMUNITY RECYCLING PLAN		10
PROJECT DESCRIPTION		5
PROJECT WORK PLAN		5
PROJECT NEED AND URGENCY		20
ORGANIZATIONAL COMMITMENT		10
TOTAL		50

Signature and title of committee member or representative

Date