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# **Recycling and Illegal Dumping Grant Application Instructions**

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New Mexico  
Environment Department  
**Solid Waste Bureau**

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2015-2016

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## RAID Alliance

The New Mexico Recycling and Illegal Dumping Alliance prepared the draft grant instructions. Alliance members include one individual from the following organizations:

### Organization

State Government

Local Government

Solid Waste Authority

Industry Waste Generator

Tribal Government

Nonprofit Organization

Recycling Company

Retailer

Agriculture Producer

Soil and Water Conservation District

Public at Large

### New Mexico Environment Department Representatives (non-voting)

Neal Denton

Solid Waste Bureau

## For More Information

For more information, contact:

Neal Denton  
New Mexico Environment Department  
Solid Waste Bureau  
505.827.2653  
neal.denton@state.nm.us

## 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

## Eligibility

Any municipality, county, nation, pueblo or tribe, land grant community, cooperative association (see Definitions section, below) or solid waste authority that meets eligibility requirements established by the New Mexico Environmental Improvement Board is eligible to apply for this grant funding. Because this is a reimbursement fund, land grant communities that have no financial structure (checking account, fees, etc.) are encouraged to partner with the county in which they are located.

## Timeline

To be considered, completed applications must be **received** by mail or hand delivered by **5 p.m., Friday, August 13, 2015**. Applications received after this time will not be considered, regardless of post-mark date. Faxed or emailed applications will not be accepted.

Date	Event
August 13, 2015	<b>Application deadline.</b> Applications must be <b>received</b> in hand by NMED by <b>5 p.m.</b>
August 13-26, 2015	Applications will be reviewed, scored, and evaluated by the review committee.
August 27, 2015	Offer letters will be mailed to proposed grant recipients.
September 9, 2015	<b>Mandatory</b> training on the procurement code and grant administration, to be attended by <b>both</b> the primary grant contact person and the responsible financial officer.
September 9, 2015	Grant agreements will be handed out at the training session.
October 2015	Signed agreements by both parties become effective once the purchase order has been issued.
June 30, 2016	All grant agreements expire no later than this date.

## Application Submittal

Applicants must use the current grant application form available on the NMED Solid Waste Bureau website.

Applications for illegal tire dumpsite / stockpile abatement must include one “For Abatement Projects” section **for each site**. For example, if you are proposing to clean up three sites, you will need three copies of the “For Abatement Projects” section of the application form.

Applications can either be hand-delivered or mailed, to be **received** by NMED Solid Waste Bureau by the application deadline. If you mail the application, we strongly advise that you contact the Solid Waste Bureau in advance of that date to confirm that the application has been received. Applications received after this time will not be considered, regardless of post-mark date. **Faxed and electronic applications will not be accepted.**

Return completed applications to:

Attn: Neal Denton NMED Solid Waste Bureau 1190 St. Francis Dr. #N2150 PO Box 5469 Santa Fe, NM 87502
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## Eligible Projects

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

The Recycling and Illegal Dumping act requires that 95% of recyclable materials or tires managed by projects funded under this grant must originate within New Mexico borders.

### Scrap Tire Priorities

- Large scrap tire dump cleanups
- Major amnesty events
- Projects/purchases resulting in regional management of scrap tires
- Projects utilizing rubberized asphalt
- Projects utilizing crumb rubber products

The grant fund may be used to make the use of rubberized asphalt 10% less expensive than conventional paving products.

## Ineligible Activities

The following types of items will **not** be eligible for funding, although they may constitute in-kind contributions in support of the project:

- Operating costs associated with on-going waste management or compliance activities to include tip fees at a landfill or transfer station
- Remediation costs for which an organization is already liable
- Recycling programs or equipment that will not provide and assist in providing access to recycling
- Preparation of the grant application
- Staff and management salaries. Note that grant funds cannot be used to pay existing staff.
- 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.
- The purchase of used equipment, unless the applicant can obtain a warrantee or service agreement, and can be shown that it will be specifically used for the intended program

## Assessment Process and Criteria

NMED will receive grant applications and will conduct a review based on the assessment criteria listed in the grant application score sheets (see Attachments). 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.

## Level and Method of Funding

**This is a reimbursement grant program.** The total pool of funding available for this third round of applications is \$62,265 for FY16. 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, are 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.

## Definitions

**Access to recycling:** A Participating Organization is providing “access to recycling” if they can:

- 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”
- 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. (as defined by the New Mexico Solid Waste Management Plan)

**"Bagel cut"** means the cutting of a tire along its tread to form two circular parts. This cut is done by a tire slitter.

**“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. (as defined by the RAID Act)

**“Illegal dumping”** means 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. (as defined by the US Environmental Protection Agency)

**"In-kind"** means non-monetary contributions from the participating organization, e.g., labor, staff salaries, equipment, fuel, materials, recycling costs associated with special events.

**“Market development”** means 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. (as defined by the RAID Act)

**“NMRIDA”** means the New Mexico Recycling and Illegal Dumping Alliance.

**“Participating organization”** means a grant applicant that complies with specific requirements. (as defined by the New Mexico Solid Waste Management Plan)

**"Passenger tire equivalent"** or **“PTE”** is a conversion factor for changing numbers of scrap tires to weight; for passenger and light truck tires, the total weight of scrap tires, in pounds, divided by 22.5 pounds (the average weight of passenger and light weight tires) produces the passenger tire equivalent.

**"Processing"** means techniques to change physical, chemical or biological character or composition but does not include composting, transformation or open burning.

**“Recycling”** means any process by which recyclable materials are collected, separated or processed reused or returned to use in the form of raw materials or products. (as defined by the RAID Act)

**“Reuse”** means the return of a commodity into the economic stream without a change to its original form. (as defined by the RAID Act)

**"Scrap tire manifest"** is prescribed in 20.9.20.50 NMAC and requires that each shipment of ten or more scrap tires generated, or recycled or disposed in New Mexico, and transported by a scrap tire generator or hauler must be accompanied by a scrap tire manifest that complies with the NM Recycling, Illegal Dumping and Scrap Tire Management Rule (RIDSTMR), in a format approved by the department.

**"Scrap tire stockpile"** is a site which is permitted or registered by NMED as a solid waste facility, tire recycling facility, hauler or civil engineering application that exceeds the number of scrap tires that it is permitted or registered to contain.

**"Tire-derived product"** means a usable product produced from the processing of a scrap tire.

## Attachments

### Grant Application Score Sheet

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

Organization	
Project Title	

Criteria	Maximum Points Awarded
Project Description (80 points) -New Applicant (20 points) -Past Performance (20 points max)	100
Long Term Planning (25 points) - Ordinances / Resolutions (25 points max) - Sustainability (25 points)	75
Partnerships (letters of support, MOU)	50
Financial -Budget Proposal (25 points) -Quotes and specifications (25 points) -Documentation of FCA (10 points) -Cost Benefit – Tire projects only (15 points)	75
<b>Total</b>	<b>300</b>

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Signature and title of committee member or representative

\_\_\_\_\_  
Date