

---

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

---

New Mexico  
Environment Department  
Solid Waste Bureau &  
Recycling and Illegal  
Dumping Alliance

---

2016-2017

---



## Application Instructions

1. Contact the New Mexico Environment Department (NMED) Solid Waste Bureau Recycling Coordinator, Neal Denton, at (505) 827-2653 or neal.denton@state.nm.us to discuss your project before beginning the application.
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 5:00PM on July 22, 2016. Applications received after this time will not be considered regardless of post-mark date or e-mail and fax sending date or time. Applications submitted by e-mail must be in the NMED Solid Waste Bureau Recycling Coordinator's inbox by 5:00PM. It is the responsibility of the applicant 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. **THERE WILL BE NO EXCEPTIONS.**

**E-mail:**

neal.denton@state.nm.us

**Fax:**

(505) 827-2902

**Mail:**

U.S. Postal Service

New Mexico Environment Department  
Solid Waste Bureau  
Attn: Neal Denton  
P.O. Box 5469  
Santa Fe, NM 87502

UPS & FedEx

New Mexico Environment Department  
Solid Waste Bureau  
Attn: Neal Denton  
1190 S. St. Francis Dr. #N2150  
Santa Fe, NM 87505

**In person:**

New Mexico Environment Department  
Solid Waste Bureau  
Attn: Neal Denton  
Harold Runnels Building  
1190 S. St. Francis Dr. #N2150  
Santa Fe, NM 87505

## Award Process

In accordance with the New Mexico 2005 Recycling and Illegal Dumping (RAID) Act, RAID grant applications are reviewed by the RAID Alliance comprised of one member from each of the following:

Agricultural Producer	Retailer
Industry Waste Generator	Soil and Water Conservation District
Local Government	Solid Waste Authority
Nonprofit Organization	Tribal Government
Public at Large	Waste Management Company
Recycling Company	

NMED will initially screen applications for eligibility, completeness, and adequacy of technical and financial information. The applications are then provided to the RAID Alliance for review. The RAID Alliance scores applications, and discussion regarding awarding applications starts with the highest scoring application and proceeds from highest to lowest scoring. A higher score does not mean the funding will be awarded, but it increases the chances that funding is available when it is discussed. You may be contacted by a member of the RAID Alliance or the NMED Recycling Coordinator to discuss your application.

Applicants are requested to describe a potential project as completely as possible. The RAID Alliance will award according to the apparent merit of the proposed project. Budgets, project schedules, and other details will be negotiated with the New Mexico Environment Department Solid Waste Bureau after a grant award offer is made and accepted.

The RAID Alliance will meet on August 4, 2016 in the Rio Grande Room of the NMED District 1 Office, 121 Tijeras Ave., Albuquerque, NM 87102 to discuss applications. Applicants and the public are welcome to attend. After discussing an application, a RAID Alliance member will motion to fully fund, partially fund, or not to fund an application. If the motion receives a second, the RAID Alliance votes on the motion. The majority vote stands as the decision of the RAID Alliance.

**NOTE: You may be offered a partial award of the requested funding. You will have an opportunity to reject the offer if the project is impossible without being fully funded. You will not have an opportunity to contest the offer.**

These recommendations are provided to the NMED Solid Waste Bureau, which honors these recommendations in most cases and 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 indicating if you accept the grant offer or not.

**MANDATORY GRANT ADMINISTRATION TRAINING:** In order to receive the grant, the person who will be managing the grant and the person who will be submitting requests for reimbursement must attend a mandatory grant administration training from 1:00pm to 3:00pm on August 25, 2016 in the Rio Grande Room of the NMED District 1 Office, 121 Tijeras Ave., Albuquerque, 87102. **Failure to attend this training will result in a revocation of the grant offer.**

## Eligibility

### Eligible applicants:

Only one of the following entities may apply for a grant. Any applications submitted by ineligible entities will not be reviewed by the RAID Alliance. Ineligible entities are encouraged to partner with eligible entities.

- Municipalities
- Counties
- Tribal Nations, Pueblos, and Tribes
- Land grant communities
- Cooperative associations (as defined in the Recycling and Illegal Dumping Act)
- Solid waste authorities

### Eligible expenses:

Please contact the NMED Recycling Coordinator to discuss how your proposed project may fit within eligible expenses.

- Offsetting the cost of scrap tire collection and recycling
- Establishing tire recycling facilities
- Purchasing equipment for scrap tire management
- Performing marketing regarding scrap tire management
- Purchasing products produced by a tire recycling facility
- Providing educational outreach regarding scrap tire management and illegal dumping of tires
- Developing tire recycling infrastructure
- Abating illegal tire-dumpsites. A dumpsite must have more than 50% tires to be eligible.
- Contracting with vendors to promote tire recycling

### Ineligible expenses (may constitute in-kind contributions in support of the project):

- Operating costs associated with on-going waste management or compliance activities
- Remediation costs for which an organization is already liable. If you have been notified by a regulatory agency that you are in violation of regulations pertaining to the material for which you are submitting an application, you may not apply for a RAID Grant.
- Recycling programs or equipment that will not assist in providing access to recycling
- Preparation of the grant application
- Internal expenses such as staff salaries or internal copying/printing services
- Redundant equipment
- Recycling processing which utilizes less than 95% of recyclable materials from sources in New Mexico
- The purchase of used equipment without a warrantee or service agreement
- Dumpsite/tire abatement at private businesses that have received money to manage their waste

## Funding

\$165,000 is available for the third round of the 2016-2017 grant cycle for scrap tire management projects. Applicants are encouraged to apply for significant projects that will expend substantial funding. NMED seeks to award fewer grants that individually accomplish more than a multitude of smaller projects. However, applicants should not be discouraged from applying for smaller projects that are in need.

**This is a reimbursement grant program.** The grantee must be able to incur the costs until NMED issues the reimbursement. Land grant communities that have no financial structure (checking account, fees, etc.) are encouraged to partner with the county in which they are located. NMED will withhold reimbursement until 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), tribal nations, tribes or pueblos may follow their procurement policy should they have one.

Grant expenses will be reimbursed after submittal of the reimbursement 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 provided by NMED and a site visit. Photographs may be submitted in lieu of cases where a site visit is impractical. **All funding must be expended by June 30, 2017.**

# APPLICATION FORM

<b>Organization Name</b>	<b>Amount Requested</b> \$
<b>Type of Organization</b> <input type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> Tribal Nation, Pueblo, or Tribe <input type="checkbox"/> Land Grant Community <input type="checkbox"/> Cooperative Association <input type="checkbox"/> Solid Waste Authority	
<b>Project Title</b>	

## Contact Person

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

<b>Name</b>		<b>Position</b>	
<b>Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>E-mail</b>		<b>Phone</b>	

## New Applicant Status

Has your organization received RAID grant funds in the past? Please refer to the grant website to see a list of past funded entities.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

## Project Description

Describe the proposed project, and explain why grant funding is needed.

- *For dumpsite/stockpile abatement:* Describe the number of scrap tires; the population and number of schools, hospitals, businesses, and industries within a five-mile radius; the distance to rivers, streams, and arroyos; the fire hazard posed; and whether the dumpsite or stockpile is still active, and if so, what action, if any, is being taken by the governing body to terminate the activity. State the mechanisms to be used by local authorities to prevent future illegal dumping at the site to be abated.
- *For other projects:* Describe the need, urgency, amount of local funding available, consistency with surrounding land use, the population served, and alternative solutions available.

## Certifications

### Signatory Authority

I, the undersigned, do hereby certify that I am a signatory authority of the applicant. (Signatory Authority must be a mayor; city or county manager; chairman of a county commission; director of a solid waste authority; governor of a pueblo, tribe or nation; or chairman or executive director of a cooperative association)

I, the undersigned, do hereby certify that I or my staff has read and understand the application requirements, and the conditions contained herein that we must comply with if a grant is awarded.

If a grant is awarded as a result of this application, we will comply with all applicable local, state, and federal regulations and requirements. To the best of my knowledge and belief, the information contained in this application is accurate and complete.

<b>Signature of Signatory Authority</b>	<b>Title of Signatory Authority</b>
<b>Name of Signatory Authority</b>	<b>Date</b>

### Purchasing/Procurement Officer

I, the undersigned, do hereby certify that I am the responsible financial officer for this grant. I also affirm that I have been provided a completed copy of this application.

I, the undersigned, do also affirm that in the event of issuance of a grant award contract, I understand the quarterly reporting requirement and that timely submission of invoices and supporting documentation for reimbursement is necessary, or we may forfeit payment for late or incomplete invoices.

<b>Signature of Purchasing/Procurement Officer</b>	<b>Title of Purchasing/Procurement Officer</b>
<b>Name of Purchasing/Procurement Officer</b>	<b>Date</b>