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

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

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2017-2018

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## Application Instructions

1. Contact the New Mexico Environment Department (NMED) Solid Waste Bureau Recycling Program 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 January 13, 2017. 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 Program 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 the 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 Solid Waste Bureau Recycling Program 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 from 9:00am to 3:00pm on March 23, 2017 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 and encouraged 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 MEETING:** 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 meet in person with the NMED Solid Waste Bureau Recycling Program Coordinator to discuss the grant requirements after the grant is offered. The details of the meeting will be discussed after a grant offer is accepted. **If the grant recipient is unresponsive or other reasons prohibit the NMED Solid Waste Bureau Recycling Program Coordinator from conducting this meeting, the grant offer will be rescinded.**

## 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 Solid Waste Bureau Recycling Program Coordinator to discuss how your proposed project may fit within eligible expenses.

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

- 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 as staff salaries or internal copying/printing services (a.k.a. "IDC")
- Recycling processing which utilizes less than 95% of recyclable materials from sources in New Mexico
- The purchase of used equipment unless it has a warranty, a service agreement, or a third-party appraisal and inspection
- Litter clean-up
- 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

## Funding

\$800,000 is available for the 2017-2018 grant cycle. The RAID Act requires that two-thirds is applied to scrap tire projects, and one-third is applied to other 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 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 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 provided by NMED 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, 2018.**

Project Type	Total Funds Available (FY18)
Scrap Tires	\$533,333
Illegal Dumping and Recycling	\$266,667
<b>Total</b>	<b>\$800,000</b>



## Project Description

Clearly describe the proposed project.

## Need and Urgency

Explain why this project is needed and why it is important to fund it now. How will the project protect human health and the environment? How will this promote waste diversion (recycling, reuse, composting, etc.) in your community?

## Dumpsite/Stockpile Information

Attach multiple copies of this section if more than one clean-up is proposed.

<p>How many sites are you proposing to clean up?  <i>An abatement form MUST be completed for each site or stockpile.</i></p>	
<p>★ Attach at least one and no more than three photos of each site.</p>	
<p>Name of site</p>	
<p>Location and/or physical address  <i>(Provide coordinates if possible)</i></p>	
<p>Name of property owner <i>(if known)</i></p>	
<p>Estimated number of scrap tires or cubic yards of waste</p>	
<p>Length of time the dumpsite or stockpile has been in existence</p>	
<p>Population within a five-mile radius of the site</p>	
<p>Number of schools, hospitals, businesses, and industries within a five-mile radius of the site</p>	
<p>Distance to the nearest river, stream, and/or arroyo</p>	
<p>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></p>	
<p>Is the site active, and if so, is it still growing?</p>	
<p>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.</p>	
<p>Has a Notice of Violation or other enforcement action been taken? If so, please attach a copy to this application.</p>	
<p>If your community is awarded a RAID grant to abate this site, will you prepare a resolution in accordance with section 3-18-5 NMSA 1978 authorizing your community to abate the site and to file a lien against the property for the abatement cost if the owner, occupant or agent in charge of the property fails to abate the site within timeframe of grant cycle?</p>	

## Prior and Existing Efforts

For dumpsite/stockpile abatement: Explain past and current efforts to stop the illegal dumping or stockpiling at the site and prevent it from occurring in the future (ex. legislation, enforcement, surveillance, physical deterrence, fencing, education, etc.).

For other projects: Describe past or current efforts to carry out this project. Describe related programs, activities, and services in your community. Explain what your organization's role is in those efforts and how this project expands upon or complements existing services.

## Surrounding Land Use

If establishing or expanding a recycling facility, will the facility be consistent with surrounding land use?

Yes

No

## Mandatory Training

Do you understand that the individual managing the grant and the person who will be submitting requests for reimbursement must meet with the NMED Solid Waste Bureau Recycling Program Coordinator in person to discuss grant administration requirements and that the grant offer will be rescinded if NMED is unable to conduct this meeting?

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.

<b>Signature</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>

### 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.

<b>Signature</b>	<b>Date</b>
<b>Name</b>	<b>Title</b>