
Recycling and Illegal Dumping Grant Application Instructions

New Mexico
Environment Department
Solid Waste Bureau

2013-2014

Contents

RAID Alliance	3
For More Information.....	3
Purpose	4
Eligibility.....	4
Timeline	4
Application Submittal.....	5
Eligible Projects.....	5
Illegal Dumping Priorities	5
Recycling Priorities.....	6
Scrap Tire Priorities.....	6
Ineligible Activities	6
Assessment Process and Criteria	7
Level and Method of Funding	7
Definitions	8
Attachments	10
Grant Application Score Sheet.....	10
Scrap Tire Grant Application Score Sheet	11

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 Conversation District

Public at large

New Mexico Environment Department Representatives (non-voting)

Toni Duggan Solid Waste Bureau

Tim Gray Solid Waste Bureau

For More Information

For more information, contact:

Tim Gray
New Mexico Environment Department
Solid Waste Bureau
505.827.0129
tim.gray@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, Indian 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, April 5, 2013**. Applications received after this time will not be considered, regardless of post-mark date. Faxed or emailed applications will not be accepted.

Grants are awarded on an annual basis. Grant applications will be accepted from January 2013 through 5 p.m., April 5, 2013. Grant applications will be reviewed by the Recycling and Illegal Dumping Alliance in the beginning of May and awarded by NMED in mid-May. The awarded grants are for the period July 1, 2013 through June 30, 2014. Successfully funded grant projects must be completed by June 30, 2014.

Date	Event
Friday April 5, 2013	Application deadline. Applications must be received by NMED by 5 p.m.
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 will be mailed to proposed grant recipients.
May 29, 2013 9 a.m. to 4 p.m.	Mandatory full-day training on the procurement code and grant administration, to be attended by both the primary grant contact person and the responsible financial officer. New Mexico Environment Department, District I Office, 5500 San Antonio Dr NE, Albuquerque NM 87109 (Sandia Room).
May 29, 2013	Grant contracts will be handed out at the training session.

Date	Event
June 28, 2013	Signed contracts are due from grant recipient. Please ensure you get on your city council / county commission agenda if need be to meet this deadline.
July 2013	Signed contracts by both parties become effective on or after July 1, once the purchase order has been issued.
June 30, 2014	All grant agreements expire no later than this date.

Application Submittal

Applicants must use the current grant application forms 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: Tim Gray NMED Solid Waste Bureau 1190 St. Francis Dr. #S2050 PO Box 5469 Santa Fe, NM 87502

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.

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.
- Encouraging 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 for 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.)

Scrap Tire Priorities

- Abatement of illegal tire dumps and stockpiles. Applications for tire dump abatements should include funding for a mechanism for non-recurrence, such as signage, fencing, law enforcement surveillance, etc.
- Tire amnesty days
- Purchase of tire-derived products (e.g., ground rubber for playgrounds)
- Construction of tire bale projects
- Design of tire bale monofills
- Education
- Transportation
- Other tire recycling projects
- Grant funds could also be used to cover the additional cost that a community might incur for using rubberized asphalt instead of conventional paving materials.

Applicants proposing abatement of illegal dumpsites should use the Illegal Dumping grant application if the site contains less than 50% tires. Use the Scrap Tire grant application if the site contains more than 50% tires.

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

- 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
- Administrative costs
- Staff and management salaries. Note that grant funds cannot be used to pay existing staff for regular hours.
- 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 equivalent to the one provided for a new piece of the same equipment
- Litter clean-up and abatement
- Hand fed chippers for green waste (please call for suggestions and assistance)

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 is approximately \$200,000 for FY14. 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.

Grant Program	Total Funds Available (FY14)
Scrap Tires	\$150,000
Illegal Dumping and Recycling	\$50,000
Total	\$200,000

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	

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

Scrap Tire Grant Application Score Sheet

Each member of the tire grant review committee reviews and scores an application based on the following assessment criteria and point system.

Criteria	Maximum Points Awarded
Project Description	50
Need And Urgency	25
Feasibility And Sustainability	25
Value For Money	35
Community Tire Management / Business Plan	10
Abatement Project Information	30
Budget Proposal	25
Total	200