
Solid Waste Facility Grant Application Form

New Mexico
Environment Department
Solid Waste Bureau

Fiscal Year 2017 7/1/2016 - 6/30/2017



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Application Instructions



www.env.nm.gov/swb/

- All applicants must read and understand the Solid Waste Facility Grant Fund Application Instruction booklet.
- To be considered for a grant, an applicant must complete the entire form, answer all narrative questions, and note any attachments. If a question is not applicable, note "N/A" in the appropriate location. **Do not leave any question blank.** Lack of an adequate response or detail may result in failure to receive grant.
- Clearly describe your grant project. Provide enough narrative details so committee members may fully understand what you plan to use the funds for, or what you plan to accomplish if you are awarded a grant. In past grant cycles, several applicants did not receive funding because the description of what the funding would be used for was confusing or unclear.
- To be considered for additional funding you must provide an itemized budget for grant evaluation committee members to consider for partial or possible full funding. Additionally, if you itemize task costs, if a grant is withdrawn from another applicant, you may be allowed to amend your contract to receive additional funds for those tasks that were not funded. The committee is not able to make decisions based on lump sums provided in a budget. If possible, attach a budget estimate from a consultant or contractor to support your application.

Application Form

Organization Name	Date
Project Title	Total Amount Requested \$

Contact Person

Name	Position	
Address	State	Zip
Email	Phone	

Person Responsible for Grant Implementation

- If different from contact person

Name	Position	
Address	State	Zip
Email	Phone	

Responsible Financial Officer

Name	Position	
Address	State	Zip
Email	Phone	

Type of Organization

<input type="checkbox"/> Municipality	<input type="checkbox"/> Solid Waste Authority
<input type="checkbox"/> County	<input type="checkbox"/> Cooperative Association
<input type="checkbox"/> Joint Project (Provide details below):	

Type of Application

- Check all that apply.

<input type="checkbox"/> Closure of Unpermitted Landfill	<input type="checkbox"/> Solid Waste Facility Improvements
<input type="checkbox"/> Engineering or Professional Consulting Services	<input type="checkbox"/> Construction or Repairs of Facility
<input type="checkbox"/> Groundwater Protection	<input type="checkbox"/> Solid Waste Facility Planning
<input type="checkbox"/> Equipment Purchase	<input type="checkbox"/> Other (Please specify below):

Project Details

Summary of project

- What do you plan to accomplish if selected for a grant? What will be the long-term community benefit? Must include specific tasks and details about what you plan do and what the funding will be used for.
- At what facility or site do you intend to complete the project? Provide the name of the facility, address, or location.
- What specific tasks and activities do you hope to accomplish?
- Attach a page, including a photograph or two, if necessary. If you attach information, reference the attachment within this section.
- *Lack of an adequate response or detail may result in failure to receive grant.*
- 350 word maximum

Methodology

- Briefly discuss status of project readiness. Explain how you will complete the project by June 15, 2017.
- Must include or attach an itemized list of tasks that will be completed and a time-line.
- Who will be responsible for providing project oversight from your organization? Very briefly describe this person's experience in providing project oversight/management.
- Specify if you have completed or will be using a Request for Proposal process or Bid process, and when such process(es) will be completed. Provide details if you already have a multi-year professional service agreement in place. Provide the name of the firm, date contract issued, and term of contract if a contract agreement is already in place. Attach copy of the existing contract to the application.
- Include a short summary of any previous SWFGs received and their outcomes.
- Explain why you feel you will be successful in completing this project.
- ★ Applications that do not include adequate information will be eliminated from further consideration.
- ★ 500 word maximum

Ranking Factors

Fiscal Capacity/Self-Funding Capability Summary

- Include details regarding in-kind contributions.
- Explain why you may or may not have the fiscal capacity to undertake the project without funding.
- Provide a short explanation regarding what impacts this project will have on solid waste management in your area.

★ 100 word maximum

- Can this project be implemented without this application being funded? If No, why not.

Yes No

- Could you or have you tried to bond or obtain a Capital Outlay from the Legislature for this project? Please explain.

- Could you or have you tried obtain a low interest loan from NMED Construction Program Bureau or other source for this project? If you have not tried or you have been unable to get a loan, explain why.

- Can you match the total requested grant amount with local or other grant funds? Provide details regarding source of funding for the match.

<input type="checkbox"/> Yes (Please explain here)	<input type="checkbox"/> No (Please explain below)

- If this project is for closure or post-closure care of an old landfill, are you planning to use an already established Financial Assurance Mechanism to help fund this project? *Check if grant request is not for closure post-closure care of old landfill.*

<input type="checkbox"/> Yes (Please explain here)	<input type="checkbox"/> No (Please explain below)

- Is Financial Assurance (FA) in place for this facility?

<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable (explain why)	<input type="checkbox"/> No (Please explain below)
FA Amount Available: \$		
Mechanism(s) Used:		

Ability to Sustain Operation Without Additional Grant Funding

- Your answers to questions 1-4 below must explain why this project will succeed and be sustained.

★ 100 word maximum for each question. A bulleted list is acceptable.

1. If this grant cannot be fully funded, how will the project proceed? For example, what costs can be eliminated or reduced? Specify your highest priority items, and those of lower priority. What alternative financing is available to assure completion of the project?

2. How will this facility/program/operations/effort be funded in the future?

3. What alternative solutions were considered to address the goals of this project? Why were they not chosen?

4. Provide specific details regarding in-kind contributions (in-house labor, applicant funds, payment of GRT or other relevant contribution).
 - Up to 10 bonus points will be awarded to those applicants that include monetary in-kind contributions.
 - Must also include dollar amounts in Budget Details section.

Length of Time Facility/Project/Improvement Will Provide Beneficial Use

- The greater the length of time the higher the score.
- Maximum 25 years.

★ 50 words maximum.

Size of Target Area/Population Served

- Describe target area, including number of persons served.

Ability to Operate and Maintain Facility/System

- Describe your organization's past operating experience and the professional qualifications of key staff.

★ 100 words maximum.

Demonstration of Compliance with Local, State and Federal Procurement Codes

- Are you going to use grant funds to hire a professional consultant (engineer, architect, etc.)?

Yes (If "yes," answer questions 1-4)

No (If "no," answer questions 5-6)

1. Do you currently have an existing valid single or multi-year professional services contract for the person or firm that will be paid from this grant?

Yes

No

Date current contract expires: (Attach a copy of the contract)

2. Was this firm or consultant hired in compliance with your local or the State's Procurement Code?

Yes

No

3. If no RFP, what process was used?

4. If an RFP was not used to contract for these services, why not?

5. If purchasing waste compactor, supplies and/or construction materials, did or will the applicant obtain three quotes or complete a bid process to complete work as specified in the Budget Details section in accordance to the New Mexico Procurement Code? If "No," specify what state or local home rule procurement requirements will be followed.

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)

6. If using a construction contractor, Explain how the bid process will be completed to demonstrate compliance with local or state bid or procurement policies?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)

Demonstration of Project Need

- The more the narrative demonstrates the seriousness of the need, the higher the score.

★ 100 words maximum

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Project Urgency

- Must provide enough details to demonstrate urgency for proposed project.

★ 50 words maximum

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Explain Regulatory Non-Compliance and Nature of Violations

- A higher number of points awarded based on the explanation provided below regarding how proposed facility or improvement will remedy underlying causes for regulatory non-compliance.

★ 75 words maximum

Provide Information Regarding Other Grant Experience

- Describe ability and experience to manage all aspects of the project oversight and consultants to meet deadlines and approved schedule on budget, if applicable; describe experience level in use of state procurement requirements; budget management; provision of timely quarterly reports; and success of project.

★ 100 words maximum

Budget Details

- ★ Details must be provided for every expense item requested
- ★ Note if estimated or based on quote. Attach any quotes or supporting documents
- ★ **Must** itemize expense by task. May include: professional services (engineering, architect, and surveyor); contractors, hired labor, equipment, other services, construction materials, GRT, etc. Tasks should be broken down to include applicable sub-tasks.
- ★ Task number should correspond to those used in the Itemized Task List on page 8.

Task #	Expense item*	Basis of budget estimate	Requested task amount	Applicant contribution		Totals
				In-kind	Cash	
Totals						

* Equipment or supplies proposed for purchase **must** be documented with a quotation, estimate or public price list and photographs attached to this budget proposal. Engineering or consulting fees task charges must be substantiated by provision of itemized budget provided by the engineer or consultant. Hourly rate must be specified. Documentation supporting source, unit prices (price per cubic yard or other unit) and hauling for soil must be attached. An itemized cost sheet regarding installation of a groundwater monitoring wells must be provided by a qualified well driller and attached to the application.

Who prepared the Budget Details? Provide name and contact information.

Name	Position	
Address	State	Zip
Email	Phone	

Litigation, Liabilities, and Land Information

Is there pending litigation or other contingent liabilities that have a bearing on this project or application (i.e. need Army Corps of Engineer's approval, need other NMED or other agency permits to proceed)?

<input type="checkbox"/> Yes (Please explain below)	<input type="checkbox"/> No

Is the project on State, BLM or other lands not owned by the applicant?

<input type="checkbox"/> Yes (Please explain below)	<input type="checkbox"/> No

Have all parcels of land and rights-of-way necessary for completion of this project been purchased, leased, or otherwise acquired by the applicant?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)

Has ownership of the property been verified? (Attach deed /legal document to prove site ownership)

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)

Certifications

Authorized Agent

I, the undersigned, do hereby certify that I am an authorized agent of the applicant. (Authorized agent must be a mayor; city or county manager; chairman of county commission; president, chairman or executive director of a cooperative association; director of a solid waste authority.

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.

Signature of Authorized Agent	Title of Authorized Agent
Printed Name of Authorized Agent	Date

Responsible Financial Officer

I, the undersigned, do hereby certify that I am the responsible financial officer for this grant as identified on page 5 of this application. 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.

Signature of Responsible Financial Officer	Title of Responsible Financial Officer
Printed Name of Responsible Financial Officer	Date