

# Solid Waste Facility Grant Application Instructions



June 21, 2010

New Mexico Environment Department  
Solid Waste Bureau

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## PART 1. OVERVIEW

### 1.1. Competitive Grant Opportunity

Grant funding assistance is available on a competitive basis to qualified municipalities and counties, individually or jointly as specified in the Solid Waste Act §74-9-40.C, and in 20.9.3.200 NMAC. Joint applications will be allowed when two or more eligible municipalities and/or counties have a joint powers agreement, have established a solid waste authority or if the entities are located within reasonable proximity of each other and they propose to address a common solid waste problem.

### 1.2. Purpose

To provide grant funding to support projects that will:

Protect the health and welfare of the environment, groundwater, and current and future residents of New Mexico;

Promote environmentally sound methods for solid waste facility construction and improvements, appropriate landfill closures, ground water monitoring program implementation, and management and collection of solid waste. Encourage collaboration that promotes the efficient and sustainable use of resources, sustainable solid waste management practices, and/or regional waste reduction and recycling efforts.

### 1.3. Level and Method of Funding

The total pool of funding available for this grant opportunity is \$400,000. NMED, Solid Waste Bureau expects that a single grant would not exceed \$50,000, unless exceptional need and value is demonstrated. Funding will be paid by reimbursement request(s) or directly to approved contract holders upon approval of invoices by the Solid Waste Bureau. The final payment will be dependant on the successful completion of all approved workplan items, timely submission of all required quarterly reports, and provision of a final report.

### 1.4. Grant Application Deadline and Submittal Information

Grant applications will be accepted until **5 PM on Wednesday July 21, 2010**. All applications must be typed and include all of the specified items, and on the forms as specified herein. Two copies of each application shall be mailed, or hand delivered to:

NMED Solid Waste Bureau Room S2050  
1190 St. Francis Drive  
P.O. Box 5469  
Santa Fe, NM 87502 -5469  
Attention: Auralie Ashley-Marx

**Faxed and electronic applications will not be accepted.**

**Incomplete applications will be removed from consideration by the committee or scored significantly lower than complete applications.** If a question does not apply to your application, please note "Not Applicable" (N/A). Do not exceed the word limits listed. If attaching pages reference the Attachment pages in the appropriate section of the form, as "Attachment\_\_\_\_" by the number of your attachment.

### 1.5. Project Completion Requirement

Successfully funded grant projects must be completed no later than **June 30, 2011**. Extensions will NOT be granted.

## 1.6. Eligibility

Grants shall be made only to applicants that:

- Agree to complete the grant project in accordance with a signed agreement, on-time, on budget.
- Operate and maintain any facility proposed for funding so that the facility will function properly over its structural and design life;
- Meet all of the applicable requirements of the Solid Waste Management Regulations, and the Solid Waste Act, and obtain the necessary Department permits, registration or other authorizations/approvals prior to the start of any construction or closure activities;
- Comply with all applicable federal, state and local laws and regulations, including but not limited to those related to procurement practices, construction wage rates, use of small, minority and women's business enterprises, and the terms as specified herein;
- Require the contractor of any facility construction project to post a performance and payment bond in accordance with the current requirements of NMSA;
- Provide a written assurance, signed by an attorney, that an applicant has proper title, easements, leases and right-of-ways to the property upon which any facility proposed for funding is to be constructed, improved or closed;
- Meet the requirements for financial capability set by the Department to assure sufficient revenues to operate and maintain any facility proposed for funding for its useful life or post closure care period;
- Agree to properly maintain and provide all necessary financial records, itemized invoices and expenditures, and to conduct an audit of the project's financial records;
- Have a bonded treasurer, clerk, secretary-treasurer or other financial officer or individual responsible for financial aspects of the project;
- If necessary, complete a RFP process to obtain the services of a registered professional engineer licensed in the State of New Mexico with experience with solid waste projects, and a history of successful, timely completion of similar projects. This qualified person shall be responsible for all engineering services for a funded project, as necessary;
- Agree to not include cost tables in Request For Professional Service Proposals as specified in New Mexico Procurement Code §13-1-120.B Competitive sealed qualifications-based proposals; architects; engineers, landscape architects; surveyors; selection process: "The appropriate selection committee shall select, ranked in the order of their qualifications, no less than three businesses deemed to be the most highly qualified to perform the required services, after considering the following criteria together with any criteria, **except price**, established by the using agency authorizing the project.";
- Consent to obtaining at least three quotes for any other services such as for well drillers, laboratory testing, etc.
- Purchase of equipment must be obtained through a solid waste bureau pre-approved bid process.
- Agree to provide all Request for Proposals (RFP), bid documents, and service contracts to the Solid Waste Bureau for review and comment prior to awarding and signing any contracts, and starting any work;
- Plans and specifications for a grant projects, where applicable, shall be approved by the Solid Waste Bureau before grant reimbursement and/or payments can be authorized.;
- Prepare a detailed work-plan and time-line with all significant tasks for approval by the Solid Waste Bureau prior to the start of any work and submittal of any invoices for reimbursement;

- Provide written notice to the Solid Waste Bureau of the start of operation of any grant project and final completion of the project; and
- Submit detailed written quarterly update and accomplishment reports within 30 days of the end of the last quarter, as well as an end of project report within 60 days of completion of the project. All quarterly reports must specify reasons for any delays, and a revised timeline must be submitted with the report.

### **1.7. Priorities: Types of Projects to be Funded**

The following are examples of the types of projects that would be considered eligible for funding:

#### ***Closure of Unpermitted and unlined landfills***

Obtain the services of a professional engineer, surveyor, or firm with appropriate qualifications to prepare a well boring plan, groundwater monitoring plan; financial assurance cost estimate or other required plans;

Prepare or finalize closure and post closure care plans;

Obtain site survey for to determine elevations;

Complete field investigations of existing intermediate or other in-place cover or “caps,” availability and physical properties of on-site or other location soils for final capping and closure;

Improve or install fencing and vegetative cover;

Install new or additional permanent methane monitoring wells; and

Complete baseline sampling for new groundwater monitoring wells.

#### ***Protection of Groundwater***

Install additional groundwater monitoring wells, or replace or abandon unusable wells as necessary;

Install vadose zone monitoring wells, if appropriate for your site;

Complete baseline sampling for new groundwater monitoring wells;

Complete up to two rounds of groundwater sampling in one calendar year, if sampling has not been completed in the last two years, and applicant can demonstrate fiscal hardship, and inability to complete testing due to lack of other funding;

Contracting for and holding a one-day Household Hazardous Waste Collection event.

#### ***Post Closure Care of Landfills***

Install new or additional permanent methane monitoring wells;

Install and active methane venting system to help remedy a site by reducing groundwater contamination from Volatile Organic Compounds (VOCs); and

Undertake investigation to determine reasons for exceedances of groundwater standards;

#### ***Existing Solid Waste Facility Improvements/Modifications***

Purchase scale;

Add a new solid waste collection center to improve access to services;

Purchase a waste compactor; and/or purchase additional roll off containers;

#### ***Solid Waste Planning***

Complete a cost benefit analysis based on annual solid waste tonnage to determine the most cost effective solid waste management method in your area (i.e. comparison of a landfill and a transfer station or collection

center) or compare cost of Construction and Demolition Debris landfill in conjunction with MSW collection center and transport to an existing landfill, with local landfill);

Prepare a solid waste management plan to determine a future schedule of costs and if a joint powers agreement with other municipalities or adjoining counties would be more cost effective to reach economies of scale.

### ***Solid Waste Facility Establishment***

Professional engineer, surveyor, or firm with appropriate qualifications to prepare portions of a facility permit application to address siting requirements 20.9.2-10 NMAC.

## **1.8. Eligible Funding Items**

The following items may be included for reimbursement, but are not necessarily limited to:

- Costs of engineering other professional and or technical services for:
  - preparation engineering plans, designs, specifications, construction quality assurance reports and bid documents for collection centers, transfer stations, registered and permitted landfills, or other solid waste facilities;
  - closure plans and post-closure care plans (including: final cap designs, final elevation contours and slopes and storm water management plans, field investigations to determine depth of cover, and obtaining and undertaking laboratory testing to determine on-site or off-site borrow soil properties);
  - installation of groundwater monitoring wells (detection or assessment wells), groundwater boring/investigation, preparation of groundwater monitoring plans and reports, one round of baseline groundwater monitoring;
  - land surveys and obtaining air photos of facilities to create base maps, or to use to develop final landfill cap elevations;
  - completing financial assurance cost estimates, establishment of groundwater Assessment Monitoring Levels (AMLs), groundwater statistical evaluations and determination of Assessment Monitoring Levels (AMLs) or UTLVs; and
  - for facility design, facility upgrades, inspection during construction of caps, preparation of CPC plans for landfill closures, supervision of installation of groundwater and methane monitoring wells, development of closure or facility remediation plans; or other services as pre-approved by the Department and as specified in workplan;
- Costs for contracted facility construction, (i.e., concrete pads, retaining walls, structures, access ramps, equipment rental, installation of landfill final cover, collection centers)
- Costs for closure of landfills, purchase of suitable soil that meets specifications, rental of equipment, fencing and seeding;
- Installation of new or additional monitoring wells, five rounds of baseline (background) assessment monitoring for new wells, installation of permanent methane monitoring points;
- One round of non-baseline testing/monitoring of existing groundwater wells, if an applicant includes a demonstration signed and notarized by a chief fiscal officer regarding inability to pay for such services; and
- Purchase of equipment or items directly related to the operation or improvement of operations of a solid waste facility. (i.e., scales, waste compactors, 40-yard collection boxes, trailers, bin ramps, etc...)

## **1.9. Items Not Eligible for Funding**

- Cost of purchase of land, water rights, easements, rights-of-way, legal costs, fiscal agents' fees;

- Remediation costs for which an organization is already liable or required to complete as part of a settlement agreement;
- Administrative expenses (including grant application preparation, management of grant, and costs associated with preparation of the grant work-plans, copying, photography, quarterly reports, invoicing, or a final report, if deemed necessary);
- Operating costs associated with normal waste management or compliance unless specified herein in the eligible expenses list; activities;
- On-going operational costs such as fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables;
- Any activity or equipment associated with management of tires;
- Utilities (electricity, water, telephone, etc);
- Hiring staff or reimbursement of existing staff salaries;
- On-going operational costs such as hauling and transportation of solid waste;
- Fuel costs, maintenance or repair of equipment;
- Any activity or equipment associated with management of tires;
- Any activity or equipment associated with recycling (Recycling grants are awarded via funded provided by the RAID Act);
- Expenditures that do not directly relate to the approved work-plan or that were not specified in the grant application and shown on the budget sheet;
- Any work, consulting or other tasks undertaken prior to the finalization of a signed contract, and the applicant's receipt of a State Purchase Order for the amount of the grant award;
- Costs that exceed the grant award amount; and
- Any other item as deemed ineligible by NMED, SWB.

## PART 2. GRANT SUBMITTAL AND EVALUATION PROCESS

### 2.1. Grant Contact Information

Please contact the following persons if you have questions about grant preparation:

Auralie Ashley-Marx  
 Chief, Solid Waste Bureau Room S2050  
 1190 St. Francis Drive  
 P.O. Box 5469  
 Santa Fe, NM 87502-5469  
 505 827-2775  
[auralie.ashley-marx@state.nm.us](mailto:auralie.ashley-marx@state.nm.us) or

NMED  
 Terry Nelson  
 Permit Section Manager  
 505-827-2328  
[Terry.nelson.1@state.nm.us](mailto:Terry.nelson.1@state.nm.us)

**A no answer in any box in the chart below indicates that your project is not eligible for this grant.**

### 2.2. Grant Checklists (Must be completed)

GRANT APPLICATION ELIGIBILITY CHECKLIST	Response
Grant assistance is available on a competitive basis to qualified municipalities and counties, individually or jointly, solid waste authorities, and educational institutions for solid waste facilities.	N/A
Is your organization a municipality, county, cooperative association, or solid waste authority?	Yes_____No_____
Have you checked to ensure that the project you are applying for is not on the "Items/projects no to be funded" list?	Yes_____No_____

### Submittal requirements for the New Mexico Solid Waste Facility Grant Fund

GRANT APPLICATION DOCUMENT CHECKLIST	ATTACHED
PART 2. APPLICATION FORM	
PART 3. BUDGET DETAILS	
PART 4. LITIGATION AND LIABILITIES, LAND INFORMATION	
PART 5. CERTIFICATIONS	

### 2.3. Grant Evaluation Process

The New Mexico Environment Department will receive grant applications and will conduct a review based on the assessment criteria specified in 20.9.300 (B) (2) NMAC. All applications will be reviewed for completeness, eligibility, technical merits, and financial capability, based on the priority ranking criteria. Incomplete or improperly completed applications will be eliminated from further consideration.

The ranking matrix is attached for consideration in Section 2.3. A review committee from the Solid Waste Bureau and potentially other bureau representatives, and possibly other persons without conflicts of interest will review all properly completed applications and develop ranking scores based on the matrix. Recommendations will be given to the Secretary of the Environment Department for final approval. Highest priority is based on greatest need without ability to fund the proposed activity by other sources. Procedures have been established to ensure equitable and reasonable allocation of funds where there are not sufficient funds available to provide grants to all eligible projects for which applications have been receive

Applications will be ranked for each listed criteria with a value from 0 to 10, 10 being the highest value. The sum of the awarded value shall be multiplied by the weight of each criterion, and totaled for the score of the application. The total score will determine its rank when compared to other applications. The maximum attainable score is 1,100.

## 2.4. Ranking Criteria Summary

RATING FACTORS	AWARD VALUE	WEIGHT
<b>FISCAL CAPACITY/SELF –FUNDING CAPABILITY</b> Points awarded relative to extent that local resources, bonding capacity, gross receipts taxing are unavailable or inadequate. The greater the absence of local funding capacity the higher the score.	UP TO 10 POINTS	x 25
<b>ABILITY TO SUSTAIN OPERATION -- SUSTAINABILITY ( INCLUSION OF INFORMATION AS TO WHY THIS PROJECT SUCCEED AND CONTINUE?)</b> The greater the ability to sustain operation without additional grant funding the higher the score.	UP TO 10 POINTS	x 10
<b>LENGTH OF TIME PROJECT WILL PROVIDE BENEFICIAL USE (UP TO 25 YEARS)</b> Greater length of time and longer-term benefits to a community, the higher the score. Points will be awarded based on the length of time which any facility or improvement will satisfy the requirements of geographical area.	UP TO 10 POINTS	x 10
<b>SIZE OF TARGET AREA/POPULATION SERVED</b> One point will be awarded for each 1,000 population increment served up to 10 points.	UP TO 10 POINTS	x 10
<b>ABILITY TO OPERATE AND MAINTAIN FACILITY/SYSTEM AND SUCCESSFULLY COMPLETE GRANT</b> The greater the demonstrated ability of the applicant to demonstrate operational competency the higher the score. Applications will be awarded points based on the extent that the applicant can demonstrate ability by past facility/system operation, professional qualifications of key personnel. Previous success in completing grants on time, complying with reporting requirements, and providing reimbursement requests.	UP TO 10 POINTS	x 10
<b>DEMONSTRATION OF PROJECT NEED</b> Points will be awarded based on extent to which any project is necessary. The greater the project need; the higher the point award value.	UP TO 10 POINTS	x 20
<b>REGULATORY NON-COMPLIANCE AND NATURE OF VIOLATIONS</b> The greater the significance of correction of violation(s) in terms of protecting public health and environment, the higher the score. Point awards will be based on the extent an applicant's request remedies underlying causes of regulatory non-compliance and affects facility improvements.	UP TO 10 POINTS	x 10
<b>PROJECT URGENCY</b> Up to 10 points will be awarded based on the urgency of need for the project. The greater the urgency, the higher the score.	UP TO 10 POINTS	x 5
<b>REGIONALIZATION EFFORT</b> Points will be awarded as follows: 10 points for projects that service the entirety of at least 3 counties; five(5) points for at least two (2) counties; and two (2) points for the entirety of one (1) county.	UP TO 10 POINTS	x 10
<b>MAXIMUM POSSIBLE TOTAL SCORE</b>		<b>1100</b>

## 2.5. Application Format

It is essential that all successful applications correctly and completely fill out the Part 4 Application Form available as an electronic version on the SWB website [www.nmenv.state.nm.us/SWB/](http://www.nmenv.state.nm.us/SWB/); select solid waste from program menu, click on grant and loan tab on the left side menu. Incomplete applications may be removed from consideration by the committee or scored significantly lower than complete applications. If a question does not apply to your application, please note not applicable (N/A). Do not exceed the word limits listed. If attaching pages reference the Attachment pages in the appropriate section of the form, as “Attachment\_\_\_\_” by the number of your attachment. It is preferred that applications be provided in an electronic Microsoft Word document and Microsoft Excel, where applicable.

If you have trouble opening, using or filling in the electronic application, please contact Connie Pasteris at 505-476-3561.

## 2.6. Contracts

Successful applicants will be required to have an authorized agent sign a contract prior to the initiation of any activities associated with the grant. Any expenditure made prior to finalization of the contract by all parties are ineligible for inclusion for reimbursement.

## 2.7. Financial Officers

Successful applicants will be required to have a “Financial Officer” sign a contract prior to the initiation of any activities associated with the grant. Any expenditures made prior to finalization of the contract by all parties are ineligible for inclusion for reimbursement.

## 2.8. Mandatory Grant Training Session for Successful Applicants

Selected applicants will be required to have the designated “Project Manager” and “Financial Officer” attend a grant training session in Santa Fe prior to implementation of the project. The training is anticipated . take approximately 2 hours.

## 2.9. Project Implementation

Successful applicants may not start any activity associated with the grant until a contract is executed (signed by NMED and the authorized applicant’s representative) and issuance and receipt of by the applicant of a State Purchase Order. Any work started prior to

## 2.10. Required Quarterly Progress Reports

Applicants awarded grants will be required to submit written *quarterly reports* including but not limited to: up-dated time lines, a short narrative progress summary (including information about any delays, and the reasons for such delays), photos (if available), submission of itemized payment and reimbursement requests including supporting documentation with reimbursement request(s).

### PART 3. DEFINITIONS

TERM	DEFINITION
"Solid Waste Facility Grant Fund"	Fund established for the purpose of making grants to counties, municipalities and post-secondary educational institutions for solid waste facilities.
"Applicant"	Qualified municipalities and counties, individually or jointly, educational institutions.
"Solid Waste Facility"	Any public or private system, facility location, improvements on the land, structures or other appurtenance or methods used for processing, transformation, or disposal of solid waste, including landfill disposal facilities, transfer station and other similar facilities not specified.
"Participating organization" (as defined by the New Mexico Solid Waste Plan)	Grant applicant

## PART 4. NEW MEXICO SOLID WASTE FACILITY GRANT FUND

### Application Form

WORD FORM FOR USE AVAILABLE AT [www.nmenv.state.nm.us/SWB/](http://www.nmenv.state.nm.us/SWB/) AS DIRECTED BY SECTION 2.5 OF THESE INSTRUCTIONS

<b>DATE</b>	
-------------	--

<b>ORGANIZATION</b>			
<b>PROJECT TITLE</b>			
<b>PRIMARY CONTACT PERSON</b>			
<b>POSITION</b>			
<b>ADDRESS</b>		<b>STATE</b>	
		<b>ZIP</b>	
<b>EMAIL</b>		<b>PHONE#</b>	
<b>PERSON RESPONSIBLE FOR GRANT IMPLEMENTATION (IF DIFFERENT FROM CONTACT PERSON)</b>			
<b>POSITION</b>			
<b>ADDRESS</b>		<b>STATE</b>	
		<b>ZIP</b>	
<b>EMAIL</b>		<b>PHONE#</b>	
<b>RESPONSIBLE FISCAL OFFICER</b>			
<b>POSITION</b>			
<b>ADDRESS</b>		<b>STATE</b>	
		<b>ZIP</b>	
<b>EMAIL</b>		<b>PHONE#</b>	

TYPE OF ORGANIZATION			
<input type="checkbox"/>	MUNICIPALITY	<input type="checkbox"/>	SOLID WASTE AUTHORITY
<input type="checkbox"/>	COUNTY	<input type="checkbox"/>	JOINT PROJECT (PROVIDE DETAILS)
<input type="checkbox"/>	COOPERATIVE ASSOCIATION	<input type="checkbox"/>	

TYPE OF APPLICATION (CHECK ALL THAT APPLY)							
<input type="checkbox"/>	CLOSURE OF UNPERMITTED LANDFILL	<input type="checkbox"/>	GROUNDWATER PROTECTION	<input type="checkbox"/>	SOLID WASTE FACILITY IMPROVEMENTS	<input type="checkbox"/>	SOLID WASTE FACILITY PLANNING
<input type="checkbox"/>	ENGINEERING OR PROFESSIONAL SERVICES	<input type="checkbox"/> OTHER (EXPLAIN)					

<b>PROJECT DETAILS</b>
<b>SECTION 1</b>

<p><b>SUMMARY OF PROJECT—WHAT DO YOU INTEND TO DO AND ACHIEVE? WHERE DO YOU INTEND TO CONDUCT THE PROJECT?) (150 WORD MAXIMUM) ATTACH PAGE, IF NECESSARY. REFERENCE ATTACHMENT WITHIN THIS SECTION.</b></p>
i

<p><b>METHODOLOGY (HOW WILL YOU COMPLETE THE PROJECT, AND HOW YOU WILL MEET THE MANDATED TIME FRAME?) (300 WORD MAXIMUM) (ATTACH A TIME-LINE). INCLUDE SHORT SUMMARY OF PREVIOUS SWFGS RECEIVED AND WHY YOU FEEL YOU WERE SUCCESSFUL IN COMPLETING PROJECT.</b></p>

SECTION 2 — RANKING FACTORS	
<b>FISCAL CAPACITY/SELF FUNDING CAPABILITY (50 WORD MAXIMUM)</b>	<b>/25</b>
Can this project be implemented without this application being funded?	Yes/No
Could you bond for this project? If no explain why in the line below	Yes/No
Could you obtain a loan for this project? If no explain why in the line below	Yes/No
Can you match the total requested grant amount with local funds?	Yes/No
Have you established Financial Assurance (FA) for this facility? If no explain why no FA.	Yes/No
FA Amount \$	Mechanism(s) Used:

<b>ABILITY TO SUSTAIN OPERATION WITHOUT ADDITIONAL GRANT FUNDING-- WHY WILL THIS PROJECT SUCCEED AND CONTINUE? (MUST ANSWER QUESTIONS 1 – 3)</b>	<b>/10</b>
1) If this grant cannot be fully funded, what costs can be eliminated/ reduced or what alternative financing is available to assure completion of the project?	
2) How will this facility/program/effort be funded in the future?	
3) Were alternative solutions considered to address the goals of this project and why were they not chosen?	
Narrative <b>(50 WORD MAXIMUM FOR NARRATIVE)</b>	


**LENGTH OF TIME FACILITY/PROJECT/IMPROVEMENT WILL PROVIDE BENEFICIAL USE (UP TO 25 YEARS)-- (50 WORDS) THE GREATER THE LENGTH OF TIME THE HIGHER THE SCORE /10**


**SIZE OF TARGET AREA/POPULATION SERVED (DESCRIBE IN SPACE PROVIDED BELOW) /10**


**ABILITY TO OPERATE AND MAINTAIN FACILITY/SYSTEM AS DEMONSTRATED BY PAST OPERATING EXPERIENCE AND PROFESSIONAL QUALIFICATIONS OF KEY STAFF (50 WORDS) /10**


Are you going to use grant funds to hire a professional consultant?	Yes/No
---	--------

Has your staff successfully prepared an RFP for professional services in the past?	Yes/No
Do you need assistance with preparing a Scope of Work and s RFP?	Yes/No
<b>DEMONSTRATION OF PROJECT NEED. THE MORE SEVERE THE NEED, THE HIGHER THE SCORE /20 (100 WORDS)</b>	
<b>EXPLAIN REGULATORY NON-COMPLIANCE AND NATURE OF VIOLATIONS. HIGHER NUMBER OF POINTS AWARDED BASED ON EXTENT ANY PROPOSED FACILITY OR IMPROVEMENT WILL REMEDY UNDERLYING CAUSES FOR REGULATORY NON-COMPLIANCE (75 WORDS) /10</b>	

<b>PROJECT URGENCY—UP TO 10 POINTS AWARDED BASED ON URGENCY AND NEED /10 FOR PROPOSED PROJECT (50 WORDS)</b>
<b>REGIONAL OR JOINT APPLICATION BY MORE THAN ONE MUNICIPALITY OR COUNTY /10 WILL SCORE HIGHER (PROVIDE INFORMATION ABOUT PARTNERS, IF ANY)—(50 WORDS)</b>

### 4.1. Budget Details

DETAILS MUST BE PROVIDED FOR EVERY EXPENSE ITEM REQUESTED

SECTION 1— BUDGET (SEE BUDGET JUSTIFICATION ON THE FOLLOWING PAGE)				
EXPENSE ITEM ♦ <small>♦ May include planning, design, engineering, labor, equipment, services, construction, materials, etc.</small>	GRANT APPLICATION AMOUNT	APPLICANT CONTRIBUTION		TOTAL
		IN-KIND	CASH	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>TOTAL</b>				

*Note up to 10% Contingency Costs may be budgeted, if a detailed explanation of exactly what the contingency will be used for is provided.*

**BUDGET SUMMARY**

APPLICANT CONTRIBUTION	IN-KIND	CASH	TOTAL

REQUESTED GRANT APPLICATION AMOUNT	TOTAL

**SECTION 2 — BUDGET JUSTIFICATION (HOW DID YOU CALCULATE THE ABOVE BUDGET?)**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**PART 5. LITIGATION AND LIABILITIES, LAND  
INFORMTION**

<b>IS THERE PENDING LITIGATION OR OTHER CONTINGENT LIABILITIES THAT HAVE A BEARING ON THIS PROJECT OR APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF "YES", EXPLAIN)</b>
<b>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"/> NOT APPLICABLE <input type="checkbox"/> NO (IF "NO", EXPLAIN)</b>
<b>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 (IF "NO", EXPLAIN)</b>

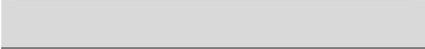
## PART 6. CERTIFICATIONS

### 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 or Solid Waste Authority, or Educational Institution.)

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.

	
	Title:
Signature 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 in Part 1 of the Grant 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.

	
	Title:
Signature of responsible financial officer	
Printed name responsible financial officer	Date: