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# **Solid Waste Facility Grant Application Form**

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**New Mexico Environment Department  
Solid Waste Bureau**

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**Fiscal Year 2024**

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# Introduction: Purpose and Overview

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The purpose of this biannual, competitive grant funding is to assist New Mexico solid waste facilities to implement projects that will help protect the health of the environment and residents of New Mexico now and for future generations. Funding for the Solid Waste Facility Grant is made available by revenues from penalties associated with Solid Waste Bureau enforcement actions. The grant program is authorized by the New Mexico Solid Waste Act, Section 74-9-40.C NMSA 1978, and Solid Waste Rules, 20.9.25 NMAC. The purpose of this grant is to enable development, engineering, construction, and operation of solid waste facilities and systems throughout the state.

Up to \$100,000 will be available for the state fiscal year 2023-2024 grant cycle.

**Note: This is a reimbursement grant;** entities are required to cover the cost of project expenditures up front.

## Application Instructions

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1. Before beginning the application, contact the New Mexico Environment Department (NMED), Solid Waste Bureau (SWB), to discuss your project. Contact Outreach Section Specialist Sonia Suazo at:

[Sonia.Suazo1@env.nm.gov](mailto:Sonia.Suazo1@env.nm.gov)

(505) 827-0197

2. Read all instructions and complete the application.

3. Submit the completed, signed application to the NMED Solid Waste Bureau via e-mail, fax, or mail **by 5:00 p.m. on Friday, April 28, 2023**. Applications received after this time will not be considered for funding regardless of post-mark date or e-mail and fax sending date and time. It is the applicant's responsibility to ensure NMED received the application by the deadline regardless of any delays caused by unexpected internet or computer-related issues with the applicant or with the NMED Solid Waste Bureau. Applicants are strongly encouraged to allow for enough time before the deadline in case of any such issues. Out of fairness to all applicants, there will be no exceptions.

## **Submit Completed Applications to:**

**E-mail (preferred method):**

[swb.inbox@env.nm.gov](mailto:swb.inbox@env.nm.gov)

**Fax:**

(505) 827-2902

**Mail:**

U.S. Postal Service

New Mexico Environment Department

Solid Waste Bureau

Attn: Outreach Section

P.O. Box 5469

Santa Fe, NM 87502

UPS & FedEx

New Mexico Environment Department

Solid Waste Bureau

Attn: Outreach Section

1190 S. St. Francis Dr. #N2150

Santa Fe, NM 87505

Applications submitted after **5:00 PM Friday, April 28, 2023** will not be considered for funding regardless of post-mark date or e-mail and fax sending date or time.

## Eligible Applicants

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Only the following entities may apply for Solid Waste Facility Grant funding:

- Counties
- Municipalities
- Solid waste authorities

Multiple eligible entities may submit a grant application jointly. Ineligible entities may partner with an eligible entity.

All applicants are required to meet the eligibility criteria listed in 20.9.25.9.B NMAC.

## Eligible Expenses

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Please contact the NMED Solid Waste Bureau to discuss how expenses associated with the proposed project may fit within eligible expenses. Eligible expenses are described in 20.9.25.9(C)(1) NMAC and include, but are not limited to:

- Planning for the development of a regional solid waste disposal facility or for regional disposal services
- Costs of engineering feasibility reports, contracted engineering design, inspection of construction, special engineering services which includes, but is not limited to, the preparation of operation and maintenance manuals
- Contracted facility construction, operation or system operation

## Ineligible Expenses

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The following expenses are ineligible for Solid Waste Facility grant funding. If completion of the proposed project requires these types of expenses, the applicant is encouraged to describe outside or in-kind sources of funding for these expenses. Ineligible expenses are described in 20.9.25.9(C)(2) NMAC and include, but are not limited to:

- Costs of water rights, land, easements and rights-of-way
- Legal costs
- Fiscal agents' fees
- Applicant administrative costs

# Application Scoring

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In accordance with the Solid Waste Rules, 20.9.25.9.D(4) NMAC, solid waste facility grant applications are reviewed and scored by NMED.

Upon receipt of grant applications, the Solid Waste Bureau will screen applications for eligibility, completeness, and adequacy of technical and financial information. Solid Waste Bureau staff will score the eligible applications according to criteria described in 20.9.25.10 NMAC and will provide recommendations for funding to the NMED Cabinet Secretary, who gives final approval for funding.

Applications will be scored based on the prioritization criteria described in 20.9.25.10 NMAC, with a maximum score of 1100 points. Applicants should describe a proposed project as completely as possible, with these scoring criteria in mind, in the application. Applicants should be prepared to answer questions regarding their project or content of their application by Solid Waste Bureau staff during the scoring process. Applications will be prioritized using the following criteria:

Rating Factors	Maximum Points
<p>a <b>Fiscal capacity/self-funding capability.</b> Points will be awarded to the extent that local resources, including bonding capacity, gross receipts taxing authority, are unavailable or inadequate for use on the proposed project. The greater the absence of local funding capacity, the higher the score.</p>	<p><b>250</b></p>
<p>b <b>Ability to sustain operation w/o additional grant funding.</b> Points will be awarded to the extent that the applicant can demonstrate sufficient financial support or revenues to sustain the operation of any facility or system after this award without additional grant funding. The greater the ability to sustain operation without additional grant funding the higher the score.</p>	<p><b>100</b></p>

Rating Factors	Maximum Points
<p>c <b>Estimated beneficial time period</b> (i.e., life of facility). Points will be awarded based on the length of time which any facility or improvement will satisfy the requirements of the affected geographical area. The greater the length of time (up to twenty-five years) of beneficial use the higher the score.</p>	<p><b>100</b></p>
<p>d <b>Size of target area/population served.</b> One point will be awarded for each 1,000-population increment served up to 10 points. Credit will be given to combined populations in the event of joint applications. The larger the target area/population served, the higher the score.</p>	<p><b>100</b></p>
<p>e <b>Ability to operate and maintain facility/system.</b> Points will be awarded to the extent that the applicant can demonstrate satisfactory ability to operate and maintain any proposed facility. Such demonstration may include past facility/system operating experience or professional qualifications of key personnel. The greater the demonstrated ability to operate and maintain the proposed facility the higher the score.</p>	<p><b>100</b></p>
<p>f <b>Demonstration of project need.</b> Points will be awarded based on the extent to which any project is necessary. The more severe the project need for the project the higher the score.</p>	<p><b>200</b></p>
<p>g <b>Regulatory non-compliance and nature of violations.</b> Points will be awarded based on the extent to which any proposed facility or improvement will remedy underlying causes for regulatory non-compliance. The greater the significance of the corrected violation(s) in terms of protecting public health and the environment the higher the score.</p>	<p><b>100</b></p>

Rating Factors	Maximum Points
h <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.	50
i <b>Regionalization Effort.</b> Up to 10 points will be awarded to the extent that an application is jointly made by more than one municipality or county. The greater the regionalization effort the higher the score.	100
<b>Maximum Total Points</b>	<b>1100</b>

## Grant Administration

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Final budgets, project schedules, and other details of the grant agreement will be negotiated with the NMED Solid Waste Bureau after a grant award offer is made and accepted.

**Mandatory grant administration training:** The grant manager (also known as the “grantee representative,” the person who will be managing the grant) and the grantee chief financial officer (the person who will be submitting reimbursement requests) must attend a grant administration training to be held **10 a.m. to 11:30 a.m., Friday, June 9, 2023**, via remote on-line meeting. If the grantee representative and grantee chief financial officer are unable to attend this meeting, the grant offer may be rescinded.

**This is a reimbursement grant program.** The grantee must be able to incur the costs until NMED issues the reimbursement. NMED will issue reimbursement when 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), pueblos, tribes, or nations may follow their own procurement policy, should they have one.

It is extremely important that grantees comply with New Mexico Procurement Code or their own procurement policy. NMED may deny a reimbursement request if it determines that a purchase was made that was not in compliance with the appropriate procurement code or policy.

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 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, 2024.**

## Application Form

<b>Organization Name:</b>	<b>Amount Requested:</b>
<b>Type of Organization:</b> <input type="checkbox"/> Municipality <input type="checkbox"/> Solid Waste Authority <input type="checkbox"/> County	
<b>Project Title:</b>	

## Grant Manager

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

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

## Application Preparer

Enter the information for the individual who prepared the application.

<b>Name:</b>	<b>Position:</b>
<b>Organization:</b>	
<b>E-mail Address:</b>	<b>Phone:</b>

## Project Description

(Required)

**At what facility or site do you intend to complete the project?**

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**Clearly summarize the proposed project:**

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**Project Outcomes and Metrics** **(Required)**

**Describe the desired outcome of the proposed project:**

**How will you know that you have achieved the desired outcome? Describe your internal metrics to measure success of this project:**



<b>Total (this is your Amount Requested):</b>		

**For budget items that you did not receive quotes for, describe how you determined the amount requested for funding. If online research was conducted, please attach with application.**

**Will any local funding, matching funds or in-kind funds be contributed to this project? If yes, describe any sources, estimation of the amount, and types of services:**

In-kind contribution: An entity's contribution of goods, services, or any other assets to the project.  
 Matching funds: Funds the entity is providing for the project in addition to the amount awarded.

**Has your entity or partnering entity previously designated funds to address this issue? If yes, provide an estimation of the amount spent and describe the outcome of any prior project.**

**What sources or types of funding will support continuation of this project in the future, after the grant award has been spent?**

## Priority Ranking Categories

Answers to the following questions will be used to rank applications pursuant to 20.9.25.10 (B)(2) NMAC. The maximum number of points available for each priority ranking category are stated in each category heading.

### a) Fiscal capacity/self-funding capability

250 points max.

To what extent are local resources, including bonding capacity or gross receipts taxing authority, available for use on the proposed project? (Choose one)

- a. No local funding available
- b. Local funding is available for 1 percent to 29 percent of the proposed project expenses
- c. Local funding is available for 30 percent to 59 percent of the proposed project expenses

### b) Ability to sustain operation without additional grant funding

100 points max.

How will your entity support the continued operation of the proposed project without additional grant funding? For example, describe new or increased revenue streams.

### c) Estimated beneficial time period

100 points max.

Describe the expected length of time (number of years) the proposed project will serve its intended function to benefit the local community/impacted community. Include supporting evidence or rationale for this determination.

**d) Size of target area/ population served**

**100 points max.**

**What is the population of the target area served by the proposed project? For projects proposed as a partnership, include the combined population of the partnering entities.**

**List the communities included in this calculation:**

**e) Ability to operate and maintain facility system**

**100 points max.**

**Describe your organization's experience operating and maintaining a facility or system similar to the proposed project. Include professional qualifications of key staff or other relevant information.**

**Will the proposed project require any new staff positions be created or require duties of existing staff to be expanded? Explain, including a description of any training needed and how training will be accomplished:**

**f) Demonstration of project need 200 points max.**

**What problem does the proposed project solve? Describe how the proposed project will help to protect the environment and human health in New Mexico:**

**g) Regulatory non-compliance and nature of violations 100 points max.**

**Explain how the proposed project will remedy underlying causes for any existing or potential regulatory non-compliance:**

**h) Project urgency**

**50 points max.**

**Why is it important to award funding for this project now? What makes this issue especially urgent? Include a description of direct impacts to human health and/or the environment that require immediate attention:**

**Can work begin on the proposed project as soon as a grant agreement is executed by NMED? That is, is the project shovel-ready?**

**i) Regionalization effort**

**100 points max.**

**Which counties will the proposed project serve in their entirety? For this question, name only counties that will be served in their entirety.**

**What entities are partnering on the proposed project? What is each entity contributing (such as: in-kind or matching funds, use of equipment or vehicles, staff assistance, administrative support, etc.)?**

**Mandatory Training (Required)**

**Do you understand that the grant manager and the financial officer must attend a grant administration training on Friday, June 9, 2023, and that a grant offer may be rescinded if both people do not attend?**

Yes - The Grant Manager will attend the training on Friday, June 9, 2023 (required)

Yes - The Financial Officer will attend the training on Friday, June 9, 2023 (required)

I understand that any grant offer may be rescinded if the training is not attended by both people. (required)

**The attachment of supplemental or supporting documentation to this application is optional. Provide a list of attachments (with file names) here:**

**NOTE: Only certified Adobe Acrobat signatures will be accepted in lieu of wet signatures**

**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 have 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. (Responsible financial officer is the applicant’s chief financial officer or certified procurement officer.) 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