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# Recycling Application

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## **Recycling and Illegal Dumping Grant**

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New Mexico  
Environment Department

Solid Waste Bureau and  
Recycling and Illegal Dumping Alliance

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**2021 – 2022**

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## Introduction: Purpose and Overview

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*Note: This application should be used for all recycling, education, non-abatement tire projects, and illegal dumping outreach and education projects. For illegal dumpsite abatement projects (tire and non-tire) please use the Illegal Dumpsite Abatement Application.*

The purpose of this annual, competitive grant funding is to assist New Mexico communities 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 Recycling and Illegal Dumping (RAID) grant is made available by fees paid on state of New Mexico motor vehicle registrations. The purpose of this grant is to off-set the environmental impact of scrap tires in the state, as well as provide funding for recycling and illegal dumping projects throughout the state.

**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 SWB Outreach Specialists at:

<a href="mailto:Levi.Lementino@state.nm.us">Levi.Lementino@state.nm.us</a>	(505) 795-1255
or	
<a href="mailto:Amanda.Otieno@state.nm.us">Amanda.Otieno@state.nm.us</a>	(505) 795-1502
or	
<a href="mailto:Genevieve.Morgan@state.nm.us">Genevieve.Morgan@state.nm.us</a>	(505) 490-5356

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 Tuesday, March 23, 2021**. Applications received after this time will not be considered for funding regardless of post-mark date or e-mail and fax sending date or time. It is the applicant's responsibility 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. Out of fairness to all applicants, there will be no exceptions

## Submit Completed Applications to:

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

[Levi.Lementino@state.nm.us](mailto:Levi.Lementino@state.nm.us)

or

[Amanda.Otieno@state.nm.us](mailto:Amanda.Otieno@state.nm.us)

or

[Genevieve.Morgan@state.nm.us](mailto:Genevieve.Morgan@state.nm.us)

**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

## **Eligible Applicants**

Only the following entities may apply for RAID grant funding:

- Municipalities
- Counties
- Pueblos, tribes, and nations
- Solid waste authorities
- Land grant communities
- Cooperative associations (as defined in the Recycling and Illegal Dumping Act, Section 74-13-3 NMSA)

Applications submitted by ineligible entities will not be reviewed by the RAID Alliance. Ineligible entities, such as school districts, non-profits, and other organizations, are encouraged to partner with eligible entities. Land grant communities that have no financial structure (checking account, fees, etc.) are encouraged to partner with the county in which they are located.

## **Eligible Expenses**

Please contact the NMED Solid Waste Bureau to discuss how expenses associated with the proposed project may fit within eligible expenses. Eligible expenses include:

- Offsetting the cost of scrap tire collection and recycling
- Establishing recycling and organics recycling (composting) facilities
- Purchasing equipment for recycling, organics recycling and scrap tire management
- Performing marketing regarding recycling, organics recycling, and scrap tire management
- Purchasing recycled products directly from the recycling facility that produces them and utilizes at least 95% of recycled material sourced in New Mexico
- Providing educational outreach regarding scrap tire management, recycling, organics recycling and illegal dumping

- Developing recycling and organics recycling infrastructure
- Contracting with vendors to promote recycling

## **Ineligible Expenses**

The following expenses are ineligible for RAID 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 include:

- Internal expenses such as staff salaries and hourly wages
- 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 copying/printing services (a.k.a. indirect costs, "IDC")
- Recycling processing which utilizes less than 95% of recyclable materials from sources in New Mexico
- Costs associated with the engineering and construction for civil engineering applications using tire bales
- The purchase of used equipment unless it has a warranty, a service agreement, or a third-party appraisal and inspection
- Litter clean-up (not the same as illegal dumpsite abatement)
- 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
- The purchase of equipment that can be used for purposes other than those described in the grant application
- Dumpsite/tire abatement at private businesses and private properties that have received money to manage their waste

## **Award Process**

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### **Available Funding**

About \$800,000 will be available for the 2021-2022 grant cycle. Two-thirds of the grant fund is available for scrap tire management, and one-third is available for illegal dumping abatement and recycling 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 needed in their communities to protect human health and the environment.

In accordance with the New Mexico Recycling and Illegal Dumping (RAID) Act, RAID grant applications are reviewed, and funding recommendations are made by the RAID Alliance. The RAID Alliance is appointed by the NMED cabinet secretary and comprises members from various sectors that deal with solid waste.

Upon receipt of grant applications, the Solid Waste Bureau will screen applications for eligibility, completeness, and adequacy of technical and financial information and provide qualifying applications to the RAID Alliance for review. After the RAID Alliance scores the applications, the Alliance will meet to discuss awarding, starting with the highest scoring application. The RAID Alliance makes recommendations for funding to the NMED Cabinet Secretary, who gives final approval for funding.

## Application Scoring

Each Alliance member will score each application from 0-100 based on the prioritization criteria on the following page, which are established by the Recycling, Illegal Dumping, and Scrap Tire Management Rules and the RAID Alliance. 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 members of the RAID Alliance and/or Solid Waste Bureau staff during the scoring process. Recycling applications will be prioritized using the following criteria:

Priority Category	Possible Points Given
Project Outcomes and Metrics	12
Need and Urgency	10
Project Budget and External Funding	8
Consistency with Surrounding Land Use	3
Population Served	5
Diversion	10
Education	10
Innovation	10
Long-Term Plan	10
Collaboration and Partnerships	15
Alternative Solutions	2
Grant Writing Workshop Attendance	5
<b>Total</b>	<b>100</b>

*Different criteria apply to illegal dumpsite abatement applications; see the [Illegal Dumpsite Abatement Application](#) for more details.*

Once all Alliance members have scored the applications, the scores will be averaged to determine an overall score for the application. The score establishes the order in which applications will be discussed by the RAID Alliance during the Award Meeting.

## **Award Meeting**

The RAID Alliance will meet at 9:30 am via remote on-line meeting on **Friday, May 7, 2021**, to discuss proposed projects, beginning with the highest scoring applications. Applicants and the public are welcome and encouraged to attend. The RAID Alliance will discuss each qualified application and vote to fully fund, partially fund, or not to fund the project. The majority vote stands as the decision of the RAID Alliance.

The Alliance's recommendations are provided to the NMED Cabinet Secretary. After the Secretary's approval, the Solid Waste Bureau 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 accepting or declining the grant offer.

**NOTE:** Applicants may be offered a partial award of the requested funding. The applicant will have an opportunity to reject the offer if the project is impossible without being fully funded but will not have an opportunity to contest the offer. Please indicate on page 10 of this application whether you would be able to accept partial funding.

## **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 "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 **10:00 to 11:30 a.m., Friday, June 11, 2021** 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, 2022.**

## Application Form

<b>Organization Name:</b>	<b>Amount Requested:</b>
<b>Type of Organization:</b>	
<input type="checkbox"/> Municipality	<input type="checkbox"/> Land Grant Community
<input type="checkbox"/> County	<input type="checkbox"/> Cooperative Association
<input type="checkbox"/> Pueblo, Tribe, or Nation	<input type="checkbox"/> Solid Waste Authority
<b>Type of Project:</b> (Check <b>one box</b> only)	
<input type="checkbox"/> Non-Tire Project	<input type="checkbox"/> Tire Project
<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> (if applicable)			
<b>Mailing Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>E-mail Address:</b>		<b>Phone:</b>	

**Project Description**

(Required)

**Clearly summarize the proposed project:**

**Outcomes and Metrics**

12 Points

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

**How will you know that you have achieved the desired outcome?**

**How does this project further the goals of the RAID Act and/or the New Mexico Solid Waste Management Plan?**

**Need and Urgency**

10 Points

**Describe how this proposed project will help to protect the environment and human health in New Mexico:**

**Describe the solid waste problem this proposed project is seeking to address:**

**Why is it important to award funding for this project now? What makes this issue urgent?**

**Budget and External Funding** 8 Points

**Based on your research for this project, list each item for which funding is requested, and the approximate amount needed for each item. Please be as specific as possible:**

Budget Item	Amount (\$)	Quote Attached? (Yes/No)

**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?**

**Please check the box if you have attached any of the following documents (optional):**

Quotes for items listed in your budget table

Budget Timeline *(a projection of when grant funds will be used between July 1 ,2021 and June 30, 2022)*

**Consistency with Surrounding Land Use**

**3 Points**

**If establishing a recycling or composting facility, will the facility be consistent with surrounding land use? If no, explain how you will address this issue.**

<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Describe efforts made to ensure this grant project does not negatively impact surrounding land or affected populations:**

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**Population Served**

**5 Points**

**Describe the population served by this project:**

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**Diversion**

**10 Points**

**How does this project focus on the diversion of recyclable materials or organic materials (yard trimmings, food scraps, or other organics) through recycling, reuse, composting, or source reduction?**

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**Education**

**10 Points**

**For educational projects, describe how this project will achieve high-impact results. How will results be measured?**

**If your project involves a marketing or public awareness campaign, what specific materials do you plan to purchase to accomplish project goals?**

**What methods will you use to promote your grant project and inform your community of your grant award?**

**Innovation**

**10 Points**

**In what way does this project reflect a locally innovative or creative approach to recycling or scrap tire management?**



**Long-Term Plan**

**10 Points**

**Does this project seek to implement elements of an existing community, local, or regional solid waste management or recycling plan? If yes, attach a summary of the plan and describe how this project addresses a specific part of that plan.**

**What efforts, if any, are being made to ensure this program will continue after the grant funds have been spent?**

**In what way does your local government support this project?**

**Please check the box if you have attached the following document (optional):**

Summary of your Community/Regional Solid Waste Management Plan or Recycling Plan

**Collaboration and Partnerships**

**15 Points**

**How does this project emphasize local and/or regional collaboration (for example, matching funds, use of equipment, staff assistance, etc.)? Who are you partnering/collaborating with on this project?**

**Please check the box if you have attached the following document** (optional):

<input type="checkbox"/> Letters of Support or Memorandum of Understanding (MOU)
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**Alternative Solutions** 2 Points

**How has the problem this project is seeking to correct been addressed in the past?**

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**What is an alternative solution to this problem?**

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**Grant Writing Workshop** 5 Points

**Did the proposed grant manager or other representative from your entity attend the grant writing workshop on Friday, February 19, 2021, presented by the Solid Waste Bureau?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Please list the names of those who attended:**

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**Mandatory Training**

(Not Scored)

**Do you understand that the grant manager and the financial officer must attend a grant administration training on Friday, June 11, 2021, 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 11, 2021 (required)
  
- Yes – The Financial Officer will attend the training on Friday, June 11, 2021 (required)
  
- I understand that any grant offer may be rescinded if the training is not attended by both people. (required)

**Partial Funding**

(Not Scored)

**Will you accept partial funding, if awarded?**

- 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>Printed 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>Printed Name</b>	<b>Title</b>

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