
Solid Waste Facility Grant Application Form

New Mexico
Environment Department
Solid Waste Bureau

2013-2014

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Application Instructions

- 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.**
- 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 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 Additionally, if you itemize task costs, if a grant is withdrawn from another applicant, you may be allowed to amend your contract to receive additional funds for those tasks that were not funded.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 Santa Fe County	Date 4/3/2013
Project Title Ash Bins For Rural Santa Fe County Convenience Centers	Total Amount Requested \$ 6,500.00

Project Manager

Name Olivar A. Barela	Position SFC Solid Waste Utility Manager	
Address P. O. Box 276	State NM	Zip 87504
Email obarela@santafecounty.org	Phone 505-992-3068	

Is the Project Manager responsible for funding program activities?

- If different from contact person

Name Same as above	Position Click here to enter text.	
Address Click here to enter text.	State	Zip
Email Click here to enter text.	Phone Click here to enter text.	

Name of Contact Person

Name Teresa Martinez	Position Finance Director	
Address P. O. Box 276	State NM	Zip 87504
Email tmartinez@santafecounty.com	Phone 505-995-2780	

Type of Organization

<input type="checkbox"/> Municipality	<input type="checkbox"/> Solid Waste Authority
<input checked="" type="checkbox"/> County	<input type="checkbox"/> Cooperative Association
<input type="checkbox"/> Joint Project (Provide details below):	
Click here to enter text.	

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 checked="" type="checkbox"/> Equipment Purchase	<input type="checkbox"/> Other (Please specify below):
Click here to enter text.	

Summary of project

- What do you plan to accomplish if selected for a grant? 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

The seven Santa Fe County Convenience Centers serve the rural unincorporated areas of the county where demand for services are sometimes more diverse than the more urban areas. Recently, there has been more and more need to provide for proper ash disposal at the convenience centers. Presently, we have ash bins at the La Cienega, Nambe and Eldorado convenience centers. Last year Santa Fe County experienced a fire at one of the convenience centers from hot ashes that were disposed of on the tipping floor and later into the refuse trailer. The purpose of this grant request is to purchase 4 ash bins for the additional convenience centers, San Marcos, Stanley, Tesuque, and Jacona. The ash bins will be utilized by the patrons residing within the service areas of the convenience centers to dispose of fireplace ash from residences.

Methodology

- Explain how you will complete the project within the mandated time frame of June 30, 2014.
 - Must include or attach an itemized list of tasks that will be completed.
 - Who will be responsible for providing project oversight from your organization?
 - Specify if you will be using a Request for Proposal process or Bid process, and when such process(es) will be completed, or specify if you already have a multi-year professional service agreement in place. Provide the name of the firm if a contract agreement is already in place.
 - 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

Ash bins will be purchased utilizing the state price agreement or competitive 3 quotes. After purchase and delivery, County staff will place bins at each of the convenience centers mentioned. The purchase, delivery and setup will be accomplished within the specified period. Les Francisco, Santa Fe County Solid Waste Superintendent will be the responsible party to ensure that the ash bins are received and placed at the proper location within the convenience centers. Santa Fe County received a SSFG grant to purchase an electric refuse compactor for the Stanley Convenience Center. Stanley having an electric source was a perfect candidate to try an electric refuse compactor. The compactor has worked very well and has saved the County in the number of trips to the landfill. The savings in fuel, tires and manpower has more than paid for itself. Also, the initial diesel fueled compactor stationed in Stanley was moved to a remote no electric utility location in Nambe and has proved to save the County in having more efficient transportation of refuse to the landfill.

Budget Details

Provide specific details/description of each task.

- ★ Details **must** be provided for each task listed in the Budget Details section.
- ★ If necessary, list subtasks, especially under professional services/engineering.
- ★ Note that up to 10% contingency costs may be budgeted, if a detailed explanation of what tasks it would be used for is included.

Task #	Task Description
1	Receive quotes and verify with the Finance Dept. that funds are in place to procure ash bins.
2	Generate requisition for ash bins using State of New Mexico price agreements.
3	Upon receipt of PO; order ash bins.
4	Upon receipt of ash bins; inspect, inventory items and deliver to convenience centers.
5.	Document and process reimbursement.
	Click here to enter text.

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

Santa Fe County has the resources to fund the project. Presently, the Santa Fe County solid waste transfer stations provide ash collection services at four of its 7 transfer stations. There has been considerable request by the patrons to provide ash collection services at the other transfer stations. The grant request is for additional ash bins to place at the transfer stations. The ash bins will be use to collect residential ash from household applications, fireplaces, etc. The ash bins will mitigate the possibility of residential fire by disposing of ash at the transfer stations.

- Can this project be implemented without this application being funded?

Yes No

- Could you or have you tried bond for this project? Please explain.

Grant request is too small to incorporate bond financing.

- Could you or have you tried obtain a loan for this project? If you have not tried or you have been unable to get a loan, explain why.

Generally, Santa Fe County does not enter into loans for this type of purchase. However, the County has in some instances engaged in loans for equipment purchases.

- Can you match the total requested grant amount with local or other grant funds?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)
Click here to enter text.	

- 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?

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

- Have you established Financial Assurance (FA) for this facility?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> No (Please explain below)
FA Amount Available: \$ Type amount here.		
Mechanism(s) Used: Click here to enter text.		
Facility is not a landfill.		

Ability to Sustain Operation Without Additional Grant Funding

- Your answers to questions 1-4 should explain why this project will succeed and continue.
- ★ 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?

The ash bin project if not funded by this grant request, will be funded by the general funds of the county.

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

The ash bin project will be included in the general annual budget of the County together with the balance of the operating cost for solid waste management.

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

Alternative goals were to have the ash bins in areas where there was greatest demand. Now the demand for ash bins has grown to include all of the waste transfer stations. Additional ash bins are requested to meet the additional demand.

4. Provide 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.

Inkind contributions will be in the management of the bins and paying for the tipping fees associated with the disposal of the ashes.

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.

Life expectancy of the ash bins is greater than 25 years.

Size of Target Area/Population Served

- Describe target area, including number of persons served.

The Santa Fe County Solid Waste Section serves the unincorporated areas of Santa Fe County to include 70,000 households.

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

Click here to enter text.

5. If purchasing equipment, 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? If "No," specify what state or local procurement requirements will be followed.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)
Click here to enter text.	

6. If using a construction contractor, will a bid process be completed in compliance with local or state bid or procurement policies?

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

Demonstration of Project Need

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

- ★ 100 words maximum

The seven Santa Fe County Convenience Centers serve the rural unincorporated areas of the county where demand for services are sometimes more diverse than the more urban areas. Recently, there has been more and more need to provide for proper ash disposal at the convenience centers. Presently, we have ash bins at the La Cienega, Nambe and Eldorado convenience centers. Last year Santa Fe County experienced a fire at one of the convenience centers from hot ashes that were disposed of on the tipping floor and later into the refuse trailer. The purpose of this grant request is to purchase 4 ash bins for the additional convenience centers, San Marcos, Stanley, Tesuque, and Jacona.

Project Urgency

- Must provide enough details to demonstrate urgency for proposed project.
- ★ 50 words maximum

Diuring the past operating year, Santa Fe County has experienced two transfer stations fires from patrons bringing in hot ashes. Fortunately, there was minimal damage to the equipment and building. However, we feel that the greater the demand for the ash bin service; the greater the risk for ash fires at the transfer stations.

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

NONE

Provide Information Regarding Other Grant Experience

- Specifically, ability to manage the project and consultants, if applicable; understanding and use of state procurement requirements; budget management; provision of timely quarterly reports; and success of project.
- ★ 100 words maximum

Previous grants were written to purchase an electric compactor for the Stanley transfer station which allowed the maximization of the tons per trip from Stanley to the Caja del Rio Landfill. Subsequently, the diesel compactor initially in Stanley was later recommissioned to the Nambe transfer station where we were able to utilize the compactaion of refuse and maximize the loads to the landfill and making both of the furthest transfer stations more efficient insofaras transportations costs.

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	Grant application amount	Applicant contribution		Totals
				In-kind	Cash	
1	Purchase of ash bins.	Click here to enter text.	\$5,500.00			\$5,700.00
2	Placing of bins at transfer stations.	Transportation and personnel		\$800.00		\$800.00
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
	Click here to enter text.	Click here to enter text.				
Totals						\$6500.00

* Equipment or supplies proposed for purchase **must** be documented with a quotation, estimate or public price list and photographs attached to this budget proposal.

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

Name Olivar A. Barela	Position SFC Solid Waste Utility Mgr.	
Address P. O. Box 267	State NM	Zip 87504
Email obarela@santafecounty.org	Phone 992-3068	

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 checked="" type="checkbox"/> No
Click here to enter text.	

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

<input type="checkbox"/> Yes (Please explain below)	<input checked="" type="checkbox"/> No
Click here to enter text.	

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)
Click here to enter text.	

Has ownership of the property been verified?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain below)
Click here to enter text.	

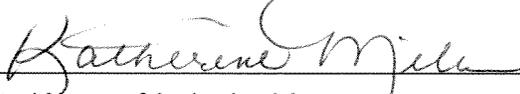
Certifications

Authorized Agent

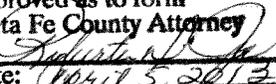
I, the undersigned, do hereby certify that I am an authorized agent of the applicant. (Authorized agent must be a mayor; city or county manager; chairman of county commission; president, chairman or executive director of a cooperative association; director of a solid waste authority; or educational institution.)

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.

Signature of Authorized Agent 	Title of Authorized Agent Santa Fe County Manager
Printed Name of Authorized Agent Katherine Miller	Date Click here to enter a date.

**Approved as to form
Santa Fe County Attorney**

By: 
Date: 4/12/2013

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 Finance Director
Printed Name of Responsible Financial Officer Teresa Martinez	Date <u>4/12/2013</u> Click here to enter a date.