

# RECYCLING GRANT SUBMITTAL CHECKLIST

## DIRECTIONS:

All applicants must complete and include this "Grant Submittal Checklist" with the application.

<b>ORGANIZATION</b>	SANTA FE COUNTY PWD SOLID WASTE SECTION
<b>PROJECT TITLE</b>	PAPER AND CARDBOARD (OCC) RECYCLING PROJECT FOR HOUSEHOLDS AND BUSINESSES IN THE ELDORADO SUBDIVISION OF SANTA FE COUNTY TO ENHANCE THE AMOUNT AND QUALITY OF FIBER GOING TO THE SANTA FE'S MATERIAL RECOVERY FACILITY , TO BE IMPLEMENTED BY VOLUNTEERS OF SERA RECYCLES! (SERA= SUSTAINABLE ELDORADO RESIDENTS ALLIANCE)

## DOCUMENT SUBMITTAL REQUIREMENTS CHECKLIST

DOCUMENT	ATTACHED <input checked="" type="checkbox"/>
<b>PART A: Community recycling plan (not more than five years old)</b> <i>(Note: applicants may submit their existing plan or, if they do not have a plan, use the Part A form to prepare one)</i>	√
<b>PART B. Grant application form</b>	√
<b>PART C. Budget proposal</b>	√
<b>PART D. Certification signed by authorized agent</b>	√

Please submit the above documents in order.

**Incomplete grant submittals will not be considered.**

## ELIGIBILITY REQUIREMENTS CHECKLIST

ELIGIBILITY REQUIREMENT	CHECK ONE <input checked="" type="checkbox"/>	
	YES	NO
Is your organization a municipality, county, Indian nation, pueblo or tribe, land grant community, cooperative association or solid waste authority?	√	
Have you checked to ensure that the project you are applying for is not on the "Types of items/projects that will not be funded" list on page ii, item 8, found in the Grant Instructions?	√	

**A. COMMUNITY RECYCLING PLAN (10 POINTS)**

**Name of Entity**

**Eldorado Subdivision of Santa Fe County**

	<b>WM RESIDENTIAL</b>	<b>½ TOTAL AT ECC</b>	<b>TOTAL ELDORADO</b>
<b>ANNUAL TONS OR CUBIC YARDS OF MATERIAL CURRENTLY DIVERTED FROM LANDFILL</b>	<b>220 T/Y</b>	<b>355 T/Y</b>	<b>575 T/Y</b>
<b>ANNUAL TONS OR CUBIC YARDS OF WASTE LANDFILLED</b>	<b>1,800 T/Y</b>	<b>1,550 T/Y</b>	<b>3,350 T/Y</b>
<b>PERCENT RECYCLED</b>	<b>12%</b>	<b>23%</b>	<b>17%</b>

**STATUS OF RECYCLING IN THE COMMUNITY**

**EXAMPLES:**

- **WHAT EXISTING RECYCLING PROGRAMS, ACTIVITIES, AND SERVICES ARE AVAILABLE?**
- **WHAT ARE THE CURRENT RECYCLABLES COLLECTION AND PROCESSING ACTIVITIES?**
- **WHAT ARE CURRENT DIVERSION RATES?**

**STATUS OF RECYCLING IN THE COMMUNITY**

**Existing Programs:** Eldorado is a large subdivision in Santa Fe County. It has a population of 6,500, with 2,700 households (HHs) averaging 2.4 persons per HH. Waste Management of New Mexico, Inc. (WM) provides weekly curbside solid waste collection to 1,950 of the homes (72%) at a cost of \$20/mo. For an additional fee of \$5/mo WM provides biweekly pickup of single stream recyclables (glass is excluded). Currently 1,000 HHs opt for this additional service (51% of WM's trash customers, 37% of all Eldorado homes). Most of the 750 HHs who do not use WM bring their trash (for a modest fee), and their recyclables (at no charge) to the nearby Eldorado Convenience Center (ECC) operated by Santa Fe County's PWD Solid Waste Section. Many of the 930 HHs who use WM for trash, but not for recycling, use the ECC for free recycling, if they recycle at all. Additionally, some of WM's recycling customers bring their glass to the ECC.

**Collection and Processing:** Recyclables collected by both WM and the ECC are hauled 15 miles to the Santa Fe Solid Waste Managements Agency's (SFSWMA) Buckman Road Recycling and Transfer station (BuRRT). There is no fee for tipping recyclables at BuRRT. Trash is hauled about the same distance to SFSWMA's Caja del Rio Landfill for a tipping fee of \$50/ton.

**Diversion Rates:** Data furnished by WM gives a recycling rate of 12% for all its Eldorado customers. The ECC, which serves a wider area than Eldorado (with about twice the population) had a recycling rate of 23% for 2011 (best in our County system, and contributing half of all the recyclables we collect). These figures do not include composted food scraps (FS) and yard trimmings (YT) in backyard compost piles or the woody YT brought to the ECC. SERA Recycles!, Eldorado's recycling group, collects a variety of recyclables at the area's two shopping malls and at public events. These are taken to the ECC and are included in the weights of material collected there. Most Eldorado area businesses and institutions use WM's commercial trash service and some its commercial recycling service. A local grocer bales and markets OCC. Weight data on these streams is not available.

## **LONG-TERM VISION FOR COMMUNITY RECYCLING PROGRAM**

### **EXAMPLES:**

- **DO YOU NEED PROGRAM STARTUP FUNDING?**
- **WHAT ARE YOUR RECYCLING RATE GOALS?**
- **HOW CAN YOU PROVIDE INCREASED RECYCLING ACCESS TO THE COMMUNITY?**
- **HOW CAN YOU EXPAND MATERIALS COLLECTION?**
- **HOW CAN YOU IMPROVE THE QUALITY OF MATERIALS COLLECTED?**
- **HOW CAN YOU IMPROVE EDUCATION AND OUTREACH?**
- **HOW CAN YOU REDUCE RELIANCE ON LANDFILLING?**

## **LONG-TERM VISION FOR COMMUNITY RECYCLING PROGRAM**

**SERA Recycles! has set as goals doubling of the residential recycling rate to 40% and increasing significantly the recycling rate of Eldorado's businesses and institutions. SERA Recycles! envisions educational campaigns to recruit more residents to recycling and programs to increase non-residential collection of OCC and composting of food scraps (FS).**

**The group believes that the largest reduction in reliance on landfilling can be achieved in Eldorado (where one-to-two acre lots prevail) if there were almost universal participation in backyard composting, since FS & YT make up to 35% of residential solid waste.**

**A second significant target is the large quantity of OCC generated by Eldorado area businesses that now goes to the landfill. SERA Recycles! hopes through an educational campaign and direct assistance to divert this material from landfilling and at the same time to improve the quality of both commercial and residential recyclables going to BuRRT.**

**To help the group accomplish this the Santa Fe County PWD hopes through this grant application to fund the group's Paper and OCC Recycling Project. In a separate application we are seeking funding for the group's program to increase backyard composting through a pilot project targeting 50 non-composting households (HHs).**

**The group believes that there is already adequate access to recycling in Eldorado via WM and the ECC (although both are somewhat limited by what BuRRT can accept). However, without mandatory participation in recycling the use of these opportunities is lower than it could be, even when the cost of trash disposal and recycling at the ECC is extremely low.**

**The quality of recyclables collected by WM and deposited at the ECC can be improved by intensive outreach and education, with emphasis on improved signage at the ECC and the group's own drop-off bins, and by better coordination among the local solid waste actors in how they describe what can and cannot be recycled (see the section on Education).**

**ECONOMIC ASSESSMENT**

**EXAMPLES:**

- **WHAT ARE CURRENT SOLID WASTE PROGRAM COSTS AND FUNDING?**
- **WHAT FUNDING IS AVAILABLE FOR PROGRAM IMPROVEMENTS (SELF-FUNDED, GRANT FUNDS, LOANS, ETC.)?**
- **HOW MUCH MONEY CAN BE SAVED BY AVOIDED LANDFILL TIPPING FEES IF MATERIALS ARE DIVERTED TO RECYCLING?**

**ECONOMIC ASSESSMENT**

**Current Eldorado solid waste program costs:**

<b>S Source:</b>	<b>HHs/Bins</b>	<b>Cost/Mo</b>	<b>Mo/Yr</b>	<b>Cost</b>
WM weekly trash collection	1,950 HH	\$20	12	\$468,0
WM bi-weekly recycling	1,000 HH	\$5	12	\$60,0
<b>E ECC trash disposal</b>	750 HH	\$5 (est)	12	\$45,0
<b>W ECC recycling</b>	>750 HH	0	12	
<b>T Total Annual Residential Cost:</b>				<b>\$573,0</b>
WM business/institutional trash collection	est. 8 Bins	\$200	12	\$19,2
WM business /institutional recycling	est. 2 Bins	\$90	12	\$2,1
<b>Total Annual Bus./Instit. Cost:</b>				<b>\$21,3</b>
Annual cost to SF Co. to operate ESS				\$248,0
<b>T Total Eldorado Annual SW System Cost:</b>				<b>\$842,3</b>

**Funding for improvements:**

WM has no plans at present to add more recyclables/compostables such as separate glass, or FS & YT to their Eldorado service, believing participation levels would not cover the cost of additional trucks, carts, and hauling.

The SFSWMA will soon open a hazardous waste collection system at BuRRT, but has no plans (or funds!) now to collect, process, and market additional types of recyclables.

Limited grant funds are available from the NM Environment Department and other sources for recycling improvements.

**Money now saved by avoided tipping fees through diversion by recycling:**

(Using WM's estimate of 2.4 lb/person/day for residential waste generation).

(Business and institutional recycling not included).

Source:	HHs	Pers/HH	Lb/pers/day	Days/yr.	Recycling rate	Lbs. not landfilled
WM	1,950	2.41	2.4	365	0.12	494,000/yr
Non-WM	750	2.41	2.4	365	0.23	364,000/yr
<b>Total lbs:</b>						<b>858,000/yr</b>
50 new compost systems	50	2.41	2.4	365	0.35	37,000/yr

Current Savings:  $858,000/2,000 = 429$  tons @\$37.50/ton tipping fee Savings = \$16,,088/yr

+50 compost systems:  $37,000/2,000 = 18.5$  tons @\$37.50/ton tipping fee  
Savings = \$694/yr

## LOCAL AND POLITICAL SUPPORT FOR RECYCLING

### EXAMPLES:

- IS THE COMMUNITY ASKING FOR MORE RECYCLING?
- ARE YOUR COMMUNITY LEADERS IN SUPPORT OF RECYCLING?
- ARE THEY WILLING TO INVEST STAFF TIME AND FUNDS TOWARDS THIS ENDEAVOR?

## LOCAL AND POLITICAL SUPPORT FOR RECYCLING

**SERA Recycles! finds there is a real desire by many Eldoradans to recycle more. They have expressed their frustration at not being able to recycle glass (WM recycling customers) or cereal boxes and other plastics (all Eldoradans). Many of Eldorado's residents are transplants from communities where a much wider variety of materials could be recycled, including most plastics, FS & YT. The strong community support is also reflected in the high rate of recycling at the ECC (23% in 2011), and in the level of use of the recycling bins operated by SERA Recycles! at Eldorado's two shopping malls.**

Community leaders, including the elected Board members of our homeowners' association, the Eldorado Community Improvement Association (ECIA), also support recycling. Recycling is carried out in their office and community buildings and they rent a WM recycling dumpster. They also chip Christmas trees to provide mulch for the community. However, the Board lacks authority to require either recycling or trash service on the part of residents. It did negotiate an agreement with WM that ties increases in Eldorado's curbside rates to the cost-of-living index and increases in the cost of diesel fuel. The result has been that residents who opt for WM services pay significantly less than the residents of other subdivisions along the Hwy 285 corridor.

The ECIA depends on annual homeowner assessments to carry out its many responsibilities and in the current economy and with its limited staff is unable to take on additional ones. It has recently created a new standing committee, the Sustainability, Planning, Educational Committee (SPEC) and has given it limited funding (about \$2,000) for educational purposes.

Here in Santa Fe County a sustainable growth plan was adopted last year and we are in the process of drafting new code provisions to implement the plan. The plan supports more recycling but specifics have not yet been addressed in the code drafting process. Several County Commissioners are strong advocates of recycling, but our PWD Solid Waste Section has a limited budget and staff. Most of our resources are devoted to the operation of our system of eight convenience (transfer) centers.

For the near term therefore, we can count on good local and political support for recycling in Eldorado, but the community is unlikely to be able to fund new projects.

## REGIONAL PARTNERSHIPS

### EXAMPLES:

**HAVE NEIGHBORING COMMUNITIES BEEN CONTACTED TO ASSESS THEIR RECYCLING OPPORTUNITIES?**

**IS THERE A NEARBY TRANSFER STATION WHERE RESIDENTS TAKE THEIR TRASH ALREADY THAT COULD BE THE LOCALE FOR THE RECYCLING COLLECTION EQUIPMENT?**

**ARE THERE POTENTIAL PARTNERING OPPORTUNITIES TO MAXIMIZE THE EFFICIENCY OF RECYCLING EQUIPMENT? FOR EXAMPLE, A NEARBY COMMUNITY OR BUSINESS WITH A HORIZONTAL BALER TO WHICH YOUR COMMUNITY COULD DELIVER MATERIAL. WOULD A MEMORANDUM OF UNDERSTANDING (MOU) BE NEEDED TO OUTLINE THE RECYCLING RELATIONSHIP?**

**ARE THEIR LOCAL SCHOOLS OR CIVIC GROUPS THAT COULD AID AND SUPPORT THE COMMUNITY RECYCLING PROGRAM TO ENHANCE SUCCESS?**

## REGIONAL PARTNERSHIPS

**Eldorado is a significant part of our County. The PWD provides the community and its surrounding area a nearby transfer station (the ECC) for free recycling of a wide variety of materials and for low cost trash disposal. All recyclables from the ECC and those collected curbside by WM go to BuRRT, the SFSWMA's MRF.**

Once Eldorado businesses begin separation and recycling of OCC and improving the quality of recycled fiber there can be outreach to neighboring Hwy 285 corridor businesses so they could observe the results and possibly organize for themselves.

SERA Recycles! is a local civic group which will carry out the project, if funded, employing volunteer labor.

**The group** works with its local K-8 community school on recycling. It hopes to use the experience it gains in this project to help the school focus on fiber quality as well as quantity, since the school generates significant amounts paper materials from its classrooms.

## MARKETING RESEARCH

### EXAMPLES:

**HAVE YOU IDENTIFIED WHERE THE MATERIAL WILL GO FOR RECYCLING?**

**WILL YOU HAVE TO DELIVER THE MATERIAL? WILL THE END-MARKET PICK-UP THE MATERIAL?  
WHAT IS THE DISTANCE TO MARKET?**

**WHAT MATERIALS DO THEY ACCEPT? WHAT ARE THE REQUIREMENTS FOR THAT RECYCLABLE  
ITEM? NO LIDS? SORTED BY MATERIAL TYPE OR MIXED TOGETHER WITH OTHER MATERIALS?  
DEFINITION OF PAPERS ACCEPTED? DOES THE END-MARKET PAY FOR MATERIALS? DO YOU  
HAVE TO PAY TO HAVE THE RECYCLABLES ACCEPTED (E.G. TIRES)**

**IF THE MATERIAL YOU ARE COLLECTING HAS A FEE TO PROCESS IT, CAN YOU PLAN TO PASS THIS  
COST ON TO YOUR CUSTOMERS?**

## MARKETING RESEARCH

**WM and the PWD deliver all recyclables they collect from the Eldorado area to BuRRT,  
which handles all aspects of processing and marketing.**

**The recyclables the ECC accepts and ships to BuRRT (WM accepts only \* items) include:**

- \* Mixed paper (newspapers; office paper; magazines; junk mail; books inc. phone books;  
shredded paper)
- \* Mixed containers (Metal cans, tin/steel and aluminum - inc. aluminum foil; No.1 & No.2  
plastic bottles, jugs & jars with screw caps)
- \* OCC and brown paper bags
- Glass food and beverage bottles and jars

**The ECC also accepts and markets directly (or sends to the landfill):**

- Waste oil
- Tires (fee charged)
- Batteries (dry types)
- Fluorescent light bulbs (all shapes)
- Cell phones
- Metal scrap inc. appliances w/o freon
- Wood ashes

**SERA Recycles! and local businesses also recycle:**

- Plastic bags
- No.5 plastics
- Worn-out athletic shoes
- Plastic writing and marking instruments
- Batteries (dry types)
- Electronic waste
- Printer cartridges
- Used clothing, household supplies, etc.**

## COLLECTION METHODS

### EXAMPLES:

**HOW ARE YOU CURRENTLY COLLECTING RECYCLABLES? COLLECTING TRASH?**

**WHERE ARE THE DROP-OFF FACILITIES OR SERVICES?**

**WILL YOU NEED TO CONSOLIDATE RECYCLABLES AT A CENTRAL LOCATION BEFORE GETTING TO END-MARKET?**

**WHAT EQUIPMENT WOULD BE NEEDED TO EXPAND RECYCLING COLLECTION? E.G. MIXED MATERIAL ROLL-OFF, SINGLE MATERIAL ROLL-OFF, SMALL DUMPSTER, SHED WITH 55-GALLON DRUMS FOR OIL/ANTIFREEZE, MULTI-BIN COVERED ROLL-OFF, MULTI-BIN PORTABLE TRAILER. PLAN EQUIPMENT ACCORDING TO THE END-MARKET AND THEIR REQUIREMENTS AND THE NECESSITY FOR TRANSPORT OR CONSOLIDATION LOCATIONS IN YOUR COMMUNITY.**

**WILL THE DROP-OFF RECYCLING LOCATION BE MANNED? IF NOT, WILL IT BE COVERED OR PROVIDE SMALL SLOTS TO AVOID ILLEGAL DUMPING AND MATERIAL CONTAMINATION?**

**DO MARKETS ALLOW MIXED MATERIALS? OR DO THEY REQUIRE PRE-SORTED RECYCLABLES?**

## COLLECTION METHODS

**As noted earlier 72% of the HHs in Eldorado hire WM to pick up their trash, and 51% of these (37% of all HHs) pay WM for curbside collection of recyclables. The remainder of HHs take their trash and recyclables to the ECC.**

**Eldorado** businesses and institutions generally rely on WM for trash collection, but only a few use WM for recyclables collection. Small contractors, landscapers, etc. mostly use the ECC. SERA Recycles! currently operates nine collection bins at Eldorado's two shopping malls (four for cans and No. 1 & No. 2 bottles; one for glass bottles; one for No.5 plastics; one for dry batteries; one for plastic writing and marking instruments, one for worn-out athletic shoes). It also collects cans and bottles at selected public events where beverages are sold or dispensed in single-use containers.

FS & YT, at homes where composting is not already practiced, are either collected curbside weekly by WM (and hauled to SFSWMA's Caja del Rio landfill), or taken by homeowners and renters to the ECC where the FS and some YT are dumped and taken to the landfill. Woody YT are shredded at the ECC and the mulch produced is made available to County residents for landscape use. Some is hauled to BuRRT for composting, and some is landfilled.

Expansion of recycling in Eldorado (as well as the entire SFSWMA area) by including new items will depend largely on BuRRT's ability to collect and separate such materials in adequate amounts and to find markets for them.

**SERA Recycles! may be able to collect several new items at drop-off locations if it can find partners willing to transport, process, or market them at no cost (as it does now with No.5 plastics by partnering with Whole Foods, and with batteries and writing instruments through collaboration with CH2M HILL, with athletic shoes through Nike).**

## **PROCESSING AND STORAGE**

### **EXAMPLES:**

**WILL YOUR COMMUNITY BALE ANY MATERIALS FOR THE END-MARKET? BALERS CREATE LARGE, COMPRESSED RECTANGULAR BUNDLES OF MATERIAL, CREATING BENEFITS IN TRANSPORTATION. CARDBOARD IS OFTEN BALED WHEN LARGE QUANTITIES ARE AVAILABLE FOR RECYCLING.**

**WILL YOU DELIVER MATERIALS TO A NEIGHBORING COMMUNITY TO HAVE THE MATERIAL BALED? (NOTE, MOST END-MARKETS PROVIDE BETTER PRICES FOR BALED MATERIAL, BUT YOUR COMMUNITY MUST DECIDE THE LEVEL OF INVESTMENT TO MAKE, AMOUNT OF MATERIALS PRODUCED, ETC BEFORE MAKING THE DECISION TO BALE)**

**FOR THE END-MARKET TO PICK-UP MATERIAL, WILL YOU HAVE TO STORE MATERIAL UNTIL A TRUCKLOAD HAS BEEN COLLECTED? DOES THAT MATERIAL NEED TO BE COVERED, KEPT UNDER ROOF OR HAVE ANY OTHER SPECIAL STORAGE REQUIREMENTS?**

## **PROCESSING AND STORAGE**

**Eldorado's supermarket (John Brooks) currently bales, stores, and markets its OCC. SERA Recycles!, as part of this project, will explore with the supermarket the possibility of other stores in the community's two shopping malls using this baler for the OCC that they generate.**

No other processing and storage of recyclables occurs in Eldorado (other than backyard composting of food scraps and yard trimmings).

## **EDUCATION**

### **EXAMPLES:**

**WHAT TYPE OF COMMUNICATION AND EDUCATION ACTIVITIES DO YOU HAVE IN PLACE TO SUPPORT YOUR PROGRAMS?**

**WHAT EXPANDED EDUCATIONAL OUTREACH DO YOU HAVE PLANNED?**

**DETAILED SIGNAGE ON WHAT CAN AND CANNOT BE RECYCLED AT THE DROP-OFF AREA IS ESSENTIAL.**

**IT IS RECOMMENDED THAT EDUCATION TO RESIDENTS OCCUR AROUND THE YEAR VIA NEWSLETTER INFO, BILL INSERTS, FLYERS, PRINT OR RADIO ADS (MANY TIMES THESE VENUES PROVIDE THIS FOR FREE IN SMALLER COMMUNITIES) AND OUTREACH AT COMMUNITY MEETINGS.**

**PUBLIC EDUCATION AND PROGRAM PROMOTION ARE KEY TO PROGRAM SUCCESS.**

## **EDUCATION**

**The County, Santa Fe City, SFSWMA, BuRRT and WM provide extensive print, newspaper, and web information on what, where, and how to recycle. Some of this information is necessarily different depending on who is doing the collection (e.g. the City or WM) and some is contradictory because of changes at BuRRT and the lag time to print and distribute new brochures. SERA Recycles! and BuRRT's Outreach Coordinator are working to come up with information that is consistent throughout the SFSWMA region.**

**The PWD is working with SERA Recycles! to develop improved signs to affix magnetically to the dumpsters at the ECC. If successful, these will be also be used at all convenience centers.**

SERA Recycles! has published a series of "Recyclopedia Tips" for the Eldorado area. Printed copies have been distributed in Eldorado's newcomers packets and in public places throughout Eldorado. The Tips are also available on the website of the ECIA ([eldoradosf.org](http://eldoradosf.org)) and of SERA ([greeneldorado.org](http://greeneldorado.org)). SERA Recycles! works hard to publicize recycling through public meetings, recycling awards, its mall collection bins, and by its hotline answering residents' queries via phone and email. The group also promotes the use of the recycling opportunities local businesses and the group itself provide (often in partnership with each other).

This project will target both residents and business with information on what paper products can be recycled and what ones should be excluded from recycling in order to improve the quality of the fiber recovered at BuRRT. This information will be featured on SERA's web site, at public meetings, and in Santa Fe area "green" and "sustainable" venues such at the Diego Mulligan show on KSFR radio and the Green Fire Times monthly.

RECYCLEABLE MATERIAL	☑ ALL THAT APPLY		COLLECTION DEVICE OR EQUIPMENT NEEDED	END-MARKET TO DELIVER TO
	EXISTING PROGRAM	TIMELINE TO EXPAND COLLECTION		
Motor Oil (not Antifreeze)	√	none		
Lead-acid car batteries	X			
Cardboard - Corrugated	√	1 yr	Existing business or volunteer vehicles	ECC, BuRRT, or supermarket baler
Newspaper ONP #7	√	1 yr	Education, recycle containers	ECC, BuRRT
Aluminum Cans	√	none		
Glass containers	√	none		
Scrap metals	√	none		
Green waste and/or woody landscaping waste				
Mixed paper	√	1 yr	Education, recycle containers	ECC, BuRRT
Office Paper	√	"	"	"
Phone Books	√	"	"	"
Concrete				
Electronics (E-Waste)				
Household hazardous waste	√	none		
Textiles/Clothing				
Reuse Exchange Area				
Batteries - rechargeable	√	none		
Building Materials (Reuse exchange)				
Carpet				
Cell Phones	√	none		
Disk				
Drywall (Gypsum Board)				
Lumber, wood waste				
Food waste				
Animal waste				
Plastic Bags				
Plastic #1 & #2 Bottles	√	none		
Printer cartridges				
Styrofoam				
Tires	√	none		

White Goods (appliances)	√	none		
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## RECYCLING PLAN TIMELINE

### EXAMPLES:

WHAT ACTIONS AND TIMELINE WILL YOU DEVELOP TO ACHIEVE THE STATED GOALS?

WHAT ACTIONS DOES YOUR COMMUNITY INTEND TO TAKE IN THE FUTURE TO INCREASE ACCESS TO RECYCLING AND INCREASE YOUR COMMUNITY'S RECYCLING RATE?

THE QUALITY OF THE ACTION PLAN IS NOT THE NUMBER OF ACTIONS, BUT THE ABILITY OF YOUR COMMUNITY TO ACHIEVE THEM

HOW WILL YOU KNOW IF YOU HAVE SUCCEEDED (PERFORMANCE MEASURE)?

## RECYCLING PLAN TIMELINE

GOAL	ACTION	PERFORMANCE MEASURE	TARGET DATE	RESPONSIBILITY
DEFINE OCC AMOUNTS AND PRACTICES	MEET BUSINESS AND INSTITUTIONAL OWNERS/MANAGERS	MEETINGS DOCUMENTED, PROBLEMS DEFINED	3 MO. FROM STARTUP	SERA RECYCLES!
DEVELOP OCC ALTERNATIVES	FOLLOWUP MEETINGS WITH OWNERS/MANAGERS AND RECYCLING ENTITIES	COSTS, LABOR, PROBLEMS OF EACH ALTERNATIVE DEFINED	4 MO. FROM STARTUP	"
IMPLEMENT OCC ALTERNATIVES	START AND EVALUATE DIVERSION SYSTEM(S)	50% OF IDENTIFIED OCC DIVERTED	1YR FROM STARTUP	"
INCREASE PAPER RECYCLING BY ALL	DEVELOP ACCURATE INFORMATION ON PAPER RECYCLING	WIDE DISTRIBUTION OF THIS INFORMATION	3 MO. FROM STARTUP	"
INCREASE PAPER RECYCLING AT PUBLIC PLACES AND EVENTS	INSTALL 5 PAPER RECYCLING CONTAINERS IN MALLS AND ALSO USE THEM AT PUBLIC EVENTS IN ELDORADO	ALL CONTAINERS SERVICE AND MAINTAINED REGULARLY	2 MO. FROM STARTUP	"
IMPROVE QUALITY OF PAPER RECYCLED	DESIGN AND PURCHASE 5 LARGE SIGNS ABOUT CORRECT PRACTICES	SIGNS LOCATED, SET UP, MAINTAINED	5 MO FROM STARTUP	"

This Community Recycling Plan was based on a document developed by the NM Recycling and Illegal Dumping (RAID) Alliance as part of the RAID grant application.

This plan can be written as a stand-alone document or as a resolution for your community to adopt, use in steering solid waste plans, etc.

For technical assistance, such as end-market contacts, equipment recommendations, and other help, please call the New Mexico Recycling Coalition, 505-983-4470.

## B. RECYCLING GRANT APPLICATION FORM

		<b>DATE</b>	03/25/12
<b>ORGANIZATION</b>	SANTA FE COUNTY PWD SOLID WASTE SECTION		
<b>CONTACT NAME</b>	OLIVAR BARELA		
<b>POSITION</b>	SOLID WASTE MANAGER		
<b>ADDRESS</b>	424 NM 599 / P.O. Box 276	<b>STATE</b>	NM
	Santa Fe	<b>ZIP</b>	87507
<b>EMAIL</b>	obarela@santafecounty.org	<b>PHONE</b>	505-992-3068

<b>PROJECT TITLE</b>	PAPER AND CARDBOARD (OCC) RECYCLING PROJECT FOR HOUSEHOLDS AND BUSINESSES IN THE ELDORADO SUBDIVISION OF SANTA FE COUNTY TO ENHANCE THE AMOUNT AND QUALITY OF FIBER GOING TO THE SANTA FE'S MATERIAL RECOVERY FACILITY , TO BE IMPLEMENTED BY VOLUNTEERS OF SERA RECYCLES! (SERA= SUSTAINABLE ELDORADO RESIDENTS ALLIANCE)
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TYPE OF ORGANIZATION (PLEASE CHECK <input checked="" type="checkbox"/> )	
<input type="checkbox"/>	MUNICIPALITY
<input checked="" type="checkbox"/>	COUNTY
<input type="checkbox"/>	INDIAN NATION, PUEBLO, OR TRIBE
<input type="checkbox"/>	LAND GRANT COMMUNITY
<input type="checkbox"/>	COOPERATIVE ASSOCIATION (SEE DEFINITION IN GRANT INSTRUCTIONS)
<input type="checkbox"/>	SOLID WASTE AUTHORITY

PROJECT TEAM		
ROLE	NAME	ORGANIZATION
<b>PROJECT LEADER (GRANTEE REPRESENTATIVE)</b>	OLIVAR BARELA, MANAGER	Santa Fe PWD Solid Waste Section
<b>TEAM MEMBERS</b>	Joseph Eigner, Chair	SERA Recycles!
	Sue & Jim Daniel	"
	Karen & Bob Sweeney	"
	Greg Colello	"

	Allayne Scott	“
	Jim Farley	“
	Sally Connelley	“
	Carol Williams	“

## DESCRIPTION OF PROJECT (5 POINTS)

### DIRECTIONS:

**100 word maximum**

Please respond to the following bullets:

- Clearly and briefly state what you want to do, the project location and what you intend to achieve.
- Attach photographs of any equipment to be purchased.
- Describe end-markets or local uses for recycled materials.

Mixed paper (MP) and Cardboard (OCC) can be as high as 40% of the solid waste generated in Eldorado. Using WM's estimate of residential waste of 2.4 lb/per person/per day, Eldorado's homes dispose of 1,140 TPY of fiber. Eldorado business and institutions discard additional amounts of MP and OCC.

SERA Recycles! will assist businesses and institutions to begin fiber recycling and to increase the quantity and quality of fiber recycling by all Eldoradans.

WHAT TYPE OF MATERIAL(S) WILL BE RECYCLED USING THIS GRANT FUNDING?	<input checked="" type="checkbox"/> ALL THAT APPLY
Motor Oil	
Lead acid car batteries	
Cardboard - Corrugated	
Newspaper ONP #7	√
Other mixed paper	√

DO 95% OR MORE OF THE RECYCLABLE MATERIALS COME FROM SOURCES IN NEW MEXICO?			
Cardboard -Corrugated	√	Yes	No
Newspaper ONP #7	√		
Other mixed paper	√		

**DESCRIBE HOW THE PROJECT FITS INTO EXISTING RECYCLING INFRASTRUCTURE IN THE REGION.**

Removing more MP and OCC from our local landfill will: (1) extend the landfill's life, (2) reduce waste hauling (with its associated costs in fuel consumption and highway impacts), and (3) reduce methane creation. This project will reduce the quantities of these biodegradable materials going to the landfill by increasing paper recycling at homes, businesses, and institutions through education and direct assistance.

Santa Fe County Solid Waste Ordinance 2010-5 prohibits "disposal rather than recycling" of "most pulp-based materials" at any of our transfer stations. However, with our staff and budget limitations this forward-looking provision has so far proved difficult to enforce, so that large amounts of OCC and MP end up in our landfill. The SERA Recycles! project will help us divert a significant quantity of pulp-based material from the landfill.

While many Eldorado households already recycle paper products, BuRRT has found that the quality of paper received from the ECC is poor, with cereal boxes a major contaminant. SERA Recycles! emphasis on education - by good signage, print and other media - will be used to increase the quality of OCC and MP from Eldorado as well as their quantities.

**WILL THE PROJECT LEAD TO OTHER COMMUNITY BENEFITS AND IF SO, HOW?**

*For example: Will it foster regional cooperation, lead to increased land values due to improved services, or increase community pride?*

Eldorado is an active "green" community with a high percentage of passive solar homes, hot water and photovoltaic solar systems, water catchment systems, etc. It has an active community garden (in collaboration with the local K-8 school), and many enthusiastic vegetable and landscape gardeners.

By encouraging more and better fiber recycling, which fits in with the community's sustainability ethos, SERA Recycles! hopes to reinforce Eldorado's commitment to solid waste reduction including "reduce, reuse, and recycle". By leading in recycling and composting Eldorado can become a good example for neighboring subdivisions and communities throughout Santa Fe County.

## PROJECT WORK PLAN (5 POINTS)

### DIRECTIONS:

- Describe what actions you will take to achieve the stated goals. The quality of the work plan is not determined by the number of actions, but the ability of your community to achieve them.
- Describe how you will know if you have succeeded (performance measures).
- Describe how your proposed budget items correspond with achieving each goal.

### WORK PLAN (also include budget proposal items, demonstrating how work plan relates to budget)

GOAL	ACTION	PERFORMANCE MEASURE	TARGET DATE	RESPONSIBILITY
INCREASE OCC RECYCLING BY ELDORADO BUSINESSES & INSTITUTIONS	MEET ALL OWNERS/MANAGERS	INFORMATION OBTAINED ON AMOUNTS OF OCC AND DISPOSAL PRACTICES	3 MO AFTER START	SERA RECYCLES!
	DEVELOP LANDFILL DIVERSION ALTERNATIVES	2 TO 3 ALTERNATIVES WORKED OUT, COSTS ESTIMATED	4 MO AFTER START	“
	ADOPT AND IMPLEMENT ONE OR MORE PLANS	ALL IDENTIFIED OCC RECYCLED	1 YR AFTER START	“
LIST EXPENSE ITEMS FROM BUDGET PROPOSAL THAT RELATE TO GOAL 1:		IN-KIND VOLUNTEER TIME, CAR USE, OFFICE EXPENSES ONLY IF BUSINESSES AGREE TO RENT WM RECYCLING CONTAINERS OR TO USE SUPERMARKET BALER; TRUCK RENTAL OTHERWISE.		
INCREASE AND IMPROVE QUALITY OF MIXED PAPER RECYCLING THROUGHOUT ELDORADO COMMUNITY	DEVELOP PRINT AND MEDIA EDUCATIONAL MATERIAL ON PAPER RECYCLING	WIDE DISTRIBUTION OF MATERIALS RESULTING IN MORE AND BETTER QUALITY PAPER RECYCLING	3 MO AFTER START	SERA RECYCLES!
	MAKE PAPER RECYCLING AVAILABLE AT PUBLIC PLACES AND EVENTS	5 PAPER RECYCLING CONTAINERS PLACED IN MALLS AND ELSEWHERE AND SERVICED REGULARLY	2 MO AFTER START	“
	DESIGN SIGNS EXPLAINING DO'S AND DON'TS OF PAPER RECYCLING	4 LARGE, WEATHERPROOF, DRAMATIC SIGNS BOUGHT, PLACED, AND MAINTAINED	6 MO AFTER START	“
LIST EXPENSE ITEMS FROM BUDGET PROPOSAL THAT RELATE TO GOAL 2:		PRINT AND MEDIA COSTS; PURCHASE OF RECYCLING CONTAINERS; DESIGN, PURCHASE, PLACEMENT OF SIGNS		

## NEED AND URGENCY FOR THE PROJECT (20 POINTS)

### DIRECTIONS

50-100 words

It is suggested that applicants consider the following questions to describe the need and urgency of the proposed project:

How will this project increase access to recycling?

Were there alternative solutions considered and if so, why were they not chosen?

What are the challenges to recycling addressed by the project?

How will the project be implemented if it can be only partially funded by this grant program?

### DESCRIPTION OF THE NEED AND URGENCY FOR THE PROJECT

This project will divert OCC from businesses that are not currently recycling. It will increase paper recycling and quality from homes.

**For commercial OCC up to three solutions will be offered to the local businesses to be studied and the one each approves will be implemented.**

Businesses lack knowledge about affordable solutions. We will provide doable alternatives, possibly even direct help (e.g. hauling OCC to the ECC). For HHs the bewildering array of paper packaging is daunting.

If partially funded we would proceed, but with fewer containers, fewer large display signs, and with a lower overall impact.

## ORGANIZATIONAL COMMITMENT (10 POINTS)

### DIRECTIONS:

100 word maximum

It is suggested that applicants consider the following questions to demonstrate organizational commitment to the proposed project:

- How will this project succeed and continue after grant funds are expended?
- Has the applicant proven sustainability with any other program(s)?
- What type of communication and education activities will sustain this project?
- How will this project be funded in the future?

### DESCRIPTION OF THE COMMITMENT OF YOUR ORGANIZATION TO THE SUCCESS OF THIS PROJECT

Once implemented the OCC component will be self-sustaining if WM is contracted or the existing baler is be used. The paper education component should be on-going at low cost.

SERA Recycles! collects recyclables from seven drop-off bins located in public areas of Eldorado malls. Owners have been pleased with the group's reliability in servicing the bins.

The projects will be featured on SERA's website, email distribution lists, and public meetings. An intensive effort such as this should attract the interest of local newspapers for distribution beyond Eldorado.

Future funding can come from the businesses participating or from followup grants.

**MATCHING FUNDS (INFORMATION ONLY; THIS IS NOT A RANKING REQUIREMENT)**

**DIRECTIONS: Are there any other grant monies from other organizations for this project?**

		<i>Please check</i> <input checked="" type="checkbox"/>	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>
<b>If yes, please specify</b>	<i>Amount</i>	<i>Granting Organization</i>			

**C. BUDGET PROPOSAL**

EXPENSE ITEM*	BASIS OF BUDGET ESTIMATE	GRANT APPLICATION AMOUNT	APPLICANT CONTRIBUTION		TOTALS
			IN-KIND	CASH	
1 PAPER RECYCLING CONTAINERS, 5	\$100 EA FOR CLEARSTREAM TYPE OR OTHER	\$500.00	0	0	\$500.00
2 PRINTING OF FLYERS, 2,000 BLACK/WHITE	\$0.10 EA AT LOCAL PRINTER	\$200.00	0	0	\$200.00
3 PRINTING OF FLYERS, 500 COLOR	\$0.60 EA AT LOCAL PRINTER	\$300.00	0	0	\$300.00
4 LAMINATING OF SIGNS FOR CONTAINERS, 20	\$3.00 EA AT LOCAL PRINTER	\$60.00	0	0	\$60.00
5 LARGE 4'X8' DISPLAY BANNER, 4	\$260 EA AT LOCAL PRINTER	\$1,040.00	0	0	\$1,040.00
6 PHOTO DESIGNS TRANSFERRED TO BANNERS IN ITEM 5	\$380 EA AT LOCAL PRINTER	\$1,520.00	0	0	\$1,520.00
7 MEETINGS WITH BUSINESSES, 40 HRS	@10/HR	0	\$400.00	0	\$400.00
8 DEVELOPING FLYERS, BUILDING LARGE SIGNS, ETC, 60 HR	@ 10/HR	0	\$600.00	0	\$600.00
9 CAR USE. 200 MILES	@\$0.50/MILE	0	0	\$100.00	\$100.00
10 OFFICE SUPPLIES	ESTIMATE	0	0	\$100.00	\$100.00
<b>TOTALS</b>		<b>\$3,620.00</b>	<b>\$1,200.00</b>	<b>0</b>	<b>\$4,820.00</b>

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

### D. CERTIFICATION

IS THERE PENDING LITIGATION OR OTHER CONTINGENT LIABILITIES THAT HAVE A BEARING ON THIS PROJECT OR APPLICATION? Yes  No (If "YES", EXPLAIN BELOW)

BECAUSE OF NM'S ANTI-DONATION RULE, THE RECYCLING CONTAINERS AND THE LARGE DISPLAY SIGNS BOUGHT UNDER THIS PROPOSAL ARE THE PROPERTY OF SANTA FE COUNTY.

HAVE ALL PARCELS OF LAND AND RIGHTS-OF-WAY NECESSARY FOR COMPLETION OF THIS PROJECT BEEN PURCHASED, LEASED, OR OTHERWISE ACQUIRED BY THE APPLICANT? Yes  No (If "NO", EXPLAIN BELOW)

THE PLACEMENT OF ALL RECYCLING CONTAINERS AND SIGNS WILL BE WITH THE CONSENT OF THE OWNER OF THE PROPERTY WHERE THEY ARE PLACED, WHICH CAN BE REVOKED AT ANY TIME.

I, the undersigned, do hereby certify that I am an authorized agent of the applicant. ("Authorized agent" means a Mayor; City or County Manager; Tribal or Pueblo Governor, Chairman of County Commission; or President, Chairman or Executive Director of a Cooperative Association or Solid Waste Authority).

I attest that I have the legal authority to sign for our organization's financial and personnel commitment to this grant proposal.

If a grant is awarded as a result of this application, we will comply with all applicable local, state, and federal regulations and requirements.

I understand that funds provided under this grant must be expended during the same fiscal year in which they are awarded, and that surplus funds may not be carried over to subsequent years. To the best of my knowledge and belief, the information contained in this application is accurate and complete.

Katherine Miller  
Signature of authorized agent

Santa Fe County Manager  
Title of authorized agent

Katherine Miller  
Printed name of authorized agent

March 25, 2012  
Date

Approved as to form  
Santa Fe County Attorney  
By: [Signature]  
Date: 3/30/12  
[Signature]