



## 2024-2025 Recycling and Illegal Dumping (RAID) Grant Deliverable Checklist

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### After notification of award:

- Submit award acceptance letter to your SWB grant administrator.
- Submit a memo/letter stating whether your community follows state procurement or local “home rule” procurement.
- If following local “home rule” procurement, submit a copy of the procurement code used by your entity.
- Confirm preferred mode of communication with your SWB grant administrator.
- Provide information to your SWB grant administrator to complete Article 21 of grant agreement: name and contact information for the grantee representative, signatory authority, chief financial officer, and chief procurement officer.
- Discuss project with your SWB grant administrator. Work together to develop and finalize language for Exhibits A-E of grant agreement.
- After receiving the draft from your SWB grant administrator, review the grant agreement, paying close attention to the project schedule and budget. If any changes are required, please notify your grant administrator to make the changes.
- Once grantee representative and SWB grant administrator are satisfied with the agreement in its final draft, have signatory authority and chief financial officer (as listed in Article 21) sign **three copies** of the signature page in blue ink (or add certified adobe acrobat signature to PDF).
- Submit **one** digital copy (with original or digital signatures) of the completed, signed agreements via email to your grant administrator or one hard copy to:  
NMED - Solid Waste  
1190 St. Francis Drive  
Santa Fe, NM 87502
- If required by local regulations, submit a copy of resolution authorizing the person(s) identified as the official representative of the grantee to submit any documents pertaining to the project.
- If using a P card, submit the P card policies and list of authorized users.

### In Q1:

- Advertise Requests for Proposals (RFPs) and Invitations for Bids (IFBs), if applicable, and obtain quotes for services and/or equipment.
- Submit quotes/RFPs/IFBs for approval to your grant administrator prior to making purchases.
- Make purchases, if applicable.
- Submit quarterly report (no later than September 30).

- Submit reimbursement request form for any money spent from July 1, 2024, until September 30, 2024.
- If a reimbursement is requested, submit required documentation to your grant administrator including:
  - Complete and signed Reimbursement Request form (pre-approved by your grant administrator prior to obtaining signatures)
  - Copy of Purchase Order issued by your entity for purchases
  - Copies of original quotes or other procurement documentation for each purchase made (as approved by your grant administrator)
  - Copies of invoices for purchases made
  - Copies of proof of payment (check endorsed by vendor or bank Electronic Fund Transfers)
  - If checks or EFTs do not equal amount on invoice, submit an explanation on official letterhead to your grant administrator explaining the difference.
  - If the lowest bidder was not selected, submit an explanation on official letterhead to your grant administrator explaining the reason.

**By Q2:**

- Award RFPs and bids, if applicable.
- Obtain quotes, if applicable.
- Make purchases, if applicable.
- Ensure all engineered drawings are stamped and completed, if applicable.
- Submit second quarterly report (no later than December 31, 2024).
- Submit reimbursement request for any money spent from October 1, 2024, until December 31, 2024 (refer to above checklist for submitting reimbursement requests).

**By Q3:**

- Obtain quotes, if applicable.
- Make purchases, if applicable.
- Submit third quarterly report (no later than March 31, 2025).
- Submit reimbursement request for any money spent from January 1, 2025, until March 31, 2025 (refer to above checklist for submitting reimbursement requests).

**By June 30, 2025:**

- HAVE ALL WORK ON GRANT PROJECT COMPLETED NO LATER THAN JUNE 30.**
- Submit project completion summary.
- Submit pictures of your site, before-and-after photos, equipment or other purchases, abated dumpsites, materials demonstrating project completion.

- ❑ If a final reimbursement is requested, submit reimbursement request for any money spent from April 1, 2025, until June 30, 2025 (refer to above checklist for submitting reimbursement requests).