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Michigan Department of Environmental Quality  
<http://www.michigan.gov/deq>

**2009**  
**Michigan Community Pollution Prevention (P2)**  
**Grant Program**

**Thermostat Recycling Program Expansion**

**Request for Proposal (RFP)**

**JANUARY 26, 2009 – MARCH 12, 2009**

Jennifer M. Granholm, Governor



Steven E. Chester, Director

# **2009 Michigan Community Pollution Prevention (P2) Grant Program Thermostat Recycling Program Expansion Introduction**

## **Grant Description**

One (1) grant of up to \$50,000 is available through the Michigan Community Pollution Prevention Grant Program (Community P2 Grant Program) to administer expansion of mercury-containing thermostat recovery efforts through the Thermostat Recycling Corporation program. The Michigan Department of Environmental Quality (MDEQ) will provide grant funds to local health departments, regional planning agencies, and non-profit conservation organizations to facilitate the expansion of this statewide thermostat recycling program. The goal of the Community P2 Grant Program is to promote P2 initiatives that foster partnerships and sustainability. The Community P2 Grant Program seeks to bring local government, businesses, planning agencies, and residents together to create change through P2.

## **THERMOSTATS**

### **Background**

Thermostats containing mercury switches are used in residential and commercial heating, ventilating, and air conditioning (HVAC) systems, and can be a significant source of mercury exposure through solid waste processing. There are currently three major and several minor manufacturers selling mercury switch thermostats in the United States.

### **Amount of Mercury Involved**

Between 2 and 3 million mercury thermostats are retired per year nationwide, and at approximately 3 grams of mercury per thermostat, this corresponds to between 6.6 and 10 tons of mercury from thermostats being discarded in the United States annually.

The United States government ENERGY STAR program and many states in the Great Lakes region recommend programmable thermostats, which can save energy since users can preset them to run HVAC systems at lower levels when buildings will be unoccupied (e.g. residences during the day; office buildings at night). All programmable thermostats are electronic and do not contain mercury.

### **Releases of Mercury**

Because the glass ampoule or mercury switch is completely enclosed within a metal or plastic case, there are seldom problems with accidental direct exposure while the thermostat is in use. Rather, the mercury is typically released when a thermostat is discarded with household trash or construction and demolition waste. The glass vial can break en route to the disposal facility or in a landfill and from there the mercury can leach into groundwater or diffuse into the air. In a trash incinerator, the mercury will volatilize into the atmosphere.

According to U.S. Environmental Protection Agency's (U.S. EPA) 2002 estimates, each year about 6-8 tons of mercury from discarded thermostats ends up in solid waste facilities and 1-2 tons are released into the air.

### **Michigan Sales Ban**

In response to the growing concerns regarding mercury content of thermostats, the Michigan legislature passed Public Act 492 of 2006 (formerly Senate Bill 124) which bans the sale of thermostats that contain Hg(0) or a mercury compound effective January 1, 2009.

## **Thermostat Recycling Corporation (TRC) Program**

In 1998, the three largest thermostat manufacturers (Honeywell, General Electric, and White-Rodgers) established the non-profit Thermostat Recycling Corporation (TRC). The TRC Program initially served 9 states and is now available to all the lower 48 states to collect end-of-life thermostats. Contractors can return discarded mercury thermostats to participating wholesalers. The wholesalers ship them at TRC expense to a Honeywell facility to be disassembled. The mercury components are then sent to a commercial mercury retort facility.

As the TRC Program evolved, it now offers recovery services to rural and larger urban heating, ventilating, and air conditioning (HVAC) contractors. Under the current TRC Program, HVAC wholesalers and contractors complete a form requesting to purchase a collection box. If eligibility requirements are met \*1, they incur a participation fee of \$25, are placed on the membership list and receive a thermostat collection box that has the capacity to hold approximately 60-100 thermostats. When boxes become full, return postage is prepaid and replacement boxes, shipping costs, and the cost of recycling future recovered thermostats are all paid by TRC. In the last year or so, the TRC Program has been expanded to allow thermostats from Household Hazardous Waste (HHW) programs to also be accepted.

*\*1 Contractors must certify the company has 7 or more service technicians or is located in a non-Metropolitan Statistical Area (MSA) county.*

## **Project Goal**

The goal of this project is to significantly expand the recycling/disposal infrastructure for mercury-added thermostats in Michigan, so that the number of opportunities to conveniently recycle them is substantially enhanced. This will be accomplished by marketing directly to non-participating wholesalers and eligible HVAC Contractors throughout large regional areas. The MDEQ encourages examination of possible projects serving southeast, southwest, mid-state, and northern Michigan. In addition to working with the HVAC industry, the existing thermostat collection activities performed by HHW and Michigan Groundwater Stewardship Clean Sweep (CS) programs should also be converted to the more cost-effective TRC recovery program. Opportunities to participate in the TRC Program shall be extended to all HHW and CS programs operating within the state.

As resources allow, an additional effort shall be undertaken to recruit major retailers and demolition contractors to the program. Oil distributors and propane dealers may be another possible area of focus for recruitment. Contact information, data bases and/or mailing lists for many of these groups will be provided to the grantee by the MDEQ.

## **Services Requested**

Applicants would be expected to increase Michigan's participation in the TRC Program by marketing this program and then placing new collection containers throughout the major regions covered by the grant. The target is to place three hundred (300) collection boxes in productive locations. Marketing will occur via on-site visits, direct outreach, e-mail solicitations, letters, post cards, web page postings, press releases, and other marketing techniques the grantee may define, such as magazine and television advertisements and other media outlets. The grantee will recruit participants in accordance with TRC guidelines and evaluate applicants following their established participation criteria as outlined on the TRC Web Site (see: <http://www.nema.org/gov/ehs/trc/>). The grantee will work directly with TRC to order the collection boxes and cover the \$25 participation fee for each new site. The participation fee is a reimbursable portion of (part of) the grant. Waiving the regular participation fee for the new participant will serve as an additional incentive to induce wholesalers, contractors, HHW and CS collection programs, and retailers and demolition contractors to participate in the program.

The grantee will also help educate new program participants as to how important it is that only mercury-containing thermostats be collected as part of this program. Recycling bins that include anything, but thermostats such as, thermometers, barometers, switches, lamps, and other mercury-containing devices will be rejected by TRC. This program is for recycling of mercury-containing thermostats only. To a lesser extent, the grantee would also be expected to help spread the word about Public Act 492 of 2006, the Michigan thermostat sales ban effective January 1, 2009, and to promote the benefits of using mercury-free energy efficient ENERGY STAR electronic programmable thermostats.

A pledge form would be developed by the grantee that would require thermostat recycling container box recipients to agree to collect thermostats and participate in the thermostat recycling program for a minimum period of five (5) years. Mercury thermostats would be managed at these locations as “Universal Waste” and shipped when full or at a minimum once every twelve (12) months. Containers must be labeled “Mercury Thermostats – Universal Waste” and the date when the first thermostats are placed in the box must be written on the label.

The grantee would coordinate and process incoming requests for collection boxes working directly in collaboration with the TRC. In addition to the Financial Status Report (FSR) and other grant reimbursement reporting requirements, the grantee would report quarterly progress to the MDEQ as to the number of sites receiving (specific numbers of) boxes, outreach activities, deliverables, and other related program progress. The TRC will report twice per year to the MDEQ on the number of thermostats recovered attributable to this project’s effort.

An electronic ‘pin map’ display shall be also be developed and maintained by the grantee, which illustrates the geographical distribution of box recipients. The grantee would be responsible for all administrative aspects of the thermostat recycling program, including appropriate file and record maintenance and retention.

This grant request will focus on the following P2 opportunities:

- Recycling – Insuring at the end of their useful lives that mercury-containing thermostats are handled properly and sent for appropriate recycling.
- Product Substitution – Promoting the use of mercury-free thermostats.
- Energy Conservation – Promoting the use of energy efficient ENERGY STAR electronic programmable thermostats.

### **Funding Sources**

The Michigan Community P2 Grant Program is authorized under Public Act (PA) 384 of 1996, which establishes the Cleanup and Redevelopment Trust Fund with interest earned on unclaimed beverage container deposits. The PA designates a portion of these deposits for a community P2 fund, and from this fund the MDEQ has a \$250,000 appropriation to award grants for community P2.

### **Funding Availability**

One (1) grant of up to \$50,000 is available to fund this project. Organizations receiving grants are required to provide a match of at least 25 percent of the total project cost. This match requirement is written in the law that establishes this program. Grantee contributions may however include dollars, in-kind goods and services, and/or third party contributions. Indirect costs may be calculated by using your agency’s indirect rate, up to 20 percent of staff salary and fringes (see page 13 for indirect cost definition). The maximum dollar amount requested should be based upon what is needed to carry out the identified tasks and products. Total grant fund requests, must be no larger than \$50,000. It is encouraged that the project contract run for a period of two years, however work can be accomplished within a shorter timeframe if desired. Payments are made on a cost-reimbursement

basis only. Any costs incurred prior to the effective date of the grant agreement are ineligible. Requests for funding will be accepted from **January 26, 2009 – March 12, 2009**. Funds will only be made available for projects that demonstrate measurable outcomes and behavior changes reflecting an increased participation in the application of P2 programs addressing thermostat recycling/disposal.

### **Critical Grant Proposal Components**

1. Applicants include; local health departments; regional planning agencies; and non profit groups. Subcontractors can be private for-profit or non-profit organizations.
2. Organizations receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include cash, in-kind goods and services, and/or third party contributions.
3. Total grant fund request must be no larger than \$50,000.
4. The applicant must expend grant funding within a two-year period of the start date of the grant agreement, and complete all tasks within the term of the contract.
5. The project must contain a critical evaluation and measurement component, including how "success" is defined and how it will be determined.

### **Selection Criteria for the Michigan Community P2 Grant Program**

1. The project goals must be clear, realistic, and will protect or improve the environmental quality of Michigan.
2. The activities are appropriate to achieving the project goals.
3. The applicant has the technical ability and capacity to complete the project.
4. All subcontractors have the technical ability and capacity to complete the project.
5. The grant proposal is adequate and complete.
6. There is an overall likelihood of the project succeeding.
7. The applicant has the ability to meet local match.
8. The time frame for completion of the project is realistic.
9. The budget information is correct.
10. The applicant has the ability to enter into a contract with the MDEQ.
11. The applicant has the ability to manage the project from start to finish.
12. The applicant works with other groups and organizations as deemed appropriate.

### **Project Proposal Elements**

The project primarily involves expansion of the TRC thermostat recycling program in Michigan. The program should outline how your organization will implement the following including:

1. Conduct outreach to HVAC wholesalers, CS, HHW programs, retailers, demolition contractors, and HVAC contractors following TRC participation criteria;
2. Develop and then require signed submission of a 'program pledge form';
3. Educate recipients of program requirements in accordance with TRC guidelines
4. Secure and then place three hundred (300) thermostat collection boxes obtained through TRC;
5. Remind the targeted marketing groups about the upcoming thermostat sales ban; and
6. Encourage program participation including promoting the use of mercury-free energy efficient ENERGY STAR electronic programmable thermostats.

### **Eligibility Requirements**

1. Applicant must be able to enter into an agreement with the MDEQ.
2. Applicant must agree to all the terms and conditions of the grant agreement (see P2 Program Boiler Plate (2009) at: [http://www.michigan.gov/deq/0,1607,7-135-3307\\_3515\\_4142---,00.html](http://www.michigan.gov/deq/0,1607,7-135-3307_3515_4142---,00.html))
3. Applicant must review the proposal with the MDEQ, Environmental Science and Services Division (ESSD), Pollution Prevention Programs Unit staff, Steve Kratzer, prior to submitting a proposal.

4. County governments, local health departments, municipalities, regional planning agencies, and non-profit conservation organizations are eligible to receive funding.

Note: For-profit organizations are not eligible to receive funding; however, they may be subcontractors.

### **Contact**

The MDEQ, ESSD, P2 Program Unit staff **Steve Kratzer** at 517-373-0939.

Requests for funding will be accepted from **January 26, 2009 – March 12, 2009**.

### **Ineligible Activities**

- Maintenance of existing P2 projects (see Non-Duplicative Programs below).
- Projects that are a part of a community's regulatory responsibility.
- Other activities deemed inappropriate under contract management standards.

### **Project Clarification/Revisions**

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetable, and grant amounts. The MDEQ reserves the right to award grants for amounts other than those requested and/or request changes to, or clarification of, the proposed work plan.

### **Non-Duplicative Programs**

The Community P2 Grant Program cannot be used to replace existing federal, state, or local financial commitments.

### **Acceptance of Proposal Content**

Successful applicants will be required to enter into a project contract with the MDEQ within 28-days of the grant award. A project contract consists of standard "boilerplate" language, the applicant's work plan, timetable, and budget information.

Successful applicants will be required to review the grant award contract with the MDEQ staff prior to final contract acceptance.

Appendix A (page 19) outlines some of these contractual requirements. Failure of a successful applicant to accept these obligations may result in withdrawal or cancellation of the grant. The MDEQ reserves the right to offer partial funding for any grant proposal.

### **Confidentiality**

All information and materials regarding this grant are subject to the Freedom of Information Act (FOIA).

### **Proposal Deadline**

Community P2 Grant Program must be received **no later than 4:00 p.m., Thursday, March 12, 2009**, at the address listed below. Facsimiles (faxes) and electronic submissions will not be accepted. In keeping with P2, it is preferred that proposals are submitted on recycled content paper, and printed on both sides.

### **Judging Applications**

A panel composed of state government staff will review the applications. Final decisions will be made by the MDEQ.

**Send Grant Application to:**

Attention: Mr. Steven Kratzer  
Pollution Prevention Programs Unit  
Pollution Prevention and Compliance Assistance Section

**Mail to:**

Michigan Department of Environmental Quality  
Environmental Science and Services Division  
P.O. Box 30457  
Lansing, Michigan 48909-7957

**Deliver to:**

Michigan Department of Environmental Quality  
Environmental Science and Services Division  
525 West Allegan, Constitution Hall, 1-North  
Lansing, Michigan 48933

## Instructions for Grant Proposal Cover Sheet

### **Contents**

Your proposal should consist of the following:

- Proposal cover sheet – page 1;
- Project description;
- Work plan, timetable, budget;
- System of measuring results; and
- Correct number of copies.

Directions for each portion are included in this RFP. Follow all directions. **Use the checklist on page 18 to make sure you have a complete proposal.**

### **Instructions for Grant Proposal Cover Sheet – Page 1**

The Grant Proposal Cover Sheet following this section (Form EQP 3496, page 9) is to be filled out by the applicant. The form is the first page (page 1) of the entire proposal package. Other portions of the proposal will be developed by the applicant and attached to page 1.

The *Project Name* is the name of the project.

The *Project Location* is the counties that the project will be offered.

The *State Senator and House of Representative District Number* is where the project is primarily located or where the grantee is located. If you are awarded a grant, the Senator and Representative for your project location will be notified. Fill in a district number for both your Senator and Representative.

The *Applicant* is the group, agency, or local unit of government applying for funding. Fill in the organization's fax and telephone number.

The *Contact Person* is the person in that organization that can be contacted by the MDEQ staff for any needed additional information. Also include the *contact's e-mail* address, if available.

Under *Organization Address*, be sure to include the street name and number on the first line, and the city and zip code on the second line.

*Start Date of Project and End Date of Project.* The start date should approximately correspond with the date funding will be available. The end date should be based on what is needed for the project; the maximum project length is two years.

*Grant Amount Requested* is the amount of funding you are seeking.

*Local Match* is the amount of local funding committed to the project.

The *Project Total* should equal the Grant Amount Requested + the Local Match (local match must be at least 25 percent of the total grant amount). Not more than \$50,000 may be granted in any fiscal year to a single recipient.

The *Person with Grant Acceptance Authority* is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (such as, a chief, executive, or board member). The person with grant acceptance authority also must sign the MDEQ Grant Proposal Cover Sheet, as indicated.



**Michigan Department of Environmental Quality  
Grant Proposal Cover Sheet**

(Authorized by 1996 PA 384)

(Completion of this form is required in order to receive grant consideration)

Project Name: \_\_\_\_\_

Project Location (Primary County): \_\_\_\_\_

State Senate District Number for Project Location: \_\_\_\_\_

State House of Representatives District Number for Project Location: \_\_\_\_\_

Applicant (Organization Name): \_\_\_\_\_

Organization's Federal I.D. Number: \_\_\_\_\_ - \_\_\_\_\_

Organization Telephone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Organization Fax #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's E-Mail (if available): \_\_\_\_\_

Organization Address (street # and name): \_\_\_\_\_

(City, Zip code): \_\_\_\_\_

Start Date of Project: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End Date of Project: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
day / month / year day / month / year

Grant Amount Requested: \$ \_\_\_\_\_ .00 + Local Match\*: \$ \_\_\_\_\_ .00 =

Project Total: \$ \_\_\_\_\_ .00 (whole dollar amounts only)

Person with Grant Acceptance Authority: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Applicants receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions.

**This is page 1 of your proposal**

# Instructions for Grant Proposal

## A. Project Description

**In no more than four pages**, please provide the following information in this order, using these headings. Consider each bulleted statement as it applies to your project. Use 11- or 12-point font on 8½" x 11" paper. Number the pages and attach to Page 1, the Proposal Cover Sheet. The use of two sided printing and recycled paper is recommended.

### **1. Statement of Environmental Concerns/Issues**

This should include the current environmental conditions (if known) and the needs/problems to be addressed with this grant. Please also include a statement that identifies the specific pollutant(s) your project may be targeting and an estimate of your proposed waste reductions.

### **2. Project Goals and Objectives**

- Describe the project's waste reduction goals (what you hope to achieve) and objectives, including specific waste streams or pollutants that will be reduced or behavioral changes leading to increased P2 to be implemented.
- Describe how the activities planned are appropriate to accomplish the goals and objectives. Include an explanation as to why a particular approach was chosen (cost effectiveness, likelihood of success, participating organizations' assets or constraints, or other factors).
- Describe how the project will result in both immediate- and long-term benefits to the environment and/or natural resources. Include a discussion on the likelihood of program success. Describe how the proposed activities are consistent with the RFP objectives, including the definitions of P2 and community.

### **3. Organization Information**

- Briefly state the organization's mission and goals.
- Describe relevant programs, activities, and accomplishments.
- Describe the qualifications of key staff and volunteers that will ensure the success of the project. Describe any training requested.

### **4. Partners**

- Describe the other partners in the project, their roles and commitments.
- Describe any other sources of funding not listed on page 1 of the proposal or on the budget, and include other grants you have received that relate to this proposal.

### **5. Project Sustainability**

- Describe how the project will create long-term change and sustainability.
- Describe any P2 activities or initiatives that will continue after the project is completed.
- Indicate the length of time your organization (or another by attached letter) is committed to maintaining any physical improvements funded by this grant, or which you intend to count as match.

### **6. Evaluation**

- Describe how an evaluation of the project will be done, including how success will be defined and measured. Describe how you will measure and track the waste reductions and/or behavioral changes resulting in increased P2 activity from this project.

- Identify the Quality Assurance/Quality Control procedures that will be followed, if applicable.
- Describe how evaluation results will be used and disseminated, and any products that will result from the project and be submitted to the MDEQ for approval.
- Describe the active involvement of partners in evaluating the program.

## **B. Work Plan and Timetable**

### **Work Plan**

**Maximum three pages.** Use 11- or 12-point font on 8½" x 11" paper.

- The plan should be presented by task (with sub-tasks as necessary), with an estimated percentage of time given to each task. The estimated percentage of time for all tasks should equal 100 percent.
- Include any products and deliverables.
- Include who will be responsible for carrying out each task.
- Number all pages of the work plan and attach to the Project Description.

### **Timetable**

**Maximum two pages.**

- Include a timetable of activities, showing when each task will be completed. This should be presented in a grid/table and cover all months or quarters of the project. If by quarter, include in the timetable for the months included in each quarter, i.e., Quarter 1: October, November, and December.
- Number the page(s), and attach them to the work plan.

## **C. Budget Information (Please see Grant Proposal Budget Information Instructions below)**

### **General Information**

**Maximum two pages.** Fill out the two-page Grant Proposal Budget Information form included in this RFP packet (pages 15 and 16) using the directions below:

- Round off to the nearest dollar.
- ***Make sure your totals are calculated correctly!***
- The Grand Total Grant Funds Requested + Grand Total Local Match = Project Total. These values should correspond with the Grant Amount Requested + Local Match = Project Total on page 1 of your proposal.
- Under each Budget Category (column A), write or type in the activities that will be charged against the grant or counted as local match (see Local Match below). Include enough detail that the MDEQ, ESSD Project Administrator knows who or what will be charged. For example, under Staffing Cost, each employee of the grant recipient charging time to the grant or counting time as match should be listed by name and title, followed by the projected number of hours they will be working on the project, and their hourly rate.
- Provide the same level of detail for all other budget categories, whether it is to be charged against the grant or counted as match.

Use the format below, filling in the form across the columns by category. Start in column A and address Staffing Costs across all columns.

Note Column C, Local Match. Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. At least a 25 percent local match is required to receive funding (cash and/or in-kind services can qualify for local match). This is a match to the total funding, not a line-by-line match for each activity.

- In column C of the Budget Sheet, include local match amounts for each budget category (staffing costs, fringe benefits, etc.).
- Federal and state funds cannot be used as matching funds.
- Whatever match you include in your application will become part of your contractual obligation, if your project is selected for full funding. Be sure your match commitment is realistic.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date specified in a contract is signed by both parties.
- Note that the auditing requirements in Appendix A require grantees to document match earned by providing letters from matching agencies, verifying the work completed, and the value of that work. Again, make sure your match commitment is realistic.

### **Grant Proposal Budget Form Instructions**

Please see the Budget Form on pages 15 and 16 of this document when completing the information below (numbering and lettering listed below corresponds to numbering and lettering on the Budget Form).

#### **1. Staffing Costs**

- In column A, list each staff person by name and title (project manager, senior analyst, clerical, etc.), the estimated number of hours each person will work on the project and his/her hourly rate. Place the costs for each staff person (number of hours times hourly rate) in columns B and C.
- Each staff person listed under Staffing Cost should also be included in the Work Plan.
- Staffing costs for staff in agencies other than the grant recipient should be budgeted under Contractual.
- Add subtotals.

#### **2. Fringe Benefits**

Fringe benefits can include insurance; FICA; federal, state, and local taxes; vacation and sick time; and workers' compensation.

- Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, not to exceed 40 percent.
- In column A, list each staff person and their fringe rate. Put the dollar amount corresponding with each staff person in columns B and C.
- The MDEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- Add subtotals.

#### **3. Contractual Services**

Contractual costs are services or materials provided by a contractor or agencies other than the grant recipient. Any services that are not provided by the grant recipient should be listed here, including engineering services. If any part of the work in the grant is to be subcontracted, responses to this RFP must include a description of all work to be subcontracted. The description should include a work plan, time table, and budget for all work subcontracted. The state of Michigan reserves the right to approve all subcontractors for this project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.

- In column A, list all contractual services. Put estimated amounts in columns B and C.

- All contractual services included here should also be included in the work plan.
- Subtotal contractual costs.

#### 4. **Project Equipment, Supplies, and Materials (Purchased by Grantee)**

##### 4a. Project Equipment

- Equipment is defined as an article of non-expendable, tangible personal property having a useful life of more than one year.
- Grant funds can be used to purchase equipment.
- Itemize equipment on the Budget Form and explain any cost that may appear out of the ordinary.

##### 4b. Project Supplies and Materials

- For supplies and materials, specify the type of supplies and materials charged against the grant in column A. Itemize printing, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
- Place corresponding costs of supplies and materials in columns B and C.
- Subtotal equipment, supplies, and materials.

#### 5. **Travel Costs (For Grantee)**

- Show mileage separate from lodging and meals in column A.
- Mileage costs should be shown in columns B and C as number of miles times mileage rate (\$.550 per mile is the highest allowable rate.)
- Under "Other" on the Budget Form include travel, other than mileage, to conferences and anticipated hotel/motel costs as separate line items. Conference and other training fees should also be included here.
- Subtotal your travel costs.

#### 6. **Total Direct Costs**

Total direct costs would be the sum of all grant funds requested and all local match funds identified.

#### 7. **Indirect Costs**

Indirect costs have been referred to as the cost of doing business. Typical indirect costs are associated with, but not limited to: office space, telephones, office equipment rental and usage, utilities, and general office supplies.

- Most agencies have set an indirect rate based on an analysis of reasonable overhead costs. Use your agency's indirect rate, up to **20 percent of staff salary and fringe benefits**.
- In column A, indicate the percentage rate at which indirect costs are being calculated and the resulting indirect costs.
- Add indirect costs in columns B and C.
- Subtotal indirect costs in column D.

#### 8. **Totals**

Add the subtotals for each budget category.

*Note: The totals at the bottom of the Budget Sheet should be the same as those on page 1 of your proposal.*

### **Sources of Match**

Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. Local match is required of all applications. Labor, in-kind services, and materials can count as match.

1. Whatever match you include in your application will become part of your contractual obligation, if your project is selected for full funding. Be sure your match commitment is realistic.
2. Match activities will be held to the same standards as grant-funded activities.
3. Match cannot be earned until the starting date of a contract signed by both parties.
4. Note that the auditing requirements in Appendix A require grantees to document match earned by providing letters from matching agencies, verifying the work completed, and the value of that work. Again, make sure your match commitment is realistic.

At the bottom of the second page of the budget sheet, indicate the source(s) of local match and the corresponding dollar value committed by the applicant or other local sources. Organizations receiving grants are required to provide a match of at least 25 percent of the total project cost. Grantee contributions may include dollars, in-kind goods and services, and/or third party contributions. Not more than \$50,000 may be granted in any fiscal year to a single recipient; however, local match expenditures can bring total grant project expenditures over the \$50,000 limit (state grant, \$50,000 + local match, \$16,667 = \$66,667.)



**Michigan Department of Environmental Quality**  
Environmental Science and Services Division

**GRANT PROPOSAL BUDGET INFORMATION**

(Authorized by 1996 PA 384)  
(Completion of this form is required in order to receive grant consideration)

Applicant's Name \_\_\_\_\_

Project Name \_\_\_\_\_ Period Covered \_\_\_\_\_

Column A	Column B	Column C	Column D
<b>BUDGET CATEGORIES</b>	<b>GRANT FUNDS</b>	<b>LOCAL MATCH</b>	<b>CATEGORY TOTAL</b>
<b>(name, title, 1. STAFFING COST: # hours x rate of pay)</b>			
Subtotal:			
<b>(Not to exceed 40%) 2. FRINGE BENEFITS: ( ___ %)</b>			
Subtotal:			
<b>3. CONTRACTUAL SERVICES:</b>			
Subtotal:			

Column A	Column B	Column C	Column D
<b>BUDGET CATEGORIES</b>	<b>GRANT FUNDS</b>	<b>LOCAL MATCH</b>	<b>CATEGORY TOTAL</b>
<b>4. PROJECT SUPPLIES AND EQUIPMENT:</b>			
4a. Project Equipment (itemize):			
4b. Project Supplies and Materials (itemize):			
<b>Subtotal:</b>			
<b>5. TRAVEL:</b>			
Mileage x mileage rate: (not to exceed .550/mile)			
Lodging:			
Meals:			
Other:			
<b>Subtotal:</b>			
<b>6. TOTAL DIRECT COSTS:</b>			
<b>7. TOTAL INDIRECT COSTS: (Not to exceed 20% of salary and fringe)</b>			
<b>8. GRAND TOTAL (add lines 6 and 7):</b>			

Grand Total Grant Funds Requested + Grand Total Local Match = Project Total

**SOURCES OF MATCH**

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**DOLLAR VALUE COMMITTED:**

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## **Instructions for Grant Proposal Attachments**

The following attachments are to be submitted for this grant proposal:

- **Audit** – All applicants must include with their proposal a letter from a certified public accountant documenting that the organization has undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has in place a financial accounting system that operates in accordance with accepted accounting principles.
- **Letters of Commitment** – These are letters from partners in the project committing a specific amount of time, money, activities, or other specified resources for the project. General letters of support (those not showing time, money, or specific resource commitment) will not be considered.

*All other information, including binders, extraneous reports, etc. will not be considered, reviewed, or returned. **All submitted materials are subject to FOIA requests.***

## Checklist for a Complete Proposal

Number all pages of your proposal. **Submit FOUR copies of all portions of your proposal.**

The entire proposal package should not be more than 12 pages, plus specified attachments:

- \_\_\_\_\_ One-page Proposal Cover Form
- \_\_\_\_\_ Maximum four-page Project Description
- \_\_\_\_\_ Maximum three-page Work Plan
- \_\_\_\_\_ One or two-page Timetable
- \_\_\_\_\_ Two-page Grant Proposal Budget Form

Attachments:

- \_\_\_\_\_ One-page audit letter
- \_\_\_\_\_ Letters of commitment

*All other information, including binders, extraneous reports, and general letters of support will not be considered, reviewed, or returned. All submitted materials are subject to FOIA requests.*

**Be sure your grant proposal is received no later than 4:00 p.m., Thursday, March 12, 2009, at the address listed below:**

Attention: Mr. Steve Kratzer  
Pollution Prevention Programs Unit  
Pollution Prevention and Compliance Assistance Section

**Mail to:**

Michigan Department of Environmental Quality  
Environmental Science and Services Division  
P.O. Box 30457  
Lansing, Michigan 48909-7957

**Deliver to:**

Michigan Department of Environmental Quality  
Environmental Science and Services Division  
525 West Allegan, Constitution Hall, 1-North  
Lansing, Michigan 48933

## **Appendix A**

### **Terms and Conditions of Grant Award**

#### **Responsibilities of Grant Recipients**

- Successful applicants will be required to enter into a project contract with the MDEQ within 28-days of the grant award.
- Grant recipients will be required to carry out all obligations contained in the project contract with the MDEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable, and budget information.
- The MDEQ, ESSD also reserves the right to review and approve all products developed and paid for by grants or used for local match. All such products become the property of the state of Michigan.
- Grant recipients will be responsible for meeting the match amount committed in the project contract.
- Additional requirements, relevant to an individual project, may be specified in the project contract.
- Project Manager and Grant Manager are required to attend a grant administration meeting to discuss contract and reporting requirements.

#### **Subcontracts**

- The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The state reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
- The grant recipient will be required to assume responsibility for all contractual activities included in their work plan, whether or not they perform them. Further, the state will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.
- Any substitutions or additions to the subcontractors will be subject to the prior written approval of the state.

#### **Audit Requirements**

All projects will be subject to a post-project audit. The MDEQ, Office of Internal Audit will conduct an audit of all the ESSD Administration Section files, and may conduct an audit of a grant recipient’s financial files before releasing final payment to the grantee. Therefore, grantees will be expected to maintain records and make available to the MDEQ all records pertaining to the grant. Grantees will be required to submit detailed information in their project status reports.

#### **Reporting**

- All grant recipients must submit Quarterly Status Reports to the MDEQ, following each quarter of the grant period. A quarterly status report consists of: 1) a Narrative Status Report, detailing the status of each task; 2) a Financial Status Report (FSR) documenting expenditures for that quarter; and 3) documentation supporting expenditures for the quarter. Any products developed during the quarter are to be submitted with the Quarterly Status

Report. Copies of all products and Quarterly Status Reports shall be submitted to and approved by the MDEQ, before payment will be made. Submit copies as follows:

- Original Quarterly Status Report plus two copies to the MDEQ, ESSD, Lansing Office

The MDEQ, ESSD reserves the right to request annual progress reports of any grant recipient.

Final project reports are approved by the ESSD before final grant payment will be made. Final reports should detail what was attempted in the project, what worked, what didn't, and any lessons learned. Final reports should also include final copies of all grant "products." In keeping with P2, it is preferred that reports are submitted on recycled content paper and printed on both sides. Draft final reports are due to the ESSD 45-days prior to the grant contract end date.

### **Incurring Costs**

The state of Michigan is not liable for any cost incurred by the grant recipient or any subcontractor prior to the signing of a project contract. Liability of the state is limited solely to the terms and conditions of this request and any resulting grant. The state fiscal year is October 1, through September 30. Grants awarded in any given fiscal year are contingent upon enactment of both federal and state legislative appropriations.

### **Conflict of Interest**

No member of the legislature, judicial, or executive branch of state government; or any local unit of government shall benefit from this agreement. No member or delegate to congress, or resident of commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise there from.

### **Cancellation**

The state of Michigan may immediately cancel an Agreement without further liability if the Grantee, any agent of the Grantee, or any agent of any sub-agreement is: convicted of a criminal offense incident to the application for, or performance of a state, public, private contract, or subcontract; convicted of a criminal offense, including but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for state of Michigan employee; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the state, reflects on the Grantee's business integrity.

**Please contact Steve Kratzer at 517-373-0939 or [Kratzers@Michigan.gov](mailto:Kratzers@Michigan.gov) for additional information.**