

FISCAL YEAR 2019

**RURAL ELECTRONICS RECYCLING GRANT
REQUEST FOR PROPOSALS**



**Gretchen Whitmer, Governor
Liesl Eichler Clark, Director**

**Waste Management and Radiological Protection Division
Michigan Department of Environmental Quality**

DEQ Internet Web site address: <http://www.michigan.gov/mirecycles>

Application Deadline: April 5, 2019, or August 1, 2019



**Michigan Department of Environmental Quality
Waste Management and Radiological Protection Division**

Electronics Recycling Rural Grant Program

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The Michigan Department of Environmental Quality shall not discriminate against any individual or group based on race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to the DEQ, Office of Human Resources, P.O. Box 30473, Lansing, Michigan 48909.

**Fiscal Year 2019
RURAL ELECTRONICS RECYCLING GRANT PROGRAM**

INTRODUCTION

In 2009, the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, was amended to add Part 173, Electronics. The intent of the law was to encourage responsible recycling of consumer electronics through an extended producer responsibility style law.

In April 2014, a Residential Recycling Plan of Action (Plan) was announced, which set the ambitious goal of doubling our state's recycling rate. Consumer electronics are an important part of the recycling program in Michigan but are collected at lower rates in rural portions of our state as compared to urban areas. The Rural Electronics Recycling Grant (Grant) is part of the DEQ's Fiscal Year 2019 Recycling Grants, which also include Scrap Tires and Recycling Infrastructure aspects.

The lack of opportunity and the cost of properly recycling hard-to-recycle items frequently prevents the collection and recycling of unwanted consumer electronics. Ensuring that enough recycling collection infrastructure exists is a proven method for increasing recycling. In 2016, the electronics recycling program began focusing efforts on rural parts of Michigan to resolve the unique challenges they have in providing recycling opportunities for consumer electronics generated in their area. Along with technical assistance and education and outreach, these Grants are an important part of implementing Michigan's Recycling Initiative.

Through the 2019 Rural Electronics Recycling Grants, the DEQ will provide small grants to cities, villages, townships, charter townships, counties, tribal governments, municipal solid waste authorities, resource recovery authorities, non-profit organizations, public school districts, local health departments, and regional planning agencies located in rural portions of Michigan to fund recycling opportunities and infrastructure improvement projects.

The primary objective of the grant is to establish permanent electronics recycling drop-off sites in the northern lower and upper peninsula of Michigan. Other rural areas (counties that are outside of metropolitan statistical areas) of the state are also eligible to apply. Potential projects include, *but are not limited to*: establishing permanent collection sites; purchasing equipment to support the addition of electronics collection to current recycling or solid waste transfer locations; and supporting collection events that focus on recycling all forms of covered electronic devices (computers, televisions, printers and monitors).

The Rural Electronics Recycling Grant program has a total of \$250,000 available for grants in fiscal year 2019. Grants are limited to a maximum of \$10,000 per location and are offered on a first come-first serve basis to eligible applicants. Regional efforts coordinated by one organization can be part of a single larger grant. To maximize the effectiveness of the funds, grantees are required to provide local match funds of at least 25 percent of the total grant budget. Local match funding may be greater than 25 percent of the total grant budget.

Grants will be offered during two grant periods. First grant period is March 17, 2019, to April 5, 2019. The second period will be from May 6, 2019, to August 1, 2019. Grants for e-waste events are limited to a maximum of \$3,500 per e-waste collection event. A single grant could cover one event per year for two years leading up to establishing a permanent collection location. Event grantees may be offered partial funding. Event grant funding is only available to off-set the cost of recycling televisions; cover the cost of standard collection supplies and if necessary, assure proper management of collection events. Event funding must be part of a program to establish a permanent collection site by the end of the grant period. Grants will be paid through a reimbursement process.

CRITERIA

Applications for funds shall be made on electronic forms provided by the DEQ. **Applicants are strongly encouraged to discuss the project with DEQ electronics program staff prior to submitting the application.**

An application form is included in this package for your use, if you do not have access to the internet.

Submission of a complete application does not guarantee that the applicant will receive a grant.

ELIGIBILITY CRITERIA

Applicants must meet the following criteria to be considered for a Grant:

- Eligible applicants are non-profit organizations, tribal governments, public school districts, local health departments, conservation districts, regional planning agencies, cities, villages, townships, charter townships, counties, municipal solid waste authorities, public colleges and universities and resource recovery authorities located in Michigan. Matching funds or program partners may be from for-profit organizations, but such entities are not eligible to receive grants.
- Eligible applicants receiving grants are required to provide local matching funds at least equal to 25 percent of the total grant budget. The local match amount may be greater than 25 percent of the total grant budget (see Grant Application Budget Form for examples). In some cases, there will be ineligible costs that are required to implement the project. These costs must be listed separately as described in the budget section of the application.
- Eligible applicants must use a Michigan Part 173 registered electronics recycler for their recycling needs during the grant period.
- As part of the grant, grantees must be willing to establish collection sites and agree to maintain collection services for a minimum of two years **after** receiving the grant.
 - To be considered a permanent collection location a site must be open to the public no less than 4 hours of one day per month.
 - Entities that hold household hazardous waste events that do not currently include electronics collection and recycling are encouraged to apply.

All grant **AND** local matching funds may only be used for eligible items. General administrative staff time, indirect costs, and in-kind services can be used as matching funds toward collection sites projects. Matching funds associated with administrative costs are limited to 60 percent of the grant matching funds.

Collection Events:

- Grant funding to support electronics collection events only must meet all the following criteria: Collect all classes of covered electronic devices as defined in Part 173 during collection events; use a Part 173 registered recycler; and provide a minimum of one collection event per year during the grant period if applying only for event funding.
- Funding is only available to off-set the cost of collecting and recycling cathode ray tube (CRT) televisions and CRT monitors, and LCD and LED televisions and monitors at collection events. The funds can also cover the cost of standard collection event supplies. Events must be in a community that is not currently served by e-waste recycling services.
- For collection events, administrative costs can be charged, but are limited to 15 percent of the total costs of the collection event. Local match funding contributions can come from private, non-profit, foundation, municipal, or other partners. Potential local match funding sources may include other grants, bond monies, loans, cash, public partnerships, public/private partnerships, etc.

Permanent Sites:

- The following items are examples of eligible items under the Rural Electronics Recycling Grant Program. This list is not considered exhaustive:
 - Collection and/or handling equipment such as pallet jacks, lift trucks, storage containers, storage buildings, bins, etc.
 - Construction of new or improvements to structures, such as new buildings or building improvements, new site development to improve access, or improvements to encourage efficient handling of electronics, such as concrete slabs or paving and loading ramps; this excludes the purchase of real property.
- The following budget items are ineligible under the Rural Electronics Recycling Grant Program. This list is not considered exhaustive:
 - Registrations, licenses or permits, fees, taxes, insurance, training costs, office equipment (including computers), indirect or overhead expenses, grant administration, staff expenses, household hazardous waste projects, etc.
 - Recycling costs from unregistered electronics recyclers.
 - Funding requests that support currently operating electronics collection operations.
 - Requests without an agreement to establish a permanent collection site.
 - Administrative costs that exceed 60 percent of the matching funds total cost for the grant.
 - For collection events, administrative costs that exceed 15 percent of the grant total.
 - Providing alternate funding source for ongoing operations.
- Grantees must expend grant funding to complete purchases, establish collection locations and submit all reimbursement requests by September 11, 2021.
- All applications must include a copy of the Management Letter from the auditor's report prepared by an independent certified public accountant that documents the fiduciary

applicant has undergone a comprehensive financial audit within the last 24 months. The independent auditor's report must include the dates and scope of the financial audit.

- The grant applicant can be a fiduciary for smaller entities. Regional efforts are strongly encouraged.
- All grant applicants agree to register and enter program information with the [Michigan Recycling Directory](#) administered by the DEQ within 30 days of being approved for a grant. Grantees agree to report collection volume data as a voluntary reporter to the Michigan Recycling Reporting system on an annual basis.
- Grant applicants for e-waste events are encouraged to apply for funding for events multiple locations in a region.
- The applicant must submit a complete application by August 1, 2019, as described below in the section titled "Required Application Components." There will be two grant periods during which applications will be accepted. The grants will be accepted March 17 to April 5, 2019, and then from May 6 to August 1, 2019. Applicants needing funding during the spring and summer of 2019 must apply during the first grant period.

Expenses incurred prior to formal notification of grant approval are not eligible for reimbursement.

APPLICATION PROCESS AND EVALUATION CRITERIA

Required Application Components:

To be considered complete, an application must include all the components listed below, **and the "Applicant Signatory" on the application cover sheet MUST be signed.** Incomplete responses will result in a determination that the application is incomplete and therefore, not eligible for funding. The following items must be included:

Application cover sheet, including applicant signature:

Complete the application cover sheet form found in this packet (page 12). This application cover sheet will become Page 1 of the application. Please number all pages consecutively.

Project Description:

On no more than one page, please provide the following information.

1. Clear and realistic project goals and objectives, including a description of how the proposed project's goals will support electronics recycling in the selected area.
2. Provide a brief description of how the recycling program will be enhanced or established through this grant, including such things as:
 - Description of the equipment or buildings to be purchased, constructed or enhanced. Include why the equipment is needed and how it will benefit the operation and the facilities ability to collect electronics.
 - Electronics collection frequency (will the collection location be open weekly, bi-weekly, a one-time event, drop-off with only certain operating hours, etc.).
 - Name and address of all organization(s) supporting the program.

- Geographical area served, including population and/or number of households/units served, if known.
 - Name and address of registered electronics recycler that will be used.
 - Brief description of education and outreach program to promote the services.
 - List contact information for any community support and/or partners in the program.
 - Description of the source of operational funding sources such as user fees, millage, special assessments, or general funds, etc.
3. If applicable, description of event-based recycling program being proposed, including the information listed below:
- Description of the collection events and how they will be used to either enhance an existing electronics recycling program or start a new program.
 - Collection method to be used at the collection event and information about the collection events. Location(s), partners, proposed dates, and source of funding to be used to support the events.
 - Name and location of registered electronics recycling vendor that will be used.
 - Description of how the project will support ongoing collection of electronics in the area or region, if applicable.
 - Description of how the project will be sustained beyond the grant timeline, including a description of existing or proposed operational funding sources such as user fees, millage, special assessments, or general funds, etc., to be used.
 - Detailed explanation of the need for paid management oversight of the event.
 - Include any letters of commitment concerning amount of time, money, activities, or other specified resources for the planned program.
4. Describe how an evaluation of the project will be done, including how success will be defined and measured. A final report will be due three months after the events have been completed and infrastructure item(s) have been purchased and/or constructed, but no later than September 30, 2021. The final report must include any relevant and measurable data including previous and new diversion and/or participation rates (if known), lessons learned, and recommendations for future actions.

Work Plan and Timeline:

On a separate page, please provide the following information presented by tasks and their associated timelines. Include the name of the person who will be responsible for carrying out each task. This document will become part of the grant contract with DEQ.

At a minimum, the following items should be included as applicable:

1. Identify the tasks and responsible party for procurement of the infrastructure item(s) proposed in the application.
2. Identify the tasks and responsible party for deployment and/or utilization of the infrastructure item(s) proposed in the application.
3. Identify the tasks and responsible party to complete the collection events being planned.
4. Identify the tasks and party responsible for preparing quarterly progress reports and the final project report.
5. Identify the tasks and the responsible party for planning and implementing the recycling events where electronics will be collected for recycling.
6. Identify the specific tasks to be completed by any administrative or management staff where cost reimbursement will be requested.

Reimbursement requests dates:

- Final reimbursement must be submitted by September 11, 2021. Reimbursement cannot be requested until complete documentation of funding expenditure can be provided including proof of payment from any vendors.
- Final report is due three months after the item(s) have been purchased and/or constructed, but no later than September 30, 2021.

Budget:

Complete the Application Budget Form and provide a narrative discussion, including the information below. Number the additional pages and attach them to the application.

- All costs identified in the Application Budget Form must be eligible grant costs.
- If applicable, include a narrative of non-reimbursable items above the total grant budget that are necessary to implement the project.
- Include a description of the infrastructure item(s) listed in the Application Budget Form. If possible, include a price quote for the item(s) to be purchased.
- Include a description of the source(s) of match funding to be used for the planned infrastructure purchase.
- Include the cost of management/administrative functions associated with planned collection events
- Provide cost quotes from the registered recycler selected to provide the recycling services for the material collected.

Evaluation Criteria:

Priority will be given to applicants including the following:

- Programs that use registered electronics recyclers.
- Programs that do not request reimbursement for administrative costs.
- Programs that serve a rural region of Michigan.
- Programs proposing regional collection efforts.
- Programs establishing permanent collection sites.
- Programs that commit to provide electronics recycling opportunities beyond the end of the grant period (September 30, 2021).
- Programs that currently provide or propose continuing education programs with sustainable funding.
- Startup recycling program operations with ongoing funding mechanisms.
- Programs that offer electronics recycling as an addition to related recycling events (HHW events, community clean up, etc.).
- Additional local match funding beyond the required match funding amount.

During the grant review process, applicants may be contacted for clarification and for negotiating changes in project activities, timelines, and grant amounts, within the parameters outlined in the application instructions.

Application Submission Information

Final applications must be received by e-mail no later than 11:59 p.m., April 5, 2019, or August 1, 2019.

There will be two grant periods: the first grant period is March 17, 2019, to April 5, 2019; the second period will be from May 6, 2019, to August 1, 2019.

Submit all documentation via e-mail at: nobles4@Michigan.gov. Grant packages received after this date will not be accepted. Grant packages that are not in the correct format will not be reviewed for acceptance.

- Please indicate “**Rural Electronics Recycling Grant**” in the e-mail subject line.
- Each e-mail submission must be complete and will supersede any previous e-mail submissions. Please sign the cover page using blue ink and scan in color for each e-mail submission.
- Information provided in the application must be formatted to correspond with the application instructions. Headings and numbering of responses must be consistent with the headings and numbering used in the instructions. Pages within the application must be consecutively numbered. The actual forms, or photocopies of the forms, as found in this application package, must be used.
- Potential attachments may include: Management letters of financial audit, letters of partnership or community support, price quote(s), and photographs.

Application Review Process

- Deadline for submittal of applications is either April 5, 2019, or August 1, 2019.
- Funding requests for spring and summer of 2019 projects must be received by April 5, 2019. Funding requests for later projects are accepted from May 6 to August 1, 2019.
- Grantees will be notified of their funding status following the DEQ Director’s final funding recommendations approval.

Grant Agreement Requirements for Approved Applicants

Successful applicants will be required to enter into a standard grant agreement with the DEQ. Project costs incurred prior to entering into an agreement signed by both parties will not be reimbursed. There will be limited opportunities for negotiation prior to entry of a Grant agreement. Opportunities to modify a signed agreement will also be limited.

Failure of a successful applicant to accept the obligations outlined in the standard agreement may result in withdrawal of the Grant. The DEQ reserves the right to offer partial funding for any approved applicants. If partial funding is offered to an approved applicant, the applicant will be required to provide the necessary matching funds needed to complete the project. The original application becomes part of the Grant agreement, along with changes that may occur during contract negotiation. Additional requirements relevant to an individual project may be specified in the Grant agreement. The Grant agreement will stipulate a project period during which the project must be completed, and all expenditures must be made. Successful applicants (Grantees) must be prepared to agree to the following minimum agreement conditions:

- Grant funds must be spent, and reimbursement requested by September 11, 2021.

- Reimbursement for collection event grants will require the following documentation: copies of invoice(s) from a registered recycler showing the location, weight, and cost of recycling collected items.
- Grant reimbursements will be for up to 75 percent of the documented purchase expenditures, not to exceed the awarded grant amount, less a 10 percent retention amount that will be released upon approval of the final report. The final report is due three months after the infrastructure item(s) have been purchased and/or constructed, but no later than September 30, 2021. Project data must also be submitted through the Re-TRAC system. Re-TRAC registration can be found at www.michigan.gov/recyclingreporting

Grants are paid through a reimbursement process. All Grantees will submit proof of payment (i.e., cancelled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods or payment for services from the recycling vendor, proving that the recycling vendor has been paid PRIOR to receiving reimbursement from the Grant Program. Grantees will be reimbursed up to 75 percent of documented purchase expenditures, not to exceed the awarded grant amount. The remaining unreimbursed expenditures serve as the required match amount for the grant.

- Reimbursement may be requested quarterly or in conjunction with completion of a task outlined in the timeline.
- All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the DEQ Rural Electronics Recycling Grant. Where possible, these products should be printed double-sided on recycled content paper.

**Department of Environmental Quality
Rural Electronics Recycling Grant Application Cover Sheet**

Applicant Name:	
Street Address:	
City/State/Zip/County:	
Mailing Address: (if different from street address)	
City/State/Zip:	
Contact Person and Title:	
Contact Person's E-Mail Address:	
Contact Person's Telephone Number:	
Grant Amount Requested:	\$
Local Match Amount: (must be equal to or greater than 25 percent of the total grant budget)	\$
Total Grant Budget:	\$
DUNS NUMBER	State Senator's Name:
Federal Identification Number:	State Representative'(s) Name:
Applicant Signature: (application must be signed by the person accepting responsibility for the terms and conditions of the grant agreement if awarded)	
Print Name: _____	
Signature: _____	
Date: _____	

Department of Environmental Quality Rural Electronics Recycling Grant Application Budget Form

Applicant Name: _____

Line Item No.	Budget Line Item Description	Quantity	Unit Price	Budget Amount
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total Grant Budget				\$

Grant Amount Requested	Local Match Amount	Total Grant Budget
\$	\$	\$

The local match amount must equal at least 25 percent of the total grant budget. The local match amount can be greater than 25 percent of the total grant budget. The grant amount requested cannot exceed \$10,000 per location.

Examples:

If the total grant budget is \$10,000, the grant amount requested would be \$7,500 and the local match amount would be \$2,500.