

FISCAL YEAR 2019

**RECYCLING MARKET DEVELOPMENT
GRANT PROGRAM
REQUEST FOR PROPOSALS**



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

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

DEQ Internet Website Address ` <http://www.michigan.gov/mirecycles>

Application Deadline: June 6, 2019



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

RECYCLING MARKET DEVELOPMENT GRANT PROGRAM

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The Michigan Department of Environmental Quality shall not discriminate against any individual or group on the basis of 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.

Michigan Department of Environmental Quality
Waste Management and Radiological Protection Division
Fiscal Year 2019
RECYCLING MARKET DEVELOPMENT GRANT PROGRAM

The Recycling Market Development Grant is part of the Michigan Department of Environmental Quality's (DEQ) Fiscal Year 2019 grants whose purpose is to grow recycling and improve materials management in Michigan. Along with technical assistance, education, and outreach, supporting the growth of the recycling system in Michigan is an important step toward improving the way Michigan manages resources in the waste stream. Since 2014, this growth has been supported through grants to promote recycling collection opportunities for Michigan citizens and grants to assist in processing and infrastructure needs for Michigan recycling facilities and collection sites. The new 2019 Recycling Market Development Grant is an important part of supporting the growth of end markets for materials collected in Michigan.

Recycling market development includes commercialization of technologies to replace materials with recycled content, to improve the quality, increase the quantity, and grow demand for utilizing recycled materials in manufacturing or other uses. It also includes research and development of new uses for recycled materials.

Through the 2019 Recycling Market Development Grant Program, the DEQ will provide grants to for-profit and non-profit businesses and organizations, cities, villages, townships, charter townships, counties, tribal governments, municipal solid waste authorities, resource recovery authorities, schools, health departments, colleges/universities, regional planning agencies, and any other business or organization located in Michigan to fund recycling market development projects. Potential market development projects include, *but are not limited to*, materials testing and specification development, research and development of new products using recycled content, processing equipment or infrastructure needs, market analyses, marketing of products, usage guidance, use trials/pilots, and other activities that will result in increased use of recycled materials. Collection, hauling, and primary sorting of residential materials are not eligible for this grant opportunity.

The Recycling Market Development Grant has up to \$2,000,000 available for grants in fiscal year 2019. There are no requirements regarding the minimum amount of funding that can be requested, however preference will be given to larger scale projects. The maximum amount of funding that can be requested is \$500,000. Grantees are required to provide matching funds at least equal to 25 percent of the total grant budget. Match funding is encouraged to be greater than 25 percent of the total grant budget, with higher matching funds and funds leveraged from outside sources increasing likelihood that the project will be selected. Grantees may be offered partial funding. Grants will be paid according to a grant agreement that will contain the agreed upon timeline and deliverables according to defined milestones.

Priority points will be awarded for projects focused on glass, mixed plastics, and organics. However, projects focused on any material category are encouraged to apply. In addition, priority points will be awarded to Michigan based, circular economy projects. Michigan based, circular economy projects are projects that bring material back to the generators supply chain for use in new products, or projects that create recycling markets for materials collected in partnership with Michigan communities, businesses, and recyclers.

Beyond priority points listed above, successful grantees will have significant matching funds and leverage outside funding; demonstrate a long-term commitment to the project; and demonstrate that the project will have measurable economic and environmental impacts, including greenhouse gas reduction, jobs created, water saved, energy saved, or other positive environmental and economic outcomes.

The DEQ is now accepting applications. Application for funds shall be made on forms provided by the DEQ. An application form is included in this application package for your use.

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

ELIGIBILITY CRITERIA

Applicants must meet the following:

- Eligible applicants are for-profit and non-profit businesses and organizations, cities, villages, townships, charter townships, counties, tribal governments, municipal solid waste authorities, resource recovery authorities, schools, health departments, colleges/universities, regional planning agencies, or any other business or organization located in Michigan.
- Eligible applicants receiving grants are required to provide matching funds at least equal to 25 percent of the total project budget. The matching funds amount may be and are encouraged to be greater than 25 percent of the total project budget.
- Matching fund contributions can come from private, non-profit, foundation, municipal, or other partners. Potential matching fund sources may include other grants, bond monies, loans, cash, public partnerships, public/private partnerships, etc.
- All grant applicants must follow electronic submission and vendor registration requirements as requested by the program.
- Supply proof of a successful financial audit for a period ending within 24 months of the Request for Proposal, as demonstrated by an *Independent Auditor's Report* signed by a Certified Public Accountant from a Comprehensive Annual Report. Note: The audit date is based on the audit period and not the date of the audit or the audit letter.
- Applicants cannot appear on the Federal Debarment and Suspension List. The list can be searched through the federal System for Award Management (www.SAM.gov).
- Be in good standing with DEQ programs. Within the 24 months immediately preceding the RFP:
 - No DEQ grant terminated for cause.
 - No demonstrated inability to: sign an agreement in a timely fashion, manage a grant, or meet the obligations in a project with the DEQ.
- All grant recipients are encouraged to register and enter program information within the Michigan Recycling Directory, the Recycled Materials Market Directory (RMMD), and/or

the Michigan Materials Marketplace (as applicable), prior to submitting a reimbursement request. The Michigan Recycling Directory, the RMMD, and The Michigan Materials Marketplace are online recycling directories sponsored by the DEQ.

- The applicant must submit a complete application by June 6, 2019, as described below in the section titled “Required Application Components.”

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 may result in a determination that the application is incomplete and, therefore, not eligible for funding.

- **Application cover sheet, including applicant signature.**

Complete the “**Recycling Market Development Grant Application Cover Sheet**” form. The cover sheet will become page 1 of the application. Please number all pages consecutively.

- **Project Description:**

In no more than six pages, please provide the following information in the order it is listed below. Number the pages and attach them to the application cover sheet, which is page 1 of the application.

1. Clear and realistic project goals and objectives, including a description of how the proposed project’s goals will increase recycling and result in quantitative positive economic and environmental outcomes such as greenhouse gas reduction, energy saved, water saved, resources saved, jobs created, etc. These projected environmental and economic outcomes should be described in detail, including an explanation of the calculations, associated data, and how these outcomes will be measured throughout the project and beyond.
2. Description of current recycling activities.
3. Description of the planned recycling market development project.
4. Description of community support and/or partners for the grant project. Include any specific letters committing an amount of time, money, activities, or other specified resources for the project. Describe how/if the funding provided in this grant is leveraging additional investment from partners
5. Description of how the project will be sustained beyond the grant timeline.
6. Describe how an evaluation of the project will be done, including how success will be defined and measured. A final report will be required, which must include

quantitative and qualitative results, lessons learned, and recommendations for future actions.

7. Describe how evaluation results will be used and distributed, including any products that will result from the project.

▪ **Work Plan:**

In no more than three pages, please provide detailed tasks and sub-tasks necessary to complete the project. Include the name of the person who will be responsible for carrying out each task. Include any products and deliverables. Number the pages and attach them to the project description. Identify the tasks and responsible party for implementing the recycling market development project. Also, identify the party responsible for preparing quarterly progress reports and the final project report.

▪ **Timeline and Budget:**

In no more than four pages, please provide a detailed timeline of activities, showing when each task described in the work plan will be started and completed. Include narrative describing quarterly tasks and outcomes. Number the pages. The timeline should identify quarterly milestones that will be achieved.

For each quarterly milestone identified in the timeline, complete the concise “**Timeline and Budget**” form found in the application. Describe each task on the form, and provide the total cost for each task, breaking down the total cost by how much the grant will pay for that cost versus how much the grantee or partner will pay. If the project will be completed prior to February 28, 2021, write “None” in the table. *These milestones will be used to create the grant agreement and grant payment schedule.*

The following key dates should be considered as the timeline is developed:

- Quarterly reports will be required on January 10, 2020; April 10, 2020; July 10, 2020; October 10, 2020; and January 15, 2021.
- The final report is due no later than February 28, 2021.

The matching fund amount must equal at least 25 percent of the total project budget. The matching fund amount can be greater than 25 percent of the total grant budget. The grant amount requested cannot exceed \$500,000.00. If the match amount is divided by the total project budget, the result must be equal to or greater than 25 percent.

For example, if the grant amount requested is \$100,000.00, the match amount would have to be at least \$33,333.33, and the total project budget would be \$133,333.33.

Evaluation Criteria

Priority will be given to applicants including the following:

- Projects that supply additional match funding beyond the required 25 percent match funding amount.
- Projects that have a total grant amount of \$250,000 or more.

- Projects that use the grant funds to secure other sources of capital (grants, loans, investment) or otherwise leverage the funds to gain additional support or investment.
- Projects with the best supporting data.
- Projects that demonstrate a long-term commitment.
- Projects that create circularity in the recycling market for Michigan businesses and/or communities.
- Projects that result in increased capacity to manage challenging materials streams or otherwise create increased demand for materials currently being disposed.
- Projects that demonstrate the largest measurable economic and environmental impacts, including greenhouse gas reduction, jobs created, water saved, energy saved, or other positive environmental and economic outcomes.

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

Application Submission Information

- Full applications must be received by e-mail by 11:59 p.m. on **June 6, 2019**, via e-mail at: DEQ-RecyclingGrant@michigan.gov.
- Please indicate “Recycling Market Development 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.
- All questions regarding application preparation and submission should be directed to Matt Flechter, Recycling Market Development Specialist, DEQ, flechterm@michigan.gov.
- Potential attachments may include documentation of financial audit, letters of partnership or community support, price quote(s), photographs, and substantiating information.

Application Review Process

- Deadline for submittal of applications is June 6, 2019.
- Grantees will be notified of their funding status, once the DEQ’s Director makes the final funding recommendations.

Grant Agreement Requirements for Approved Applicants

Successful applicants will be required to enter into a standard grant agreement with the DEQ. Project expenses must be incurred during the grant period. The grant period starts after the grant agreement is executed by all parties. There will be limited opportunities for negotiation

prior to the 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 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 shall be spent, and all payments shall be requested by January 15, 2021.
- Grant payments will be made per the timeline and budget identified in the grant agreements, not to exceed the awarded grant amount. Five percent of the amount requested in each quarterly report and payment request will be retained until the submittal and approval of the final grant report. The final grant report is due no later than February 28, 2021.
- Grantees will be paid only upon achievement of the milestones identified in the grant agreement. If milestones are not achieved by the agreed upon dates payments may be requested at such time the milestone tasks are completed.
- Payment shall be requested quarterly in conjunction with required progress reports. Detailed information related to expense will be required.
- All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the DEQ Recycling Grant Program. Where possible, these products should be printed double-sided on recycled content paper.

**DEPARTMENT OF ENVIRONMENTAL QUALITY
RECYCLING MARKET DEVELOPMENT 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:	\$
Match Amount: (must be equal to or greater than 25 percent of the total grant budget)	\$
Total Grant Budget:	\$
DUNS Number:	State Senator:
Federal Identification Number	State Representative:
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: _____	

		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Grant Amount Requested				
Matching Fund Amount		Total Quarterly Project Budget		
\$		\$		

FEBRUARY 28, 2021 FINAL REPORT		Expense amount paid by grant	Expense amount paid by grantee or partner	Total Quarterly cost
January 10, 2020		\$	\$	\$
April 10, 2020		\$	\$	\$
July 10, 2020		\$	\$	\$
October 10, 2020		\$	\$	\$
January 15, 2020		\$	\$	\$
Total Grant Amount Requested		Total Matching Fund Amount		Total Project Budget
\$		\$		\$

PERCENT MATCH CALCULATION

Total Matching Fund Amount	Total Project Budget	Match divided by total budget
		%

Match must equal at least 25 percent of the total project budget