

FISCAL YEAR 2019

**AGRICULTURAL, GREENHOUSE, AND MARINE FILM
PLASTICS RECYCLING GRANT
REQUEST FOR PROPOSALS**



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

**Materials Management Division
Michigan Department of Environment, Great Lakes, and Energy**

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

Application Deadline: July 8, 2019



**Michigan Department of Environment, Great Lakes, and Energy
Materials Management Division**

AGRICULTURAL, GREENHOUSE, AND MARINE FILM PLASTICS RECYCLING GRANT

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Michigan Department of Environment, Great Lakes, and Energy
Materials Management Division
Fiscal Year 2019
AGRICULTURAL, GREENHOUSE, AND MARINE FILM PLASTICS RECYCLING GRANT

INTRODUCTION

The Agricultural, Greenhouse, and Marine Film Plastics Recycling Grant (Grant) is part of the Michigan Department of Environment, Great Lakes, and Energy's (EGLE) fiscal year 2019 grants to grow recycling and improve materials management in Michigan. While the total amount of film plastics generated in Michigan is unknown, Michigan dairy farmers generate 3.28 million pounds of agriculture film per year, vegetable producers' lay about 10,000 acres of black plastic mulch per year, and most boats require between 14 to 25 pounds of shrink wrap during winter storage per year.

One-time grant funding is available to increase recycling opportunities for agricultural, greenhouse, and marine film plastics, including but not limited to the following types of material: bale wrap, ag/grain bags, bunker cover, drip tape, irrigation tubing, greenhouse and nursery film, marine boat shrink wrap film, or other film plastic that may be identified as a result of this project that is acceptable to the film plastic end users identified by the project (film plastics).

The grant has a one-time funding offer of \$150,000 to be awarded to a single entity to assist in the development of a statewide film plastics collection network, including the following details: establishment of transportation networks, collection/processing sites, and viable end markets for film plastics; the creation of an engagement and educational program to inform generators of film plastics, including farmers, marinas, nurseries, etc., about the collection network through promotional and educational forums, events, and meetings.

The grantee would be expected to work closely with known film plastic collectors/end user(s) that have expressed interest in providing services and/or are currently offering services in Michigan, recycling staff from EGLE, Michigan Agriculture Environmental Assurance Program staff from the Department of Agricultural and Rural Development, Michigan Sea Grant staff and staff from participating local environmental assistance/education/association contacts such as local Conservation Districts, local Farm Bureau offices, Michigan Boating Industries Association, Michigan Nursery and Landscaping Association, municipal recycling programs, etc.

EGLE is now accepting applications. Application for funds shall be made on forms provided by EGLE. 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 the Grant.

ELIGIBILITY CRITERIA

Applicants must meet the following:

- Eligible applicants are for-profit and non-profit businesses, organizations, and associations, public entities and governmental organizations and associations, universities, etc., located in Michigan.
- Eligible applicants shall meet the project proposal specifications as described in this request for proposal. It is anticipated that applicants will apply for the full funding available, and that only one entity will be awarded.
- All grant applicants must follow electronic submission and vendor registration requirements, as requested by the program.
- All applications must include an independent auditor's report from an independent certified public accountant documenting that 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 applicant must submit a complete application by **July 8, 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 application cover sheet form found in the application.

- **Project Work Plan, Timeline and Budget**

Please provide a detailed work plan, timeline and budget to be used to meet the specific project proposal requirements described further in the application. Include the following:

- Provide a description of the methodology to be used to complete the project proposal requirements, including a description of experience relevant to both the proposal requirements and the potential partners identified in the application. While not required, applicants may include information demonstrating a commitment to continuing the project beyond the grant timeline. As described in the project proposal requirements, there may be additional funding available to either the successful applicant and/or to individual collection programs for operational infrastructure capital costs.

- Identify the tasks (with sub-tasks as needed) necessary to complete the project.
- Include the name of the person and/or position who will be responsible for carrying out each task.
- Describe how an evaluation of the project will be done, including how success will be defined and measured. Monthly reports, a one-year progress report, and a final project summary report will be required.
- Describe how evaluation results will be used and distributed, including any products that will result from the planned program.
- Provide a timeline of activities, showing when each task described in the work plan will be started and completed. This project will be an estimated two-year project with an anticipated start date of August 1, 2019, and a project completion date of August 31, 2021.
- Complete the budget form found in the application. In the budget line item description of the form, describe all items necessary to complete the tasks described in the work plan. Provide a cost estimate for each of the items listed. It is anticipated that the cost to complete the project will exceed the amount of grant funding available.

PROJECT PROPOSAL REQUIREMENTS

1. Identify and establish collection and transportation efficiencies; promote expansion of processing capabilities; identify existing and potential end markets.

Coordinate with existing film plastic end users/markets and/or recycling collectors/processors who would be willing to accept film plastic, either loose or bagged for further processing (bailing) and/or collection and end use.

Identify and meet with plastics manufacturers, recyclers, brokers, stakeholders, and other potential partners who could or do function as processors for film plastics; identify and meet with existing end markets and research new markets.

Identify and meet with existing film plastic end users/markets, recycling collection/processing operators, waste haulers, agricultural co-ops, plastics suppliers, marine businesses, and other partners to inventory existing infrastructure for potential collection site activities; set up actual collection site/hubs identified as a result of consultation with partners/stakeholders. Coordinate and establish film plastic collection events with those partners/stakeholders that have expressed an interest in participating in the program. Additionally, there may be other State of Michigan funding opportunities available during both the grant agreement time period, and possibly beyond, for operational capital costs, such as collection equipment (bags, containers/dumpsters, etc.), and/or processing equipment such as balers, etc.

Coordinate transportation logistics to collect film plastics from area farmers, marinas, boat/shrink wrap storage facilities, greenhouses, or other plastic film generators, and deliver it to participating recycling collectors/processors. Coordinate transportation logistics to have collected/processed materials removed from the recycling collection/processing location and delivered to the material end user.

Identify and meet with agricultural, greenhouse, and marine stakeholders, recyclers, waste haulers, brokers, and other potential partners who could assist with transportation strategies to move collected materials to recycling processors or collection locations, work with partners/stakeholders identified in requirement #2 (below) to establish options for cost effective, efficient transportation of collected materials.

2. Identify and establish partnerships between generators and recyclers, engage and educate generators, potential partners, and related user groups and individuals.

Build a coalition to enable recycling and/or sustainable management methods for film plastics wherever possible between agricultural, marine, nurseries, solid waste, recycling, and any other stakeholders identified through ongoing identification efforts. This coalition is critical to the success of establishing the long-term viability of collection, processing, and recycling of film plastics.

Work with existing stakeholders and stakeholder groups across a broad spectrum; get referrals, identify additional stakeholders, follow up on leads through networking, social media, and other means; advertise events and activities through print, radio, and social media.

Work with generators of film plastic to inform and educate them about recycling opportunities for their materials, including meeting with generators at various events, and providing them with information from the end users and recycling collection/processors about how the film plastic needs to be prepared before it is collected. Provide generators with material preparation instructions and educational and promotional information to be developed as part of the program.

Organize and hold promotional and educational forums, events, and meetings for engaging and educational training of generators, recyclers, partners, etc., held in appropriate/convenient locations, including bringing in speakers as needed. Conduct meetings every 2-3 months with stakeholders.

3. Evaluation and Reporting

Collect and provide qualitative and quantitative data including the following deliverables:

Develop a database of film plastic end users/markets and/or collection/processing programs available to existing film plastic collection programs and any partners looking to establish new collection programs. Update the database as necessary during the grant time period. At a minimum, data should include the name of the program, contact information, a listing of the counties in Michigan that the program will provide service to, a listing of what materials the program will accept, a listing of any material collection or preparation instructions, limitations, costs, etc., of the program.

Develop a database of film plastic collection programs operating in Michigan. Update the database as necessary during the grant time period. At a minimum, data should include the name of the program, contact information, program information describing what materials are collected, who is involved in collecting materials from generators, how the materials are collected from generators, including any specific material preparation instructions, limitations, costs, etc., who is involved in further processing and/or centralized collection of the materials, who is involved in the end market/utilization of the collected materials and the geographical area served by the program.

Create at the end of the grant time period a statewide or regional map(s) if necessary, of the collection programs included in the database. The map needs to identify the name of the collection program as listed in the database and clearly delineate the geographical area served by each individual program.

Develop a database of stakeholders/partners who have expressed interest in assisting film plastic collection programs in Michigan. Update the database as necessary during the grant time period. At a minimum, data should include the name of the partner organization, contact information, a description of the type of assistance the partner is willing to provide such as promotion, education, logistical support, providing collection locations and/or services, financial assistance, etc.

Develop a promotional campaign to be used to inform generators of film plastics on the benefits of participating in the collection program. The campaign program should be designed to encourage generators to participate even if they may be required to comply with some minimal material preparation instructions and/or incur a slight collection cost.

Develop an educational program to be used to inform generators of film plastics on any special material preparation instructions that may be required for the film plastic. The education program can utilize existing material preparation instructions, develop new information or a combination of both.

Collect data (in pounds or tons) from haulers, recycling collectors/processors, end market users, etc., involved in collection programs. At a minimum, data needs to include the amount of materials collected before the grant was implemented for any programs operating prior to the grant and the amount of materials collected by both previously established programs and new programs established through the grant.

Prepare monthly progress reports, a one-year project summary report, and a final project report. At a minimum, the reports will include: a summary of outreach activities to identify and meet with key entities necessary to establish collection programs; a summary of outreach activities to develop a partnership network that can provide resources to be used to enhance and/or establish collection programs; a summary of education and outreach efforts to the public and generators of film plastic; a summary of any newly established collection program(s) or enhancements to existing programs; and any quantitative data collected at the time reports are due.

Evaluation Criteria

Priority will be given to applicants including the following:

- Programs that supply additional funding beyond the onetime grant funding amount offered.
- Programs that demonstrate a long-term commitment to sustaining the collection network beyond the grant time period.
- Programs that commit to utilizing the [Recycle, MI™](#) logo on any education and promotional outreach materials.

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in the proposal.

Application Submission Information

Full applications must be received by e-mail by 11:59 p.m. on **July 8, 2019**, via e-mail at: EGLE-RecyclingGrant@Michigan.gov.

Please indicate "Agricultural, Greenhouse, and Marine Film Plastics 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.
- All questions regarding application preparation and submission should be directed to Brian Burke, Recycling Specialist, EGLE, BurkeB@Michigan.gov or Matt Flechter, Recycling Market Development Specialist, EGLE, FlechterM@Michigan.gov
- Potential attachments may include documentation of financial audit, reference and/or partnership support letters and examples of previous experience relevant to the proposed project.

Application Review Process

- Deadline for submittal of applications is **July 8, 2019**.
- Grantees will be notified of their funding status once EGLE's Director makes final funding recommendations.

Grant Agreement Requirements

The successful applicant will be required to enter into a standard grant agreement with EGLE. 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 original application becomes part of the Grant agreement, along with changes that may occur during contract negotiation. Additional requirements relevant to the project may also 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. The successful applicant (Grantee) must be prepared to agree to the following minimum agreement conditions:

- Grant funds would be disbursed through the following process.
An initial grant advance of \$30,000 will be disbursed upon entry of the grant agreement. Subsequent grant disbursements will be made on or near the following dates:
\$30,000 on January 31, 2020.
\$60,000 on July 31, 2020.
\$30,000 upon successful completion of the project scheduled for August 31, 2021.
- Excluding the original grant advance, the grantee will be required to submit an invoice documenting all project expenses approximately two weeks prior to the scheduled disbursement. In addition, the grantee is required to submit monthly progress reports beginning one month following the entry of the Grant agreement. A one-year progress report will be due one month prior to the scheduled July 31, 2020, fund disbursement date, and a final project report will be due one month prior to the project completion date of August 31, 2021. Grant disbursements will only be issued upon approval of the submitted invoices and reports.
- All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the EGLE Recycling Grant Program. Where possible, these products should be printed double-sided on recycled content paper.

Michigan Department of Environment, Great Lakes, and Energy
Agricultural, Greenhouse, and Marine Film Plastics 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:
Total Project Budget: \$
DUNS Number:
Federal Identification Number:
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: _____

Michigan Department of Environment, Great Lakes, and Energy
Agricultural, Greenhouse, and Marine Film Plastics Recycling Grant Application Budget Form

Applicant Name:

Line Item No.	Budget Line Item Description	Budget Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
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		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Project Budget		\$