



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Electronics Collection and Recycling Grants

REQUEST FOR PROPOSALS

Issue Date: August 19, 2024

Response Due: 5 PM EDT, September 30, 2024

**Michigan Department of Environment, Great Lakes, and Energy
525 W Allegan Street
Lansing, MI 48933**

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Electronics Collection and Recycling Request for Proposals

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) Sustainable Materials Management Unit is offering grants for Electronics Recycling Collection Events and operations. The State anticipates the grant period will start no sooner than December 1, 2024, and will end on September 30, 2026.

I-B Program Description

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) protects Michigan's environment and public health by managing air, water, land, and energy resources, and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2025, EGLE will provide grants to support community collection events, operations of permanent collection sites, small capital projects for collectors to address limited access to electronics recycling in underserved areas of the state. Matching grants will be available for Registered Michigan Electronics Recyclers that desire to enhance their facilities. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

i. Program Objectives

- a. Provide ongoing access to electronics recycling in underserved areas through collection events.
- b. Provide ongoing access to established residential collection sites through new permanent collection locations.
- c. Support the ongoing access to established collection sites.
- d. Increase operational efficiencies for large volume collectors and registered electronics recyclers.

ii. Program Priorities

Encouraging collection and proper recycling from locations that are in underserved areas of the state with a goal of transitioning to permanent collection operations.

iii. Applicant Tasks

NOTE: Applicants must clearly and succinctly explain how they will

*accomplish each required task below **during the grant period.***

- a. Provide a detailed explanation on how the entity will plan and implement the e-waste events.
- b. If applicable, provide definitive explanation on how the grant funds will allow the entity to continue to operate the collection locations. This includes but not limited to location of the event, the recycler that will be used, and other sources of funding to cover ineligible costs.
- c. For recyclers asking for capital funds to expand operations or to update operations, provide justification of why the grant is needed, provide a budget for the project, outline how the funding will be used and why the changes will increase operating efficiencies or increase worker safety.

I-C Grant Award

A total of \$250,000 in funding is expected to be available, with individual awards depend upon the type of project proposed. Applicant(s) must provide a complete budget using the [Approved Budget Form](#) or [Approved Budget Form with Narrative](#) (See Section II-B). Budgets must be itemized and should be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for prior to reimbursement.

All applicants must provide a **minimum match of 20% percent** of the total requested grant funds for any operational efficiency grants. No match is required for collection events, collection locations or ongoing operational costs grants. Reference section IV-A for details on acceptable match types. The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost.

The Sustainable Materials Management Unit will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Sustainable Materials Management Unit, an entity within the Department of Environment, Great Lakes, and Energy (EGLE), will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by September 30, 2026.

I-D Eligibility Criteria

Any cities, villages, townships, charter townships, conservation districts, counties, tribal governments, municipal solid waste authorities, resource recovery authorities, non-profit organizations, public school districts, local health departments, regional planning agencies, and privately owned recycling

businesses physically located in Michigan are eligible to apply.

Eligible projects must involve/address electronics recycling. Impacted facilities must be occupied and have long range plans for continued use.

I-E Eligible and Ineligible Projects

Grants for event funding are not available to communities or organizations that choose to use EGLE grant funds when previous funding sources are still available. If the previous funding is no longer available, applicants must document that the funding source is no longer available in the grant proposal.

The following are examples of types of grants currently available. All grants are reimbursement grants. With appropriate documentation, reimbursement will be made for up to 100% of the documented cost of the equipment/supplies up to the grant amount, unless the grant type requires matching funds.

Collection event grants will not fully fund a collection event and transportation charges. Grant applicants should be aware that supplemental funding sources such as co-pays or other grant funding should be considered.

Each of the following grant types may be applied for:

- **Grants to Hold Collection Events:**

These grants are limited to a maximum of \$15,000 per grant request with a minimum commitment of two events per grant. There are no match requirements for these grants. Event only grant applicants may be offered partial funding. Event funding can only be used to ***off-set the cost of recycling televisions, monitors, and printers; cover up to 50% of transportation charges from registered recyclers. Reimbursement is limited to 30 cents per pound for televisions and monitors, and up to 20 cents per pound for printers. Staffing costs from the registered recycler are not eligible for reimbursement through the grant.*** A registered electronics recycler must be used for these events. Grantees are required to notify EGLE Electronics Program staff concerning the date and time of the events and the registered collector/recycler supporting the event 30 days prior to the event. Grantees are encouraged to establish some form of co-pay for these events such as a \$5 or \$10 charge for each television that is brought in to be recycled. The co-pay can help offset expenses not covered by the grant. Priority will be given to applicants in underserved areas of the state and Communities with EJ Concerns.

- **Grants to Establish New permanent Collection Sites**

These grants are limited to a maximum of \$20,000 per grant request with a

minimum commitment of operating the location for two years after the grant ends. There are no match requirements for these grants. Permanent collection location must be open to the public a minimum of 24 hours per month. Grant applicants may be offered partial funding Applications are accepted for entities adding electronics to another type of permanent collection site such as a household waste collection or waste diversion center as defined in Part 115. Collection site funding can only be used to **off-set the cost of building or purchasing a storage building; setting up a mobile collection system; purchasing operations equipment; supplies to support the operation; the cost of recycling televisions, monitors, and printers; reimbursement for recycling costs are limited to 50% of transportation charges from registered recyclers; 30 cents per pound for televisions and monitors, and up to 20 cents per pound for printers. Staffing costs from the registered recycler are not eligible for reimbursement through the grant.** A registered electronics recycler must be used for these operations. Grantees are encouraged to establish some form of co-pay for the collection of electronics. A \$5 or \$10 charge for each television that is brought in to be recycled is suggested. The co-pay can help offset expenses not covered by the grant. Priority will be given to applicants in underserved areas of the state and Communities with EJ Concerns.

- **Grants to Support Ongoing Collection Site Operations:**

These include currently operating electronics collection sites. These grants are limited to \$10,000 for currently operating locations. Priority will be given to collection locations in rural and underserved portions of the state. Grant funding is only available to off-set the cost of recycling televisions, monitors, and printers; cover the cost of standard collection supplies; or cover up to 50% of transportation charges from registered recyclers or consolidators working for a registered recycler. **Reimbursement for recycling costs is limited to actual charged rate up to 30 cents per pound for any style television, and up to 20 cents per pound for printers.** Ongoing collection sites are encouraged to establish a co-pay system to off-set operational costs. These grants can also be used to buy equipment to support the operation such as pallet scales, pallet jacks, boxes, pallets, and wrap.

- **Grants to Increase Operational Efficiencies for Large Volume Collectors and Registered Recyclers**

The following items are examples of **eligible** items under the Operational Efficiencies Grant Program. Up to \$40,000 is available to applicants and may be used for the following (list of options is not considered exhaustive:

- Tractors, trailers, box trucks, pickup trucks and other transportation related equipment that is used to foster the collection and transportation of collected electronics to a consolidation or recycling location. Vehicles must be dedicated to electronics recycling activities.
- Processing equipment at electronics recycling facility that will expedite the handling and processing of covered electronic devices. This includes, tools, worktables, safety equipment, material handling equipment, etc.
- Facility improvements directly associated with the safe and efficient handling of collected electronics.
- Mileage charges for “milk run” collection activities. Requires a minimum of three permanent collection locations in identified underserved areas of the state that are currently not serviced under a similar program.

A 20% match is required for all infrastructure projects funded under the operational efficiency’s projects requested by large volume collectors or registered electronics recyclers. Collection projects do not require match. Large volume collectors are those facilities that collect over 250,000 pounds of covered electronic devices on an annual basis.

The following are ineligible projects under this grant program.

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects that are simply intended to provide free collection events.
3. Projects that only serve a limited-service area such as one city instead of the region or county.
4. Projects where state grant funds are replacing other fully funded grant projects.
5. Projects that do not use a Michigan Registered Electronics Recycler
6. Projects that will not be conducted in Michigan.
7. Projects that do not adhere to State of Michigan permit requirements.
8. Projects that include labor costs.

I-F Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by EGLE’s Recycling Unit. Questions that arise as a result of this RFP must be submitted to the Recycling Unit by email only. All questions must be submitted on or before 5:00 PM (ET), September 20, 2024. All questions regarding this solicitation should be directed to:

Steven Noble
Nobles4@michigan.gov

- I-G Changes to the RFP and Responses to Questions
Written answers to questions, changes, and/or clarifications will be posted at:

□ <http://www.michigan.gov/mirecycles>

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in Part II

I-I Response Date

Proposals must be submitted by 5:00 PM on September 30, 2024

PART II INFORMATION REQUIRED FROM APPLICANTS.

NOTE: The following information must be submitted by all applicants to be considered. *Failure to attach/include the requested information will result in the rejection of the proposal.*

REQUIRED INFORMATION:

- 1 Grant Application Cover Sheet
- 2 Completed Budget Form
- 3 Additional Attachments:
 - a. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
 - b. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.

4 If Applicable:

- c. Charitable organizations and professional fundraisers (unless exempt) must complete Michigan Charitable Trust Registration
For more information, please visit the [Attorney General's website](#).
- d. Parent Organizational Chart – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
- e. Partner Organizational Chart – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
- f. Letter(s) of support / commitment from Partner Organization(s).
- g. State Historic Preservation Office (SHPO) Section 106 Review Form

[\[Attachment 1\]](#) (see link and instructions below)

- h. National Environmental Policy Act (NEPA) Form [\[Attachment 2\]](#) (see link and instructions below)

Please see instructions below for additional information:

II-A Proposal Worksheet

Complete the [Proposal Worksheet and attach additional sheets as necessary. Use the appropriate section headers when continuing answers on additional sheets. Please ensure that all text entered the Proposal Worksheet fields is visible (i.e. not cut off) upon printing. **Also, please note that Adobe Reader 8 or higher is required to SAVE TEXT entered in the form.** The latest version of Adobe Reader can be downloaded from www.adobe.com for free. It is recommended that applicants test the ability to save the form with text entered before entering a large amount of information into the form.>

II-B Approved Budget Form

1. Applicant(s) must use the [\[Approved Budget Form\]](#). All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: [salaries, sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, real property (e.g. land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures.]
3. **Equipment** –All Equipment expenses must be justified in your proposal. If the equipment is being proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown.
4. **Incurring Costs** – The State is not liable for any costs incurred by an applicant prior to issuance of a [\[Grant Agreement\]](#). The following documentation will be required by selected applicants to receive reimbursement:
 - a. Receipt/Invoice or payroll summary for cost incurred.
 - b. Proof of payment via bank statement, ACH payment, or scanned cancelled check.
5. **Reimbursement requests** – Applicants are required to request reimbursement for all out-of-pocket expenses on an annual basis. At a minimum, reimbursement requests must be submitted prior to the end of the state fiscal year.

Note: All match types (cash, in-kind, third-party) will be held to the same documentation requirements.

Additional Budget Information:

1. In the event of a partially funded proposal, selected applicant(s) will be required to submit a revised proposal before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request. *New line items to the revised budget are not allowed.*
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Selected applicant(s) may not commingle award funds with current or future awards received from the [Renew Michigan](#). Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
6. Should selected applicant(s) cease business operations or dissolve the program within 2 years of the end of the grant period, existing capital must be returned to the State of Michigan.

PART III SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the Sustainable Materials Management Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a [Grant Agreement](#) to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below.

III-A Scoring of Proposals

Total maximum points are 100.

Project Scope & Objectives (10 Points)

Proposals will be evaluated based on the scope of work, its merit, and the quality of information submitted. The proposal problem statement, goals and objectives, and timeline are of especial interest.

Project Feasibility (10 Points)

Proposals will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe.

Project Impact (40 Points)

Proposals will be evaluated on their anticipated short and long-term impacts on Rural and underserved areas of the state.

Experience of Organization/Project Team (5 Points)

Proposals will be evaluated on the experience and qualifications of the organization and project team in carrying out related projects.

Program Priorities (20 Points)

Proposals will be evaluated on the incorporation of the program priorities, Electronics Collection and Recycling Grants, (see Part I, Section I-B).

Diversity Equity and Inclusion (5 Points)

Proposals will be evaluated on whether the applicant participates in a program certification such as minority-owned businesses, Veteran-owned businesses, woman-owned businesses, and/or businesses owned by economically disadvantaged populations as defined by federal or state government.

Environmental Justice (10 Points)

Proposals will be evaluated on whether the proposed program takes place in or benefits an Environmental Justice Community based on the [EGLE MiEJScreen](#) and [Environmental Protection Agency's EJScreen](#) tools.

III-B Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

III-C Rejection of Proposals

The Sustainable Materials Management Unit reserves the right to reject all proposals received as a result of this RFP or to negotiate separately with any

source whatsoever in any manner necessary to serve the best interest of the State and the Recycling Unit. The Sustainable Materials Management Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV ADDITIONAL INFORMATION

IV-A Acceptable Match Types

Applicants may use cash, bond proceeds, tax-exempt leasing, financing, or loans, in-kind from applicant organization or third-party, and monetary from applicant organization or third-party for some or all their match. Match may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Match is subject to the same backup documentation as expenses incurred.

IV-B SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. You will be asked to include your VSS number on the application page. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals' intent on doing business with the State of Michigan and allows you to be paid if you are awarded a contract. **Your registration may take up to two weeks to be processed.**

IV-C News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-D Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

IV-E Copyrighted Materials

See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.

IV-F Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact regarding grant matters, including but not limited to payment of all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify their Grant Manager and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H Permit Requirements

All activities undertaken with grant funds must comply with State of Michigan permitting requirements. It is the Recipient's responsibility to acquire all necessary [environmental permits](#) prior to initiating the funded project.

IV-I Prevailing Wage Requirements

The State of Michigan House Bill 4007 established requirements for all public projects sponsored or financed by the state to follow prevailing wages and fringe benefits. Find the [current prevailing wage](#) and fringe benefit requirements for your county.