

FISCAL YEAR 2023

**ELECTRONICS RECYCLING GRANT
REQUEST FOR PROPOSALS
Materials Management Division**



Michigan Department of Environment, Great Lakes, and Energy

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

Application Deadline: May 12, 2023



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

ELECTRONICS RECYCLING GRANT PROGRAM

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The Michigan Department of Environment, Great Lakes and Energy 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 EGLE, Office of Human Resources, P.O. Box 30473, Lansing, Michigan 48909.

FISCAL YEAR 2023

ELECTRONICS RECYCLING GRANT PROGRAM

INTRODUCTION

In 2007, Part 173, Electronics, was added to the Natural Resources Protection Act, 1994 PA 451, as amended. The intent of the law is to encourage responsible recycling of consumer electronics through an extended producer responsibility style law. 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 Program has a total of \$250,000 available for grants in fiscal year 2023. The primary objective of the 2023 Grant Program is to provide ongoing support for permanent electronics recycling collection sites and collection events in underserved (rural) portions of Michigan. Priority will be given to locations that are outside of identified [metropolitan statistical areas](#) as defined by the US Census Bureau and communities with environmental justice (EJ) concerns throughout Michigan. All areas of the state are eligible to apply, but funding priority will be given to the rural areas of the state for this grant round.

Through the 2023 Rural Electronics Recycling Grants, EGLE 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, regional planning agencies, and privately owned recycling businesses located in Michigan, to encourage new electronics collection and recycling opportunities.

Potential projects include but are not limited to establishing permanent collection sites; purchasing equipment to support the ongoing operation of electronics collection at 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).

These grants are not intended to simply subsidize the cost of recycling hard to recycle items. Projects that intend to apply for a grant as an alternate source of funding or apply for funding simply to provide free recycling for their residents should not apply. Additionally, grantees are encouraged to utilize a regional approach and provide services to a region rather than a single entity.

Further, these grants are not intended to fully fund the cost of a collection event or operating a collection site. They are intended to support the operation until it can get established and operating independently. Grantees commit to operating the funded program associated with the grant for no less than one year after the close of the grant. Programs that close operations before the end of the grant will be expected to formally close their grant and reduce the grant amount in accordance with the reduced length of time of the grant project.

PROJECT TYPES FOR FY 2023 ELECTRONICS GRANTS

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.** Grantees must commit to holding a minimum of two events during the grant period (two years). A registered electronics recycler or a collector working directly with a registered electronics recycler must be used for these events. Grants are paid through a reimbursement process. 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. A co-pay might be a \$5 or \$10 charge for each television that is brought in to be recycled. The co-pay can pay for the recycling charges not covered by the grant. Priority will be given to applicants in rural areas of the state and Communities with EJ Concerns. Rural areas are considered counties that are outside of the US Census Metropolitan Statistical Areas.

Grants to support the ongoing cost of operations:

These can include previously funded electronics collection sites; sites wanting to add electronics to current operations; establishment of a new collection location. These grants are limited to \$10,000. Grants can be used to support the cost of operating recycling drop-off locations established through the 2019 thru 2022 rural electronics grants. Operation Grants can be combined with grants to hold collection events. Priority will be given to collection locations in rural portions of the state. No match funding is required unless purchasing supplies for ongoing operations. Grant funding is only available to off-set the cost of recycling televisions, monitors, and printers; cover the cost of standard collection supplies; cover up to 50% of transportation charges from registered recyclers. **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 such as pallet scales, pallet jacks, boxes, pallets, and wrap. There is a 25% cash match requirement for purchasing equipment and supplies with these grants. No in-kind match will be accepted. These are reimbursement-based grants, with appropriate documentation, reimbursement will be made for 75% of the cost of the equipment/supplies up to the grant amount.

Grants to support regional collection activities at recycling collection sites that accept electronics are limited to \$10,000 and must include a minimum of three collection sites in a region. These grants can be used to off-set the cost of establishing a hub and spoke collection system in rural areas of the state using a registered recycler or consolidator that is working with a registered recycler or identified collector that works with a registered recycler. Recycler must identify the collection locations as part of the application process. The grant reimbursement will be a maximum of \$3.00 per mile traveled. Mileage logs and documentation showing the weight and types of electronics picked up from the identified collection points will be required for each reimbursement request. These grants are not available for collection points that are within a metropolitan statistical area unless they are in a qualified EJ area of concern.

The grant application period will close on May 12, 2023, or sooner if all the funding is committed before the deadline. Funds are available on a first come first served basis for applicants who have met the grant requirements.

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

ELIGIBILITY CRITERIA

Applications for funding shall be made on forms provided by EGLE. Applicants are required to discuss the project with EGLE 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.

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. For-profit organizations currently operating a recycling facility may apply to receive funding to add consumer electronics collection/events to its business.
- Eligible applicants receiving grants for purchase of equipment under a cost of operation grant are required to provide local cash matching funds at least equal to 25% of the grant funds requested for equipment purchases. In-kind matching funds are not allowed.
- Eligible applicants must discuss the proposed project with EGLE-MMD electronics program staff to assure a full understanding of the reimbursement documentation requirements for these grants.
- New grants can be requested to support the ongoing operation costs for collection sites established under 2019, 2021, and 2022 rural electronics grant funding cycles.
- Eligible applicants must use an electronics recycler registered under Michigan Part 173 for the recycling of covered electronics devices collected from consumers during the grant period.
- To be considered a permanent collection location, a site must be open to the public no less than 4 hours per month on an established day of the month. A collection trailer that is moved to various collection sites on a scheduled basis could qualify as a permanent collection location. A collection trailer program must have a permanent collection location for the material collected.
- A minimum of three collection sites are required for regional collection activities grant. If a collection location drops out, it is the responsibility of the collector, or the recycler to add another collection location in that region. EGLE – MMD must be notified of the change.
- Entities that hold household hazardous waste events that do not currently include electronics collection and recycling are encouraged to apply.
- As part of the grant, grantees establishing collection sites agree to maintain collection services for a minimum of one year **after** the end of the grant.
- Grantees agree to submit semi-annual grant activity reports as outlined in the grant contract. Missing two reports in a row will result in revocation of the grant.
- Rural portions of the state are those areas outside of the Metropolitan Statistical Areas, as outlined by the US Census Bureau.

- All applicants will be required to register with the Vendor Service System with the state of Michigan before receiving their grant contract. Additional information can be found at [Welcome to CGI Advantage Vendor Self Service Portal: Home \(michigan.gov\)](https://www.michigan.gov/cgi).

All grant funds may only be used for eligible items. Grant budget modifications are acceptable if conditions warrant the changes. Potential modifications must be discussed with the EGLE Grant Program coordinator prior to requesting changes to the budget. Co-pays at collection events or collection sites are strongly encouraged.

Requirements for Collection Events and Site Operation Grants:

This list is not considered exhaustive:

- Regional efforts are encouraged. Collection site grants can be combined with event grants.
- Grantees from 2019, 2021, and 2022 grant years are eligible to apply for ongoing funding.
- Grants will not be issued for an entity to serve a single governmental unit such as township or a single community. Collection locations must be open to accepting electronics from the surrounding region.
- Multiple entities in one county are encouraged to work cooperatively on a grant.
- Recycling funding is only available to off-set the cost of collecting and recycling cathode-ray tube (CRT) televisions and CRT monitors, liquid crystal display (LCD) televisions, light-emitting diodes (LED) televisions, and computer monitors and printers. Reimbursement for recycling charges for desktop and laptop computers are not allowed.
- Funding can be requested to cover up to 50% the cost of transporting the collected electronics from the event location to the recycler's facility.
- To receive funding for collection events as part of grant establishing a permanent collection location the following requirements apply:
 - Funding is limited to \$7,500 per event; no less than two events per grant.
 - Collect all classes of covered electronic devices as defined in Part 173 during collection events.
 - Funding is only available to cover the cost of recycling televisions, monitors, and printers. The cost to recycle desktop computers, laptops, or tablets or miscellaneous items collected at a collection event is the responsibility of the event host.
 - Must use a Part 173 registered recycler for the entire grant period or document that the material is being recycled by a Michigan registered electronics recycler.
 - For collection events, reimbursement can include event supplies and up to 50% of the documented transportation costs.
 - For collection sites, reimbursement can include supplies and equipment needed to properly operate the site.
 - Recycling funding is only available to off-set the cost of collecting and recycling CRT televisions and CRT monitors, LCD and LED televisions, and computer monitors.
 - **Maximum reimbursement rate for televisions and monitors is 30 cents per pound; printers is 20 cents per pound; reimbursement will be for invoiced actual cost not to exceed maximum rate.**

- A funded collection location must be open to the public no less than 4 hours per month on a set date. For example, the third Tuesday of each month, from Noon to 4 p.m.
- A collection location must collect, at a minimum, all covered device types: computers, televisions, monitors, printers, and tablets. Collecting additional electronics related material such as computer and television peripheral devices, cell phones, and cables/cords/wires is strongly encouraged. All electronics must be provided to the registered recyclers. Cherry picking of material is not allowed.
- Requests for equipment and supplies associated with ongoing operations grants are subject to 25% direct match.
- Applicants should document that they have conducted proper due diligence when selecting their recycler. EGLE reserves the right to approve partial payment if excessive recycling charges are being imposed by a registered recycler.

Requirements for Collection Effort Grants:

The intent of these grants is to provide ongoing electronics collection services for a defined set of collection points in a defined rural region of the state. These grants can be combined with other grants to support the ongoing collection of electronics at established collection points.

- Reimbursement is only for transportation costs to service the operating collection sites in a region. Maximum reimbursement is \$3 per mile.
- Supplies for the collection site, items such as gaylord boxes, pallets, and wrap can be included in the cost of the grant.
- Collection must be on a regular basis, such as once every three months.
- Pounds of covered devices collected on each pickup round must be reported as part of the reimbursement request.
- Documented agreements between the collection sites, and the collector or registered recycler must be provided as part of the grant application.
- A third party can be the coordinator of the collection program.
- Collection can be handled through a registered recycler or a consolidator that is working with a registered recycler.
- Regional efforts receive preference points.

INELIGIBLE ITEMS AND OTHER GRANT TERMS

The following budget items are ineligible under the Rural Electronics Recycling Grant Program.

This list is not considered exhaustive:

- Staffing costs, including salaries and fringe.
- 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.
- Recycling costs for laptop, desktop, tablets, and non-covered devices.
- Providing alternate funding source for ongoing operations.
- Holding a collection event in a community that has had ongoing collection events or a permanent collection center unless the community can document funding cuts from their main source of funding for the events.

The following items are key terms of a Rural Electronics Recycling Grant. This list is not considered exhaustive:

- Grantees must expend grant funding to complete purchases, establish collection locations, and submit all reimbursement requests by September 30, 2025.
- 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 Electronics Authorization Program, through the [Re-TRAC](#) system administered by EGLE, 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 can apply for funding for events at multiple locations in a region.
- The applicant must submit a complete and submit an application by May 12, 2023, as described below in the section titled “Required Application Components.” Final scoring will be completed on or before May 26, 2023. Successful applicants will be notified after final scoring is completed.
- Applicants are required to discuss the proposed activities with the EGLE-MMD Electronics Program coordinator.
- Early grant reviews and approvals may occur when supported with a request from the grantee.

- **Grant expenditures incurred before the completion of the grant contract process 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. This cover sheet will become page 1 of the application. Please number all pages consecutively.

Project Description:

In no more than two pages, 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 community electronics recycling opportunities will be enhanced through this grant, include such things as:
 - Description of the events and proposed timing. Include how the community will staff and support the event.
 - Description of any 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 and participating in the program.
 - Geographical area served, including population and/or number of households/units served, if known.
 - Name and address of registered electronics recycler(s) that will be used.
 - Brief description of the 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 offer new opportunities.
 - 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 address 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 grant.
 - Include any letters of commitment concerning amount of time, money, activities, or other specified resources for the planned program.

Describe how an evaluation of the project will be done, including how success will be defined and measured. Identify the person responsible for submitting the final report. The final report will be due one month after the grant has closed, but no later than November 1, 2025. 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 and or the budget will become part of the grant contract with EGLE

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

1. Identify the tasks and responsible party to complete the collection events being planned.
2. Identify the tasks and responsible party for procurement of the supplies and equipment item(s) proposed in the application.
3. Identify the tasks and responsible party for deployment and/or utilization of the supplies and equipment item(s) proposed in the application.
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.

Reimbursement requests dates:

- Final reimbursements are to be submitted by September 30, 2025. Reimbursement cannot be requested until complete documentation of funding expenditure can be provided, including proof of payment from any vendors.
- Grantees are required to submit reimbursement requests on a quarterly basis during the grant period.
- Final report is due one month after the grant closes but no later than November 1, 2025.

Budget:

Complete the Application Budget Form and provide a narrative discussion as needed.

The budget should include the information below. Number the additional pages and attach them to the application behind the budget form.

- All costs identified in the Application Budget Form must be eligible grant costs.
- Identify the match cost items
- Provide cost quotes from the registered recycler selected to provide the recycling services for the material collected.

Match types: Certain grants require match funding to be included. Direct match is cash, such as accepting 75% of the documented cost of an item as full payment or using a co-sponsor to pay for portions of the expenses.

EVALUATION CRITERIA

Priority will be given to applicants including the following:

- Programs that serve a documented rural region of Michigan.
- Programs proposing regional efforts.
- Programs proposing efforts in communities of EJ Concern.
- Programs supporting permanent collection sites.
- Programs that commit to provide electronics recycling opportunities one year beyond the end of the grant period (September 30, 2026).
- Established recycling programs with ongoing funding mechanisms that proposed to add electronics to their collection scheme.
- Programs that offer electronics recycling as an addition to related recycling events (HHW events, community clean up, etc.).

During the grant review process, applicants may be contacted for clarification or to discuss necessity of certain 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 no later than 5:00 p.m., on May 12, 2023. **Funding is first come, first served. Questions should be sent to NobleS4@michigan.gov and KaranaA@Michigan.gov**

Submit all application documentation via e-mail at: EGLE-MMD-Electronics@michigan.gov. **Subject line in that email should be “2023 Rural Electronics Grant Application- [Applicant name]**. Packages received after the due date will not be accepted. Grant packages that are not in the correct format will not be reviewed for acceptance.

- Each e-mail submission must be complete and will supersede any previous e-mail submissions. Please submit documents as a PDF file or Microsoft Word File. An actual signature is required on each grant application.
- 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.
- Attachments are encouraged. Suggested attachments include letters of partnership or community support, price quote(s), and photographs of locations where collection locations will be established.

Application Review Process

- Deadline for submittal of applications is May 12, 2023.
- Grants will be funded on a “first come, first served” basis.
- Partial funding awards may be offered to a grant applicant.
- Grantees will be notified if their grant request has been recommended for funding after final evaluations are complete by May 26, 2023.
- Grantees will be notified that the grant has been approved for funding.

Grant Agreement Requirements for Approved Applicants

Successful applicants will be required to enter into a standard grant agreement with the EGLE. Project costs incurred prior to entering into an agreement signed by both parties will not be eligible for reimbursement.

Failure of a successful applicant to accept the obligations outlined in the standard grant agreement may result in withdrawal of the Grant. The EGLE 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:

- Prior to September 30, 2025, grant funds must be incurred, and reimbursement including all final documentation, must be requested.
- 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, or if a direct pay agreement has been established, an invoice along with supporting documentation regarding the event.
- Grant reimbursements will be for the documented purchase expenditures, not to exceed the awarded grant amount. The final report is due with one month of submitting the final reimbursement request but no later than by November 1, 2025.
- Grant modifications are possible for appropriate reason.
- Grant reimbursement requests will be submitted using the FSR form provided by the grant manager.

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 from recycling vendor, proving that the recycling vendor has been paid PRIOR to receiving reimbursement from the Grant Program. Grantees will be reimbursed up to documented costs with appropriate match as required for eligible expenditures. Reimbursement will not exceed the awarded grant amount and following any specified reimbursement limits. Final payment will be issued when the final grant report is submitted and approved.

Reimbursement will not occur for expenses incurred prior to final grant contract approval by EGLE.

Remaining unreimbursed expenditures can serve as the required match amount for the grant. Reimbursement may be requested on a quarterly schedule or in conjunction with completion of a major 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 EGLE Electronics Recycling Grant. Where possible, these products should be printed double-sided on recycled content paper

**Department of Environment, Great Lakes, and Energy
FY 2023 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 if different than applicant:		
Contact Person's E-Mail Address:		
Contact Person's Telephone Number:		
Grant Amount Requested:	\$ Grant Amount	\$ Match Amount
Grant Type(s): (mark with X)		
Collection Events ____		
Collection Location Operations _____		
Regional Collection _____		
List the participating collector/recycler(s):		
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: _____

Date Discussed with EGLE Program Staff: _____

Department of Environment, Great Lakes, and Energy
FY 2023 ELECTRONICS RECYCLING GRANT APPLICATION BUDGET FORM

Applicant Name: _____

Line-Item No.	Budget Line-Item Description	Quantity	Unit Price	Budget Amount
1			\$	\$
2			\$	\$
3			\$	\$
4			\$	\$
5			\$	\$
6			\$	\$
7			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Direct Match			\$	\$
<u>Total Grant Budget</u>				\$

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

REQUIRED: Date grant was discussed with EGLE electronics program staff _____.

REQUIRED: Applicant Vendor Self-Service Number with the state of Michigan

NOTES:

Match only applies to equipment purchases through Operations Grants

A Financial Status Report (FSR) form with appropriate payment categories will be provided to the vendor once the grant contract has been signed. The FSR form **MUST** be used as part of the reimbursement process.