



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

**REQUEST FOR PROPOSALS COMMUNITY
POLLUTION PREVENTION FUND GRANT
PROGRAM**

March 3, 2022 – April 25, 2022

[Michigan.gov/P2](https://www.michigan.gov/P2)

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I. GRANT INFORMATION

A. Grant Description

In fiscal year (FY) 2022, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will provide matching grants to local and county governments, local health departments, municipalities, regional planning agencies, and non-profit organizations to meet the following objectives:

Objective 1: Develop a statewide food production and distribution food waste reduction roadmap to inform state and local decision makers of recommended policies and programs that encourage decarbonization through food waste reduction in the farming, food manufacturing, and grocery retail sectors in Michigan.

Objective 2: Develop a statewide toxics reduction roadmap to inform state and local decision makers of recommended policies and programs that encourage reduction in the use of toxic materials.

Roadmaps are a proven technique for providing strategic guidance for economic development efforts to accelerate innovation and commercial activity, and are a dynamic tool for setting priorities, allocating resources, aligning stakeholders, and focusing efforts. The current status of adoption and implementation of food waste reduction and toxics reduction efforts in Michigan is not known; the Sustainable Development Unit seeks to understand barriers to adopting and increase adoption of pollution prevention strategies for these two focus areas in Michigan.

B. Grant Objectives

FY 2022 Community Pollution Prevention Grant objectives include:

Objective 1: Develop a statewide food production and distribution food waste reduction roadmap to inform state and local decision makers of recommended policies and programs that encourage decarbonization through food waste reduction in the farming, food manufacturing, and grocery retail sectors in Michigan.

ReFED, Inc., released a “Roadmap to Reduce U.S. Food Waste by 20%”; this report identified steps that can be taken to reduce food waste throughout the food value chain. The purpose of this food production and distribution food waste reduction roadmap is to identify barriers specifically for farmers, food manufacturers, and grocery retailers from adopting and implementing identified strategies to reduce food waste:

- FARMERS: Seek to reduce the 10 million tons of unharvested food lost each

- year by developing secondary markets for imperfect produce and further leveraging Value-Added Processing.
- MANUFACTURERS: Reduce inefficiencies in manufacturing processes while collaborating with retailers on packaging adjustments and standardized date labeling
 - GROCERY RETAILERS: Market discounted imperfect produce, continue to adopt improved inventory management systems and spoilage prevention packaging, and collaborate to standardize date labeling to benefit consumers.

Project proposals should result in recommendations for state and local policy makers to address barriers to adoption of identified food waste reduction strategies in the farming, food manufacturing, and grocery retail sectors, adopting and implementing strategies to reduce food waste.

Project scope must include the following tasks specifically focused on the farming, food manufacturing, and grocery retail sectors.:

- Create a baseline document of farmers, food manufacturers, and grocery retailers in Michigan, identify which organization have implemented food waste reduction strategies, and evaluate those strategies.
- Identify barriers and analyze the effectiveness of current policies, programs, outreach, etc., targeting food farmers, manufacturers, and grocery retailers to adopt food waste reduction strategies.
- Document findings and write a roadmap for supporting proposed food waste reduction outreach and incentive programs for farmers, food manufacturers and grocery retailers.
- Analyze and make recommendations on the potential collaboration among and between federal, state, and local agencies to increase adoption of food waste reduction strategies for food farmers, manufacturers, and grocery retailers.
- Host multiple stakeholder engagements to identify barriers to adoption and solicit feedback for recommendations.
- Hold discussions with relevant stakeholders and incorporate comments into the roadmap.
- Inform constituents and discuss next steps.
- Final report detailing the:
 - Food Production and Distribution Food Waste Reduction Roadmap
 - Processes used to for the development of the roadmap and to engage stakeholders
 - Roadmap Summary and Recommendations

Objective 2: Develop a statewide toxics reduction roadmap to inform state and local decision makers of recommended policies and programs that encourage reduction in the use of toxic materials.

Project proposals should result in a toxics reduction roadmap to inform state and

local communities and policymakers.

Project scope must include the following tasks:

- Create a baseline document of existing policies, programs, and initiatives. Research existing issues and policies (Michigan and Nationally), and related programs.
- Analyze the effectiveness of current policies, programs, etc., and document findings, and write a roadmap for supporting proposed decarbonization through circular economy
- Analyze and make recommendations on the value of imposing statewide goals.
- Host multiple stakeholder meetings to inform policymakers and solicit feedback.
- Hold discussions with relevant stakeholders and incorporate comments into the roadmap.
- Inform constituents and discuss next steps.
- Final report detailing:
 - Toxics Reduction Roadmap.
 - Processes used to for the development of the roadmap and to engage stakeholders.
 - Roadmap Summary and Recommendations.

C. Eligible and Ineligible Applicants

Eligible applicants must be from the following entities: non-profit organization, Michigan based local and county governments, local health departments, municipalities, and regional planning agencies; however, applicants may subcontract with for-profit or non-profit organizations.

All grant applicants must follow electronic submission and vendor registration requirements as requested by the program.

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**).

Applicants must be in good standing with EGLE programs within the 24 months immediately preceding the RFP:

- No EGLE 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 EGLE.

Applicants selected for funding may be required to submit a comprehensive financial audit that was conducted within 24 months prior of the execution of the

grant agreement. If a financial audit is not available or performed, the likelihood of being selected for funding will be diminished.

D. Eligible Projects

Eligible projects must clearly address the purpose and objectives of this RFP.

E. Ineligible Grant Project and Activities

The following activities are ineligible under the 2022 Community Pollution Prevention Fund Grant Program; this list may not be exhaustive:

- Projects deemed illegal under the law or inappropriate under contract management standards.
- Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
- Projects that will not be conducted in Michigan.
- Projects not conducted by or lead by a Michigan based entity.
- Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
- Lobby or directly influence legislative decision-making.

F. Funding Source and Availability

The Community Pollution Prevention Fund Grant Program has up to \$200,000 available for grants in FY 2022, through the Community Pollution Prevention Fund created in Initiated Law 1 of 1976, Section 445.573f.

Maximum grant funding amount per application is \$100,000. Grantees are required to provide matching funds at least equal to 25 percent of the total grant budget. Local match funding may be greater than 25 percent of the total grant budget. Grantees may be offered partial funding. Grants will be paid through a reimbursement process. EGLE may add or subtract money from this grant program at its discretion.

All grant and matching funding may only be used for eligible items. Local match funding contributions can come from private, non-profit, foundation, municipal or other partners. Potential local match funding sources may include other grants, bond monies, loans, cash, public partnerships, public/private partnerships, etc. Funds under this award cannot be used for matching funds for other state or federal grants, lobbying, or intervention in state or federal regulatory or adjudicatory proceeding, and cannot be used to sue the state or federal government or any other government entity. Likewise, a recipient may not use state or federal funds as matching funds for the 2022 Program, federal Supplemental Environmental Project Funds, or Supplemental Environmental Projects required under a consent order.

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 the amount identified in the grant category selected or \$25,000. 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 \$5,000, the match amount would have to be at least \$1,666.67 and the total project budget would be \$6,666.67. If the grant amount requested is \$10,000, the match amount would have to be at least \$3,333.33, and the total project budget would be \$13,333.33. If the grant amount requested is \$25,000, the match amount would have to be at least \$8,333.33, and the total project budget would be \$33,333.33, and so on.

G. Non-Duplicative Programs

Funds from the 2022 Program cannot be used to supplant federal, state, or local financial commitments.

H. Evaluation and Selection Criteria

All proposals received shall be subject to an evaluation by EGLE. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements. Proposals failing to meet the eligibility requirements and/or which are incomplete will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria below:

Maximum points are 100.

Program Objectives

- Proposals will be evaluated on the incorporation of the objectives outlined above.

Alignment with Environmental Justice Priorities of the Department

- Projects proposed to address disproportionate environmental impacts will be given higher priority.

Proposal Quality and Completeness of Work Plan, Timeline, and Budget

- Proposals will be evaluated based on the level of detail and overall quality of information contained within the proposal documents – particularly the Work Plan, Timeline, and Budget.

Management Summary and Experience of Organization/Project Team

- Proposals will be evaluated on the effectiveness and adequacy of the project's management structure and the experience and qualifications of the organization and project team that is carrying out the proposed project.

Project Feasibility and Likelihood of Success

- Projects 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.

I. Project Clarification/Revisions

During the grant review process, applicants may be contacted for clarification, and for the purpose of negotiating changes in project activities, timetable, and grant amounts. EGLE reserves the right to award grants for amounts other than those requested and/or request changes to, or clarification of, the proposed work plan.

J. Acceptance of Proposal Content

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

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

Grant reimbursements will be for identified expenditures in the grant agreement, not to exceed the awarded grant amount, less a five percent retention amount that will be released upon approval of the final report. Grantees must agree to supply data related to the project for up to five years from the project end date, as requested by EGLE.

All grantees will submit proof of payment (i.e., canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to EGLE proving that the vendor has been paid prior to receiving reimbursement from the grant program. Reimbursement may be requested quarterly in conjunction with required progress reports. Grants are paid through a reimbursement process on the [SIGMA Vendor Self Service \(VSS\)](#).

K. Grant Agreement Requirements

Successful applicants will be required to meet and abide by all applicable

requirements specified in this RFP including those specified in the grant agreement boilerplate. The [draft agreement boilerplate](#) can be found on our website.

L. Confidentiality

All information and materials regarding this grant are subject to the Freedom of Information Act. If the grantee selects to provide business sensitive information that may be exempt from disclosure under The Freedom of Information Act, Act 442 of 1976, as amended, [Legislature.Mi.Gov/doc.aspx?mcl-15-243](#), the applicant shall clearly describe the reason for the requested exemption and identify the information for which the exemption is requested.

II. INSTRUCTIONS FOR GRANT PROPOSAL

A. Application Submission Requirements

April 25, 2022, 11:59 PM

Proposals must be submitted electronically, in one PDF file to **EGLE-P2Grant@Michigan.gov** with the subject line “Applicant Name – Community Pollution Prevention Fund Grant.”

Each e-mail submission must be complete and will supersede any previous e-mail submissions.

The Cover Sheet must have an original signature.

Proposals that are sent in more than one electronic file may be disqualified. Proposal with missing contents that re listed is section II-B may be disqualified. Proposal sent in after submissions deadline date will be disqualified.

B. Contents

Application must not exceed ten pages, not including Letters of Commitment. Applicant(s) must complete all materials listed below for their proposal, in this order:

1. Proposal Cover Sheet - page 1
2. Project Description
3. Work Plan
4. Timetable
5. Budget
6. Letters of Commitment (if applicable)
7. Copy of Current Full Audit Completed by a Certified Public Accountant
8. Additional information and comments (if applicable)

1. *Grant Proposal Cover Sheet*

Complete the Grant Proposal Cover Sheet form found in appendix A. The cover sheet will become page one of the application, the Cover Sheet must have an original signature.

2. Project Description

Project Description: Identify the selected roadmap objective and describe the scope of the project. How will this project accomplish the selected objective of this RFP?

Organization Information: Briefly state the organization's mission, goals, and relevant accomplishments. Describe the qualifications of key staff that will ensure the success of the project.

Project Partners: Describe the partners in the project, their experience, roles, and commitments.

3. Work Plan

Tasks: Describe in writing the tasks and sub-tasks needed to complete the project and who is responsible for each task and sub-task. Include an estimated percentage of time given to complete each task. The estimated percentage of time for all tasks should equal 100 percent.

Deliverables: Specifically describe products and deliverables that evidence completion or progress toward completion of each task and sub-task.

4. Timetable

Present work plan activities as a timetable showing what month each task and sub-task will be completed. Quarterly and final reporting should also be included. This should be presented in a grid/table and cover all months of the project.

5. Budget

Complete the Project Budget Form found in Appendix, using the information below.

- All costs identified in the budget must be eligible grant costs.
- Include a price quote for any item(s) to be purchased.
- Staffing Costs are eligible.
- Fringe Benefits are eligible.
 - Fringe benefits can include insurance; FICA; federal, state, and local taxes; vacation and sick time; and workers' compensation. Use your agency's fringe benefit rate, not to exceed 40 percent. Total the fringe amount for all staff and place the requested grant amount in Column D on the Project Budget Form. EGLE reserves the right to request applicants to supply information indicating how their fringe benefits were calculated. Contractual services may be included.
 - Contractual costs are services or materials provided by a contractor,

agency, or organization other than the grant recipient. Any services that are not provided by the grant recipient should be listed here. A description of all subcontracted work must be included in the work plan, timetable, and budget. The state of Michigan reserves the right to approve all subcontractors for this project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.

- Project Supplies and Materials are eligible.
- Travel costs are eligible.
- Indirect costs are eligible.
- Local Match is a financial commitment made by the grant recipient and other local organizations to help implement the project. Local match is required of all applications. Labor, in-kind services, cash, and materials can count as match, and the following applies:
 - Whatever match you include in your application will become part of your contractual obligation if your project is selected for funding. Be sure your match commitment is realistic.
 - Match activities will be held to the same standards as grant-funded activities.
 - Match cannot be earned until the agreement is signed by both parties (grantee and EGLE).
 - Letters of commitment are required in the proposal to document match commitments from partner organizations.

Applicants should register as a vendor with the State of Michigan on the [SIGMA Vendor Self Service \(VSS\)](#). 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 web site 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 in the event that you are awarded a contract. Registration may take up to two weeks to be processed.

6. Letters of Commitment

If applicable, include Letters of Commitment document the match committed by the partner.

7. Proof of Successful Audit

Applicants are required to submit a copy of their full financial audit signed by a Certified Public Accountant. The audit must have been completed within 24 months prior to the RFP closure date. The audit must be of the applicant organization – No fiduciary arrangements will be accepted. Note: The audit date is based on the audit period and not the date of the audit or the audit letter.

C. Assistance

This grant is being issued by EGLE, Materials Management Division, Sustainability Section, Sustainable Development Unit. For further information on this grant, please Devan Dodge, Materials Management Division, EGLE, at 517-275-0894 or DodgeD1@Michigan.gov.

III. Appendix A

Checklist, Cover Sheet, Budget Form

**FISCAL YEAR 2022 COMMUNITY POLLUTION PREVENTION FUND GRANT PROGRAM
CHECKLIST FOR PROPOSAL SUBMISSION**

- Complete Grant Proposal Cover Sheet (page 1 of the proposal) signed by grant acceptance authority.
- Project Description
- Work Plan
- Timetable
- Budget
- Letters of Commitment (if applicable)
- Copy of full current audit from a Certified Public Accountant documenting that the organization has undergone a successful financial audit. The audit must have been completed within 24 months prior to the RFP closure date.
- Additional information and comments (if applicable)
- Submitted electronically, in one PDF file to **EGLE-P2Grant@Michigan.gov** with the subject line "Applicant Name – Community Pollution Prevention Fund Grant."

Submission deadline: April 25, 2022, 11:59 PM

**FISCAL YEAR 2022 COMMUNITY POLLUTION PREVENTION FUND GRANT PROGRAM
GRANT PROPOSAL COVER SHEET**

Project Title:	
Applicant Organization:	
Project Summary:	
Street Address:	
City/State/Zip/County:	
Additional Street Address (if applicable):	
Contact Person's E-Mail Address:	
Contact Person's Telephone Number:	
Grant Amount Requested:	\$
Match Amount (dollars and percentage)	\$ = %
Total Grant Budget:	\$
DUNS Number:	Federal Identification Number:
SIGMA Vendor Self Service Vendor Customer Number (if applicable):	State Senator and Representative:

The individual signing below certifies that they are authorized to sign this application on behalf of their agency and has the authority to accept a grant.

Signature	Date
Name/Title	

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