



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

**POLLUTION PREVENTION
ZERO FOOD WASTE PILOT PROGRAM**

REQUEST FOR PROPOSALS

Issue Date: January 26, 2024

Response Due: February 29, 2024

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

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Table of Contents

PART I GENERAL INFORMATION	2
I-A Purpose	2
I-B Program Description	2
I-C Grant Award	3
I-D Eligibility Criteria	3
I-E Ineligible Projects	4
I-F Issuing Office and Point of Contact	4
I-G Changes to the RFP and Responses to Questions	4
I-H Proposals	4
I-I Response Date	5
PART II INFORMATION REQUIRED FROM APPLICANTS.	5
II-A Online Application	5
II-B Approved Budget Form	5
II-C Certificate of Indirect Costs	8
PART III SELECTION CRITERIA	8
III-A Scoring of Proposals	8
III-B Project Clarifications/Revisions	9
III-C Rejection of Proposals	9
III-D Acceptance of Proposal Content	9
PART IV ADDITIONAL INFORMATION	10
IV-A Acceptable Match Types	10
IV-B SIGMA Vendor Registration	10
IV-C News Releases	10
IV-D Disclosure of Proposal Contents	10
IV-E Copyrighted Materials	10
IV-F Prime Applicant Responsibilities	10
IV-G Partner Responsibilities	11

Pollution Prevention Zero Food Waste Pilot Program Request for Proposals

PART I

GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) Sustainability Section is offering grants for organizations to pilot a Zero Food Waste initiative in one urban city in Michigan. Projects will support Governor Gretchen Whitmer’s climate change priorities in line with the [MI Healthy Climate Plan](#).

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) 2024, EGLE will provide grants to support pollution prevention related studies, pilots, training, education, and outreach in an effort to reduce greenhouse gas emissions. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

1. Program Objectives

- a. Assist in advancing pollution prevention related education in Michigan.
- b. Promote the adoption of zero food waste initiatives through training and awareness.
- c. Promote community and/or stakeholder engagement to increase awareness and involvement in pollution prevention related activities.
- d. Trial novel pollution prevention related projects and/or research to gain insight for broader deployment.
- e. Address other pollution prevention related needs as they arise.

2. Program Priorities

- a. Showcase zero food waste solutions for Michigan’s communities.
- b. Increase accessibility for food waste reduction and the associated benefits for a broad range of end-users.
- c. Strategic deployment of zero food waste initiatives across the state that leverages regional strengths and opportunities.
- d. Increase opportunities for business investment, talent enhancement, state branding, and community vitality.
- e. Support the goals of the MI Healthy Climate Plan.

3. Applicant Tasks

*NOTE: Applicants must clearly and succinctly explain how they will accomplish the task(s) below **during the grant period.***

- a. Select the following task(s) that the applicant seeks to complete with this proposal:
 - i. Conduct and/or facilitate local government zero food waste policy and implementation research,
 - ii. Provide zero food waste implementation technical assistance, training, and/or education,
 - iii. Host zero food waste community and/or stakeholder engagement opportunities,
 - iv. Implement zero food waste demonstration projects,
 - v. Carry out other pollution prevention activities.

I-C Grant Award

A total of \$250,000 in pollution prevention funding is expected to be available, with individual grant awards ranging up to \$250,000 for a pilot program. Applicant(s) must provide a complete budget using the [Approved Budget Form](#) (See Section II-B). Budgets must be itemized and be accompanied by a budget narrative that adequately describes each budget category. This is a reimbursement-based opportunity; costs must be incurred and paid for before they are reimbursed. The grant(s) awarded from this Request for Proposals (RFP) will be subawards of the State of Michigan Clean Michigan Initiative (CMI) funding. As such, the grant will adhere to all state grant requirements.

For this pilot program there is no match requirement.

The Sustainability Section will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Sustainability Section, 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, 2025.

I-D Eligibility Criteria

Any local governments, tribal governments, 501(c)(3) organizations, 501(c)(6) organizations, or small businesses (less than 500 employees) located in Michigan are eligible to apply.

Eligible projects must involve/address pollution prevention through food waste

reduction. Potential projects may include food waste reduction and zero food waste related research, pilots, technical assistance, events, trainings, workshops, seminars, competitions, demonstrations, micro events, and other activities that target diverse stakeholder groups such as municipalities, schools, residents, businesses, and industries.

Eligible projects must involve/address the applicable tasks set forth in Section I-B(3). Impacted facilities must be occupied and have long range plans of continued use.

I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies.
5. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.

I-F Issuing Office and Point of Contact

This RFP has been issued by EGLE's Sustainability Section. Questions that arise as a result of this RFP must be submitted to the Sustainability Section by [email only](#). All questions must be submitted on or before 5:00 p.m. (ET), January 26, 2024. All questions regarding this solicitation should be directed to:

Julie Staveland
StavelandJ@Michigan.gov

I-G Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the [program webpage](#) by January,30, 2024.

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 will be accepted until 5:00 p.m. ET, February 29, 2024. Awards will be granted on a first come, first served basis, at the discretion of the Sustainability Section and program priorities.

PART II **INFORMATION REQUIRED FROM APPLICANTS.**

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.

1. Online Application (coming soon) ([see link and instructions below](#))
2. [Approved Budget Form](#) ([see link and instructions below](#))
If an indirect cost rate is used in the budget, the [Certificate of Indirect Costs](#) (included in the Proposal Worksheet) must be selected, signed, and submitted ([see link and instructions below](#)) [if applicable]
3. Material certification [if applicable]
4. Documents of previous food waste reduction work [if applicable]
5. Price estimates or quotes for the proposed project [if applicable]
6. Most recent copy of the A-133 or outside audit OR the most recent financial statements (balance sheet and income statement). Applicants that receive cumulative federal funding of over \$750,000, or that receive a single state award over \$500,000 are required to provide an A-133 single audit [if applicable].

Please see instructions below for additional information:

II-A Online Application

Complete the [Online Application](#). Questions marked with an asterisk (*) require a response. Applicable materials listed in Section II must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking the “Submit” button on the bottom of the application page.

NOTE: DO NOT CLOSE THE ONLINE APPLICATION PRIOR TO SUBMITTING, OR ALL PROGRESS WILL BE LOST.

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**: alcohol, lobbying, subscriptions, dues,

- memberships, and repair of buildings and structures.
3. **Personnel** – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. *NOTE: The State will require [Davis-Bacon Act](#) or prevailing wage rates to be paid for construction projects.*
 4. **Fringe Benefits** – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Applicants will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement with the application. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used along with the base they were applied to (and how the base was derived), and a total for each (along with the grand total).
 5. **Contractual Services** – include all anticipated service contracts required for the project. All sub-recipients, vendors, contractors, and consultants and their estimated costs should be identified. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds, if applicable. Use “TBD” (to be determined), if the entity is unknown. Include the basis of cost for each item (competitive, historical, quote, catalog, etc.).
 6. **Supplies & Materials** – include items costing less than \$5,000 per unit or a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Supply items must be direct costs to the project and not duplicative of supply costs included in the indirect pool that is the basis of any indirect rate applied for this project. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
 7. **Equipment** – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds. List all proposed equipment and briefly justify its needs as it applies to the objectives of this 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. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100 percent dedicated to this project. Equipment purchases will require additional documentation, such as Lien or Uniform

Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.

8. **Other Direct Costs** – include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
9. **Travel** – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. All listed travel must be necessary or beneficial to the performance of the proposed project. State of Michigan travel rates must be used for all travel expenses. The most recent State of Michigan Travel Rates are posted by the [Michigan Department of Technology, Management & Budget](#).
10. **Indirect Rate** – provide the indirect rate (up to 20 percent maximum) used by applicant's organization as a percentage of the **personnel and fringe**.
11. **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 cashed check.

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. 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 applicable. 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, if applicable.
4. Selected applicant(s) may not commingle award funds with current or future awards received from the State. Financial assistance from each funding source must be managed, reported, and accounted for separately from all

other funding sources.

5. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, the existing capital must be returned to the State of Michigan.

II-C Certificate of Indirect Costs

If an indirect cost is included in the proposed budget, it must be certified using the [Certificate of Indirect Costs](#). The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer of the organization that submits the proposal. This certification is included within the proposal worksheet and must be checked to certify.

PART III SELECTION CRITERIA

All proposals received shall be subject to an evaluation by EGLE's Sustainability Section. 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 Section 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.

Demonstrated Need (25 Points)

Proposals will be evaluated on the demonstrated need for the project within the target community. Priority will be given to applicants who service [disadvantaged census tracts](#).

Project Scope & Objectives (25 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 special interest.

Project Feasibility (20 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 (20 Points)

Proposals will be evaluated on their anticipated short and long-term impacts.

Program Priorities (10 Points)

Proposals will be evaluated on the incorporation of program priorities and alignment with the MI Healthy Climate Plan.

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

EGLE's Sustainability Section reserves the right to reject any and 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 Sustainability Section. The Sustainability Section 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

While match is not required, it is recommended. Applicants may use cash, bond proceeds, tax-exempt leasing and/or financing for some or all of their match, and those that do will receive favorable consideration. 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. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not an existing vendor, 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 in the event that 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 PA 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 or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole

point of contact with regard to grant matters, including but not limited to payment of any and 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, 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.