



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

REQUEST FOR PROPOSALS
2023
MICHIGAN RECYCLING
INFRASTRUCTURE AND SMALL
COMMUNITY EDUCATION GRANTS

Application Period Begins February 6, 2023

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

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I. GRANT INFORMATION

A. GRANT 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) 2023, EGLE will provide matching grants to support Governor Gretchen Whitmer's climate priorities by supplementing efforts to grow the statewide recycling rate, ensure diversity, equity, and inclusion, and increase access to recycling. A minimum of \$3.3 million is currently available for Michigan Recycling Infrastructure Grant projects in FY 2023.

These grants, enabled by the Renew Michigan Fund, are an important mechanism for achieving EGLE's priorities of equitable and inclusive support to all Michigan communities, and the grants support Governor Whitmer's climate change priorities through measurable reductions in greenhouse gas emissions. Recycling prevents the generation of greenhouse gases at several points along the lifecycle of a product, including avoided energy consumption associated with the mining and extraction of virgin materials and reduced methane emissions from landfills. As reported in the 2021 Recycling Gap Analysis (Resource Recycling Systems, 2021), achieving a 45 percent recycling rate in Michigan will reduce greenhouse gas emissions by 7 million metric tons of carbon dioxide equivalent annually. This corresponds to the annual energy consumption of more than 760,000 households (approximately 20 percent of Michigan households), or the annual emissions of nearly 1.5 million passenger vehicles.

Additionally, these grants are important to facilitate the safe management of waste materials and help to maintain the flow of vital raw materials for Michigan manufacturing by protecting our domestic supply chains. Increasing access to recycling opportunities also has other positive impacts, including water and energy savings and local job creation.

B. GRANT RESPONSE TIMELINE

Application deadlines are outlined in Table 1 below:

Grant Opportunity	Application Deadline
Michigan Recycling Infrastructure Grants	May 19, 2023
Michigan Small Community Education Grants	On-going until all funds distributed

Table 1: Michigan Recycling Grant Application Deadlines

Grant funding requests must be completed and submitted through the [Recycling Grant Application](#) Website. Note that EGLE may release additional request for proposal (RFP) Guidance that adds or modifies project grant categories, available funding, and application process dates. Potential applicants should check [Michigan.gov/MIREcycles](#) for the latest releases of any additional RFP Guidance and sign up for the [EGLE Grants and Loans listserv](#) for notifications.

C. PROJECT GRANT OBJECTIVES

Project proposals must describe how the project aligns with the objectives, as applicable:

Michigan Recycling Infrastructure Grants specific targets:

- Projects that increase collection and processing capacity of recyclable materials or food waste.
- Projects that increase access to recycling or food waste composting infrastructure.
- Projects that increase participation rates in recycling or food waste composting programs.

Michigan Small Community Education Grants specific targets:

- Provide access to recycling education resources for small communities (fewer than 10,000 households).

D. ELIGIBLE AND INELIGIBLE APPLICANTS

Eligible applicants for Michigan Recycling Infrastructure Grants are non-profit organizations, tribal governments, school districts, universities/colleges, local health departments, regional planning agencies, cities, villages, townships, charter townships, counties, municipal solid waste authorities, and resource recovery authorities located in Michigan.

Eligible applicants for Michigan Small Community Education Grants are nonprofit organizations, tribal governments, regional planning agencies, cities, villages, townships, charter townships, counties, municipal solid waste authorities, or a resource recovery authorities located in Michigan serving fewer than 10,000 households with a curbside and/or drop-off recycling program.

Preference will be given to communities that face historic environmental or socio-economic disparities.

Eligible applicants must be able to confirm the endpoint of materials collected or processed using items purchased with grant dollars. It is expected that grant-funded items will be deployed and utilized in a material management system where collected materials are directed to market for manufacture of new products and are not disposed.

All grant applicants must follow electronic submission and vendor registration requirements as requested by the program. To be considered for multiple grants, eligible entities must submit separate applications for each project. Links to the online application forms are found on the [grants online portal](#).

Applicants selected for funding will be required to register with the [SIGMA Vendor Self Service](#) Website.

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.

The minimum grant funds an applicant may request is \$5,000. Applicants may resubmit unsuccessful applications in future grant cycles.

All grant recipients are encouraged to register and enter program information within the Michigan Recycling Directory, and/or the Michigan Materials Marketplace, as applicable. The [Michigan Recycling Directory](#) and the [Michigan Materials Marketplace](#) are online recycling directories sponsored by EGLE.

E. ELIGIBLE PROJECTS

The eligible projects and activities for each Project Grant Category are as follows:

MICHIGAN RECYCLING INFRASTRUCTURE GRANTS

The maximum amount of funding that can be requested for a Recycling Infrastructure Grant is \$1,000,000. The minimum grant funds an applicant may request is \$5,000.

Applicants are required to pledge matching funds at least equal to 20 percent of the total grant budget and are encouraged to consider higher match percentages.

Eligible Recycling Infrastructure Grants include but *are not limited to*:

The transition from recycling bins to carts, public space recycling containers, creation, or enhancement of public drop-off recycling, new or improved recycling processing infrastructure, school recycling projects, collection vehicles, and multi-family recycling projects. Ineligible projects include household hazardous waste projects, electronic waste recycling projects, scrap tire recycling projects, and one-day collection events.

Curbside Collection Carts: Wheeled, covered carts for existing or new curbside recycling or food waste collection programs. Grantees would be expected to contract for purchase, distribution, and servicing of curbside carts. Grant eligible expenses include cost of carts, shipping, assembly, and distribution. Metrics will include reductions in carbon dioxide equivalents (CO₂e), collection volume, participation, and/or access increase. Applicants that receive concurrent cart project funding through The Recycling Partnership will be given additional consideration. Please contact Vincent Leray with The Recycling Partnership for further information: VLeray@RecyclingPartnership.org.

Collection Vehicles: Recycling or food waste collection vehicle for new program or expansion of existing program. Grantee would be expected to purchase vehicle(s), establish routes, and train drivers. The grant eligible expense is the vehicle purchase. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases.

Drop-off Infrastructure: Constructing and equipping new drop-off sites, as well as improvements to existing drop-off sites that achieve a significant increase in collection/processing or participation/access, such as additional collection containers, additional equipment/vehicles, and additional storage buildings. Site improvements, such as paving, lighting, cameras, fencing, and replacement items, must be able to demonstrate significant increases in volume collected/processed or participation/access to be competitive. Grantee would be expected to purchase and install items, oversee any construction activities, contract for collection services, operate and maintain a drop-off center. Grant eligible expenses include purchase, shipping, and installation of site improvements, as well as costs associated with new construction. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases. Applicants that receive concurrent drop-off site project funding through The Recycling Partnership will be given additional consideration. Please contact Matt James with The Recycling Partnership for further information: MJames@RecyclingPartnership.org.

Multi-Family Infrastructure: Indoor and outdoor containers, signage, and other associated site improvements. Grantee would be expected to purchase and install items, secure partnerships with property owners, contract for collection services (as applicable), and oversee construction activities. Grant eligible expenses may include recycling containers, signage, associated site improvements, shipping, and installation. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases. Applicants that receive concurrent multi-family project funding through The Recycling Partnership will be given additional consideration. Please contact Craig Wittig with The Recycling Partnership for further information: CWittig@rRecyclingPartnership.org.

Public Space Infrastructure: Recycling or food waste bins for parks, schools, institutions, offices, events, etc. Grantees would be expected to purchase and install items, contract for collection services, secure partnerships with property owners, and

provide education elements. Grant eligible expenses may include dual waste and recycling containers (“twinned bins”), shipping, installation, and signage. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases.

Processing Infrastructure: Equipment needed for processing recyclable materials. Grantees would be expected to contract for design, purchase, and installation of items, train staff, operate and maintain equipment. Grant eligible expenses include design, purchase, and installation of equipment. Metrics will include reductions in CO₂e, increased processing capacity. Applicants that receive concurrent multi-family project funding through The Recycling Partnership will be given additional consideration. Please contact Spence Davenport with The Recycling Partnership for further information: SDavenport@RecyclingPartnership.org.

Other notes on eligibility for the Michigan Recycling Infrastructure Grant:

- Capital expense and associated installation and service costs that meet the objectives of the project are eligible for grant funding. **All expenditures must occur after the grant agreement has been signed by EGLE to be eligible for reimbursement.**
- Site improvements, such as paving, lighting, and fencing, are eligible for grant funding, but must be able to demonstrate significant increases in volume collected/processed or participation/access to be competitive. The State reserves the right to seek changes to proposals that include site improvements.
- Recycling infrastructure grants are designed for projects that have proven feasibility and are “shovel-ready”, needing only funding support to implement. If a project is lacking a detailed workplan, budget, or sustainable funding structure, an applicant may be directed toward the NextCycle Michigan Innovation Challenge as a more appropriate opportunity.

MICHIGAN SMALL COMMUNITY EDUCATION GRANTS

The grant is accessed through an [online platform](#) where grantees can select and customize a variety of templates that will be printed and sent directly to residents. There is no match requirement for this grant opportunity. All outreach costs are included – design, printing, and mailing. Material options include info postcards, top issue postcards, magnet postcards, information sheets, cart tags, and dumpster signage, which can be customized with a local logo, website, and phone number and are provided in a bilingual format (English and Spanish).

Grants will be awarded on a first-come, first-served basis, until allotted funds are disbursed. For additional information, please visit RecyclingPartnership.org/MI-EGLE.

F. INELIGIBLE GRANT ACTIVITIES

The following activities are ineligible under the FY 2023 Michigan Recycling Infrastructure Grant. This list may not be exhaustive.

- Administration of projects that are a part of an entity’s regulatory responsibility.
- Implementation of other activities deemed inappropriate under contract management standards.
- Lobbying or directly influencing legislative decision-making.

- All grant and matching funding may only be used for eligible items. Staff time, indirect costs, and in-kind services are not eligible for a grant or match funding. Grantee matching contributions may only be in dollars.
- Salaries, including expenses related to employment of graduate students, to complete the objectives listed above are not eligible for reimbursement for Michigan Recycling Infrastructure Grants.
- 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, one-day collection events, electronic waste recycling projects, scrap tire recycling projects, and the purchase of real property are not eligible for reimbursement for Recycling Infrastructure Grants.
- In some cases, there will be significant ineligible costs that are required to implement the project. These costs may be listed and defined to describe applicant support of the project more completely.
- The grantee fiduciary entity will serve as the responsible party to EGLE grant agreement and should be an active partner in the grant project.
- Expenses that have been incurred prior to a fully executed grant agreement signed by EGLE.

G. FUNDING SOURCE AND GRANT AMOUNTS

The funding for this program is made available through the Renew Michigan Fund created in Act 281 of 1967, The Income Tax Act of 1967, as amended.

A minimum of \$3,300,000 is available for Recycling Infrastructure Grant projects in FY 2023.

Grantees may be offered partial funding. EGLE may add or subtract money from this grant program at its discretion.

Match funding contributions may 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. The State reserves the right to adjust the match amount/percentage to ensure diversity, equity, and inclusion.

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

H. SELECTION CRITERIA

Michigan Recycling Infrastructure Grant awards will be offered based on criteria that includes the following:

- Programs with the largest projected increases in processing or collection capacity volume and/or access and participation.
- Programs with sustainable funding mechanisms in place.
- Programs that currently provide or propose robust, continuing education programs.

- Applicants with demonstrated ability to collaborate and partner with other groups and organizations.
- Projects that leverage concurrent project funding from other sources, such as the Environmental Protection Agency (EPA), The Recycling Partnership, Carton Council, Closed Loop Fund, Michigan Soft Drink Association, American Beverage Association, or local foundations or businesses.
- Projects that support Governor Whitmer’s climate change priorities through measurable reductions in greenhouse gas emissions.
- Projects that will benefit an environmental justice community or underserved and vulnerable populations within a community.

Michigan Small Community Education Grants awards will be offered based upon the following criteria:

Grants will be awarded on a first come, first-served basis, until allotted funds are disbursed.

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timelines, and grant amounts, within the parameters outlined in the application instructions.

I. APPLICATION PROCESS AND EVALUATION CRITERIA

To be considered complete, an application must include all steps and components listed below, and the “Applicant Signatory” on the application cover sheet must be signed.

Incomplete responses may result in a determination that the application is not eligible for funding.

J. PROJECT PROPOSAL

Grant funding requests must be completed and submitted on the [EGLE Recycling Grant Application](#) Website:

K. APPLICATION SUBMISSION INFORMATION

Proposals are due no later than 5:00 p.m. EST, on May 19, 2023. Applicants must submit supporting documentation by the relevant due date above. Supporting documentation may include financial audit, and letters of commitment; letters of partnership or community support, price quote(s), photographs, calculations, data, and other substantiating information. *Entities receiving \$500,000 or more in grant funding will be required to submit a financial audit dated within 2 years of this RFP.*

L. GRANT AWARD

Grantees will be notified of their funding status once EGLE’s Director approves the final funding recommendations.

M. ASSISTANCE

For general inquiries regarding this RFP, please contact the appropriate recycling specialist using the contact information below.

Michigan Recycling Infrastructure Grants

Emily Freeman
FreemanE@Michigan.gov
517-256-9466

Michigan Small Community Education Grants

Cassandra Ford
CFord@RecyclingPartnership.org
785-840-4048

N. 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, adjust the match amount/percentage to ensure diversity, equity, and inclusion, and/or request changes to, or clarification of, the proposed work plan.

O. NON-DUPLICATIVE PROGRAMS

Funds from the FY 2023 Michigan Recycling Infrastructure Grant and Michigan Small Community Education Grant cannot be used to supplant federal, state, or local financial commitments.

P. ACCEPTANCE OF PROPOSAL CONTENT

Successful applicants will be required to enter into a grant agreement with EGLE after accepting the grant award. A grant agreement consists of standard boilerplate language, the applicant's approved work plan, timetable, and budget.

Successful applicants may be required to review the grant award agreement with EGLE staff prior to final agreement acceptance.

Failure of a successful applicant to accept the obligations outlined in the final agreement boilerplate may result in withdrawal or cancellation of the grant. EGLE reserves the right to offer partial funding for any grant proposal.

Q. 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](#), the applicant shall clearly describe the reason for the requested exemption and identify the information for which the exemption is requested.

R. GRANT AGREEMENT REQUIREMENTS FOR APPROVED APPLICANTS

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:

For the Michigan Recycling Infrastructure Grant, reimbursements will be for identified expenditures in the grant agreement. Grant reimbursements will be for up to 80 percent of the documented purchase expenditures, not to exceed the awarded grant amount. Reimbursement requests must be submitted by September 30, 2025. The final project report is due six months after the infrastructure item(s) have been purchased, installed, and/or constructed, but no later than September 30, 2026. 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 grants are paid through a reimbursement process. 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 must be requested in conjunction with required, quarterly progress reports.

All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the EGLE Recycling Grant Program. Where possible, these products should be printed double-sided on recycled content paper.

II. Works Cited

Resource Recycling Systems. (2021). *GAP Analysis 2021 Update*. Michigan Department of Environment, Great Lakes, and Energy. Retrieved from <https://static1.squarespace.com/static/623ba5dc2405f749aa2dc3b1/t/62475e7c7e5efb6fbf15d5b7/1648844418638/2021-Gap-Analysis-Update-FINAL.pdf>