



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Critical Minerals Recycling Grant

REQUEST FOR PROPOSALS

Issue Date: March 22, 2024

Response Due: May 24, 2024

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

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CRITICAL MINERALS RECYCLING GRANT REQUEST FOR PROPOSALS

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Recycling Unit is offering grants to advance the research, development, or demonstration of concepts or projects intended to create innovative and practical approaches to increase the reuse and recycling of batteries and other critical minerals. The State anticipates the grant period will start October 1, 2024, and will end on September 30, 2029.

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 matching grants to support public or private colleges or universities in an effort to address the research, development, or demonstration of concepts or projects intended to create innovative and practical approaches to increase the reuse and recycling of batteries and other critical minerals. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

1. Program Objective

Support research into the reuse of critical materials for clean energy production through research, development, and/or demonstration of concepts or projects intended to create innovative and practical approaches to increase the reuse and recycling of batteries and other critical minerals.

2. Program Priorities

- a. Research into the reuse of critical materials for clean energy production through circular economy efforts to capture and reuse critical minerals.
- b. Research, development, or demonstration of projects that recycle critical minerals from electric vehicles and other battery storage units.

3. Applicant Tasks

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

- a. Support research into the reuse of critical materials for clean energy production.
- b. Create innovative and practical approaches to increase the reuse and recycling of batteries and other critical minerals.
- c. Report progress on a quarterly basis to EGLE.

d. Create measurable and defined results.

I-C Grant Award

A total of \$4.75 million in funding is expected to be available, with the average individual grant awards ranging from \$500,000 to \$2,500,000. Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) or [Approved Budget Form with Narrative](#) (See Section II-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

All applicants must provide a **minimum 20 percent match** of the total requested grant funds (also known as “State Share”). Reference section IV-A for details on acceptable match types. The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost.

The Recycling Unit will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Recycling Unit, an entity within 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, 2029**.

I-D Eligibility Criteria

Any Michigan public or private colleges or universities that grant baccalaureate degrees and that are studying the opportunities to recycle and innovate and maximize the use of critical minerals from electric vehicles and other battery storage units may apply. Preference will be provided to those institutions who have partnerships with entities involved in the research, development, or demonstration of concepts or projects intended to create innovative and practical approaches to increase the reuse and recycling of batteries and other critical minerals.

I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or that 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 unless a detailed timeline and plan for commercialization is included in the proposal.

5. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
6. Projects that do not adhere to State of Michigan permit requirements.

I-F Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by EGLE's Materials Management Division. All questions regarding this solicitation should be directed to:

Matt Flechter
FlechterM@Michigan.gov

I-G Changes to the RFP

Changes, and/or clarifications will be posted at:

<https://www.michigan.gov/egle/about/organization/materials-management/recycling>

I-H Proposals

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

I-I Response Date

Proposals must be submitted by 23:59 p.m. EST on May 24, 2024.

PART II INFORMATION REQUIRED FROM APPLICANTS.

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

1. Application ([see link and instructions below](#))
2. Approved Budget Form ([see link and instructions below](#))
3. Additional Attachments:
 - a. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
 - b. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
 - c. 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.
4. If Applicable:
 - a. Charitable organizations and professional fundraisers (unless exempt) must complete Michigan Charitable Trust Registration

- For more information, please visit the [Attorney General's website](#).
- b. Parent Organizational Chart – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
 - c. Partner Organizational Chart – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
 - d. Letter(s) of support / commitment from Partner Organization(s).
 - e. State Historic Preservation Office (SHPO) Section 106 Review Form [[Attachment 1](#)] ([see link and instructions below](#))
 - f. National Environmental Policy Act (NEPA) Form [[Attachment 2](#)] ([see link and instructions below](#))

Please see instructions below for additional information:

II-A Proposal Worksheet
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 “Submit” button on the bottom of the application page.

II-B Approved Budget Form

1. Applicant(s) must use the [Approved Budget Form](#) or [Approved Budget Form with Narrative](#). 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**: sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, real property (e.g., land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures.
3. All applicants must provide a **minimum 20 percent (20%) match** of the total requested grant funds (also known as “State share”). The sum of the State share plus the recipient share will equal the total allowable project cost.
4. **Fringe Benefits** –Applicant(s) will be required to 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. 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 and the base amount they were applied to. Please include how the base was derived, and a total for each.
5. **Equipment** –All Equipment expenses must be justified in your proposal. If the equipment is being proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the

estimated value shown. 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 over \$5,000 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.

6. **Travel** – Applicants may follow their own internal travel policy, which must be submitted to the issuing office contact prior to entering into a Grant Agreement. If an applicant does not have an internal travel policy, they must use the most recent State of Michigan Travel Rates posted by the [Michigan Department of Technology, Management & Budget](#).
7. **Indirect Rate** – Provide the indirect rate (up to 10 percent maximum) used by applicant’s organization as a percentage of **total personnel and fringe benefits**. If the applicant’s indirect cost rate has been approved by a federal agency, identify the agency, date of the latest rate agreement, and submit a copy of the agreement with the application.
Note: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds 10 percent.
8. **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, automated clearing house (better known as “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. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Selected applicant(s) may not commingle award funds with current or future awards received from EGLE. Financial assistance from each funding source

must be managed, reported, and accounted for separately from all other funding sources.

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

PART III SELECTION CRITERIA

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

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

III-A Scoring of Proposals

Total maximum points are 100.

Project Scope and Objectives (30 Points)

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

Project Feasibility (30 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 (15 Points)

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

Experience of Organization/Project Team (10 Points)

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

Program Priorities (5 Points)

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

Diversity Equity and Inclusion (5 Points)

Proposals will be evaluated on whether the applicant participates in a program

certification such as minority-owned businesses, Veteran-owned businesses, woman-owned businesses, and/or businesses owned by economically disadvantaged populations as defined by federal or state government.

Environmental Justice

(5 Points)

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

III-B Project Clarifications/Revisions

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

III-C Rejection of Proposals

The Recycling Unit 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 Recycling Unit. The Recycling Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

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

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

**PART IV
ADDITIONAL INFORMATION**

IV-A Acceptable Match Types

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

IV-B SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid 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, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

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

IV-I Permit Requirements

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

IV-J Prevailing Wage Requirements

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