



SCRAP TIRE PROGRAM
INSTRUCTIONS ON USING ONLINE SURVEY APPLICATION FORMS

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GENERAL INSTRUCTIONS APPLICABLE TO ALL SCRAP TIRE GRANTS

TERMS & DEFINITIONS

- Fully executed grant agreement (or amendment): grant agreement signed by the Grantee, then signed by EGLE. Until EGLE signs the agreement or amendment, expenses incurred will not be reimbursed.
- PTE: Passenger Tire Equivalent
- Scrap Tire Conversion Factors: [EGLE-MMD-Part-169-Scrap-Tire-Conversion-Factors_693702_7.pdf \(michigan.gov\)](#)
- Scrap Tire Pile Estimator: https://www.michigan.gov/documents/egle/Part_169_Scrap_Tire_Volume_Estimates_689776_7.xlsx
- SIGMA: The State of Michigan's financial software

SIGMA

Reimbursement for all grants will be done through SIGMA. This means that the Grantee needs to set up or have a SIGMA account.

Grantees may create their own SIGMA account (many governmental applicants already have a SIGMA account) or request that grant funding is directly paid to the Processor.

EGLE supports Direct Payment to the Processor for Cleanup grants where the Processor will not change during the grant. Direct payment to the Processor must be set up prior to the grant agreement being signed. Grantees shall supply a letter signed by the Processor and themselves stating that the Processor is willing to accept direct payment for the work. The Processors have Direct Pay agreements available for applicants and have their own SIGMA accounts.

SIGMA Vendor Self Service Support

SIGMA-VSS@Michigan.gov

517-284-0540

888-734-9749

REIMBURSEMENT INFORMATION

- All Grantees shall submit complete reimbursement requests **no later than 30 days after the end of the calendar quarter**. If no grant activities occur during the quarter, no reimbursement request needs to be submitted for the quarter.
 - October 1 – December 31 (EGLE fiscal year begins October 1)
 - January 1 – March 31
 - April 1 – June 30
 - July 1 – September 30
- If no expenses are incurred during a quarter, e-mail EGLE-ScrapTire@Michigan.gov with a message that no expenses were incurred.

CLEANUP GRANTEEES

- Cleanup Grantees, including private site cleanups, are responsible for contracting with a Scrap Tire Processor.
- A list of Processors is available at: [deq-whm-stp-processorlist_240416_7.pdf \(michigan.gov\)](#)
- Cleanup grants do not cover labor costs.
- For Grantees requesting to be reimbursed (not set up as direct pay to the Processor), a complete reimbursement request shall include:
 - A signed Request for Payment form that states whether the request is for partial payment or full payment of the grant funds.
 - Transportation Records (EQP5128) that have all three parts completed and signed.
 - Copies of all invoices.

- Proof of payment (not required for reimbursements made directly to a Processor). Examples of acceptable proof of payment include:
 - Front and back of cancelled check(s)
 - Front of the check(s) and bank statement showing the check(s) have cleared their financial institution
 - A copy of ACH or wire transfers

SURVEY GENERAL INFORMATION

- File attachment size is limited to 16 MB. If you have additional information, please send via e-mail to EGLE-ScrapTire@Michigan.gov.

COMMUNITY CLEANUPS

Q1. Enter applicant information:

- Name
- Mailing Address
- City
- State
- Zip Code

All fields are required for EGLE to verify SIGMA accounts.

Q2. Enter applicant contact information. This will be the person listed as the grant contact for EGLE and will be listed on the EGLE website for the public. Also, please note that this will be the person that is contacted with any questions about grant reimbursements. If staff change, please notify EGLE-ScrapTire@Michigan.gov so we may update our contact information.

- Name
- E-mail
- Phone number
- Extension (or enter Not Applicable)

All fields are required.

Q3. Enter additional applicant contact information, optional.

- Name
- E-mail
- Phone Number
- Extension (or enter Not Applicable)

Q4. Are you requesting direct payment to the Processor? ***EGLE strongly encourages direct payment.*** This is the preferred method of reimbursement *if you are using one Processor for the entire grant.* If you are using multiple Processors or think you may *need to change* Processors after you apply or during the grant you cannot use this option and will need to have a SIGMA-VSS number to request reimbursement.

Q5. **UPLOAD FILE, IF APPLICABLE.** If yes to question 4, please upload a letter signed by the Processor you have chosen to work with stating they are willing to take direct payment for your project. Most Processors will have a standard agreement available.

Q6. If you choose to be reimbursed directly (not requesting direct payment to the Processor), you will need a SIGMA Vendor Self Service (VSS) Number.

- Enter your State of Michigan SIGMA Vendor Self Service (VSS) Number. If you do not have a VSS number, please enter Not Applicable and consult the General Instructions to learn how to obtain a VSS number.
- Enter the mailing address associated with your SIGMA account. You may enter “SAME” if this address is the same in question 1.

This information is needed for EGLE staff to verify your SIGMA account so you can be reimbursed.

Q7. Please choose the county where the cleanup will be located. If more than one county, please choose the “Multiple Counties” option and enter those counties in the second box.

Q8. Grantee type, choose from the list or enter other and enter the type.

Q9. Are you willing to partner with another Grantee nearby? Partnering on a grant allows more flexibility. For example, if one Grantee does not spend all of their funding, and the other in the partnership needs more, EGLE can adjust the funding under the grant.

- Q10. If you answered yes to question 9, would you be willing to act as the grant administrator? You would be the grant contact to answer questions and prepare the reimbursement requests (if being reimbursed in SIGMA instead of direct pay).
- Q11. Are you willing to have a site where tires can be collected for recycling year around? *EGLE Scrap Tire is moving towards a regional collection model. There may be other EGLE grants available to help you shift to an all year collection with scheduled (weekly, monthly, quarterly, etc.) scrap tire pickups.*
- Q12. Are you willing or interested in incorporating scrap tire rubber into a project in your community? Please contact EGLE-ScrapTire@Michigan.gov to discuss options. There may be other EGLE grants available for these projects.
- Q13. Please enter the proposed date(s) for your cleanup event(s). Or enter not applicable and upload a schedule in Q15.
- Q14. Enter the address where the cleanup will be held. If you have multiple sites, please enter not applicable and upload the information in Q15.
- Q15. **UPLOAD FILE, IF APPLICABLE.** Upload a list of locations and dates when your events will be held.
- Q16. Have you received grant funding previously?
- Q17. If yes to Q16, please enter the year and amount of funding. Questions 16 and 17 may be used to make funding determinations.
- Q18. Are you requesting transportation costs reimbursement? This applies only for sites greater than 100 miles from the Processor and only for the return (loaded) trip.
- Q19. If yes to Q18, enter how many miles is the site from the Processor.
- Q20. How many grant trailers are being requested? For reference, a 53 foot long semi-trailer typically holds 1,000 passenger car tires.
- Q21. Enter the Scrap Tire Processor you will be using. Choose from the list or enter information in the other field. You must contract with a Processor, EGLE will not select a Processor for you. A list of Processors is available online at: [deq-whm-stp-processorlist_240416_7.pdf \(michigan.gov\)](#)
- Q22. For sites in the Upper Peninsula ONLY out-of-state Processors may be allowed. Please enter which Processor you wish to use.
- Q23. Legal destination to which the hauler will transport tires. Typically, this will be the Processor that you use.
- Q24. For applicants requesting to cleanup small accumulations of dumped tires on publicly owned properties or roadsides please:
- Describe any previous cleanup efforts for these situations
 - Provide date(s) of previous cleanups
 - Provide the number of tires previously removed
 - Provide a commitment of how you will target anti-dumping measures in the area
- Q25. **UPLOAD FILE, IF APPLICABLE.** Attach any documents, photo(s), aerial photo(s), and/or map(s) in support of your application.

- Q26. What other funding sources will be utilized by your organization to stretch the grant funding? Grantees are encouraged to charge a small fee per tire, per load, or per resident to help stretch grant funding and to cover expenses not allowed under the grant.
- Q27. Please read and approve the Assurances:
- Applicant understands that this application is not a guarantee of funding. Funding is subject to availability on a first come, first served basis until funding is completed.
 - Applicant understands that they will be notified of the funding decision via e-mail. Funds will be dispersed only on a reimbursement basis. Should Applicant be funded, they agree to submit a complete payment reimbursement request (Request for Payment form, Transportation Record(s), Invoice(s), and Proof of Payment) within 90 days of the cleanup activity to EGLE-ScrapTire@Michigan.gov unless Direct Payment to Processor is in place.
 - Projects need to be completed by December 31, 2022, unless the Grantee requests an extension in writing to EGLE-ScrapTire@Michigan.gov.
 - Applicant understands that they must have a FULLY EXECUTED GRANT AGREEMENT OR AMENDMENT in place prior to starting any grant activities. ***Grant activities completed before the grant is fully executed will not be reimbursed. (Fully Executed means signed by the Grantee, then signed by EGLE.)***
 - I, the undersigned applicant, swear and affirm, UNDER PENALTY OF LAW, that the statements contained herein are true and correct and that the removal, transportation, storage, and disposal of scrap tires will be performed in accordance with the requirements of Part 169. I certify under penalty of law that the information contained on this form, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.

PRIVATE PROPERTY CLEANUPS

Q1. Enter applicant information:

- Name
- Mailing Address
- City
- State
- Zip Code

All fields are required for EGLE to verify SIGMA accounts.

Q2. Enter information about the property where the tires will be removed

- Street address
- City
- State
- Zip
- GPS coordinates (or enter Not Applicable)
- Acreage of tire area
- Estimated number of tires on site

Q3. Please choose the county where the cleanup will be located. If more than one county, please choose the “Multiple Counties” option and enter those counties in the second box

Q4. Enter property ownership information (serves as contact for the grant):

- Property owner name
- Mailing Address
- City
- State
- Zip Code

Q5. Enter additional applicant contact information, optional.

- Name
- E-mail
- Phone Number
- Extension (or enter Not Applicable)

Q6. Have you received grant funding previously?

Q7. If yes to Q6, please enter the year and amount of funding. This question may be used to make funding determinations.

Q8. How many grant trailers are being requested? For reference, a 53 foot long semi-trailer typically holds 1,000 passenger car tires.

Q9. Enter the Scrap Tire Processor you will be using. Choose from the list or enter information in the other field. A list of Processors is available online at: [deg-whm-stp-processorlist_240416_7.pdf \(michigan.gov\)](#)

Q10. For sites in the Upper Peninsula ONLY, out-of-state Processors may be allowed. Please enter which Processor you wish to use.

Q11. **UPLOAD FILE.** Private site cleanups are required to have direct reimbursement to the Processor. You must contract with a Processor, EGLE will not select a Processor for you. Please upload a letter signed by the Processor you have chosen to work with stating they are willing to take direct payment for your project. Processors typically have a Direct Pay Agreement available for you to use.

- Q12. Are you requesting transportation costs reimbursement? This applies only for sites greater than 100 miles from the Processor and only for the return (loaded) trip.
- Q13. If yes to Q13, how many miles is the site from the Processor?
- Q14. Answer whether the site is or was a retail tire operation.
- Q15. Answer whether the site is or was a scrap yard.
- Q16. Answer whether the scrap tires generated by a commercial farming operation or commercial business.
- Q17. Please enter a general description of the site and how the tires were accumulated.
- Q18. **UPLOAD FILE, IF APPLICABLE.** Attach any documents, photo(s), aerial photo(s), and/or map(s) in support of your application.
- Q19. **UPLOAD FILE.** Attach an aerial photo(s) of the site.
- Q20. **UPLOAD FILE.** Legal description of the property.
- Q21. **UPLOAD FILE.** Documentation of property ownership – warranty deed or land contract only.
- Q22. **UPLOAD FILE.** Provide written approval or authorization for removal of the tires from the site. This is REQUIRED if you do not own the site and are applying on behalf of someone else for removal of tires.
- Q23. Enter the estimated number of tires currently on site. If you have questions on how to estimate the number of tires, please contact EGLE-ScrapTire@Michigan.gov.
- Number of tires accumulated after 1991 (requires lien for repayment of grant funding)
 - Number of tires accumulated before 1991
- Q24. Does the site currently have bonding or financial assurance that can be used to remove tires from the site? Bonding or financial assurance will be utilized prior to using grant funding.
- Q25. For sites with tires accumulated after 1991, does the applicant agree to the placement of a lien for repayment of the grant funding?
- Q26. Please read and approve the Assurances:
- Applicant understands that this application is not a guarantee of funding. Funding is subject to availability on a first come, first served basis until funding is completed.
 - Applicant understands that they will be notified of the funding decision via e-mail. Funds will be dispersed only on a reimbursement basis, directed to your identified Processor. Private cleanups are only reimbursed to a Processor, not directly to the applicant. Should Applicant be funded, the Processor agrees to submit a complete payment reimbursement request (Request for Payment form, Transportation Record(s), Invoice(s), and Proof of Payment) within 90 days of the cleanup activity to EGLE-ScrapTire@Michigan.gov.
 - Projects need to be completed by December 31, 2022, unless the Grantee requests an extension in writing to EGLE-ScrapTire@Michigan.gov.
 - Applicant understands that they must have a FULLY EXECUTED GRANT AGREEMENT OR AMENDMENT in place prior to starting any grant activities. **Grant activities completed before the grant is fully executed will not be reimbursed. (Fully Executed means signed by the Grantee, then signed by EGLE.)**
 - I, the undersigned applicant, swear and affirm, UNDER PENALTY OF LAW, that the statements contained herein are true and correct and that the removal, transportation, storage, and disposal

of scrap tires will be performed in accordance with the requirements of Part 169. I certify under penalty of law that the information contained on this form, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.

MARKET DEVELOPMENT

Q1. Enter applicant information:

- Name
- Mailing Address
- City
- State
- Zip Code
- Michigan Corporate ID Number (enter Not Applicable if you are municipality or government)

All fields are required for EGLE to verify SIGMA accounts.

Q2. For public entities (municipality, governmental, etc.), others please enter Not Applicable.

- Enter your SIGMA Vendor Self Service Number
- Enter the full mailing address associated with the SIGMA account.

All fields are required for EGLE to verify SIGMA accounts.

Q3. Enter applicant contact information. This person must be a representative of the grant, not a consultant.

- Name
- E-mail
- Phone

Q4. Enter additional contact information. This is optional and can be a consultant.

- Name
- E-mail
- Phone

Q5. Enter where the project will be located.

- Street Address
- City
- GPS coordinates (or enter Not Applicable)

Q6. Please choose the county where the cleanup will be located. If more than one county, please choose the “Multiple Counties” option and enter those counties in the second box.

Q7. Select what you are requesting grant funding for. Choose all that apply.

- Purchase of scrap tires for use in the project
- Rubber modified paving
- Rubber modified chip sealing
- Equipment
- Tire derived aggregate
- Research and Development
- Other, please give details in the text box

Q8. Eligibility Criteria, choose all that apply.

- The project is located in Michigan (projects outside Michigan will not be funded)
- Any purchase of scrap tires to be used in the project will be obtained from a registered Michigan Processor or Generator
- You are registered to do business in Michigan or are a Michigan governmental/municipal entity.
- Applicant is not currently in litigation with the State or any other public entity concerning compliance with Part 169 (Scrap Tire Statute) or Part 115 (Solid Waste).
- Applicant has reviewed all eligibility criteria and evaluation criteria contained in the application packet.
- The project will result in new or increased uses of scrap tires.

- Q9. Describe how funding your project would increase the use of scrap tires.
- Q10. For requests to purchase scrap tires, EGLE will reimburse 50% of the cost of purchasing scrap tires. Reimbursement cannot exceed \$89.00 per ton. Enter Not Applicable if these questions do not apply.
- Enter the amount of funding are you requesting for only scrap tires.
 - How many tires will you purchase?
 - Please include units for the amount of tires – passenger tire equivalents (PTEs) or tons.
- Michigan Scrap Tire Conversion Factors are available online at [EGLE-MMD-Part-169-Scrap-Tire-Conversion-Factors 693702 7.pdf \(michigan.gov\)](#).
- Q11. Enter the amount of funding requested for equipment, research, and development (R&D includes rubberized paving and rubberized chip seal projects).
- Q12. Enter the total amount of grant funding requested. This is the sum of Q10 and Q11.
- Q13. Enter the amount of match funding you will commit to the project. *Grantees must provide a minimum of 50% match.*
- Q14. Enter the total project cost. This is the sum of Q12 and Q13.
- Q15. Did you receive funding for a Scrap Tire Market Development grant last year?
- Q16. Did you submit more than one application this year?
- Q17. Is the project a partnership?
- Q18. List project partners, or enter Not Applicable.
- Q19. For equipment requests, please provide a short description of the equipment to be purchased and the intended use. Enter Not Applicable if this does not apply.
- Q20. Select the type of paving project
- Not a road project
 - High traffic roads
 - Local roads
 - Other, please give details in the text box
- Q21. Select the type of road
- Not a road project
 - State/Federal Road(s)
 - County Road(s)
 - City/Village Road(s)
 - Private Road(s)
 - Other, please give details in the text box
- Q22. Please provide an estimate of the number of cars per day that will use the road
- Not a road project
 - Greater than 5,000
 - Greater than 1,000 but less than 5,000
 - Less than 1,000
 - Enter the number of cars per day (or Not Applicable)
- Q23. Enter the types of testing will be done on your road project

- Not a road project
- Laboratory (binder, core, density, etc.)
- Visual/PASER
- Other, please give details in the text box

Q24. Please provide a short description of testing or research to be done for your project.

Q25. Attach additional information regarding testing or research to be done for your project.

Q26. Enter the number of tires to be used in your project

- Greater than 5,000
- Greater than 1,000 but less than 5,000
- Less than 1,000
- No scrap tires used
- Please enter the number of tires and include the units (PTEs or Tons)

Q27. Enter the cost per tire. This is calculated by dividing the overall project cost by the number of tires used.

- Less than \$50
- Greater than \$50 but less than \$100
- Greater than \$100
- Please enter the cost per tire

Q28. **UPLOAD FILE.** Upload Attachment A, Grant Budget.

Q29. **UPLOAD FILE.** Upload any documents, plans, photos, maps, description of equipment to be purchased, or other information in support of your application.

Q30. Please read and approve the Assurances:

- Applicant understands that this application is not a guarantee of funding.
- Applicant understands that they will be notified of the funding decision via e-mail. Funds will be dispersed only on a reimbursement basis. Should Applicant be funded, they agree to submit a complete payment reimbursement request (Request for Payment form, Invoice(s), and Proof of Payment) within 90 days of grant activity to EGLE-ScrapTire@Michigan.gov.
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- I, the undersigned applicant, swear and affirm, UNDER PENALTY OF LAW, that the statements contained herein are true and correct and that the removal, transportation, storage, and disposal of scrap tires will be performed in accordance with the requirements of Part 169. I certify under penalty of law that the information contained on this form, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.