



MATERIALS MANAGEMENT DIVISION

FISCAL YEAR 2024 SCRAP TIRE PROGRAM

INSTRUCTIONS FOR COMPLETING ONLINE GRANT SURVEY APPLICATION FORMS

TABLE OF CONTENTS

GENERAL INSTRUCTIONS APPLICABLE TO ALL SCRAP TIRE GRANT APPLICATIONS ..... 2
TERMS AND DEFINITIONS ..... 2
NEED ASSISTANCE? ..... 2
HOW ARE THE GRANTS FUNDED? ..... 2
HOW ARE GRANTEES REIMBURSED? ..... 2
SIGMA VENDOR SELF SERVICE SUPPORT ..... 3
REIMBURSEMENT ..... 3
CLEANUP GRANTEES ..... 4
ALL APPLICANTS - ONLINE SURVEY GENERAL INFORMATION ..... 4
COMMUNITY CLEANUPS ..... 4
HOW DOES THE CLEANUP GRANT PROCESS WORK? ..... 4
HOW DO I SELECT A PROCESSOR? ..... 5
HOW MUCH DOES EGLE PAY? ..... 5
WHAT DOES EGLE NOT PAY FOR? ..... 5
COMMUNITY CLEANUP GRANT ONLINE APPLICATION ..... 7
PRIVATE PROPERTY CLEANUPS ..... 10
HOW DO I ESTIMATE HOW MANY TIRES ARE ON A SITE? ..... 10
HOW DO KNOW IF THE TIRES ARE PRE-1991? ..... 10
HOW DOES THE PRIVATE PROPERTY CLEANUP GRANT PROCESS WORK? ..... 10
HOW DO I SELECT A PROCESSOR? ..... 11
HOW MUCH DOES EGLE PAY? ..... 11
WHAT DOES EGLE NOT PAY FOR? ..... 11
PRIVATE PROPERTY CLEANUP GRANT ONLINE APPLICATION ..... 11
MARKET DEVELOPMENT ..... 15
HOW DOES THE MARKET DEVELOPMENT GRANT PROCESS WORK? ..... 15
MARKET DEVELOPMENT GRANT ONLINE APPLICATION ..... 16

## GENERAL INSTRUCTIONS APPLICABLE TO ALL SCRAP TIRE GRANT APPLICATIONS

### TERMS AND DEFINITIONS

- Cleanup Grants are split into two categories:
  - Community – for cleanup of scrap tires in a community. Some examples:
    - Community cleanup day held at the township hall.
    - Scrap tire cleanup drive held in conjunction with other cleanups (electronics, household hazardous waste, dump days, etc.).
  - Private Property – for cleanup of scrap tires on a privately owned property.
  - Please, only apply for one type of the Cleanup Grants. If you are a public entity applying for cleanup on private property, please apply for a Community Cleanup grant.
- Direct Payment: The Cleanup Grant funds are sent directly from EGLE to the scrap tire processor. The grantee does not have to pay the processor or provide proof of payment for the grant since EGLE reimburses the processor. This is the preferred method as it streamlines the reimbursement process.
- Grant Agreement: Formal document signed by both parties agreeing to terms and award prior to work beginning.
- Grant Amendment: Outlines changes made to the original grant agreement.
- Fully executed grant agreement or amendment: Grant agreement or amendment signed by the Grantee, then signed by EGLE. *Until EGLE signs the agreement or amendment, expenses incurred will not be reimbursed.*
- Final reimbursement closes the grant.
- PTE: Passenger Tire Equivalent.
  - Scrap Tire Conversion Factors
  - Scrap Tire Pile Estimator
- SIGMA: The State of Michigan's financial software.

### NEED ASSISTANCE?

- Please contact: **EGLE-ScrapTire@Michigan.gov**
  - *Please let us know the type of grant you are applying for - Community Cleanup Grant, Private Property Cleanup Grant, or Market Development Grant.*

### HOW ARE THE GRANTS FUNDED?

- The Scrap Tire Program is funded by a \$1.50 fee on vehicle title transfers in in the State of Michigan.
- This fee pays for staffing the Scrap Tire Program and all grant activities (cleanup, law enforcement, and/or market development).
- **Cleanup grant applicants are reminded that these grants are funded by residents of the State of Michigan. The grants are to assist with removal of tires from the environment, not to provide “free” disposal/recycling.**

### HOW ARE GRANTEES REIMBURSED?

Grant reimbursements are processed through the state's accounting system (SIGMA). If a grantee is not already a registered vendor, an account will need to be created by visiting the State of Michigan SIGMA Vendor Self Service site at Welcome to CGI Advantage Vendor Self Service Portal: Home (michigan.gov).

#### Cleanup Reimbursements:

- Cleanup Grantees may use their own SIGMA account (many government/municipal applicants already have a SIGMA account) or request that grant funding is directly paid to the Processor.
- Grantees with SIGMA accounts will supply their SIGMA number and associated address for verification purposes.
- **EGLE highly encourages 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 form or 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 already established a SIGMA account.

- For Private Property Cleanup Grants, direct payment to the Processor is **required**. Applicants must provide a letter or agreement signed by the applicant and the Processor. 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.
- Tires generated by a commercial business and commercial farming operations are not acceptable at a community Cleanup Grant event. These events are limited to household and residential scrap tires **ONLY**.
  - A commercial “farm” or “farm operation” as defined in Section 2 of the Michigan Right to Farm Act, 1981 PA 93, as amended (MCL 286.472), is a commercial business.
- Oversized tires (OTR) **NOT** generated by a commercial business or commercial farming operation may be accepted under the grant program.
  - Determining price EGLE will pay per OTR:
    - One OTR is equal to 15 passenger tire equivalents (PTE) and would be reimbursed at \$3 x 15 = \$45; or
    - By weight at \$266.67 per ton.
  - The grantee has the ability to charge an additional fee to cover overages and is encouraged to do so.
  - It is always recommended that grantees ask their processor for current pricing so that they know what the cost of disposal of OTRs runs and can determine whether or not they will accept them and if the processor will charge additional fees.
- **Grants for private property cleanup must be set up as direct reimbursement to the Processor.**
- Grantees will be responsible for providing labor (volunteer or paid) to coordinate loading of the scrap tires. Labor costs are **NOT** eligible for reimbursement under the grant.
- Equipment costs are **NOT** eligible for reimbursement under the grant.
- Advertising costs are **NOT** eligible for reimbursement under the grant.

#### Market Development Reimbursements:

- Market Development Grantees will need to have a SIGMA account (many government/municipal applicants already have a SIGMA account).
- Grantees with SIGMA accounts will supply their SIGMA number and the associated address for verification purposes.

### SIGMA VENDOR SELF SERVICE SUPPORT

SIGMA-VSS@Michigan.gov  
517-284-0540  
888-734-9749

### REIMBURSEMENT

- 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.
  - Q1: October 1 – December 31 (EGLE fiscal year begins October 1)
  - Q2: January 1 – March 31
  - Q3: April 1 – June 30
  - Q4: 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 GRANTEES

- Cleanup Grantees, including private site cleanups, are responsible for contracting with a Scrap Tire Processor.
- A list of Processors is available at: Processor-list.pdf (michigan.gov).
- Cleanup Grants (community and/or private property) **do not** cover labor costs.
- For Grantees choosing to **Direct Pay to the Processor**, the following shall be submitted to EGLE-ScrapTire@Michigan.gov by the grantee or Processor:
  - Transportation Records (EQP5128) that have all three parts completed and signed.
  - Copies of all invoices.
- For Grantees requesting to be reimbursed (**NOT set up as direct pay to the Processor**), a complete reimbursement request shall be submitted to EGLE-ScrapTire@Michigan.gov and shall include:
  - A signed Request for Reimbursement form that states whether the request is for partial payment or full payment of the grant funds. A Request for Reimbursement form is required for all grant reimbursements that are not set up as direct pay to the processor.
  - 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.

## ALL APPLICANTS - ONLINE 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.
- EGLE may request additional information to support the application for clarification purposes.
- Questions marked with an asterisk (\*) require responses.

## COMMUNITY CLEANUPS

Community – for cleanup of scrap tires in a community. Some examples:

- Community cleanup day held at the township hall.
- Scrap tire cleanup drive held in conjunction with other cleanups (electronics, household hazardous waste, dump days, etc.).
- Cleanup of a privately owned property with a municipality, land bank, government, non-profit, Conservation District, Township, group, etc., operating as the fiduciary of the grant.

## HOW DOES THE CLEANUP GRANT PROCESS WORK?

- Online applications are submitted.
  - A **complete** application has all required fields filled out on the online survey form.
- Complete applications received prior to the deadline are reviewed by EGLE staff.
- EGLE may request additional information to support the application for clarification purposes.
- Scrap Tire Coordinator recommends grants for EGLE management and administrative approval.
- Once approved, EGLE-ScrapTire@Michigan.gov will notify all successful grantees that they are receiving a grant via e-mail. This *does not* mean that grantees can spend grant funding immediately as EGLE cannot reimburse funds spent prior to the grant agreement being fully executed.
- Applicants that are unsuccessful will be notified on an individual basis.
- EGLE will prepare grant agreements and send to grantees via e-mail:
  - Applicants must sign and return to EGLE for signature by the MMD Director.
  - *Once the MMD Director signs, Grantee will be sent a copy of the fully executed grant agreement via e-mail and may begin spending grant funding. Expenses prior to the grant being fully executed **WILL NOT** be reimbursed.*

- Grantee schedules with Processor and holds cleanup event(s).
- Grantee and Processor will provide reimbursement documentation required by EGLE **no later than 30 days after the end of the calendar quarter**. Quarterly reporting is required as part of the grant agreement. If no grant activities occur during the quarter, no reimbursement request needs to be submitted for the quarter and the grantee shall e-mail EGLE-ScrapTire@Michigan.gov that no grant related activities were done during the quarter.
  - Q1: October 1 – December 31 (EGLE fiscal year begins October 1)
  - Q2: January 1 – March 31
  - Q3: April 1 – June 30
  - Q4: July 1 – September 30
- A complete reimbursement packet includes:
  - Request for reimbursement form. (Not necessary for grants being reimbursed with direct payment to the processor.)
  - Copies of all invoices.
  - Proof of payment. 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.
  - Associated Transportation Records.
 

*\*Note: Grantees that choose Direct Pay to the Processor do not have to provide the Request for Reimbursement Form or proof of payment.*
- EGLE processes grant reimbursements.
- If necessary, Grantee may request additional funding (must be requested **prior** to funding being spent) or extension of the grant via e-mail to EGLE-ScrapTire@Michigan.gov.
  - Additional funding is not guaranteed. A grant amendment must also be fully executed **prior** to the funding being spent.
- Grantees will be responsible for providing labor (volunteer or paid) to coordinate loading of the scrap tires. Labor costs are **NOT** eligible for reimbursement under the grant.

#### HOW DO I SELECT A PROCESSOR?

- EGLE maintains a list of registered Michigan processors: Processor-list.pdf (michigan.gov)
- Please reach out to the processors that are nearby and discuss what you wish to do. Determine if they are willing to do your project and schedule accordingly. EGLE will not choose your processor or schedule your event(s).
- **Out-of-state Haulers/Processors:** Out-of-state haulers/processors may be considered and approved by EGLE on a case-by-case basis for tires located in the UP, provided the applicant is unable to find a Michigan hauler/processor willing to travel to the UP or provide services for the grant reimbursement amount. Out-of-state haulers/processors must meet conditions detailed in the Application and Evaluation portion of this application package.

#### HOW MUCH DOES EGLE PAY?

- EGLE will reimburse actual costs incurred at a rate of \$1,500 per dropped trailer for the first 500 tires and then \$3 per PTE for anything over the initial 500 tires, up to a maximum of \$3,000 per trailer.
- For cleanups being reimbursed by weight, the reimbursement will be \$266.67 per ton.
- For cleanups being reimbursed by volume, the reimbursement will be \$26.67 per cubic yard.

**\*\*GRANTEE TO PAY ADDITIONAL COSTS \*\***

#### WHAT DOES EGLE NOT PAY FOR?

- Advertising.
- Labor to load tires into trailers.
- Equipment to load tires into trailers.
- Disposal/recycling costs in excess of what is listed in the How Much Does EGLE Pay section above.

- Tires generated by a commercial business and commercial farming operation are not acceptable at a community Cleanup Grant event. These events are limited to household and residential scrap tires ONLY.
  - A commercial “farm” or “farm operation” as defined in Section 2, of the Michigan Right to Farm Act, 1981 PA 93, as amended (MCL 286.472), is a commercial business.
- Oversized tires (OTR) generated by a commercial business or commercial farming operation.
  - Determining price EGLE will pay per OTR:
    - One OTR is equal to 15 passenger tire equivalents (PTE) and would be reimbursed at \$3 x 15 = \$45; or
    - By weight at \$266.67 per ton.
  - The grantee has the ability to charge an additional fee to cover overages and is encouraged to do so.
  - It is always recommended that grantees ask their processor for current pricing so that they know what the cost of disposal of OTRs runs and can determine whether or not they will accept them and if the processor will charge additional fees.

***Grantees are STRONGLY encouraged to ask for contributions to cover additional grant expenses and stretch grant funding.***

**COMMUNITY CLEANUP GRANT ONLINE APPLICATION**

Q1\* Enter applicant information. This information will be used to prepare the grant agreement.

- **Organization** Name (example – Conservation District, Township, etc.)
- Mailing Address
- City
- State
- Zip Code

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 to contact for questions about the cleanup event(s). 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 the contact information.*

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

Q3\* If a grant is awarded enter this information will be used to prepare the grant agreement (contract).

- Name of **signatory** who will be signing the grant agreement (contract)
- Title of signatory
- E-mail
- Phone Number
- Extension (or enter Not Applicable)

Q4\* Are you requesting direct payment to the processor? **This is the preferred method of reimbursement and is strongly encouraged.** If no is chosen, please provide reason.

Q5\* Choose the Processor you will use for your cleanup from the list. Processors are listed with the city and SIGMA number in the drop down.

Applicants are required to make arrangements with Processors prior to receiving grant funding. This includes scheduling events and getting a direct pay agreement in place.

If you choose **other**, enter the Processor name in the second field. Additional information will be requested in Q7.

Q6 **UPLOAD FILE, IF APPLICABLE** (optional). Are you requesting direct payment to the Processor? The Cleanup Grant funds are sent directly from EGLE to the scrap tire processor. **EGLE strongly encourages direct payment to the Processor.** If you are requesting direct payment, 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 upon request. If you choose direct payment to the processor, this agreement must be provided to set up our accounting.

Direct payment to the processor 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 period, you cannot use this option and you will need to have a SIGMA number to request reimbursement.

Q7\* If you chose **Other** in Q5 for Processor, enter the Processor's SIGMA information. **A SIGMA number is required to receive a grant.** All fields are required for EGLE to verify SIGMA accounts for reimbursement purposes. Enter NA if Q7 does not apply.

- Grantees with SIGMA accounts will supply their SIGMA number and associated address for verification purposes.
- What is the complete address associated with your SIGMA account? (Enter SAME if same as question 1.)
- Enter the city associated with your SIGMA account? (Enter SAME if same as question 1.)

Q8\* If you cannot choose direct reimbursement to the Processor, enter your SIGMA information. **A SIGMA number is required to receive a grant.** All fields are required for EGLE to verify SIGMA accounts for reimbursement purposes. Enter NA if Q8 does not apply.

- Grantees with SIGMA accounts will supply their SIGMA number and associated address for verification purposes.
- What is the complete address associated with your SIGMA account? (Enter SAME if same as question 1.)
- Enter the city associated with your SIGMA account? (Enter SAME if same as question 1.)

Q9\* Please choose the county where the cleanup will be located. If there is more than one county, please choose the “Multiple Counties” option and enter those counties in the second box.

Q10\* Are you willing to partner with another Grantee nearby?

- 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.
- 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.

Q11\* If you answered yes to Q10, would you be willing to act as the fiduciary (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).

Q12\* Are you willing to have a site where tires can be collected for recycling year around?

Q13\* 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.
- Some examples of projects: rain gardens; tire derived aggregate projects like septic fields, stormwater infiltration galleries; porous pavement; rubber modified asphalt; rubber modified chip seal; etc.

Q14\* Enter information regarding the date(s) and location(s) where the cleanup(s) will be held. If you have multiple sites, please enter not applicable and upload the information in Q15.

Q15\* **UPLOAD FILE, IF APPLICABLE** (optional). Upload a list of locations and dates when your events will be held.

Q16\* Answer whether your organization has received grant funding previously.

Q17\* If yes to Q16, please enter the year and amount of funding. Questions 16 and 17 will be used to make funding determinations.

Q18\* How much funding are you requesting? For reference, a 53-foot-long semi-trailer typically holds 1,000 passenger car tires and EGLE will reimburse \$3 per passenger tire equivalent or \$3000 per trailer.

**An amount of funding requested is required to be considered for a grant.**

*Note: For 2024 grants, no additional transportation costs will be added to the grant funding.*



- Q19\* **UPLOAD FILE, IF APPLICABLE** (optional). Attach any documents, photo(s), aerial photo(s), and/or map(s) in support of your application. File size is limited to 16 MB.
- Q20\* 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.** Examples of expenses not covered by grant funding are labor, equipment, and/or advertising.
- Q21\* **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 depleted.
- Q22\* 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 a Direct Payment to Processor agreement is in place.
- Q23\* Projects need to be completed by December 31, 2024, unless the Grantee requests and receives an extension in writing to EGLE-ScrapTire@Michigan.gov.
- Q24\* 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.)
- Q25\* 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

- Private Property – for cleanup of scrap tires on a privately owned property.

### - APPLICANTS CLEANING UP TIRES ON PRIVATELY OWNED PROPERTY CONTINUE -

## HOW DO I ESTIMATE HOW MANY TIRES ARE ON A SITE?

- Physically count or estimate the number of tires.
- Use the Michigan Scrap Tire Conversion Factors.
- Use the Michigan Scrap Tire Volume Estimator.
- Contact EGLE District Staff for assistance.
- Contact EGLE-ScrapTire@Michigan.gov for assistance.

## HOW DO KNOW IF THE TIRES ARE PRE-1991?

**Sites with tires accumulated after 1991 will require placement of a lien for repayment of the grant funding.** *EGLE can assist property owners in setting up a reimbursement plan to repay the lien to the State.*

- Utilize applicant knowledge of the site history.
- Look at historical aerial and tax maps.
- Contact EGLE District Staff for assistance.
- Contact EGLE-ScrapTire@Michigan.gov for assistance.

## HOW DOES THE PRIVATE PROPERTY CLEANUP GRANT PROCESS WORK?

- Online applications are submitted.
- A **complete** application has all required fields filled out on the online survey form.
- Complete applications received prior to the deadline are reviewed by EGLE staff.
- EGLE may request additional information to support the application for clarification purposes.
- Scrap Tire Coordinator recommends grants for EGLE management and administrative approval.
- Once approved, EGLE-ScrapTire@Michigan.gov will notify successful grantees that they are receiving a grant via e-mail. This **does not** mean that grantees can spend grant funding immediately as EGLE cannot reimburse funds spent prior to the grant agreement being fully executed. *Expenses prior to the grant being fully executed **WILL NOT** be reimbursed.*
- Applicants that are unsuccessful will be notified on an individual basis.
- EGLE will prepare grant agreements and send to grantees via e-mail:
  - Applicants must sign and return to EGLE for signature by the MMD Director.
  - *Once the MMD Director signs, grantee will be sent a copy of the fully executed grant agreement via e-mail and may begin spending grant funding.*
- Grantee schedules with Processor to schedule cleanup.
- Grantee and Processor will provide reimbursement documentation required by EGLE **no later than 30 days after the end of the calendar quarter**. Quarterly reporting is required as part of the grant agreement. If no grant activities occur during the quarter, no reimbursement request needs to be submitted for the quarter and the grantee shall e-mail EGLE-ScrapTire@Michigan.gov that no activities were done during the quarter.
  - Q1: October 1 – December 31 (EGLE fiscal year begins October 1)
  - Q2: January 1 – March 31
  - Q3: April 1 – June 30
  - Q4: July 1 – September 30
- **For Private Property Cleanup Grants, direct payment to the Processor is required.**
- A complete reimbursement packet includes:
  - Copies of all invoices.
  - Associated Transportation Records.
- EGLE processes grant reimbursements.
- If necessary, Grantee may request additional funding (must be requested **prior** to funding being spent) or extension of the grant via e-mail to EGLE-ScrapTire@Michigan.gov.

- Additional funding is not guaranteed. A grant amendment must be completed **prior** to the funding being spent.
- Grantees will be responsible for providing labor (volunteer or paid) to coordinate loading of the scrap tires. Labor costs are **NOT** eligible for reimbursement under the grant.

### HOW DO I SELECT A PROCESSOR?

- EGLE maintains a list of registered Michigan processors: Processor-list.pdf (michigan.gov)
- Please reach out to the processors that are nearby and discuss what you wish to do. Determine if they are willing to do your project and schedule accordingly.
- EGLE will not choose your processor or schedule your event(s).
- **Out-of-state Haulers/Processors:**
  - Out-of-state haulers/processors may be considered and approved by EGLE on a case-by-case basis for tires located in the UP, provided the applicant is unable to find a Michigan hauler/processor willing to travel to the UP or provide services for the grant reimbursement amount. Out-of-state haulers/processors must meet conditions detailed in the Application and Evaluation portion of this application package.

### HOW MUCH DOES EGLE PAY?

- EGLE will reimburse actual costs incurred at a rate of \$1,500 per dropped trailer for the first 500 tires and then \$3 per PTE for anything over the initial 500 tires, up to a maximum of \$3,000 per trailer.
- For cleanups being reimbursed by weight, the reimbursement will be \$266.67 per ton.
- For cleanups being reimbursed by volume, the reimbursement will be \$26.67 per cubic yard.

**\*\*GRANTEE TO PAY ADDITIONAL COSTS\*\***

### WHAT DOES EGLE NOT PAY FOR?

- Labor to load tires into trailers.
- Equipment to load tires into trailers.
- Disposal/recycling costs in excess of what is listed above.

EGLE will reimburse for tires generated by a commercial business and/or commercial farm/farming operation. A lien, in favor of the State, for recovery of the grant expenses may be required. (Sites with tires accumulated after 1991 will require placement of a lien for repayment of the grant funding.) *EGLE can assist property owners in setting up a reimbursement plan to repay the lien to the State.*

*This would also include oversized tires (OTR) generated by a commercial business or commercial farming operation. OTR generated not generated by a commercial business or commercial farming operation may be accepted under the grant program.*

- Determining price EGLE will pay per OTR:
  - One OTR is equal to 15 passenger tire equivalents (PTE) and would be reimbursed at \$3 x 15 = \$45; or
  - By weight at \$266.67 per ton.
- *It is always recommended that grantees ask their processor for current pricing so that they know what the cost of disposal of OTRs runs and can determine whether they will accept them and if the processor will charge additional fees.*

### PRIVATE PROPERTY CLEANUP GRANT ONLINE APPLICATION

Q1\* Enter applicant information (this information will be used to prepare the grant agreement(contract)):

- **Property Owner Name**
- Mailing Address
- City
- State

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

Q2\* If a grant is awarded enter **Signatory** information:

- Name of person signing the grant agreement (contract)
- Title (example: Property Owner)
- E-mail
- Phone Number
- Extension (or enter Not Applicable)

Q3 Provide an additional **Contact Person** (optional)

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

Q4\* Provide details about the privately owned property where the tires will be removed.

- Street Address
- City
- Zip
- GPS Coordinates (or enter Not Applicable)
- Legal Parcel Identification Number (or enter Not Applicable)
- Estimated acreage or square footage of tire area, including units.

Q5\* Please choose the county where the cleanup will be located.

Q6\* Answer whether the applicant received grant funding previously for cleaning up tires on this property.

Q7\* If yes to Q6, please enter the year and amount of funding. This question will be used to make funding determinations. Otherwise enter not applicable.

Q8\* How much funding are you requesting? For reference, a 53-foot-long semi-trailer typically holds 1,000 passenger car tires and EGLE will reimburse \$3 per passenger tire equivalent or \$3000 per trailer. **An amount of funding requested is required to be considered for a grant.**

*Note: For 2024 grants, no additional transportation costs will be added to the grant funding.*

Q9\* Choose the Scrap Tire Processor you will be using. Select from the list or enter the name of the Processor in the field provided below and proceed to Q11. If you choose other, EGLE staff will contact you to discuss as the Processor must have a SIGMA number and accept direct payment for cleaning up the tires. A list of Processors is available online at: [Processor-list.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. EGLE staff will contact you to discuss as the Processor must have a SIGMA number and accept direct payment for cleaning up the tires.

Q11\* If you chose Other in Q9 or Q10, provide the legal destination to which the tires will be transported. Otherwise enter not applicable.

- Name of Site and/or Processor
- Street address
- City
- State

- Phone Number

Q12\* **UPLOAD FILE - REQUIRED. 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 an agreement 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 upon request.

Q13\* Answer whether the site is or was a retail tire operation.

Q14\* Answer whether the site is or was a scrap yard.

Q15\* Answer whether the scrap tires were generated by a commercial farming operation or commercial business.

Q16\* Enter a general description of the site and how the tires were accumulated.

Q17\* Provide the year that the tires were left on the property.

Q18 **UPLOAD FILE, IF APPLICABLE** (optional). Attach any documents, photo(s), aerial photo(s), and/or map(s) in support of your application. File size limit is 16 MB.

Q19\* **UPLOAD FILE - REQUIRED.** Attach an aerial photo(s), map(s), etc., of the site. File size limit is 16 MB.

Q20\* **UPLOAD FILE - REQUIRED.** Legal description of the property. File size limit is 16 MB.

Q21\* **UPLOAD FILE - REQUIRED.** Documentation of property ownership – warranty deed or land contract only. File size limit is 16 MB.

Q22 **UPLOAD FILE – REQUIRED IF APPLICANT DOES NOT OWN THE SITE.** 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\* Provide 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](mailto:EGLE-ScrapTire@Michigan.gov).

- Number of tires accumulated after 1991 (requires lien for repayment of grant funding)
- Number of tires accumulated prior to 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 **must** 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? **For tires accumulated after 1991, a lien is required to get grant funding.**

Q26\* **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 depleted.

Q27\* 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 the applicant be funded, the Processor agrees to submit a complete payment reimbursement request (Transportation Record(s) and Invoice(s)) within 90 days of the cleanup activity to [EGLE-ScrapTire@Michigan.gov](mailto:EGLE-ScrapTire@Michigan.gov).

- Q28\* Projects need to be completed by December 31, 2024, unless the Grantee requests and receives an extension in writing to EGLE-ScrapTire@Michigan.gov.
- Q29\* 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.)
- Q30\* 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

### HOW DOES THE MARKET DEVELOPMENT GRANT PROCESS WORK?

- Online applications are submitted:
  - A **complete** application has all required fields filled out on the online survey form and includes a complete Grant Budget Form.
- EGLE may request additional information to support the application for clarification purposes.
- Complete applications received prior to the deadline are reviewed and scored by a panel including EGLE, other agency staff and industry experts.
  - The review panel will not contact the grantee related to the application.
- Based on scoring, the Scrap Tire Coordinator recommends grants for EGLE management and administrative approval.
- Once approved, EGLE-ScrapTire@Michigan.gov will notify successful grantees that they are receiving a grant via e-mail. This **does not** mean that grantees can spend grant funding immediately as EGLE cannot reimburse funds spent prior to grant agreement being fully executed.
- Applicants that are unsuccessful will be notified on an individual basis.
- EGLE will prepare grant agreements and send to grantees via e-mail:
  - Applicants must sign and return to EGLE for signature by the MMD Director.
  - *Once the MMD Director signs, Grantee will be sent a copy of the fully executed grant agreement via e-mail and may begin spending grant funding.*
- Grantee begins the project.
- Grantee will provide reimbursement documentation required by EGLE **no later than 30 days after the end of the calendar quarter**. Quarterly reports are required as part of the grant agreement. If no grant activities occur during the quarter, no report and reimbursement request needs to be submitted for the quarter and the grantee shall e-mail EGLE-ScrapTire@Michigan.gov that no activities were done during the quarter.
  - Q1: October 1 – December 31 (EGLE fiscal year begins October 1)
  - Q2: January 1 – March 31
  - Q3: April 1 – June 30
  - Q4: July 1 – September 30
- Grantee will provide reimbursement and quarterly report documentation required by EGLE **no later than 30 days after the end of the calendar quarter**.
- A complete reimbursement packet includes:
  - Narrative of activities completed during the quarter, which can include photographs (highly recommended).
  - Request for reimbursement or payment form.
  - Copies of all invoices.
  - Proof of payment. 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.
  - Updated project budget form.
  - Expenses shall utilize the DTMB Vehicle and Travel Services rates.
- EGLE processes grant reimbursements.
- If necessary, grantees may request additional funding (must be requested **prior** to funding being spent) or extension of the grant via e-mail to EGLE-ScrapTire@Michigan.gov.
  - Additional funding is not guaranteed. A grant amendment must be completed **prior** to the funding being spent.
- Final Reporting Requirements include, but are not limited to:
  - Project objective.
  - Detailed description of the project.
  - Location of project (including map and/or GPS coordinates).
  - Paving projects:

- Lane miles and width.
- Crossroads or as built.
- Rubber modified process used.
- Mix design.
- PASER rating of road prior to start of project.
- PASER rating of road after the project
- Daily traffic count.
- Project partners.
- Cost of entire project.
- Number of tires used.
- Testing and monitoring (both short and long term).
- Maps.
- Photographs.
- Anything else that you would like to share about the project (can be positive or negative).

## MARKET DEVELOPMENT GRANT ONLINE APPLICATION

Q1\* Enter applicant information:

- **Organization** Name (this will be the name that appears on the grant agreement)
- Mailing Address
- City
- State
- Zip
- Michigan Corporate ID Number (enter Not Applicable for government entity)

Q2\* Enter **Contact Person** information. This person must be a representative of the grantee, not a consultant.

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

Q3 Enter **additional contact** information. This is optional and can be a consultant.

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

Q4\* If a grant is awarded enter this information will be used to prepare the grant agreement (contract).

- Name of **signatory** who will be signing the grant agreement (contract)
- Title of person
- E-mail
- Phone Number
- Extension (or enter Not Applicable)

Q5\* Enter your **SIGMA number**, required to set up grant accounting. All fields are required for EGLE to verify SIGMA accounts for reimbursement purposes. Please see the General Instructions for All Applicants for instructions on getting a SIGMA number.

- Enter SIGMA number.
- What is the complete address associated with your SIGMA account? (Enter SAME if same as question 1.)
- Enter the city associated with your SIGMA account? (Enter SAME if same as question 1.)

Q6\* Provide a brief description of the project. Additional information may be uploaded in Question 28.



Q7\* Enter details about the project location.

- Street Address
- City
- GPS coordinates (or enter Not Applicable).
- -or- Provide attachment/map in Q28 (or enter Not Applicable).
- For Paving or Chip Seal projects please enter Road Name(s) and crossroads. Maps are appreciated and can be uploaded in Q28.

Q8\* Please choose the county where the project will be located. If more than one county, please choose the “Multiple Counties” option and enter those counties in the second box.

Q9\* 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.
- Other or Research and Development, please give details in the text box.

Q10\* Describe how funding your project would increase the use of scrap tires. If additional space is needed, please upload in Q28. **Answers to these questions are not optional.**

The EGLE Scrap Tire Program supports reuse and/or recycling of all tires. How does your project support this and how can others use the information gained from your project to utilize scrap tires?

- Marketing and Publicity: How will you share information about your project?
- Scaling Potential: How will this project create markets for or grow the usage of scrap tires?
- Proven Technology: Provide an assessment of how well established the technology to be used is in Michigan and the United States.
- Research and Development Program: How will your Research and Development benefit scrap tire market growth?
- Paving Project Control Sections: How will you compare a conventional paving section to the rubber modified section? (Enter Not Applicable if your project is not a road project or is a rubber modified chip seal project.)

Q11\* Enter the **total** amount of grant funding requested.

Q12\* Enter the amount of match funding or in-kind you will commit to the project. **Grantees must provide a minimum of 50% match.**

Q13\* Enter the **total project cost**. This is the sum of Q11 and Q12.

Q14\* Answer whether you received funding for a Scrap Tire Market Development grant last year.

Q15\* Answer whether you have submitted more than one application this year.

Q16\* Answer whether the project is a partnership.

Q17\* List project partners or enter Not Applicable.

Q18\* 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.

Q19\* Select the type of road.

- Not a road project.

- State/Federal Road(s).
- County Road(s).
- Local/City/Village Road(s).
- Private Road(s).
- Other, please give details in the text box.

Q20\* 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).

Q21\* Enter the lane miles and lane widths for paving and/or chip seal projects.

- Not a road project.
- Enter the lane miles and lane widths for the project.

Q22\* Enter the types of testing that 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.

Q23\* Please provide a short description of testing or research to be done for your project.

Q24\* Attach additional information regarding testing or research to be done for your project. (Optional, but highly recommended.)

Q25\* 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).

Q26\* 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.

Q27\* **UPLOAD FILE - REQUIRED.** Upload Attachment A, Grant Financial Status Report (FSR or budget). Applications without a grant budget will not be considered complete and will not be reviewed or funded.

Q28 **UPLOAD FILE** (optional but recommended). Upload any documents, plans, photos, maps, project description, description of equipment to be purchased, or other project information in support of your application.

Q29\* **UPLOAD FILE - REQUIRED.** Upload a project timeline outlining all tasks needed to implement the project. Submission of quarterly and final progress reports and submission of reimbursement requests should be included as a task. For each task, provide the following information (Attach additional pages as necessary):

- Name of the task.
- Beginning date.

- End date.
- Group or person responsible for completion of the task.
- Location of the task.

Q30\* Eligibility Criteria. Answer whether the project is located in Michigan. Projects outside Michigan will not be funded.

Q31\* Answer whether scrap tires purchased to be used in the project will be obtained from a registered Michigan Processor or Generator.

Q32\* Answer whether the applicant is registered to do business in Michigan or are a Michigan governmental entity.

Q33\* Answer whether the applicant is currently in litigation with the State or any other public entity concerning compliance with Part 169 (Scrap Tire Statute) or Part 115 (Solid Waste)?

Q34\* Answer whether the applicant has reviewed all eligibility criteria and evaluation criteria contained in the application packet.

Q35\* **Assurances:** Answer whether the applicant understands that this application is not a guarantee of funding.

Q36\* 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 Reimbursement or Payment form, Invoice(s), Proof of Payment, and updated Budget form) within 90 days of grant activity to EGLE-ScrapTire@Michigan.gov.

Q37\* Applicant understands that **quarterly reporting and reimbursement requests** are required. Applicant understands that a **FINAL** report about the project is required. Reporting details will be shared with successful grantees.

Q38\* 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.)

Q39\* **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.**