



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Materials Management Planning Grant Application

February 19, 2025
11:00 AM – 12:00 PM

The Webinar will Begin Shortly

Webinar Housekeeping



All lines are muted during the webinar.



Submit your questions using the “Q/A” box in at the bottom of your screen.



We are recording this webinar.

MATERIALS MANAGEMENT PLANNING TEAM



Christina Miller
Materials Management Planning Specialist
EGLE



Amy Karana
Materials Management Planning Analyst
EGLE

WHAT/WHO

WHO: County Approval Agencies (CAA)

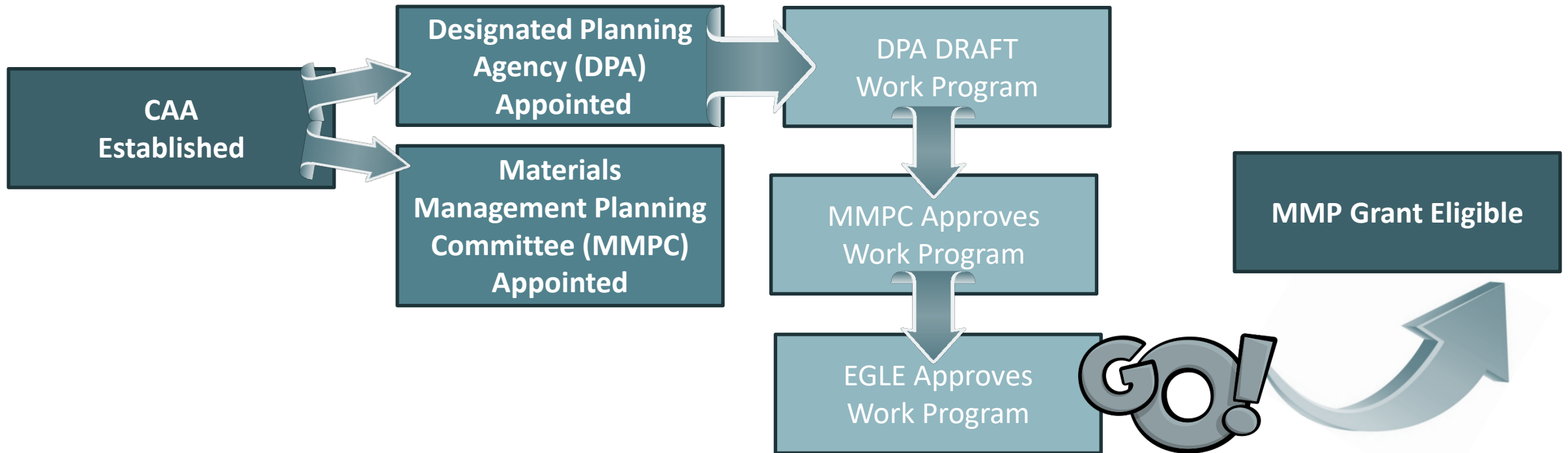
- Filed a Notice of Intent (NOI) to develop an MMP

WHAT: Materials Management Planning (MMP) Grants

- Used for costs for preparing, implementing, and maintaining an MMP.
- Non-competitive
- Statutory amount specified

MMP GRANT ELIGIBLE

County Approval Agency (CAA) Filed NOI



ANNUAL MMP GRANTS

- Covers local costs for **preparing**, implementing, and maintaining MMPs
 - Single counties: \$60,000 single county
 - Multicounty Planning: \$70,000 per county
 - \$0.50 per capita, up to \$300,000,
 - Cover the higher upfront costs of initiating the new planning process (First 3 years only)



MMP GRANT ALLOWABLE CATEGORIES

- Development of a work program
- Developing and amending an MMP
- Public participation
- Consistency reviews
- Facility reporting purposes
- Recycling education & outreach
- Establishing and continuing recycling & materials utilization programs
- Preparing reports for EGLE
- Support for the MMP & planning process
- Other efforts related to MMP implementation



NOTE: Funds can be used for implementation items immediately so long as the MMP development costs take precedence

NOTE: Grantee shall keep records documenting specific use of the MMP Grant funds.

WORK PROGRAM

- Detailed description of tasks to be performed as needed in Year 1 to prepare the plan and any implementation item(s)
- Include the following:
 - A timetable for the accomplishment of tasks in Year 1
 - Public participation elements
 - Costs of the individual elements for Year 1
 - Staffing needs & responsibilities

WORK PROGRAM TEMPLATE

County Information

County Name:

County Approval Agency Name:

County Approval Agency Contact:

County Approval Agency Email:

Single or Multicounty:

Multicounty group name if applicable:

Please include a CAA for each county if a multicounty group.

Contact Information for MMP Grant Manager:

Contact Name:

Contact Title:

Email Address:

Phone Number:

Designated Planning Agency

Contact Name:

Contact Title:

Email Address:

Phone Number:



Work Program was approved by the County X Materials Management Planning Committee on [INSERT DATE]:

MMP Work Program Template (word)

WORK PROGRAM TEMPLATE

County Materials Management Planning Committee Members

Regional Planning Agency	Material Recovery Facility
Name:	Name:
Title:	Title:
County Elected Official	Compost Facility/Anaerobic Digester
Name:	Name:
Title:	Title:
Township Elected Official	Business Generating Managed Materials
Name:	Name:
Title:	Title:
City or Village Elected Official	Waste Diversion or Reduction
Name:	Name:
Title:	Title:
Environmental Interest Group	Managed Materials Hauler
Name:	Name:
Title:	Title:
Solid Waste Disposal Facility	Adjacent Community Business Outside the Planning Area (optional)
Name:	Name:
Title:	Title:
Additional Optional Members for Multicounty Groups (Per County)	
Elected Official of County or Municipality	Business that generates managed materials
Name:	Name:
Title:	Title:

WORK PROGRAM TEMPLATE

Section: Timetable

Please provide a timetable for the accomplishment of tasks in Year 1.

Proposed Milestone Schedule

Task	Completion Date/Deadline	[YEAR]				[YEAR]				
		Q1 (date range)	Q2 (date range)	Q3 (date range)	Q4 (date range)	Q1 (date range)	Q2(date range)	Q3 (date range)	Q4 (date range)	
Task 1			X							
Task 2				X						
Task 3					X					
Task 4						X				

WORK PROGRAM TEMPLATE

Section: Tasks

Please provide a detailed description of tasks to be performed as needed in Year 1 to prepare and implement the plan.

Quarter 1 Tasks [Month – Month]

Task 1: TITLE

- Task 1.1** [Title] [Responsible party]
 - a. Description
 - b. Timeline

- Task 1.2** [Title] [Responsible party]
 - a. Description
 - b. Timeline

Quarter 2 Tasks [Month – Month]

- Task 2.3** [Title] [Responsible party]
 - a. Description
 - b. Timeline

- Task 3.1** [Title] [Responsible party]
 - a. Description
 - b. Timeline

WORK PROGRAM EXAMPLE

1. Timetable and Milestone of Tasks

Task	Sub-Tasks	Completed/ Completion Date	FY2024				FY2025				FY2026	Responsible Parties
			Q1: Oct -Dec	Q2: Jan-Mar	Q3: Apr-June	Q4: July-Sep	Q1: Oct -Dec	Q2: Jan-Mar	Q3: Apr-June	Q4: July-Sep	Q1: Oct -Dec	
1.0: Initiate Planning												
	1.1 Designate DPA and CAA	7/2/2024				July						OC BOC
	1.2 Correspond with Adjacent Counties	7/2/2024				July						MMP Coordinator
	1.3 Submit NOI	7/2/2024				July						MMP Coordinator
	1.4 Distribute NOI	7/26/2024				July						MMP Coordinator
2.0: Establish MMPC												
	2.1 Identify Candidates for MMPC	Yes			June							MMP Coordinator/SWPC
	2.2 Appoint MMPC Members	Yes			Aug							OC BOC
	2.3 MMPC Bylaws						Feb					MMPC
3.0: MMP Grant (Annual)												
	3.1 MMP Work Program Drafted					Nov						MMP Coordinator
	3.2 MMPC Work Program Approval by MMPC	Dec 18, 2025				Dec						MMP Coordinator/MMPC
	3.3 Work Program Submitted to EGLE					Dec						MMP Coordinator
	3.4 Grant Application Submittal						Mar					MMP Coordinator/OC Fiscal
4.0 MMP Staffing/Administration												
	4.1 Create Job descriptions and post new positions						Jan/Feb					MMP Coordinator/ OC Staff
	4.2 Post and Hire for new positions						Feb/Mar					MMP Coordinator/ OC Staff
	4.3 Train and bring new staff into MMP Process							Apr/May				MMP Coordinator/ OC Staff
5.0 Stakeholder Engagement												
	5.1 Prepare Surveys, Focus Group/Stakeholder meeting agendas						Feb					DPA/ Consultant
	5.2 Engage with municipalities						March					DPA/ Consultant
	5.3 Engage Waste Haulers/Disposal Facilities							Apr/May				DPA/ Consultant
	5.4 Evaluate Waste Diversion							June/July				DPA/ Consultant
	5.5 Engage Businesses/Industry								Aug/Sep			DPA/ Consultant
	5.6 Gather/Quantify Public Input									Oct/Nov		DPA/ Consultant
6.0: Baseline Assessment & Gap Analysis												
	6.1 Review Previous SWMP and existing county data						Feb/Mar					DPA/Consultant
	6.2 Review Existing Waste System Structures							April				DPA/Consultant
	6.3 Gap Analysis and Needs Assessments							May-Jul				DPA/Consultant
	6.4 BMP Evaluations and Assessment								Sept			DPA/Consultant
	6.5 Policy and Funding Evaluations									Oct/Nov		DPA/Consultant

WORK PROGRAM TEMPLATE

Section: Public Participation

Please describe public participation efforts in Year 1, including a general schedule of public meetings, hearings, and other activities. Please refer to [R 299.4706](#) for details.

[Insert list of public participation items]

Section: Costs

Please provide costs of the individual elements and the total cost of plan preparation in Year 1. Use of the [Approved Budget Form with Narrative](#) is recommended. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.

Section Five: Staffing

Please describe staffing needs and responsibilities for plan preparation in Year 1. Full-time equivalent is abbreviated below to “FTE.”

Position	FTE	Responsibilities
Staff Title		
Consultant Name/Title		

Public Participation Examples:

- Monthly MMPC Meetings
- Public Hearings
- Community Work Groups
- DPA Engagement

EXAMPLE BUDGET ITEMS

Example Budget/Expenses

- MMPC Meeting Administration
- Work Program Expenses
- Staffing
- Education/Outreach
- Publications
- Contractual Services
- Implementation (specified)
- Other (describe)

No Match Required

Ineligible: Purchase of real property
(e.g., land and buildings)

Multicounty Groups

- ILA > many showing contractual expenses for DPA
- Split budget items for each County per page
- County \$ must also be used toward eligible expenses
- Documentation from the County indicating that they approve the budget
- OR
- Each County Separately submit

EXAMPLE BUDGET

Sustainability Section Budget Template									
Applicant Name:		Ionia County							
Project Title (Program):		Materials Management Plan							
Vendor Number (VSS):		0048014							
Instructions Include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. NOTE: The state may require Davis Bacon Act or prevailing wage rates to be paid. See RFP Section IV	Personnel (Name & Title)	Hours (#)	Rate (\$/Hour)	Grant (\$)	Match (\$)		Personnel Narrative		
					Monetary	In-Kind		Total (\$)	
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
	Personnel Subtotal	0		\$ -			\$ -		
Instructions Allowable benefits include health, dental, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Note, applicant(s) will be required to justify the fringe rates given in their proposed budget prior to an agreement being finalized.	Fringe Benefits (Name & Title)		Rate (%)	Grant (\$)	Match (\$)		Fringe Benefits Narrative		
					Monetary	In-Kind		Total (\$)	
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
	Fringe Benefits Subtotal			\$ -			\$ -		
	Personnel & Fringe Benefits Subtotal			\$ -			\$ -		

EXAMPLE BUDGET

Element	Grant Cost	Program Cost (Non-Grant)	MMP Task/Purpose
Staffing (Each Year)			
EPH Specialist	\$ _____ (0.4 FTE Salary + Fringe)	\$ _____ (0.6 FTE Salary + Fringe)	Assist Materials Planning Coordinator, MMP Outreach, Work with Consultant
EPH Infrastructure and Outreach Specialist	\$ _____ (0.4 FTE Salary + Fringe)	\$ _____ (0.6 FTE Salary + Fringe)	Improve and grow Existing Infrastructure, assist in creating an Educational Outreach Program
EPH MMP Temp Staff	\$ _____ (Salary + Fringe)	NA	Work with Consultant to Collect Data, Connect with Municipality about MMP, Assist in educational outreach.
EPH Supervisor /Materials Management Planning Coordinator	\$ _____ (0.5 FTE Salary + Fringe)	\$ _____ (0.5 FTE Salary + Fringe)	Drives MMP process, Work with MMPC, consultant, and staff to create MMP
Total Staffing Cost	\$ _____	\$ _____	
Consultant (1 st year)	\$ _____		Assist in MMP creation
Training, Workshops, Posts, and Supplies, Education	\$ _____		Provide resources to create and implement the MMP
Total First-Year Grant Cost	\$ _____		Staffing, Consultant, and Supplies

BUDGET MISCELLANEOUS

- Documentation
 - Receipts/Invoices or payroll summary
 - Proof of payment
- Indirect costs
- **Unused allowable funds available in future grant contracts/amendments**
- On-boarding meeting
- We have our own Contract Administrator - Arthur

MMP Grant Application

Current Steps

- 2025 MMP Grant Application
- MMP Work Program Submittal Survey
- MMP Work Program Template (word document)
- Approved Budget Form (with narrative)



MMP Grant Submittal Survey

Materials Management Planning Work Program Submittal

* 1. County/ies (Check all that apply):

Select all counties that will be included in the planning area. This can be an individual county or select all counties that will be included in your multicounty plan, if applicable.

- | | | | | |
|------------------------------------|-----------------------------------|----------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Alcona | <input type="checkbox"/> Alger | <input type="checkbox"/> Allegan | <input type="checkbox"/> Alpena | <input type="checkbox"/> Antrim |
| <input type="checkbox"/> Arenac | <input type="checkbox"/> Baraga | <input type="checkbox"/> Barry | <input type="checkbox"/> Bay | <input type="checkbox"/> Benzie |
| <input type="checkbox"/> Berrien | <input type="checkbox"/> Branch | <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cass | <input type="checkbox"/> Charlevoix |
| <input type="checkbox"/> Cheboygan | <input type="checkbox"/> Chippewa | <input type="checkbox"/> Clare | <input type="checkbox"/> Clinton | <input type="checkbox"/> Crawford |

Materials Management Planning Work Program Submittal Survey

MMP Grant Submittal Survey

* 2. Multicounty Group Name (if applicable):

* 3. Work Program Upload

Please upload your Work Program for a one year period.

Choose File

No file chosen

* 4. Please indicate your intended grant time-frame (one year period).

E.g. March 2025 - March 2026.

MMP Grant Submittal Survey

* 5. Electronic Signature:

Please check each box below to indicate your understanding.

- Applicant certifies they are authorized to submit this work program on behalf of their county/ies.
- Applicant confirms that all necessary approvals have been achieved as required by law, including that the Materials Management Planning Committee has approved the uploaded work program.

* 6. Electronic Signature of Work Program Submittal Contact:

Contact Name:

Title:

Entity/Organization:

Contact Email Address:

Contact Phone Number:

Done

Multicounty Groups

- DPA can complete it for all the counties (same Work Program)
- Work Program must have the CAA/County Grant Contact

MMP WORK PROGRAM REPORTING

- A. Status of MMP **Development** and **tasks achieved** [Task; % complete; Details]
- B. MMPC **Meeting dates** and **Agenda/Action** Items Achieved
- C. Identification of any **MMPC** appointment **changes**
- D. Identification of any **training** and **outreach/education activities**
- E. **Challenges** and proposed **solutions**
- F. Description of **Implementation** items (if applicable)
- G. **Other efforts** related to MMP development and implementation (if applicable)
- H. **Financial Documentation** description for reimbursement of funds during this reporting period
- I. Identify **proposed future budget** for implementation of the MMP goals [**4th Quarter ONLY**]
- J. Other additional comments, as appropriate
- K. **Upcoming purchases/plans/budgetary changes**
- L. **Travel explanation** (if applicable)
- M. Are there any tasks you need **assistance** on?
- N. Timeline Updates/**Deviations**

Documents submitted with this progress report:

- FSR with expenditures and supporting documents.
- Reports (please list)
- Other (please list)

Program Name: MMP Grant Quarterly Reporting Form

Grantee: _____ Planning Area: _____
Grant Manager: _____ Date Submitted: _____ Clock: _____
Reporting Period: _____

Status of MMP Development and tasks achieved:

#	Task	% Complete	Comments/Details
1			
2			
3			
4			
5			
6			
7			

MMPC Meeting Dates and Agenda Items

Meeting Date	Agenda Items	Action Steps

Identification of any MMPC appointment changes:

Identification of any training and outreach/education activities:

Challenges and proposed solutions:

PLANNING HUB

MMP : www.Michigan.gov/EGLEMMP

Contact

Materials Management Planning
EGLE-MMP@Michigan.gov

[Planning Staff Program Map](#)
[Recycling Specialist Program Map](#)

For local questions, contact your [County or Regional Designated Planning Agency Contact](#).

Resources

- [2025 MMP Grant Application](#)
- [Subpart 11 of Part 115](#)
- [MMP FAQ](#)
- [Planning Quick Guide](#)
- [MMP Toolbox](#)

Current Steps

- [2025 MMP Grant Application](#)
- [MMP Work Program Submittal Survey](#)
- [MMP Work Program Template](#) (word document)
- [Approved Budget Form](#) (with narrative)

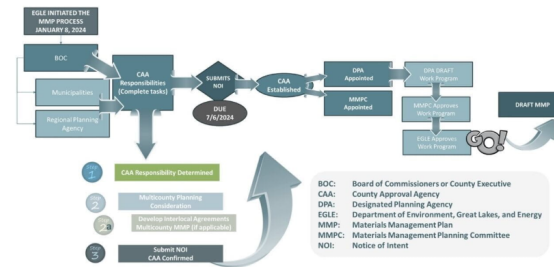
Plan Development Items

- [Approval Process Worksheet](#) (track deadlines and due dates)
- [Plan Approval Process](#)
- [Materials Management Plan Format](#)

NEW Materials Management Plans (MMPs) have officially been called for.

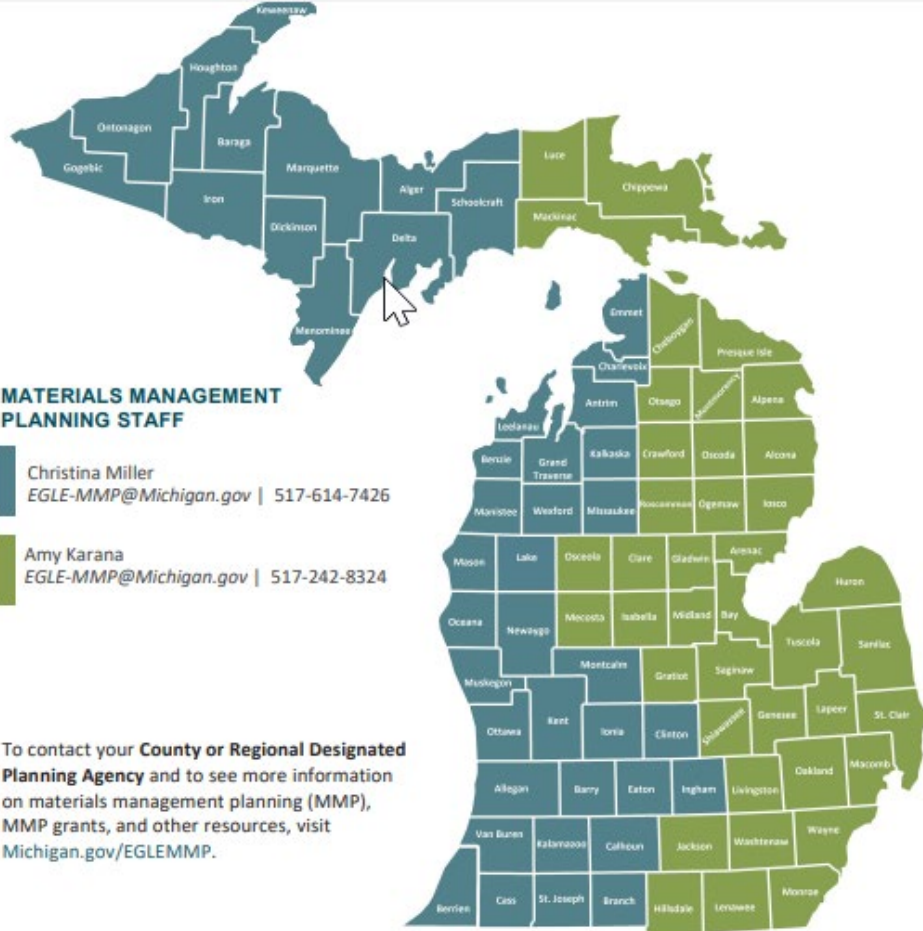
New MMPs are in the approval and development process. Materials management planning is a program designed to guide the management of counties' materials, with an emphasis on increasing sustainable practices, such as recycling and composting, in addition to ensuring safe disposal options. These materials can include food waste, yard clippings, recyclables, other source separated materials, and solid waste. The new law establishes statewide recycling goals and standards, and the MMP will identify an implementation strategy to meet those goals.

CURRENT SOLID WASTE MANAGEMENT PLANS WILL REMAIN IN EFFECT UNTIL A NEW MATERIALS MANAGEMENT PLAN IS APPROVED.





MATERIALS MANAGEMENT PLANNING PROGRAM



MATERIALS MANAGEMENT PLANNING STAFF

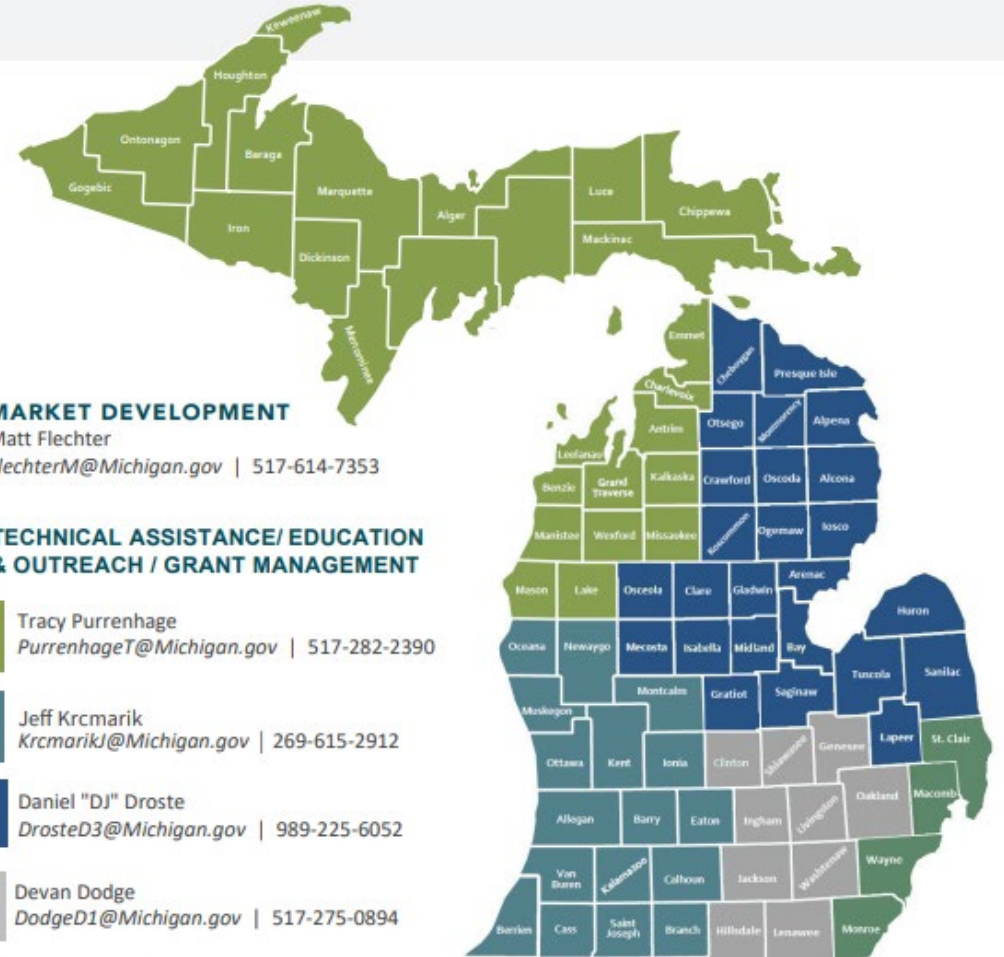
Christina Miller
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To contact your **County or Regional Designated Planning Agency** and to see more information on materials management planning (MMP), MMP grants, and other resources, visit Michigan.gov/EGLEMMP.



RECYCLING PROGRAM



MARKET DEVELOPMENT

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TECHNICAL ASSISTANCE/ EDUCATION & OUTREACH / GRANT MANAGEMENT

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Thank You and Questions

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Upcoming Events

- **March 4, 2025, 10 a.m. – 3 p.m.**

Renewable Energy Academy Workshop, Buena Vista

Free workshop for local planning and zoning staff (lunch provided). View the [Renewable Energy Academy Online Video Series](#) as a primer and share with folks not able to join the workshop.

- **March 12 - 13, 2025**

Northern Michigan Environmental Conference, Marquette

Broad training opportunity for local government staff, realtors, developers, mining, gas station owner, consultants, local planning and zoning staff. Check out the [agenda](#) to learn more.

MATERIALS MANAGEMENT PLANNING COMMITTEE

- 1 Solid waste disposal facility
- 1 Managed materials hauler
- 1 Materials recovery facility
- 1 Compost or anaerobic digester facility
- 1 Waste diversion, reuse, or reduction facility
- 1 Environmental interest group
- 1 Elected official for each: County; Township; and City or Village
- 1 Individual that generates a managed material
- 1 Regional planning agency
- OPTIONAL: An adjacent community business representative

STAKEHOLDER GROUP

Open to
the Public



Multi-County MMP: Standard MMPC plus the following may be appointed per additional county

- 1 Elected county or municipal government official
- 1 Business that generates managed materials within the planning area