



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Materials Management Planning Grant

REQUEST FOR WORK PROGRAMS

Issue Date: December 23, 2024

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

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Materials Management Planning Grant Request for Work Programs

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Recycling Unit is establishing a materials management planning grant program as described in section [324.11587](#) of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

I-B Program Description

Grants shall be used for administrative costs for preparing, implementing, and maintaining a materials management plan (MMP), including, but not limited to, the following:

- (a) Development of a work program as described in subsection [\(4\)\(b\) and R 299.4704 and R 299.4705](#) of the Michigan Administrative Code, including a prior work program.
- (b) Developing an initial MMP and amending the MMP.
- (c) Ensuring public participation.
- (d) Determining whether new materials management facilities are consistent with the MMP.
- (e) Collecting and submitting data for the database utilized by the department for materials management facility reporting purposes and evaluating data in the database for the planning area.
- (f) Recycling education and outreach.
- (g) Recycling and materials utilization programs.
- (h) Preparation of required reports to the department.
- (i) MMP implementation.
- (j) Efforts to obtain support for the MMP and planning process from local units of government.

I-C Grant Award

In each of the first three years of the grant program, the amount of a grant shall equal the sum of the following:

- (a) \$60,000.00 for each county in the planning area.
- (b) An additional \$10,000.00 for each county in the planning area if the planning area includes more than 1 county.
- (c) Fifty cents for each resident of the planning area, up to 600,000 residents. Please refer to [2020 U.S. Census](#) results.

Materials management planning grants shall cover 100% of eligible costs up to the authorized maximum amount as specified by rule.

Applicant(s) must provide a complete budget. Use of the [Approved Budget Form with Narrative](#) (See Section II-B) is recommended. 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.

The Recycling Unit will award funds to applicants that agree to the terms set forth in this Request for Work Programs 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.

I-D Eligibility Criteria

Subject to appropriations, a materials management planning grant program is established to provide grants, to be known as materials management planning grants, to county boards of commissioners for the use of county approval agencies. County approval agency (CAA) means the county board of commissioners, the municipalities in the county, or the regional planning agency, whichever submits a notice of intent to prepare a materials management plan under section 11571. If a county board of commissioners is not the CAA, the county board of commissioners shall make awarded grant money available to the CAA within 60 days after receipt.

Materials management planning grants shall be awarded annually. To be eligible for grants in the first 3 years of the grant program, the CAA must do both of the following:

- (a) Submit a notice of intent to prepare an MMP.
- (b) Annually submit to and obtain department approval of a one-year work program for preparing the MMP. The work program shall be prepared by the DPA and reviewed and approved by the planning committee. The work program shall describe the activities for developing and implementing the MMP and associated costs to be covered by the county and the grant.

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

I-F Issuing Office and Point of Contact

All questions regarding this solicitation should be directed to:

Christina Miller (MILLERC1@michigan.gov)

I-G Changes to the Request for Work Programs and responses to questions, written answers to questions, changes, and/or clarifications will be posted on the [EGLE Materials Management Planning website](#).

I-H Work Programs
To be considered, applicants must submit a complete response to this Request for Work Programs, addressing the information requirements provided in Part II (below).

I-I Response
A work program template can be found on page 6-10 of this document.
Completed work programs must be submitted through the following web form:

[Materials Management Planning Work Program Submittal Survey](#)

PART II INFORMATION REQUIRED FROM APPLICANTS.

NOTE: The following information must be submitted by all applicants to be considered.

1. The work program shall include a detailed description of tasks to be performed as needed in Year 1 to prepare the plan.
2. The work program shall also include all of the following:
 - a. A timetable for the accomplishment of tasks in Year 1.
 - b. A public participation element as described in [R 299.4706](#), including a general schedule of public meetings, hearings, and other activities for Year 1.
 - c. Costs of the individual elements and the total cost of plan preparation in Year 1.
 - d. Detailed staffing needs and responsibilities for plan preparation in Year 1.

Please see instructions below for additional information:

II-A Complete the work program for Year 1 and attach additional information, as necessary.

II-B Approved Budget Form for Year 1

1. It is recommended that applicant(s) use the [Approved Budget Form with Narrative](#). Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: purchase of real property (e.g., land and buildings).
3. **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.

4. **Equipment** –All Equipment expenses must be justified in your work program. 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% 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.
5. **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](#).
6. **Indirect Rate** – Provide the indirect rate (up to 20% maximum) used by applicant's organization as a percentage of **total personnel and fringe benefits**.
7. **Incurring Costs** –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, 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 work program, selected applicant(s) will be required to submit a revised work program before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
4. 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 work programs 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.

III-A Project Clarifications/Revisions

During the work program 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 work program.

III-B Rejection of Work Programs

The Recycling Unit reserves the right to reject any and all work programs received as a result of this Request for Work Programs or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and The Recycling Unit.

III-C Acceptance of Work Program Content

The contents of this Request for Work Programs and the work program 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 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-B 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-C Disclosure of Work Program Contents
All information in a bidder's work program and any Grant resulting from this Request for Work Programs is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*
- IV-D Copyrighted Materials
See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.
- IV-E Prime Applicant Responsibilities
The selected applicant will be required to assume responsibility for all grant activities offered in the work program 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. The State reserves the right to approve subcontractors for the work program 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-H 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-I 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.

EGLE MMP Work Program Template

Note: Use of this template is not mandatory for submittal to this Request for Work Programs. Work programs submitted prior to the release of this document are not required to re-submit, unless requested by EGLE Recycling Unit.

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- (g) Recycling and materials utilization programs.
- (h) Preparation of required reports to the department.
- (i) MMP implementation.
- (j) Efforts to obtain support for the MMP and planning process from local units of government.

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]:

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:

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			

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

Task 2: TITLE

Task 2.1 [Title] [Responsible party]

- a. Description
- b. Timeline

Task 2.2 [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

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		