



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

REQUEST FOR PROPOSALS
ELECTRONICS RECYCLING PROGRAM
FY 2021 RURAL ELECTRONICS COLLECTION AND
INFRASTRUCTURE RECYCLING GRANTS

EGLE Web site address: www.Michigan.gov/MiRecycles

Application Period: March 17, 2021 to July 2, 2021



**Michigan Department of Environment, Great Lakes, and Energy
Materials Management Division**

Electronics Recycling Rural Grant Program

| <u>CONTENTS</u> | <u>Page</u> |
|--|--------------------|
| INTRODUCTION | 3 |
| ELIGIBILITY CRITERIA | 6 |
| APPLICATION PROCESS AND EVALUATION CRITERIA | 8 |
| EVALUATION CRITERIA | 8 |
| APPLICATION COVER SHEET | 13 |
| APPLICATION BUDGET FORMS | 14 |
| EXAMPLE CONTRACT AGREEMENT and Appendix A | 15 |

The Michigan Department of Environmental, Greatlakes and Energy shall not discriminate against any individual or group based on race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. Questions or concerns should be directed to the EGLE, Office of Human Resources, P.O. Box 30473, Lansing, Michigan 48909.

**Fiscal Year 2021
RURAL ELECTRONICS RECYCLING GRANT PROGRAM**

INTRODUCTION

In 2009, the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, was amended to add Part 173, Electronics. The intent of the law was to encourage responsible recycling of consumer electronics through an extended producer responsibility style law.

In April 2014, a Residential Recycling Plan of Action (Plan) was announced, which set the ambitious goal of doubling our state's recycling rate. Consumer electronics are an important part of the recycling program in Michigan but are collected at lower rates in rural portions of our state, as compared to urban areas. The Rural Electronics Recycling Grant (Grant) is part of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Fiscal Year 2021 Recycling Grants.

The lack of opportunity and the cost of properly recycling hard-to-recycle items, primarily televisions, frequently prevents the collection and recycling of unwanted consumer electronics. Ensuring that convenient recycling collection infrastructure exists is a proven method for increasing recycling. In 2018, the electronics recycling program began focusing efforts on rural parts of Michigan to resolve the unique challenges they have in providing recycling opportunities for consumer electronics generated in their area. Along with technical assistance and education and outreach, these Grants are an important part of implementing Michigan's Recycling Initiative.

The 2021 Rural Electronics Recycling Grants has two parts. The primary focus is to provide small grants to cities, villages, townships, charter townships, counties, conservation districts, tribal governments, municipal solid waste authorities, resource recovery authorities, non-profit organizations, public school districts, local health departments, and regional planning agencies focused on rural portions of Michigan to fund projects that increase recycling collection opportunities (collection grants).

An additional part is to increase access for underserved portions of our community and to support the effective transportation of the electronics from the community collection location to consolidation/recycling locations throughout the state by registered recyclers or consolidators (infrastructure grants).

The infrastructure grants are open to all recycling related business. Applicants for infrastructure grants must be a registered electronics recycler under the Part 173 Program or an organization that is able to document that they are or provide community collection services and/or offer recycling services through a registered recycler. These grants are intended to support the upgrading of equipment or provide facilities that support the collection of electronics in underserved areas or to fund projects that increase access to electronics collection activities.

The primary objective of the 2021 grant program is to establish and provide support for permanent electronics recycling drop-off sites, collection grants. Priority will be given to locations in the Northern Lower and Upper Peninsula of Michigan. Other areas of the state are also eligible to apply, but funding priority will be given to rural areas of the state. Potential projects include, *but are not limited to*:

COLLECTION-

- Establishing permanent collection sites.
- Making operational improvements at current recycling sites that accept electronics.
- Purchasing equipment to support the addition of electronics collection to current recycling or solid waste transfer locations.
- Supporting collection events that focus on recycling all forms of covered electronic devices (computers, televisions, printers, and monitors).
- Establishing at-home senior/disabled citizen collection programs.
- Education and outreach programs for electronics recycling.

INFRASTRUCTURE-

- Supporting collection infrastructure improvements (transportation of covered electronic devices to consolidation locations).
- Equipment necessary to handle/process electronics at a *registered recycling facility* into commodities.

The grants are not intended to simply subsidize the cost of recycling hard to recycle items. Projects that intend to apply for a grant only to offer free recycling to a community should not apply.

Grantees commit to operating the funded program associated with the grant for no less than two years from the issuance of the grant. Programs that close early will be expected to formally close their grant and reduce the grant amount in accordance with the reduced length of time of the grant. For example, if the recycling site closes six months early for a two-year grant, 25 percent of the grant funds would need to be returned to EGLE.

The Rural Electronics Recycling Grant program has a total of \$500,000 available for grants in fiscal year 2021. Collection related grants are limited to a maximum of \$15,000 per location and are offered on a first come-first serve basis to eligible applicants. Regional cooperation is encouraged and can be accomplished by one organization serving as the fiduciary for a single large grant that supports multiple collection locations. To maximize the effectiveness of the funds, grantees are required to provide local match funds of at least 25 percent of the *grant award*. For example, a \$10,000 grant request would require a minimum of \$2,500 in local matching dollars. Local match funding may be greater than 25 percent of the *grant budget*.

The match for infrastructure grants is a 33 percent cash match. No in-kind match is allowed for infrastructure grants. Therefore, a \$50,000 grant request would require a minimum of \$16,500 in matching dollars from the applicant. Local match funding may be greater than 33 percent of the *grant budget*.

Grants are offered on a first come first serve basis until all funding available has been committed/requested or the grant period has closed, 5:00 p.m., on July 2, 2021.

Collection grants that agree to operate for the two-year time frame will be given preference for the funding under the collection grant portion. The specific length of the grant will be identified in the contract governing the use of the grant funds. Grantees may be offered partial funding depending on the number of grant applications received.

Projects that are associated with establishing new permanent collection locations or expanding collection opportunities at other currently operating recycling related facilities must agree to the following: grant funding for electronics collection events is limited to \$3,500 per event, not including match dollars. That includes administrative costs and cost of recycling of televisions and monitors. A minimum of 50 percent of each collection grant must be used for collection facility establishment or improvements. Event grant funding outside of physical improvements is only available to off-set the cost of recycling televisions and monitors; cover the cost of standard collection supplies at events; cover the cost of transportation of the collected material to the recycling/consolidation location and if necessary, to assure proper management of collection events (administrative costs). A single grant can cover one event per year for the two years leading up to establishing a permanent collection location.

Examples of infrastructure grants eligible equipment include, tractors, trailers, improvements to facilities to foster more effective handling of material, various handling equipment and processing equipment for use at a registered recycling facility or collection facility(s). Infrastructure grants can be shorter than two-years, but the grantee is expected to operate the facility or maintain the equipment for not less than two-years after the grant is issued. Infrastructure grants cannot be used to off-set normal operating costs such as labor costs, general operating expenses such recycling supplies or paying fees such as registration costs, or certification program costs.

Grant funds are paid through a reimbursement process.

Match dollars will need to be expended in proportion to the grant reimbursements.

CRITERIA

Application for funds shall be made on electronic forms provided by EGLE. **Applicants are strongly encouraged to discuss the project with EGLE electronics program staff prior to submitting the application. Grants that are not discussed with EGLE staff will not be given priority.**

An application form is included in this package for your use. If you do not have access to the internet contact the project manager for paper copies of the grant package.

Submission of a complete application does not guarantee that the applicant will receive funding.

ELIGIBILITY CRITERIA

Applicants must meet the following criteria to be considered for a Grant:

- Eligible applicants are non-profit organizations, tribal governments, public school districts, local health departments, conservation districts, regional planning agencies, cities, villages, townships, charter townships, counties, municipal solid waste authorities, public colleges and universities, Michigan based registered recyclers (including for profit) and resource recovery authorities located in Michigan. Matching funds or program partners for collection events may be from for-profit organizations, but such entities are not eligible to receive grants.
- Eligible applicants receiving grants for collection sites are required to provide local matching funds at least equal to 25 percent of the total grant award. The local match amount may be greater than 25 percent of the total grant budget (see Grant Application Budget Form for examples). In some cases, there will be ineligible costs that are required to implement the project. These costs must be listed separately as described in the budget section of the application.
- Eligible applicants for transportation and handling infrastructure grants are required to provide a match of 33 percent of the total grant award. The applicant must be a registered electronics recycler and remain a registered electronics recycler during the grant period. Collection sites are also eligible for funding.
- Collection site applicants must use a Michigan Part 173 registered electronics recycler for their recycling needs during the grant period.
- Collection site and event grantees agree to establish a collection site and maintain collection services for a minimum of two years **after** the end of the grant period.
 - To be considered a permanent collection location a site must be open to the public no less than 4 hours on one common day per month at a single location.
 - Mobile collection vehicle model is acceptable only if the collection location is permanent.

All grant **AND** local matching funds may only be used for eligible items. General administrative staff time, indirect costs, and in-kind services can be used as matching funds toward collection sites and collection event projects on a limited basis. Matching funds associated with administrative costs are limited to 60 percent of the grant matching funds. Requests for grant funds for administrative costs is limited to 15 percent of the total cost for each electronics collection event but not to exceed \$1,000 for each grant. Other grants may utilize up to 10 percent of the grant funds to support administrative costs.

Collection Events:

Grant funding to support electronics collection events must meet all the following criteria:

- Collect all classes of covered electronic devices, defined in Part 173, during collection events; use a Part 173 registered recycler; and provide a minimum of one collection event per year during the grant period if applying for collection site funding.
- Funding is only available to off-set the cost of collecting and recycling cathode ray tube (CRT) televisions; CRT monitors; LCD and LED televisions and monitors at collection events.
- Funds can also cover the cost of standard collection event supplies such as boxes, pallets, and wrap.

- Funds can be used to off-set the cost of transporting the material from the point of collection to the recycler's facility or consolidation point.
- Events must be in a community that is not currently served by a permanent e-waste collection site.
- For collection events, administrative costs can be charged to the grant, but are limited to 15 percent of the total costs of the collection event not to exceed \$1,000 for the whole grant. Local match funding contributions can come from private, non-profit, foundation, municipal, or other partners. Potential local match funding sources may include other grants, event fees, loans, cash donations, public/private partnerships, etc.

Permanent Sites:

- The following items are examples of **eligible** items under the Rural Electronics Recycling Grant Program. This list is not considered exhaustive:
 - Collection and/or handling equipment such as pallet jacks, lift trucks, storage containers, storage buildings, bins, etc.
 - Construction of new or improvements to structures, such as new buildings or building improvements, new site development to improve access, or improvements to encourage efficient handling of electronics, such as concrete slabs or paving and loading ramps; this excludes the purchase of real property.
 - Other equipment to upgrade the efficiency of operations at currently operating collection sites in rural areas.

Increased Access to Recycling:

- The following are activities that would be **eligible** for grant consideration under the Rural Electronics grant program.
- Home pickup programs for handicapped or senior citizens. Grants could be used for purchase of equipment or to pay reasonable costs for contracted services to establish programs that provide pickup services for covered devices that are too heavy, too large, or otherwise difficult to move.

Infrastructure:

- The following items are examples of **eligible** items under the Rural Electronics Recycling Grant Program. This list is not considered exhaustive:
 - Tractors, trailers, box trucks, pickup trucks and other transportation related equipment that is used to foster the collection and transportation of collected electronics to a consolidation or recycling location.
 - Mobile collection equipment such as a collection trailer that is moved from permanent collection site to permanent collection site on an established schedule.
 - Processing equipment at electronics recycling facility that will expedite the handling and processing of covered electronic devices.
 - Facility improvements directly associated with the safe and efficient handling of collected electronics.
- The following budget items are **ineligible** under the Rural Electronics Recycling Grant Program. This list is not considered exhaustive:
 - Registrations, licenses or permits, fees, taxes, insurance, training costs, office equipment (including computers), indirect or overhead expenses, grant administration except those associated with collection events, ongoing staff expenses, household hazardous waste projects, etc.

- Recycling costs from unregistered electronics recyclers.
- Recycling costs for currently operating electronics collection operations.
- Administrative costs that exceed 60 percent of the matching funds total cost for the total grant amount.
- Administrative costs that exceed 15 percent of event reimbursement amounts.
- Providing alternate funding source for ongoing operations.

Grantees must expend grant funding and complete purchases, establish collection location(s), and submit all reimbursement requests by August 25, 2023.

Grantees are required to abide by the reporting requirements of the grant agreement. Applicants should review the attached boilerplate for an understanding of potential reporting requirements. Failure to submit reports on a timely basis can result in closure of the grant and loss of grant funds.

Regional efforts are strongly encouraged. A grant applicant can be a fiduciary for multiple entities in one region of the state.

All grant applicants agree to enter program collection site information with the [Michigan Recycling Directory](#) administered by EGLE. Applicants should sign up within 30 days of being approved for a grant. Grantees agree to report collection volume data as part of their quarterly grant reports.

Grant applicants for e-waste events are encouraged to apply for funding for events in multiple locations in a region.

The applicant must submit a complete application by July 2, 2021, as described below in the section titled "Required Application Components." The grant applications will be accepted until July 2, 2021. It is anticipated that grants awards will be announced by August 6, 2021.

Expenses incurred prior to execution of a grant agreement are not eligible for reimbursement.

APPLICATION PROCESS AND EVALUATION CRITERIA

Required Application Components:

To be considered complete, an application must include all the components listed below, **and the “Applicant Signature” on the application cover sheet MUST be signed.** Incomplete responses will result in a determination that the application is incomplete and therefore, not eligible for funding. The following items must be included:

Application cover sheet, including applicant signature:

Complete the application cover sheet form found in this packet (page March). This application cover sheet will become Page 1 of the application. Please number all pages consecutively.

Project Description:

On no more than one page, please provide the following information.

- Clear and realistic project goals and objectives, including a description of how the proposed project’s goals will support electronics recycling in the selected area.
- Provide a brief description of how the collection/recycling program will be enhanced or established through this grant, including such things as:
 - Description of the equipment or buildings to be purchased, constructed, or enhanced. Include why the equipment is needed and how it will benefit the operation and the locations ability to collect electronics.
 - Electronics collection frequency (will the collection location be open weekly, bi-weekly, a one-time event, drop-off with only certain operating hours, etc.).
 - Name and address of all organization(s) supporting the program.
 - Geographical area served, including population and/or number of households/units served, if known.
 - Name and address of registered electronics recycler that will be used.
 - Brief description of education and outreach program to promote the services.
 - List contact information for any community support and/or partners in the program.
 - Description of the source of operational funding sources such as user fees, millage, special assessments, or general funds, etc.
- If applicable, description of event-based recycling program being proposed, including the information listed below:
 - Description of the collection events and how they will be used to either enhance existing electronics recycling program or start a new program.
 - Collection method to be used at the collection event and information about the collection events. Location(s), partners, proposed dates, and source of funding to be used to support the events.
 - Name and location of registered electronics recycling vendor that will be used.
 - Description of how the project will support ongoing collection of electronics in the area or region, if applicable.
 - Description of how the project will be sustained beyond the grant timeline, including a description of existing or proposed operational funding sources such as user fees, millage, special assessments, or general funds, etc., to be used.
 - Detailed explanation of the need for paid management oversight of the event.
 - Include any letters of commitment concerning amount of time, money, activities, or other specified resources for the planned program.

- Describe how an evaluation of the project will be done, including how success will be defined and measured.
- A final report will be due three months after the events have been completed and/or infrastructure item(s) have been purchased and/or constructed, but no later than August 25, 2023. The final report must include any relevant and measurable data including previous and new diversion and/or participation rates (if known), lessons learned, and recommendations for future actions.
- For infrastructure grants, describe how facility improvements will enhance the collection of electronics or address needed facility improvements that will increase the efficiency of the company's operations. Be as specific as possible.
- Describe, in detail, how the grant will support the efforts of the company to collect electronics from underserved areas of Michigan.

Work Plan and Timeline:

On a separate page, please provide the following information presented by tasks and their associated timelines. Include the name of the person who will be responsible for carrying out each task. This document will become part of the grant contract with EGLE.

At a minimum, the following items should be included as applicable:

- Identify the tasks and responsible party for procurement of the infrastructure item(s) proposed in the application.
- Identify the tasks and responsible party for deployment and/or utilization of the infrastructure item(s) proposed in the application.
- Identify the tasks and responsible party to complete the collection events being planned.
- Identify the tasks and party responsible for preparing quarterly progress reports and the final project report.
- Identify the tasks and the responsible party for planning and implementing the recycling events where electronics will be collected for recycling.
- Identify the specific tasks to be completed by any administrative or management staff where cost reimbursement will be requested.

Reimbursement requests dates:

- Final reimbursement request must be submitted by August 25, 2023.
- Reimbursement cannot be requested until complete documentation of funding expenditure can be provided including proof of payment from any vendors.
- Final report is due three months after the infrastructure item(s) have been purchased and/or constructed, but no later than August 25, 2023.

Budget:

Complete the Application Budget Form and provide a narrative discussion, including the information below. Number the additional pages and attach them to the application.

- All costs identified in the Application Budget Form must be eligible grant costs.
- If applicable, include a narrative of non-reimbursable items above the total grant budget that are necessary to implement the project.

- Include a description of the infrastructure item(s) listed in the Application Budget Form. If possible, include a price quote for the item(s) to be purchased.
- Include a description of the source(s) of match funding to be used for the planned infrastructure purchase.
- Include the cost of management/administrative functions associated with planned collection events.
- Provide cost quotes from the registered recycler selected to provide the recycling services for the material collected.

Evaluation Criteria:

Priority will be given to applicants including the following:

- Programs proposing regional efforts.
- Programs that use registered electronics recyclers.
- Programs that do not request reimbursement for administrative costs.
- Programs that serve an identified rural region of Michigan.
- Programs establishing permanent collection sites.
- Programs that currently provide or propose continuing education programs with sustainable funding.
- Recycling program operations with ongoing funding mechanisms that want to expand their offerings.
- Programs that offer electronics recycling as an addition to related recycling events (HHW events, community clean up, etc.).
- Registered recyclers
- Applicants that provide local match funding beyond the required match funding amount.

During the grant review process, applicants may be contacted for clarification and for negotiating changes in project activities, timelines, and grant amounts, within the parameters outlined in the application instructions.

Applicants may be offered partial funding if funding requests exceed the grant pool amount.

Application Submission Information

Final applications must be received by e-mail no later than 5:00 p.m., July 2, 2021.

Submit all documentation via e-mail at: Nobles4@Michigan.gov. Grant packages received after 5:00 p.m. on July 2, 2021, will not be eligible for funding. Grant packages that are not in the correct format will not be evaluated for funding.

- Please indicate “**Rural Electronics Recycling Grant – Collection;**” **Rural Electronics Recycling Grant – Infrastructure** in the e-mail subject line.
- Each e-mail submission must be complete and will supersede any previous e-mail submissions. Please sign the cover page using blue ink and scan in color for each e-mail submission.
- Information provided in the application must be formatted to correspond with the application instructions. Headings and numbering of responses must be consistent with the headings and numbering used in the instructions. Pages within the application must

be consecutively numbered. The actual forms, or photocopies of the forms, as found in this application package, must be used.

- Potential attachments may include: Letters of partnership or community support, price quote(s), and photographs.

Application Review Process

- Deadline for submittal of applications is 5:00 p.m. July 2, 2021.
- There will be two rounds of grant approvals: Those received and accepted by May 8, 2021 and those received and accepted by July 2, 2021.
- It is anticipated that grants will be awarded by August 6, 2021.
- Grantees will be notified of their funding status following EGLE Director's final funding recommendations approval.

Grant Agreement Requirements for Approved Applicants

Successful applicants will be required to enter into a standard grant agreement with EGLE. Standard boilerplate language and Appendix A are part of this RFP. Project costs incurred prior to entering into an agreement signed by both parties will not be reimbursed. There will be limited opportunities for negotiation prior to entry of a Grant agreement. Opportunities to modify a signed agreement will also be limited.

Failure of a successful applicant to accept the obligations outlined in the standard agreement may result in withdrawal of the Grant. EGLE reserves the right to offer partial funding for any approved applicants. If partial funding is offered to an approved applicant, the applicant will be required to provide the necessary matching funds needed to complete the project. The original application becomes part of the Grant agreement, along with changes that may occur during contract negotiation. Additional requirements relevant to an individual project may be specified in the Grant agreement. The Grant agreement will stipulate a project period during which the project must be completed, and all expenditures must be made. Successful applicants (Grantees) must be prepared to agree to the following minimum agreement conditions:

- Grant funds must be spent, and reimbursement requested by August 25, 2023.
- Reimbursement for collection event grants will require the following documentation: copies of invoice(s) from a registered recycler showing the pickup location, weight, and cost of recycling collected items.
- Grant reimbursements will be for the requested amounts if documentation showing the required 25 percent match is included. For invoices that do not document match, reimbursement will be for 75 percent of the documented purchase expenditures, not to exceed the awarded grant amount.
- Infrastructure grant reimbursements must show the grant amount being requested and the required (33 percent) match amount. Otherwise, the invoices will be reimbursed at 67 percent of the documented amount not to exceed the awarded grant amount.
- A final report is due three months after the infrastructure item(s) have been purchased and/or constructed, but no later than August 25, 2023. Project data must include in quarterly reports or reported through other reporting systems developed by EGLE.

Grants are paid through a reimbursement process. All Grantees will submit proof of payment (i.e., cancelled checks, ACH, wire transfer confirmations, bank statements, etc.) and

proof of receipt of goods or payment for services from the recycling vendor, proving that the recycling vendor has been paid PRIOR to receiving reimbursement from the Grant Program. Grantees will be reimbursed for the grant reimbursement amount, not to exceed the awarded grant amount. The remaining unreimbursed expenditures serve as the required match amount for the grant.

- Reimbursement may be requested quarterly or in conjunction with completion of a task outlined in the timeline.
- All education, outreach, and publicity products shall acknowledge that the project was supported in whole or in part by the EGLE Rural Electronics Recycling Grants. Where possible, these products should be printed double-sided on recycled content paper.

**Department of Environment, Great Lakes, and Energy
Rural Electronics Recycling Grant Application Cover Sheet**

| | |
|--|---------------------------------------|
| Applicant Name: | |
| Street Address: | |
| City/State/Zip/County: | |
| Mailing Address: (if different from street address) | |
| City/State/Zip: | |
| Contact Person and Title: | |
| Contact Person's E-Mail Address: | |
| Contact Person's Telephone Number: | |
| Grant Amount Requested: | \$ |
| Local Match Amount: (See RFP narrative for details on the required match amount – 25 percent or 33 percent of the total grant budget). | \$ |
| Total Grant Budget (Grant Award plus Local Match): | \$ |
| DUNS NUMBER | State Senator's Name: |
| Federal Identification Number: | State Representative'(s) Name: |
| Applicant Signature: (application must be signed by the person accepting responsibility for the terms and conditions of the grant agreement if awarded) | |
| Print Name: _____ | |
| Signature: _____ | |
| Date: _____ | |

Department of Environment, Great Lakes and Energy Rural Electronics Recycling Grant Application Budget Form

Applicant Name: _____

| Line-Item No. | Budget Line-Item Description | Quantity | Unit Price | Budget Amount |
|---------------------------|------------------------------|----------|------------|---------------|
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |
| Total Grant Budget | | | | \$ |

| Grant Amount Requested | Local Match Amount | Total Grant Budget |
|------------------------|--------------------|--------------------|
| \$ | \$ | \$ |

NOTE:

Grant reimbursements will be for the requested amounts if documentation showing the required 25 percent match is included. For invoices that do not document match, reimbursement will be 75 percent of the documented purchase expenditures, not to exceed the awarded grant amount.

Infrastructure grant reimbursements must show the grant amount being requested and the required (33 percent) match amount. Otherwise, the invoices will be reimbursed at 67 percent of the documented amount not to exceed the awarded grant amount.