



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

**REQUEST FOR PROPOSALS INTEGRATED
ASSESSMENT POLLUTION PREVENTION GRANT
PROGRAM FUNDED BY THE UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY, STATE
POLLUTION PREVENTION STATE AND TRIBAL
ASSISTANCE GRANT, AND STATE OF MICHIGAN
RENEW MICHIGAN FUNDING**

April 28, 2021

[Michigan.gov/P2](https://www.michigan.gov/P2)

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

I. GRANT INFORMATION

A. Grant Description

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) protects Michigan's environment and public health by managing air, water, land, and energy resources and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2021, EGLE will provide matching grants to provide Michigan's small businesses to support Governor Gretchen Whitmer's climate change priorities by incentivizing the adoption of pollution prevention (P2) and recycling practices using EGLE's Integrated Assessment (IA) Program. EGLE will also use the United States Environmental Protection Agency's (USEPA) Environmental Justice (EJ) Screen as a component of our scoring process and prioritize the scheduling of IA's for businesses that operate in communities that score in the upper 75th state percentile for the majority of EJ indexes.

B. Grant Objectives

Reducing the amount of pollution in the environment means producing less waste to dispose of, control, or treat. Less pollution means fewer hazards posed to public health and the environment.

The overall objectives of the IA P2 Grant Program include:

- Reductions in Greenhouse Gasses generated, which are measured in metric tons of carbon dioxide equivalent (MTCO₂e).
- Reduction in pounds of hazardous material used, and of hazardous substances, pollutants and contaminants released.
- Reductions in gallons of water used.
- Dollar savings associated with achieving reductions in hazardous material use, hazardous releases, water use, and energy use, including savings from reduced regulatory burden.
- Increases in environmentally sound on-site or off-site reuse or recycling.

The IA Program is a two-part program that consists of the following: a desktop review of business operations and internal policies and plans; and a non-regulatory on-site assessment of operations to identify areas for improvement. A comprehensive report containing an analysis of the findings will be provided. The IA will assess operations and identify opportunities to decarbonize, reduce solid and hazardous wastes; reduce energy usage, reduce water consumption; reduce air emissions, reduce water discharges, and provide regulatory compliance assistance. Pass through grants will then be available to those that have completed an IA, to allow for the implementation of P2 recommendations identified as a result of the IA.

C. *Eligible and Ineligible Applicants*

All small businesses are eligible to apply for IA P2 Grants, once they have had an IA performed and have recommendations identified. The awards will be based on first come-first served basis at the discretion of EGLE until the funds are depleted.

Applicants must have a Dun and Bradstreet Universal Numbering System (DUNS) number with an active registration within the System for Award Management (SAM) and cannot appear on the Federal Debarment and Suspension List. The list can be searched through the federal System for Award Management (www.SAM.gov).

Applicants must be in good standing with EGLE programs. Within the 24 months immediately preceding the RFP, the applicant can **NOT** have the following:

- An EGLE grant terminated for cause.
- A demonstrated inability to sign an agreement in a timely fashion, manage a grant, or meet the obligations in a project with EGLE.

D. *Eligible Projects*

When assessing a participating business, EGLE will prioritize reductions in the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions). A priority will be given to materials prior to being recycled or sent for treatment and/or final disposal. This approach will reduce the hazards associated with the release of those substances, pollutants, or contaminants thereby increasing overall protection of public health and the environment.

EGLE will focus on making prudent and cost effective P2 recommendations, such as:

- Equipment or technology modifications.
- Process or procedure modifications.
- Reformulation or redesign of products.
- Substitution of raw materials.
- Improvements in maintenance, training, or inventory control.
- Practices that increase the efficient use of water, energy, raw materials, or other resources, or that may protect natural resources through conservation methods, or in-process recycling (i.e., process improvements to reuse materials within the same business/facility in the production process).

E. *Eligible and Ineligible Grant Activities*

Eligible projects must be recommendations from an IA conducted by EGLE. An IA can be requested by contacting Chad Rogers at RogersC1@Michigan.gov or 517-614-7954.

The following activities are examples of eligible projects under the 2021 IA P2 Grant Program:

- Purchasing eligible equipment.
- Purchasing eligible equipment replacement.
- Contractual costs associated with the installation of approved equipment.
- Contractual costs associated with P2 related training by an outside trainer.
- Unless specified as ineligible, a determination of eligible costs will be dependent on the proposed project and approved on a case-by-case basis.

The following activities are ineligible under the 2021 IA P2 Grant Program ineligible costs include, but may not be limited to:

- The cost of preparing the grant application.
- Funding under this Program cannot be used for the purchase of equipment to expand a facility or workforce.
- Administering projects that are a part of a grantee's regulatory responsibility.
- Lobbying or directly influencing legislative decision-making.
- Costs for ongoing operations and maintenance.
- The cost of activities initiated, and costs incurred prior to execution of a grant agreement.
- The cost of general operating support such as routine overhead expenses.
- Implementation of other activities deemed inappropriate under contract management standards.

The awards will be based on first come-first served basis, at EGLE's discretion, until the funds are depleted. In exchange for the financial support from EGLE, the grantees will honor the intent of the project and implement it to the best of their ability as outlined in the proposal. The project must be initiated within 30 days of, and completed within 270 days from, the award date of the grant. The business will work towards achieving the objectives and goals as outlined in the application. When the project is completed, the business must submit a project summary report. Upon verification by EGLE staff that the business satisfactorily met the project objectives as outlined in the application, the business will be reimbursed for the monies spent, up to the grant amount awarded.

F. Funding Source and Availability

A total funding amount of \$200,000 is available through a matching USEPA, P2 State and Tribal Assistance Grant (STAG), and State of Michigan, Renew Michigan Funding with EGLE. The USEPA funds do have some limited requirements for acceptability and post grant reporting. Minimum grant funding amount per applicant is \$5,000 and the maximum grant funding amount per applicant is \$25,000. EGLE reserves the right to award more than \$25,000 for projects of unique strategic alignment with Program goals. EGLE will award grants on a minimum 25 percent match (for every \$1.25 spent by the business, EGLE will reimburse \$1.00) for a predetermined cost for the awarded project(s). The applicant is responsible for 25 percent of the costs, this may include the

use of existing material and labor if paid in accordance with the Davis-Bacon and Related Acts. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. EGLE may add or subtract money from this grant program at its discretion and reserves the right to adjust the match amount/percentage to ensure diversity, equity, and inclusion in the pool of applicants.

All grant and matching funding may only be used for eligible items. Local match funding contributions can come from private, non-profit, foundation, municipal or other partners, and use of loans (only the principal on the loan can be used as a match, the interest accrued is not eligible). Prior awarded state or federal grants are ineligible to be used as matching dollars for the purposes of this grant.

Funds under this award cannot be used for matching funds for other state or federal grants, lobbying, or intervention in state or federal regulatory or adjudicatory proceeding and cannot be used to sue the state or federal government or any other government entity. Likewise, a recipient may not use state or federal funds as matching funds for federal Supplemental Environmental Project Funds, or Supplemental Environmental Projects required under a consent order.

G. Non-Duplicative Programs

Funds from the 2021-2022 IA STAG Program cannot be used to supplant federal, state, or local financial commitments.

H. Evaluation and Selection Criteria

The applicants will be evaluated and selected based on the criteria listed below:

1. Applicant is a small business (less than 500 employees) that has had an IA performed.
2. P2 recommendations were identified in the IA report.
3. The proposal supports the grant objectives outlined above.
4. The awards will be based on a first come-first served basis, at EGLE's discretion, until the funds are depleted.
5. Projects that can be completed on time, according to the proposed project schedule.
6. The grant recipient must be able to enter into a legal agreement with the State of Michigan and are in good standing with EGLE.
7. All grant applicants must follow electronic submission and vendor registration requirements as requested by the Program.
8. The applicant's business falls under one of the following:
 - a. One of three USEPA's P2 National Emphasis Areas (NEAs)
 - NEA #1: Food and Beverage Manufacturing and Processing
 - NEA #3: Automotive Manufacturing and Maintenance

- NEA #5: Metal Manufacturing and Fabrication
- b. Recycling Project
- 9. Scorecard

I. Project Clarification/Revisions

During the grant review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetable, and grant amounts. EGLE reserves the right to award grants for amounts other than those requested and/or request changes to, or clarification of, the proposed work plan.

J. Acceptance of Proposal Content

Successful applicants will be required to enter into a [standard grant agreement](#) with EGLE. 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 reimbursements will be for identified expenditures in the grant agreement, not to exceed the awarded grant amount. Grantees must agree to supply data related to the project for up to two years from the project end date as requested by EGLE.
- Grants are paid through a reimbursement process. All grantees will submit proof of payment (i.e., canceled checks, ACH, wire transfer confirmations, bank statements, etc.) and proof of receipt of goods to EGLE proving that the vendor has been paid prior to receiving reimbursement from the grant program. Reimbursement may be requested upon completion of the project, in conjunction with any required progress report(s).
- An acknowledgement that the applicant is registered as a vendor with the State of Michigan on the SIGMA Vendor Self Service (VSS). 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 web site is for the exclusive use of the vendors and individual's 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.

K. Grant Agreement Requirements

Successful applicants will be required to meet and abide by all applicable requirements specified in this RFP including those specified in the grant agreement boilerplate.

Confidentiality

All information and materials regarding this grant are subject to the Freedom of Information Act. If the grantee selects to provide business sensitive information that may be exempt from disclosure under The Freedom of Information Act, Act 442 of 1976. The applicant shall clearly describe the reason for the requested exemption and identify the information for which the exemption is requested.

II. INSTRUCTIONS FOR GRANT PROPOSAL

A. Contents

Appendix A contains the checklist, cover sheet, and grant application that must be used to complete a proposal. Directions for each portion are included in this RFP.

A proposal will consist of the following sections:

- Grant Proposal Cover Sheet
- Grant Proposal Template
- Letters of Commitment (if applicable)

B. Grant Proposal Cover Sheet

Complete the Grant Proposal Cover Sheet form. The cover sheet will become page one of the application package.

C. Grant Proposal Template

Complete the Grant Proposal Template. This will be attached after the cover page. All supporting documents should be attached after the full template.

Budget

Complete the budget in the Grant Proposal Template.

- All costs identified in the budget must be eligible grant costs.
- Include a price quote for any item(s) to be purchased.

- No staff costs will be funded.
- No fringe benefits will be included.
- Contractual services may be included.
- Travel costs will not be included.
- Indirect costs will not be included.
- Local Match is a financial commitment made by the grant recipient and other local organizations to help implement the project. Local match is required of all applications. Labor, in-kind services, cash, and materials can count as match, and the following applies:
 - Whatever match is included in the application will become part of a contractual obligation if the project is selected for funding. Be sure the match commitment is realistic.
 - Match activities will be held to the same standards as grant-funded activities.
 - Match cannot be earned until the agreement is signed by both parties (grantee and EGLE).
 - Letters of commitment are required in the proposal to document match commitments from partner organizations.

Timeline

Provide a completion timeline within the “Grant Proposal - Project Description” submittal. This should provide a timeline of all activities necessary to complete the grant. The timeline should identify a final report.

D. Application Submission Requirements

Awards will be given to applicants that meet the Eligibility Requirements and on a first come-first served basis, at EGLE’s discretion, until funding is depleted.

Proposals must be submitted electronically, in one PDF file that contains the complete grant application, to EGLE-P2Grant@Michigan.gov with the subject line “IA P2 Grant – Applicant Name”. Proposals that are sent in more than one electronic file may be disqualified.

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 e-mail submission.

E. Assistance

This grant is being issued by EGLE, Materials Management Division, Sustainability Section, Sustainable Development Unit. For further information on this grant, please contact Chad Rogers, Sustainable Development Unit, Sustainability Section, Materials Management Division, EGLE, at 517-614-7954 or RogersC1@Michigan.gov.

Appendix A

Checklist, Cover Sheet, Grant Proposal

FISCAL YEAR 2021 INTEGRATED ASSESSMENT POLLUTION PREVENTION GRANT PROGRAM

CHECKLIST FOR PROPOSAL SUBMISSION

Appendix A will be the most project-specific part of the Agreement. It will generally include all of the following:

- ☐ Complete Grant Proposal Cover Sheet (page 1 of the proposal) signed by grant acceptance authority.
- ☐ Grant applications must be submitted electronically, in one PDF file that contains the complete grant application, to EGLE-P2Grant@Michigan.gov with the subject line "Integrated Assessment Pollution Prevention Grant – Applicant Name" Proposals that are sent in more than one electronic file may be disqualified.
- ☐ The broad project scope stating the purpose of the grant or loan.
- ☐ The project description, which is a more detailed description of the type of work to be done with the grant or loan money.
- ☐ Work plan with specific tasks and products expected.
- ☐ Timetable/schedule.
- ☐ Budget.
- ☐ Any other program-specific requirements.

Awards will be given to applicants that meet the Eligibility Requirements and on a first-come-first-served basis, at EGLE's discretion, until funding is depleted.

**FISCAL YEAR 2021 INTEGRATED ASSESSMENT POLLUTION PREVENTION
GRANT PROGRAM
GRANT PROPOSAL COVER SHEET**

Project Title:	
Applicant Name:	
Project Summary:	
Street Address:	
City/State/Zip/County:	
Contact Person and Title:	
Contact Person's E-Mail Address:	
Contact Person's Telephone Number:	
Grant Amount Requested:	\$
Match Amount (dollars and percentage)	\$ = %
Total Grant Budget:	\$
DUNS Number:	State Senator:
Federal Identification Number:	State Representative:

The individual signing below certifies that they are authorized to sign this application on behalf of their agency and has the authority to accept a grant.

Signature	Date
Name/Title	