



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

COMMUNITY POLLUTION PREVENTION PROGRAM HOUSEHOLD HAZARDOUS WASTE

REQUEST FOR PROPOSALS

Issue Date: August 3, 2026

Response Due: August 28, 2026

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

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Community Pollution Prevention (P2) HHW Request for Proposals

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Sustainability Section is offering grants to support household hazardous waste (HHW) programs across the state. The State anticipates the grant period will start August 3, 2026, and will end no later than September 30, 2027.

I-B Program Description

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) 2026, EGLE will provide matching grants to support household hazardous waste programs in an effort to provide broader access to convenient collection of household hazardous waste materials. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

1. Program Objectives

- a. Increase collection capacity for household hazardous waste.
- b. Increase access and participation rates in existing HHW programs.
- c. Establish new HHW programs.

2. Program Priorities

- a. Programs with the largest projected increases in collection capacity volume and/or access and participation.
- b. Programs that promote recycling/reuse of HHW materials over disposal.
- c. Programs with sustainable funding mechanisms in place.
- d. Programs that currently provide or propose robust, continuing education programs.
- e. Applicants with demonstrated ability to collaborate and partner with other groups and organizations.
- f. Applicants that consult with EGLE Staff in the process of project development.

- g. Projects that leverage concurrent project funding from other sources, such as the U.S. Environmental Protection Agency (EPA) or local foundations or businesses.
- h. Projects that will benefit an environmental justice community or underserved and vulnerable populations within a community.

3. Applicant Tasks

NOTE: Applicants must clearly and succinctly explain how they will accomplish each required task below during the grant period.

- a. Purchase and installation of infrastructure items
- b. Development and implementation of educational programs
- c. Development and implementation of environmental, health and safety programs
- d. Development of program metrics and a program HHW dashboard.

I-C Grant Award

A total of \$250,000 in funding is expected to be available, with the average individual grant awards ranging from \$5,000-\$50,000. Applicant(s) must provide a complete Budget using the [Approved Budget Form with Narrative](#) (See Section II-B). 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.

Public Act No. 22 of 2025, authorizes the Michigan Department of Environment, Great Lakes, and Energy to administer the Community Pollution Prevention Fund. All grants made under this program shall comply with applicable law, regulations, state policies and procedures.

All applicants must provide a **minimum 20 percent** of the total project cost. Reference section IV-A for details on acceptable match types. The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost.

The Sustainability Section will award funds to applicants that agree to the terms set forth in this Request For Proposals (RFP) and the [Grant Agreement](#). EGLE Sustainability 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. Funds must be expended by September 30, 2027.

I-D Eligibility Criteria

For purposes of this RFP, the following types of entities located in Michigan are eligible to apply:

- a. Non-profit organizations
- b. Tribal governments
- c. Local health departments
- d. Cities, villages, townships, charter townships, counties
- e. Resource recovery authorities

Eligible Community P2 HHW Grants include but are not limited to:

- Education activities – develop guidance documents and host meetings about how to and where to properly dispose of HHW materials. Promotion of recycling programs that further support proper handling of HHW materials.
- Facility Improvements – infrastructure that supports year-round drop offs and collections as well as necessary supplies.
- Ineligible projects include: organics/food waste projects, scrap tire recycling projects, one-day collection events, foam recycling projects, private school district projects, public space recycling containers, glass crushers for use in mixed recycling operations, and open top/uncovered collection containers that will be stored outside.

Other notes on eligibility for the Community P2 HHW Grant:

- Subcontractor costs associated with shipping, assembly, and installation of the infrastructure items are eligible for grant funding.
- Impacted facilities must have long-range plans for continued use.
- Construction projects must be located on property owned by the grantee entity. Site locations must be clearly identified in the grant application materials. Any change to the site location may result in modification or cancellation of the grant award.

- Site improvements such as paving, lighting, and fencing are eligible for grant funding, but must be able to demonstrate significant increases in volume collected/processed or participation/access to be competitive. The State reserves the right to seek changes to proposals that include site improvements.

Community P2 HHW grants are designed for projects that have proven feasibility and are “shovel-ready”, needing only funding support to implement. If a project lacks a detailed workplan, budget, or sustainable funding structure, an applicant may be directed toward the NextCycle Michigan Accelerator Program as a more appropriate opportunity.

If an infrastructure item purchased through this grant includes equipment purchases over \$10,000, it 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.

If a project, once complete, would require an authorization or reauthorization under Part 115, the new authorization will need to be complete in order to receive final payment.

Eligible applicants must be able to demonstrate how grant-funded equipment or infrastructure will improve the management of household hazardous waste and other eligible materials. Projects should advance pollution prevention by reducing environmental impacts, increasing opportunities for reuse and recycling where feasible, and ensuring materials that cannot be recovered are managed through appropriate treatment or disposal consistent with applicable regulatory requirements.

Grantees must agree to supply data related to the project for up to five years from the project end date as requested by EGLE.

All grant recipients are expected to report program information, including annual material volumes, as required by relevant Michigan statutes (ex: Solid Waste Management (Part 115), of Michigan’s Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, MCL 324.101 *et seq*, or Part 111 of the Natural Resources and Environmental Protection Act (NREPA), 1994 PA 451, as amended, MCL 324.11101 *et seq*).

I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or 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 or have restricted transferability to other entities in Michigan.
6. Projects that do not adhere to State of Michigan authorization or permit requirements.
7. Projects that are deemed part of an entity's regulatory responsibility.
8. Ineligible projects include organics/food waste projects, scrap tire recycling projects, and one-day collection events.
10. All grant and matching funding may only be used for eligible items. Staff time, indirect costs, and in-kind services are not eligible for grant or match funding. Grantee matching contributions may only be in dollars.
11. Salaries, including expenses related to employment of graduate students, are not eligible for reimbursement under the Community P2 Grant.
12. Registrations, licenses or permits, environmental assessments, inspections, fees, taxes, insurance, training costs, office equipment (including computers and internet equipment), office supplies (ex: binders, notebooks), indirect or overhead expenses, grant administration, staff expenses, pre-construction fees (ex: design, engineering, consulting), down payments or partial payments, one-day collection events, and the purchase of real property are not eligible for reimbursement under the EGLE Community P2 HHW Grants.

Additional notes about eligibility:

- In some cases, there will be significant ineligible costs that are required to implement the project. These costs may be listed separately to describe applicant support for the project more completely.
- The grantee fiduciary entity will serve as the party responsible to the EGLE grant agreement and should be an active partner in the grant project.

- Match funding contributions may come from private, non-profit, foundation, municipal or other partners. Potential local match funding sources may include other grants, bond monies, loans, cash, public partnerships, public/private partnerships, etc. Impacted facilities must be occupied and have long range plans of continued use.

I-F Issuing Office and Point of Contact

This RFP has been issued by EGLE's Sustainability Section. Questions that arise as a result of this RFP must be submitted to the Section by email only. All questions must be submitted on or before 5:00 p.m. (ET), August 7, 2026. All questions regarding this solicitation should be directed to:

Jeff Spencer
SpencerJ3@Michigan.gov

I-G Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted at the [Program webpage](#) by August 24, 2026.

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in Part II.

I-I Response Date

Proposals must be submitted by 11:59 p.m. on August 28, 2026.

PART II

INFORMATION REQUIRED FROM APPLICANTS

NOTE: The following information must be submitted by all applicants to be considered. Failure to attach/include the requested information will result in the rejection of the proposal.

1. Application (see link and instructions below)
2. Approved Budget Form (see link and instructions below)
3. Additional Attachments:

- a. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
 - b. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
 - c. Most recent copy of the A-133 or outside audit OR the most recent financial statements (balance sheet and income statement). Applicants that receive cumulative federal funding of over \$750,000, or that receive a single state award over \$500,000 are required to provide an A-133 single audit.
4. If Applicable:
- a. Charitable organizations and professional fundraisers (unless exempt) must complete Michigan Charitable Trust Registration. For more information, please visit the [Attorney General's website](#).
 - b. Parent Organizational Chart – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
 - c. Partner Organizational Chart – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
 - d. Letter(s) of support / commitment from Partner Organization(s).
 - e. [State Historic Preservation Office \(SHPO\) Section 106 Review Form](#) (see link and instructions below)
 - f. [National Environmental Policy Act \(NEPA\) Form](#) (see link and instructions below)

Please see instructions below for additional information:

II-A Online Application

Complete the [Online Application](#). Questions marked with an asterisk (*) require a response. Applicable materials listed in Section II must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking "Submit" button on the bottom of the application page.

II-B Approved Budget Form

1. Applicant(s) must use the [Approved Budget Form with Narrative](#). All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, real property (e.g., land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, and memberships.
3. All applicants must provide a **minimum 20 percent (20%)** match of the total project costs. The sum of the State share plus the recipient share will equal the total allowable project cost.
4. **Equipment** –All Equipment expenses must be justified in your proposal. If the equipment is proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown. 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 \$10,000 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. **Incurring Costs** – The State is not liable for any costs incurred by an applicant prior to issuance of a [Grant Agreement](#). 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 cancelled 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 proposal, selected applicant(s) will be required to submit a revised proposal before entering into a Grant Agreement. The proportion of direct costs to indirect costs will remain the same as in their original request. **New line items to the revised budget are not allowed.**
2. Selected applicant(s) assumes responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Selected applicant(s) may not commingle award funds with current or future awards received from EGLE Sustainability. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
6. 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 proposals received shall be subject to an evaluation by EGLE Sustainability. 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.

Proposals failing to meet the eligibility requirements described in Sections I-C, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below.

III-A Scoring of Proposals

Total maximum points are 100.

Project Scope & Objectives (50 Points)

Proposals will be evaluated based on the scope of work, its merit, and the quality of information submitted. The proposal problem statement, goals and objectives, and timeline are of especial interest.

Project Feasibility (10 Points)

Proposals will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe.

Project Impact (10 Points)

Proposals will be evaluated on their anticipated short and long-term impacts.

Experience of Organization/Project Team (10 Points)

Proposals will be evaluated on the experience and qualifications of the organization and project team in carrying out related projects.

Program Priorities (20 Points)

Proposals will be evaluated on the incorporation of the program priorities, Community Pollution Prevention (see Part I, Section I-B).

III-B Project Clarifications/Revisions

During the proposal 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 project.

III-C Rejection of Proposals

EGLE Sustainability reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and the Sustainability Section. Further, EGLE Sustainability will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

The contents of this RFP and the proposal 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. 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 Acceptable Match Types

Applicants may use cash, bond proceeds, tax-exempt leasing, financing, or loans, in-kind from applicant organization or third-party, and monetary from applicant organization or third-party for some or all of their match. Match may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Match is subject to the same backup documentation as expenses incurred.

IV-B 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-C 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-D Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the [Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, et seq.](#)

IV-E Copyrighted Materials

See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.

IV-F Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal 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. If any part of the work is to be subcontracted, the Recipient must notify their Grant Manager and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project 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.