



SMALL CHEMICAL MANUFACTURERS POLLUTION PREVENTION INITIATIVE

POLLUTION PREVENTION TECHNOLOGY DEMONSTRATION PROJECT

(Authority: Part 145, PA 451 of 1994, as amended. To be considered for a grant, completion of this application is required.)

Part II. Application Instructions

SECTION I. GENERAL INFORMATION	
1.	<p>NAME AND TITLE OF OWNER/PERSON WITH GRANT ACCEPTANCE AUTHORITY</p> <p>Enter the full name and title of the owner or person with grant acceptance authority that is applying for the grant.</p>
2.	<p>ORGANIZATION NAME</p> <p>Enter the full name of the organization applying for the grant.</p>
3.	<p>TYPE OF ORGANIZATION</p> <p>Briefly describe the nature of your organization or operation. Include the Standard Industrial Classification (SIC) Code if known.</p>
4.	<p>MAILING ADDRESS</p> <p>Enter the mailing address including city, state, and zip code. Enter a post office box number if applicable. <u>All</u> correspondence will be sent to the owner/person with grant acceptance authority at this address <u>unless</u> noted below.</p>
5.	<p>TELEPHONE NUMBER</p> <p>Enter the telephone number, including the area code, of the owner/person with grant acceptance authority.</p>
6.	<p>FAX NUMBER</p> <p>Enter the fax number, including the area code, of the owner/person with grant acceptance authority.</p>
7.	<p>E-MAIL ADDRESS</p> <p>Enter the E-mail address of the owner/person with grant acceptance authority if available.</p>
8.	<p>ORGANIZATION WEBSITE ADDRESS</p> <p>Enter the website address of the organization if available.</p>
9.	<p>ARE YOU A MICHIGAN BUSINESS WITH LESS THAN 500 EMPLOYEES?</p> <p>Check the YES or NO box as appropriate for your organization. NOTE: Applicant must be a Michigan business with less than 500 employees to receive consideration for a grant under this program.</p>
10.	<p>RETAP WASTE ASSESSMENT?</p> <p>Indicate YES or NO whether your organization received a RETAP waste assessment. NOTE: A RETAP waste assessment is encouraged but not a requirement for a grant under this program.</p>

SECTION II. CERTIFICATION	
<p>This section requires that the owner/person with grant acceptance authority certify the truth and accuracy of the answered questions in the application. By certifying this application, you agree to the terms and conditions outlined in Part III and that all the necessary permits are obtained or will be obtained in accordance with applicable laws and regulations. In addition, this certification requires a quarterly summary of project activities listed on a form provided by the DEQ, and a final report discussing the project's degree of success.</p>	

SECTION III. PROJECT INFORMATION	
1.	<p>PROJECT TITLE</p> <p>Enter the name of the project (e.g., advanced acid recycling membrane technology project).</p>

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APPLICATION INSTRUCTIONS (continued)**

2.	ESTIMATED PROJECT START AND COMPLETION DATES Enter the estimated start and completion dates (month/day/year) of the project.
3.	GRANT AMOUNT REQUEST, APPLICANT MATCH, AND TOTAL COST OF PROJECT Enter the dollar amount of the grant request (i.e. the amount of funding you are seeking), the dollar amount of the applicant match (i.e. the amount of funding the applicant is committing to the project, either cash or in-kind) and the total cost of the project (i.e. the sum of the grant amount request and applicant match).
4..	PROJECT ADDRESS Enter the address of the project including city, county, and zip code (if different from mailing address in Section I, subsection 4 above). If a street address is not available, enter other appropriate identifiers that describe the physical location of the project. A post office box number is not acceptable for the location.
5.	PROJECT CONTACT If the owner/person with grant acceptance authority (as provided in Section I, subsection 1) is not the contact for the project, then enter the full name, title, E-mail address, telephone number, and fax number of the project contact.
6.	If all correspondence is to go to the project contact, then check the box provided.

SECTION IV. PROJECT DESCRIPTION	
This section requires a description of the project, and how the project will be evaluated. You may attach extra sheets if necessary. NOTE: If the project is the direct result of a RETAP recommendation(s), you may attach a copy of the recommendation(s) to the application.	
1.	DETAILED DESCRIPTION OF PROJECT State the pollution prevention and energy efficiency goals/objectives of the project. Indicate the wastes associated with the project including excessive energy and water usage if applicable. Summarize current processes and equipment associated with the project including relevant material inputs. Briefly explain the proposed project, and how this project will eliminate or reduce the generation of waste material(s) on-site and result in enhanced energy efficiency. Describe other factors critical to the proposed project such as enhanced worker safety, increased production efficiency, reduced regulatory burdens, reduced insurance costs etc.
2.	PROJECT EVALUATION Define project success or that which will constitute a successful project. Describe how an evaluation of the project will be conducted including the major tasks involved. Describe how you will measure and track the waste, energy, and cost reductions resulting from this project. Identify the quality assurance/quality control procedures to be used for this project. Describe how evaluation results will be used and disseminated, and the products that will be submitted to the DEQ.

SECTION V. ESTIMATED WASTE, ENERGY, AND COST REDUCTIONS	
WASTE TYPE, AMOUNT GENERATED, AMOUNT REDUCED, AND COST SAVINGS	
List the type of waste and the annual amount of waste generated (in pounds) prior to the project. Also, estimate the annual reduction in the amount of waste (in pounds) that will occur as a result of this project, and the estimated cost savings associated with each reduction. Examples of waste include air emissions, hazardous waste, solid	

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waste, wastewater discharges, storm water discharges, and oil and petroleum waste. You may be more specific and list a chemical (e.g., toluene) or material (e.g., wood pallets).

ENERGY OR FUEL TYPE, AMOUNT USED, AMOUNT REDUCED, AND COST SAVINGS

List the energy or fuel type and the annual amount used prior to the project. Also, estimate the annual reduction in the amount of energy or fuel used as a result of this project, and the estimated cost savings associated with each reduction. Examples of energy or fuel types include electricity, natural gas, oil, coal, wood, steam, etc.

SECTION VI. TIMETABLE

TASK, START DATE, END DATE, RESPONSIBILITY

List in chronological order a schedule of significant tasks including purchases, construction, installations, contractual services, testing, progress reports, and other products and deliverables (e.g. fact sheets and case studies) that are anticipated over the length of the project. Provide an anticipated start and end date for each listed task, and whether the grantee or a subcontractor will be responsible for completing each listed task.

SECTION VII. WORK PLAN

Using the timetable provided in Section VI, describe each task and how each task will be accomplished. Provide sufficient detail in describing each task that is not self-explanatory. Briefly describe all activities not explicitly listed in the timetable that are critical to achieving a successful project. Attach additional sheets as necessary.

SECTION VIII. BUDGET

GENERAL INFORMATION AND INSTRUCTIONS

- a. Round off to the nearest dollar.
- b. Include enough detail that the application reviewer knows who or what is being charged.
- c. Under each Budget Category (column A), list the activities that will be charged against the grant or counted as applicant match.
- d. Applicant match is the financial commitment made by the grantee to help implement the project. A 100 percent or greater applicant match to grant funds is required to receive funding. This is a match to the total grant funds, not a line-by-line match for each activity. Federal and state funds can not be counted towards the applicant match.
- e. Column D, Total, is a summation of Column B and Column C for each row in the table. You will therefore have a Column D total for each activity you list in the table, and a Column D total for each Budget Category Subtotal. You will also have a Column D total for Budget Category 6 (Indirect Costs) and Budget Category 7 (Grand Total).
- f. The Budget Categories Subtotal is a column summation for all activities listed under a given budget category. You will therefore have a subtotal amount for Column B, Column C, and Column D for the first five budget categories provided in Section VIII.

1. BUILDING & FACILITIES MODIFICATIONS

List each significant building or facility modification necessitated by the project in Column A. Any modification not critical to the success of the project must not be counted toward the total cost of the project.

2. EQUIPMENT, SUPPLIES & MATERIALS

In Column A, list all equipment, supplies, and materials required for the project. Equipment is defined as an article of non-expandable, tangible personal property having a useful life of more than one year. For supplies and materials, itemize as necessary, and explain any cost that may appear out of the ordinary.

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APPLICATION INSTRUCTIONS (continued)

3. CONTRACTUAL SERVICES

Contractual costs are services provided by staff or agencies other than the grantee. Any services not provided by the grantee should be listed here. If any part of the work in the grant is to be subcontracted, responses to this RFP must include a description of all work to be subcontracted. The state reserves the right to approve all subcontractors for this project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.

4. STAFFING COSTS

List each staff person on the project (e.g. manager, engineer, clerical, etc.), the estimated number of hours each person will work on the project, and his or her hourly rate. Hours attributed to training essential for the project should be included. Place the costs for each staff person (number of hours times their hourly rate) in Columns B and C. Staffing costs for staff in organizations other than the grant recipient should be budgeted under Contractual Services.

Fringe benefits include insurance, FICA, federal, state and local taxes, vacation and sick time, and workers' compensation. Most organizations have set fringe benefit rates. Use your organization's fringe benefit rate, up to 40 percent. The DEQ reserves the right to request information indicating how fringe benefits were calculated.

Travel costs should be applied to Column C, matching funds only. Show mileage separately from lodging and meals in Column A. Conference fees should also be listed here. Mileage costs should be shown in Column C as number of miles times the mileage rate. NOTE: A \$0.345 per mile is the highest allowable mileage rate.

5. OTHER COSTS

Other costs are project costs not appropriately listed under the other budget categories provided in Section VIII of the application. Not all projects will have "other costs." Double check that your "other costs" are not considered "indirect costs" (see below).

6. INDIRECT COSTS

Indirect costs should be applied to Column C, matching funds only. Indirect costs have been referred to as "the cost of doing business." Typical indirect costs are associated with, but not limited to office space, telephones, office equipment rental and usage, and general office supplies. Most agencies have a set indirect rate for such costs. Use your agency's indirect rate, up to 20 percent of salary and fringe benefits, and include the rate at which your indirect costs are being calculated in Column A. The DEQ reserves the right to request information indicating how indirect costs were calculated.

7. GRAND TOTAL

Using only the Subtotals from each budget category, determine the grand total for Column B, Column C, and Column D. Note that the grand totals for these columns should be the same as those given in Section III, subsection 3. The grand total for Column B should be the same as "The Grant Amount Requested." The grand total for Column C should be the same as "Applicant Match," and the grand total for Column D should be the same as "Total Cost of Project."



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Part III. Terms and Conditions of Grant Award

In signing the certification provided in Part I, Section II, of this application, Applicant certifies their familiarity and agreement with the terms and conditions provided herein

Responsibilities of Grant Recipients.

1. Successful applicants will be required to enter into a project contract with the DEQ within 90 days of the grant award.
2. Grant recipients will be required to carry out all obligations contained in the project contract with the DEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable and budget information, and a compensation clause.
3. The EAD also reserves the right to review and approve all products developed and paid for by grants or used for applicant match. All such products become the property of the State of Michigan.
4. Grant recipients will be responsible for meeting the match amount committed in the project contract.
5. Additional requirements, relevant to an individual project, may be specified in the project contract.

Subcontracts/Partners.

1. The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The state reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
2. The grant recipient will be required to assume responsibility for all contractual activities included in their work plan whether or not they perform them. Further, the state will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.

Reporting.

1. All grant recipients must submit status reports to the DEQ following each quarter of the grant period. A quarterly status report consists of: 1) a narrative status report, detailing the status of each task, and 2) a financial status report documenting expenditures for that quarter. Any products developed during the quarter are to be submitted with the quarterly status report. Copies of all products and quarterly status reports shall be submitted to and approved by the DEQ before payment will be made. Submit copies as follows:
 - Original quarterly status report to the EAD Administrative staff in Lansing, with three copies of any products developed.
 - One copy of the quarterly status report and one copy of any products developed to the EAD Project Administrator.
2. The EAD reserves the right to request annual progress reports of any grant recipient.
3. Final project reports will be submitted to and approved by the EAD Project Administrator before final grant payment will be made. Final reports should detail what was attempted in the project, what worked, what didn’t, and any lessons learned. Final reports should also include a list of all management practices installed.



POLLUTION PREVENTION TECHNOLOGY DEMONSTRATION PROJECT TERMS AND CONDITIONS OF GRANT AWARD (continued)

Audit Requirements.

All grant recipients must follow audit requirements provided by the EAD.

Incurring Costs.

The State of Michigan is not liable for any costs incurred by the grant recipient or any subcontractor prior to the signing of a project contract. Liability of the state is limited solely to the terms and conditions of this request and any resulting grant. The state fiscal year is October 1 through September 30. Grants awarded in any given fiscal year are contingent upon enactment of both federal and state legislative appropriation.

Officials Not to Benefit.

No member of or delegate to Congress or the Legislature shall be admitted to any share or part of the project contract or to any benefit that may arise therefrom.

Compliance with Law and Regulations.

All grant recipients and subcontractors performance under the project contract agreement will be conducted in compliance with all applicable federal, state, and local laws, regulations, guidelines, and directives. Payment of funds expended under the project contract are contingent upon the applicant demonstrating consistent compliance with all applicable environmental requirements and having no outstanding unresolved violations.

Audit.

All applicants must include with their proposal, a letter from a certified public accountant documenting that the organization has undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has in place a financial accounting system that operates in accordance with generally accepted accounting principles.

Letters of Commitment.

These are letters from partners in the project committing a specific amount of time, money, activities, or other specified resources for the project. General letters of support--those not showing time, money or specific resource commitment--will not be considered.