



Michigan Department of Environmental Quality
<http://www.michigan.gov/deq>

Hospitals for a Healthy Environment Technology (H2E) Demonstration Project

Request for Proposal
October 4, 2004 – November 1, 2004

Jennifer M. Granholm, Governor

Steven E. Chester, Director

H2E Technology Demonstration Project

Program Description

A total of \$44,000 in funding is available to Michigan Healthcare industry to advance or adopt available pollution prevention technologies from hospital initiatives. The Department of Environmental Quality (DEQ) will provide matching funds to qualifying hospitals or medical support facilities in Michigan for projects that have the potential to achieve: reductions in hazardous and solid waste; environmentally sound products/services purchases; mercury reductions; healthy building design and construction; recycling, reuse, or recover; or the preparation of a comprehensive survey of Michigan hospitals that are adopting pollution prevention practices. Selected proposals must have measurable reductions in waste generation and energy usage, improve process efficiency, and they can enhance overall business profitability. Measurements will be recorded at 3 month intervals until the termination of the award/grant. Those proposals that focus on a survey of Michigan's healthcare industries pollution prevention and energy efficiency practices must have the support of the Michigan for Health and Hospitals Association. Up to \$22,000 in matching funds will be made available to each proposal that is selected. Projects must benefit the healthcare industry. Projects addressing significant or long standing pollution prevention needs within the healthcare industry and projects having support from other healthcare providers in general are encouraged. A majority of the funds available under this program is dedicated to qualifying healthcare institutions.

The following definitions apply:

Pollution Prevention: The term "Pollution Prevention" is defined as the practice of minimizing the generation of waste at the source and, when wastes can not be prevented, utilizing environmentally sound on-site or off-site recycling or reuse. The term includes equipment or technology modifications, process or procedure modifications, product reformulation or redesign, and raw material substitutions. Waste treatment, control, management, and disposal are not considered pollution prevention, per the definitions under Part 143, Waste Minimization, of the Natural Resources and Environmental Protection Act (NREPA) 1994 PA 451, as amended.

Eligible Applicants

All Michigan hospitals or medical facilities qualify for the program. Small to medium size hospitals are strongly encouraged to submit proposals.

Eligible Projects

Eligible pollution prevention projects must have the potential to: 1) achieve measurable reductions in waste generation and energy usage; 2) enhance process efficiency; 3) improve overall business profitability and 4) involve a technologies or practices that are transferable to other healthcare facilities. Selected projects must be completed in a 10 month period. Eligible projects must provide measurable data in 3 month intervals throughout the life of the award/grant.

Ineligible Projects

1. Substitution of products that consist of equally, or more hazardous materials components.
2. Research and development, and first commercialization projects.
3. Maintenance of existing pollution prevention projects (see also Non-Duplicative Projects below).
4. Projects that can not be shared with or having limited transferability to other businesses.
5. Projects having a primary purpose of increasing process output or production.
6. Projects deemed illegal under the law or inappropriate under contract management standards.

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Non-Duplicative Projects

Program funds cannot be used to replace existing federal, state, or local regulatory requirements or financial commitments. Projects must demonstrate their unique contribution and assure that they do not duplicate other state, regional or federal efforts.

Eligible Applications

Applicants must use the H2E Technology Demonstration Project application form when applying for the matching funds. The form is designed to assist applicants in providing needed contact and project information, while minimizing errors that may delay or disqualify potentially fundable projects. Proposed projects must: 1) meet the definition of pollution prevention; 2) include a work plan, timeline, and budget; 3) include an estimate of expected waste reduction benefits and cost savings, and how such benefits and cost savings will be measured; and 4) contain a list of project deliverables to the DEQ.

All applicants must additionally include with their application, 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 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.

Matching Fund Requirements

Applicant must provide a match to state funding of at least 100 percent. Note: Applicant may use "expenditures in-kind" or third party contributions for meeting their matching obligations under the program. A letter of intent must accompany "Third Party" in-kind contributions.

Minimum Requirements for a Successful Proposal

The minimum requirements for a successful proposal are outlined by the following conditions:

1. Applicant is a healthcare facility or healthcare technical assistance provider partnering with a healthcare facility or association within the State of Michigan.
2. The project will achieve measurable reductions in waste generation and energy usage, enhance process efficiency, and improve the delivery of healthcare services.
3. The project is transferable to other healthcare facilities.
4. The total project cost of each project shall be at least \$44,000 (state match + applicant match).
5. Applicant is able to document a match to state funding of at least 100 percent.
6. The project will expend matching funds by August 30, 2005.
7. The project includes measurement and evaluation components. Note: Applicant must track waste, energy, and cost reductions, and other significant benefits or concerns associated with the project.
8. Applicant is committed to providing a quarterly summary of project activities, and a final report discussing the project's degree of success, environmental benefits, costs, and recommendations.
9. Applicant is able to share nonproprietary information on the project with the public in the form of a case study and workshop that demonstrates the technology.
10. Applicant has the ability to enter a contract with the DEQ (i.e. no outstanding unresolved violations or pending violations).
11. Applicant will obtain all the necessary construction permits and abide by all applicable laws and regulations relevant to the project.

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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 DEQ reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project. Information essential for case study development must be included in project reports.

Acceptance of Proposal Content

The successful applicant will be required to enter into a "Letter of Agreement" (LOA) with the DEQ within 30 days of being awarded funding. A LOA consists of standard "boilerplate" language, applicant's work plan, timetable, and budget information, and a compensation clause. Part III of the application outlines some of these contractual requirements. Failure of the successful candidate to accept these obligations may result in cancellation of the award. The DEQ reserves the right to offer partial funding for any approved proposal.

Contract Reimbursement for Project Expenditures

Project contracts cannot exceed one year and will be invoiced by September 30, 2005 on a cost-reimbursement basis. Applicants will be expected to make their own payments for materials, equipment, supplies, personnel, or other project expenditures and, subsequently, provide to the DEQ detailed requests for reimbursement. These requests will document expenditures made, equipment purchased, and other eligible expenses incurred. Ten percent of the award will be held back pending acceptance of a final project report by the DEQ.

Confidentiality

All information provided in pursuit of, and resulting from, DEQ funding is open to the public.

Timeframe for Submitting Applications

October 4, 2004 through November 1, 2004. Applications will be accepted starting October 4, 2004 but must be received no later than 4 p.m. on November 1, 2004 at the address listed below. Faxes and electronic submissions will not be accepted.

Judging Applications

Applications will be reviewed for expected pollution prevention, energy efficiency, process efficiency, and financial benefits, and transferability to other healthcare institutions. Funds will be awarded based on the recommendations received from a review panel comprised of Retired Engineers Technical Assistance Program, and DEQ staff.

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Selection Criteria by which a Proposal will be Evaluated

Proposals will be evaluated using the following primary criteria:

1. The proposal is complete, reasonable, and meets the "Minimum Requirements for a Successful Proposal."
2. Applicant's ability to meet the technology, and financial requirements for a successful project.
3. The degree to which the proposal achieves pollution prevention through new technologies or practices: 1) changes the behavior in business practices; or 2) usefulness of the information gathered through a survey of pollution prevention practices can be shared within the healthcare industry.
4. The degree to which the proposal addresses a significant need within the business community.
5. The degree of transferability to other healthcare facilities.
6. The magnitude of expected pollution prevention, energy efficiency, process efficiency, financial, and other readily identifiable benefits.
7. The likelihood of resulting in long-term improvement or protection in the health and safety of employees, the surrounding community, and the environment.
8. The extent of participation or direct support for the project from other healthcare facilities.
9. The types of healthcare operations likely to benefit from the proposed project.

Please mail two (2) copies of your completed application to:

Mailing Address:

Attn: Dale Copedge
Michigan Department of Environmental Quality
Environmental Science & Service Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Overnight Delivery Address:

Attn: Dale Copedge
Michigan Department of Environmental Quality
Environmental Science & Service Division
1st Floor, North Tower
525 West Allegan
Lansing, Michigan 48913

Faxes and electronic submissions will not be accepted.

*Be sure your proposal has been received at the office listed below by 4 p.m. **November 1, 2004.***

All other information--including binders, extraneous reports, etc.--may not be considered, reviewed or returned.

For Additional Information or Assistance

Contact Mr. Dale Copedge of the Environmental Science & Services Division at 800-662-9278 or copedgdd@michigan.gov